



Clerk to the Council/
Clerc i'r Cyngor:

12 May/Mai 2022

MRS.R.V.TUCKER, B.A.

Dear Sir/Madam, Annwyl Syr/Fadam,

You are hereby summoned to attend a **MULTI-LOCATION ANNUAL MEETING OF THE COUNCIL**, at **6.00 P.M.** on **WEDNESDAY 18 MAY 2022**.

The meeting will be held remotely, using Microsoft Teams. Councillors have been provided with a link to attend the meeting. If any member of the public wishes to attend the meeting remotely, please contact the Clerk of the Council (by e-mail or telephone) at least 24 hours before the meeting.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

The agenda for the meeting is set out below and relevant papers are attached.

Gofynnir drwy hyn i chi fynychu yn **PWYLLGOR POLISI A CHYLLID yn RHITH GYFARFOD** am **6:00 PM, DYDD MERCHER 18 MAI 2022**.

Cynhelir y cyfarfod o bell ar Microsoft Teams. Mae cynghorwyr wedi derbyn dolen i fynychu'r cyfarfod. Os yw unrhyw aelod o'r cyhoedd yn dymuno mynychu'r cyfarfod o bell, cysylltwch â Chlerc y Cyngor (trwy e-bost neu dros y ffôn) o leiaf 24 awr cyn y cyfarfod.

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/ Yr eiddoch yn gywir

Richard Gwinnell
ACTING CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

NB: Members are encouraged to attend the meeting physically, if they wish, in the Council Chamber, 35a Commercial Street, Pontypool, Torfaen.

35A, Commercial Street, Pontypool, Torfaen, NP4 6JQ Tel: (01495) 742805

35A, Stryd Masnach, Pont-y-pŵl, Tor-faen NP4 6JQ Ffôn: (01495) 742805

TWINNED WITH LONGJUMEAU, FRANCE, BRETTEN, GERMANY & CONDEIXA, PORTUGAL
GEFEILLIWDYD Â LONGJUMEAU, FFRAINC, BRETTEN, YR ALMAEN & CONDEIXA, PORTUGAL

A G E N D A

1. **ELECTION OF CHAIR**
 - a) To elect a Chair of the Council for the 2022/23 Civic Year.
 - b) The retiring Chair to hand the Chain of Office to the incoming Chair and to give a brief statement on his term of office.
 - c) Incoming Chair to sign the Declaration of Acceptance of Office.
 - d) Incoming Chair to inform members of the charities that the Chair has decided to support during their year of office.
2. **APOLOGIES**

To receive apologies for absence.
3. **DECLARATIONS OF INTEREST**

Members to declare any interests they may have on any of the items to be discussed.
4. **ELECTION OF VICE CHAIR**
 - a) To elect a Vice-Chair of the Council for the 2022/23 civic year.
 - b) Vice-Chair to sign the Declaration of Acceptance of Office and receive the Chain of Office.
5. **LEADER AND DEPUTY LEADER**

To appoint a Leader and a Deputy Leader of the Council for the 2022/23 civic year.
6. **COMMITTEE STRUCTURE**
 - a) To appoint Committees, Panels and Working Groups as follows and decide the membership thereof. The Chair and Leader are ex officio members of each body, except for Disciplinary and Appeals, and are included in the total number:
 - Policy and Finance Committee (10 members)
 - Planning and Environment Committee (10 members)
 - Events Committee (10 members)
 - Establishment Committee (9 members)
 - Youth Project Management Group (3 members)
 - Governance Working Group (5 members)
 - Staff Review Working Group (number to be decided)
 - Disciplinary Panel (3 members)
 - Appeals Panel (3 members)

[Members of Disciplinary and Appeals Panels are not to be members of the Establishment Committee].

[Members of Disciplinary and Appeals Panels are not to be members of the Establishment Committee].

NB: Terms of reference of each of the committees are contained in the Council's Constitution.

7. **CHAIRS AND VICE CHAIRS**
To appoint Chairs and Vice-Chairs to the above Committees (with Panels and Working Groups electing their own Chairs).
8. **DATES AND TIMES OF MEETINGS 2022/23**
To confirm the dates and times of meetings as per the attached schedule (attached: page(s) 1 – 4)
9. **REPRESENTATION ON OUTSIDE BODIES AND INTERNAL ROLES**
To appoint member representatives on outside bodies and to internal roles. (attached: page(s) 5 – 6)
10. **PRESS LIAISON MEMBER**
To nominate a member to liaise with the press and (alongside the Clerk) to issue press statements on behalf of the Council.
11. **CHEQUE SIGNATORIES**
To confirm signatories of cheques for 2022/23.
12. **OFFICIAL SIGNATORIES**
To appoint and authorise three Members to sign official documents on behalf of the Council.
13. **MEMBERS' REMUNERATION**
To authorise payments to members in accordance with the Independent Remuneration Panel for Wales determinations for 2022 and decide what allowances to pay to whom, where there is local choice. (attached: page(s) 7 – 21)

To: All Councillors

AGENDA ITEM 8



DATES FOR COMMITTEES 2022-2023

MAY 2022

<u>MEETING</u>	<u>DATE</u>
Annual Meeting	18 May 2022 at 6.00 pm
Full Council	18 May 2022 at 6.30 pm

Half Term: 30 May to 3 June 2022

JUNE 2022

<u>MEETING</u>	<u>DATE</u>
Establishment	1 June 2022 at 5.30 pm
Policy & Finance	1 June 2022 at 6.30 pm
Planning & Environment	8 June 2022 at 5.30 pm
Events	8 June 2022 at 6.30 pm
Full Council	22 June 2022 at 6.30 pm

NB: It is proposed in future that Events & Planning & Environment Committees are held on the same evening, for efficiency of administration (minute and agenda deadlines)

JULY 2022

<u>MEETING</u>	<u>DATE</u>
Policy & Finance	6 July 2022 at 6.30 pm
Planning & Environment	13 July 2022 at 6.30 pm
Full Council	27 July 2022 at 6.30 pm

August – No meetings

SEPTEMBER 2022

<u>MEETING</u>	<u>DATE</u>
Establishment	7 September 2022 at 5.30 pm
Policy & Finance	7 September 2022 at 6.30 pm
Planning & Environment	14 September 2022 at 5.30 pm
Events	14 September 2022 at 6.30 pm
Full Council	28 September 2022 at 6.30 pm

OCTOBER 2022

<u>MEETING</u>	<u>DATE</u>
Policy & Finance	5 October 2022 at 6.30 pm
Planning & Environment	12 October 2022 at 6.30 pm
Full Council	26 October 2022 at 6.30 pm

Half term: 31 October – 4 November 2022

NOVEMBER 2022

<u>MEETING</u>	<u>DATE</u>
Establishment	2 November 2022 at 5.30 pm
Policy & Finance	2 November 2022 at 6.30 pm
Planning & Environment	9 November 2022 at 5.30 pm
Events	9 November 2022 at 6.30 pm
Full Council	23 November 2022 at 6.30 pm

DECEMBER 2022

<u>MEETING</u>	<u>DATE</u>
Full Council	14 December 2022 at 6.30 pm

JANUARY 2023

<u>MEETING</u>	<u>DATE</u>
Establishment	4 January 2023 at 5.30 pm
Policy & Finance	4 January 2023 at 6.30 pm
Planning & Environment	11 January 2023 at 5.30 pm
Events	11 January 2023 at 6.30 pm
Full Council	25 January 2023 at 6.30 pm

FEBRUARY 2023

<u>MEETING</u>	<u>DATE</u>
Policy & Finance	1 February 2023 at 6.30 pm
Planning & Environment	8 February 2023 at 6.30 pm
Full Council	22 February 2023 at 6.30 pm

Half term: 20 February to 24 February 2023

MARCH 2023

<u>MEETING</u>	<u>DATE</u>
Establishment	1 March 2023 at 5.30 pm
Policy & Finance	1 March 2023 at 6.30 pm
Planning & Environment	8 March 2023 at 5.30 pm
Events	8 March 2023 at 6.30 pm
Full Council	29 March 2023 at 6.30 pm

APRIL 2023

<u>MEETING</u>	<u>DATE</u>
Policy & Finance	5 April 2023 at 6.30 pm
Planning & Environment	12 April 2023 at 6.30 pm
Full Council	26 April 2023 at 6.30 pm

Easter School Holidays: 3 April – 14 April 2023

(Good Friday 7 April + Easter Monday 10 April 2023)

MAY 2023

<u>MEETING</u>	<u>DATE</u>
Annual Meeting	17 May 2023 at 6.00 pm
Full Council	17 May 2023 at 6.30 pm

All meetings will take place on a Wednesday at times listed above.

Members of the public are invited to attend, and agendas will be posted online the week before the meeting and will be placed in the notice board with 3 clear working days' notice.

Copies of agendas are available on request in Welsh.

AGENDA ITEM 9



REPRESENTATION ON OUTSIDE BODIES AND INTERNAL POSITIONS 2022 - 23

Organisation:	Councillor:
Art Regen (1)	
Gwent Valleys/One Voice Wales (2)	
General Data Protection Regulations	
Wellbeing of Future Generations (2)	
Health and Safety Reps (3)	
Local Council Partnership (LCP Committee) and Torfaen County Association of Local Councils (TCALC) (2)	
Mic Morris Memorial Trust (1)	
Pontypool Park Friends Group (1)	
Pontypool Regeneration Partnership Group (6)	
Pontypool Twinning Association (1) Chairman is ex-officio)	
Public Service Board (1)	
South Sebastopol Environmental Steering Group (1)	
Torfaen Local Access Forum (1)	
Torfaen Community Enterprises Association and Community Transport (1)	

Organisation:	Councillor:
Torfaen Environmental Association (1)	
Torfaen Museum Trust (1)	
Torfaen Opportunity Group (TOGS) (1)	
Torfaen Play Sufficiency Action Planning Group (1)	
Torfaen CBC Ethics and Standards Committee (if it is PCC's turn to appoint)	
Wellbeing Champion	
Environment and Biodiversity Champion	



Independent Remuneration Panel for Wales

Annual Report

February 2022

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

ANNUAL REPORT

2022/2023

FOREWORD

The COVID-19 pandemic continues to impact on the work of the Panel in that we have been unable to meet with authorities and their representative organisations face to face. However, we have continued to hold meetings regularly and to have meaningful discussions with our stakeholders via Microsoft Teams or Zoom.

The Panel issued the draft Report for consultation at the end of September 2021 and held engagement events to support the consultation process. We received a range of views, many either supporting or making no comment about the proposed increases. Some respondents questioned the timing and the potential financial implications. The Panel examined all of the responses and has decided not to make any significant amendments to the determinations contained in the draft Report. More detail is included in the [Executive Summary](#) and main Report.

We are grateful to those organisations and individuals who took the time to express their views.

We consider that it is important that the payments to elected members of principal councils are fair and at a level that is not a disincentive to potential candidates for election. Therefore, the Panel has decided to reset the basic salaries of elected members to closer align with the average earnings in Wales. This alignment has been eroded in successive years, primarily as a result of austerity measures.

This will be my final Report as a member of the Independent Remuneration Panel as I will be standing down at the end of March. I have had the privilege of being a member of the Panel since it was established in 2008 and the Chair for the past 7 years. I wish to put on record my appreciation and thanks to all of my colleagues, past and present, for the support that I have received during the last 13 years. Also, my grateful thanks to the members of our Secretariat who have supported me and ensured the efficient functioning of the Panel.

I believe that the Panel has made a significant and beneficial influence on the value of elected members of local government in Wales at all levels and in respect of all authorities that are within its remit. It is a sad reflection that much of the public's perceptions and views of politicians is tainted by the actions of a few individuals within representative democracy. I have had an involvement with local government all my working life and during that time have met and known countless members. The vast majority work tirelessly for their communities and do so for little financial reward. I believe that all in society should have the opportunity to stand for election if they wish to and there should be no financial barriers to preclude this.

This Report provides a major step forward towards achieving this objective. The Panel has consistently emphasised the fact that democracy is not cost free. However, we have to balance the fairness to elected members against the cost to the public purse. We are satisfied that this balance is achieved for 2022/2023.

I have no doubt that the Panel has had a beneficial impact on improving the worth of a local councillor and it is vital that this is not undermined by those members who decline increases in the payments for reasons of political gain. Such action undermines the worth and value of all elected members.

Finally, my thanks to all the members and officers of Welsh councils, NPAs and FRAs that I have had the pleasure of meeting and engaging with over the last 13 years.

John Bader
Chair

Panel Membership

John Bader, Chair
Saz Willey, Vice Chair
Joe Stockley
Ruth Glazzard
Helen Wilkinson

Detailed information about the members can be found on the website: [Panel website](#)

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Timescale for Implementation of the Panel's Determinations

The [Local Government \(Wales\) Measure 2011](#) requires the Panel's Annual Report to take effect from 1 April. In most years, this is in line with financial and administrative arrangements of all authorities. However, when new councils are elected some of the Panel's determinations are to be effective for the new municipal term.

On 9 May 2022, new municipal arrangements will come into effect following local government elections. This Annual Report therefore has two different effective dates as set out below:

1. For the period 1 April 2022 to 8 May 2022, all of the Determinations contained in the Independent Remuneration Panel for Wales' [Annual Report 2021/2022](#) will continue to apply in respect of principal councils and community and town councils.
2. For national park authorities and Welsh fire and rescue authorities the determinations in Sections [7](#) and [8](#) of this Report will apply from the new financial year, 1 April 2022.
3. With effect from 9 May 2022, (the new municipal year) the determinations set out in this Report in Sections [3](#) and [13](#) will apply to principal councils and community and town councils.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises that there is a wide variation in geography, scope and scale across the large number of community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section. However, this will only take effect from the 9 May 2022 following the municipal elections. For the period from 1 April to 8 May the determinations contained in the [Annual Report 2021/2022](#) will continue to apply.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the [Local Government \(Wales\) Measure 2011](#), community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.

- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.
- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 [Table 12](#) sets out the actions that community and town councils must take annually in respect of each determination that follows.

Table 9: Community and Town Council Groupings

The current groups are:

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

Table 10

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure permanently exceeds £200,000 a year, it will be moved upwards to the next group.

Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, for all councils, as a contribution to costs and expenses for members of community and town councils. We have amended the proposal in the draft to take account of responses to the consultation.
- 13.15 Receipts are not required for these payments.

Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Taxation

- 13.16 The issue of the taxation of the £150 payment has been raised on many occasions including in response to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. Although there has been progress, the Panel has decided that any fundamental change requires formal consultation. This will be progressed in Spring 2022.

Senior roles

- 13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior roles in [Table 11](#) below.
- 13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in [Table 11](#).

- 13.19 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Contribution towards costs of Care and Personal Assistance

- 13.20 The purpose of this 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's determinations in [Section 10](#) apply to community and town councils.

Reimbursement of travel costs and subsistence costs

13.21 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 46: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 47: If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 48: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £57.20 for each period not exceeding 4 hours
- Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours

⁷ Where a member who is on official business or an approved duty 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.

Attendance Allowance

13.23 Attendance allowance was raised in the consultation. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils. A number of queries were raised in respect of this proposal in responses to the Draft Report, including some opposition to its introduction. Whilst it is included in the framework, it is optional for councils and therefore those councils that do not consider it appropriate do not have to implement it. Councils can decide and set out the provisions of the scheme, paragraph 13.24 details what should be included.

Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.

A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

- 13.24 (a) As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.
- (b) If the council decides in favour of attendance allowances, it must produce a scheme for formal adoption and make provision for it to be publically available.
- (c) The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.
- (d) Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will be made.
- (e) All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline

to receive payment by informing (in writing) the proper officer.

Civic Head and Deputy Civic Head

- 13.25 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ambassador representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.26 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.27 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.28 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.29 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.30 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.31 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 50: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 52: The application of the Remuneration Framework by relevant Group is contained in [Table 11](#).

Table 11

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subs	Optional
Cost of Care	Mandatory

Making Payments to Members

13.32 [Table 12](#) sets out each of the above determinations and if a decision is required by the council in respect of each one.

- 13.33 In respect of the mandated payments, no decision is required and members should receive monies to which they are properly entitled as a matter of course.
- 13.34 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.35 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.36 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.37 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 12

Determination Number	Is a decision required by council?
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
45 The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 .	As set out in Table 11 .
46 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
47 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
48 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss compensation is optional if claimed
49 Each council can decide to introduce an attendance	Yes – the payment of attendance allowance is optional.

Determination Number	Is a decision required by council?
<p>allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>	
<p>50 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.</p>	<p>Yes – the payment to a civic head is optional.</p>
<p>51 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.</p>	<p>Yes – the payment to a deputy civic head is optional.</p>
<p>52 The application of the Remuneration Framework by relevant Group.</p>	<p>As set out in Table 11.</p>
<p>53 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.</p>	<p>No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.</p>

13.38 All members are eligible to be paid the £150 as set out in Determination 44 and [Table 11](#), normally from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date. However, as 2022 is an election year different arrangements will be required.

- Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May.
- Current members who are re-elected are entitled to the full payment, but it would be administratively reasonable for the payment to be deferred until the outcome of the election.
- New members are entitled to a proportionate payment

13.39 Other amounts payable to members in recognition of specific responsibilities or

as a civic head or deputy civic head as set out in Determinations 50 and 51 are payable from the date when the member takes up the role during the financial year. For the election year the same arrangements as set out in 13.38 will apply.

13.40 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.41 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.42 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 53: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

13.43 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at [Annex 4](#). The Panel is concerned that a significant number of councils are still in breach of this requirement.