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Gareth Owens LL.B Barrister/Bargyfreithiwr
Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



Contact Officer:
Sharon Thomas / 01352 702345
sharon.b.thomas@flintshire.gov.uk

To: Cllr Robert Davies (Chair)

Councillors: Gillian Brockley, David Coggins Cogan, Steve Copple, Jean Davies, Ian Hodge, Alasdair Ibbotson, Paul Johnson, Gina Maddison, Roz Mansell, Ted Palmer, Michelle Perfect, Vicky Perfect, Linda Thew, Arnold Woolley and Antony Wren

3 November 2022

Dear Sir/Madam

NOTICE OF REMOTE MEETING
CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE
WEDNESDAY, 9TH NOVEMBER, 2022 at 2.00 PM

Yours faithfully

Steven Goodrum
Democratic Services Manager

The meeting will be live streamed onto the Council's website. The live streaming will stop when any confidential items are considered. A recording of the meeting will also be available, shortly after the meeting at <https://flintshire.public-i.tv/core/portal/home>

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345.

AGENDA

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 3 - 6)

Purpose: To confirm as a correct record the minutes of the meeting held on 29 September 2022.

4 INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) DRAFT ANNUAL REPORT 2023/2024 (Pages 7 - 34)

Purpose: To receive the Draft Annual Report for 2023/2024.

5 TIMINGS OF MEETINGS AND MEETING FORMAT SURVEY (Pages 35 - 46)

Purpose: To seek the views of the Committee about the proposed survey on the timing and format of meetings.

Please note that there may be a 10 minute adjournment of this meeting if it lasts longer than two hours

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE **29 SEPTEMBER 2022**

Minutes of the remote meeting of the Constitution and Democratic Services Committee of Flintshire County Council held on Thursday, 29 September 2022.

PRESENT: Councillor Robert Davies (Chairman)

Councillors: Gillian Brockley, David Coggins Cogan, Steve Copple, Alasdair Ibbotson, Ian Hodge, Paul Johnson, Gina Maddison, Michelle Perfect, Vicky Perfect, Linda Thew, Arnold Woolley, and Antony Wren.

SUBSTITUTION: Councillor Ryan McKeown for Ted Palmer

APOLOGIES: Councillors Jean Davies and Roz Mansell

IN ATTENDANCE: Chief Officer (Governance), Head of Democratic Services, Overview & Scrutiny Facilitator, and Democratic Services Officer

8. DECLARATIONS OF INTEREST

Councillors Gillian Brockley, Rob Davies, Alasdair Ibbotson, Ryan McKeown, Linda Thew and Antony Wren declared a personal interest in agenda item 4: Amendments to Clwyd Pension Fund Constitution.

9. MINUTES

The minutes of the meeting held on 7 July 2022 were submitted.

The minutes were moved as a correct record by Councillor Ian Hodge and seconded by Councillor Vicky Perfect.

RESOLVED:

That the minutes be approved as a correct record and signed by the Chairman.

10. AMENDMENTS TO CLWYD PENSION FUND CONSTITUTION

In presenting the report the Chief Officer (Governance) provided background information regarding the Clwyd Pension Fund. He advised that the report outlined the proposed changes to the Constitution and the Pension Board's Protocol to:

- reflect the proposal that the Head of Clwyd Pension Fund is the senior officer with responsibility for operational delivery of the Pension Fund, rather than the Chief Executive; and
- ensure that the Constitution is fully reflective of the status of pension fund management as a non-executive function.

Other incidental changes were included in the Appendix to the report.

Councillor Alasdair Ibbotson expressed concern around the proposal that the Head of Clwyd Pension Fund be the senior officer with responsibility for operational delivery of the Pension Fund, instead of the Chief Executive, as he felt this was delegating authority to a lower level. In response the Chief Officer explained that the Constitution described where responsibilities lay and, referring to page 20 of the report as an example, he said the Constitution also outlined who would hold responsibility for carrying out those functions. The intention of the proposal was to provide greater clarification around operational responsibility.

In response to a further concern raised by Councillor Ibbotson the Chief Officer advised that the Chief Executive retained overall responsibility as Senior Officer of the Council. Delegation to officers did not prevent the Chief Executive from over-ruling a decision if necessary except when an officer had a statutory post and specific responsibilities.

The Chief Officer also responded to the question raised by Councillor Steve Cople regarding workload and capacity and explained that the Head of Clwyd Pension Fund was already undertaking the relevant functions.

The recommendation in the report was moved and seconded by Councillor Antony Wren and Councillor Ian Hodge.

RESOLVED:

That the changes outlined in the Appendix to the Clwyd Pension Fund Constitution and the Pension Board Protocol be recommended to Council.

11. REVIEW OF PROCUREMENT THRESHOLDS FOR QUICK QUOTES/SINGLE SUPPLIER QUOTES

The Chief Officer (Governance) provided background information and explained that due to increased 'Market costs', the Collaborative Procurement Service led by Denbighshire County Council had received requests from multiple service areas to explore the option to raise the threshold for one quote and use of quick quotes. Approval was sought to suspend the current threshold of £10k set within the Contract Procedure Rules (CPRs) to proceed with the purchases of goods, services, or works, following receipt of one quote demonstrating value for money.

Approval was also sought to amend the current thresholds from £10k to £20k set within the Contract Procedure Rules (CPRs) to proceed with the purchases of goods, services, or works, following receipt of one quote and to allow use of the Quick Quotes functionality of the 'Proactis' e-tendering system for quotes up to £20k instead of the current threshold of £10k.

Councillor Alasdair Ibbotson asked what the officer level/grade was at which single quotes for the purchase of goods, services, or works, could be placed up to £20k. The Chief Officer explained that appropriate authority would be delegated to an officer by the Chief Officer for the relevant service which would vary according to

the portfolio of responsibility. He advised that there were specified thresholds at higher levels within the Contractual Procedure Rules (CPRs).

Councillor David Coggins-Cogan sought clarification of the data provided in section 1.04 of the report. He said he was in agreement with the threshold being raised to £20k but queried the need to suspend the current £10k threshold and increase to £20k until the approval and publication of revised CPR's in 12-18 months' time. The Chief Officer responded to the concerns raised.

The recommendations in the report were moved and seconded by Councillor Steve Cople and Councillor Arnold Woolley

RESOLVED:

- (a) That suspension of the current £10k threshold and increase to £20k until a full review of the CPR's were undertaken in line with new Legislation be supported; and
- (b) That use of the Quick Quotes functionality of the Proactis e-tendering system for quotes for goods, services, or works, up to £20k instead of the current threshold of £10k, be approved.

12. OVERVIEW AND SCRUTINY TERMS OF REFERENCE

The Overview and Scrutiny Facilitator presented the report on the proposed amendments to the Terms of Reference for each of the Overview & Scrutiny Committees. She provided background information and advised that the current terms of reference and the proposed changes were set out in the appendices to the report.

The recommendation in the report was moved by Councillor Ian Hodge and seconded by Councillor Arnold Woolley

RESOLVED:

That the Committee recommends to Council the proposed amendments to the Terms of Reference for each of the Overview & Scrutiny Committees

13. MEMBERS OF THE PRESS IN ATTENDANCE

There were no members of the press in attendance.

(The meeting started at 2.00 pm and ended at 2.40 pm)

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Chairman

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CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 9 November 2022
Report Subject	Independent Remuneration Panel for Wales (IRPW) draft Annual Report 2023/2024
Report Author	Democratic Services Manager

EXECUTIVE SUMMARY

Each year, the Independent Remuneration Panel for Wales (IRPW) determines the rates of payment which are to be made to elected and co-opted members of Welsh Local Authorities for the following year.

Established by the Local Government (Wales) Measure 2011, the IRPW is independent of local authorities. It has emphasised from its inception that:

“Local democracy and governance of public services is not cost free and need to be valued if we are to enable everyone to participate. Levels of remuneration need to be set at a level sufficient to encourage a diversity of willing and able people to undertake local governance through elected, appointed or co-opted roles.”

The draft Annual Report is sent by the IRPW to County Councils each year. This year, it did so on the 6th October 2022, requesting comments to be made by no later than the 1st December 2022.

The IRPW is required to take into account any representations which it receives on the draft report before issuing its final version of the report in February.

The IRPW says that the year 2023/24 will be a ‘*year of consolidation*’. This is in recognition of the major changes that were introduced for 2022/23, to ‘*allow time for last year’s Determinations to bed in*’.

Last year, the Panel reset the basic salary for elected members of principal councils to align with the 2020 Annual Survey of Hours and Earnings (ASHE).

They propose to retain the link between basic salary of councillors and the average salaries of their constituents.

The basic salary in 2023/24 for elected members of principal Councils shall be £17,600 with effect from 1st April 2023.

Small increases are also proposed for Cabinet Members, Council Leaders and their deputies.

RECOMMENDATIONS

1	That the Committee considers and comments on the Determinations made by the Independent Remuneration Panel for Wales in their draft Annual Report for 2023/24.
2	That the Head of Democratic Services be authorised to make a response on behalf of the Council, reflecting the decision made at the meeting, to the Independent Remuneration Panel for Wales.

REPORT DETAILS

1.00	DETAILING THE DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) 2022/23
1.01	Members will be aware that the IRPW produces a report on an annual basis, which sets out what it has decided (these are called Determinations) the rates of payment to Members and co-optees of Local Authorities in Wales for the following year should be.
1.02	For 2023/24, the Panel have revised the format of their report, removing information that remains the same as previous years. This information will be available on their website. Their report will now focus on the changes resulting from the Panel's proposals.
1.03	In their report (which is attached as an appendix), the Panel states <i>Last year the Panel reset the basic salary to align with the 2020 Annual Survey of Hours and Earnings (ASHE) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents.</i> <i>Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents.</i> The table below shows the 2022 IRPW determined salary levels and the proposed levels for 2023. All salaries include the basic Member salary. (Determinations 1 and 2)

	Position	Current, 2022 IRPW Determination	Proposed, 2023 IRPW Determination	Amount of proposed increase
	Member of Council	£16,800	£17,600	£800
	Committee Chair	£25,593	£26,400	£807
	Leader of largest Opposition Party	£25,593	£26,400	£807
	Chair of Council	£25,593	£26,400	£807
	Vice-Chair of Council	£20,540	£21,340	£800
	Cabinet Member	£34,020	£35,640	£1,620
	Deputy Leader	£39,690	£41,580	£1,890
	Leader	£56,700	£59,400	£2,700
	These increases will apply from 1 st April 2023.			
	The increases are between 3.15% and 4.76%, which is well behind the current rate of inflation.			
1.04	Determination 3 relates to Salaries for Joint Overview and Scrutiny Committees which do not currently apply to Flintshire.			
1.05	Determination 4 relates to Town and Community Councils.			
1.06	Determination 5 relates to National Park Authorities and Fire & Rescue Authorities. National Park Authorities do not apply to Flintshire.			
	The changes to payments to Fire & Rescue Authorities are shown in the table below:			
	Position	Current, 2022 IRPW Determination	Proposed, 2023 IRPW Determination	Amount of proposed increase
	Member	£2,369	£2,482	£113
	Chair	£11,162	£11,282	£120
	Vice-Chair	£6,109	£6,222	£113
	Committee Chair	£6,109	£6,222	£113
	Flintshire nominates 6 members of the North Wales Fire & Rescue Authority.			
1.07	All of the other determinations made for 2022-23 will remain the same and therefore be applied to 2023-24. These cover:			
	<ul style="list-style-type: none"> • Contributions towards costs of care and personal assistance; • Reimbursement of Travel and subsistence costs; 			

	<ul style="list-style-type: none"> • Compensation for financial loss; • Co-opted Members and • Restrictions on receiving double remuneration where a member holds more than one post.
1.09	As with each draft Annual Report, the Panel are seeking feedback on the content of the report. A copy of the consultation questions is included as Appendix 2.
1.10	The Committee is invited to consider, and comment on the Independent Remuneration Panel for Wales Draft Annual Report and its Determinations for 2023. The consultation period ends on 1 st December.
1.11	<p>The lower than inflation proposed increases reflect the historical nature of the comparator. Due to the method being used, Councillors' allowances will always "be playing catch up".</p> <p>During the term of the last Council, levels of payment fell behind and the IRPW recommended a large increase to bring them "into line". It is possible that the link with ASHE will prevent that from happening in future. However, the IRPW should be trying to guard this risk to avoid a recurrence of the need to increase allowances just before an election. There is a specific question in the consultation on the link with ASHE and it is perhaps worth pointing out that, should any "corrections" be needed, they should be applied incrementally over the next 5 years rather than in a single uplift.</p>

2.00	RESOURCE IMPLICATIONS
2.01	<p>Any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year (as relating to the authority).</p> <p>If all of the increases are accepted as per the IRPW report, there will be a budget increase of £61,580 for 2023-24.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	The IRPW are consulting about their proposals and Members have the opportunity to feedback their views.

4.00	RISK MANAGEMENT
4.01	The decision to increase Member Salaries is made by the Independent Remuneration Panel for Wales, not Flintshire County Council.

5.00	APPENDICES
5.01	Appendix 1 - Independent Remuneration Panel for Wales – Draft Annual Report 2023 Appendix 2 - Independent Remuneration Panel for Wales – Draft Annual Report 2023 – consultation questions

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	The background paper to this report is the Independent Remuneration Panel for Wales draft report, attached as an appendix. Contact Officer: Steven Goodrum, Democratic Services Manager Telephone: 01352 702320 E-mail: Steven.Goodrum@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	<ul style="list-style-type: none"> • Independent Remuneration Panel for Wales (IRPW) - body established by the Welsh Government to determine the level of Local Authority payments to Members. • Determinations - the decisions which the IRPW makes. • Basic Salary – the salary or allowance which the IRPW determines should be paid to each Member of the Council which for 2023/24 is £17,600. • Senior Salary - a senior salary is payable to a Councillor with special responsibility such as the Leader, Deputy Leader, Cabinet Members, Committee Chairs and the leader of the largest opposition group (a Group B Council such as Flintshire may pay up to 18 senior salaries). • Civic Salaries - these are the payments made to the Chair and Vice Chair of Council.

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Independent Remuneration Panel for Wales

Annual Report

DRAFT

February 2023

Annual Report 2023 to 2024

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Section 1: Introduction

Welcome to the draft Report of the Independent Remuneration Panel for Wales, setting the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils, community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023.

This is my first Report as Chair of the Panel, having been appointed in June this year. I would like to take this opportunity to thank John Bader, the outgoing Chair, for his service over many years and who led the Panel through two significant pieces of work last year – the [Independent 10 Year Review of the Panel](#) and restoring the link between elected members salaries and average earnings in Wales. I also thank Joe Stockley for his service and I am pleased to announce the appointment of Bev Smith in June this year. Saz Willey, Vice Chair, and Ruth Glazzard have continued to lead the work of the Panel during this period of change and I thank them for the support they have given both Bev and I, as new members.

This year the Panel has continued to focus on and take forward the recommendations from the [Ten-Year Review](#). There are four key strands to this work – review the way we work, set out a three year strategy for the Panel, improve how we communicate and engage with stakeholders and build a robust evidence base to inform decisions.

We have embarked on the recommended Effectiveness Review of the way we work and have started developing our longer-term strategy with a Panel Development Day in August. We have agreed that our mission should be to deliver a fair and accountable reward framework for Wales' communities to have their voices heard within our democracy. We will use our expertise and professionalism to build trusting, sustainable partnerships to inform our work and deliver the changes Wales needs.

We aim to improve the way we communicate and engage both with our immediate stakeholders and the general public. As a first step we now publish a summary of our monthly meetings on our [website](#), but recognise there is much more to do. We aim to improve the accessibility and ease of use of our website and develop it into a more useful resource tool for people. We intend it to be an easy-to-use store of information on our Determinations, and, building on our current [Frequently Asked Questions](#) page, develop our Guidance on how all decisions should be applied.

Whilst we are an independent body, we will continue to work collaboratively with key stakeholders engaged in promoting participation in local democracy. We look forward to participating in the forthcoming events hosted by the Welsh Government and Minister for Finance and Local Government, to share knowledge, experience, and best practice across a range of subjects related to the role of a councillor to develop a shared understanding of how we can take collective action to increase diversity in local democracy.

The Welsh Government will soon be publishing research which explores the barriers to standing for elected office and the changing role of the councillor and is

developing a programme of work around the role of the community and town Councils.

The Panel has decided that this year will be a year of consolidation. Major changes were put in place last year, and a significant uplift in salary levels was agreed. We wish to allow time for last year's Determinations to bed in and to allow the Panel to continue its development of a research and evidence base to inform future decisions and move to a longer term planning cycle. This report reflects that decision.

During the past few years, we have been considering the structure of our reports and how we can make them more accessible to all. We have concluded that much of the information published replicates previous years, often without significant change. For this report we decided to focus on the changes made as a result of the proposals. We have therefore decided that the majority of the content set out in previous reports will be removed from the report and placed on the Panel's website. We will make arrangements for those who are unable to access the website.

This change has significantly reduced the size of the report and made it more manageable to navigate. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

This is a work in progress, and we would be interested in your views about this approach and so have specifically asked for some feedback as part of our [Consultation questions](#) at the end of the Report.

Panel Membership

Frances Duffy, Chair
Saz Willey, Vice Chair
Ruth Glazzard
Bev Smith

Detailed information about the members can be found on the website: [Panel website](#)

Section 2: Role and responsibilities of the Panel

Role of the Panel

The Panel is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.

- Principal Councils – county and county borough councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

The Panel is also consultee for proposed changes to the pay of principal council Chief Executives.

Principles

The work of the Panel is underpinned by a set of principles which guides its approach, methodology and decision making. They are:

- **Upholding trust and confidence** – Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service.
- **Simplicity** – The Framework is clear and understandable.
- **Remuneration** – The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in the post.
- **Diversity** – Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve.
- **Accountability** - Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest.
- **Fairness** - The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

- **Quality** - The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement.
- **Transparency** - Transparency of members' remuneration is in the public interest.

Section 3: Summary of Deliberations and Determinations

Methodology

Each year the Panel engages with members of the bodies for which it sets remuneration levels, officers within those organisations, clerks, Welsh Local Government Association, One Voice Wales and the Society for Local Council Clerks. It does this through a range of meetings which, at the moment, remain mostly online. The Panel will continue with these discussions. They provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The draft report is published widely and members of the public are encouraged to and have provided valuable feedback and we welcome this.

The Panel also considers feedback from the publishing of the Annual Report in the previous year. The changes made in last year's Report, in particular the uplift in the basic salary, seem to have been well received by stakeholders. The issues raised with the Panel have all been centred around the detail of the Determinations, asking for guidance on how they should be applied or asking for points of clarification where the text of the Report was unclear.

The Panel has therefore agreed to review the format and structure of the main Report and make better use of the Panel website to provide information and guidance.

The Panel has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.

In making its determinations for this Draft Report, the Panel considered a range of benchmarks, including past, current and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy and climate crises.

The Panels proposals are consulted on and following consideration of the views received in response to its consultation the Panel makes its final determinations which are published each year in its Annual Report.

Panel's Determinations for 2023 to 2024

Basic salary for elected members of principal councils - Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the [2020 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections. The rationale for this significant step can be found in last year's Annual Report and a detailed explanatory paper setting out the historical context and analysis is available on the Panel's website.

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. **The basic salary will be aligned with three fifths of the all Wales [2021 ASHE](#), the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.**

Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable ("the cap") will remain in place. At the 2022 local elections boundary reviews changed the number of members for some councils. The Panel adjusted the senior salary cap for these councils in its 2022 to 2023 Annual Report. As there are no further changes for 2023 to 2024, the maximum number of senior salaries payable within each council remains as set out in the 2022 to 2023 [Report](#).

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The [ASHE 2021](#) increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members.

To complete the last year's realignment of the framework, Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply. The salary of a leader of the largest (Group A) council will therefore be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

Table 1 – Salaries payable to Basic, Senior, Civic and Presiding Members of Principal Councils

Description	Remuneration		
Elected Members of Principal Councils			
Basic salary (payable to all elected members)	£17,600		
Senior salaries (inclusive of basic salary)	Group A	Group B	Group C
Band 1:			
Leader	£66,000	£59,400	£56,100
Deputy Leader	£46,200	£41,580	£39,270
Band 2:			
Executive Members	£39,600	£35,640	£33,660
Band 3:			
Committee Chairs (if remunerated): Civic Head Presiding Officer	£26,400		
Band 4:			
Leader of Largest Opposition Group	£26,400		
Band 5:			
Leader of Other Political Groups Deputy Civic Head	£21,340		
Deputy Presiding Member – no role payment	£17,600		

Group A: Cardiff, Rhondda Cynon Taf, Swansea

Group B: Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham

Group C: Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence;
- Care and Personal Assistance;
- Sickness Absence;
- Corporate Joint Committees,
- Assistants to the Executive,
- Additional salaries and Job sharing arrangements and
- Co-opted Members

Salaries for Joint Overview and Scrutiny Committees: Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

There are no other changes.

Payments towards costs and expenses of members of Community and Town Councils; Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

Basic payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

Type of payment	Requirement
Group 1	Electorate over 14,000
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory

Type of payment	Requirement
Group 2	Electorate 10,000 to 13,999
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 3	Electorate 5,000 to 9,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 5	Electorate less than 1,000
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

Table 3 – Payments to National Parks Authorities and Fire and Rescue Authorities

National Parks Authorities	
Basic salary for ordinary member	£4,964
Chair	£13,764
Deputy Chair (where appointed)	£8,704
Committee Chair or other senior post	£8,704
Fire and Rescue Authorities	
Basic salary for ordinary member	£2,482
Chair	£11,282
Deputy Chair (where appointed)	£6,222
Committee Chair or other senior post	£6,222

All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering;

- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss;
- Co-opted Members and
- Restrictions on receiving double remuneration where a member holds more than one post.

Section 4: Consultation on Draft – Questions

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the 1 December 2022 and you can either email us your comments or complete the form on our website [HERE](#).

Question 1

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the [ASHE 2021](#) data.

Yes

No

No Opinion

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any additional comments

Question 2

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Yes

No

No Opinion

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any additional comments

Question 3

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
No Opinion	<input type="checkbox"/>

Any additional comments

Question 4

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you would like to access information and guidance from the Panel?
(choose all that apply)

Summary report with links to detailed guidance	<input type="checkbox"/>
Easy to use guidance notes	<input type="checkbox"/>
Frequently asked questions	<input type="checkbox"/>
Website	<input type="checkbox"/>
Social media	<input type="checkbox"/>
Information events	<input type="checkbox"/>
Other	<input type="checkbox"/>

If other, please specify:

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

Question 5

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Would you like to be involved in any future engagement events?

Yes
No

<input type="checkbox"/>
<input type="checkbox"/>

Contact details

Summary of Determinations:

Determination 1:

The basic level of salary for elected members of principal councils will set at £17,600.

Determination 2:

The salary of a leader of the largest (Group A) council will be £66,000. All other payments have been decided in reference to this.

Determination 3:

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

Determination 4:

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

Determination 5:

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. All payments are set out in Table 3.

Determination 6:

All other Determinations set out in the 2022 to 2023 [Annual Report](#) of the Panel remain valid and should be applied.

Independent Remuneration Panel for Wales
Room N.03
First Floor
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Telephone: 0300 0253038
E-mail irpmailbox@gov.wales

The Report and other information about the Panel and its work are available on our website at:

[Independent Remuneration Panel for Wales](#)

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Yes

No

No Opinion

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any additional comments

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No Opinion

<input type="checkbox"/>
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Any additional comments

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- Yes
- No
- No Opinion

Any additional comments

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- Website
- Social media
- Information events
- Other

If other, please specify:

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Yes

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Contact details



CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday 9 th November 2022
Report Subject	Timings of Meetings and Meeting Format Survey
Report Author	Democratic Services Manager

EXECUTIVE SUMMARY

Timings of Meetings

At the Annual Meeting of Council, on Tuesday 24th May, the Schedule of Meetings for the current municipal year was considered and approved. This was based on the previous year's Schedule.

It was recognised that the 'new' Council should make its own decision about when meetings should be held, and it was agreed that a survey of Members would be conducted during in 2022.

Meeting Format

We are required to broadcast all of our meetings as hybrid or remote. There is therefore a need to develop a Multi-Location Meetings Policy. The Constitution & Democratic Services Committee, at its November 2021 meeting, agreed an interim Multi-Location Meeting Policy until after the May 2022 election, and the new Council was in a position to make an informed decision. The Committee agreed to consult Members in the Autumn 2022.

This report seeks to combine the two surveys to obtain Members' views on timings of meetings and meeting format.

RECOMMENDATIONS

1	That the Committee agrees to the proposed approach to conducting the survey and approves the survey form to be used.
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REPORT DETAILS

1.00	EXPLAINING THE TIMINGS OF MEETINGS AND MEETING FORMAT SURVEY
	<i>Timings of Meetings</i>
1.01	The current schedule and timings of meetings was agreed at the Council's Annual Meeting on 24 th May and was based on the previous Council's meeting schedule.
1.02	It was recognised that the 'new' Council should make its own decision about when meetings should be held, and it was agreed that a survey of Members would be conducted during 2022.
	<i>Meeting Format</i>
1.03	<p>The Local Government & Elections (Wales) Act 2021 was given Royal Assent at the end of January. Section 47 of the Act, and part 1 of schedule 4 of that Act provides the statutory basis for what is now being referred to as 'multi-location meetings'.</p> <p>Multi-location meetings are defined in the Act as a meeting of a relevant authority whose participants are not all in the same physical place. Entirely physical meetings are not permitted by the legislation: meetings must be livestreamed and capable to be attended by remote means.</p>
1.04	<p>The Act also requires the Council to develop and publish a Multi-Location Meeting Policy.</p> <p>An interim policy was agreed at the Constitution & Democratic Services Committee meeting in November 2021. The Committee decided that the interim policy would be in place until the new Council was consulted after the May elections, suggesting this takes place in the Autumn of 2022.</p>
1.05	A copy of the proposed survey is included as Appendix 1. Questions 1 to 4 relate to the timings of meetings and Questions 5 to 7 relate to the meeting format.
1.06	<p>The survey allows both elected and co-opted Members to express opinions as to whether meetings should be held as they are currently, or whether to change timings which could include evening meetings.</p> <p>The results will be published anonymously, although names are requested at survey stage in case anything requires clarification.</p>
1.07	It is intended to use an electronic survey although paper copies will also be provided for Members if required.
1.08	The results of the survey will be reported back to a future meeting of the Constitution & Democratic Services committee. This will allow any proposed changes to be incorporated into the Schedule of Meetings for 23/24 and for the interim Multi-Location Meeting Policy to be reviewed and updated, before being adopted by Council.

2.00	RESOURCE IMPLICATIONS
2.01	The holding of evening meetings would increase costs as it would be necessary to keep County Hall, or other buildings where formal meetings are held open later than the current 7pm close. Hybrid meetings (rather than wholly remote meetings) are also more demanding of resource from the Democratic Services team who must operate both the Zoom meeting and the webcasting equipment as well as taking minutes.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report is being submitted to initiate consultation with Members.

4.00	RISK MANAGEMENT
4.01	<p>The time and format for meetings is an important consideration because it affects whether and the ease with which members/officers/the public are able to participate alongside their other time commitments. Welsh Government therefore saw the move to hybrid (or remote meetings) as an important policy step to support their aims of:</p> <ol style="list-style-type: none"> 1) Improving access to and participation in democratic processes by the public; 2) increasing diversity amongst the elected Councillor cohort; and 3) reducing carbon emissions.

5.00	APPENDICES
5.01	Appendix 1 – Draft Survey Meeting Times and Format.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<ul style="list-style-type: none"> • Report to Constitution & Democratic Services Committee meeting held 17th November 2021 regarding Multi- location and Future Meetings Policy • Minutes from Constitution & Democratic Services Committee meeting held 17th November 2021, agreed on 26th January 2022 <p>Contact Officer: Steven Goodrum, Head of Democratic Services Telephone: 01352 702320 E-mail: Steven.Goodrum@flintshire.gov</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Hybrid Meetings - where some people are physically present, but others contribute remotely.</p> <p>Multi-location Meetings – the term now widely used to describe both remote attendance meetings and hybrid meetings.</p> <p>Multi Location Meetings Policy – a policy to be adopted by the Council, taking into account statutory guidance, on such issues as the time and format of meetings, whether and how the public may participate</p> <p>Remote Attendance Meetings – where all participants and observers are connected by a software platform. No one is ‘physically’ present at the meeting.</p>

Appendix One

Timing of Council Meetings Survey

Dear Councillor

The Council has committed that it would, in accordance with past practice, consult with you as councillors following the elections on the best time to hold meetings, workshops etc.

The Council must also publish something called a public participation scheme (known locally as a multi-location meetings policy) which sets out how and when the public can view or participate in meetings.

Last year we adopted an interim policy with a promise to review it at the same time as consulting you about meeting times.

Welsh Government Guidance on public participation strategies states that:

- All Councils should review the times at which meetings are held at least once in every term, preferably shortly after the new Council is elected.
- The rule of thumb should be that meetings will be held at times, intervals and locations which are convenient to its Members and as far as is practicable, have regard to equality and diversity issues.
- Councils should find ways of surveying their Members, at least after each election, to assess their preferences and should be committed to act on the conclusions.
- The Council should be prepared to make changes to its pattern of working if it meant that the Council was better able to retain new Councillors with outside responsibilities.
- Councils should also consider whether there may be advantages to rotating meeting times due to an impossibility of pleasing all of their Members all of the time.

This survey is intended to gauge your views on how the Council organises its meetings.

The survey will run from dd month year until dd month year. The results will then be reported to the Constitution and Democratic Services Committee before coming to Council for consideration.

Councillor:	
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Section 1 – Timings of Meetings

1. Thinking about when meetings are held, are there any days of the week on which you find it difficult to attend meetings? <i>Please indicate by ticking the relevant box/es below.</i>					
Monday	Tuesday	Wednesday	Thursday	Friday	I have no difficulty attending weekday meetings

If you have indicated that you have difficulty attending meetings on certain days, please explain why.					

2. Thinking about the times of day when meetings are held, are there any times of the day which you find it difficult to attend meetings, for example child or other caring responsibilities, Town & Community Council meetings? <i>Please indicate by ticking the relevant box/es below.</i>					
	Morning	Afternoon	Evening	No difficulty	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

If you have indicated that you have difficulty attending meetings at certain times of the day, please explain why.					

3. Please indicate your preferred time in relation to the time meetings should start by ticking the relevant box below.

Meeting	10am	2pm	4pm	6pm	Other (please specify)	Allow Committee to decide
Council						
Cabinet						
Community, Housing & Assets Overview & Scrutiny						
Corporate Resources Overview & Scrutiny						
Education, Youth & Culture Overview & Scrutiny						
Environment & Economy Overview & Scrutiny						
Social & Health Care Overview & Scrutiny						
Planning						
Licensing						
Governance and Audit						
Constitution and Democratic Services						
Standards						
Clwyd Pension Fund						
Workshops / Training / Seminars						

Please give reasons below for your preferences (e.g. work or family commitments) and any other comments about timings for meetings.

4. Do you think that meetings should have a set length? (Please tick the relevant box below.)

Meeting	No limit	2 hours	3 hours	4 hours	Other
Council					
Cabinet					
Community, Housing & Assets Overview & Scrutiny					
Corporate Resources Overview & Scrutiny					
Education, Youth & Culture Overview & Scrutiny					
Environment & Economy Overview & Scrutiny					
Social & Health Care Overview & Scrutiny					
Planning					
Licensing					
Governance and Audit					
Constitution and Democratic Services					
Standards					
Clwyd Pension Fund					
Workshops / Training / Seminars					

Section 2 – Format of Meetings

5. Do you have a preference for the format of meetings?

(Please tick the relevant box below.)

- **Hybrid** – where some people are physically present, but others contribute remotely.
- **Remote attendance** – where all participants and observers are connected by a software platform. No one is 'physically' present at the meeting.

Meeting	Hybrid	Remote attendance
Council		
Cabinet		
Community, Housing & Assets Overview & Scrutiny		
Corporate Resources Overview & Scrutiny		
Education, Youth & Culture Overview & Scrutiny		
Environment & Economy Overview & Scrutiny		
Social & Health Care Overview & Scrutiny		
Planning		
Licensing		
Governance and Audit		
Constitution and Democratic Services		
Standards		
Clwyd Pension Fund		
Workshops / Training / Seminars		

Please give reasons below for your preferences (e.g. work or family commitments) and any other comments.

6. Please rate the following statements about HYBRID meetings

	Strongly disagree			Strongly agree	
	1	2	3	4	5
They encourage social contact					
They may it easier for me to get information					
They maker it easier for me to participate and ask questions					
They make it easier to hold Officer to account					
They make it easier for me to conduct business outside the meeting (i.e. to speak to Officers or other Councillors)					
They take time out of my day, and it is a cost for me to travel to the location					
They contribute to CO2 emissions					
They are convenient – they fit around my other responsibilities.					
They are accessible to the public					
They are accessible to people with disabilities					

7. Please rate the following statements about REMOTE ATTENDANCE meetings

	Strongly disagree			Strongly agree	
	1	2	3	4	5
They encourage social contact					
They may it easier for me to get information					
They maker it easier for me to participate and ask questions					
They make it easier to hold Officer to account					
They make it easier for me to conduct business outside the meeting (i.e. to speak to Officers or other Councillors)					
They take time out of my day, and it is a cost for me to travel to the location					
They contribute to CO2 emissions					
They are convenient – they fit around my other responsibilities.					
They are accessible to the public					
They are accessible to people with disabilities					

8. If you have any other comments about meetings, please use the space below.

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