

FLINTSHIRE COUNTY COUNCIL

MEMBERS' SCHEDULE OF REMUNERATION FOR THE COUNCIL YEAR 2015/2016

1.00 Introduction

- 1.01 Regulation 4 of the Independent Remuneration Panel for Wales (IRPW) Regulations requires that an authority must produce annually a schedule of payments it intends to make to its Members and co-opted Members. The amount of those payments must accord with the Panel's determinations made for that year. The schedule must be produced no later than 4 weeks following the annual meeting of the authority. An authority may amend the schedule at any time during the year provided such amendments accord with the Panel's determinations for that year.
- 1.02 The IRPW have decided that certain payments to Members should be called salaries even though Members are not employees of the Council. More commonly such payments are called allowances. This document will refer to payments as both allowances and salaries.
- 1.03 This schedule is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations ("The Regulations") which apply to payments made to members and co-opted members of local authorities in Wales.

2.00 Definitions

- 2.01 "**Basic Allowance (Basic Salary)**"
This is the amount of payment determined by the IRPW that is paid to each Member of the Council.
- 2.02 "**Senior Allowance (Senior Salary)**"
This is the amount of payment determined by the IRPW that is paid to a limited number of Members because of the specific responsibilities they have and includes for those Members their basic allowance (basic salary).
- 2.03 "**Civic Allowances (Civic Salaries)**"
These are payments made to the Chair of the Council as civic head and to the Vice Chair of the Council and includes for those members the basic allowance (basic salary).
- 2.04 "**Care Allowance**"
This is a payment to Members and co-opted Members in respect of expenses of arranging for the care of children or dependants necessarily incurred in order to carry out official Council business.

2.05 ***“Travel Allowance”***

This is a payment made to a Member or co-opted Member in respect of travel expenditure incurred for the performance of official Council business.

2.06 ***“Subsistence Allowance”***

This is a payment made to a Member or co-opted Member in respect of expenditure incurred by the Member or co-optee in the performance of official Council business. The Council has decided it is not payable for the performance of official business within the boundaries of Flintshire.

2.07 ***“Co-optee’s Allowance”***

This is a payment to co-opted members provided they are statutory co-optees with voting rights.

3.00. Basic Allowance or Salary

3.1 A basic allowance/salary shall be paid to each elected Member of the authority.

3.2 In accordance with the Regulations, the rate of the basic allowance/salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.

3.3 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 allowance/salary will be pro-rata.

3.4 No more than one basic allowance/salary is payable to a Member of the authority. The current rate of basic allowance/salary is £13,300 p.a.

4. Senior Allowance/Salaries & Civic Allowance/Salaries

4.1 Members occupying specific posts shall be paid a senior allowance/salary as set out in **Appendix 1**.

4.2 In accordance with the Regulations, the rates of senior allowances/salaries and civic allowances/salaries shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.

4.3 Only one senior allowance/salary or civic allowance/salary is payable to any Member of the authority.

4.4 A Member of the authority cannot be paid a senior allowance/salary and a civic allowance/salary.

4.5 All senior and civic allowances/salaries are paid inclusive of basic allowance/salary.

4.6 A senior allowance/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 allowance/salary office holder providing temporary cover for the family absence of the appointed office holder.

4.7 A Member of the authority in receipt of a senior allowance/salary **cannot** receive an allowance/salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.

- 4.8 Where the term of senior allowance/salary or civic allowance/salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the allowance/salary will be pro-rata.

5. Election to Forgo Entitlement to Allowance

- 5.1 A Member may, by notice in writing delivered to the Proper 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.

6. Suspension of a Member

- 6.1 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 allowance/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).
- 6.2 Where a Member in receipt of a senior allowance/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 allowance/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 allowance/salary.

7. Repayment of Salaries, Allowances or Fees

- 7.1 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.

8. Payments

- 8.1 Payments of all basic, civic and senior allowances/salaries will be made by direct bank credit in monthly instalments of one-twelfth of the Member's annual entitlement.
- 8.2 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.
- 8.3 All payments are subject to the appropriate tax and National Insurance deductions.

9. Care Allowance

- 9.1 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.
- 9.2 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.
- 9.3 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 **Appendix 1**. All claims for care allowance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

10. Family Absence

- 10.1 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.
- 10.2 When taking family absence Members are entitled to retain a basic allowance/salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 10.3 Should a senior allowance/salary holder be eligible for family absence they will be able to continue to receive their senior allowance/salary for the duration of the absence.
- 10.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior allowance/salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 10.5 If the paid substitution results in the authority exceeding its maximum number of senior allowances/salaries, an addition to the maximum will be allowed for the duration of the substitution.

11. Co-optees' payments

- 11.1 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.
- 11.2 Co-optees' payments will be capped at a maximum of the equivalent of 15 full days a year for each committee to which an individual may be co-opted.
- 11.3 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).
- 11.4 The Democracy & Governance Manager 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.

- 11.5 The Democracy & Governance Manager 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.
- 11.6 A half day meeting is defined as up to 4 hours.
- 11.7 A full day meeting is defined as over 4 hours.
- 11.8 The daily and half day fee for the Chairperson of the Standards Committee, as determined by the Independent Remuneration Panel, is set out in **Appendix 2**.
- 11.9 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 **Appendix 2**.

12. Travel and Subsistence Allowances

Any claim for travel or subsistence allowance must comply with the requirements set out in Appendix 3.

13. Compliance

- 13.1 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 **Appendix 4**.

14. Members serving on more than one authority

- 14.1 The County Council is entitled to nominate some of its county councillors to serve on other public authorities such as the NW Fire and Rescue Authority and the Police and Crime Panel. These are significant bodies overseeing important public services and the council's nominees undertake extra duties as a result.
- 14.2 Some of these extra bodies pay allowances to the councillors who serve on them. Those allowances are also set by the Panel in the same way as basic and senior responsibility allowances. The allowances are paid in addition to the basic allowance and reflect the extra work undertaken.

SCHEDULE OF REMUNERATION 2015-16**Members Entitled to Basic Allowance/Salary of £13,300 p.a.**

Councillors:-

Alex Aldridge	Joe Johnson
Bernie Attridge	Rita Johnson
Glyn Banks	Christine Jones
Haydn Bateman	Kevin Jones
Marion Bateman	Richard Jones
Chris Bithell	Colin Legg
Amanda Bragg	Phil Lightfoot
Helen Brown	Brian Lloyd
Derek Butler	Richard Lloyd
Clive Carver	Mike Lowe
David Cox	David Mackie
Paul Cunningham	Nancy Matthews
Peter Curtis	Hilary McGuill
Ron Davies	Ann Minshull
Adele Davies-Cooke	Billy Mullin
Alan Diskin	Tim Newhouse
Glenys Diskin	Mike Peers
Chris Dolphin	Vicky Perfect
Rosetta Dolphin	Neville Phillips
Ian Dunbar	Mike Reece
Andy Dunbobbin	Gareth Roberts
Brian Dunn	Ian Roberts
Carol Ellis	David Roney
David Evans	Tony Sharps
Jim Falshaw	Aaron Shotton
Veronica Gay	Paul Shotton
Robin Guest	Ian Smith
Alison Halford	Nigel Steele-Mortimer
Ron Hampson	Carolyn Thomas
George Hardcastle	Owen Thomas
David Healey	David Williams
Cindy Hinds	Sharron Williams
Ray Hughes	David Wisinger
Dennis Hutchinson	Arnold Woolley
Hilary Isherwood	Matt Wright

Members Entitled to Senior Allowances/Salaries

Band 1

Amount

[including Basic Allowance
(Salary) of £13,300]

Leader (Councillor Aaron Shotton)	£48,000
Deputy Leader (Councillor Bernie Attridge)	£33,500

Band 2

Cabinet Members	£29,000
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Councillors:-

Billy Mullin

Christine Jones

Helen Brown

Kevin Jones

Chris Bithell

Derek Butler

Band 3

Committee Chairs for:-	£22,000
Planning & Development Control Committee (Councillor D Wisinger)	
Audit Committee (Councillor Tim Newhouse)	
Licensing Committee (Councillor L A Sharps)	
6 Overview & Scrutiny Committees (Councillors R Hampson, C Ellis, I Roberts, V Gay, D Roney and C Carver)	

Band 4

Leader of the largest group not represented on the Cabinet (Councillor Mike Peers)	£22,000
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Note: A maximum of 18 senior salaries can be paid by Flintshire.

No Member can receive more than one senior allowance/salary.

Entitlement to Civic Allowances/Salaries

Council Chair (Councillor Ray Hughes)	£21,500
Council Vice Chair (Councillor Peter Curtis)	£16,000

Note: These amounts include basic allowance/salary of £13,300 paid to all Members.

Entitlement to Care Allowance

All Members - Up to a maximum of £403 per month

Entitlement as Statutory Co-optees

Chairperson of the Standards Committee (Edward Michael Hughes)	£256 per day £128 per half day
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All other co-opted members are entitled to a daily fee of -	£198 per day £ 99 per half day
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Co-opted members:-

Standards Committee:-

Mr Robert Dewey
Mrs Phillipa Ann Earlam
Mr Jonathan Duggan-Keen
Mr Kenneth Harry Molyneux

Lifelong Learning:-

Mrs Rebecca Stark
Mrs Rita Price
Mr David Hytch
The Venerable John Thelwell
Mrs Janine Beggan

Audit Committee:-

Mr Paul Williams

Pensions Committee:-

Mr Steve Hibbert
Councillor Steve Wilson
Councillor Huw Llewelyn Jones
Councillor Andrew Rutherford

TRAVEL & SUBSISTENCE ALLOWANCES

Any claim for travel or subsistence allowance must be made on the appropriate claim form and submitted on a monthly basis within 4 months of the date on which any entitlement became due. With the exception of claims for travel by private motor vehicle all other claims for payment travel or subsistence allowance shall be accompanied by appropriate receipts proving actual expenses. The approved form for claiming of subsistence allowance includes a statement that the Member/co-opted Member has not made and will not make any other claim in respect to the matter to which the claim relates. The claim form needs to be signed by the Member or co-opted Member.

Members and co-opted Members can only claim travel, subsistence and care allowances for the following official business:

- a) Attendance at a meeting of the Council or of any Committee of the Council or of any Body to which the Council makes appointments or nominations, or of any Committee of such a Body.
- b) Attendance at a meeting of any Association of Authorities of which the Council is a Member.
- c) Attendance at any other meeting the holding of which is authorised by the Council or by a Committee of the Council or by a Joint Committee of the Council and one or more other Authorities.
- d) A duty undertaken for the purpose of, or in connection with, the discharge of the functions of the Cabinet.
- e) A duty undertaken in pursuance of a Standing Order which requires a Member or Members to be present when tender documents are opened.
- f) A duty undertaken in connection with the discharge of any function of the Council which empowers or requires the Council to inspect or authorise the inspection of premises.
- g) Attendance at any training or developmental event approved by the Council or its Cabinet.
- h) Attendance at any training or developmental event approved by a Committee of the Council or by the Chief Executive or appropriate Chief Officer in consultation with the Chair or Vice Chair of the Council.
- i) Any attendance required by financial regulations or Contract Standing Orders.
- j) Any attendance authorised/required by the Council's Scheme of Delegation (e.g. attendances for consultation purposes).
- k) Attendance upon an Officer of the Council upon Ward business.
- l) Attendance upon an Officer of the Council upon Council business.
- m) Attendance to inspect background documents under Section 100D Local Government Act 1972.
- n) Any other attendances expressly authorised by Committee, Executive or Council.

Where the above official business is carried out within the Council area, this will not entitle payment of a subsistence allowance except where it relates to a co-opted Member living outside the Council area.

Where a Member or co-opted Member is suspended or partially suspended from being a Member or co-opted Member, under Part 3 of the Local Government Act 2000 then travel and subsistence allowances 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 not be paid.

Conditions of Claiming Travel and Subsistence Allowances:-

- 1) Travel and subsistence allowances are reimbursement of expenses necessarily incurred in performing official business provided always that they are not reimbursable by any other Body
- 2) If the appropriate official business is not identified (and in the case of (k) & (l) above the Officer/s and business concerned) no reimbursement shall be made
- 3) Except in the case of claims for travel by means of a private motor vehicle, receipts must be produced prior to any reimbursement
- 4) In the case of claims for travel by means of a private motor vehicle the actual start and finish mileage should be shown
- 5) Where two or more Members travel to the same venue out of the County, then either rail travel or a pool/hire car shall be used unless either the Chief Executive, Chief Officer Governance or the Corporate Finance Manager has given prior authorisation
- 6) Wherever possible travel should be booked in advance by the Council to obtain:-
 - Discount
 - VAT refund
 - Best ValueWhenever travel is not so booked, this must be approved by the Chief Executive, the Chief Officer Governance or the Corporate Finance Manager.
- 7) Wherever possible officers travelling with Members shall defray all appropriate expenditure and reclaim via official channels.
- 8) 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 Council on request.

Travel Allowances:

1. Approved duty must always be specified
2. Mileage

(a) **Private Car**

The relevant mileage will be reimbursed at the rate appropriate to vehicles of up to 999 cc irrespective of the actual cubic capacity of the vehicle actually used, the rate is currently 45p per mile. Where an official passenger/passengers are carried a further 5p per passenger per mile is payable in which case the passenger/s must be identified. The rate per mile applies up to a maximum of 10,000 miles in the year and 25p per mile thereafter.

(b) **Pool Car**

Reimbursement for ACTUAL FUEL purchased upon production of receipts.

- (c) Motor cycle reimbursement at the rate of 24p per mile.
- (d) Bicycles reimbursement at the rate of 20p per mile.

3. Other Travel Arrangements

All rail or other travel should be pre-booked and paid for by the Council. In those cases where direct bookings or alternative arrangements are authorised then the actual expenditure incurred will be reimbursed upon production of appropriate receipts up to the maximum of the relevant standard class fare or actual mileage involved.

Subsistence Allowances

- 1. Official business to be specified. No subsistence allowance is paid for official business within Flintshire.
- 2. All appropriate receipts to be produced with claim forms.
- 3. Any overnight accommodation should be arranged via the Council's Members' Services Team.
- 4. For official business within Flintshire the rate of subsistence allowance is Nil. For approved duties outside of Flintshire the rates are as indicated below.
- 5. A maximum payment of £25 is available for an overnight stay, including breakfast with friends or relatives whilst on an approved duty.
- 6. Where the Member certifies that the expenditure was necessarily incurred reimbursement will be made up to the maximum of:

Breakfast £4.48	more than 4 hours before 11.00 am
Lunch £6.37	more than 4 hours of which part is between 12.00 and 2.00 pm
Tea £2.43	more than 4 hours of which part is between 3.00 pm and 6.00 pm
Evening Meal £7.64	more than 4 hours ending after 7.00 pm

Tea and evening meal cannot be claimed for the same day, only one of these may be claimed.

Any of the above will not be payable if the equivalent meal is provided free of charge to the Member at the event.

Where expenditure has been incurred by the Member exceeding the figures given above, reimbursement may be made subject to a maximum of £28 per day.

Accommodation Expenses

- (a) Official business to be specified:-
- (b) Except in exceptional circumstances approved by the Chief Executive, or Chief Officer Governance or the Corporate Finance Manager all accommodation must always be booked in advance by the Council to obtain:-
- Discount
 - VAT
 - Best Value
- In these circumstances there is no question of reimbursement.
- (c) Where meals are included in the accommodation or courses/conferences those cannot be claimed for separately, except in exceptional circumstances as approved by the Chief Executive, or Chief Officer Governance or Corporate Finance Manager.
- (d) Where accommodation is booked other than by the Council, reimbursement will only be made upon production of appropriately detailed receipts.

AND

up to a maximum of £150.00 per overnight stay in London
or £95.00 for overnight stay elsewhere in UK.

AND

the Council obtaining better value by this arrangement or this arrangement being the only practicable one in the circumstances.

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.