

# Agenda



## Democratic Services Committee

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Date: Monday, 20 November 2023

Time: 10.00 am

Venue: Committee Room 3

To: Councillors R Mogford (Chair), E Stowell-Corten, M Spencer, B Perkins, P Hourahine, K Thomas, T Harvey and A Sterry

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Item	Wards Affected
1	<u>Apologies</u>
2	<u>Declarations of Interest</u>
3	<u>Minutes of Meeting held on 20 July 2023</u> (Pages 3 - 10)
4	<u>Amendment to Constitution: Budget Setting Process</u> (Pages 11 - 20)
5	<u>Democratic Services Committee: Annual Report 2023</u> (Pages 21 - 34)
6	<u>Head of Democratic Services Annual Report 2023</u> (Pages 35 - 44)
7	<u>Draft Independent Remuneration Panel (IRP) Report and Consultation</u> (Pages 45 - 124)
8	<u>Forward Work Programme</u>
9	<u>Date of next Meeting</u> 18 <sup>th</sup> March 2024 at 10am
10	<u>Webcast for Committee</u>

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# Minutes



## Democratic Services Committee

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Date: 20 July 2023

Time: 10.00 am

Present: Councillors R Mogford (Chair), E Stowell-Corten, M Spencer, B Perkins, P Hourahine, R Howells, K Thomas, T Harvey and A Sterry

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### 1 Apologies

None

### 2 Declarations of Interest

None

### 3 Minutes of Meeting held on 27 April 2023

The Minutes of the Last Meeting held on the 27 April 2023 were held as a true and accurate record.

### 4 Constitution Update

The Assistant Head of Legal Services presented this item to Committee. The All Wales Monitoring Officers' Group, via funding from the Welsh Local Government Association commissioned Browne Jacobson to draft a new model constitution and a model constitution guide due to provisions coming into force under the Local Government and Elections (Wales) Act 2021. The all-Wales model Constitution has been approved for local authorities to adopt and will be implemented in sections as part of the work programme for committee. These will be considered by Committee before being presented to Cabinet and Council for approval and adoption as appropriate.

#### Questions:

The Committee noted that their understanding of the intention of the updated constitution was to make the Constitution clearer and easier to understand.

The Assistant Head of Legal Services highlighted that the object was to make a model Constitution that can be adopted by all local authorities in Wales. The aim is to get consistency across all local authorities to make it easier for members, officers and the public to work in accordance with the constitution. Different local authorities have different processes so the model Constitution will still need to be tailored to reflect how Newport City Council works.

The Committee noted that there was a considerable amount of information in the Constitution, some of which has not been amended for some time, and therefore a large undertaking to review the Constitution.

The Assistant Head of Legal Services noted that whilst the current document works it is not perfect, but harmonisation is required, which will support clarification and consistency.

The Committee requested confirmation on the timescale of progress to allow it to return to Committee.

The Democratic and Electoral Services Manager noted that it will be split, and sectional reports will be brought to the Committee so would need to be included in the Forward Work Programme, beginning at the next meeting.

The Assistant Head of Legal Services highlighted that due to the volume of work it is going to take several months and anticipated that the Committee will be considering part of the Constitution at each meeting for a period of time.

The Committee queried whether it would be presented at Council in full.

The Democratic and Electoral Services Manager noted that it would be presented to Cabinet Council as appropriate, in stages once approved by the Committee.

## 5 Participation Strategy Update

The Democratic and Electoral Services Manager presented this item to Committee.

### Main Points:

- Under the Local Government and Elections (Wales) Act 2021 Local Authorities were required to develop a Participation Strategy that supports residents to become more involved in decision-making and to encourage more diversity in decision-makers.
- As part of this public engagement process, the Council was also required to make and publish a Petition Scheme, setting out how public petitions can be submitted and how the Council will respond.
- Democratic Services Committee supported the development of the Strategy and the Petition Scheme, which were adopted by Council in May 2022.
- These working definitions are informed by 'Practitioners' Manual for Public Engagement' (Participation Cymru, 2012).
- Engagement: An active and participative process by which people can influence and shape policy and services that includes a wide range of different methods and techniques.
- Consultation: A formal process by which policy makers and service providers ask for the views of interested groups and individuals
- Participation: People being actively involved with policy makers and service planners from an early stage of policy and service planning and review.
- Specific Participation duties under the legislation embedded into the Strategy which include:
  - Promoting awareness of the functions the Council carries out to residents, businesses and visitors.
  - Sharing information about how to go about becoming an elected Member, or Councillor, and what the role of Councillor involves.
  - Providing greater access to information about decisions that have been made, or that will be made by the Council.
  - Providing and promoting opportunities for residents to provide feedback to the Council, including comments, complaints and other types of representations.
  - Promoting awareness of the benefits of using social media to communicate with residents to Councillors.

- The principles agreed in the Strategy build on strengths, reflecting the existing functions in place that support Participation, whilst also including actions that support further progression and development.
- The expectation is that councils will build on this experience and move towards greater participation.
- Feedback from consultation indicated that residents:
  - Are interested in the decisions that the Council makes and would welcome having more of a voice as part of the decision-making process.
  - Felt that there was room to improve in terms of citizen engagement and involvement in the democratic process.
  - Felt that the actions outlined in the strategy would help residents to become more involved in decision making.
  - Would like engagement to focus on more varied and alternative methods of communication, particularly with potentially harder to reach groups.
- Monitoring progress is about looking at the strategic aim and what we already have in place to build on, the actions we take to improve and the measures in place to track the progress. There are individual performance measures that are tracked in service plans and progress against the Strategy would be reported through the Council's Annual Self-Assessment Report: Wellbeing Objective 4 around Improving Participation and Involvement.
- Key Actions under the Strategy are:
  - Develop and publish a scheme that sets out how the Council deals with Petitions.
  - Publish a guide to the Democratic Process.
  - Review and update the Scrutiny Public Engagement Strategy particularly with respect to hybrid meetings.
  - Promote awareness of the benefits of using social media to communicate with residents to Councillors.
  - Survey to residents based on The National Survey for Wales which has been used as a benchmark.

### **Questions:**

The Committee noted that the first question on the survey could be reworded to ask residents if they know how they can influence decision making within the Council and then ask how effective that has been for them.

The Committee noted that residents would often contact their MP regarding issues rather than a local councillor, and that there is further confusion as some areas have AMs, MPs and Community Councillors. The Committee reflected that part of the role of Councillor is guiding residents in the right direction for their query. The Committee noted that there is also confusion between Senedd Cymru queries and Local Authority queries.

The Committee felt that the Council website is good in terms of contacting your Councillor facilities, however, there has been a change in that not all Councillor mobile numbers are on the website. The Committee discussed that this was personal choice and that members could choose to be contacted via the 656656 number for the City Contact Centre if that was their preference.

The Democratic and Electoral Services Manager highlighted that there are challenges with the volume of contact and making sure resources are spread effectively.

The Committee noted that it is a Councillor's responsibility to make themselves known to their constituents and noted that it is each Councillor's responsibility to promote themselves. The Committee further reflected that there is a need for the Council to strongly promote ward meetings in support of this. The Democratic and Electoral Services Manager advised of a

new flyer design had been created to advertise ward, and the Comms Teams are on board with promoting ward meetings via social media; Newport Matters was also used to advertise ward meetings where timescales permitted.

The Committee queried what is done with the information obtained from each question asked in the resident survey, and if there is a place on the website where residents can view the analysis of those questions as it currently shows consultations but difficult to find the outcomes.

The Democratic and Electoral Services Manager noted that the questions mirror The National Survey of Wales so that direct comparison can take place and can be shared in future update reports.

The Committee queried how the Strategy was being measured; the Democratic and Electoral Services Manager highlighted the 5 key areas of the strategy and that each of these have their own set of measures. The Democratic and Electoral Services Manager noted that last year quite a few of these measures were brand new so there has been a period of recording figures and then setting a benchmark and a target.

The Committee stated that more people will participate in consultations that may have a direct impact on them, but this can mean that there are neglected areas of services That do not receive much feedback as a result. The Committee felt that if residents are unhappy, they are less likely to engage.

The Democratic and Electoral Services Manager agreed that there is a gap that needs to try to be filled in terms of responses and representation.

The Committee queried what the current process is for petitions and why does this need to be changed. The Democratic and Electoral Services Manager confirmed that the Local Government and Elections (Wales) Act 2021 legislation requires local authorities to be specific on how a petition can be submitted. If the petition has been signed by more than 100 people then it meets the criteria and would go to Overview and Scrutiny Management Committee however if less than 100 signatures, it would go to a Cabinet Member.

## 6 **Postal Voting**

The Democratic and Electoral Services Manager presented this item to the Committee.

### **Main Points:**

- The Elections Act 2022 received Royal Assent in April 2022 however the Department for Levelling Up, Housing and Communities (DLUHC) are still developing the policy and secondary legislation.
- The Bill impacts the administration of electoral registration and elections, and there are practical arrangements the Council must consider in readiness for implementing the changes.
- Part 1 of the Act introduces several new measures aimed at strengthening the integrity of the electoral process.
- Voter ID application portal went live on 16 January 2023 and from 4 May 2023 applies to:
  - UK Parliamentary by-elections
  - UK Parliamentary recall petitions
  - Police and Crime Commissioner elections in England and Wales
  - Local government elections and referendums in England (not in Wales)
  - From 5 October 2023 also applies to UK Parliamentary general elections
- Unless there is any UK Parliamentary election activity that is earlier than currently scheduled, this will come into effect in Wales in the polling stations from May 2024.

- The ID can be those on the list provided by DLUHC, or residents can apply for a Voter Authority Certificate (VAC) through their local authority.
- At local elections in England on 4 May, voters needed to show photo identification to vote in polling stations. These were the first elections in Great Britain where this requirement was in place. Elections took place in 230 areas in England and around 27 million people were eligible to vote.
- High level of scrutiny of the impact of Voter ID, although it is still early days in terms of analysis.
- It is not easy to predict the volume of people applying for the ID; in recent pilots this has been less than 5% of the population.
- The Electoral Commission found that:
  - Awareness of the need to bring ID to vote at a polling station was high.
  - Awareness and take-up of the Voter Authority Certificate was low.
  - At least 0.25% of people who tried to vote at a polling station in May 2023 were not able to because of the ID requirement.
  - Around 4% of all non-voters said they didn't vote because of the voter ID requirement.
  - The UK Government and the wider electoral community should work to improve the collection of data at polling stations.
  - Levels of voter confidence and satisfaction were similar to previous elections.
- Democracy Volunteers are impartial observers who aim to attend elections and report their observations. They had 150 accredited observers at the English local elections and observers generally formed teams and attended 879 polling stations across all the regions in England.
- They found that 1.2% of those attending polling stations were turned away because they lacked the relevant ID or were judged not to have it.
- The Electoral Commission will:
  - Run the national public communications campaign to raise awareness.
  - Support those without eligible identification to understand how and when they can apply for an electoral identity document.
- It is anticipated that there will be materials that Local Authorities can use through social media channels to include mail shots, etc. to support increased awareness.
- Development of a campaign in Newport that will include engagement with partner organisations and measures to address potential disenfranchisement of some groups.
- For Newport, the communication plan will commence in September.
- The Statutory Instrument (SI) to implement Elections Act 2022 changes to postal and proxy voting and introduce an online application service for these voting methods was laid before Parliament on 6 July. The SI relating to postal and proxy voting has changed from the version originally published by DLUHC on 23 May 2023.
- Reserved elections only
  - UK Parliamentary General Elections (UK-wide)
  - Police and Crime Commissioner elections (England and Wales)
- Online Absent Voting Applications from 31 October 2023.
- Proxy renewals – reapplication required in January 2024, January 2025 and January 2026.
- Postal voters will need to make a fresh application every 3 years.
- All postal voters (who applied before 30 January 2024) are required to transition to the new system by 31 January 2026.
- The SI does not yet include full divergence impacts, or the more detailed impact on administration, funding and digital requirements testing.
- DLUHC stated they are working very closely with the Scottish and Welsh Governments, electoral administrators and representative bodies on how best to mitigate and manage the impact of these differences.

- DLUHC stated that they have designed the digital service, and associated changes to existing Electoral Management Software systems, to facilitate the divergence and continue to work on any administrative challenges identified.
- DLUHC stated that since the passage of the Elections Act, the Scottish and Welsh Governments have expressed an interest in applying the online route to devolved polls in the future. For this to happen, legislation in the UK Parliament would be required.

**Questions:**

The Committee stated that the awareness process needs to be start as soon as possible.

The Committee asked whether there is any data from previous elections in Newport on numbers of people that did not engage. The Democratic and Electoral Services Manager informed Committee that is data that can be obtained and brought before the Committee.

The Committee wanted clarification on whether the applications for Voter ID are done online or by post. The Democratic and Electoral Services Manager highlighted that these are done online but in-person support is available at the Civic Centre by the Electoral Registration team.

The Committee noted that if a hard copy can be made available, these can be handed out when canvassing if a resident is unsure how to do this online. The Democratic and Electoral Services Manager informed Committee that flyers can be provided to Councillors which can be shared to candidates.

The Committee queried whether there was a migration to postal voting following Covid. The Democratic and Electoral Services Manager informed Committee that approximately 20% of the total Electoral Register are registered for postal votes. That had increased significantly during Covid, and this continues to increase year on year.

The Committee queried what would happen if two elections were to take place at the same time and where Voter ID is only required for one of these elections. The Democratic and Electoral Services Manager highlighted that some of the challenges with this legislation creating divergence are the processes for different elections and that is amplified by multiple polls running on the same day. The Democratic and Electoral Services Manager highlighted the importance of engaging with residents as much as possible to ensure they have the correct information.

The Committee queried how long are Voter ID certificates valid for and will information about this be included in Electoral Registration paperwork.

The Democratic and Electoral Services Manager informed Committee that the Voter ID Certificates are valid for 12 months, but this would need to be confirmed and flyers are being included within canvassing activities.

The Committee commented that if these certificates are only valid for a year it will be expensive and time-consuming and will potentially deter people from voting.

The Committee asked whether there has been any funding provided for implementation of this. The Democratic and Electoral Services Manager stated that there has been funding but the fulfilment is done elsewhere. The resident would complete the form on GOV.UK, our staff then verify the information, and it would then be sent to a fulfilment centre to be sent out. The funding covers staffing, equipment to take photographs for the time being, but may not be supported in future years with additional grant funding.



The Committee queried whether there is any discretion about acceptance of Voter ID. The Democratic and Electoral Services Manager confirmed that the appropriate levels of discretion would be managed through additional training for poll station staff.

**7 Date of next Meeting**

23rd November 2023 at 10am

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# Report

## Democratic Services Committee

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### Part 1

**Date:** 20<sup>th</sup> November 2023

**Subject** **Amendment to Council Constitution – ‘Budget Framework procedure rules’**

**Purpose** To update the Constitution regarding the Budget Procedure Rules.

**Author** Head of Finance

**Ward** N/A

**Summary** Following the Council budget setting meeting for 2023/24, the requirement for further clarification of procedures became apparent. The Head of Finance and Monitoring Officer have reviewed the position and prepared a draft update to the Council’s constitution which clarifies the position and ensures that Newport City Council’s procedures better align with the ‘Welsh model’ version regarding this whilst ensuring it is also practicable.

**Proposal** That the committee reviews and proposes the recommendations in this report for a decision by full Council in time for the 2024 budget setting process.

**Action by** Head of Finance – prepare report, as appropriate, to the full Council taking account of any comments from this committee.

**Timetable** Immediate

This report was prepared after consultation with:

- Head of legal / monitoring officer
- Chief Executive
- Strategic Director - Resources
- Head of People, Policy & Transformation

**Signed**

## Background

1. During the 2023/24 budget setting meeting of the full Council in February 2023, a small number of councillors requested that they introduce some changes to the Cabinet's final budget proposals. They were consequently raised at the meeting as a motion to amend the budget proposals, however, the motion failed to achieve sufficient support and the Budget as proposed by Cabinet was approved.
2. This situation highlighted that the constitution requires amendment to clarify the procedures for alternative budget proposals to be submitted in sufficient time for the budget setting process to be completed in time for the statutory deadline in early March. In addition, this section of the constitution required adjustments to ensure it aligns with the Welsh Model constitution. In light of this, the Head of Finance and Monitoring Officer undertook to review the Council's constitution in regard to the budget procedure rules and how they were being interpreted in terms of the procedures and processes followed.
3. That review has now been completed and the findings and recommendations from that include:
  - (i) Whilst the Council's Constitution broadly aligns to the 'Welsh model', clarification is required in relation to procedure rules for alternative budget proposals to be submitted prior to the budget setting full Council meeting, held at the end of February each year.

The recommendation arising from this review is that the Council's Constitution is amended to ensure that it now aligns with the Welsh model but with permitted local variations to suit our own budget setting timescales.

- (ii) The review noted that the following relevant sections of paragraph 4.1.2 of Article 4, Part 2 of Council's Constitution mirrors the Welsh model:

*"The Budget*

*The budget includes the allocation of financial resources to different services, proposed contingency funds, setting the council tax and decisions relating to the control of the Council's borrowing requirement.....and the setting of virement limits."*

Therefore, no changes are required to provide any further clarity on what defines the Budget however, members may be reminded of the following points as part of the budget setting process:

- The Cabinet, following consultation, makes the final budget recommendation to the Council on the rate of Council Tax and budget investment/pressures and savings in individual services.
  - The Council makes the final decision on the rate of Council Tax and the budget allocated to services i.e. the budget investment/pressures and savings in individual services.
  - In fulfilling this role, the Council receives the Cabinet's final budget proposals and can adopt them, amend them or substitute its own proposals in their place, provided that any alternative proposals are submitted in line with the newly amended version of the process before the Committee today.
- (iii) The model Constitution combines the budget and policy framework procedures. This introduces practical challenges in relation to the budget setting process and the statutory timescales involved. Managing both processes in the same way introduces significant risk of the Council being unable to set a balanced budget within the statutory timeframes.

There is however local discretion for Councils to introduce variances to the model to suit their own budget setting timetable.

Recommended changes to the Council’s Constitution introduce some practical requirements and processes into the changes outlined above via a separation of the processes for the budget from other policy frameworks. These amendments are as follows:

- A strict deadline for Members to give notice and provide any proposed amendments to proposed Budget to the Head of Finance and Monitoring Officer for consideration; and
- that this includes time for consideration of the suitability of any proposed amendments.

These amendments are required to enable the Council to conduct its business in accordance with statutory requirements whilst enabling oversight by statutory officers who have legal duties to ensure that the budget is robust, balanced and is agreed by full Council in sufficient time to meet statutory and billing deadlines for Council Tax purposes.

4. The changes outlined are incorporated into the draft amended Budget and Policy Procedures document attached as Appendix 1. The amendments are proposed to provide clarity on the respective roles of Cabinet and Council as regards setting the Council’s revenue budget and rate of Council Tax. If adopted and agreed by Council at its January 2024 meeting, the amendments will be applied for the 2024/25 budget setting full Council in late February 2024.

The Head of Finance and Monitoring officer will further review other budget related areas of the Constitution such as the Financial Regulations and report back to this Committee in due course.

## Financial Summary (Capital and Revenue)

There are direct costs in relation to this review and implementation of the changes.

## Risks

<b>Risk Title / Description</b>	<b>Risk Impact score of Risk if it occurs* (H/M/L)</b>	<b>Risk Probability of risk occurring (H/M/L)</b>	<b>Risk Mitigation Action(s)</b> What is the Council doing or what has it done to avoid the risk or reduce its effect?	<b>Risk Owner</b> Officer(s) responsible for dealing with the risk?
The new arrangements are implemented without the local additions to ensure practical and other issues are addressed	H	L	The practical additions to the Constitution include deadlines for Members to raise proposed amendments and allow Cabinet time to review and consider.	Head of Legal / Monitoring officer and Head of Finance

\* Taking account of proposed mitigation measures

## Links to Council Policies and Priorities

The budget underpins all of the Council's policies and priorities and the recommended changes in this report ensure the full Council determines the budget allocation in line with legal requirements which underpin the 'Welsh Model Constitution'.

### **Options Available and considered**

- (i) Agree the recommended changes to go to full Council for review and approval.
- (ii) Not agree the changes and keep the current working practices/policy and Constitution on place.
- (iii) Propose alternative amendments to the Budget setting process for consideration by full Council.

### **Preferred Option and Why**

Option 1. The amendments recommended are in line with the 'Welsh Model Constitution' which in turn enables the Council to meet its legal and regulatory requirements in terms of decision making of the Council's budget.

### **Comments of Chief Financial Officer**

The report deals with procedural matters pertaining to the Cabinet and Council roles in agreeing the Council's revenue budget and rate of Council Tax. There are no direct financial impacts here.

The proposed changes will provide useful clarification to the respective roles of Cabinet and Council and the practical changes are essential to ensure that the changes can be implemented in a way which ensures the Council agrees a budget that meets both statutory and Council Tax billing deadlines.

### **Comments of Monitoring Officer**

The changes recommended are in accordance with the requirements that the Council implements the Welsh Model Constitution as updated in May 2022, with local permitted variations. The Local Government Act 2000 requires every Principal Council to publish a constitution which includes the rules, codes and protocols that govern its business. The Act also gives ministers powers to specify what should be included. The contents of the constitution include provisions that replicate legislation; rules that the Council are required to have but which are not specified; and rules that Council have chosen, to reflect local conventions on how we work.

The current constitution is based on a national model commissioned by the Wales Branch of Lawyers in Local Government ("LLG") and the Welsh Local Government Association ("WLGA") in 2014. The Council made some changes to the national model to reflect local conventions. However, legislation has changed since it was produced and as a result, in 2021 the LLG and the WLGA commissioned a firm of solicitors to produce an updated version. Welsh Government were consulted to ensure that the model conforms to its expectations of what it should contain. The model therefore complies fully with the legislative requirements.

### **Comments of Head of People, Policy and Transformation**

There are no direct HR implications arising from the proposed change.

The principles of open and transparent governance are consistent with the Council's Corporate Plan and objectives under the Well-being of Future Generations (Wales) Act

## **Scrutiny Committees**

N/A

### **Fairness and Equality Impact Assessment:**

- **Wellbeing of Future Generation (Wales) Act**
- **Equality Act 2010**
- **Socio-economic Duty**
- **Welsh Language (Wales) Measure 2011**

All budget proposals which impact on services to the public require an FEIA and this is an established part of the Council's budget setting processes. In formulating final budget proposals, Cabinet and Council are assured and made aware of issues coming out of FEIA's and this will continue

The changes outlined here and included in the Appendix do not give rise to any particular FEIA and arguably, enhances the Council's assessment and approach given the wider range of decision maker's for individual budget proposals

Through ensuring the effectiveness of the Council's corporate governance and decision-making processes, the Council will meet the requirements of the Wellbeing of Future Generations (Wales) Act 2015

## **Consultation**

N/A

## **Background Papers**

Welsh Model Constitution

Dated:

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## **APPENDIX ONE – Revised Constitution**

### Part 4: Rules of Procedure

## **2. Budget and Policy Framework Procedure Rules**

### **2.1 General**

The Council will be responsible for the adoption of its Policy Framework and Budget as set out in this Constitution. The Policy Framework and Budget documents shall be proposed by the Cabinet. Once a budget or a policy framework is in place, it will be the responsibility of the Cabinet or its individual members or officers to implement it.

### **2.2 Process for Developing the Policy Framework and Budget**

The Policy Framework and Budget shall be prepared by the Cabinet for formal adoption by the Council. Although the Cabinet will propose it, there is a role for Scrutiny Committees in the development of the Budget and Policy Framework, which will eventually be adopted by the Authority.

The process by which the Policy Framework and Budget shall be developed is:

- a) The Cabinet will agree and include in its work programme a timetable for making proposals to the Council for the adoption of any plan, strategy or budget that forms part of the Budget or Policy Framework. The timetable will allow for the budget proposals to be presented to Scrutiny Committees as part of the consultation process.
- b) At the end of the consultation period, the Chair of the Cabinet will then draw up firm proposals for presentation to the cabinet, having regard to the responses to consultation. The relevant Scrutiny Committee shall be consulted in relation to any item included in the Policy Framework or budget proposals. The Cabinet and cabinet members shall also carry out such other consultation, as they consider appropriate having regard to the nature and effect of the decision. If a relevant Scrutiny Committee wishes to respond to the Cabinet in that consultation process then it may do so. As the Scrutiny Committees have responsibility for fixing their own work programme, it is open to the Scrutiny Committee to investigate, research or report in detail with policy recommendations before the end of the consultation period. The Cabinet will take any response from a Scrutiny Committee into account in drawing up firm proposals for submission to the Council, and its report to Council will reflect the comments made by consultees and the Cabinet's response.
- c) Once the Cabinet has approved the firm proposals, they shall be referred at the earliest opportunity to the Council for decision.
- d) In approving the Budget and Policy Framework, the Council will also specify the extent of any change to approved virement within the budget and degree of in-year changes to the Policy Framework which may be undertaken by the Executive. Any other changes to the Policy and Budgetary Framework are reserved to the Council.

### **2.3 Process for developing the Budget**

- a) Having received the Cabinet's firm proposals, and in reaching a decision, the Council may adopt the Cabinet's proposals, amend them, or substitute its own proposals in their place. The decision shall then be made public.
- b) Any member exercising their right to make amendments or substitute their own proposals to the Cabinet's proposals can only be considered if notice of the proposed amendment has been given to the Proper Officer in writing and signed by the proposer and seconder not later than 5.00pm at least 5 clear days before the date of the Council meeting.
- c) Any proposed amendment by a Member of the Council to the proposals of the Cabinet made in accordance with the above shall only be accepted and submitted to full Council for consideration if in the opinion of the Proper Officer (in consultation with advice sought from the Monitoring Officer and s151 Officer) it is deemed to be:
  - Legal, including the requirement to maintain/achieve a balanced budget.
  - Within the competence of the Council.
  - Financially robust.

Members should discuss any proposed changes and amendments with appropriate officers but always including the Council's s151 and Monitoring officers at the earliest opportunity.

### **2.4 Process for developing other Policy Frameworks**

- a) The Council's decision will be publicised, and a copy shall be given to the Leader. The notice of decision shall be dated and shall state either that the decision shall be effective immediately if the Council accepts the Cabinet's proposals without amendment or if the Cabinet's proposals are not accepted without amendment, that the Council's decision will become effective on the expiry of 5 working days after the publication of the notice of decision, unless the Leader objects to it in that period.
- b) If the Leader objects to the decision of the Council, he/she shall give written notice to the Chief Executive to that effect, prior to the date upon which the decision is to be effective. The written notification must state the reasons for the objection. Where such notification is received, the Chief Executive shall convene a further meeting of the Council to reconsider its decision and the decision shall not be effective pending that meeting.
- c) The Council meeting must take place within 10 working days of the receipt of the Leader's written objection. At that Council meeting, the decision of the Council shall be reconsidered in the light of the objection, which shall be available in writing for the Council.
- d) The Council shall, at that meeting, make its final decision on the matter on the basis of a simple majority. The decision shall be made public in accordance with Section 2.4 (a) and shall be implemented immediately.

## **2.5 Decisions outside of the Budget or Policy Framework**

- a) Subject to the provisions relating to virement, the Cabinet, a committee of the Cabinet, an individual member of the Cabinet, an officer, or joint arrangements discharging Cabinet functions may only take decisions that are in line with the Budget and Policy Framework.
- b) If any of these bodies or persons wishes to make a decision which is contrary to the Policy Framework, or contrary to or not wholly in accordance with the Budget approved by full Council, then that decision may only be taken by the Council, subject to 2.4 below.
- c) If the Cabinet, a committee of the Cabinet, an individual member of the Cabinet, an officer, or joint arrangements discharging Cabinet functions want to make a decision and there is any concern that the proposed decision is outside the Policy Framework or the agreed Budget, the Monitoring Officer will conclude whether the decision would be contrary to the Policy Framework. The Chief Financial Officer, in consultation with the Monitoring Officer will conclude whether a decision would be contrary to or not wholly in accordance with the Budget. If the advice of either of those officers is that the decision would not be in line with the existing Budget and/or Policy Framework, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 2.4 (urgent decisions outside the Budget and Policy Framework) shall apply.

## **2.6 Urgent decisions outside the Budget or Policy Framework**

- a) The Cabinet, a committee of the Cabinet, an individual member of the Cabinet, officer, or joint arrangements discharging Cabinet functions may take a decision which is contrary to the Council's Policy Framework or contrary to or not wholly in accordance with the Budget approved by full Council if the decision is a matter of urgency. However, the decision may only be taken in accordance with Standing Orders:
  - if it is not practical to convene a quorate meeting of the full Council; and
  - if the Chair of the relevant Scrutiny Committee agrees that the decision is a matter of urgency; and
  - having regard to advice from relevant officers, including the Monitoring Officer and Chief Financial Officer.
- b) The reasons why it is not practical to convene a quorate meeting of full Council and the consent of the Chair of the relevant Scrutiny Committee must be noted on the record of the decision. In the absence of the Chair of a relevant Scrutiny Committee the consent of the Chair of another Scrutiny Committee will be sufficient.
- c) Following the decision, the decision-taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

## **2.7 Limits on decisions on Virement**

Action taken by the Cabinet, a committee of the Cabinet, an individual member of the Cabinet, an officer, or joint arrangements discharging Cabinet functions to implement Council policy shall not exceed those budgets allocated to each budget head. However, such bodies or individuals shall be entitled to vire across budget heads as follows:

Limits	Action By
Within Service Budgets -Up to an aggregate total of £50,000 or 5% per annum of the Objective Analysis as set out in the Budget Book (whichever is the lower)	Chief Officer after appropriate consultation
Within Service Budgets -Up to an aggregate total of £100,000 or 10% per annum of the Objective Analysis as set out in the Budget Book (whichever is the lower)	Cabinet Member following receipt of a report containing the comments of the Chief Financial Officer
An aggregate total of £100,000 to £250,000 or 15% per annum of the Objective Analysis as set out in the Budget Book (whichever is the lower)	Cabinet
Over £250,000	Council

## **2.8 In-year changes to Policy Framework**

Changes to any policy and strategy that make up the Policy Framework can only be made by the Council, except those changes:

- a) necessary to ensure compliance with the Law, ministerial direction or government guidance;
- b) which relate to policy in relation to schools, where the majority of school governing bodies agree with the proposed change.



# Report

## Democratic Services Committee

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### Part 1

Date: 20 November 2023

**Subject** Annual Report of the Democratic Services Committee

**Purpose** To agree the Annual Report of the Democratic Services Committee for submission to Council.

**Author** Head of Law and Standards and Democratic and Electoral Services Manager

**Ward** All wards

**Summary** The Local Government (Wales) Measure 2011 requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.

This report proposes the content of the Democratic Services Committee's annual report 2022/23. It also provides evidence that the committee has carried out its required function by reviewing the adequacy of staff to support members.

**Proposal** To agree the Committee's annual report for submission to the Council in order to meet the requirements of the Local Government Measure.

**Action by** Head of Law and Standards and Democratic and Electoral Services Manager

**Timetable** Immediate

This report was prepared after consultation with:

- Chief Executive
- Head of Finance
- Head of People, Policy and Transformation

## 1. Background

1.1 The Local Government (Wales) Measure 2011 (“the Measure”) requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.

## 2. Functions

2.1 The Measure prescribes the functions of the Democratic Service Committee as:

- Designating the Head of Democratic Services
- Keeping under review the provision of staff, accommodation and other resources made available to the head of democratic services in order that it is adequate for the responsibilities of the post;
- Making reports, at least annually, to the Council in relation to these matters.

2.2 The Democratic Services Committee cannot discharge any other functions or perform any dual role (for example doubling-up as a Scrutiny committee).

2.3 The Council agreed to widen the role of the Democratic Services Committee to include the consideration of any proposed amendments to the Council’s constitution for recommendation to the executive where appropriate and to the Council.

2.4 The Measure was subsequently amended by the Local Government Democracy (Wales) Act 2013, to specifically provide for a wider range of functions for Democratic Services Committees, along the lines adopted in Newport. The full terms of reference of the Committee, as set out in the Constitution, are contained in the draft Annual Report.

## 3. Provision of staff, accommodation and other resources made available to the Head of Democratic Services

3.1 Elsewhere on this agenda, the Head of Democratic Services annual report informs the Committee that the provision of staff, accommodation and other resources by the Council is adequate to discharge the statutory requirements in relation to decision making, democratic administration and scrutiny as they currently exist.

3.2 The impact of any changes in statutory requirements, or the needs of members would need to be kept under review and would be the subject of a report to this committee.

## 4. Financial Summary

The Chair of the Democratic Services Committee is entitled to a special responsibility allowance in accordance with the prescribed members’ allowances scheme. There are no specific costs associated with the running of this committee other than those involved in the cost of administration of this and other council functions within the democratic process.

## 5. Risks

Risk	Impact of Risk if it occurs*	Probability of risk	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for
------	------------------------------	---------------------	--	------------------------

	(H/M/L)	occurring (H/M/L)		dealing with the risk?
Non-compliance with the requirements of the Local Government Measure	M	L	This report suggests the content of an annual report in line with the requirements of the Measure.	Democratic and Electoral Services Manager / Head of Law and Standards
Inadequate resources to discharge the statutory requirements of the Measure	M	L	The Annual Report confirms the adequacy of existing resources and the proposals for a more effective management structure. The arrangements are the subject of review by the Committee in the event of any changes in functions or requirements	Democratic and Electoral Services Manager / Head of Law and Standards

\* Taking account of proposed mitigation measures

## 6. Options Available

6.1 To consider the annual report and to present an agreed version of the report to the Council

6.2 To take no action

## 7. Preferred Option and Why

7.1 To consider the annual report and to present an agreed version to the Council in order to meet the requirements of the Local Government Measure

## 8. Comments of Chief Financial Officer

As a position statement, the report is not asking members to approve any financial implications. Other than the special responsibility allowance for the Chair and the budgeted cost of administration incurred in supporting the Council's democratic processes, there are no specific costs associated with the establishment of this committee.

## 9. Comments of Monitoring Officer

There are no legal issues arising from the Report. The Annual Report sets out the work of the Committee over the past year and confirms that it has discharged its responsibilities in terms of the democratic services function in accordance with the Local Government (Wales) Measure 2011.

## 10. Comments of Head of People, Policy and Transformation

There are no HR issues arising from the report. The development of the Participation Strategy is an important in meeting the 'Involvement' principle within the Well-Being of Future Generations Act.

## 11 Wellbeing of Future Generations (Wales) Act 2015

The Democratic Services Annual Report outlines how the Committee has discharged its responsibilities in terms of the democratic services function in accordance with the Local

Government (Wales) Measure 2011. Part of its role is to review and monitor the effectiveness of the Council's corporate governance and decision-making processes and the terms of the Council's Constitution.

Through ensuring the effectiveness of the Council's corporate governance and decision-making processes, the Council will ensure that requirements of the Wellbeing of Future Generations (Wales) Act 2015 are met and the following principles of the Act are able to be properly embedded within the Council's governance and decision making structures:

- Long term: the importance of balancing short- term needs with the need to safeguard the ability to also meet long-term needs.
- Prevention: How acting to prevent problems occurring or getting worse may help us meet our objectives.
- Integration: Consider how the proposals will impact on our wellbeing objectives, our wellbeing goals, other objectives or those of other public bodies.
- Collaboration: have you considered how acting in collaboration with any other person or any other part of our organisation could help meet our wellbeing objective.
- Involvement: The importance of involving people with an interest in achieving the wellbeing goals, and ensuring that those people reflect the diversity of the City.

The Committee's work in developing and publishing the Council's Participation Strategy supports the development of A More Equal Wales; achieving more diversity in decision-makers and the voices that are heard in decision-making will help to reduce inequalities. The Strategy does not adversely affect any of the other Well-being Goals for Wales. The Strategy underpins the Involvement principle of the Wellbeing of Future Generations (Wales) Act 2015 by supporting residents to be involved in making the decisions that affect them, considering diverse needs when developing services, and helping people to feel connected to the place that they live.

## **Background Papers**

[The Local Government \(Wales\) Measure 2011](#)

[Local Government and Elections \(Wales\) Act 2021](#)

[Elections Act 2022](#)

[Newport City Council Constitution](#)

[Participation Strategy](#)

Dated: 20<sup>th</sup> November 2023





# **Democratic Services Committee Annual Report 2022-23**

## **1. Introduction**

The Local Government (Wales) Measure 2011 requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.

## **2. Terms of reference**

The terms of reference for the committee are set out in the constitution and meet the requirements of the prescribed functions within the Measure.

The Committee's terms of reference are:

- a) To designate the Head of Democratic Services
- b) To consider reports by the Head of Democratic Services in accordance with Section 9(1)(h) of the Local Government (Wales) Measure 2011 (adequacy of resources to discharge democratic services functions) within 3 months and make recommendations to Council, as appropriate
- c) To ensure that all reports of Democratic Services Committee under Section 11 of the Local Government (Wales) Measure 2011 (recommendations regarding the adequacy of resources to discharge democratic services functions) are circulated to all Members and considered within 3 months
- d) To require the attendance of any Members or officers of the Council to answer questions and invite other persons to attend meetings, as required.
- e) To require any Member or officer attending meetings to answer any questions (unless they are to refuse on legal grounds)
- f) To appoint one or more sub-committees and to arrange for the discharge of any of its functions by such a sub-committee
- g) To review and monitor the effectiveness of the Council's democratic services functions, including:
  - the provision of support and advice to meetings of the Council, committees, sub-committees and joint-committees
  - promoting the role of Overview and Scrutiny
  - the provision of support and advice to Overview and Scrutiny
  - the provision of support and advice to individual Councillors in carrying out their roles as Members
  - such other democratic services functions as may be prescribed from time to time by Regulations made by the Welsh Ministers
  - make recommendation to Cabinet and Council, as appropriate.
- h) To review the adequacy of the Council's democratic services resources and to make recommendations, where necessary

- i) To review and monitor the effectiveness of the Council's corporate governance and decision-making processes and the terms of the Council's Constitution and make recommendations, as necessary, to Cabinet and/or the Council.

### **3. Structure and Membership**

The membership of the committee changed following the Annual General Meeting (AGM) in May 2023. This included a change of Chair.

From November 2022 to the AGM in May, the Committee was comprised of the following members and Chair;

- Councillor David Fouweather (Chair)
- Councillor Trevor Watkins
- Councillor Kate Thomas
- Councillor Andrew Sterry
- Councillor Phil Hourahine
- Councillor Tim Harvey
- Councillor Alex Pimm
- Councillor Mark Spencer
- Councillor Emma Stowell- Corten

Following the May 2023 AGM, the Committee and Chair now comprises;

- Councillor Ray Mogford (Chair)
- Councillor Kate Thomas
- Councillor Andrew Sterry
- Councillor Phil Hourahine
- Councillor Tim Harvey
- Councillor Bev Perkins
- Councillor Mark Spencer
- Councillor Emma Stowell- Corten

This is a politically balanced group comprising members with various roles in the Council and varying levels of experience. This group works well together and shares a joint aim of seeking to improve the way the Council works.

Councillors from the various groups work together in a non-partisan way to consider various aspects of the Constitution and other matters that impact on the governance of the Council. The apolitical stance taken by members of the committee has encouraged interesting discussions on the topics presented to the Committee.

#### **4. Activities in 2022-23**

This Annual report covers the period from November 2022 to October 2023.

The Committee has met on five occasions during this period

- 13<sup>th</sup> December 2022
- 27<sup>th</sup> January 2023
- 21<sup>st</sup> February 2023
- 27<sup>th</sup> April 2023
- 27<sup>th</sup> July 2023

All of these committee meetings were conducted in accordance with the Regulations under sections 46 and 47 of the Local Government and Elections (Wales) Act 2021 (“the 2021 Act”) and the policy for the conduct of hybrid meetings adopted by the Council.

In the preceding 12 months, the Democratic Services Committee has considered the following:

##### **(i) Participation Strategy**

- a. Ward Meetings
- b. Participation Strategy Update

The last annual report set out the development of the Participation Strategy, which was facilitated through the Democratic Services Committee. The Local Government and Elections (Wales) 2021 Act required the Council to publish a Strategy on engagement with the public, encouraging people to participate in decision-making. The Council was required to formally adopt a Participation Strategy and Petition Scheme, by May 2022 and to review the strategy at least once following every local government election. Democratic Services Committee considered the draft and final versions of the Participation Strategy and Petition Scheme and approved them for consideration by full Council on 17<sup>th</sup> May 2022. The Strategy and Scheme were formally adopted at the Annual General Meeting of the Council on this date.

Under the time period considered by this report, the Committee considered ward meetings as one of many ways that the Council is able to support public involvement in decision-making. The Committee shaped an agreed framework for ward meetings, including the support available for ward councillors, to promote consistency and equality in line with the principle aims of the Participation Strategy.

There was robust discussion around the appropriate schedule of meetings, the support in place for ward members, and the other approaches taken by ward members to engage with residents outside of the ward meeting framework. Committee Members recognised the value of meeting face to face with residents as a channel of interaction that sits alongside other methods of engagement. It was acknowledged that digital engagement is useful to gather feedback from residents, and face to face opportunities to seek feedback from communities would enhance the Council's approach to engagement.

Committee members felt it was important not to limit the meetings to two per ward each year, and for residents to set part of the agenda which reflected the issues pertinent in that community.

The Committee set out the proposed framework to include two fully supported meetings per year attended by senior officers, recognising that this represented a significant investment of resource in supporting ward engagement activities. It was proposed by Committee that a third meeting be retained, with administrative support to secure venues and help to promote the meetings, but this third meeting would not be supported by senior officers.

As setting the budget is one of the most important decisions that the Council makes, the Committee considered that having this as a standard item on one of the ward meeting agendas would boost the feedback and involvement of residents as part of this process. Similarly, having performance updates as a standard agenda item on another ward meeting date in the year would support the Participation Strategy's objective of supporting the public to digest and explore information before they may be asked to give their opinion or recommendations.

The Committee also recommended that officer support for publicising meetings beforehand should form part of the framework. The finalised Ward Meeting Framework was formally presented to Council and adopted in April 2023.

The Committee considered an update on the Participation Strategy in July 2023, and recommended questions to be included in a survey to Newport residents in order to provide a data benchmark concerning factors linked to people feeling able to influence decisions affecting their local area.

## **(ii) Constitution**

### **(a) Model Constitution**

#### **(b) Standing Orders**

The Local Government and Elections (Wales) Act 2021 contains a number of measures that required changes to the Council's governance arrangements and Standing Orders, prior to May 2022. Since the Act came into effect, the Committee has considered a number of consequential amendments to the Constitution.

Continuing this work in 2022/23 the Committee received an update on the Model Constitution developed to support harmonisation in local authorities in Wales. The Assistant Head of Law and Standards confirmed that the Model Constitution had been finalised, and outlined the decision-making process of consideration and approval of changes that would take place over the coming year, firstly by Democratic Services Committee, then by Cabinet or Council as appropriate. The Assistant Head of Law and Standards confirmed that the all-Wales document was intended to make decision-making arrangements clearer and more accessible for residents, and that the blanket document would need to be amended in places to reflect localised arrangements where appropriate. The Committee explored the background and implications of the legislation through discussion and welcomed further updates and proposals in order to comply with the legislative requirements and standardise documentation.

The Committee heard that the Model Constitution would be considered as part of the Forward Work Programme, however this will be set out over a number of meetings due to the detailed nature of the relevant sections of the Model Constitution. Furthermore, the Committee heard that any updates to the Constitution would need to be made in accordance with any localised arrangements before being presented to Committee for recommendations.

The Committee were appraised that the following provisions were of particular relevance to the current Standing Orders and the way in which business is conducted and managed in Council meetings:-

- the council's arrangements in relation to—
- (i) financial planning,
- (ii) asset management, and
- (iii) risk management

The Committee noted that Council Standing Orders will need to be reviewed and updated to accommodate any changes in governance processes.

In their January meeting, members of the Democratic Services Committee stated that they wished to debate the time limit for Leader's questions under Standing Order 4.2 Questions at Council to the Leader of the Council, as they felt that the time allotted did not afford a sufficient opportunity for Opposition members to ask questions of the Leader in Council.

In addition, a notice of motion was tabled and moved at Council on 24th January 2023 to consider Council Standing Orders under Part 4: Rules of Procedure. This was proposed to clarify the proceedings of the Council meeting when the Deputy Leader is called on to deputise for the Leader in her absence.

The Democratic Services Committee debated potential options and proposed that the Standing Orders make provision for the Deputy Leader to make Leader announcements as part of their deputisation duties at Council. The Committee did not accept all of the proposals outlined in the draft report they considered, but instead presented their own recommendation to Council; that the deputisation role for the Deputy Leader at Council does not require answering Leader's questions at Council, citing the existing provision in the Standing Orders for submitting questions to be answered by the Leader outside of the Council meeting, for example through Standing Order 4.8 Formal Questions at any other time.

A proposal paper based on the recommendations of Democratic Services Committee was presented by the Chair of the Committee to full Council in July 2023. Council approved the recommendations of the Committee, and the Standing Orders were updated in the Constitution accordingly.

#### **(i) Update on Member Training**

Under the Council's Constitution, the Democratic Services Committee is required to ensure that members have access to a reasonable level of training and development. The draft Induction Curriculum set by the WLGA to support Members following the May 2022 local elections was considered by the Committee in 2021: a final draft for members at Newport City Council was shared in February 2022.

At the February 2023 meeting, Committee Members were asked to note training and development for elected members in 2023/24. The Committee considered the forward plan for training and made recommendations on topics and provision for the future programme. The Committee also helped to design a survey for all members to provide further input to the learning and development programme.

#### **(ii) Independent Remuneration Panel Wales: Draft Annual Report**

The Committee received the final Independent Remuneration Panel for Wales (IRPW) Annual Report for information only. This is the final Annual Report of the Independent

Remuneration Panel for Wales, setting the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils, community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023. Building on this decision the IRP determined that for the financial year 1 April 2023 to 31 March 2024 it was right to retain a link between the basic salary of councillors and the average salaries of their constituents.

The Committee noted the final Allowance Scheme and acknowledged that the Council would consider the Scheme in July 2023.

**(iii) Update on Appointments to Regional Scrutiny Committee for the Gwent Public Services Board**

In November 2022 Performance Scrutiny Committee for Partnerships resolved to recommend the Terms of Reference for the new regional scrutiny committee and for two representatives to be agreed by full Council. In February 2023, Democratic Services Committee considered a report providing further details of the arrangements for regional scrutiny and the procedural arrangements for appointing representatives.

The Committee received and noted the development of a new regional scrutiny committee to take forward the duties under Section 35 of the Well-being of Future Generations (Wales) Act 2015, and the appointment of two representatives by full Council. The Committee reflected that the Constitutional arrangements would need to be amended to reflect the discharge of this scrutiny function through a regional joint-committee. This will be considered under the Terms of Reference of the Democratic Services Committee as part of the Forward Work Programme; the Committee will make recommendations, as necessary, to Cabinet and/or the Council concerning the Council's corporate governance and decision-making processes and the terms of the Council's Constitution.

The Committee reflected that under the Council's Constitution, Article 4.2 of Part 2 confirms that appointing representatives to outside bodies is a function of full Council, unless the appointment is an executive function or has been delegated by Council. Therefore, the appointment of the two representatives was put forward as an item of business and determined at the Council meeting in February 2023.

**(iv) Annual Report of Head of Democratic Services**

Under the Local Government (Wales) Measure 2011, the Democratic Services Committee is required to keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, to ensure that adequate resources are provided for the responsibilities of the post.

The Committee explored the implications of the Electoral Services being adjoined to Democratic Services and reflected on their experience of the local elections in May. The Committee noted and endorsed the Annual Report and expressed their thanks to the team for their hard work.

**(v) Elections Act 2022**

- a) Voter ID
- b) Postal Voting

The Committee requested information only updates on some of the key changes the Elections Act 2022 introduced.

The Committee considered the legislative background surrounding the changes, and the key challenges and implications for residents and the Electoral Services team.

The Committee made suggestions concerning the approach to communication and engagement with residents to promote changes and encourage participation.

## **5. Work Planned for 2023/24**

The Committee has maintained an overview of the forward work programme and assessed this at each meeting. The following priorities are identified for the remaining meetings in the current financial year.

### **(a) Constitution Review**

The Committee will continue with the work of systematically reviewing the various parts of the Council's Constitution, with a view to changing to the new modular style of document previously agreed by the Committee.

The Local Government and Elections (Wales) Act 2021 requires Local Authorities to determine when it is appropriate to prepare a report to the Authority setting out proposals in relation to:

- the manner in which the discharge by the Authority of its different functions is co-ordinated, including rules of procedure for various committees;
- the council's arrangements in relation to—
- (i) financial planning to include budget setting and financial procedure rules,
- (ii) asset management, and
- (iii) risk management

### **(b) Participation Strategy**

The Committee will continue to review and monitor the Participation Strategy concerning how the Council engages with the public in order to build on the baseline and ensure its effectiveness.

### **(c) Annual Reports**

In addition, we will continue to provide consultation responses to the IRP draft report and keep under review the adequacy of the Council's democratic services resources and make recommendations, where necessary.

## **6. Democratic Services Annual Report**

Both the Committee and the Head of Democratic Services are required to produce an annual report to Council each year, and this is built into the forward work programme.

**Councillor Ray Mogford**  
**Chair of the Democratic Services Committee**



**Head of Law and Standards**

**Democratic and Electoral Services Manager**

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# Report

## Democratic Services Committee

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### Part 1

Date: 20 November 2023

**Subject** Annual Report of the Head of Democratic Services

**Purpose** To present the Annual Report of the Head of Democratic Services

**Author** Head of Law and Standards / Democratic and Electoral Services Manager

**Ward** All wards

**Summary** Under the Local Government (Wales) Measure 2011, the Democratic Services Committee is required to keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, to ensure that adequate resources are provided for the responsibilities of the post.

The attached annual report provides an outline of the resources made available in support of these functions, so that the Committee can fulfil its responsibilities under the Measure.

**Proposal** The Committee is asked:

- (i) To consider and comment upon the Annual Report;
- (ii) To endorse the view of the Head of Law and Standards and Democratic and Electoral Services Manager that the provision of staff, accommodation and other resources by the Council is adequate to discharge the statutory requirements in relation to decision making, democratic administration and scrutiny; and
- (iii) To ask the Democratic and Electoral Services Manager to keep under review the provision of staff, accommodation and other resources made available to members to ensure that statutory requirements and any changing needs of elected members are met, and to present a report to this Committee should any review be required.

**Action by Timetable** Head of Law and Standards and Democratic and Electoral Services Manager  
Immediate

This report was prepared after consultation with:

- Chief Executive
- Head of Finance
- Head of People, Policy and Transformation

## Background

Under the Local Government (Wales) Measure 2011, the Democratic Services Committee is required to keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, to ensure that adequate resources are provided for the responsibilities of the post.

The attached annual report provides an outline of the resources made available in support of these functions, so that the Committee can fulfil its responsibilities under the Measure.

The Democratic and Electoral Services Manager is the designated Head of Democratic Services and fulfils this statutory role in accordance with the requirements of the 2011 Measure.

The Democratic and Electoral Services Manager is responsible for discharging the statutory roles and responsibilities of the Head of Democratic Services under the Measure and is responsible for the management and supervision of all staff within the Governance and Scrutiny teams.

The statutory functions of the Head of Democratic Services are set out in the Measure and relate to the provision of advice and support to non-executive members as part of the democratic process, and all councillors when carrying out their representational role. In effect this covers Committee services, scrutiny and governance, and general member support services.

## Financial Summary

Staff costs are met from existing budget allocated to the service.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Non-compliance with the requirements of the Local Government Measure	M	L	This report allows the Committee to consider and review the adequacy of staff, accommodation and resources in line with the requirements of the Measure.	Democratic and Electoral Services Manager / Head of Law and Regulation.

\* Taking account of proposed mitigation measures

## Links to Council Policies and Priorities

Consideration of this report meets the requirements of the Local Government (Wales) Measure 2011.

## Proposal

The Committee is asked:

- (i) To consider and comment upon the Annual Report;
- (ii) To endorse the view of the Head of Law and Standards and Democratic and Electoral Services Manager that the provision of staff, accommodation and other resources by the Council is adequate to discharge the statutory requirements in relation to decision making, democratic administration and scrutiny; and

- (iii) To ask the Democratic and Electoral Services Manager to keep under review the provision of staff, accommodation and other resources made available to members to ensure that statutory requirements and any changing needs of elected members are met, and to present a report to this Committee should any review be required.

## **Comments of Chief Financial Officer**

As a position statement, the report is not asking members to approve any financial implications. The report confirms that the cost of the current team is met from existing revenue budgets and that any change to the statutory requirements would necessitate a further review. At that point, any financial implications would need to be considered prior to a change being implemented.

## **Comments of Monitoring Officer**

In accordance with the Local Government (Wales) Measure 2011, the Head of Democratic Services has a statutory responsibility to ensure that non-executive Members are provided with sufficient support and advice to enable them to discharge their roles as Councillors. Democratic Services Committee is required to review the adequacy of the staffing and other resources available to discharge this responsibility. The annual report confirms that the current staffing arrangements are sufficient to meet these statutory responsibilities under the Measure and to support members. The Democratic Services Manager post has been extended to include the role of Electoral Services Manager and a further review of the Electoral Services Team has been undertaken to reflect the additional resources required as a result of electoral changes brought about by the Elections Act 2022.

## **Comments of Head of People, Policy and Transformation**

The Annual Report outlines that the provision of staff, accommodation and other resources by the Council is adequate to discharge statutory requirements. Part of the statutory requirements placed the Council is to discharge its duties and ways of working under the Wellbeing of Future Generations (Wales) Act 2015. There are no direct staffing implications arising from the report.

## **Fairness and Equality Impact Assessment:**

- **Wellbeing of Future Generation (Wales) Act**
- **Equality Act 2010**
- **Socio-economic Duty**
- **Welsh Language (Wales) Measure 2011**

The Annual Report outlines that the provision of staff, accommodation and other resources by the Council is adequate to discharge statutory requirements. Part of the statutory requirements placed on the Council is to discharge its duties and ways of working under the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring the effectiveness of the Council's corporate governance and decision-making processes, the Council will ensure that requirements of the Wellbeing of Future Generations (Wales) Act 2015 act are met and the following principles of the act are able to be properly embedded within the Council's governance and decision making structures:

- Long term: the importance of balancing short- term needs with the need to safeguard the ability to also meet long-term needs.
- Prevention: How acting to prevent problems occurring or getting worse may help us meet our objectives.
- Integration: Consider how the proposals will impact on our wellbeing objectives, our wellbeing goals, other objectives or those of other public bodies.
- Collaboration: have you considered how acting in collaboration with any other person or any other part of our organisation could help meet our wellbeing objectives.

- Involvement: The importance of involving people with an interest in achieving the wellbeing goals and ensuring that those people reflect the diversity of the City.

## **Consultation**

Comments from Democratic Services Committee will be included as part of the final report to Council.

## **Background Papers**

The Local Government (Wales) Measure 2011  
Local Government and Elections (Wales) Act 2021  
Elections Act 2022

Dated: 20<sup>th</sup> November 2023



# Head of Democratic Services Annual Report 2023

## **1. Introduction**

Following the introduction of the Local Government (Wales) Measure 2011, the Council is required to designate one of its officers to the statutory post of Head of Democratic Services and provide that officer with sufficient staff and support to discharge the role. The Head of Democratic Services is a politically restricted post, and the Democratic Services Committee is responsible for designating this role.

The Democratic and Electoral Services Manager is the designated Head of Democratic Services and fulfils this statutory role in accordance with the requirements of the 2011 Measure.

The Democratic and Electoral Services Manager is responsible for discharging the statutory roles and responsibilities of the Head of Democratic Services under the Measure and is responsible for the management and supervision of all staff within the Governance and Scrutiny teams

Under the Measure, the Democratic Services Committee is required to keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, to ensure that adequate resources are provided for the responsibilities of the post.

## **2. Functions and requirements of the statutory role**

The functions of the Head of Democratic Services are set out in the Measure and relate to the provision of advice and support to non-executive members as part of the democratic process, and all councillors when carrying out their representational role. In effect this covers Committee services, scrutiny and general member support services.

The Measure specifically provides that the Head of Democratic Services should not be providing advice and support directly to executive members, although there is no issue with him or her providing administrative support.

The Guidance specifically provides that the Head of Democratic Services can perform other roles apart from the statutory non-executive support functions prescribed by the Measure (as with the Monitoring Officer). Therefore, there is nothing to prevent the Head of Democratic Services having line management responsibility for the staff that support other functions.

The Measure also provided that the role of the Head of Democratic Services had to be separate from the designated Monitoring Officer role, although there was nothing to prevent the Monitoring Officer from having line management responsibility for democratic services. However, the Local Government and Elections (Wales) Act 2021 removes this requirement as it is now recognised that the Monitoring Officer and Head of Democratic Services roles are not mutually exclusive and can be jointly provided. However, given that the current arrangements are working satisfactorily, it is not considered necessary for the Committee to review the allocation of functions and responsibilities at the present time.

## **3. Provision of staff**

There were some changes to the existing provision of staff during the reporting period. In the last Annual Report, two full-time posts in the Governance Officer team created by retirement and career progression were advertised on a permanent basis, and the interviews were due to take place imminently. The permanent posts were secured by officers who had been acting in the Governance Officer roles on a temporary basis. These officers have now been in post for almost a year.

As part of the Council's medium-term financial planning to balance the budget for 2023/24, a saving of 1 full time equivalent Governance Officer was considered in the context of challenging financial pressures for the Council. This budget saving was implemented by the Head of Law and Standards in post at that time, under their delegated authority specified within the Council's Constitution.



One full-time Governance Officer left their role for a promotion within the Council in December 2022, so the reduction in posts was made without putting any member of staff at risk of redundancy in April 2023.

Another full time Governance Officer left the team for promotion within the Council in August 2023. This left a vacancy that was advertised, and the post was successfully filled with an internal candidate from Customer Services who started their new role in September 2023.

As already reported to the Democratic Services Committee, following the retirement of the Elections Manager, responsibility for this area was transferred to sit under the Democratic Services Manager responsibilities in January 2022. The role became the Democratic and Electoral Services Manager; feedback from the Committee indicated that they felt the Elections responsibilities were important and due consideration should be made to the arrangements in place to support this. Along with other changes to the structure of the Electoral Services team, a new role was created to ensure that there was sufficient management support across Democratic and Electoral Services. The newly appointed Deputy Democratic and Electoral Services Manager started in role in September 2023.

This will help to ensure the team has the capacity and resilience to meet the challenge of new statutory burdens under the Local Government and Elections (Wales) Act 2021 and Elections Act 2022, and support succession planning within the team.

#### **4. Scrutiny and Governance**

The Scrutiny and Governance team provides all committee administration, scrutiny, and general member support services. The Democratic and Electoral Services Manager provides overall management for the scrutiny and governance functions.

The Scrutiny Advisers continue to provide advice, guidance and research to the scrutiny committees and members.

The Governance Officers, under the direction and supervision of the Governance Team Leader, provide all administrative support to all committees, general support to members and support to the mayor.

#### **5. Adequacy of staffing**

This is a relatively small team and, therefore, it is important that the available resources are directed in the most efficient way. The pooling of committee and member support within a four-strong team of generic administrators allows flexible support to be provided within the team.

During the period for reporting, there were a number of changes to the officers in posts providing support for members and a reduction of 1 full time equivalent in the available resources as reported in Section 3 of this report. In the same period, the management support increased in order to provide sufficient resource across Democratic and Electoral Services during a period of significant change.

Whilst there have been some leavers and new members of the team, there was a full complement of staff within the Democratic services team during the reporting period. Vacancies were advertised and filled in a timely way. Therefore, the provision of staff, accommodation and other resources under this structure is considered to be adequate to discharge democratic services functions, as they currently exist.

In accordance with the requirements of the Measure the staffing and resources available to discharge these democratic functions will need to be kept under regular review, to ensure that they remain adequate and effective.

One of the biggest challenges for Democratic Services during this period has been the movement of experienced officers from their roles to new opportunities, and the recruitment, induction and training of newly appointed officers. Officers who have joined the team have brought relevant transferrable skills to the role with training and development being provided on the relevant processes in place. There has also been some movement within the team to cross-train on different disciplines to increase resilience. Training and development is ongoing, and more detail is included in Section 6 of this report.

Another challenge has been new responsibilities. Hybrid meetings were introduced in May 2022 under the Local Government and Elections (Wales) Act 2021. This requirement provides flexibility for members to join meetings remotely in order to encourage a more diverse and representative make-up of the Council. However, hybrid meetings require more resource to administer and produce the meetings than is required to support meetings held solely online or solely in person. The additional resource required has a big impact on a small team.

In July 2023, Council passed a new framework outlining the support in place for Ward Meetings, which was developed by Democratic Services Committee. Under the framework, ward members can hold up to three meetings per year with support from Democratic Services in arranging venues and promoting the meetings. Whilst this was a reintroduction of ward meetings, due to the previous four-year hiatus on ward meetings this could be considered an additional element of workload for the team to support. In addition, local links with venues have been lost during this time and it has been a challenge securing engagement with appropriate local venues to support the delivery of the meetings.

Staff have been hybrid working since January 2022 onwards; this met business needs and provided a balanced approach. Officers now attend the Civic Centre 2-3 times per week not only to facilitate meetings and member support, but also to support team dynamics and informal learning opportunities. During the remainder of the week, home working lends itself to preparation for meetings, writing minutes and other tasks requiring concentration. Officers are accessible via Teams, email and phone during office hours. This approach is in alignment with the Council's Flexible Working Policy adopted in August 2022.

The Council's AGM and Mayor Making ceremony was held in May 2023 at the Civic Centre.

## **6. Training**

During this period staff have received training and support as part of their induction. There has also been a programme of cross-training and handover between staff to ensure that there is resilience and shared knowledge of processes and protocols.

Officers have been tasked with prioritising mandatory training during this period, and this has been monitored through a training matrix to ensure that targets are reached.

Specialist training has been provided by the Welsh Local Government Association on scrutiny, and from the Association of Electoral Administrators on all aspects of Electoral Administration. Electoral training has focussed on foundation courses that focus on Welsh legislation now that divergences are growing between devolved and reserved elections. Refresher courses on delivering the annual canvass, and training on new portals and processes under the Elections Act 2022 have helped the team to maintain and extend their knowledge and practice.

There is an ongoing focus on learning and development, with training plans in place on an individual and team basis.

In terms of continuous improvement, the focus is on standardisation and refinement of processes that underpin a robust framework of delivery. The team are also exploring the opportunity for increased use of technology to develop improved working practices.

Any changes in statutory requirements and/or the needs of members will also need to be kept under review and will be reported to the Democratic Services Committee. Potential pressures could include:

- The continuing impact of the Elections Act 2022

- Any changes to the demands and needs of elected members
- Increased day to day demands
- Any further demands from regulatory bodies
- The impact of the cost-of-living crisis on resource and demands

Finally, we would like to take this opportunity to recognise the work of the staff within Democratic Services during this challenging year where there have been many changes and increased expectations.

**Head of Law and Standards and Democratic and Electoral Services Manager**

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# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

October 2023

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# Foreword

Welcome to the draft report of the Independent Remuneration Panel for Wales, setting out our proposals on pay, expenses and benefits for elected members of Principal Councils, Town and Community Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2024.

This has been a year of change for the Panel, with 1 longstanding member leaving us and the appointment of 2 new members. I would like to thank Helen Wilkinson for her contribution over the years to the Panel and wish her well for the future.

Last year we were down to only 3, which is the minimum for a Panel meeting to be quorate. Earlier this year we were able to appoint 2 new members to bring our current complement up to 5. I welcome Dianne Bevan and Kate Watkins to the Panel and thank Saz Willey, Vice Chair, and Bev Smith for their continued contribution throughout the year. You can find out more about our Panel members on our website.

The Local Government (Wales) Measure 2011, Part 8 (The Measure), which gives the statutory authority for the Panel's work, allows the appointment of a minimum of 3 and up to 7 members.

This draft annual report is now issued for consultation. We have again put forward a set of specific questions where we would welcome your feedback. We welcome any additional comments either on the detail of the proposed Determinations or on other relevant areas you think the Panel should consider.

The Consultation period ends on 8 December and after deliberating on your feedback, and taking cognisance of any change in circumstances, the Panel will issue its final Determinations and annual report by the 28 February 2024.

Frances Duffy

Chair

## Panel Membership

- Saz Willey, Vice Chair
- Bev Smith
- Dianne Bevan
- Kate Watkins

Detailed information about the members, our strategic plan, our deliberations and supporting research and evidence can be found on the [Panel website](#).

## Introduction

This year we published our first strategic plan. This covers the period from 2023 until 2025 and sets the framework for our deliberations and wider context for our decisions. The key elements are set out below under Roles and Responsibilities of the Panel.

With a strengthened Panel, we were able to focus on building our research and evidence plan to support our discussions on our remuneration framework. Our evidence plan will be published on our website inline with our aim to be open and transparent in all our decision making.

Our goal continues to be to ensure that levels of remuneration are fair and reasonable. We agreed to continue to align levels of remuneration for elected members of Principal Councils, National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual



Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.

The Measure states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. The Panel considered evidence on public sector finances and the impact on Principal Authorities’ budgets. Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel were mindful of the heightened economic and fiscal strain on Principal Councils.

In reaching our decision to continue the link between elected members remuneration and the average earnings of their constituents, the Panel remain of the view that a fair and reasonable remuneration package will continue to support elected members and not act as a barrier to participation. This is an important principle, underpinning our considerations on appropriate remuneration.

In line with our commitment to simplifying reporting and compliance, the Panel this year looked at the reporting requirements for Community and Town Council. We continue to receive queries regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We will update our guidance on this issue which should ensure clarity for local clerks.

We are also mindful of a continuing, albeit reducing, number of Community and Town councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for some of the expenses they necessarily incur whilst carrying out their duties.

Currently each council must annually report to the Panel, and publish on its website, the details and names of each councillor in receipt of any expenses. In previous years we agreed that in respect of costs of care and personal assistance allowances, it would be inappropriate to name individual councillors,

and that it would be sufficient to simply list the total amounts paid and the total number of recipients.

The Panel feels that it would be appropriate to extend this to the mandatory payment for working from home, the flat rate consumables allowance and travel and subsistence claims. This will give the right balance between public accountability and individual privacy, and we hope will encourage all to accept the payments they are entitled to.

We will therefore provide a new template report for use from September 2024 and will continue to monitor the level of payments made.

The final area that the Panel considered this year, was the method of calculating payments made to co-opted members of Principal Councils, National Park and Fire and Rescue Authorities.

Following feedback on last year's annual report and queries raised through the year by some co-opted members and by several Heads of Democratic Services, the Panel took evidence from the correspondents on the impact of both the increase in numbers of co-opted members and the changing nature of working patterns. This showed that the current arrangement of either a half day rate for anything up to 4 hours and a full day rate for anything over, was insufficiently flexible to reflect the patterns of working now more normally in place, mainly due to more online or hybrid working.

The Panel therefore proposes that the local relevant officer should have 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 a number of short meetings.

The Panel is aware of feedback that our website can be difficult to navigate and that finding the right Determination to deal with a specific issue is not always straightforward, especially for new elected members or officials. We will

therefore update the links on the website and created a new link to a page setting out all the current Determinations that should be applied. It will be updated every year when the final annual report is issued, and we hope this will be easier to navigate than having to refer to every year's report.

We are also reviewing our guidance (previously called the Regulations) and frequently asked questions pages.

## Role and responsibilities of the Panel

### Our Role

The Panel is responsible for setting the levels and arrangements for the remuneration of elected and co-opted members of the following organisations:

- Principal Councils: County and County Borough Councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Joint Overview Scrutiny Committees
- Corporate Joint Committees

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

We make determinations on:

- the salary structure within which members are remunerated
- the type and nature of allowances to be paid to members
- whether payments are mandatory or allow a level of local flexibility
- arrangements in respect of family absence

- arrangements for monitoring compliance with the Panel's decisions

## Our aim

- supporting local democracy and giving communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation

## Our goals

- our determinations should ensure that levels of remuneration are fair, reasonable, represent value for money for the taxpayer, and are set within the context of Welsh earnings and the wider financial circumstances of Wales
- our Determinations should support elected members from a diverse range of backgrounds, and levels of remuneration should not act as a barrier to participation

## Our strategic objectives

- to make evidence, based Determinations
- to use clear and accessible communications
- to proactively engage and consult
- to simplify compliance and reporting
- to work collaboratively

## The Panel

- Frances Duffy (Chair)

- Saz Willey (Vice Chair)
- Dianne Bevan (Member)
- Bev Smith (Member)
- Kate Watkins (Member)

Further information on Panel members can be found on the [Panel's website](#).

## Methodology

As set out in our strategic objectives the Panel has committed to making evidence-based decisions. This year we prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its draft Determinations. This provided a wide range of data, evidence and contextual factors to inform the Panel's decision-making process in relation to its Determinations for the 2024 to 2025 financial year. This included:

- data on average UK and Wales weekly earnings, including ASHE the Annual Survey of Hours and Earnings
- annual CPIH and CPI inflation rates
- benchmarks, including councillor remuneration in Scotland
- research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
- findings of Senedd Cymru Equality, Local Government and Communities Committee (2019)
- data collected on the take up of remuneration and benefits packages by councillors
- data on local authority finances

The full set of evidence and research considered, will be published on our [website](#).

The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and its Heads of Democratic Services committee, One Voice Wales, the Society for Local Council Clerks and North and Mid Wales Association of Local Councils. These discussions provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The Panel helped facilitate sessions at the Welsh Government's "Diversity in Democracy" events earlier this year. This gave us the opportunity to hear the direct experiences of a range of elected members, prospective candidates and organisations working to broaden representation in local government. We have drawn on that information to inform this report and to explore areas for future consideration.

This year this focused on 3 main issue, affordability, payments made to co-opted members and reporting requirements for Community and Town Councils. The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and questions on our last report.

The Panels' proposals will now be consulted on and following consideration of views received in response to this consultation the Panel will make its final determinations and issue the 2024 to 2025 final report, in February 2024.

# Deliberations and determinations for 2024 to 2025

## Basic salary for elected members of principal councils: Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of t3 days a week. The Panel regularly reviews this time commitment, and no changes are proposed for 2024 to 2025.

The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our aims and objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.

The Panel also noted that in previous electoral cycles, the remuneration of councillors fell far behind the key benchmark of Average Hourly Earnings in Wales (ASHE) and a significant uplift was therefore required in 2022.

The Panel has therefore determined that for the financial year 1 April 2024 to 31 March 2025 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of all Wales 2022 ASHE, the latest figure available at drafting. This will be £18,666.

## Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable (“the cap”) will remain in place.

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.

The basic pay element will be uplifted in line with ASHE and this uplift will also apply to the role element of Bands 1, 2, 3 and 4. Where a Band 5 is paid, there is no increase to the role element as this remains temporarily frozen. The increase in the basic salary will apply.

The salary of a leader of the largest (Group A) council will therefore be £69,998. All other payments have been decided in reference to this and are set out in Table 1.

### Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea



## Table 1: salaries payable to basic, senior, civic and presiding members of principal councils (Group A)

Description	Amount
Basic salary	£18,666
Band 1 Leader	£69,998
Band 1 Deputy Leader	£48,999
Band 2 Executive Members	£41,999
Band 3 Committee Chairs (if paid)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

## Group B

- Bridgend
- Caerphilly
- Carmarthenshire
- Conwy
- Flintshire
- Gwynedd
- Newport
- Neath Port Talbot
- Pembrokeshire
- Powys
- Vale of Glamorgan
- Wrexham

**Table 1: salaries payable to basic, senior, civic and presiding members of principal councils Group B**

Description	Amount
Basic salary	£18,666
Band 1 Leader	£62,998
Band 1 Deputy Leader	£44,099
Band 2 Executive Members	£37,799
Band 3 Committee Chairs (if remunerated)	£27,999

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Description	Amount
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

## Group C

- Blaenau Gwent
- Ceredigion
- Denbighshire
- Merthyr Tydfil
- Monmouthshire
- Torfaen
- Isle of Anglesey

## Table 1: salaries payable to basic, senior, civic and presiding members of principal councils Group C

Description	Amount
Basic salary	£18,666
Band 1 Leader	£59,498
Band 1 Deputy Leader	£41,649
Band 2 Executive Members	£35,699
Band 3 Committee Chairs (if remunerated)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

There are no further changes to the payments and benefits paid to elected members. All current Determinations will be published on our [website](#).

There have been no changes made to allowances for:

- travel and subsistence
- care and personal assistance
- sickness absence
- corporate joint committees
- assistants to the executive
- additional salaries and job-sharing arrangements

### **Salaries for Joint Overview and Scrutiny Committee: Determination 3**

The salary of a chair of a Joint Overview and Scrutiny Committee will continue to be aligned to Band 3 and will be set at £9,333.

The salary of a vice-chair is set at 50% of the Chair and will be £4,667.

There are no other changes.

### **Payments to national parks authorities and fire and rescue authorities: Determination 4**

The 3 national parks in Wales, Eryri (Snowdonia), Pembrokeshire Coast and Bannau Brycheiniog (Brecon Beacons), were formed to protect spectacular landscapes and provide recreation opportunities for the public. **The Environment Act 1995** led to the creation of a National Park Authority (NPA) for each park. National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The 3 fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

In line with the Panel’s decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE.

The remuneration for Chairs will remain linked to a principal council Band 3 senior salary. Their role element will therefore increase accordingly. Deputy chairs, Committee chairs and other paid senior posts will remain linked to a Band 5. This means the role element of their pay will continue to be temporarily frozen. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Table 2.

## Table 2: payments to national parks authorities

National parks authorities	Amount
Basic salary for ordinary member	£5,265
Chair	£14,598
Deputy chair (where appointed)	£9,005
Committee chair or other senior post	£9,005

## Table 2: payments to fire and rescue authorities

Fire and rescue authorities	Amount
Basic salary for ordinary member	£2,632
Chair	£11,965
Deputy chair (where appointed)	£6,372
Committee chair or other senior post	£6,372

All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

## Payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities: Determination 5

The current Determination (made in the 2022 to 2023 Annual Report) states that co-opted members of the relevant bodies should be remunerated on a day or half day basis. In addition, the relevant officer may decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation.

The Panel has noted the changes to working practices, put in place during Covid and now becoming more routine, that has meant a move towards more frequent use of online meetings and or training courses, often short, as well as more regular committee meetings. The panel also received feedback from Heads of Democratic Services raising this issue.

The Panel considered moving to an hourly rate instead. This would better reflect new ways of working and hours actually worked. However, the Panel recognised that this may not always be appropriate, especially to cover in person meetings scheduled to last several hours.

The Panel therefore proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings, as outlined in Table 3.

**Table 3: payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Chairs of standards, and audit committees	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105	£210



## **Community and Town Councils**

The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.

### **Mandatory payments: Determination 6**

#### **Payment for extra costs of working from home**

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

#### **Set payment for consumables**

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

## Compensation for financial loss: Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

## Reporting requirements: Determination 8

Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

## Payments to community and town councils

Type of payment	Group	Requirement
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	1 (Electorate over 14,000)	£156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home
Reimbursement for office consumables whilst working from home	1 (Electorate over 14,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
Senior role payment	1 (Electorate over 14,000)	Mandatory for 1 member; optional for up to 7
Mayor or Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy Mayor or Deputy Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance Allowance	1 (Electorate over	Optional

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14,000)

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Financial loss 1 Optional  
(Electorate  
over  
14,000)

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Travel and  
subsistence 1 Optional  
(Electorate  
over  
14,000)

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Costs of care 1 Mandatory  
(Electorate  
over  
14,000)

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Reimbursement for  
time spent on CTC  
matters (previously  
known as Basic  
Payment) 2 £156 mandatory for all members. All councils must  
(Electorate pay their members £156 a year (equivalent to £3 a  
over week) towards the extra household expenses  
10,000 to (including heating, lighting, power and broadband) of  
13,999) working from home

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Reimbursement for  
office consumables  
whilst working from  
home 2 £52 mandatory for all members. All councils must pay  
(Electorate their members £52 a year (equivalent to £1 a week)  
over towards the cost of office consumables whilst working  
10,000 to home  
13,999)

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Senior role payment 2 Mandatory for 1 member: optional up to 5  
(Electorate  
over  
10,000 to  
13,999)

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Mayor or chair of Council	2	Optional: up to a maximum of £1,500
	(Electorate over 10,000 to 13,999)	

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Deputy Mayor or Deputy Chair of Council	2	Optional: up to a maximum of £500
	(Electorate over 10,000 to 13,999)	

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Attendance allowance	2	Optional
	(Electorate over 10,000 to 13,999)	

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Financial loss	2	Optional
	(Electorate over 10,000 to 13,999)	

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Travel and subsistence	2	Optional
	(Electorate over 10,000 to 13,999)	

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Costs of care	2	Mandatory
	(Electorate over 10,000 to	

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13,999)

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Reimbursement for time spent on CTC matters (previously known as Basic Payment) 3 (Electorate over 5,000 to 9,999) £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home

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Reimbursement for office consumables whilst working from home 3 (Electorate over 5,000 to 9,999) £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home

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Senior role payment 3 (Electorate over 5,000 to 9,999) Optional up to 3 members

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Mayor or Chair of Council 3 (Electorate over 5,000 to 9,999) Optional: up to a maximum of £1,500

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Deputy Mayor or Deputy Chair of Council 3 (Electorate over 5,000 to 9,999) Optional: up to a maximum of £500

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Attendance allowance 3 (Electorate over 5,000 to 9,999) Optional

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Financial loss 3 Optional  
(Electorate  
over 5,000  
to 9,999)

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Travel and subsistence 3 Optional  
(Electorate  
over 5,000  
to 9,999)

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Costs of care 3 Mandatory  
(Electorate  
over 5,000  
to 9,999)

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Reimbursement for time spent on CTC matters (previously known as Basic Payment) 4 £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home  
(Electorate over 1,000 to 4,999)

---

Reimbursement for office consumables whilst working from home 4 £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home  
(Electorate over 1,000 to 4,999)

---

Senior role payment 4 Optional up to 3 members  
(Electorate  
over 1,000  
to 4,999)

---

Mayor or Chair of Council 4 Optional: up to a maximum of £1,500  
(Electorate  
over 1,000)

---

---

to 4,999)

---

Deputy Mayor or  
Deputy Chair of  
Council

4 Optional: up to a maximum of £500  
(Electorate  
over 1,000  
to 4,999)

---

Attendance  
allowance

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Financial loss

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Travel and  
subsistence

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Cost of care

4 Mandatory  
(Electorate  
over 1,000  
to 4,999)

---

Reimbursement for  
time spent on CTC  
matters (previously  
known as Basic  
Payment)

5 £156 mandatory for all members. All councils must  
(Electorate pay their members £156 a year (equivalent to £3 a  
less than week) towards the extra household expenses  
1,000) (including heating, lighting, power and broadband) of  
working from home

---



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Reimbursement for office consumables whilst working from home	5 (Electorate less than 1,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
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Senior role payment	5 (Electorate less than 1,000)	Optional: up to 3 members
---------------------	-----------------------------------	---------------------------

---

Mayor or Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £1,500
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---

Deputy Mayor or Deputy Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £500
---	-----------------------------------	-----------------------------------

---

Attendance allowance	5 (Electorate less than 1,000)	Optional
----------------------	-----------------------------------	----------

---

Financial loss	5 (Electorate less than 1,000)	Optional
----------------	-----------------------------------	----------

---

Travel and subsistence	5 (Electorate less than 1,000)	Optional
------------------------	-----------------------------------	----------

---

---

Cost of care	5 Mandatory (Electorate less than 1,000)
--------------	---

---

There have been no changes made to payments for undertaking senior roles; allowances for travel and subsistence; care and personal assistance or attendance allowance.

All current Determinations will be published on our website.

## Summary of Determinations 2024 to 2025

### Determination 1

The basic level of salary for elected members of principal councils will set at £18,666.

### Determination 2

The salary of a leader of the largest (Group A) council will be £69,998. All other payments have been decided in reference to this. All payments are set out in Table 1.

### Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,333.

The salary of vice-chair will be £4,667.

## **Determination 4**

The basic pay of members of National Park Authorities and Fire and Rescue authorities has been increased. All payments are set out in Table 2.

All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

## **Determination 5**

For co-opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2023 to 2024. The only change is the stipulation of hourly rates, as set out in Table 3.

## **Determination 6**

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

## Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

## Determination 8

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

All other Determinations set out in the 2023 to 2024 [Annual Report](#) of the Panel remain valid and should be applied.

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## Ymgynghoriad ar Adroddiad Drafft 2024 i 2025

Rydym yn croesawu adborth ar yr Adroddiad drafft hwn ac rydym wedi cynnwys rhai cwestiynau ychwanegol lle y byddem yn gwerthfawrogi clywed eich barn. Daw'r cyfnod ymgynghori i ben ar **8 Rhagfyr 2023** a gallwch naill ai anfon eich sylwadau dros e-bost neu gwblhau'r ffurflen ar ein [gwefan](#).

Mae croeso hefyd ichi gyflwyno sylwadau ysgrifenedig i'r cyfeiriad isod.

I ofyn am fersiynau printiedig o'r Adroddiad, anfonwch e-bost atom neu ysgrifennwch at:

Mae croeso hefyd ichi anfon sylwadau ysgrifenedig i'r cyfeiriad isod.

I ofyn am fersiynau printiedig o'r Adroddiad, gallwch anfon [e-bost](#) atom neu ysgrifennu at:

Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol  
Trydydd Llawr - Dwyrain  
Adeiladau'r Goron  
Parc Cathays  
Caerdydd  
CF10 3NQ

### **Cwestiwn 1 - Cynyddu cynabyddiaeth ariannol drwy ddefnyddio'r Arolwg Blynyddol o Oriau ac Enillion (ASHE)**

Mae'r Panel yn gwbl ymwybodol o'r cyfyngiadau presennol ar gyllid cyhoeddus ac effaith ei benderfyniadau ar gyllidebau Prif Awdurdodau. Mae'r Panel hefyd yn ystyriol o'n Nodau a'n Hamcanion i gynnig pecyn cynabyddiaeth ariannol teg a rhesymol i gefnogi aelodau etholedig ac annog amrywiaeth mewn cynrychioliaeth. Felly, rydym yn cynnig y dylid cynyddu eu cynabyddiaeth ariannol yn seiliedig ar enillion cyfartalog eu hetholwyr.

**A ydych chi'n credu bod y Panel wedi taro'r cydbwysedd cywir rhwng fforddiadwyedd a chynabyddiaeth ariannol ddigonol i gynrychiolwyr? Os nad ydych yn cytuno, a oes gennych unrhyw awgrymiadau eraill?**

Ydw

Nac ydw

Dim barn


Unrhyw sylwadau ychwanegol

--

## Cwestiwn 2 – Hyblygrwydd lleol ar gyfer taliadau i unigolion cyfetholedig

Mae'r Panel wedi cael tystiolaeth y byddai'n fwy costeffeithiol ac yn decach i roi hyblygrwydd o ran talu'r rhai sy'n aelodau cyfetholedig o bwyllgorau Prif Gyngorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub.

Felly, mae'r Panel yn cynnig y dylai fod hyblygrwydd lleol i'r swyddog perthnasol benderfynu pryd y bydd yn briodol cymhwyso cyfradd diwrnod neu hanner diwrnod neu ddefnyddio cyfradd yr awr lle mae'n gwneud synnwyr cyfuno nifer o gyfarfodydd byr.

**A ydych yn cytuno â'r cynnig hwn? Os nad ydych yn cytuno, a oes gennych unrhyw awgrymiadau eraill?**

Ydw  
Nac ydw  
Dim barn


Unrhyw sylwadau ychwanegol

--

### Cwestiwn 3 – Annog teithio cynaliadwy

Hoffai'r Panel sicrhau ein bod yn cefnogi cynaliadwyedd amgylcheddol yn ein penderfyniadau ynglŷn â chydabyddiaeth ariannol. Rydym yn ymwybodol bod cynlluniau mewn llawer o gyrff yng Nghymru sy'n annog teithio cynaliadwy ac rydym wedi cyngori y dylai aelodau etholedig, os oes modd, gael eu hannog i gymryd rhan yn y cynlluniau hyn.

**A oes gennych unrhyw enghreifftiau da o arferion da neu syniadau eraill ynglŷn â sut y gallem ddefnyddio ein pwerau i annog mwy o deithio cynaliadwy ymhlith aelodau?**

Oes

Nac oes

Dim barn


Unrhyw sylwadau ychwanegol

--



#### Cwestiwn 4 – Ymwybyddiaeth o hawliau cynrychiolwyr

Mae'r Panel wedi gweld tystiolaeth o ddiffyg ymwybyddiaeth ymhlith aelodau etholedig lleol o'r taliadau y maent yn gallu eu hawlio. Hoffem glywed a yw hyn yn problem sylweddol, ac os felly, byddwn yn anelu at godi ymwybyddiaeth ymhellach, drwy dargedu meysydd lle y gall hyn fod yn broblem.

**Nodwch pa fath o gorff rydych yn ei wasanaethu (dewiswch bob un sy'n gymwys):**

Prif Gyngor	<input type="checkbox"/>
Cyngor Cymuned neu Gymuned Tref	<input type="checkbox"/>
Awdurdod Tân ac Achub	<input type="checkbox"/>
Awdurdod Parc Cenedlaethol	<input type="checkbox"/>

**Beth yw eich statws?**

Aelod	<input type="checkbox"/>
Aelod Cyfetholedig	<input type="checkbox"/>
Arall	<input type="checkbox"/>

**A ydych chi'n gwybod bod gennych hawl i rai neu bob un o'r canlynol?**

- Cydnabyddiaeth ariannol am eich rôl

Ydw	<input type="checkbox"/>
Nac ydw	<input type="checkbox"/>

- Pensiwn (prif gynghorau yn unig)

Ydw	<input type="checkbox"/>
Nac ydw	<input type="checkbox"/>

- Ad-daliad am dreuliau

Ydw	<input type="checkbox"/>
Nac ydw	<input type="checkbox"/>

- Ad-daliad am gyfrifoldebau gofalu

Ydw

Nac ydw


- Taliadau absenoldeb teuluol (Prif Gynghorau yn unig)

Ydw

Nac ydw


**Pa gamau y mae eich cyngor neu'ch awdurdod yn eu cymryd i sicrhau bod ei aelodau etholedig a'i aelodau cyfetholedig yn ymwybodol o'r symiau y mae ganddynt hawl iddynt?**

--

## Cwestiwn 5 – Cyhoeddi symiau wedi'u cyfuno ar gyfer Cyngorau Cymuned a Thref

Mae'n ofynnol i Gyngorau Cymuned a Thref gyflwyno datganiad blynyddol o daliadau i'r Panel erbyn 30 Medi bob blwyddyn, a chyhoeddi hyn ar eu gwefan hefyd. Mae'r Panel wedi darparu templed o ffurflen i glercod ei defnyddio. Mae'r Panel wedi trafod ac ystyried newid y gofynion ar gyfer Cyngorau Cymuned a Thref wrth gyflwyno eu ffurflen datgan taliadau. Nod y Panel yw symleiddio gweinyddiaeth ac annog Cyngorau i sicrhau bod yr holl daliadau gorfodol yn cael eu gwneud i aelodau unigol.

Mae'r Panel yn cynnig, o fis Medi 2024, bod angen i'r ffurflenni ddangos cyfanswm y symiau a dalwyd mewn perthynas â'r taliadau gorfodol a grybwyllwyd uchod. Dyna'r cyfraniad o £156 at gostau gweithio gartref, y lwfans traul cyfradd sefydlog o £52 a'r costau teithio a chynhaliadaeth a dalwyd.

Mae hyn yn dod â'r rhain yn unol ag adrodd costau gofal a lwfansau cymorth personol.

A ydych chi'n cytuno y gall y ffigurau hyn gael eu cyhoeddi fel cyfanswm i'r holl aelodau yn hytrach nag yn unigol?

Ydw

Nac ydw

Dim barn

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Beth yw'r rhesymau dros eich barn?

## Cwestiwn 6 – Cyhoeddi symiau wedi'u cyfuno ar gyfer cyrff eraill

Mewn adroddiadau yn y dyfodol, rydym yn ystyried caniatáu cyfuno costau teithio a chynhaliadau aelodau prif gynghorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub, a byddai gennym ddiddordeb yn eich barn.

**A ydych chi'n cytuno y gall y ffigurau hyn gael eu cyhoeddi fel cyfanswm i'r holl aelodau yn hytrach nag yn unigol?**

Ydw

Nac ydw

Dim barn

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Beth yw'r rhesymau dros eich barn?

## Consultation on Draft Report 2024 to 2025

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the **8 December 2023**, and you can either [email us](#) your comments or complete the form on our [website](#).

You are also welcome to submit comments in writing to the address below.

To request a printed versions of the Report please [email us](#) or write to:

Independent Remuneration Panel for Wales  
Third Floor East  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

**Question 1 - Uplift of remuneration using the Annual Survey of Hours and Earnings (ASHE)**

The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation. We therefore propose to uplift their remuneration based on the average earnings of their constituents.

**Do you think that the Panel has struck the right balance between affordability and adequate remuneration for representatives? If not, do you have other suggestions?**

Yes

No

No Opinion


Any additional comments

--

## **Question 2 - Local flexibility for payments to co-opted individuals**

The Panel has received evidence that it would be more cost effective and fairer to provide for flexibility in paying those who are co-opted to serve on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities.

The Panel has therefore proposed there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or half day rate or to use an hourly rate where it is sensible to aggregate a few short meetings.

**Do you agree with this proposal? If not, do you have any suggested alternatives?**

Yes

No

No Opinion

Any additional comments

### **Question 3 - Encouraging sustainable travel**

The Panel would like to ensure that we support environmental sustainability in our decisions about remuneration. We are aware that there are schemes in many bodies in Wales which encourage sustainable travel and we have advised that, if possible, elected members should be encouraged to participate in these schemes.

**Do you have any examples of good practice or other ideas of ways in which we might use our powers to encourage more sustainable travel among members?**

Yes

No

No Opinion

Any additional comments



#### Question 4 - Awareness of the entitlements of representatives

The Panel has seen evidence of a lack of awareness amongst local elected members of the payments to which they are entitled. We would like to find out if this is a significant issue, and if so, we will aim to raise awareness further, targeted at areas where this may be a problem.

**Please identify which type of body you serve (select all that apply):**

Principal Council	<input type="checkbox"/>
Community or Town Council	<input type="checkbox"/>
Fire and Rescue Authority	<input type="checkbox"/>
National Park Authority	<input type="checkbox"/>

What is your status?

Member	<input type="checkbox"/>
Co-opted Member	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Did you know that you may be entitled to some of or all the following?**

- Remuneration for your role

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Pension (Principal Councils only)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Reimbursement of expenses

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Reimbursement for caring responsibilities

Yes

No


- Family absence payments (Principal Councils only)

Yes

No


**What steps does your council or authority take to make its elected members and co-opted members aware of their entitlements?**

--

### **Question 5 - Publication of consolidated sums for Community and Town Councils**

Community and Town Councils are required to submit an annual statement of payments to the Panel by 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use. The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home, the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

#### **Do you agree that these figures may be published as a global total rather than individually?**

Yes

No

No View

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

What are the reasons for your view?

**Question 6 - Publication of consolidated sums for other bodies**

In future reports, we are thinking of allowing consolidation of the travel and subsistence expenses of members of principal councils, National Park Authorities and Fire and Rescue Authorities and would be interested in your views.

**Do you agree that these figures may be published as a global total rather than individually?**

Yes

No

No View

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

What are the reasons for your view?



# Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol

## Adroddiad Blynyddol

DRAFT

Hydref 2023

# Cynnwys

Rhagair

Cyflwyniad

Rôl a Chyfrifoldebau'r Panel

Methodoleg

Trafodaethau a phenderfyniadau ar gyfer 2024 i 2025

Crynodeb o'r Penderfyniadau ar gyfer 2024 i 2025

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

# Rhagair

Croeso i Adroddiad drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, sy'n amlinellu ein cynigionynglŷn â chyflog, treuliau a buddiannau i aelodau etholedig Prif Gynghorau, Cynghorau Cymuned a Thref, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub i'w cyflwyno o fis Ebrill 2024.

Bu hon yn flwyddyn o newid i'r Panel, gydag ymadawiad un aelod hirsefydlog a phenodiad dau aelod newydd. Hoffwn ddiolch i Helen Wilkinson am ei chyfraniad drosy blynyddoedd i'r Panel a dymuno'n dda iddi at y dyfodol.

Yn ystod y flwyddyn diwethaf, dim ond tri aelod o'r Panel oedd, sef lleiafswm yr aelodau a ganiateir er mwyn i gyfarfodydd y Panel wneud cworwm. Yn gynharach yn ystod y flwyddyn hon, llwyddwyd i benodi dau aelod newydd sy'n golygu bod gan y Panel bum aelod erbyn hyn. Hoffwn groesawu Dianne Bevan a Kate Watkins i'r Panel a diolch i Saz Willey yr Is-gadeirydd, a Bev Smith am eu cyfraniad drwy gydol y flwyddyn. Gallwch weld rhagor o wybodaeth am aelodau'r Panel ar ein gwefan.

Mae Mesur Llywodraeth Leol (Cymru) 2011, Rhan 8 (Y Mesur), sy'n rhoi'r awdurdod statudol dros waith y Panel, yn caniatáu i o leiaf 3 aelod a hyd at 7 aelod gael eu penodi.

Mae'r Adroddiad Blynyddol drafft hwn bellach yn cael ei gyhoeddi ar gyfer ymgynghoriad. Unwaith eto, rydym wedi gofyn nifer o gwestiynau penodol y byddem yn croesawu eich adborth arnynt. Byddem yn croesawu unrhyw sylwadau ychwanegol ar fanylion y Penderfyniadau arfaethedig neu ar feysydd perthnasol eraill y dylai'r Panel eu hystyried yn eich barn chi.

Daw'r Ymgynghoriad i ben ar 8 Rhagfyr ac ar ôl trafod eich adborth, a rhoi sylw i unrhyw newid mewn amgylchiadau, bydd y Panel yn cyhoeddi ei Benderfyniadau Terfynol a'i Adroddiad Blynyddol erbyn 28 Chwefror 2024.

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

Frances Duffy  
Cadeirydd

## Aelodau'r Panel

Saz Willey, Is-gadeirydd  
Bev Smith  
Dianne Bevan  
Kate Watkins

Ceir gwybodaeth fanwl am yr aelodau, ein Cynllun Strategol, ein trafodaethau ac ymchwil a thystiolaeth ategol ar y wefan [Gwefan y panel](#).

## Cyflwyniad

Y flwyddyn hon, gwnaethom gyhoeddi ein Cynllun Strategol cyntaf. Mae hwn yn cwmpasu'r cyfnod rhwng 2023 a 2025 ac mae'n amlinellu'r fframwaith ar gyfer ein trafodaethau a chyd-destun ehangach ein penderfyniadau. Mae'r yr elfennau allweddol wedi'u nodi isod o dan Rolau a Chyfrifoldebau'r Panel.

Ar ôl cryfhau'r Panel, roeddem yn gallu canolbwyntio ar lunio ein cynllun ymchwil a thystiolaeth i gefnogiein trafodaethau ar ein fframwaith cydnabyddiaeth ariannol. Caiff ein cynllun dystiolaeth ei gyhoeddi ar ein gwefan yn unol â'n nod o fod yn agored ac yn dryloyw yn ein holl benderfyniadau.

Ein nod o hyd yw sicrhau bod lefelau cydnabyddiaeth ariannol yn deg ac yn rhesymol. Gwnaethom gytuno i barhau i gysoni lefelau cydnabyddiaeth ariannol i aelodau etholedig Prif Gynghorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub yng nghyd-destun enillion cyfartalog yng Nghymru. Mae hyn wedi golygu defnyddio'r Arolwg Blynyddol o Oriau ac Enillion yng

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).



Nghymru (ASHE) a gyhoeddir gan y Swyddfa Ystadegau Gwladol (SYG) fel y prif feincnod wrth bennu cydnabyddiaeth ariannol.

Mae'r Mesur yn nodi bod yn rhaid i'r Panel ystyried beth yn ei farn ef fydd effaith ariannol debygol ei benderfyniadau ar awdurdodau perthnasol. Ystyriodd y Panel dystiolaeth ynglŷn â sefyllfa ariannol y sector cyhoeddus a'r effaith ar gyllidebau Prif Awdurdodau. Er bod cyfanswm cost cydnabyddiaeth ariannol i aelodau etholedig yn gymharol isel yn nhermau'r cyllidebau cyffredinol, roedd y Panel yn ystyriol o'r pwysau economaidd a chyllidol cynyddol ar Brif Gynghorau.

Wrth wneud ein penderfyniad i barhau i gysylltu cydnabyddiaeth ariannol aelodau etholedig agenillion cyfartalog eu hetholwyr, cred Panel o hyd y bydd pecyn cydnabyddiaeth ariannol teg a rhesymol yn parhau i gefnogi aelodau etholedig a heb greu rhwystr i gyfranogi. Mae hon yn egwyddor bwysig, sy'n sail i'n hystyriaethau o gydnabyddiaeth ariannol briodol.

Yn unol â'n hymrwymiad i symleiddio prosesau adrodd a chydymffurfio, y flwyddyn hon, edrychodd y Panel ar y gofynion adrodd ar gyfer Cynghorau Cymuned a Thref. Rydym yn parhau i gael ymholiadau ynglŷnâ thriniaeth TWE y lwfans gorfodol am weithio gartref (£156 y flwyddyn) a'r opsiwn o dalucyfradd safonol o £52 y flwyddyn am nwyddau traul. Byddwn yn diweddarau ein canllawiau ar y mater hwn, a ddylai roi eglurder i glercod lleol.

Rydym hefyd yn ystyriol o'r cynghorwyr Cymuned a Thref sy'n penderfynu peidio â hawlio'r symiau y mae ganddynt hawl iddynt, yn gyfan gwbl neu'n rhannol, ac er bod rhai yn parhau i wneud hyn, mae'r niferoedd yn lleihau. Credwn yn gryf y dylai cynghorwyr gael eu had-dalu am rai o'r treuliau y mae'n rhaid iddynt fynd iddynt wrth gyflawni eu dyletswyddau.

Ar hyn o bryd, mae'n rhaid i bob cyngor gyflwyno adroddiad i'r Panel bob blwyddyn, a chyhoeddi manylion ac enwau pob cynghorydd sy'n cael unrhyw dreuliau ar ei wefan. Mewn blynyddoedd blaenorol, gwnaethom gytuno, o ran costau lwfansau gofal a chymorth personol, y byddai'n amhriodol enwi

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Gwybodaeth am [hawlfraint](#).

cynghorwyr unigol, ac y byddai'n ddigon rhestru'r cyfansymiau a dalwyd a chyfanswm nifer y derbynyddion.

Mae'r Panel yn teimlo y byddai'n briodol i hyn ymestyn i'r taliad gorfodol am weithio gartref, y lwfans cyfradd safonol am nwyddau traul a hawliadau teithio a chynhaliaeth. Bydd hyn yn sicrhau'r cydbwysedd cywir rhwng atebolrwydd cyhoeddus a phreifatrwydd unigolion, ac rydym yn gobeithio y bydd yn annog pawb i hawlio'r taliadau y mae ganddynt yr hawl i'w derbyn.

Felly, byddwn yn darparu adroddiad templed newydd i'w ddefnyddio o fis Medi 2024 a byddwn yn parhau i fonitro lefel y taliadau a wneir.

Y maes olaf a ystyriwyd gan y Panel y flwyddyn hon oedd y dull o gyfrifo taliadau a wneir i aelodau cyfetholedig o Brif Gynghorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub.

Yn dilyn adborth ar Adroddiad Blynyddol y flwyddyn diwethaf ac ymholiadau a godwyd drwy gydol y flwyddyn gan rai aelodau cyfetholedig a chan sawl Pennaeth Gwasanaethau Democrataidd, cymerodd y Panel dystiolaeth gan y gohebwy'r ynglŷn ag effaith y cynnydd yn nifer yr aelodau cyfetholedig a natur newidiol patrymau gwaith. Roedd hyn yn dangos nad oedd y trefniant presennol o gyfradd hanner diwrnod am unrhyw beth hyd at 4 awr a chyfradd diwrnod llawn am unrhyw beth dros hynny, yn ddigon hyblyg i adlewyrchu'r patrymau gwaith sy'n fwy arferol erbyn hyn, yn bennaf o ganlyniad i fwy o weithio ar-lein neu weithio hybrid.

Felly, mae'r Panel yn cynnig y dylai fod hyblygrwydd i'r swyddog perthnasol lleol benderfynu pryd y bydd yn briodol cymhwyso cyfradd diwrnod neu hanner diwrnod a phryd y dylid defnyddio cyfradd yr awr lle mae'n gwneud synnwyr cyfuno nifer o gyfarfodydd byr.

Mae'r Panel yn ymwybodol o adborth y gall ein gwefan fod yn anodd i'w defnyddio ac nad yw bob amser yn hawdd dod o hyd i'r Penderfyniad cywir i

ymdrin â mater penodol, yn enwedig i aelodau etholedig neu swyddogion newydd. Felly, byddwn yn diweddarau'r dolenni ar y wefan ac yn creu dolen newydd i dudalen fydd yn nodi'r holl Benderfyniadau cyfredol y dylid eu cymhwyso. Caiff ei diweddarau bob blwyddyn pan gaiff yr Adroddiad Blynyddol Terfynol ei gyhoeddi, a'r gobaith yw y bydd hyn yn haws i'w ddefnyddio na gorfod cyfeirio at Adroddiad pob blwyddyn.

Rydym hefyd yn adolygu ein tudalennau ar Ganllawiau (a elwid yn Rheoliadau gynt) a Chwestiynau Cyffredin.

## Rôl a Chyfrifoldebau'r Panel

### Ein Rôl

Mae'r Panel yn gyfrifol am bennu lefelau cydnabyddiaeth ariannol aelodau etholedig a chyfetholedig y sefydliadau canlynol a'r trefniadau ar eu cyfer:

- Prif
- Gyngorau: Cyngorau Sir a Chyngorau Bwrdeistref Sirol
- Cyngorau Cymuned a Thref
- Cyngorau cymuned a thref
- Awdurdodau Parciau Cenedlaethol
- Awdurdodau Tân ac Achub
- Cyd-bwyllgorau Trosolwg a Chraffu
- Cyd-bwyllgorau Corfforedig

Mae'r Panel yn sefydliad annibynnol ac mae'n ofynnol, yn ôl y gyfraith, i'r sefydliadau a restrir uchod roi'r penderfyniadau a wneir ganddo ar waith.

Rydym yn penderfynu ar y canlynol:

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Gwybodaeth am [hawlfraint](#).

- y strwythur cyflog ar gyfer rhoi cydnabyddiaeth ariannol i aelodau
- y math o lwfansau a delir i aelodau a'u natur
- a yw taliadau yn orfodol neu a oes rhywfaint o hyblygrwydd lleol
- trefniadau mewn perthynas ag absenoldeb teuluol
- trefniadau ar gyfer monitro cydymffurfiaeth â phenderfyniadau'r Panel

Ein nod cyffredinol:

- cefnogi democratiaeth leol a rhoi llais i gymunedau, drwy sefydlu fframwaith cydnabyddiaeth ariannol priodol a theg, sy'n annog cynhwysiant a chyfranogiad

Ein nodau:

- dylai ein Penderfyniadau sicrhau bod lefelau cydnabyddiaeth ariannol yn deg, yn rhesymol ac yn werth am arian i drethdalwyr, ac y cânt eu pennu yng nghyd-destun enillion yng Nghymru ac amgylchiadau ariannol ehangach Cymru
- dylai ein Penderfyniadau gefnogi aelodau etholedig o amrywiaeth eang o gefndiroedd
- ni ddylai lefelau cydnabyddiaeth ariannol fod yn rhwystr i gyfranogi

Ein hamcanion strategol:

- gwneud Penderfyniadau ar sail tystiolaeth
- cyfathrebu mewn ffordd glir a hygyrch
- mynd ati i ymgysylltu ac ymgynghori'n rhagweithiol
- symleiddio trefniadau cydymffurfio ac adrodd
- cydweithio

Y Panel:

- Frances Duffy (Cadeirydd)
- Saz Willey (Is-gadeirydd)

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Gwybodaeth am [hawlfraint](#).

- Dianne Bevan (Aelod)
- Bev Smith (Aelod)
- Kate Watkins (Aelod)

Ceir rhagor o wybodaeth am aelodau'r Panel ar [wefan y Panel](#).

## Methodoleg

Fel y noda ein hamcanion strategol, mae'r Panel wedi ymrwymo i wneud penderfyniadau ar sail tystiolaeth. Y flwyddyn hon, gwnaethom baratoi papur tystiolaeth ac ymchwil i ddwyn ynghyd y gwahanol ffynonellau o wybodaeth a ystyriwyd gan y Panel wrth wneud ei Benderfyniadau drafft. Rhoddodd amrywiaeth eang o ddata, tystiolaeth a ffactorau cyd-destunol er mwyn llywio proses gwneud penderfyniadau'r Panel mewn perthynas â'i Benderfyniadau ar gyfer y flwyddyn ariannol 2024 i 2025. Roedd hyn yn cynnwys:

- data ar enillion wythnosol cyfartalog yn y DU ac yng Nghymru, gan gynnwys ASHE yr Arolwg Blynyddol o Oriau ac Enillion
- cyfraddau chwyddiant CPIH a CPI blynyddol
- meincnodau, gan gynnwys cydnabyddiaeth ariannol i gynghorwyr yn yr Alban
- ymchwil i lwyth gwaith cynghorwyr, safbwyntiau ac agweddau tuag at gydnabyddiaeth ariannol ac amrywiaeth (Llywodraeth Cymru)
- Canfyddiadau Pwyllgor Cydraddoldeb, Llywodraeth Leol a Chymunedau Senedd Cymru (2019)
- data a gasglwyd ar nifer y cynghorwyr sy'n hawlio cydnabyddiaeth ariannol a phecynnau buddiannau
- data ar sefyllfa ariannol awdurdodau lleol

Caiff y set gyflawn o dystiolaeth ac ymchwil a ystyriwyd ei chyhoeddi ar ein [gwefan](#).

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Gwybodaeth am [hawlfraint](#).

Bu'r y Panel yn trafod uniongyrchol â grwpiau sy'n cynrychioli rhanddeiliaid allweddol, gan gynnwys Cymdeithas Llywodraeth Leol Cymru a'i phwyllgor i Benaethiaid Gwasanaethau Democrataidd, Un Llais Cymru, Chymdeithas Clercod Cynghorau Lleol, a Chymdeithas Cynghorau Lleol Gogledd a Chanolbarth Cymru. Mae'r trafodaethau hyn yn rhoi cyfle i'r Panel ystyried safbwyntiau ynglŷn â'r trefniadau presennol, effaith penderfyniadau ar unigolion, sut mae'r trefniadau'n gweithredu'n ymarferol ac unrhyw faterion neu bryderon y mae unigolion am eu codi. Mae hefyd yn gyfle i drafod sefyllfaoedd sy'n dod i'r amlwg y bydd angen i'r Panel eu hystyried o bosibl mewn perthynas â'i brosesau gwneud penderfyniadau.

Helpodd y Panel i hwyluso sesiynau yn ystod digwyddiadau "Amrywiaeth mewn Democratiaeth" yn gynharach eleni. Drwy hyn, cawsom gyfle i glywed profiadau uniongyrchol nifer o aelodau etholedig, darpar ymgeiswyr a sefydliadau sy'n gweithio i ehangu cynrychioliaeth mewn llywodraeth leol. Rydym wedi defnyddio'r wybodaeth honno i lywio'r adroddiad hwn ac archwilio meysydd i'w hystyried yn y dyfodol.

Y flwyddyn hon, canolbwyntiodd hyn ar dri phrif fater fforddiadwyedd, taliadau a wneir i aelodau cyfetholedig a gofynion adrodd i Gynghorau Cymuned a Thref. Hoffai'r Panel ddiolch i bawb a gyfrannodd at ein trafodaethau, naill ai'n uniongyrchol neu drwy adborth a chwestiynau am ein hadroddiad diwethaf.

Bydwn nawr yn ymgynghori ar gynigion y Panel ac ar ôl ystyried y safbwyntiau a gawn mewn ymateb i'r ymgynghoriad hwn bydd y Panel yn gwneud ei benderfyniadau terfynol a chyhoeddi Adroddiad Terfynol 2024 i 2025 ym mis Chwefror 2024.

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Gwybodaeth am [hawlfraint](#).

# Trafodaethau a phenderfyniadau ar gyfer 2024 i 2025

## Cyflog sylfaenol i aelodau etholedig prif gynghorau: Penderfyniad 1

Mae'r cyflog sylfaenol, a delir i bob aelod etholedig, yn gydnabyddiaeth ariannol am ymgymryd â chyfrifoldeb cynrychioliaeth gymunedol ac am gymryd rhan yn swyddogaethau craffu, swyddogaethau rheoleiddio a swyddogaethau cysylltiedig llywodraeth leol. Mae'n seiliedig ar yr hyn sy'n gyfwerth â gweithio tri diwrnod yr wythnos yn amser llawn. Mae'r Panel yn adolygu'r ymrwymiad hwn o ran amser yn rheolaidd, ac ni chynigir unrhyw newidiadau ar gyfer 2024 i 2025.

Mae'r Panel yn ymwybodol iawn o'r cyfyngiadau presennol ar gyllid cyhoeddus ac effaith ei benderfyniadau ar gyllidebau Prif Awdurdodau. Mae'r Panel hefyd yn ystyriol o'n Nodau a'n Hamcanion i gynnig pecyn cydnabyddiaeth ariannol teg a rhesymol i gefnogi aelodau etholedig ac annog amrywiaeth mewn cynrychioliaeth.

Nododd y Panel hefyd, yn y cylchoedd etholiadol blaenorol, fod cydnabyddiaeth ariannol cynghorwyr dipyn yn is na meincnod allweddol Enillion Cyfartalog yr Awr yng Nghymru (ASHE) a bod angen codiad sylweddol felly yn 2022.

Felly, mae'r Panel wedi penderfynu, ar gyfer y flwyddyn ariannol rhwng 1 Ebrill 2024 a 31 Mawrth 2025 ei bod yn briodol cadw'r cysylltiad rhwng cyflog sylfaenol cynghorwyr a chyflogau cyfartalog eu hetholwyr. Bydd y cyflog sylfaenol yn gyson â thair rhan o bump o ASHE 2022 i Gymru gyfan, sef y ffigur diweddaraf sydd ar gael ar adeg drafftio'r adroddiad hwn. Y ffigur fydd £18,666.

## Cyflogau a delir i Uwch-aelodau, aelodau Dinesig ac

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Gwybodaeth am [hawlfraint](#).

## aelodau Llywyddol prif gynghorau: Penderfyniad 2

Bydd y terfyn ar nifer yr uwch gyflogau sy'n daladwy ("y cap") yn parhau.

Mae'r holl uwch gyflogau yn cynnwys taliad y cyflog sylfaenol. Cydnabyddir lefelau gwahanol cyfrifoldeb ychwanegol pob rôl a rhwng pob rôl mewn fframwaith â bandiau. Ni chynigir unrhyw newidiadau i'r bandiau eleni. Bydd yr elfen cyflog sylfaenol yn cynyddu yn unol ag ASHE a bydd y cynnydd hwn hefyd yn gymwys i elfen rôl Bandiau 1, 2, 3 a 4. Lle y telir Band 5, nid oes unrhyw gynnydd yn yr elfen rôl am fod y band hwn wedi'i rewi dros dro. Bydd y cynnydd yn y cyflog sylfaenol yn gymwys.

Felly, cyflog arweinydd y cyngor mwyaf (Grŵp A) fydd £69,998. Penderfynwyd ar yr holl daliadau eraill wrth gyfeirio at y cyflog hwn ac maent wedi'u nodi yn Nhabl 1.

### Grŵp A

- Caerdydd
- Rhondda Cynon Taf
- Abertawe

## Tabl 1 Cyflogau a delir i Aelodau Sylfaenol, Uwch-aelodau, aelodau Dinesig ac Aelodau Llywyddol Prif Gynghorau

Disgrifiad	Swm
Cyflog sylfaenol (sy'n daladwy i bob aelod etholedig)	£18,666

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Evch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y terfyn wedi'i ddiwyddu.

Gwybodaeth am [hawlfraint](#).



Disgrifiad	Swm
Band 1 Arweinydd	£69,998
Band 1 Dirprwy Arweinydd	£48,999
Band 2 Aelodau Gweithrediaeth	£41,999
Band 3 Cadeiryddion Pwyllgorau (os y'u telir)	£27,999
Band 4 Arweinydd y Grŵp Gwrthbleidiol Mwyaf	£27,999
Band 5 Arweinydd Grwpiau Gwleidyddol Eraill (os y'i telir)	£22,406
Pennaeth Dinesig (os y'i telir)	£27,999
Dirprwy Bennaeth Dinesig (os y'i telir)	£22,406
Aelod Llywyddol (os y'i telir)	£27,999
Dirprwy Aelod Llywyddol (sylfaenol yn unig)	£18,666

## Grŵp B

- Pen-y-bont ar Ogwr
- Caerffili
- Sir Gaerfyrddin
- Conwy

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Gwybodaeth am [hawlfraint](#).

- Sir y Fflint
- Gwynedd
- Casnewydd
- Castell-nedd Port Talbot
- Sir Benfro
- Powys
- Bro Morgannwg
- Wrecsam

## Tabl 1 Cyflogau a delir i Aelodau Sylfaenol, Uwch-aelodau, aelodau Dinesig ac Aelodau Llywyddol Prif Gynghorau

Disgrifiad	Swm
Cyflog sylfaenol (sy'n daladwy i bob aelod etholedig)	£18,666
Band 1 Arweinydd	£62,998
Band 1 Dirprwy Arweinydd	£44,099
Band 2 Aelodau Gweithrediaeth	£37,799
Band 3 Cadeiryddion Pwyllgorau (os y'u telir)	£27,999
Band 4 Arweinydd y Grŵp Gwrthbleidiol Mwyaf	£27,999
Band 5 Arweinydd Grwpiau Gwleidyddol Eraill (os y'i telir)	£22,406

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025-html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

Disgrifiad	Swm
Pennaeth Dinesig (os y'i telir)	£27,999
Dirprwy Bennaeth Dinesig (os y'i telir)	£22,406
Aelod Llywyddol (os y'i telir)	£27,999
Dirprwy Aelod Llywyddol (sylfaenol yn unig)	£18,666

## Grŵp C

- Blaenau Gwent
- Ceredigion
- Sir Ddinbych
- Merthyr Tudful
- Sir Fynwy
- Torfaen
- Ynys Môn

## Tabl 1 Cyflogau a delir i Aelodau Sylfaenol, Uwch-aelodau, aelodau Dinesig ac Aelodau Llywyddol Prif Gynghorau

Disgrifiad	Swm
Cyflog sylfaenol (sy'n daladwy i bob aelod etholedig)	£18,666

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025-html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

Disgrifiad	Swm
Band 1 Arweinydd	£59,498
Band 1 Dirprwy Arweinydd	£41,649
Band 2 Aelodau Gweithrediaeth	£35,699
Band 3 Cadeiryddion Pwyllgorau (os y'u telir)	£27,999
Band 4 Arweinydd y Grŵp Gwrthbleidiol Mwyaf	£27,999
Band 5 Arweinydd Grwpiau Gwleidyddol Eraill (os y'i telir)	£22,406
Pennaeth Dinesig (os y'i telir)	£27,999
Dirprwy Bennaeth Dinesig (os y'i telir)	£22,406
Aelod Llywyddol (os y'i telir)	£27,999
Dirprwy Aelod Llywyddol (sylfaenol yn unig)	£18,666

Nid oes unrhyw newidiadau pellach i'r taliadau a'r buddiannau a delir i aelodau etholedig. Bydd yr holl Benderfyniadau cyfredol ym cael eu cyhoeddi ar ein [gwefan](#).

Ni wnaed unrhyw newidiadau i lwfansau Teithio a Chynhaliaeth; Cymorth Gofal a Pheronol; Absenoldeb Salwch; Cyd-bwyllgorau Corfforedig, Cynorthwywyr i'r Weithrediaeth, cyflogau ychwanegol a threfniadau rhannu swydd.

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

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Gwybodaeth am [hawlfraint](#).

## Cyflogau Cyd-bwyllgorau Trosolwg a Chraffu: Penderfyniad 3

Bydd cyflog cadeirydd Cyd-bwyllgor Trosolwg a Chraffu yn parhau i fod yn gyson â Band 3 a chaiff ei bennu ar £9,333.

Pennir cyflog is-gadeirydd yn 50% o gyflog y Cadeirydd, sef £4,667.

Ni fydd unrhyw newidiadau eraill.

## Taliadau i Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub: Penderfyniad 4

Ffurfiwyd y tri pharc cenedlaethol yng Nghymru, Eryri, Arfordir Penfro a Bannau Brycheiniog, i ddiogelu tirweddau ysblennydd a chynnig cyfleoedd hamdden i'r cyhoedd. [Arweiniodd Deddf yr Amgylchedd 1995](#) at greu Awdurdod Parc Cenedlaethol (APC) ar gyfer pob parc. Mae Awdurdodau Parciau Cenedlaethol yn cynnwys aelodau sydd naill ai'n aelodau etholedig a enwebir gan y prif gynghorau o fewn ardal y parc cenedlaethol neu'n aelodau a benodir gan Lywodraeth Cymru drwy broses Penodiadau Cyhoeddus. Caiff aelodau a benodir gan Lywodraeth Cymru ac aelodau a enwebir gan gyngor eu trin yn gyfartal o ran cydnabyddiaeth ariannol.

Ffurfiwyd y tri gwasanaeth tân ac achub (ATAau) yng Nghymru, Canolbarth a Gorllewin Cymru, Gogledd Cymru a De Cymru, fel rhan o ad-drefnu Llywodraeth Leol yn 1996. Maent yn cynnwys aelodau etholedig sy'n cael eu henwebu gan y Prif Gynghorau o fewn ardal pob gwasanaeth tân ac achub.

Yn unol â phenderfyniad y Panel i gynyddu cyflog sylfaenol aelodau etholedig prif gynghorau, bydd lefel cydnabyddiaeth ariannol aelodau cyffredin yn APCau a ATAau hefyd yn cynyddu yn unol ag ASHE.

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Evch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

Bydd cydnabyddiaeth ariannol Cadeiryddion yn parhau'n gysylltiedig â chyflog uwch-aelod Band 3 prif gyngor. Felly, bydd eu helpen rôl yn cynyddu'n unol â hynny. Bydd cysylltiad Dirprwy gadeiryddion, cadeiryddion pwyllgorau ac uwch swyddi eraill a delir â Band 5 yn parhau. Mae'n hyn yn golygu y bydd elfen rôl eu cyflog yn parhau i gael ei rhewi dros dro. Ceir manylion llawn lefelau cydnabyddiaeth ariannol i aelodau APCau ac ATAAu yn Nhabl 2.

## Tabl 2: Taliadau i Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub

Awdurdodau Parciau Cenedlaethol	Swm
Cyflog sylfaenol i aelodau cyffredin	£5,265
Cadeirydd	£14,598
Dirprwy gadeirydd (os penodir un)	£9,005
Cadeirydd Pwyllgor neu uwch swydd arall	£9,005

## Tabl 2: Taliadau i Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub

Awdurdodau Tân ac Achub	Swm
Cyflog sylfaenol i aelodau cyffredin	£2,632
Cadeirydd	£11,965

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

Awdurdodau Tân ac Achub	Swm
Dirprwy gadeirydd (os penodir un)	£6,372
Cadeirydd Pwyllgor neu uwch swydd arall	£6,372

Cyhoeddir yr holl Benderfyniadau cyfredol, gan gynnwys cyfyngiadau ar dderbyn lwfansau dwbl, ar ein gwefan. Heblaw am y codiadau uchod, ni chynigir unrhyw newidiadau y flwyddyn hon.

## Taliadau a wneir i aelodau etholedig Prif Gyngorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub: Penderfyniad 5

Mae'r Penderfyniad cyfredol (a wnaed yn Adroddiad Blynyddol 2022 i 2023) yn nodi y dylai aelodau cyfetholedig y cyrff perthnasol gael cydnabyddiaeth ariannol ar sail diwrnod neu hanner diwrnod. Hefyd, gall y swyddog perthnasol benderfynu ar gyfanswm y diwrnodau y rhoddir cydnabyddiaeth ariannol ar eu cyfer mewn blwyddyn a phennu amser rhesymol am baratoi ar gyfer cyfarfodydd.

Mae'r Panel wedi nodi'r newidiadau i arferion gwaith, a roddwyd ar waith yn ystod COVID-19 ac sydd bellach yn dod yn fwy arferol, sydd wedi golygu newid tuag at ddefnydd amlach o gyfarfodydd a/neu gyrsiau hyfforddiant ar-lein, sydd yn aml yn fyr, yn ogystal â chyfarfodydd pwyllgor mwy rheolaidd. Mae'r Panel hefyd wedi cael adborth gan Benaethiaid Gwasanaethau Democrataidd yn codi'r mater hwn.

Ystyriodd y Panel newid i gyfradd yr awr. Byddai hyn yn adlewyrchu'n well y ffyrdd newydd o weithio a'r oriau a weithiwyd mewn gwirionedd. Fodd bynnag,

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

cydnabu'r Panel na fyddai hyn bob amser yn briodol o bosibl, yn enwedig ar gyfer cyfarfodydd wyneb yn wyneb y disgwylir iddynt bara sawl awr.

Felly, mae'r Panel yn cynnig y dylai fod hyblygrwydd lleol i'r swyddog perthnasol benderfynu pryd y bydd yn briodol cymhwyso cyfradd diwrnod neu hanner diwrnod neu ddefnyddio cyfradd yr awr lle mae'n gwneud synnwyr cyfuno nifer o gyfarfodydd byr fel y nodir yn Nhabl 3.

### Tabl 3: Taliadau a wneir i aelodau etholedig Prif Gynghorau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub

Rôl	Taliad cyfradd fesul awr	Cyfradd talu hyd at 4 awr	Cyfradd talu 4 awr a throsodd
Cadeiryddion pwyllgorau safonau, a phwyllgorau archwilio	£33.50	£134	£268
Aelodau Cyffredin o Bwyllgorau Safonau sydd hefyd yn cadeirio Pwyllgorau Safonau ar gyfer Cynghorau Cymuned a Thref	£29.75	£119	£238
Aelodau Cyffredin o Bwyllgorau Safonau; Pwyllgor Craffu Addysg; Pwyllgor Craffu Trosedd ac Anrhefn a Phwyllgor Archwilio	£26.25	£105	£210
Cynghorwyr Cymuned a Thref sy'n aelodau o Bwyllgorau Safonau Prif Gynghorau	£26.25	£105	£210

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).



## Cynghorau Cymuned a Thref

Mae'r Panel yn parhau i wneud taliadau am gostau ychwanegol gweithio gartref a thaliadau am nwyddau traul swyddfa yn orfodol. Ni fydd unrhyw newid i'r Penderfyniad a wnaed y llynedd.

## Taliadau Gorfodol: Penderfyniad 6

### Taliad am gostau ychwanegol gweithio gartref

Mae'n rhaid i bob cyngor dalu £156 y flwyddyn i'w aelodau (sy'n cyfateb i £3 yr wythnos) tuag at dreuliau ychwanegol y bydd rhaid i'r aelwyd eu talu (gan gynnwys gwres, golau, ynni a band eang) o ganlyniad i weithio gartref.

### Taliad penodol am nwyddau traul

Mae'n rhaid i gynghorau naill ai dalu £52 y flwyddyn i'w haelodau am gost nwyddau traul swyddfa sydd eu hangen i gyflawni eu rôl, neu fel arall mae'n rhaid i gynghorau ei gwneud yn bosibl i'w haelodau hawlio ad-daliad llawn am gost eu nwyddau traul swyddfa.

Mater i bob cyngor yw gwneud a chofnodi penderfyniad polisi mewn perthynas â phryd a sut y caiff y taliadau eu gwneud ac a ydynt yn cael eu talu'n fisol, yn flynyddol neu fel arall. Dylai'r polisi hefyd nodi a fydd unrhyw daliadau a wneir i aelod sy'n gadael neu sy'n newid ei rôl yn ystod y flwyddyn ariannol yn cael eu hadennill, a sut.

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

## Digolledu am Golled Ariannol: Penderfyniad 7

Taliad dewisol yw digolledu am golled ariannol. Ni chafodd y swm am golled ariannol ei gynyddu y llynedd.

Yn flaenorol, penderfynodd y Panel y dylid pennu lefel briodol o daliadau ar gyfradd ddyddiol ASHE.

Er mwyn cadw'r cysylltiad hwn, cynigir y dylai'r ffigurau ar gyfer 2024 bellach gael eu pennu fel a ganlyn: £119.62 am ddiwrnod llawn a £59.81 am hanner diwrnod.

## Gofynion Adrodd: Penderfyniad 8

Mae'n ofynnol i Gyngorau Cymuned a Thref gyflwyno datganiad blynyddol o daliadau i'r Panel erbyn 30 Medi bob blwyddyn, a hefyd ei gyhoeddi ar eu gwefan. Mae'r Panel wedi darparu ffurflen dempled at ddefnydd clercod.

Mae'r Panel wedi trafod ac wedi ystyried newid y gofynion ar Gyngorau Cymuned a Thref wrth gyflwyno eu datganiad o daliadau. Nod y Panel yw symleiddio'r trefniadau gweinyddol ac annog Cyngorau i sicrhau bod yr holl daliadau gorfodol yn cael eu gwneud i aelodau unigol.

Mae'r Panel yn cynnig, o fis Medi 2024, mai dim ond y cyfansymiau a dalwyd mewn perthynas â'r taliadau gorfodol a grybwyllir uchod y bydd angen i'r datganiadau eu dangos, sef y cyfraniad o £156 at gostau gweithio gartref a'r gyfradd benodedig o £52 am lwfans nwyddau traul a'r treuliau teithio a chynhaliaeth a dalwyd.

Mae hyn yn golygu y bydd y taliadau hyn yn gyson ag adrodd ar gostau lwfansau gofal a chymorth personol.

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y ffigurau diweddaraf.

Gwybodaeth am [hawlfraint](#).

## Taliadau i gynghorau cymuned a thref

Math o daliad	Grŵp	Gofyniad
Ad-daliad am amser a dreulir ar faterion Cynghorau Cymuned a Thref (a elwid gynt yn Daliad Sylfaenol)	1 (Dros 14,000 o etholwyr)	£156 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £156 y flwyddyn i'w aelodau (sy'n cyfateb i £3 yr wythnos) tuag at dreuliau ychwanegol y bydd yn rhaid i'r aelwyd eu talu (gan gynnwys gwres, golau, ynni a band eang o ganlyniad i weithio gartref
Ad-daliad am nwyddau traul swyddfa wrth weithio gartref	1 (Dros 14,000 o etholwyr)	£52 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £52 y flwyddyn i'w aelodau (sy'n cyfateb i £1 yr wythnos) tuag at gost nwyddau traul swyddfa wrth weithio gartref
Taliad am Uwch-rôl	1 (Dros 14,000 o etholwyr)	Gorfodol i un aelod; dewisol i hyd at saith aelod
Maer neu Gadeirydd Cyngor	1 (Dros 14,000 o etholwyr)	Dewisol, hyd at uchafswm o £1,500
Dirprwy Faer neu Ddirprwy Gadeirydd Cyngor	1 (Dros 14,000 o etholwyr)	Dewisol, hyd at uchafswm o £500
Lwfans mynychu	1 (Dros 14,000 o etholwyr)	Dewisol
Colled ariannol	1 (Dros 14,000 o	Dewisol

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfrain](#)t.

	etholwyr)	
Teithio a chynhaliaeth	1 (Dros 14,000 o etholwyr)	Dewisol
Costau gofal	1 (Dros 14,000 o etholwyr)	Gorfodol
Ad-daliad am amser a dreulir ar faterion Cynghorau Cymuned a Thref (a elwid gynt yn Daliad Sylfaenol)	2 (10,000 i 13,999 o etholwyr)	£156 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £156 y flwyddyn i'w aelodau (sy'n cyfateb i £3 yr wythnos) tuag at dreuliau ychwanegol y bydd yn rhaid i'r aelwyd eu talu (gan gynnwys gwres, golau, ynni a band eang) o ganlyniad i weithio gartref
Ad-daliad am nwyddau traul swyddfa wrth weithio gartref	2 (10,000 i 13,999 o etholwyr)	£52 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £52 y flwyddyn i'w aelodau (sy'n cyfateb i £1 yr wythnos) tuag at gost nwyddau traul swyddfa wrth weithio gartref
Taliad am Uwch-rôl	2 (10,000 i 13,999 o etholwyr)	Gorfodol i un aelod; dewisol i hyd at bum aelod
Maer neu Gadeirydd Cyngor	2 (10,000 i 13,999 o etholwyr)	Dewisol: hyd at uchafswm o £1,500
Dirprwy Faer neu Ddirprwy Gadeirydd	2 (10,000 i	Dewisol: hyd at uchafswm o £500

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfrain](#)t.

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Cyngor 13,999 o  
etholwyr)

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Lwfans Mynychu 2 Dewisol  
(10,000 i  
13,999 o  
etholwyr)

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Colled Ariannol 2 Dewisol  
(10,000 i  
13,999 o  
etholwyr)

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Teithio a  
Chynhaliaeth 2 Dewisol  
(10,000 i  
13,999 o  
etholwyr)

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Cost Gofal 2 Gorfodol  
(10,000 i  
13,999 o  
etholwyr)

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Ad-daliad am amser a dreulir ar faterion Cynghorau Cymuned a Thref (a elwid gynt yn Daliad Sylfaenol) 3 (5,000 i 9,999 o etholwyr) £156 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £156 y flwyddyn i'w aelodau (sy'n cyfateb i £3 yr wythnos) tuag at dreuliau ychwanegol y bydd yn rhaid i'r aelwyd eu talu (gan gynnwys gwres, golau, ynni a band eang) o ganlyniad i weithio gartref

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Ad-daliad am nwyddau traul swyddfa wrth weithio gartref 3 (5,000 i 9,999 o etholwyr) £52 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £52 y flwyddyn i'w aelodau (sy'n cyfateb i £1 yr wythnos) tuag at gost nwyddau traul swyddfa wrth weithio gartref

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**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

Taliad am Uwch-rôl	3 (5,000 i 9,999 o etholwyr)	Dewisol i hyd at dri aelod
Maer neu Gadeirydd Cyngor	3 (5,000 i 9,999 o etholwyr)	Dewisol hyd at uchafswm o £1,500
Dirprwy Faer neu Ddirprwy Gadeirydd Cyngor	3 (5,000 i 9,999 o etholwyr)	Dewisol hyd at uchafswm o £500
Lwfans Mynychu	3 (5,000 i 9,999 o etholwyr)	Dewisol
Colled Ariannol	3 (5,000 i 9,999 o etholwyr)	Dewisol
Teithio a Chynhaliaeth	3 (5,000 i 9,999 o etholwyr)	Dewisol
Cost Gofal	3 (5,000 i 9,999 o etholwyr)	Gorfodol
Ad-daliad am amser a dreulir ar faterion Cynghorau Cymuned a Thref (a elwid gynt yn Daliad Sylfaenol)	4 (1,000 i 4,999 o etholwyr)	£156 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £156 y flwyddyn i'w aelodau (sy'n cyfateb i £3 yr wythnos) tuag at dreuliau ychwanegol y bydd yn rhaid i'r aelwyd eu talu (gan gynnwys gwres, golau, ynni a band eang) o ganlyniad i weithio gartref

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

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Ad-daliad am nwyddau traul swyddfa wrth weithio gartref	4 (1,000 i 4,999 o etholwyr)	£52 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £52 y flwyddyn i'w aelodau (sy'n cyfateb i £1 yr wythnos) tuag at gost nwyddau traul swyddfa wrth weithio gartref
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Taliad am Uwch-rôl	4 (1,000 i 4,999 o etholwyr)	Dewisol i hyd at dri aelod
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Maer neu Gadeirydd Cyngor	4 (1,000 i 4,999 o etholwyr)	Dewisol hyd at uchafswm o £1,500
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Dirprwy Faer neu Ddirprwy Gadeirydd Cyngor	4 (1,000 i 4,999 o etholwyr)	Dewisol hyd at uchafswm o £500
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Lwfans Mynychu	4 (1,000 i 4,999 o etholwyr)	Dewisol
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Colled Ariannol	4 (1,000 i 4,999 o etholwyr)	Dewisol
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Teithio a Chynhaliaeth	4 (1,000 i 4,999 o etholwyr)	Dewisol
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Cost Gofal	4 (1,000 i 4,999 o etholwyr)	Gorfodol
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**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

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Ad-daliad am amser a dreulir ar faterion Cynghorau Cymuned a Thref (a elwid gynt yn Daliad Sylfaenol)	5 (O dan 1,000 o etholwyr)	£156 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £156 y flwyddyn i'w aelodau (sy'n cyfateb i £3 yr wythnos) tuag at dreuliau ychwanegol y bydd yn rhaid i'r aelwyd eu talu (gan gynnwys gwres, golau, ynni a band eang) o ganlyniad i weithio gartref
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Ad-daliad am nwyddau traul swyddfa wrth weithio gartref	5 (O dan 1,000 o etholwyr)	£52 tâl gorfodol i bob aelod. Mae'n rhaid i bob cyngor dalu £52 y flwyddyn i'w aelodau (sy'n cyfateb i £1 yr wythnos) tuag at gost nwyddau traul swyddfa wrth weithio gartref
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Taliad am Uwch-rôl	5 (O dan 1,000 o etholwyr)	Dewisol hyd at 3 Aelod
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Maer neu Gadeirydd Cyngor	5 (O dan 1,000 o etholwyr)	Dewisol hyd at uchafswm o £1,500
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Dirprwy Faer neu Ddirprwy Gadeirydd Cyngor	5 (O dan 1,000 o etholwyr)	Dewisol hyd at uchafswm o £500
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Lwfans Mynychu	5 (O dan 1,000 o etholwyr)	Dewisol
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Colled Ariannol	5 (O dan 1,000 o etholwyr)	Dewisol
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Teithio a Chynhaliaeth	5 (O dan 1,000 o etholwyr)	Dewisol
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**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).



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etholwyr)

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Cost Gofal 5 (O dan Gorfodol  
1,000 o  
etholwyr)

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Ni wnaed unrhyw newidiadau i daliadau am ymgymryd ag uwch-rolau; lwfansau Teithio a Chynhaliaeth; Lwfans Gofal a Chymorth Personol na Lwfans Mynychu.

Bydd yr holl Benderfyniadau cyfredol yn cael eu cyhoeddi ar ein gwefan.

## Crynodeb o'r Benderfyniadau ar gyfer 2024 i 2025

### Penderfyniad 1

Caiff lefel sylfaenol cyflog i aelodau etholedig prif gynghorau ei phennu ar £18,666.

### Penderfyniad 2

Cyflog arweinydd y cyngor mwyaf (Grŵp A) fydd £69,998. Penderfynwyd ar yr holl daliadau eraill wrth gyfeirio at y cyflog hwn. Nodir pob taliad yn Nhabl 1.

### Penderfyniad 3

Cyflog cadeirydd Cyd-bwyllgor Trosolwg a Chraffu fydd £9,333. Cyflog is-gadeirydd fydd £4,667.

Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

## Penderfyniad 4

Mae cyflog sylfaenol aelodau o Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub wedi cynyddu. Nodir pob taliad yn Nhabl 2.

Bydd yr holl Benderfyniadau cyfredol, gan gynnwys cyfyngiadau ar dderbyn lwfansau dwbl, yn cael eu cyhoeddi ar ein gwefan. Heblaw am y codiadau uchod, ni chynigir unrhyw newidiadau y flwyddyn hon.

## Penderfyniad 5

O ran taliadau i aelodau cyfetholedig, mae'r Panel yn cynnig y dylai fod hyblygrwydd lleol i'r swyddog perthnasol benderfynu pryd y bydd yn briodol cymhwyso cyfradd diwrnod neu hanner diwrnod neu ddefnyddio cyfradd yr awr lle mae'n gwneud synnwyr cyfuno nifer o gyfarfodydd byr.

Nid yw cyfraddau diwrnod llawn na hanner diwrnod wedi newid ers 2023-24. Yr unig newid yw cyfraddau yr awr, fel y'u nodir yn Nhabl 3.

## Penderfyniad 6

Bydd aelodau o Gyngorau Cymuned a Thref yn cael taliad o £156 y flwyddyn (sy'n cyfateb i £3 yr wythnos) tuag at dreuliau ychwanegol y bydd rhaid i'r aelwyd eu talu (gan gynnwys gwres, golau, ynni a band eang) o ganlyniad i weithio gartref. Ac mae'n rhaid i gynghorau naill ai dalu £52 y flwyddyn i'w haelodau am gost nwyddau traul swyddfa sydd eu hangen i gyflawni eu rôl, neu fel arall mae'n rhaid i gynghorau ei gwneud yn bosibl i'w haelodau hawlio ad-daliad llawn am gost eu nwyddau traul swyddfa.

## Penderfyniad 7

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

Taliad dewisol yw digolledu am golled ariannol. Ni chafodd y swm am golled ariannol ei gynyddu y llynedd.

Yn flaenorol, penderfynodd y Panel y dylid pennu lefel briodol o daliadau ar gyfradd ddyddiol ASHE.

Er mwyn cadw'r cysylltiad hwn, cynigir y dylai'r ffigurau ar gyfer 2024 bellach gael eu pennu fel a ganlyn: £119.62 am ddiwrnod llawn a £59.81 am hanner diwrnod.

## **Penderfyniad 8**

Mae'r Panel yn cynnig, o fis Medi 2024, mai dim ond y cyfansymiau a dalwyd mewn perthynas â'r taliadau gorfodol a grybwyllir uchod y bydd angen i'r datganiadau eu dangos, sef y cyfraniad o £156 at gostau gweithio gartref a'r gyfradd benodedig o £52 am lwfans nwyddau traul a'r treuliau teithio a chynhaliaeth a dalwyd.

Mae hyn yn golygu y bydd y taliadau hyn yn gyson ag adrodd ar gostau lwfansau gofal a chymorth personol.

Mae pob Penderfyniad arall a nodwyd yn [Adroddiad Blynyddol](#) 2023 i 2024 y Panel yn parhau'n ddilys a dylent gael eu cymhwyso.

### **Efallai na fydd y ddogfen hon yn hollol hygyrch.**

Drllenwch ein [datganiad hygyrchedd](#) i gael rhagor o wybodaeth.

**Cafodd y ddogfen hon ei lawrlwytho o LLYW.CYMRU, efallai nad dyma'r fersiwn mwyaf diweddar.**

Ewch i <https://www.llyw.cymru/panel-annibynnol-cymru-ar-gydnabyddiaeth-ariannol-adroddiad-blynyddol-drafft-2024-i-2025.html> i weld y fersiwn diweddaraf.

Gwybodaeth am [hawlfraint](#).

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