

SCHEDULE OF MEMBER REMUNERATION

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 salaries as allowances.
- 1.03 Annex 2 of the annual report issued by IRPW in December 2011 requires that the schedule of Member remuneration contain certain information and this document contains the information required by Annex 2.
- 1.04 In addition to the 70 Members of Flintshire County Council (the Council) some Committees of the Council have co-opted Members and such co-opted Members are entitled to receive co-opted Member payments determined by the IRPW as detailed in this document.

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.

- 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. It is not payable for the performance of official business within the boundaries of Flintshire.

3.00 Payments

3.01 *Basic Allowance*

Attached as Appendix 1 to this schedule are the names of those Members who receive the basic allowance of £13,175 per annum.

3.02 *Senior Allowances*

Attached as Appendix 2 are the names of those Members who receive senior allowances, including the office and portfolio held and the amount paid. The amount paid includes £13,175 basic allowance. It also indicates which of the four bands of senior allowance determined by the IRPW applies. The IRPW have placed a maximum of 18 on the number of senior allowances that Flintshire can pay. This limit can only be exceeded where there is a temporary senior allowance office holder providing temporary cover for the family absence of the appointed office holder. This maximum limit of senior allowances has not been exceeded.

3.03 *Civic Allowances*

The Chair of the Council as the Civic Head receives a civic allowance of £21,375 p.a. and the Vice Chair of the Council a civic allowance of £16,625 p.a. These include the basic allowance of £13,175 p.a.

3.04 *Co-optees*

Attached as Appendix 3 are the names of the co-opted Members who receive the co-opted Member fee and whether they are a Committee Chair or an ordinary Committee Member. As a Chair the daily fee is £256 (£128 for half day), whereas for a co-opted ordinary Member the daily fee is £198 (£99 for half day).

4.00 Allowable Expenses

4.01 Care Allowance

A maximum payment of £403 per month can be paid to Members and co-opted Members who incur necessary expenses for the care of children or dependents while undertaking Council duties.

Reimbursement is only made on production of receipts from the carer.

4.02 Travel & Subsistence Allowances

Members and co-opted Members will be reimbursed expenditure on travel and subsistence by way of payment of travel and subsistence allowances in accordance with Appendix 4.

5.00 Arrangements

5.01 Paragraph 6 of Annex 2 requires local authorities to declare in the schedule of Member remuneration where certain arrangements are in place. These are whether:-

- A statement of the basic responsibility of a Councillor is in place.
- Role descriptions of senior allowance office holders is in place.
- Records are kept of Councillor attendance.
- Records are kept of Councillor activity.
- Annual reports are prepared by Councillors and published on the Council's website.

In Flintshire the first and second of the above are in place and records are kept of Councillor attendance at formal meetings in the minutes of those meetings. Records are not kept of Councillor activity and any annual reports prepared by Councillors are not published on the Council's website.

5.02 Such part of an allowance, allowance or fee must be repaid where payment has already been made in respect of any period during which the Member or co-opted Member concerned:

- was suspended or partially suspended from their duties or responsibilities in accordance with Part 3 of the Local Government Act 2000 or regulations thereunder;
- ceases to be a Member or co-opted Member of the authority;
- or in any way is not entitled to receive an allowance (salary), or fee in respect of that period.

5.03 Any Member or co-opted Member may by notice in writing to the Head of Legal Services elect to forgo any part of their entitlement to an allowance, or fee for that particular year.

- 5.04 Members and co-opted Members are paid their allowances, and fees on a monthly basis through the year. For travel and subsistence allowances this is dependent upon having received a completed claim form from the Member submitted in accordance with Appendix 4.
- 5.05 Changes may be made to this Schedule of Member Remuneration by the Head of Legal and Democratic Services provided all Members, co-opted Members and the IRPW are informed promptly of any such changes.

APPENDIX 1

List of 70 Members

Councillors:-

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

APPENDIX 2

Posts eligible for senior salaries

<u>Band 1</u>	<u>Amount</u> [including Basic Allowance (Salary) of £13,175]
Leader	£47,500
Deputy Leader	£33,460
<u>Band 2</u>	
Executive Members (maximum of 8)	£28,780
<u>Band 3</u>	
Committee Chairs for:- Planning & Development Control Committee Audit Committee Licensing Committee Constitution Committee 7 Overview & Scrutiny Committees Democratic Services Committee	£21,910
Leader of Largest Opposition Group (no members of group on Executive)	£21,910
<u>Band 4</u>	
Leader of other political group (no members of group on Executive and not the largest opposition group)	£16,920
Chair of Clwyd Pensions Panel	£16,920

Note: A maximum of 18 senior salaries can be paid by Flintshire.

No Member can receive more than 1 senior allowance (salary).

Co-opted Members

Standards Committee:-

Mr Kevin Sibbons (Chair)
Mrs Patricia Jones
Councillor Mrs Diane Johnson
Mr C Bretherton-Watt
Mr K A Martin
Mr Merfyn Roberts

Lifelong Learning:-

Mrs Rebecca Stark
Mrs Rita Price
Mr David Hytch
Ms Carole Burgess
Mrs T Millington

Audit Committee:-

One lay person when appointed.

TRAVEL & SUBSISTENCE ALLOWANCES

Any claim for travel or subsistence allowance must be made on the appropriate claim form and submitted 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 an Executive where the Council is operating Executive Arrangements within the meaning of Part II of the Local Government Act 2000.
- 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 Executive.
- 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 related 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, Head of Legal and Democratic Services or the Head of Finance 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 Head of Legal and Democratic Services or the Head of Finance.
- 7) Wherever possible officers travelling with Members shall defray all appropriate expenditure and reclaim via official channels

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 40p 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.

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 £28 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.

7. Accommodation Expenses

- (a) Official business to be specified:-
- (b) Except in exceptional circumstances approved by the Chief Executive, or Head of Legal and Democratic Services or the Head of Finance 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 Head of Legal and Democratic Services or Head of Finance.
- (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

up to a maximum of £120 per overnight stay in Cardiff
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.