

# **Members' Schedule of Remuneration 2024 - 2025**

# Members' Schedule of Remuneration

This Scheme is made under the Local Government (Wales) Measure 2011, with regard to 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, his/her 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 and 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 he/she has been nominated.

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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, his/her 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 his/her 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 his or her 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 him/her in respect of that period for which he or she is 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:

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- (a) is suspended or partially suspended from that Member's/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 in instalments of one-twelfth of the Member's annual entitlement.
- 6.2. Where payment has resulted in a Member receiving more than his/her 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, 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 children who are aged 16 or under and other persons 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 dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care. Each case will be judged on its merits.

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7.3. Eligible Members may claim reimbursement of Contribution towards Costs of Care and Personal Assistance for actual and receipted costs, as set out in Schedule 1. All claims for reimbursements of costs of care should be made on the form provided 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 Co-optees' daily fee (with a provision for half day and hourly 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).

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- 9.3. The Democratic Services Manager 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 Democratic Services Manager 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, half day and hourly fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 9.8. The daily, half day and hourly fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

## 10. Travel and Subsistence Allowances

- 10.1. General Principles**
- 10.2. Members and Co-opted Members may 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 his/her 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 his or her responsibilities or duties as a Member of the Authority in accordance with

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Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is 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, motor cycles 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 his/her 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/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-imbusement will be upon receipt only.

### 12.3. Other Travel Expenses

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

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## 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 Democratic Services Manager.
- 13.2. 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 County.

## 15. Pensions

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

## 16. Compliance

- 16.1. In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.



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

## Schedule 1

### Schedule of Remuneration 2024-25

#### Members entitled to Basic Salary

Annual amount of Basic Salary - £18,666

The following named elected members of the authority:

- Councillor Jeanette Chamberlain-Jones
- Councillor Ellie Chard
- Councillor Kelly Clewett
- Councillor Ann Davies
- Councillor Karen Edwards
- Councillor Pauline Edwards
- Councillor James Elson
- Councillor Hugh Evans
- Councillor Chris Evans
- Councillor Justine Evans
- Councillor Jon Harland
- Councillor Martyn Hogg
- Councillor Carol Holliday
- Councillor Alan Hughes
- Councillor Brian Jones
- Councillor Delyth Jones
- Councillor Paul Keddie
- Councillor Geraint Lloyd-Williams
- Councillor James May
- Councillor Terry Mendies

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- Councillor Raj Metri
- Councillor Merfyn Parry
- Councillor Arwel Roberts
- Councillor Gareth Sandilands
- Councillor Andrea Tomlin
- Councillor Michelle Walker
- Councillor David Williams
- Councillor Cheryl Williams
- Councillor Eryl Williams
- Councillor Elfed Williams

### Senior Salaries Entitlements (Includes Basic Salary)

1. Leader of the Council - Councillor Jason McLellan - £59,498
2. Deputy Leader of the Council - Councillor Julie Matthews - £41,649
3. Cabinet Member - Councillor Gwyneth Ellis - £35,699
4. Cabinet Member - Councillor Elen Heaton - £35,699
5. Cabinet Member - Councillor Diane King - £35,699
6. Cabinet Member - Councillor Barry Mellor - £35,699
7. Cabinet Member - Councillor Alan James - £35,699
8. Cabinet Member - Councillor Rhys Thomas - £35,699
9. Cabinet Member – Councillor Emrys Wynne - £35,699
10. Chair of Partnerships Scrutiny Committee - Councillor Joan Butterfield - £27,999
11. Chair of Communities Scrutiny Committee - Councillor Huw Williams - £27,999
12. Chair of Performance Scrutiny Committee - Councillor Hugh Irving - £27,999
13. Chair of Planning Committee - Councillor Mark Young - £27,999
14. Chair of Licensing Committee - Councillor Bobby Feeley - £27,999
15. Leader of the Largest Opposition Group - Councillor Huw Hilditch-Roberts - £27,999

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

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## Entitlement to Civic Salaries (Includes Basic Salary)

- Civic Head (Chair) - Councillor Peter Scott - £27,999
- Deputy Civic Head (Deputy Mayor / Chair) - Vacant - £22,406

## Entitlement as Statutory Co-optees

- Chairperson of Standards Committee – Julia Hughes - £268 daily fee, £134 half day fee, £33.50 hourly fee
- Statutory Co-optees - Standards Committee - Anne Mellor, Peter Lamb and Gordon Hughes - £210 daily fee, £105 half day fee, £26.25 hourly fee.
- Statutory Co-optees – Scrutiny Committees - Neil Roberts, Colette Owen - £210 daily fee, £105 half day fee, £26.25 hourly fee
- Chairperson of Governance and Audit Committee – David Stewart - £268 daily fee, £134 half day fee, £33.50 hourly fee
- Statutory Co-optees – Governance and Audit Committee – Nigel Rudd, Paul Whitham - £210 daily fee, £105 half day fee, £26.25 hourly fee

## Members Eligible to Receive Contribution Towards Costs of Care and Personal Assistance

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.

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## Schedule 2

### Policy for the Payment of Travelling and Subsistence Expenses

The duties in this policy have been approved for the payment of travel and subsistence expenses. Subsistence expenses will not be paid for duties carried out within the county boundaries.

Members when submitting claims for travel or subsistence expenses will ensure that all claims comply with this policy and any queries a member has about whether individual journeys are eligible for a payment will be discussed with Democratic Services before being included on a claim form.

Claim forms submitted by members will only contain details of claims and duties being undertaken on behalf of, and payable by, Denbighshire County Council.

Approved duties for the Payment of Expenses: -

- 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 and the councillor making the claim is a member of the committee or body being claimed for.
- attendance at a meeting of any association of authorities of which the Authority is a member and the councillor making the claim is appointed by the Authority as a representative.
- attendance by a councillor as an attendee nominated by the Authority, 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 by a member of Cabinet for the purpose of, or in connection with, the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;

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- an authorised 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;
- authorised attendance at any training or developmental event approved by the Authority or its Cabinet;

Members will not claim expenses for the following duties:

- payment will **not** be made for expenses incurred attending meetings as observers.
- payment will **not** be made for expenses incurred for attending civic or social events organised by the Authority or an external organisation (whether or not the councillor has been invited to attend). These include attendance at civic ceremonial events, events to mark the opening or refurbishment of buildings or services or publicity events.

The following exemptions will apply:

Payment can be claimed for expenses for the following duties:

- Cabinet members attending a meeting of a Scrutiny Committee or the Governance and Audit Committee after being invited or required to attend the meeting by the Scrutiny Committee or the Governance and Audit Committee;
- A chair of a Scrutiny Committee or the Governance and Audit Committee attending a meeting of Cabinet;
- A member of a Scrutiny Committee or the Governance and Audit Committee attending a meeting of Cabinet at the request of the Committee;
- A councillor attending a meeting of the Authority, or of any committee of the Authority, as an observer where the business under discussion directly relates to, or directly impacts on, the councillor's ward (usually this exemption will be restricted to issues with a significant impact upon a particular ward rather than issues which affect many ward; queries should be discussed with Democratic Services prior to the submission of the claim);

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- The Chair and Vice Chair of Council attending civic events as part of their official civic duties for the Authority.

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## Schedule 3

### Mileage rates

- All sizes of private motor vehicle
  - Up to 10,000 miles - 45 pence per mile
  - Over 10,000 miles – 25 pence per mile
- Private Motor Cycles - 24 pence per mile
- Pedal Cycles - 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-imbursment 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.

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## 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 co-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 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 within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.