

Agenda



Newport City Council

Date: Tuesday, 28 July 2020
Time: 5.00 pm
Venue: Live recorded event
To: **All Members of the City Council**

WEBCASTING NOTICE

This meeting is being conducted remotely in accordance with The Local Government (Coronavirus) (Wales) Regulations 2020 and is being recorded and also live streamed for viewing by the public via the internet.

At the start of the meeting the Mayor or Person Presiding will confirm that the remote meeting is being recorded and live streamed. The images and sound recording may be also used for training purposes within the Council.

If you have any queries regarding this, please contact the Democratic Services Manager.

Item	Wards Affected
1. <u>Apologies</u>	
2. <u>Declarations of Interest</u>	
3. <u>Appointment of Mayor / Chair of Council</u>	
4. <u>Appointment of the Deputy Mayor</u>	
5. <u>Appointment of the Leader of the Council</u> To make an appointment of the post of the Leader of the Council. The Leader may then announce appointments of Cabinet Members and the Opposition Group Leaders may announce any Shadow Cabinet appointments, if they so wish.	
6. <u>Appointment to Chairs of Committee</u> To appoint chairs to the Planning and Licensing Committees, Scrutiny Committes and the Democratic Services Committee	
7. <u>Appointment to Committees</u> To give effect to appointments of members to Committees by the Political Groups.	
8. <u>Appointment to External Bodies</u>	

Contact: Anne Jenkins, Governance Team Leader
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E-mail: democratic.services@newport.gov.uk
Date of Issue: Tuesday, 21 July 2020

To give effect to appointments of members to external bodies.

9. Appointment of Chief Executive
To consider the recommendation of the Appointments Sub-Committee
10. Members Scheme of Allowances 2020/21 (*Pages 3 - 18*)
11. To view the Live Webcast click on the link below
<https://youtu.be/HDdncg34gHo>



Report

Newport City Council

Part 1

Date: 28th July 2020

Subject **Members Schedule of Remuneration 2020/21**

Purpose To approve the Members Schedule of Remuneration for 2020/21.

Author Head of Law & Regulation

Ward All

Summary The Independent Remuneration Panel for Wales (IRPW) is the body tasked with setting the remuneration levels for councils in Wales. The IRPW makes determinations in relation to basic and senior salaries, and also the rates and conditions for expenses paid by public authorities.

The IRPW Annual Report 20/21 was reported to Council on 27th February 2020 as part of the Minutes of the Standards Committee meeting on 20th February. The IRPW has determined that there should be an inflationary increase of £350 (2.5%) to the basic annual salary of 13,866, giving an increased basic salary of £14,218, which will be backdated to 1st April 2020 .

Council is now required to formally approve and adopt the Members Schedule of Remuneration for 20/21 as set out in Appendix 1.

Proposal **That Council approves and adopts the Members Schedule of Remuneration 20/21 as set out in Appendix 1.**

Action by Head of Law & Regulation and Head of Finance.

Timetable To publish and submit the schedule of remuneration for 2019-20 by 31 July 2019.

This report was prepared after consultation with:

- Head of Law and Regulation
- Head of Finance
- Head of People and Business Change

Background

The Independent Remuneration Panel for Wales (IRPW) is the body tasked with setting the remuneration levels for councils in Wales. The Panel makes determinations in relation to basic and senior salaries, and also the rates and conditions for expenses paid by public authorities.

The IRPW's determinations for payments to be made to elected members as from 1st April 2020 are set out in the latest Annual Report, which was reported to Democratic Services Committee on 20th February and Council on 27th February 2020.

Summary of Proposed Changes

In summary, the IRPW has determined that there should be an inflationary increase of £350 (2.5%) to the basic annual salary of 13,866, giving an increased basic salary of £14,218, which will be backdated to 1st April 2020. However, there are no further increases to senior salaries beyond the uplift in the basic allowance and the allowances and rates for co-opted members, travelling and subsistence and care costs remain the same.

Revised Schedule of Remuneration

The attached Schedule of Remuneration at Appendix 1 has been updated with the IRPW's changes. The Council is required to publish the revised schedule and submit this to IRPW by 31st July 2019. Council is asked to approve the revised schedule, which will be updated with post holder names following the AGM on 28th July before being published and submitted to IRPW in line with the deadline.

Consultation

The IRPW's draft report was shared with the Democratic Services Committee at its meeting in November 2019, and comments on the proposed determinations were fed back as part of the consultation process.

Financial Summary / Risks

The determination to add £350 per annum to the basic salary incurs an increased cost of £17,500 per annum plus on costs. This is an increase that the Council must deliver to meet the IRPW's determinations. The allocated budget for 2020/21 has already been reviewed in light of the IRPW's conclusions.

Links to Council Policies and Priorities

There is no direct link to Newport's individual policies or plans as this is a national issue about payments to Councillors.

Proposal

That Council approves and adopts the Members Schedule of Remuneration 20/21 as set out in Appendix 1

Comments of Chief Financial Officer

The IRPW determination to increase Basic Salary by £350 per Councillor will increase the allowances by £17,500 per annum, plus on costs. Provision has been made within the budget for 20/21 for the increased allowances.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report. The IRPW has statutory power under Section 147 of the Local Government (Wales) Measure 2011 to set Members Allowances. Democratic Services Committee have previously expressed the opinion that the amounts of basic and senior salaries should be prescribed by the IRPW and not left to the discretion of individual councils. The latest IRPW Report and prescribed scheme removes most discretionary elements but there is still some element of local discretion.

The basic salary for all Members is increased by 2.5% (£250) in line with inflation, giving an increased basic salary of £14,218. However, there are no further changes to last year's scheme.

The only remaining discretionary element of the Members Allowances Scheme is in relation to the whether the Council decides to pay civic salaries to the Mayor and Deputy Mayor and senior salaries to Chairs of Committees. The Council has previously determined to pay these discretionary allowances and the amounts are, therefore, fixed at £22,918 and £17,918 for the Deputy Mayor.

The IRPW has determined that the costs of care should be paid as a separate reimbursement rather than as part of a member's salary, to encourage more eligible members to apply for reimbursement. They have relaxed the rules on publication to enable councils to anonymise these payments and not identify the individual members concerned and the Council agreed to this last year. Therefore, it is recommended that only the total amount of care costs reimbursed by the authority during the year should be published and not the names of the individual members claiming reimbursement. The IRPW has published a supplementary report for 20/21 which has been circulated to all members to remind councillors of their entitlement to claim reimbursement of care costs.

Council, is therefore, required to formally approve and adopt the proposed Scheme of Remuneration for the financial year 2020/21. There is no requirement for any member to declare a personal interest, as there is a general dispensation for the approval of Members allowances.

Comments of Head of People and Business Change

There are no specific HR or equalities issues arising from the report as the appointment to posts attracting senior salaries is a political decision by the Council. There are no specific issues in the response in relation to the Wellbeing of Future Generations Act , although those appointed to Cabinet posts in particular will need to consider the principles of the Act as part of the decision making process.

Equalities Impact Assessment and the Equalities Act 2010

No FEIA was undertaken as the report affects elected members only.

Children and Families (Wales) Measure

Not applicable.

Wellbeing of Future Generations (Wales) Act 2015

There are no specific issues in the report in relation to the Wellbeing of Future Generations Act , although those appointed to Cabinet posts in particular will need to consider the principles of the Act as part of the decision making process.

Crime and Disorder Act 1998

Not applicable.

Consultation

The Democratic Services Committee were consulted on the IRPW's draft annual report.

Background Papers

IRP Annual Report 20/21.

Dated: 21st July 2020

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Constitution



Part 6: Schedule of Members Remuneration

Approved by Council on 28th July 2020

Newport City Council

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, 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/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 Head of Finance by direct bank credit in monthly instalments of one-twelfth of the Member's annual entitlement from 28th July 2020.

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. Reimbursement of Costs of Care

7.1 Reimbursement of costs of care 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 Reimbursement of costs of care applies in respect of children who are aged 15 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.
- 7.3 Eligible Members may claim reimbursement of costs of care for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel for Wales as set out in **Schedule 1**. All claims for reimbursement of costs of care 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 Co-optees' 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 Monitoring Officer 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 Monitoring Officer 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, is set out in **Schedule 1**.

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, 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 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/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

Corporate Administration will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

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. Reimbursement will be upon receipt only.

12.3 **Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the Chief Executive. Corporate Administration will arrange travel and accommodation.

12.4 **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 relevant Chief Officer and will be paid for by way of the Service area budget.

13.2 Overnight accommodation will be booked by Corporate Administration .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 County Borough.

15. **Claims and Payments**

15.1 A claim for travel and subsistence allowances must be made in writing within three months 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 Head of Finance 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 & 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 are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2019-20

MEMBERS ENTITLED TO BASIC SALARY		ANNUAL AMOUNT OF BASIC SALARY
The following named elected members of the authority		
Councillors		
M Al-Nuaimi	M Kellaway	
G Berry	L Lacey	
J Clarke	M Linton	
J Cleverly	S Marshall	
P Cockeram	D Mayer	
M Cornelious	R Mogford	
K Critchley	A Morris	
D Davies	J Mudd	
V Dudley	A Rahman	
C Evans	J Richards	
M Evans	W Routley	
C Ferris	M Spencer	
Y Forsey	T Suller	
D Fouweather	H Thomas	
G Giles	K Thomas	
J Guy	C Townsend	
D Harvey	H Townsend	
I Hayat	R Truman	
R Hayat	J Watkins	
T Holyoake	T Watkins	
P Hourahine	M Whitcutt	
J Hughes	R White	
R Jeavons	K Whitehead	
J Jordan	D Wilcox	
	D Williams	
	A N Other (Victoria ward vacancy)	
		£14,218

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader		£49,450
2.	Deputy Leader and Cabinet Member for City Services and Member Development		£34,950
3.	Cabinet Member for Education and Skills		£30,450
4.	Cabinet Member for Community and Resources		£30,450
5.	Cabinet Member for Assets		£30,450

SENIOR SALARIES ENTITLEMENTS (includes basic salary)			ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
6.	Cabinet Member for Sustainable Development		£30,450
7.	Cabinet Member for Licensing and Regulation		£30,450
8.	Cabinet Member for Social Services		£30,450
9.	Cabinet Member for Culture and Leisure		£30,450
10.	Chairperson of Overview and Scrutiny Management Committee		£22,918
11.	Chairperson of Performance Scrutiny Committee - Partnerships		£22,918
12.	Chairperson of Performance Scrutiny Committee - People		£22,918
13.	Chairperson of Performance Scrutiny Committee – Place and Corporate		£22,918
14.	Chairperson of Planning Committee		£22,568
15.	Chairperson of Democratic Services Committee		£22,918
16.	Chairperson of Licensing Committee		£22,918
17.	Leader Of The Largest Opposition Group		£22,918
18.	(final senior salary not currently used)		£22,918
A maximum of 18 senior salaries for Newport City Council may be paid and this has not been exceeded.			

ENTITLEMENT TO CIVIC SALARIES			ANNUAL AMOUNT OF CIVIC SALARY
	ROLE	MEMBER	
	Civic Head (Mayor / Chair)		£22,918
	Deputy Civic Head (Deputy Mayor / Chair)		£ 17,918

ENTITLEMENT AS STATUTORY CO-OPTees			AMOUNT OF CO-OPTees ALLOWANCES
	ROLE	MEMBER	
	Chairperson Of Standards Committee	P Westwood	£256 Daily Fee £128 ½ Day Fee
	Chairperson of Audit Committee	J Baker	£256 Daily Fee £128 ½ Day Fee

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Statutory Co-optees - Standards Committee, Audit Committee, Scrutiny Committees	J Davies, T Britton, B John, A Mitchell, K Watkins, P Worthington, A Daly, P Bennett	£198 Daily Fee £99 ½ Day Fee

Reimbursement of costs of care	
All Members	Up to a maximum of £403 per month

Members Support – what is provided in terms of telephone, internet or email (see Determination 6)	
Telephone Support for Executive Members	Smartphone provided
Telephone Support for Chairs of Committees	Smartphone provided
Telephone Support for all other Members	
Access to Email for Executive Members	Laptop and smartphone provided
Access to Email for Chairs of Committees	Laptop and smartphone provided
Access to Email for all other Members	Laptop provided
Internet Support for Executive Members	
Internet Support for Chairs of Committees	
Internet Support for all other Members	

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 Cabinet;
- a duty undertaken in pursuance of a standing order which requires 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 Cabinet.

SCHEDULE 3

Mileage Rates

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

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