

## **Isle of Anglesey County Council MEMBERS' SCHEDULE OF REMUNERATION (Amended)**

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

### **1.0 Basic Salary**

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority without having to be claimed.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

### **2.0 Senior Salaries & Civic Salaries**

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1** without having to be claimed.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 Where a member holds more than one post that would entitle them to a Senior or Civic Salary, only the largest of these shall be payable.
- 2.6 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.7 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority.
- 2.8 If the operation of this scheme would cause the total number of members to whom Senior and Civic salaries are payable to exceed fifteen, then all salaries in the lowest band shall cease to be payable.
- 2.9 A Member of the Authority in receipt of a Senior Salary (Band 1 or Band 2) **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.

- 2.10 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.
- 2.11 Senior or Civic Salaries are not payable once a Member ceases to be a Councillor for any reason, or ceases to hold the relevant post of responsibility.
- 2.12 The Principal Opposition Group Leader allowance shall be paid to the leader of the largest of the political groups which have no Members on the Executive. If there is more than one largest group of equal size, the Principal Opposition Group leader allowance shall be divided equally between them.

### **3.0 Election to Forgo Entitlement to Allowance**

- 3.1 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. Such giving up of allowances may be amended or revoked by the Member concerned at any time. Revoking the giving up of an allowance cannot be backdated.

### **4.0 Suspension of a Member**

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure).

### **5.0 Repayment of salaries, allowances or fees**

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

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

- 5.2 Where the allowance has been paid concurrently for the whole month but the entitlement to the allowances terminates during the month, the Head of Function (Resources) will recover the overpayment from any other payment of allowances or expenses to the Member concerned.
- 5.3 In any other case of overpayment, the Head of Function (Resources) will notify the Member concerned with a view to agreeing a timetable for recovery.

## **6.0 Payments**

- 6.1 Members are encouraged to receive payments by bank transfer.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.
- 6.4 Where allowances are paid on the basis of claims, Members are encouraged to submit claims for complete calendar months to the Deputy Chief Executive's Department by the 7<sup>th</sup> of the following month. The Financial Procedure Rules allow the Head of Function (Resources) to refuse to pay claims that are more than three months late.

## **7.0 Care Allowance**

- 7.1 Care Allowance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, provided the Member incurs expenses in the provision of such care whilst undertaking Council duties.
- 7.2 Care Allowance applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required.
- 7.3 In order to claim eligibility for Care Allowance, Members must apply to the Chief Executive giving details of their dependants in a form approved by him. Once eligibility is accepted Members shall claim the allowance monthly. All claims must be supported by receipts for expenditure incurred and will be restricted to reimbursement of that expenditure.
- 7.4 Eligible Members may claim Care Allowance for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care Allowance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8.0 Family Absence**

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of family absence.
- 8.3 When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
- 8.4 It is a matter for the authority to decide whether or not to make a substitute payment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
- 8.5 If the paid substitution results in the authority exceeding the maximum number of senior salaries, the specific approval of Welsh Government is required to allow an addition to the maximum for the duration of the substitution.
- 8.6 When an authority agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details, including the particular post and the duration of the substitution.
- 8.7 The schedule of remuneration must be amended to reflect the implication of the family absence.

## **9.0 Co-optees' payments**

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.3 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.4 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.5 A half day meeting is defined as up to 4 hours.
- 9.6 A full day meeting is defined as over 4 hours.

9.7 The daily and half-day fee for the Chairs of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

9.8 The daily and half-day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

## **10.0 Travel and Subsistence Allowances - General Principles**

10.1 Members and Co-opted Members may claim travelling expenses when travelling on the Authority's business for approved duties as set out in **Schedule 2**.

10.2 Members travelling on Council business are encouraged to use Standard Class train or other public transport where possible. Unless rail warrants are used, Members may claim back any expense of such travel on a monthly claim form accompanied by relevant ticket or receipt.

10.3 Members attending meetings outside the County should share transport unless otherwise approved by the Chief Executive. Car mileage allowances at the rate set out in **Schedule 3** will be payable monthly in arrears following submission of a claim form approved by the Head of Function (Resources).

10.4 Where a Member travels to a meeting from anywhere other than his home, travelling expenses will only be paid from the County boundaries.

10.5 Unless the Member concerned has certified to the Head of Function (Resources) that he uses his home as a base for his work as a Councillor, any mileage allowances paid to him will be treated as taxable.

10.6 Where Members travel on the Authority's business they are expected to travel by the most cost effective means.

10.7 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.

10.8 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

## **11.0 Travel by Private Vehicle**

11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.

11.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

## **12.0 Travel by Public Transport**

### **Taxi Fares**

12.1 Re-imbusement for taxi fares will be upon receipt only.

## **13.0 Overnight Accommodation**

13.1 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced.

## **14.0 Subsistence Allowance**

14.1 The cost of Members' subsistence allowance while away from home on Council business will be payable monthly in arrears following submission of a claim in a form approved by the Head of Function (Resources).

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

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

## **15.0 Claims and Payments**

15.1 Where allowances are paid on the basis of claims, Members are encouraged to submit claims for complete calendar months to the Deputy Chief Executive's Department by the 7<sup>th</sup> of the following month. The Financial Procedure Rules allow the Head of Function (Resources) to refuse to pay claims that are more than three months late.

## **16.0 Pensions**

16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

## **17.0 Compliance**

- 17.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

**Members are reminded that expense claims are subject to both internal and external audit.**

**SCHEDULE 1****Schedule of Member Remuneration 2016-17**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
<p>The following named elected members of the authority:</p> <ol style="list-style-type: none"> <li>1. Lewis Davies</li> <li>2. Jim Evans (see also Senior Salaries – 8 below)</li> <li>3. Jeffrey M Evans</li> <li>4. John Griffith</li> <li>5. Trefor Lloyd Hughes</li> <li>6. T Victor Hughes</li> <li>7. Vaughan Hughes</li> <li>8. William T Hughes</li> <li>9. Carwyn Jones</li> <li>10. Gwilym O Jones</li> <li>11. Raymond Jones</li> <li>12. Alun Wyn Mummery</li> <li>13. Dylan Rees</li> <li>14. Nicola Roberts</li> <li>15. Peter S Rogers</li> <li>16. Dafydd Rhys Thomas</li> </ol>	£13,300

	<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader and Lead Member for the Energy Island Programme and Major Projects	Ieuan Williams	£43,000
2.	Deputy Leader and Highways and Property Portfolio	J Arwel Roberts	£30,000
3.	Executive Member – Planning and Economic Development Portfolio	Richard Dew	£26,000
4.	Executive Member – Education Portfolio	Kenneth P Hughes	£26,000
5.	Executive Member – Social Services and Housing Portfolio	Aled Morris Jones	£26,000
6.	Executive Member – Finance Portfolio	Hywel Eifion Jones	£26,000
7.	Executive Member – Transformation, Performance, Corporate Plan and Human Resources Portfolio	J Alwyn Rowlands	£26,000



<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>			<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
8.	Chair of Partnership and Regeneration Scrutiny Committee	Up to 6 January 2017 – Derlwyn R Hughes From 24 January 2017 – Jim Evans	£22,000
9.	Chair of Corporate Scrutiny Committee	R Meirion Jones	£22,000
10.	Chair of Planning and Orders Committee	Ann Griffith	£22,000
11.	Chair of Audit Committee	Robert LI Jones	£22,000
12.	Leader of Largest Opposition Group	Llinos Medi Huws	£22,000
13.	Not used		

A maximum of 15 senior salaries (inclusive of civic salaries – see below) may be paid by the Isle of Anglesey County Council and this has not been exceeded.

<b>ENTITLEMENT TO CIVIC SALARIES</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Civic Head (Chair of the Council)	Robert G Parry OBE	£19,000
Deputy Civic Head (Vice-Chair of the Council)	Richard Owain Jones	£14,000

<b>ENTITLEMENT AS STATUTORY CO-OPTees</b>		<b>AMOUNT OF CO-OPTees ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	
Chair Of Standards Committee	Michael Wilson	£256 Daily Fee £128 ½ Day Fee
Chair of Audit Committee	-	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees - Standards Committee, Education OVSC Committee, Audit Committee, Crime and Disorder OVSC	<b>Standards:</b> Denise Harris Edwards Islwyn Jones Dilys Shaw John Chorlton John Roberts  Up to 10 October 2016 - Leslie Lord	£198 Daily Fee £99 ½ Day Fee

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
	<p><b>Scrutiny:</b> Keith Roberts</p> <p>Up to January 2017 - Rev Robert Townsend From January 2017 - Anest Gray Frazer</p> <p><b>Audit:</b> Richard Barker Sharon Warnes</p>	
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	-	£226 Daily Fee £113 ½ Day Fee

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

## **SCHEDULE 2**

### **Travelling Allowances**

Travelling allowances will be payable for the following:

- Any meeting of the Council or any Committee of the Council called by the Proper Officer
- Any training event organised by or on behalf of the Council and approved by the Chief Executive
- Any meeting on Council business to which the Member is invited by the Chief Executive, Corporate Director or Head of Service and authorised on the relevant form
- Any civic function to which the Member is invited by the Council Chair or Chief Executive, or otherwise approved by the Chief Executive
- Any meeting of an outside body to which the Member has been appointed or nominated for Membership by the Council, provided that the outside body does not itself pay such costs or prohibit the acceptance of such costs

Travelling allowances will not be payable for:

- Political group meetings
- Social meetings (where no Council business is transacted)
- Meeting for which an outside body may reimburse travelling costs
- Meetings within the Member's own ward
- Journeys from home to Llangefni in order to attend meetings of the full County Council

**SCHEDULE 3****Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

**Subsistence Allowance**

The day subsistence rate is up to a maximum of £28 and covers a 24-hour period and can be claimed for any meal if relevant. The payment of subsistence will be subject to the following:

- Claims are subject to the maximum amount prescribed in the schedule for the relevant period of absence from home
- Subsistence cannot be claimed unless there would also be an entitlement to travelling allowance for the same event (whether or not it is claimed or paid)
- Subsistence allowance cannot be claimed for business on the island
- All claims must be supported by receipts for expenditure incurred and will be restricted to reimbursement of that expenditure

**Overnight Stay**

The maximum allowances for an overnight stay are £150 for London and £95 for elsewhere. A maximum of £25 is available for an overnight stay with friends or relatives whilst on approved duty.

## **SCHEDULE 4**

### **Compliance**

- The Authority will arrange for the publication on the Council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency, this will include remuneration from all public service appointments held by elected members.
- The Authority will publish on the Council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the Council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The Authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of member/co-opted members attendance at meetings of Council, Executive 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.