

Appendix 2

SCHEDULE OF MEMBER REMUNERATION 2017-18

Blaenau Gwent County Borough Council, in compliance with Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 and the Independent Remuneration Panel for Wales (IRPW) regulations, is required to produce annually a schedule of payments it intends to make to its members and co-opted members.

This schedule may be cited as the Blaenau Gwent County Borough Council Schedule of Member Remuneration and shall have effect from 8th May 2017.

Basic Salary

The basic annual salary shall be £13,400.

Senior Salary (inclusive of Basic Salary)

(a) For 2017/18 a Senior Salary shall be paid to those Councillors who hold special responsibilities in relation to the authority that are specified in Annex 1 to this schedule. The number of Senior Salaries shall not exceed 17.

(b) The amount of each such salary shall be the amount specified in Annex 1.

Co-opted Member Payments

A daily fee (with a provision for half day payments) is payable to Co-opted Members with voting rights.

The fees for 2017/18 are as follows:-

Co-Opted Chair, Standards Committee	£256 daily fee
Co-Opted Chair, Audit Committee	(£128 for ½ day)
Co-opted, Ordinary Member	£198 daily fee (£99 for ½ day)

For payment purposes a half day meeting is defined as up to 4 hours with a full day being over 4 hours.

Payments are for meeting time only and include time spent on preparation and travelling. The fees are capped at a maximum of the equivalent of 10 days per year for each committee to which an individual may be co-opted.

Reimbursement of Costs of Care

Members and co-opted Members (with voting rights) will be entitled to be reimbursed the cost of care in respect of expenses for arranging the care of children or dependents and for personal assistance needs, as are necessarily incurred in the carrying out of the Councillors duties.

Reimbursement is subject to a maximum of £403 per month and shall only be made on production of receipts from the carer.

Family Absence

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.

When taking family absence Members are entitled to retain a salary irrespective of their attendance record immediately preceding the commencement of the family absence.

If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.

If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

Travel and Subsistence Allowances

All Members may claim reimbursement of expenses for Travel and Subsistence necessarily incurred whilst undertaking official business for the Council. Annex 2 provides details of relevant Official Business.

Travel and Subsistence claims should be submitted within two months of the date of claim and will only be reimbursed upon production of receipts showing the actual expense incurred, with the exception of mileage claims where specific rates apply.

Additionally reimbursement of subsistence will be subject to specified limits and paid only when a member is required to travel beyond county boundaries.

Annex 3 details current mileage rates and maximum rates for subsistence.

Pensions

All Members are entitled to join the Local Government Pension Scheme (LGPS). Both the Basic and Senior Salary are pensionable.

Forgoing salaries, allowances or fees

Any Member may, by notice in writing given to the Chief Finance Officer, elect to forgo any part of their entitlement to a salary, allowance or fee.

Part –Year Entitlements

Entitlements to salary, allowance or fees will be adjusted on a daily basis where:

- (a) An individual becomes, or ceases to be, a Member or Co-opted Member or where their special responsibilities change,
- (b) An individual is suspended or partially suspended from that member's / co-opted member's duties or responsibilities,

- (c) If this Schedule is amended so that individual salaries, allowances or fees change
- (d) There will be occasions where it may not be appropriate to make the full payment on the 15th of the month. This will normally happen during May because special responsibilities may be reallocated at the Annual Meeting.

Where changes result in an overpayment, arrangements will be made to recover the amount concerned and conversely where changes result in a back dated payment being required this will be processed within the next available pay period.

Payments

Payments shall usually be made on the 15th day of each month.

Basic & Senior Salaries

Payments shall usually be made in instalments of one twelfth of the amount specified in this schedule.

The payments will be made automatically and there is no requirement for a Member to submit a claim.

Where a payment of one twelfth of the amount would result in the Member receiving more than the amount to which he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

Where approval or variation of the scheme is partially retrospective, a back-dated payment shall be made to bring payments up to date

Co-opted Member Payments

Payments to Co-opted Members will likewise be made on a monthly basis following receipt of a completed claim form detailing meeting attendance.

Claims should be submitted to the Payroll Section by the 1st of the month to ensure payment is made on the 15th. In addition claims should be received within two months of the date the claim relates to.

Travel and Subsistence

Travel and Subsistence claims should be submitted within two months of the date the claim relates to.

To ensure payment on the 15th of the month claims should be submitted to the Payroll Section by the 1st day of said month.

Declaration

Blaenau Gwent County Borough Council has in place a statement of the basic responsibility of a councillor and role descriptions of senior salary holders. In addition records of councillor attendance are kept.

For 2017/18, annual reports will be prepared by elected members these will be published on the Council's website.

Annex 1

Schedule of Senior & Civic Salaries (inclusive of Basic Salary)

The following are specified as the positions in respect of which a senior salary may be payable and the equivalent annual amount to apply from 8th May 2017:-

	<u>Senior Salary</u> £
Leader of the Council	43,100
Deputy Leader	30,100
Executive Member	23,500
Chairs of Scrutiny Committee	20,100
Chair of Planning Committee	20,100
Chair of Licensing Committee	20,100
Chair of Audit Committee *	20,100
Leader of the Largest Opposition Group	22,100

*Current chair of Audit committee is a co-opted member therefore no entitlement to a senior salary but would receive the relevant daily rate.

Definition of Official Business

Official Business means:

- a. Attending a meeting of the Authority or of any Committee of the Authority, or of anybody to which the Authority makes appointments or nominations, or of any Committee of such a body.
- b. Attending a meeting of any association of authorities of which the authority is a member.
- c. Attending any other meeting, the holding of which is authorised by the authority, or by a committee of the authority, or a joint committee of the authority and one or more other authorities.
- d. Attending any training or development event approved by the authority or its executive.
- e. A duty undertaken for the purpose or in connection with the discharge of the functions of an executive.
- f. A duty undertaken in connection with the discharge of a function of the authority which empowers or requires the authority to inspect or authorise the inspection of premises
- g. Any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose, or or in connection with, the discharge of the functions of the authority or any of its committees.

Annex 3

Travel and Subsistence Rates for 2017-18

1. Current **mileage rates** that may be claimed for travel are consistent with HMRC approved rates as follows:-

Private Cars / Vans

Per mile first 10,000 miles	45p
Per mile over 10,000 miles	25p
Passenger supplement per mile	5p per passenger

Private Motor Cycles

Per mile	24p
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Bicycles

Per mile	20p
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2. Maximum **subsistence rates** that may be claimed:-

Day Allowance	£28 per day
Overnight – London	£200
Overnight - Elsewhere	£95
Overnight – staying with friends	£30

Reimbursement of subsistence will be on the basis of actual costs incurred, supported by receipts, up to the maximum above.

**Members of Blaenau Gwent County Borough Council for
Municipal Year 2017-18**

MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
<p>The following named elected members of the authority:-</p> <ol style="list-style-type: none"> 1. J P. Morgan 2. A. Moore 3. K. Rowson 4. R J. Hill 5. B. Thomas 6. M. Day 7. J. Wilkins 8. M. Cook 9. R. Summers 10. G. Paulsen 11. K. Pritchard 12. J. Holt 13. N L. Parsons 14. J. Collins 15. G A. Davies 16. S. Healy 17. J. Millard 18. M Holland 19. G. Thomas 20. G L. Davies 21. L. Winnett 22. D. Bevan 23. T. Sharrem * 24. K. Hayden 25. J C. Morgan * 26. P. Baldwin * 27. D. Wilkshire 28. M. Cross * 29. T. Smith 30. B. Willis 	<p>£13,400</p>
<p><i>*Denotes relinquished amount of £125 per annum</i></p>	

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)	ANNUAL AMOUNT OF SENIOR SALARY	
	ROLE	MEMBER	£
1	Leader / Executive Member – Corporate Services	N. Daniels	£43,100 (Relinquished £5,000 per annum)
2	Deputy Leader / Executive Member - Environment	G. Collier	£30,100 (Relinquished £3,000 per annum)
3	Executive Member – Education	C. Meredith	£23,500 (Relinquished £125 per annum)
4	Executive Member – Regeneration & Economic Development	D. Davies	£23,500
5	Executive Member – Social Services	J. Mason	£23,500
6	Chairperson of Corporate Overview Scrutiny Committee	L. Elias	£20,100
7	Chairperson of Education & Learning Scrutiny Committee	H. Trollope	£20,100
8	Chairperson of Environment, Regeneration and Economic Development Scrutiny Committee	P Edwards	£20,100
9	Chairperson of Planning Committee	D. Hancock	£20,100
10	Chairperson of General Licensing Committee	W. Hodgins	£20,100
11	Leader of the Opposition / Social Services Scrutiny Committee	S. Thomas	£22,100 (Relinquished £180 per annum)
A maximum of 17 senior salaries for Blaenau Gwent County Borough Council may be paid and this is not exceeded.			

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chairperson of Standards Committee	R. Alexander	£256 Daily fee £128 ½ day fee
Chairperson of Audit Committee	P. Williams	£256 Daily fee £128 ½ day fee
Statutory Co-optees – Standards Committee	H. Roberts E. Hackling J. Price J. Evans	£198 Daily fee £99 ½ day fee
Statutory Co-optees – Audit Committee		£198 Daily fee £99 ½ day fee
Statutory Co-optees – Education & Learning Scrutiny Committee	A Williams T Baxter K Davies	£198 Daily fee £99 ½ day fee