

COUNCILLORS' SALARIES, EXPENSES AND ALLOWANCES PAYMENTS

1. Introduction

The remuneration of elected Councillors is determined by the Independent Remuneration Panel For Wales (IRPW). The elected Members of the Council are not employees.

2. Legislation

- 2.1 Part 8 (Section 141 to 160) and Schedules 2 and 3 of the Local Government (Wales) Measure 2011 ("the Measure") set out the arrangements for the payments and pensions for Members of relevant authorities and the functions and responsibilities of the IRPW.

3. Remuneration

Basic Salary and Senior Salaries

- 3.1 The IRPW have determined that all Councillors in Wales will receive a basic salary of £13,800 in 2016/17.
- 3.2 The IRPW have determined that the maximum proportion of Caerphilly membership eligible for the payment of a senior salary is 24% of its total membership. This equates to 18 councillors in receipt of a senior salary.

Civic Salaries

- 3.3 In addition, the IRPW have determined that Authorities are permitted to pay a civic salary to the Civic Head and Deputy Civic Head. These payments do not count to the 18 senior salaries permitted. This takes the number of civic salaries and senior salaries to 20. However, a councillor may not be in receipt of both payments.
- 3.4 The IRPW have prescribed actual levels for basic salary (mentioned in 3.1), senior salary and civic salary. For all current rates see Appendix 1.
- 3.5 Details of the payments actually made to elected Members will be found on the Council's web site; www.caerphilly.gov.uk.
- 3.6 Where a Member is suspended or partially suspended from being a Member of the Council under Part 3 of the Local Government Act 2000,
- (a) the part of the basic salary payable to that Member in respect of the responsibilities or duties from which that Member is suspended or partially suspended will be withheld by the Council.

- (b) the part of the Senior Salary payable to that Member will be withheld for the duration of the suspension. If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

4. **Care Allowances**

- 4.1 This relates to dependent children below the age of 15 where costs are incurred in providing care while Members or Co-opted Members are engaged on Council business and, to a dependent over the age of 15 years who requires care while Members or Co-opted Members are away from their home on Council business.
- 4.2 The IRPW have determined that the maximum care expenses payable for 2015/16 will be £403 per month. The monthly maximum is considered a reimbursement of care expenses and cannot be annualised.
- 4.3 Care allowance shall only be payable for actual and receipted costs.
- 4.4 No care allowance will be paid to more than one Member/Co-opted Member for the care of the same child or dependent.
- 4.5 Where a Member or Co-opted Member is suspended or partially suspended from being Member or Co-opted Member of the Council under Part 3 of the Local Government Act 2000, the part of the care allowance payable to that Member or Co-opted Member in receipt of the responsibilities or duties from which that Member or Co-opted Member is suspended or partially suspended will be withheld by the Council.

5. **Co-opted Member Payments**

- 5.1 The IRPW determined that the Authority shall provide for the payment of a fee to Co-opted Members with voting rights who have such responsibilities or duties in respect of attendance at conferences and meetings as prescribed by the IRPW up to the maximum allowed by the IRPW (details set out in the Appendix).
- 5.2 Where a Co-opted Member is suspended or partially suspended from being a Co-opted Member of the Council under Part 3 of the Local Government Act 2000 the fee payable to the Co-opted member for the duration of the suspension will be withheld by the Council.

6. **Travel and Subsistence**

- 6.1 Councillors and Co-opted Members with voting rights are entitled to receive Travelling and Subsistence Allowances at rates determined by the IRPW. The rates are set out in the Appendix.
- 6.2 In 2012 the IRPW introduced an additional definition of 'official business' to allow for the reimbursement of travel claims for Members undertaking constituency business (official business is defined as 'a duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions'). To date the Council made the decision not to allow such travel claims.
- 6.3 All other claims for travel such as bus/train/taxi fares (must be authorised by the Democratic Services Manager) and must be accompanied by appropriate receipts showing the actual expense. Members should always be mindful of choosing the most cost effective method of travel.

7. **Pensions**

Those Members in receipt of a basic, senior or civic salary are entitled to join the Local Government Pension Scheme (LGPS).

8. **Publicity**

- 8.1 The Council must publish a Schedule of Councillor and Co-opted Members Salaries by 31st July each year which includes the total amount expected to be paid during the financial year and the amounts paid in past years. Details about past and current payments made to Councillors and Co-opted Members can be found on the Council's Website.

9. **Review of the Scheme**

Any changes to the scheme will be published and reported to Council on an annual basis.

APPENDIX

1. Councillor Salaries & Allowances 2015-2016

1.1 Salaries

(a) Basic Salary per annum

No.	Office	£
73	Councillor	13,360

(b) Civic Salaries per annum (Maximum of 2)

No.	Office	£
1	Civic Head	21,500
1	Deputy Civic Head	16,000

(c) Senior Salaries per annum (Maximum of 18)

No.	Office	£
1	Leader	45,600
2	Deputy Leader	29,800
7	Cabinet Members (no more than 10)	26,100
7	Chairs of Committees <ul style="list-style-type: none">• Chair of Policy & Resources and Crime and Disorder Scrutiny Committee• Chair of Regeneration & Environment Scrutiny Committee• Chair of Education For Life Scrutiny Committee• Chair of Health Social Care and Well-being Scrutiny Committee• Chair of Planning Committee• Chair of Licensing Committee• Chair of Audit Committee	20,000 The current Chair was elected at the first meeting of the Audit Committee held on 10 th June, 2016. Therefore, the Senior Salary paid is pro-rata.

	<ul style="list-style-type: none"> Chair of Democratic Services Committee 	Not paid as current Chair is paid a Senior Salary as Leader of the Largest Opposition Group
1	Leader of Largest Opposition Group (also Chair of Democratic Services Committee)	£22,000

Notes:

- (1) The Council has 73 Councillors. Only 24% (18 Councillors) are allowed to be in receipt of senior salaries.
- (2) If a Council chooses to have more than one Deputy Leader, the difference between the senior salary for the Deputy Leader and other Executive members should be divided by the number of Deputy Leaders and added to the senior salary for other Executive members, in order to calculate the senior salary payable to each Deputy Leader.
- (3) A Council must pay a senior salary to the Leader of the largest opposition political group subject to them having 10% or more of the total number of Council seats in their political group.

NB: Actual payments are published on the Council's website at www.caerphilly.gov.uk.

1.2 Co-opted Members Allowances

Office	£
Co-opted Chair of Standards Committee	256 daily fee (128 ½ day)
Co-opted Vice-Chair of Audit Committee	198 daily fee (99 ½ day)
Co-opted, Ordinary Members	198 daily fee (99 ½ day)

Notes:

- (1) Payments to Co-opted Members are capped at a maximum of the equivalent of 10 full days a year for each Committee to which an individual may be co-opted.
- (2) Payments are for meeting time only and include time spent on preparation and travelling.
- (3) For the purposes of claiming:
 - (a) A half day meeting is defined as up to 4 hours;
 - (b) A full day meeting is defined as over 4 hours.

1.3 Subsistence Allowances

Day Allowance	£28 per day (must be receipted)
London overnight	£200
Elsewhere overnight	£95
Overnight stay with friends/family	£30

1.4 Mileage Allowances (within Wales)

Rate per Mile – Up to 10,000 miles	45p
Rate per Mile – Over 10,000 miles	25p
Passenger Supplement (per passenger per mile)	5p
Motor cycles (per mile)	24p
Pedal cycle	20p