TORFAEN COUNTY BOROUGH COUNCIL

MEMBERS' SCHEDULE OF REMUNERATION

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

1. Basic Salary

1.1 A Basic Salary shall be paid to each elected Member of the Authority.

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, their 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. Senior Salaries & Civic Salaries

2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.

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 All Senior and Civic Salaries are paid inclusive of Basic Salary.

2.6 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, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.

2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.

2.8 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, their entitlement to the Salary will be pro-rata.

3. 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 their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

4.1 Where a Member of the Authority is suspended or partially suspended from their 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 them in respect of that period for which they are 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). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. 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 or 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.

6. Payments

6.1 Payments of all allowances will be made by the Payroll Team Leader by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the last working day of each month.

6.2 Where payment has resulted in a Member receiving more than their 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.

7. Contribution towards Costs of Care and Personal Assistance

7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.

7.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised for whom the

Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependant the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.

7.3 Eligible Members may claim contribution towards costs of care and personal assistance for actual and receipted costs as set out in **Schedule 1**. All claims for the contribution towards costs of care and personal assistance 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. 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 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.

8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.

8.4 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.

8.5 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.

9. Co-optees' payments

9.1 A 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 Head of Democratic Services 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 Head of Democratic Services 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 Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, 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 for Wales, is set out in **Schedule 1**.

9.9 Hourly Rate

The Independent Remuneration Panel for Wales Annual Report 2024-2025 determined that the relevant local officer (Head of Democratic Services) has the flexibility to decide when it will be appropriate to apply a day or a half day rate and when to use an hourly rate where it is sensible to aggregate several short meetings.

10. Travel and Subsistence Allowances

10.1 General Principles

10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 2.** Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.

10.3 Where possible Members should share transport.

10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

10.5 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.

10.6 Where a Member is suspended or partially suspended from their 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 them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

11. 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, motorcycles 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 their 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. Travel by Public Transport

12.1 Rail or Coach Travel

Unless otherwise authorised rail tickets will be second-class.

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbursement will be upon receipt only.

12.3 Air Fare

Travel by air is permissible if it is the most cost-effective means of transport. Authorisation of the Head of Democratic Services is required and tickets will be purchased by the Democratic and Member Services Team.

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Head of Democratic Services. The Democratic and Member Services Team will arrange travel and accommodation.

12.5 Other Travel Expenses

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbursement will be upon receipt only.

13. Overnight Accommodation

13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Head of Democratic Services.

13.2 Overnight accommodation will be booked by the Democratic and Member Services Team. Wherever possible the overnight accommodation will be pre-paid or invoiced.

13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14 Subsistence Allowance

14.1 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. 2 No provision is made for subsistence claims within the Authority.

15. Claims and Payments

15.1 A claim for travel and subsistence allowances must be made in writing within 90 days of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.

15.2 Allowances will be paid by the Payroll Team Leader by direct bank credit.

16. Pensions

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

17 Supporting the work of Authority Members

17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.

17.2 All elected Members and Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.

17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

18 Compliance

18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4.**

Members and Co-opted Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2026-27

MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
The following named elected members of the authority	
1. Stuart Ashley	£21,044
2. Alfie Best	£21,044
3. Catherine Bonera	£21,044
4. Ron Burnett	£21,044
5. Nick Byrne	£21,044
6. Liam Cowles	£21,044
7. Giles Davies	£21,044
8. Karl Gauden	£21,044
9. Nick Horler	£21,044
10. Jon Horlor	£21,044
11. Gaynor James	£21,044
12. Jon James	£21,044
13. Janet Jones	£21,044
14. Stuart Keyte	£21,044
15. Rosemary Matthews	£21,044
16. Caroline Price	£21,044
17. Nicholas Simons	£21,044
18. Chris Tew	£21,044
19. Colette Thomas	£21,044
20. David Thomas	£21,044
21. Jayne Watkins	£21,044
22. Lucy Williams	£21,044

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader	Anthony Hunt	£67,079
2.	Deputy Leader Children, Families and Education	Richard Giles Clark	£46,955
3.	Cabinet Member –Corporate Governance & Resources	Peter Jones	£40,247
4.	Cabinet Member – Waste & Sustainability	Susan Morgan	£40,247
5.	Cabinet Member – Economy, Skills & Regeneration	Joanne Gauden	£40,247

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	**MEMBER**	
6.	Cabinet Member - Adult Services & Housing	David Daniels	£40,247
7.	Cabinet Member – Communities	Fiona Cross	£40,247
8.	Cabinet Member – Environment	Mandy Owen	£40,247
9.	Chairperson of Economy and Environment Overview and Scrutiny Committee	Lynda Clarkson	£31,567
10.	Chairperson of Adult and Communities Overview and Scrutiny Committee	Mark Jones	£31,567
11.	Chairperson of Cross Cutting, Resource & Business Overview and Scrutiny Committee	David Williams	£31,567
12.	Chairperson of Education Overview and Scrutiny Committee and Presiding Member	Rose Seabourne	£31,567
13.	Chairperson of Children and Families Overview and Scrutiny Committee	Alan Slade	£31,567
14.	Chairperson of Planning Committee	Norma Parrish	£31,567
15.	Chairperson of Licensing Committee and of Democratic Services Committee	Steven Evans	£31,567
16.	Leader of the largest Opposition Group	Elizabeth Haynes	£31,567
17.	Chairperson of Pensions Committee	Nathan Yeowell	£31,567

A maximum of 17 senior salaries for Torfaen County Borough Council may be paid and this has not been exceeded.

*The Gwent (Torfaen) Pension Fund pays for the salary of the Chair of the Pensions Committee (as this is a cross boundary committee which is responsible for public service pensions across the whole of Gwent). This senior salary element of this salary is funded by the Pension Fund and not Torfaen County Borough Council.

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	**MEMBER**	
Presiding Member	Rose Seabourne	not remunerated
Deputy Presiding Member	David Williamss	not remunerated

ENTITLEMENT AS STATUTORY CO-OPTEES		AMOUNT OF CO-OPTEES ALLOWANCES
ROLE	**MEMBER**	
Chairperson Of Ethics and Standards Committee	Rhodri Guest	£268 Daily Fee £134 ½ Day Fee £33.50 Hourly

ENTITLEMENT AS STATUTORY CO-OPTEES		AMOUNT OF CO-OPTEES ALLOWANCES
ROLE	**MEMBER**	
		Fee
Chairperson of Governance and Audit Committee	Kathryn Pegington	£268 Daily Fee £134 ½ Day Fee £33.50 Hourly Fee
Statutory Co-optees - Standards Committee, Education OVSC Committee, Audit Committee, Crime and Disorder OVSC	<u>Standards:</u> • Leanne Lloyd-Tolman • Mark Rees • Lorraine Morgan • Gregor Tay-Lodge <u>Education Scrutiny</u> • Victoria Horlor • John Cunningham <u>Governance and Audit</u> • Kathryn Pegington • Michael Kelleher • Mark Rees	£210 Daily Fee £105 ½ Day Fee £26.25 Hourly Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	N/A	£238 Daily Fee £119 ½ Day Fee £29.75 Hourly Fee

Reimbursement of costs of care	
All Members – • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.	

Members Support – what is provided in terms of telephone, internet or email (see Determination 6)	
Telephone Support for Executive Members	All Councillors are offered a windows phone including calls and data package
Telephone Support for Chairs of Committees	All Councillors are offered a windows phone including calls and data package
Telephone Support for all other Members	All Councillors are offered a windows phone including calls and data package
Access to Email for Executive Members	All Councillors are offered a Windows Tablet; an individual email address and training by the authority. Additional training is available on request and Councillors have access to the same

	helpdesk support as Council staff.
Access to Email for Chairs of Committees	All Councillors are offered a Windows Tablet; an individual email address and training by the authority. Additional training is available on request and Councillors have access to the same helpdesk support as Council staff.
Access to Email for all other Members	All Councillors are offered a Windows Tablet; an individual email address and training by the authority. Additional training is available on request and Councillors have access to the same helpdesk support as Council staff.
Internet Support for Executive Members	All Councillors are offered a Windows Tablet; an individual email address and training by the authority. Additional training is available on request and Councillors have access to the same helpdesk support as Council staff.
Internet Support for Chairs of Committees	All Councillors are offered a Windows Tablet; an individual email address and training by the authority. Additional training is available on request and Councillors have access to the same helpdesk support as Council staff.
Internet Support for all other Members	All Councillors are offered a Windows Tablet; an individual email address and training by the authority. Additional training is available on request and Councillors have access to the same helpdesk support as Council staff.

Co-optees Support

Co-optees receive officer support. No Torfaen equipment is provided

SCHEDULE 2

Approved duties: -

- attendance at a meeting of the authority or of any committee of the authority or of any body to which the authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the authority is operating executive arrangements within the meaning of Part II of the 2000 Act;
- a duty undertaken in pursuance of a standing order which required a member or members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the authority which empowers or requires the authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the authority or its executive or board;
- any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees;
- attendance at a Civic function when invited to attend as the representative of the authority; and
- attendance at a meeting with officers of the authority where attendance by the member is necessary to progress the essential business of the authority.

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	 55 pence per mile 25 pence per mile
Motor Cycles Bicycles	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 provided such a claim is supported by receipts.

Re-imbursement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 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 C-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 for Wales 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, cabinet 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 for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.