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| The report is Not Exempt |
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| The report is for Consideration |
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| REPORT TO: FIRE AUTHORITY |
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| MEETING DATE: 10 December 2018 |
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| SUBJECT: DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2019/20 |
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| SUMMARY: |
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| <p>This report summarises the findings contained within the draft annual report of the Independent Remuneration Panel for Wales (IRPW) 2019/20 regarding Members' allowances and remuneration, as set out at Appendix 1, and also asks members to consider whether to adopt senior salaries for the Chairs of Committees.</p> |
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| RECOMMENDATIONS: |
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| <ul style="list-style-type: none"> <i>i. To note the IRPW's draft determinations in relation to members' allowances and remuneration, for implementation in the 2019/20 municipal year.</i> <i>ii. That the Fire Authority considers the Resource Management Committee's recommendation not to adopt senior salaries for Chairs of Committees.</i> |
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| REPORT APPROVAL |
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| Clerk: | Comments: Approved Date: 03.12.18 |
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| Director: | Comments: Not Applicable Date: |
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| Finance/Treasurer: | Comments: Approved Date: 03.12.18 |
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| Chief Fire Officer | Comments: Approved Date: 03.12.18 |
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| BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT: |
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| https://gov.wales/docs/dsjlg/publications/181002-irp-draft-report-en.pdf |
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| Presenting the Report: | Dave Daycock Clerk/Monitoring Officer |
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| Report Author(s) and Designation | Julie Owens Democratic Services Officer |
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| Date original report written | 23/11/2018 |
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Eitem 12 ar yr Agenda

Mae'r Adroddiad Heb ei eithrio

Mae'r Adroddiad I'w Ystyried

ADRODDIAD I'R: AWDURDOD TÂN

**DYDDIAD Y CYFARFOD: 10
RHAGFYR 2018**

**TESTUN: ADRODDIAD BLYNYDDOL DRAFFT Y PANEL ANNIBYNNOL CYMRU
AR GYDNABYDDIAETH ARIANNOL 2019/20**

CRYNODEB:

Mae'r adroddiad hwn yn crynhoi'r canfyddiadau sydd wedi eu cynnwys yn adroddiad blynyddol drafft y Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol (PACGA) 2019/20, mewn perthynas â lwfansau a chydabyddiaeth ariannol i aelodau, fel yr amlinellwyd yn Atodiad 1, ac hefyd yn gofyn i'r Aelodau ystyried a ddylid mabwysiadu uwch gyflogau ar gyfer Cadierydd y Pwyllgorau.

ARGYMHELLION:

- i. I nodi penderfyniadau drafft y PACGA mewn perthynas â lwfansau a chydabyddiaeth ariannol i aelodau, er mwyn eu rhoi ar waith ym mlwyddyn gyngor 2019/20.*
- ii. Bod yr Awdurdod Tân yn ystyried argymhelliad y Pwyllgor Rheoli Adnoddau i beidio â mabwysiadu cyflogau uwch ar gyfer Cadeiryddion Pwyllgorau.*

CYMERADWYO'R ADRODDIAD

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| Clerc: | Sylwadau: Cymeradwywyd Dyddiad: 03.12.18 |
| Cyfarwyddwr: | Sylwadau: Ddim yn gymwys Dyddiad: |
| Cyllid/Trysorydd: | Sylwadau: Cymeradwywyd Dyddiad: 03.12.18 |
| Prif Swyddog Tân | Sylwadau: Cymeradwywyd Dyddiad: 03.12.18 |

PAPURAU CEFNDIR A DDEFNYDDIWDYD WRTH BARATOI'R ADRODDIAD HWN:

<https://gov.wales/irpwsb/home/publication-reports/draft-annual-report-2019-20/?skip=1&lang=cy>

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| Yn cyflwyno'r Adroddiad: | Dave Daycock Clerc a Swyddog Monitro |
| Awdur(on) yr Adroddiad a'u Swyddi | Julie Owens Swyddog Gwasanaethau Democrataidd |
| Dyddiad yr ysgrifennwyd yr adroddiad gwreiddiol | 23/11/2018 |

REPORT TO THE FIRE AUTHORITY
10 DECEMBER 2018
DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL
FOR WALES 2019/20

1 Summary

This report summarises the findings contained within the draft annual report of the Independent Remuneration Panel for Wales (IRPW) 2019/20 regarding Members' allowances and remuneration, as set out at Appendix 1, and also asks Members to consider whether to adopt senior salaries for the Chairs of Committees.

2 National/Wales Position

- 2.1 The arrangements for payments and allowances for Members of relevant authorities, together with the functions and responsibilities of the IRPW are set out in the Local Government (Wales) Measure 2011.
- 2.2 The IRPW published its Draft Annual Report for 2019/20 on 2 October 2018, which set out its determinations on the payment of remuneration and allowances to Members and Co-opted Members of Fire and Rescue Authorities (FRAs) for the 2019/20 municipal year. Relevant extracts of the report can be found in Appendix 1, however a link to the complete copy of the report is located on the IRPW website <https://gov.wales/docs/dsjlg/publications/181002-irp-draft-report-en.pdf>. Members of the Fire Authority have been sent this link and were invited to comment directly to the IRPW upon the proposals.
- 2.3 The IRPW has determined that there shall be an increase of £35 on the basic salary for members of FRAs for 2019/20. This shall be payable from the date of the Authority's Annual General Meeting in 2019.

3 Mid and West Wales Fire and Rescue Service Current Position

- 3.1 IRPW guidance states that, in addition to the Chair's senior salary, Fire and Rescue Authorities can pay a senior salary to the Deputy Chair and up to two chairs of committees, where there is significant and sustained responsibility.
- 3.2 The Fire Authority, at its Meeting on the 11 December 2017, resolved to reinstate the senior salary for the Deputy Chair, made payable from the Annual General Meeting 2018. Furthermore, the Authority determined that it would continue with its previous determination that that senior salaries would not be adopted for Committee Chairs.
- 3.3 The Democratic Services Forum considered the Draft annual report of the IRPW 2019/20 at its meeting on 15 October 2018 and requested that the issue of senior salaries be revisited by the Resource Management Committee, with a view to instating a senior salary to the Chairs of the Resource Management Committee and the Performance, Audit and Scrutiny Committee. Accordingly, the Resource Management Committee, at its meeting on 12 November 2018, debated the matter and determined to recommend to the Fire Authority that the role of Chairs of Committees was within the remit of the role description for Members and accordingly did not warrant a senior salary in line with the determination 25 of the IRPW.

3.4

The IRPW stipulate that a Fire and Rescue Authority senior salary must reflect significant and sustained responsibility. The Role Description and further information regarding the responsibilities of the Committee Chairs are set out at Appendix 2 for consideration.

4 Proposal

- 4.1 That the Fire Authority note the content of the draft annual report, and consider whether to adopt senior salaries for Committee Chairs.

5 Financial/Procurement Implications

- 5.1 There will be an increase of £35 to the basic salary for Members of FRAs from the date of the Authority's Annual General Meeting, which is an annual basic salary of £1,780 from the date of the Authority's next Annual General Meeting. The resulting additional financial implication on the Fire Authority is therefore £875.
- 5.2 The senior salary of the Chair of the FRA, which is inclusive of the basic salary, shall be £10,480 from the date of the Authority's next Annual General Meeting.
- 5.3 The senior salary of the Deputy Chair of the FRA, which is inclusive of the basic salary, shall be £5,480 from the date of the Authority's next Annual General Meeting.
- 5.4 The IRPW has determined to include a provision for up to two additional senior salaries for Committee Chairs in line with the determination 25 of the IRPW, this would be paid inclusive of the basic salary and would be a total of £5,480 per senior salary, effective from the date of the Authority's next Annual General Meeting. If introduced, the resulting additional financial implication on the Fire Authority would therefore be £3,700 per senior salary.
- 5.5 The IRPW has determined to include a provision for Fire and Rescue Authorities to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. Any such applications would need to be considered and approved by the Authority prior to submission to the IRPW. The Authority does not currently pay additional salaries in this regard.
- 5.6 The Authority provides for the reimbursement of necessary costs for the care of dependent children and adults and for personal assistance needs up to a maximum of £403 per month, in line with the IRPW's determinations.
- 5.7 Travel and subsistence costs are reimbursed in line with the provisions outlined in section 8 of the IRPW report.
- 5.8 There have been no changes to the level payable to co-opted Members of the Standards Committee and accordingly they will remain in line with IRPW determinations, as follows:
- Chairs - £128 (up to 4 hours) or £256 (4hours and over)
 - Ordinary Members - £99 (up to 4 hours) or £198 (4hours and over)

Reasonable time for pre-meeting preparation, in addition to travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

6 Risk Assessment/Legal Implications

- 6.1 Part 8 and schedules 2 & 3 of the Local Government (Wales) Measure 2011 set out the arrangements for the payments of Members of relevant authorities and the functions and responsibilities of the IRPW.
- 6.2 In accordance with the IRPW Regulations, Fire and Rescue Authorities must maintain an annual Schedule of Member Remuneration detailing the payments it will make to members in the coming municipal year. This information must be published by 31st July each year and made available to the IRPW and the general public.
- 6.3 Fire and Rescue Authorities must also publish a "Statement of Payments" by 30th September each year. This document details all payments made to elected members in the previous municipal year.

7 Equality and Diversity Including Welsh Language

- 7.1 It is not considered that there are any risks that need addressing as the recommendations apply equally to all Members.

8 Human Resource and People Development

- 8.1 The IRPW expects each Member to undertake relevant training and personal development opportunities as required to properly discharge the duties for which they are remunerated. These aspirations are fully supported and facilitated by Mid and West Wales Fire and Rescue Service.

9 Information and Communications Technology (ICT)

- 9.1 There are no ICT issues associated with this report.

10 Estates

- 10.1 There are no Estates issues associated with this report.

11 Service Delivery

- 11.1 There are no Service Delivery issues associated with this report.

12 Fire Authority Governance

- 12.1 Following publication of the final Annual Report of the IRPW, the Monitoring Officer will exercise delegated authority to amend the Schedule of Members and Co-opted Members' Responsibility and Remuneration to reflect any changes necessary and will ensure that the constitution is updated as required.

13 Consultation & Communication

- 13.1 The IRPW published its Draft Annual Report for 2019/20 on 2 October 2018, which set out its determinations on the payment of remuneration and allowances to Members and Co-opted Members of Fire and Rescue Authorities for the 2019/20 municipal year.

- 13.2 Section 146 of the Measure requires the IRPW to consult on its annual reports before final publication, and to take account of the representations which it receives. All Members of the Fire Authority were invited to respond directly to the IRPW on the proposals by 27 November 2018 to enable the final report to be published by 28 February 2019.
- 13.3 The IRPW Draft Annual Report for 2019/20 has been considered by the Democratic Services Forum at its meeting on 15 October 2018 and the Resource Management Committee at its meeting on 12 November 2018.
- 13.4 The Authority will implement the IRPW's final determinations, as set out in its Annual Report, from the date of the Authority's Annual Meeting in 2019.

14 Evaluation

- 14.1 There are no Evaluation issues associated with this report.

15 Well-being of Future Generations (Wales) Act 2015

- 15.1 Implementation of the IRPW's determinations will support the aspirations of the Well being framework.

16 Data Protection and Privacy Issues

- 16.1 There are no Data Protection and Privacy issues associated with this report.

17 Recommendations

- 17.1
- i. To note the IRPW's draft determinations in relation to members' allowances and remuneration, for implementation in the 2019/20 municipal year.*
 - ii. That the Fire Authority considers the Resource Management Committee's recommendation not to adopt senior salaries for Chairs of Committees.*

8. Payments to Members of Welsh Fire and Rescue Authorities (FRAs)

Structure of Fire and Rescue Authorities

- 8.1 The 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and FRAs were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the 3 FRAs is set out in Table 6.

Table 6: Membership of Fire and Rescue Authorities

| Name of Fire and Rescue Authority | Number of Local Authority Members |
|--|--|
| Mid and West Wales | 25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7 |
| North Wales | 28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5 |
| South Wales | 24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2 |

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.

- 8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:
- The Chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
 - There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
 - Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

The Panel has previously determined the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations. The Panel has determined there should be an increase of £268 (which equates to 1.97%).

- 8.6 The Panel note salary to members of FRAs and principal councils have become misaligned. This is due to cumulative rounding of increases in previous years, the Panel wishes to correct this. The salary for ordinary members of FRAs will increase to £1,780.
- 8.7 The Panel determined that the remuneration of an FRA Chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council. This salary will increase to £10,480.
- 8.8 The Panel determined that the remuneration of an FRA Deputy Chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary. This salary will increase to £5,480.
- 8.9 The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.

Additional Senior Salaries

- 8.10 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to FRAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Local Pension Boards

8.11 The Panel has considered requests from FRAs to allow them to pay salaries to Chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the Chair and members if they wish. Therefore it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board Chairs. The senior salaries in Determination 25 or 26 cannot be used exclusively for this role.

8.12 The Panel has made the following determinations:

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| Determination 23: The basic salary for FRA ordinary members shall be £1,780. |
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| Determination 24: The senior salary of the Chair of an FRA shall be £10,480. |
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| Determination 25: An FRA senior salary can be paid to the Deputy Chair and up to two Chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,480. |
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| Determination 26: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. |
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Determination 27: Members must not receive more than one FRA senior salary.

Determination 28: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 29: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities ⁷

- 9.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid. Recognising the important role that co-opted members have, payment must be made for preparation time, committee and other types of meetings as well as other activities, including training, as set out in Determination 31.
- 9.3 The determinations are set out below and principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

Determination 30: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 7).

Table 7: Fees for co-opted members (with voting rights)

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| Chairs of standards, and audit committees | £256 (4 hours and over) £128 (up to 4 hours) |
| Ordinary members of standards committees who also chair standards committees for community and town councils | £226 daily fee (4 hours and over) £113 (up to 4 hours) |
| Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee | £198 (4 hours and over) £99 (up to 4 hours) |
| Community and town councillors sitting on principal council standards committees | £198 (4 hours and over) £99 (up to 4 hours) |

Determination 31: Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 32: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination 33: The appropriate officer within the authority 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.

Determination 34: Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Support for co-opted members

- 9.4 The Panel's visits to principal councils in 2017 identified some good practice in how the important role of co-opted members was reflected in the communication and support they receive. In the best cases, they received the same range of support as elected members, enabling them to undertake their role fully. However, concerns were raised in several councils where the Panel's Determinations were not being fully implemented and there was limited support available for co-opted members.

Determination 35: The Panel has determined that each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

⁷ This section does not apply to co-opted members to community and town councils.

10. Reimbursement of Costs of Care

- 10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. The same provision for Community and Town Councils is given in section 13.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 36: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

11. Sickness Absence for Senior Salary Holders

- 11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- Operating without the individual member but still paying them the senior salary.
 - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel's Framework provides specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
 - f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
 - g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least

six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 11.4 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members of National Park Authorities.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal authorities, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.
- 12.3 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.4 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

| | |
|--------------|---|
| 45p per mile | Up to 10,000 miles in a year by car |
| 25p per mile | Over 10,000 miles in a year by car |
| 5p per mile | Per passenger carried on authority business |
| 24p per mile | Motor cycles |
| 20p per mile | Bicycles |

- 12.5 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

- 12.6 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of subsistence costs

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| £28 per day | Day allowance for meals, including breakfast, where not provided in the overnight charge |
| £200 per night | London |
| £95 per night | Elsewhere |
| £30 per night | Staying with friends and/or family |

- 12.7 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.8 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.9 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.10 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

Chairs of Committees/Sub Committees, Panels and other bodies

The roles and responsibilities of all Committees/Sub Committee and Other Bodies Panel Chairs are:

- i. to chair the committee/panel and ensure its overall effectiveness;
- ii. to have working knowledge of the Authority's relevant policies and strategies and to ensure he/she is sufficiently and effectively briefed by Officers on matters coming before the committee/panel;
- iii. to co-ordinate and manage the work of the committee/panel;
- iv. to support the role of the Chair of the Authority in the development of policy, strategy and budget proposals.

Requirements of the Role

In addition to their nominated representation on the Authority's Committees/Fora within their respective Groups, the Chairs of Committees are appointed to the following Committees/Panels/Fora by virtue of their role as Committee Chair:

Chair of Resource Management Committee

Appointment Committee
Shortlisting Panel
Democratic Services Forum
Investigating, Disciplinary and Disputes Committee
Joint Consultative Forum

Chair of Performance, Audit and Scrutiny Committee

Appointment Committee
Shortlisting Panel
Democratic Services Forum