

POWYS COUNTY COUNCIL

SCHEDULE

OF

**MEMBERS AND CO-OPTED MEMBERS RESPONSIBILITY AND
REMUNERATION FOR MUNICIPAL YEAR 2014/15**

Local Government (Wales) Measure 2011

**Independent Remuneration Panel for Wales (IRPW) Regulations for the
Remuneration of Members and Co-opted Members of Relevant Authorities**

IRPW Annual Report dated February 2014

**This Schedule has been approved by the Council at its meeting on 14th May 2014
and sets out the Council's decisions in respect of payments to be made during
2014/15 to all members and co-opted members of the Council.**

**Please note: This Schedule has been updated since it was approved on 14th
May 2014 to reflect changes of responsibilities by Councillors and changes to
co-opted membership.**

Version 3

21st January, 2015

1. INTERPRETATION

In this Schedule the following words and phrases in column (1) of the table below have the meanings attributed to them in column (2) which are based on those used in legislation, the IRPW Regulations and the IRPW Report.

The words and phrases listed below are in the singular and where the plural versions appear in the Schedule they should be construed accordingly.

(1)	(2)
WORDS AND PHRASES	MEANINGS
Allowance	A payment which is a Care Allowance and/or a Travel Allowance and/or a Subsistence Allowance as the context requires.
Basic Salary	A salary paid in accordance with and subject to the provisions of this Schedule to a Member for the basic responsibility of community representation and participation in functions of local governance as determined in the IRPW Report amounting to £13,300 for 2014/15
Care Allowance	An allowance paid in accordance with and subject to the provisions of this Schedule to a Member or Co-opted Member who incurs necessary expenses for the care of children or dependents whilst undertaking Official Business as determined in the IRPW Report (not exceeding £403 per month).
Carer's Claim Form	The form attached as Appendix 1 to this Schedule.
Carer's Declaration Form	The form attached as Appendix 2 to this Schedule.
Chief Finance Officer	The Strategic Director – Resources.
Civic Salary	The salary paid in accordance with and subject to the provisions of this Schedule to the Chair or Vice Chair of Council as determined in the IRPW Report.
Controlling Group	A Political Group in the Council where any one or more of its Members form part of the Executive.

Co-opted Member	As defined in Section 144 (5) of the Measure, that is those individuals co-opted to serve on a committee of the Council with the right to vote on matters within the purview of the Committee of which they serve.
Co-opted Member Fee	<p>A fee paid in accordance with and subject to the provisions of this Schedule to a Co-opted Member as determined in the IRPW Report, namely:-</p> <p><u>Co-opted Chair of Standards Committee</u></p> <p>Full day fee (4 hours plus) - £256 Half day fee (up to 4 hours) - £128</p> <p><u>Co-opted Ordinary Member of Standards/Education Scrutiny/Crime & Disorder Scrutiny/Audit Committees</u></p> <p>Full day fee (4 hours plus) - £198 Half day fee (up to 4 hours) - £99</p> <p>Subject to</p> <ul style="list-style-type: none"> (i) That the maximum number of days for which the Standards Committee Lay Members and Standards Sub-Committee Town and Community Council Representatives may be paid from the Council AGM 2014 be 10 days. (ii) That the maximum number of days for which the Standards Committee Lay Member who is Chair of the Committee may be paid from the Council AGM 2014 be 12 days. (iii) That the maximum number of days for which the Parent Governor and Church representatives and the Audit Committee Lay Member may be paid

	from the Council AGM 2014 be 20 days.
Co-opted Member Fee Claim Form	The form attached as Appendix 3 to this schedule.
Co-opted Member's Term of Office	The term of office of a Co-opted Member begins on the date of appointment by the Council to the 31 st March 2015 or upon leaving the role if earlier.
Council	Powys County Council
Councillor	As defined in the Local Government Act 1972
Elected to forego	Reference to a Member or Co-opted Member having " <i>elected to forego</i> " a Salary, Allowance or Fee relates solely to the situation where a formal Notice of Election to Forego has been served on the Chief Finance Officer and does not include, for example, a case where a Member or Co-opted Member has incurred travel or subsistence expenses on a particular occasion and chosen not to make a claim
Eligible Subsistence Expenses	Expenses necessarily incurred by a Member or Co-opted Member on meals and/or accommodation when on Official Business which requires that Member or Co-opted Member to travel beyond the county boundary of Powys PROVIDED ALWAYS that a Co-opted Member who lives outside of the County of Powys is eligible to claim necessary subsistence expenses when on official business within Powys.
Eligible Travel Expenses	Expenses necessarily incurred by a Member or Co-opted Member in travelling when on Official Business.
Executive	The Executive Leader and Cabinet of Powys County Council
Family Absence	As defined in Part 2 of the Measure which refers to the entitlement of a Member of the Council to be absent from meetings of the Council and its committees for those periods of time specified in regulations under the Measure relating to Maternity,

	Newborn, Adoption and Parental situations.
Fee	A payment which is a Co-opted Member Fee..
Full Day Fee	The fee payable in accordance with and subject to the provisions of this Schedule to a Co-opted Member for attending a full day meeting of more than 4 hours including authorised training events, conferences and pre-meetings with officers. Reasonable pre meeting preparation time as well as the time travelling to and from meetings can be included in the claims
Half Day Fee	The fee payable in accordance with and subject to the provisions of this Schedule to a Co-opted Member for attending a half day meeting of up to 4 hours including authorised training events, conferences and pre-meetings with officers. Reasonable pre meeting preparation time as well as the time travelling to and from meetings can be included in the claims
IRPW Report	The Annual Report of the IRPW in respect of 2014/15 published in February 2014
IRPW Regulations	The Independent Remuneration Panel for Wales Regulations for the remuneration of Members and Co-opted Members of relevant authorities such as, Powys County Council, as set out at Annex 2 of the IRPW Report.
Leader of Largest Opposition Group	The Leader of a Political Group in the Council other than a Controlling Group which has a greater number of Members than any Other Political Group in the Authority.
Measure	Local Government (Wales) Measure 2011
Member	A person who has been elected to serve as a Councillor for the Council
Member's Term of Office	(1) For the purposes of the payment of a Basic or Civic Salary the respective terms of office of a Councillor and the Chair and Vice Chair of the Council begin on the date which they make a declaration of

	<p>acceptance of the requisite office under section 83 (1) of the Local Government Act 1972 following the Local Government Elections in May 2012.</p> <p>(2) For the purposes of the payment of a Senior Salary the term of office of the Member or Co-opted Member receiving the Senior Salary begins on the date that person is elected or appointed to the role which qualifies him or her to receive that salary provided, in the case of a Councillor, that person has made the declaration of acceptance of office as a Councillor as referred to above.</p>
Notice of Election to Forego	A notice in writing (including e-mail) served by a Member or Co-opted Member on the Chief Finance Officer stating that the Member or Co-opted Member wishes to forego, in whole or part, a Salary, Allowance or Fee as specified in the notice.
Official Business	As defined in the section of this Schedule entitled “The Duties for which Members and Co-opted Members are able to claim Care, Travel and Subsistence Allowances”
Other Political Group	A Political Group other than a Controlling Group or the largest Opposition Group (if any) which comprises not less than 10% of the Members of the Council.
Repayment Notice	A notice in paper or by email served on a Member or Co-opted member requiring the repayment of such part of a Salary, Allowance or Fee as is specified in the notice in accordance with the section in this Schedule entitled “Arrangements for the Repayment of Salaries, Allowances and Fees
Revised Payment Notice	A notice in paper or by email which contains sufficient details to enable the sender, recipient, date and subject

	matter of the communication to be reasonably ascertained.										
Salary	A payment which is a Basic Salary, a Senior Salary or a Civic Salary as the context requires.										
Senior Salary	<p>A salary paid in accordance with and subject to the provisions of this Schedule to a Member as determined in the IRPW Report as follows:</p> <table> <tr> <td>Executive Leader</td> <td>£48,000</td> </tr> <tr> <td>Deputy Leader</td> <td>£33,500</td> </tr> <tr> <td>Other Executive Members</td> <td>£29,000</td> </tr> <tr> <td>Leader of Largest Opposition Group</td> <td>£22,000</td> </tr> <tr> <td>Committee Chair</td> <td>£22,000</td> </tr> </table> <p>(these sums to be paid pro rata from the date of appointment to the 31st March 2015 or upon leaving the role if earlier)</p>	Executive Leader	£48,000	Deputy Leader	£33,500	Other Executive Members	£29,000	Leader of Largest Opposition Group	£22,000	Committee Chair	£22,000
Executive Leader	£48,000										
Deputy Leader	£33,500										
Other Executive Members	£29,000										
Leader of Largest Opposition Group	£22,000										
Committee Chair	£22,000										
Schedule	This Schedule.										
Standards Committee	The Standards Committee appointed by Powys County Council.										
Standards Community Sub-Committee	The Standards Community Sub-Committee appointed by the Standards Committee										
Subsistence Allowance	An allowance paid in accordance with and subject to the provisions of this Schedule to a Member or Co-opted Member in respect of Eligible Subsistence Expenses as determined in the IRPW Report										
Travel Allowance	An allowance paid in accordance with and subject to the provisions of this Schedule to a Member or Co-opted Member in respect of Eligible Travel Expenses as determined in the IRPW Report.										
Travel & Subsistence Allowance Claim Form	The form attached as Appendix 4 to this schedule.										
Written Notice	A notice in writing in either paper or electronic form sent personally by the Chief Finance Officer or by such other Officer as he or she shall formally appoint for the purpose.										
Year	As the context requires “year” in this schedule means the “financial year” being the period of 12 months ending on the 31 st March or the “calendar year” being the period of 12 months										

	<p>ending on the 31st December or the “municipal year” commencing on the date of the annual meeting of the Council and ending the day before the annual meeting of the following year.</p>
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2. INTRODUCTION

This Schedule sets out the Council’s decisions in respect of payments to be made during the 2014/15 Municipal Year to its Members and Co-opted Members in respect of Salaries, Allowances and Fees.

Part 8 (sections 141 to 160) and schedules 2 & 3 of the Measure sets out the arrangements for the payments and pensions for Members and Co-opted Members of relevant authorities such as Powys County Council and the functions and responsibilities of the IRPW.

The IRPW produced its annual report for 2014/15 in February this year (the IRPW Report) and this prescribes the actual level of payments to Members and Co-opted Members.

This Schedule of Member Remuneration must be produced no later than 4 weeks following the annual meeting of the Council. The IRPW Regulations also provide that as soon as practicable after determining its Schedule of Remuneration for the year and in any event no later than 31st July the Council must make arrangements for the Schedule’s publication within the Council’s area.

The Following sections of this Schedule set out the details and arrangements relating to the payment of Salaries, Allowances and Fees to Members and Co-opted Members of Powys County Council for 2014/15 in accordance with legislation, the IRPW Report and the IRPW Regulation

3. BASIC SALARY (£13,300 for 2014/15)

Members who are to receive ONLY the Basic Salary for 2014/15 (i.e. are not in receipt of a senior or civic salary) are listed in the table below.

The Basic Salary of £13,300 determined in the IRPW Report is for a full year. Accordingly this Salary will be paid from 1st April 2014 until 31st March 2015 or for the duration of a Member’s Term of Office if shorter.

ELECTORAL DIVISION	COUNCILLOR
ABER-CRAF	SARAH LOUISE WILLIAMS
BANWY	MYFANWY CATHERINE ALEXANDER
BEGUILDY	JOHN HAROLD BRUNT
BLAEN HAFREN	GRAHAM MAURICE JONES
BRONLLYS	STEPHEN DAVIES
BWLCH	KATHRYN SUSAN SILK
CAERSWS	ELIZABETH RACHEL DAVIES
CHURCHSTOKE	MICHAEL JOHN JONES
DISSERTH AND TRECOED	GWILYM IOAN SNEAD WILLIAMS
FORDEN	LINDA VERONICA CORFIELD
GLANTWYMYN	GWILYM PUGHE VAUGHAN
GLASBURY	CHRISTOPHER PAUL DAVIES
GWERNYFED	GERAINT GEORGE HOPKINS
HAY	GARETH WILLIAM RATCLIFFE
KERRY	KATHRYN MARY ROBERTS- JONES
KNIGHTON	PETER JAMES MEDLICOTT
LLANBRYNMAIR	DAVID CHARLES JONES
LLANDRINDOD NORTH	GARY DAVID PRICE
LLANDRINDOD EAST/ LLANDRINDOD WEST	KEITH FRANCIS TAMPIN

LLANDRINDOD SOUTH	TOMOS GLYN TURNER
LLANELWEDD	MAUREEN CURRAN-MACKENZIE
LLANFAIR CAEREINION	VIOLA ELIZABETH EVANS
LLANFYLLIN	PETER EDWARD LEWIS
LLANGATTOCK	JEFFREY CHARLES HOLMES
LLANGORS	MELANIE JADE BROOKES DAVIES
LLANGUNLLO	HYWEL LEWIS
LLANGYNIDR	MURIEL ROSEMARIE HARRIS
LLANIDLOES	GARETH MORGAN
LLANWRTYD	TIMOTHY JOHN VAN REES
LLANYRE	WILLIAM JOHN EVANS
MACHYNLLETH	JOHN MICHAEL WILLIAMS
MAESCAR/LLYWEL	EVAN THOMAS MORGAN
MEIFOD	ELDRYDD MARY JONES
MONTGOMERY	STEPHEN MURRAY HAYES
NANTMEL	DAVID OWEN EVANS
NEWTOWN CENTRAL	RUSSELL IAN GEORGE
NEWTOWN EAST	JOY RACHEL JONES
NEWTOWN LLANLLWCHAIARN NORTH	GEMMA-JANE BOWKER
NEWTOWN LLANLLWCHAIARN WEST	PETER HARRIS
NEWTOWN SOUTH	ROBERT HENRY MILLS
OLD RADNOR	EVAN MICHAEL JONES

RHAYADER	KELVYN WATSON CURRY
RHIWCYNON	JOYCE GETHIN SHEARER
ST DAVID WITHIN	DAVID WILLIAM MEREDITH
ST. JOHN	MATTHEW JAMES DORRANCE
TALGARTH	WILLIAM DENSTON POWELL
TALYBONT-ON-USK	WILLIAM AIDAN FITZPATRICK
TAWE UCHAF	DAVID ARNOLD THOMAS
TREWERN	DAWN BAILEY
WELSHPOOL GUNGROG	FRANCESCA HELEN JUMP
WELSHPOOL LLANERCHYDDOL	ANN FLORENCE HOLLOWAY
YNYSCEDWYN	SUSAN McNICHOLAS
YSCIR	DOROTHY GILLIAN THOMAS
YSTRADGYNLAIS	DAVID HUW WILLIAMS

The Basic Salary is paid for the basic responsibility of community representation and participation in the scrutiny, regulatory or related functions of local governance equivalent to three days a week. Any time commitment beyond three days is an unpaid public service contribution.

The Basic Salary will be payable to each of the above named Members from the date the Member's Term of Office begins and remains payable during a period of Family Absence.

If any Member has elected to forgo, in whole or in part, the Basic Salary details will appear in a separate Appendix to this Schedule. As at the date of this Version of the Schedule no Member has made such an election

A member will not receive more than one Basic Salary from the Council but if appointed to serve on a National Park Authority or a Welsh Fire and Rescue Authority may receive a further Basic Salary or Basic Salaries in respect of his

or her membership of that other body or those bodies PROVIDED ALWAYS that a member in receipt of a Senior Salary from the Council as Leader or Executive Member may not receive a second salary as a member appointed to serve on either or both of such bodies.

If a member is suspended or partially suspended the Basic Salary will be withheld for the period of the suspension.

4. SENIOR SALARY

Members who are to receive a Senior Salary are listed in the table below indicating their roles and, in respect of Executive Members, the portfolios they hold.

The sums determined in the IRPW Report as the Senior Salaries for a full year for the roles in question are also set out in the table below.

ROLE (EXECUTIVE MEMBER PORTFOLIO)	COUNCILLOR	ELECTORAL DIVISION	SENIOR SALARY FOR FULL YEAR
EXECUTIVE LEADER	WILLIAM BARRY THOMAS	LLANFIHANGEL	£48,000 ** Current leader has elected to forgo part of his salary and is paid £40,000
DEPUTY LEADER AND EXECUTIVE MEMBER	WYNNE THOMAS JONES	DOLFORWYN	£31,250
DEPUTY LEADER AND EXECUTIVE MEMBER	RICHARD GRAHAM BROWN	LLANDRINIO	£31,250
EXECUTIVE MEMBER	DAVID EDWARD DAVIES	BERRIEW	£29,000
EXECUTIVE MEMBER	GARRY RICHARD BANKS	PRESTEIGNE	£29,000

EXECUTIVE MEMBER	WILLIAM JOHN THOMAS POWELL	LLANBADARN FAWR	£29,000
EXECUTIVE MEMBER	DARREN JAMES MAYOR	LLANWDDYN	£29,000
EXECUTIVE MEMBER	EVAN ARWEL JONES	LLANDYSILIO	£29,000
EXECUTIVE MEMBER	PHILIP CHARLES PRITCHARD	WELSHPOOL CASTLE	£29,000
EXECUTIVE MEMBER	ELIZABETH AVRIL YORK	BUILTH	£29,000
LEADER OF LARGEST OPPOSITION GROUP	ALED WYN DAVIES	LLANRHAEADR-YM-MOCHNANT / LLANSILIN	(Councillor Davies is in receipt of a Senior Salary as Chair of the Audit Committee and a member can only receive one such salary)
CHAIR OF PEOPLE COMMITTEE	DAVID RICHARD JONES	GUILDSFIELD	£22,000
CHAIR OF ENVIRONMENT, INFRASTRUCTURE CRIME & DISORDER COMMITTEE	ROBERT GWYNFOR THOMAS	LLANSANTFFRAID	£22,000
CHAIR OF AUDIT COMMITTEE	ALED WYN DAVIES	LLANRHAEADR-YM-MOCHNANT / LLANSILIN	£22,000
CHAIR OF PLANNING, TAXI LICENSING AND RIGHTS OF WAY COMMITTEE	DAVID ROWLAND PRICE	LLANAFANFAWR	£22,000
CHAIR OF EMPLOYMENT &	JOHN GERWYN MORRIS	CRICKHOWELL	£22,000

APPEALS COMMITTEE			
CHAIR OF PENSIONS AND INVESTMENT COMMITTEE	ANTHONY GRAHAM THOMAS	FELINFACH	£22,000
CHAIR OF DEMOCRATIC SERVICES COMMITTEE	SANDRA CHRISTINE DAVIES	CWMTWRCH	£22,000

A Senior Salary comprises an amalgam of the Basic Salary and an additional amount for the relevant specific responsibility (role). It is not paid in addition to the Basic Salary.

The requisite Senior Salary indicated in the table above will be payable from the date the Member's Term of Office begins.

It remains payable during a period of Family Absence.

If a member is suspended or partially suspended the Senior Salary will be withheld for the period of the suspension PROVIDED ALWAYS that if the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

A Member can only receive one Senior Salary.

A Member who receives a Senior Salary cannot receive a Civic Salary

A Member in receipt of a Senior Salary as Executive Leader or Executive Member may not receive a second salary as a member appointed to serve on a National Park Authority or a Welsh Fire and Rescue Authority.

Where a Member does not have, throughout the year, specific responsibilities that allows entitlement to a Senior Salary, that Member's payment is to be such proportion of the salary as the number of days during which that Member has such special responsibility bears to the number of days in that year.

If any Member has elected to forgo, in whole or in part, the Senior Salary details will appear in a separate Appendix to this Schedule. As at the date of this Version of the Schedule no Member has made such an election.

A member will not receive more than one Senior Salary but if appointed to serve on a National Park Authority or a Welsh Fire and Rescue Authority may receive a further Basic Salary or Basic Salaries in respect of his or her membership of

that other body or those bodies PROVIDED ALWAYS that a member in receipt of a Senior Salary from the Council as Executive Leader or Executive Member may not receive a second salary as a member appointed to serve on either or both of such bodies.

5. MAXIMUM LIMIT OF SENIOR SALARIES

It is confirmed that the maximum limit of 18 Senior Salaries set for the Council in the IRPW Report has not been exceeded.

6. CIVIC SALARY

Members who are to receive a Civic Salary are listed in the table below indicating their specific civic responsibility role.

The sums determined in the IRPW Report as the Civic Salaries for a full year for the civic roles in question are also set out in the table below. However these sums will be paid pro rata from the date of appointment to the role until 31st March 2015 or earlier termination of the role.

ROLE	COUNCILLOR	ELECTORAL DIVISION	CIVIC SALARY (FOR 2014/15)
CHAIR OF COUNCIL	LEONARD ROCHE ELVET DAVIES	LLANDINAM	£21,500
VICE CHAIR OF COUNCIL	PAUL JAMES ASHTON	ST. MARY	£16,000

A Civic Salary comprises an amalgam of the Basic Salary and an additional amount for the relevant civic responsibility (role). It is not paid in addition to the Basic Salary.

A Civic Salary remains payable during a period of family absence.

If a Member is suspended or partially suspended the Civic Salary will be withheld for the period of the suspension PROVIDED ALWAYS that if the partial suspension relates only to the civic responsibility element of the payment, the Member may retain the Basic Salary.

A Member can only receive one Civic Salary.

A Member who receives a Civic Salary cannot receive a Senior Salary

Where a Member does not have, throughout the year, the specific civic responsibilities that allows entitlement to a Civic Salary, that Member's payment is to be such proportion of the salary as the number of days during which that Member has such special responsibility bears to the number of days in that year.

If any Member has elected to forgo any part of the Civic Salary the reduced salary actually paid to the Member appears in the table above in brackets below the amount specified and formally allocated in accordance with the IRPW report.

7. CO-OPTED MEMBER FEE

Co-opted Members who will receive the Co-opted Member Fee are listed in the table below together with details relating to their co-option including whether they are the chair of a committee or ordinary committee member which affects the level of fee they are entitled to as detailed above in the Interpretation Section.

Name of Co-optee (Type)	Committee Co-opted to serve on	Chair or Ordinary Member
Helen Rhydderch-Roberts (Independent / Lay)	Standards Committee and Standards Community Sub-Committee	Chair
Ralph Richard Miller (Independent / Lay)	Standards Committee and Standards Community Sub-Committee	Ordinary Member
Claire Jackson (Independent / Lay) (from 22nd June 2014)	Standards Committee and Standards Community Sub-Committee	Ordinary Member
Susan Jarman (Independent / Lay)	Standards Committee and Standards Community Sub-Committee	Ordinary Member
Jacqueline Evans (Independent / Lay)	Standards Committee and Standards Community Sub-Committee	Ordinary Member

Name of Co-optee (Type)	Committee Co-opted to serve on	Chair or Ordinary Member
Clare Evans (Community Council Representative – Radnorshire)	Standards Community Sub-Committee	Ordinary Member

Derrick Pugh (Community Council Representative – Montgomeryshire)	Standards Community Sub-Committee	Ordinary Member
Hugh Patrick (Community Council Representative – Brecknockshire)	Standards Community Sub-Committee	Ordinary Member
John Brautigam (Independent/Lay)	Audit Committee	Ordinary Member
Mrs Christine Robinson, St Asaph Diocesan Representative (Church in Wales)	People Scrutiny Committee	Ordinary Member
Vacant (Roman Catholic Church)	People Scrutiny Committee	Ordinary Member
VACANCY (Parent Governor)	People Scrutiny Committee	Ordinary Member
Angela Davies (Parent Governor)	People Scrutiny Committee	Ordinary Member
VACANCY (Parent Governor)	People Scrutiny Committee	Ordinary Member
Ian Roffe (Independent/Lay)	Environment , Infrastructure and Crime and Disorder Scrutiny Committee	Ordinary Member

If any Co-opted Member has elected to forgo, in whole or in part, the Co-opted Member Fee details will appear in a separate Appendix to this Schedule. As at the date of this Version of the Schedule no Co-opted Member has made such an election

8. THE DUTIES FOR WHICH MEMBERS AND CO-OPTED MEMBERS ARE ABLE TO CLAIM CARE, TRAVEL AND SUBSISTENCE ALLOWANCES

Members and Co-opted Members are eligible to make claims for Care, Travel and Subsistence Allowances where the claim arises from undertaking duties which relate to the OFFICIAL BUSINESS of the Council.

OFFICIAL BUSINESS in this respect has the meaning contained in Section 142 (10) of the Measure, namely:-

- a. Attending a meeting the authority or any Committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body.

- b. Attending a meeting of any association of authorities of which the authority is a member.**
- c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.**
- d. Attending any training or development event approved by the authority or its executive.**
- e. Undertaking a duty for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.**
- f. Undertaking a duty in pursuance of a standing order which requires a member or members to be present when tender documents are opened.**
- g. Undertaking a duty in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.**
- h. Undertaking any other duty approved by the Council, or any duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of a Council or any of its committees**

In relation to the above in respect of “other duties” approved by the Council these are as follows:-

- i. A duty undertaken by the Chair or Vice Chair of a Scrutiny Committee or Audit Committee in attending a meeting of the Executive**
- j. A duty undertaken by the Leader of a political group in attending a meeting of the Cabinet.**
- k. A duty undertaken by a Councillor in attending a meeting of the Cabinet where that Councillor addresses the meeting with the consent of the Executive member presiding.**
- l. A duty undertaken by a Councillor (who is not a member of the Regulatory Committee) in attending a meeting of the Regulatory Committee to exercise the right as a local representative to attend an address the committee in accordance with the Council’s Planning Protocol.**
- m. A duty undertaken by a Councillor in attending a meeting of a committee of which he or she is not a member for the purpose of addressing the committee (with the consent of the meeting) on an item of business before it**

PROVIDED ALWAYS:-

- 1) that attendance by a Councillor at a meeting of a committee of which he or she is not a member outside of the circumstances detailed above shall**

not qualify the Member or Co-opted Member to receive payments by way of care, travelling or subsistence allowances in respect of attending such a meeting

- 2) that where a care, travel or subsistence allowance is recoverable by a Member or Co-opted Member from an outside organisation in respect of duties carried out in connection with that outside organisation, the Member or Co-opted Member is not eligible to also claim care, travel or subsistence allowance from the Council in respect of those duties.
- 3) that a Member or Co-opted Member is not eligible to claim subsistence expenses for official business which takes place “in – County” save in respect of a Co-opted Member who lives outside of the County of Powys.
- 4) that a Member is not eligible to claim a travel allowance for undertaking constituency responsibilities.

9. CARE ALLOWANCE

The Council will pay a Care Allowance to Members and Co-opted members who incur necessary expenses for the care of children and dependents whilst undertaking duties which relate to the OFFICIAL BUSINESS of the Council.

These payments must not exceed £403 per month (this cannot be annualised) and reimbursement will only be made on production of receipts from the carer.

Care Allowance payments will not be made:

- In respect of any child over the age of fifteen years or dependant unless the Member/Co-opted Member satisfies the Council that the child or dependant required supervision which has caused the Member/Co-opted Member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a Member or co-opted Member;
- To more than one Member/Co-opted Member in relation to the care of the same child or dependant;
- Of more than one care allowance to a Member or Co-opted Member of the Council who is unable to demonstrate to the satisfaction of the authority that the Member/co-opted Member has to make separate arrangements for the care of different children or dependants.

If any Member has elected to forgo, in whole or in part, the Care Allowance details will appear in a separate Appendix to this Schedule. As at the date of this Version of the Schedule no Member has made such an election.

10. TRAVEL ALLOWANCE

Travel Allowance payments will be made to Members and Co-opted Members in respect of Eligible Travel Expenses (SEE INTERPRETATION SECTION ABOVE)

The mileage rates which can be claimed in respect of Eligible Travel Expenses for travel using the Member's or Co-opted Member's own private vehicle are the current HMRC rates:-

- **Private motor car up to 10,000 miles – 45p per mile**
- **Private motor car over 10,000 miles – 25p per mile**
- **Passenger supplement – 5p per passenger per mile**
- **Private motor cycles – 24p per mile**
- **Bicycles – 20p per mile**

The payment of a Travel Allowance payment based on these mileage rates is subject to the following:

- **Claims must only be for the actual journey undertaken on OFFICIAL BUSINESS and Claimants are expected to use the shortest reasonably practicable route.**
- **Where a friend or relative, who is not a Member or Co-opted Member, transports a non-driving Member the same scale of rates will apply to the journey as if it were the Member's or Co-opted Member's own vehicle.**
- **All mileage claims must be supported by valid fuel VAT receipts.**

All other claims for travel will be reimbursed on production of a receipt showing the actual expense. Members and Co-opted Members should always be mindful of choosing the most cost-effective method of travel:-

- **Rail fare will be reimbursed up to a maximum of first class rates.**
- **Air fares, where appropriate, will be reimbursed at the ordinary fare.**
- **Taxi fares where suitable alternative public transport is not available.**
- **If any Member has elected to forgo, in whole or in part, the Travel Allowance details will appear in a separate Appendix to this Schedule. As at the date of this Version of the Schedule no Member has made such an election**

11. SUBSISTENCE ALLOWANCE

Subsistence Allowance payments will be made to Members and Co-opted Members in respect of Eligible Subsistence Expenses (SEE INTERPRETATION

SECTION ABOVE). In these cases, reimbursement of Eligible Subsistence Expenses is subject to the limits set out below:-

- **A maximum of £28.00 per day, including breakfast if not included in overnight cost;**
- **Overnight costs to a maximum of £150 in London and £95 elsewhere,**
- **A maximum of £25 per night if staying with friends or relatives. (not payable for stays within Powys as determined in the IRP Report).**

Wherever possible, overnight accommodation should be reserved and paid for by the Council itself. There may be circumstances where the authority deems it reasonable and cost effective to arrange overnight accommodation within the Council area.

If any Member has elected to forgo, in whole or in part, the Subsistence Allowance details will appear in a separate Appendix to this Schedule. As at the date of this Version of the Schedule no Member has made such an election

12. FOREGOING SALARIES, ALLOWANCES OR FEES

Any Member of Co-opted Member may serve a Notice of Election to Forego on the Chief Finance Officer electing to forgo the whole or any part of their entitlement to a Salary, Allowance or Fee for the Year.

A Member or Co-opted Member who has served a Notice of Election to Forego will receive confirmation in the form of a Revised Payment Notice from the Chief Finance Office setting out the details of the revised payments (if any) the Member or Co-opted Member will receive as a result of such election to forgo and the Chief Finance Officer will amend the Schedule accordingly.

13. ARRANGEMENTS FOR MAKING CLAIMS FOR, AND THE PAYMENT OF, SALARIES, ALLOWANCES AND FEES

BASIC, SENIOR & CIVIC SALARIES will be paid in monthly instalments at the end of every month and Members will not be required to submit any claim or demand.

The monthly amount will be paid automatically into the bank account of the Member or Co-opted Member.

CO-OPTED MEMBER FEES will be paid to Co-opted Members monthly as follows:-

- (a) where an authorised claim for a Co-opted Member Fee is received by Employment Services on or before the 7th day of the month it will be paid at the end of that month; and**
- (b) where an authorised claim for a Co-opted Member Fee is received by Employment Services after the 7th day of the month it will be paid at the end of the following month**

PROVIDED ALWAYS:-

- (i) that a Co-opted Member Fee will be paid ONLY where the Co-opted Member has submitted in writing a fully completed and signed Co-opted Member Fee Claim Form (see Appendix 3 to this Schedule); and**
- (ii) that no Co-opted Member Fee claim will be paid which is in respect of a month or months which is/are more than 2 months prior to the date the claim is received by the Council UNLESS that payment is authorised by the Standards Committee on the application of the Co-opted Member concerned. The decision of the Standards Committee in this connection will be final.**

Co-opted Member Fees will be paid into the bank account of the Co-opted member

CARE ALLOWANCES will be paid to Members and Co-opted Members monthly as follows:-

- (a) where an authorised claim for a Care Allowance is received by Employment Services on or before the 7th day of the month it will be paid at the end of that month; and**
- (b) where an authorised claim for a Care Allowance is received by Employment Services after the 7th day of the month it will be paid at the end of the following month**

PROVIDED ALWAYS:-

- (i) that a Care Allowance will be paid ONLY where the Member or Co-opted Member has submitted in writing a fully completed and signed Carer's Claim Form (see Appendix 1 to this Schedule) and has produced receipts from the carer in respect of which the claim is made;**
- (ii) that prior to their first claim for a Care Allowance the Member or Co-opted Member has submitted in writing a fully completed and signed Carer's Declaration Form (see Appendix 2 to this Schedule); and**
- (iii) that no Care Allowance claim will be paid which is in respect of a month or months which is/are more than 2 month's prior to the date the claim is**

received by the Council UNLESS that payment is authorised by the Standards Committee on the application of the Member or Co-opted Member concerned. The decision of the Standards Committee in this connection will be final.

Care Allowances will be paid into the bank account of the Member or Co-opted member

TRAVEL & SUBSISTENCE ALLOWANCE payments in respect of Eligible Subsistence Expenses and Eligible Travel Expenses will be paid to Members and Co-opted Members monthly as follows:-

- (a) where an authorised claim for a Travel or Subsistence Allowance is received by Employment Services on or before the 7th day of the month it will be paid at the end of that month; and
- (b) where an authorised claim for a Travel or Subsistence Allowance is received by Employment Services after the 7th day of the month it will be paid at the end of the following month

PROVIDED ALWAYS:-

- (i) that a Travel or Subsistence Allowance will be paid

ONLY where the Member or Co-opted Member has submitted a fully completed and personally authorised Travel & Subsistence Allowance Claim Form (see Appendix 4 to this Schedule) and has produced receipts for those journeys or subsistence in respect of which the claim is made; and

- (ii) that no Travel or Subsistence Allowance claim will be paid which is in respect of a month or months which is/are more than 2 month's prior to the date the claim is received by the Council UNLESS that payment is authorised by the Standards Committee on the application of the Member or Co-opted Member. The decision of the Standards Committee in this connection will be final.

Travel and Subsistence Allowances will be paid into the bank account of the Member or Co-opted member.

14. ARRANGEMENTS FOR THE AVOIDANCE OF DUPLICATION IN TRAVEL AND SUBSISTENCE ALLOWANCE CLAIMS

A claim for a payment of a Travel Allowance or Subsistence Allowance will include (see Appendix 4) a statement that the Member or Co-opted Member has not made and will not make any other claim in respect of the matter to which the claim relates.

15. ARRANGEMENTS FOR THE REPAYMENT OF SALARIES, ALLOWANCES AND FEES

If such part of a Salary, Allowance or Fee which has been paid to a Member or Co-opted Member was in respect of a period during which the Member or Co-opted Member concerned was in any way not entitled to receive such Salary, Allowance or Fee (including when the Member or Co-opted Member was suspended, partially suspended or ceased to be a Member or Co-opted Member) the Chief Finance Officer will serve a Repayment Notice on the Member or Co-opted Member specifying the amount or amounts which the Member or Co-opted Member is required to re-pay to the Council whereupon that amount or those amounts will become re-payable to the Council.

The Chief Finance Officer will serve a Repayment Notice as soon as reasonably practicable after becoming aware that such re-payment or re-payments is/are due from the Member or Co-opted Member.

Such Repayment Notice will specify the period or periods over which the re-payment is to be made and whether or not it is to be by way of deduction from future payments of Salary, Allowance, or Fees which will be due in future to the Member or Co-opted Member in question.

Such repayment will in any event be concluded within 6 months of the date of the service of a Repayment Notice by the Chief Finance Officer.

Any Member or Co-opted Member who is served with a Repayment Notice by the Chief Finance Officer may request that the matter be referred to the Council's Standards Committee whose decision will be final.

16. STATEMENT OF THE BASIC RESPONSIBILITY OF A COUNCILLOR

The Council approved Member Role Profiles, Person Specifications and Competencies at its meeting on 29th April 2010 and these (which are contained in Part 13, Section 2 of the Council's Constitution) were updated by Council at its meeting on 24th April 2011 to take account of the change in political management structure to a Leader and Cabinet Executive.

17. ROLE DESCRIPTORS OF SENIOR SALARY OFFICE HOLDERS

The Council also approved at the Meetings referred to above Role Profiles, Person Specifications and Competencies (which are also contained in Part 13, Section 2 of the Council's Constitution) for a range of office holders including:-

Executive Leader and Deputy Leader,

Executive Member,

Leader and Deputy Leader of the Opposition,

Chair and Vice Chair of a Scrutiny Committee,

Chair and Vice Chair of a Regulatory Committee.

18. RECORDS OF COUNCILLOR ATTENDANCE

The Council maintains records of Member and Co-opted Member attendance at meetings of the Council, its committees, working groups, programme boards and meetings of the Cabinet.

The Standards Committee receives reports on member attendance over 6 monthly periods and requires explanations from any member whose attendance falls below 60%.

19. RECORDS OF ANY COUNCILLOR ACTIVITY

Other than that referred to above in respect to records of attendance and processing claims for travel and subsistence the Council does not keep formal records of Councillor activity not involving formal Council business such as constituency work or involvement on external bodies on which Councillors may serve.

20. ANNUAL REPORTS PREPARED BY COUNCILLORS

The Council has the facility to publish annual reports prepared by Councillors. As at the date of this version of the Schedule no such reports exist and no statutory guidance has been issued under section 5 of the Measure.

21. RECORDS OF SALARIES, ALLOWANCES, AND FEES

The Council keeps records of all payments made in accordance with this Schedule which:-

- Specifies the name of the recipient and the amount and nature of each payment.
- Is available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270 (1) of the Local Government Act 1972) for the area of the Council.
- Allows a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the Council may require.

