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Cyngor Sir
CEREDIGION
County Council

Neuadd Cyngor Ceredigion, Penmorfa,
Aberaeron, Ceredigion SA46 0PA
ceredigion.gov.uk

17 March 2023

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held at NEUADD CYNGOR CEREDIGION, PENMORFA, ABERAERON AND REMOTELY VIA VIDEO CONFERENCE on Friday, 24 March 2023 at 10.00 am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal / prejudicial interests**
3. **To consider the Minutes of the previous meeting and to consider any matters arising (Pages 3 - 8)**
4. **To consider a report on a Members' Survey in relation to ICT requirements (Pages 9 - 16)**
5. **To consider a report on a Members' Survey in relation to the Timing of Meetings (Pages 17 - 24)**
6. **To consider a report on the Members' annual appraisal survey (Pages 25 - 36)**
7. **To consider a report on Members' Schedule of Remuneration 2023/24 (Pages 37 - 88)**
8. **To consider a report on Members' Exit Survey Results (Pages 89 - 90)**
9. **To consider items for the forward work programme (Pages 91 - 92)**
10. **Any other matter which the Chairman decides is for the urgent attention of the Committee**

Members are reminded to sign the Attendance Register

A Translation Services will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Edwards'.

Miss Lowri Edwards
Corporate Lead Officer: Democratic Services

To: Chairman and Members of Democratic Services Committee
The remaining Members of the Council for information only.

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**Minutes of the Meeting of DEMOCRATIC SERVICES COMMITTEE
held at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via
video conference on Friday, 16 December 2022**

PRESENT: Councillor Elizabeth Evans (Chair) and Councillors Gwyn James, Gareth Lloyd, Caryl Roberts and Endaf Edwards

Also in attendance: Councillors Bryan Davies, Catrin M S Davies, Clive Davies, Keith Evans, Rhodri Evans, Keith Henson and Wyn Thomas

Officers in attendance: Lowri Edwards (Corporate Lead Officer, Democratic Services); Arwyn Morris (Corporate Lead Officer Customer Services) and Nia Jones (Corporate Manager, Democratic Services)

(10.00am - 11.40am)

1 Apologies

Councillor Mark Strong.

2 Disclosure of personal / prejudicial interests

None.

3 Minutes of the previous meeting and matters arising

It was RESOLVED to confirm as true the minutes of the meeting held 17 June 2022.

Matters arising

None.

4 Member ICT Provision of iPads

Arwyn Morris, Corporate Lead Officer for Customer Contact presented a report to the Committee outlining the current provision of equipment and software which includes a laptop and 2 screens which enables Councillors to view the remote meeting and camera and papers simultaneously, whilst the Office 365 software can be used with up to 5 separate pieces of equipment including, phones, ipads and other devices.

He noted that Members had requested a report in relation to the purchasing of iPads as additional equipment, and emphasised that these would need to be patched to the Council's network, with each Member responsible for updating patches which protects the Council's data and the Councillors personal data as updates cannot be remotely pushed through automatically by ICT staff.

The current cost of purchasing laptops is £680. The iPad Generation 9 costs £350, whilst the latest iPad Generation 10 cost between £350 to £400. With the addition of vat, the total cost would be close to £500. The iPad Generation 10 is currently listed on the Apple website at £499. ICT equipment is bought via a purchasing framework, which unlike previous years, restricts forward selling by the authority.

Prior to the commencement of the 5-year municipal term, budget is set aside to cover the cost of purchasing equipment for Members. There is no additional provision, with the exception of maintenance costs.

Members asked for assistance in transferring personal information that they had stored on the iPads received during the previous municipal term and were advised that this is a relatively simple process, however they are welcome to contact ICT if they require advice, however ICT staff would not be able to do this for Members, as it contains personal information.

Members asked whether a survey had been conducted to seek their views. It was confirmed that the previous Chair of the committee conducted his own survey and provided feedback at the following meeting.

Members noted that laptops and 2 screens were great for day to day work and attending meetings from home; however due to the nature of their work, they would also need to have access from other locations not in the office or at home or whilst out and about in their communities when they may wish to share something with others, or view trees, potholes and eroding coastlines, noting that attendance at meetings makes up less than 50% of their time. If other buildings have Wi-Fi, everything is fine, but this is not always the case.

Members noted that there needed to be a discussion as to the needs of Councillors and challenged whether the purchasing rules had changed. They also noted that they are being encouraged not to attend the offices, which makes it difficult for them to use the printers, noting that some Members may prefer to have individual home printers and asked whether additional equipment could be made available at no cost to Councillors or ratepayers.

Members noted that some of them cannot get 4G on their phones, and asked if this could be provided, as other councils give their members a choice including 4G. Others noted that the solution is fine for Officers, however Members were issued with a laptop and 2 screen which many don't know how to turn on and that the solution provided has to be appropriate for Members.

Other Members were of the view that home-printers were a huge step backwards in terms of cost and the environment, and that Apple systems are often incompatible with Android Office systems, reminding Members that the Office 365 licences entitles them to distribute the licence across up to 5 other pieces of equipment.

The Chairman noted that it is possible to take meetings via the phone however it is not ideal and that the general consensus appears to be that it would be good to have a choice. Members agreed, noting that they were not asking for everything, however they would appreciate it if there was an option to change the package.

Arwyn Morris reminded Members that the decision to move to Modern.gov was as a result of moving from the age of paper to a digital solution which

applies across the whole county. Some returning Members have kept their old printers, however they will have to purchase ink and paper themselves if they chose to continue using them. He also noted his concern with regards to attending a meeting via a relatively small 7" screen, whilst accessing document digitally at the same time. He also reminded Members that they need to ensure confidentiality and the security of confidential papers if they are attending meetings remotely from other locations. He also reminded them that they can use their personal 4G as a hotspot for accessing their laptops, and that if Members require advice, that they should contact the ICT helpdesk.

Members noted that they cannot print documents directly from Modern.gov and were reminded that Modern.gov is a secure digital solution, aimed at improving security and also contributes to reducing the Council's carbon footprint and landfill from printing documents. However the ability to print public documents is available on the Council's website.

Members asked that they are consulted regarding their ICT requirements, and it was agreed that the Chair and Vice Chair would meet with Officers from Democratic Services to discuss the content of a questionnaire.

It was **RESOLVED** to issue a survey to all Councillors regarding their ICT requirements.

5 Diversity in Democracy

Nia Jones, Corporate Manage Democratic Services presented the report to the Committee noting that Diversity in Democracy Declaration which was endorsed by Council on 23rd September 2021.

It was noted that the percentage of female Councillors has increased from 12% to 24% following the election in May and Lampeter by-election in October, and that the percentage of newly appointed female Members was significantly higher which demonstrates positive steps towards achieving diversity in democracy. It was also noted that the number of female Councillors elected was representative of the number of candidates that stood for election.

Members noted that the figures for both Plaid Cymru and the Liberal Democrats were positive however there was still considerable work to do. Independent members noted that the figures do not represent the number of women approached to stand as candidates, and that more work would need to be done to encourage them to stand for election.

Members noted the report and the shift towards improving diversity in democracy at Ceredigion County Council.

6 Attendance at Hybrid Meetings

Nia Jones, Corporate Manager, Democratic Services presented the report to the committee noting that it was a requirement of the Local Government and Elections (Wales) Act 2021 to provide an option to the public and to

Members to attend meetings in person, or remotely via video-conferencing from May 2022.

It was noted that attendance at meetings has been high during the period May to November 2022, with 64.6% attending in person, 21.2% attending remotely and 13.4% unable to attend for several reasons including being on other duties on behalf of the Council and ill-health.

It was noted that attendance may have been significantly lower, if the option to attend remotely was not available, and that it supports the efforts by Ceredigion County Council to improve Diversity in Democracy further by providing opportunities for those that may have other pressures and responsibilities to attend as well as reducing the carbon footprint linked to travelling.

Members noted that it would be good practice to ensure that those attending remotely keep their cameras on during meetings and asked that a workshop is delivered on meeting etiquette.

Members noted the report.

7 Timings of Meetings - Survey

Lowri Edwards, Corporate Lead Officer, Democratic Services presented a report to the committee noting that all Local Authorities are required to undertake a survey of Councillors once per term regarding the timing of meetings. It was noted that the present arrangements reflect the outcome of the previous survey, with the exception of some meetings being moved from 9.30am to 10.00am to allow for the additional tasks associated with setting up meetings.

Following discussion, it was **RESOLVED** to undertake a survey of Members. in order to assess their preferences for the timing of meetings, as per Appendix A of the report.

8 Members' Induction Programme 2022

Nia Jones, Corporate Manager, Democratic Services presented a report to the committee outlining the training, workshops and development opportunities presented to Members between May and November 2022. It was noted that several events had to be held on multiple occasions, which has been demanding for Officers involved in the training. Details of attendance, and completion of e-learning courses were included in the report.

Members noted the report.

9 Annual Review of Members' Training and Development Needs

Nia Jones, Corporate Manager, Democratic Services presented a report to the Committee noting that the Local Government (Wales) Measure 2011 re-enforced by the Local Government and Elections (Wales) Act 2021 requires Local Authorities to make available to each member of the authority an annual review of the member's training and development needs.

It was noted that a template self-assessment form had been developed which reflects the WLGA's Development Framework for Councillors and including details of training provided. It was noted that the purpose of the assessment is to identify areas where further training and support may be required, and that it is not an assessment of the individual Member. On completion of the self-assessment, Members will be offered a one-to-one interview, and a draft report will be presented to the Democratic Services Committee providing a summary of further training requirements.

Members **RESOLVED** to approve

- a) the Learning and Development Plan template;
- b) the arrangements for one-to-one interviews;
- c) that a report is presented identifying further training and support required.

10 Forward work programme

Members discussed items for the Forward Work Programme, which included the following:

- a) An update of remote attendance for the period December 2022 – May 2023;
- b) Results of the Member survey on timings of meetings;
- c) Report on the outcomes of Member self-evaluation of training and development needs;
- d) Scrutiny Self-Assessment.

11 Any other matter which the Chairman decides is for the urgent attention of the Committee

None.

**Confirmed at the Meeting of the Democratic Services Committee held
on 24 March 2023**

Chairman: _____

Date: _____

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CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	24 March 2023
Title:	Report in relation to the Members' survey undertaken in relation to ICT requirements
Purpose of report:	To consider the findings of the Members' survey undertaken in relation to ICT requirements

Introduction

During the meeting of the Democratic Services Committee held 16 December 2022, it was resolved to issue a survey to all Councillors regarding their ICT requirements.

A survey was sent to all Councillors on Monday 6 February 2023 to be completed by 17 February 2023. The survey addressed digital capabilities as well as technological requirements in order to identify whether additional training is required.

The survey

15 Members responded to the survey (39% of all Members).

The survey addressed the following themes:

Theme	No of requests for additional training / reminder
Accessing documents on the Council's website such as the Constitution and Local Development Plan	2
Accessing Meeting Calendar and Reports on the Council's website	2
Accessing CLIC to make enquiries	None
Accessing 'My Account'	3
Accessing e-learning platform	4
Using Zoom and Teams to attend meetings	2
Using Teams Forms to answer questionnaires	8
Accessing my e-mail, my account and Office 365 software from other devices	7
Accessing equipment and software when working remotely	5
Accessing Modern.gov app and selecting meeting of interest	2
Annotating and bookmarking in the Modern.gov app	9
How to store and use data in terms of GDPR	3
Understanding GDPR requirements in relation to social media	None
Understanding the need to clearly state that you are a County Councillor when using social media	1

Each of the respondents have been contacted directly with instructions and guidance on how to access documents on the Council's website, accessing the meeting calendar and reports, using CLIC and 'My Account', accessing the e-learning platform, accessing Modern.gov, and annotating and bookmarking; and further support offered in terms of demonstrating the Modern.gov app, annotating and bookmarking on a one to one basis following a meeting of the Council.

All of the Members that noted they required additional training in terms of attending meetings via Zoom and Teams have now utilised both systems for meetings, and all bar one of the Members that noted they required training on responding to questionnaires via Teams Forms have used this system to complete the questionnaire on Timings of Meetings. Support has been offered to the outstanding Member when the system is next utilised. In relation to GDPR, 30 Members have attended the training provided, however all Members are welcome to attend a further session due to be scheduled as a refresher. Members have been asked to contact ICT if they require support in accessing the Office 365 software, e-mails etc from other devices and when working remotely.

ICT Equipment

During a meeting of the Democratic Services Committee held 7 March 2022 it was proposed that the Council provide councillors with the same provision as council staff as this is proven to meet modern office and home working requirements. The proposed solution allows safe and secure access to all services and documents needed by Councillors to carry out Council business remotely or in person. To include:

1. A Windows Laptop with the same specification as for council staff.
2. Software configuration to allow access to appropriate internal corporate systems.
3. Two 24" screens with internal docking capability or separate docking station. Allowing the laptop to be connected with a single cable.
4. A keyboard, mouse and headset
5. Carry cases require personal choice to meet the users' needs and preferences. Members should source their own to meet their personal needs. However, a basic laptop case will be provided on request.
6. Ceredigion email address and Office E3 365 account.
7. Use of Microsoft 365 Office applications in line with Microsoft licencing agreement. This will allow Members to install Office application on up to 5 personal devices.
8. Provision of a printing and scanning facility in each of the Members' Rooms in Penmorfa and Canolfan Rheidol.
9. Access to Wi-Fi in all council offices.
10. Secure access to email and Office files from personal mobile devices
11. Appropriate training and briefing on data protection and use of any issued devices.
12. ICT support from corporate ICT service desks and remote support via telephone and remote access during service desk hours.
13. Only agreed software to be installed as with council staff.
14. Printers will not be provided as we seek to support electronic working and environmentally friendly practices that will contribute to the Council's Carbon Management Plan. Printing of any letters can be sent to the Corporate post

room who will print and post the letters on your behalf (the same service as is provided to Council services)

15. All Members must sign and agree to the Council's acceptable use policy and Councillor Data security policy.

The report noted that this proposal will provide each Councillor with a solution that allows them to remote attend all council meetings through the new chamber remote attendance solution.

All Members are able to access their emails through the Office 365, where they use their own mobile device to connect to this secure cloud service. Devices must meet the automated security policies at the time of access.

Members are responsible for their own GDPR and policy compliance and should take additional care if sharing, downloading or storing any sensitive data.

All Members are able to opt-in to an allowance scheme towards costs such as telephone usage and they are able to use this towards a mobile data contract for their own mobile device.

During the meeting it was resolved that following the election, new Members would be issued with the same equipment that was provided to current Members in January when i-pads were de-commissioned and to refer the matter for discussion by Council during the next administration.

Funding was allocated during the 2022-23 financial year to purchase the equipment as set out above, and towards the cost of repair / replacement, and ongoing ICT service and support to Members.

During a meeting of the Democratic Services on 16 December 2022, Members asked that a survey be conducted regarding their ICT requirements.

The following requests for additional equipment were submitted:

	ITEM	REASON
1	Mobile phone	Not prepared to give my personal phone number out
2		I did not take the two computer screens from Ceredigion due to lack of spaces to keep them
3	iPad	It would be good to have an ipad again, so that we can take out and access what we need like before. The laptops don't have internet access unless you can hook up to someones
4		Although impossible it would be good to put Modern on a device of our choice – just one for everyone – but not necessarily DELL.
5	Computer screens	I don't have two screens

- | | | |
|----|----------------------------------|---|
| 6 | 2 screens | I haven't received anything other than the laptop |
| 7 | SIM card; | Second phone number for Council work. |
| 8 | SIM card for the laptop | Contact when working outside the home/office where there isn't 3G/4G/5G |
| 9 | Mobile device
ipad or similar | Having 4g connection capabilities made it much easier to use a mobile device last term when I needed connection when out in the local area/events/visiting constituents etc. I would also use it to connect to meetings when I could not be at home. Laptop is useful on occasions but have to have wifi and mobile phone screen is too small to look at/show documents or attend meetings. Whilst I know I can access Office 365 from a private mobile device I would be much happier getting one through the authority (happy to pay for it like last time, as not to effect the departments budget) so that the device had the needed security etc |
| 10 | Printer | Whilst modern.gov has reduced the need for printing etc I still find it very useful to print some pages/elements of document occasionally, especially when there are some points I want/need to reference in a very large document and finding these/moving from one point to another is difficult on screen. I also used the printer on occasion historically to share information locally, I try to do as much as possible online but there is still an element of the population who do not use social media so hard copies are sometimes much effect the budget but would feel safer getting the equipment through the authority. more practical. Again, would be happy to pay for it as not to effect the budget but would feel safer getting the equipment through the authority. Whilst I understand that I can use these buildings anywhere as often as I used to be and sometimes needed to print things quickly the printers in the offices etc due to hybrid meetings I am not in and couldn't wait until the next time I attend a meeting in purpose. |
| 11 | Mobile phone | It would be useful if it was possible to get a sim card for my existing mobile phone or an authority mobile phone in order to have a "official" council number to give out publicly. It has always been that we have used our own mobile number but unfortunately the way in which some individuals have began contacting us/speaking to us can be very unpleasant and having my own private number as my Councillor contact number is not ideal. Again would consider paying for it/share the cost, but it would be good to know what options are available. |
| 12 | ipad | Its easier to take to meetings, site visits for camera evidence etc, can do councillors work on the move if you are away from home. |

- 13 2 screens I only received a laptop – where can I get the 2 screens from please
- 14 Office 365 software I wasn't aware that we have received this software for use with up to 5 pieces of equipment
- 15 Ipad / 4G Perhaps an Ipad or access to 4G would be useful – when I'm back in work it will be easier for me to get access to meetings remotely and is less to carry than a laptop. Sometimes the WIFI in work can be intermittent which makes it difficult to join remotely
- 16 Ipad It would be beneficial when working remotely as I don't believe a laptop has the capabilities of joining the internet when used in open spaces if trying to join a Teams or Zoom meeting
- 17 I Haven't been issued with two screens but I don't need them at this stage thank you. I would appreciate some wireless headphones and mic but not essential!

Recommendations:

To note the report

- Appendices:** Appendix A – survey questions
- Background documents:** None
- Name:** Lowri Edwards
- Job Title:** Corporate Lead Officer, Democratic Services
- Date:** 20.02.2023

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Survey – Member ICT Requirements

The aim of this survey is to identify the ICT Requirement of Members in terms of technology and digital capabilities.

Please complete all sections below in order that we can identify any training needs and technology requirements.

The responses to the questions will be reported to the Democratic Services Committee for consideration as to the ICT Requirements of Members.

Information, data and media

Questions	Yes / No	Training required Yes / No
I know how to access documents on the Councils website such as the Constitution and Local Development Plan		
I know how to access the Meeting Calendar and Reports on the Council’s website		
I know how to access CLIC on the Council’s website		
I know how to access the e-learning programmes available to Members		
I know how to use Zoom and Teams to attend meetings and to complete questionnaires		
I know how to transfer the Office 365 software to up to 5 other devices		
I know how to access the Modern.gov app and select the meetings of interest		
I know how to annotate and bookmark documents on the Modern.gov app		
I understand how data should be used and stored in terms of GDPR		
I use social media, and I understand the requirement in relation to GDPR		

ICT Technology

All Councillors have been issued with a laptop and 2 screens which enables councillors to view the remote meeting, camera and papers simultaneously. In addition, Members have been issued with Office 365 Software which can be used with up to 5 separate pieces of equipment including phones, ipads and other devices, and the Modern.gov app has replaced the need to print paper copies of agendas and reports.

Please list any additional technology that you require, explaining the purpose for which you require the item and why it cannot be met from the current set-up:

Item	Purpose of the device and reason why it cannot be met from the current set-up

CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	24 March 2023
Title:	Report in relation to the Members' survey undertaken in relation to the timing of meetings of the Council and its Committees and an evaluation of Members' training.
Purpose of report:	To consider the findings of the Members' survey undertaken in relation to the timing of meetings of the Council and an evaluation of Members' training.

Introduction

Section 6 of the Local Government (Wales) Measure requires the Council to have regard to the Statutory Guidance in respect of the times and intervals at which meetings are held. The relevant meetings in the context of the guidance are meetings of the full Council and the Committees.

The Statutory Guidance

The Statutory Guidance reads as follows:

Reviewing existing arrangements

1.5 Only members of council executives are considered to be "full-time" councillors and this is reflected in the levels of payments that they are currently entitled to for their special responsibilities. By contrast, non-executive members are considered to undertake the equivalent of a part-time role, which will, in many cases, need to be fitted around whatever other commitments councillors may have.

1.6 The Expert Panel found that, although many councillors are retired, others had difficulty in marrying their work commitments with those of their council duties, or, in other cases, did so at the expense of any meaningful personal time.

1.7 For many prospective councillors in full-time employment, the extent to which their employers are supportive of their new commitment is a vital concern. Although employment legislation entitles councillors to time off for public duties, operating that in practice may be more difficult.

1.8 The timing and frequency of meetings is the most problematic issue in this respect. Other duties may be fulfilled at times which suit the individual but a meeting is at a set time and (subject to any arrangements made for remote attendance) at a set venue.

1.9 It is neither practical nor desirable for the Welsh Government to prescribe the times and frequency of meetings of the full council, committees and sub-

committees as these are matters for each local authority to consider in individual circumstances.

However, it is important that local authorities do not simply continue to hold their meetings at the same time as they always have done simply out of inertia. What may have been tradition or an arrangement which suited the previous generation of councillors will not necessarily serve the interests of the new intake.

1.10 All local authorities should review the times at which meetings are held at least once in every term, preferably shortly after the new council is elected. The rule of thumb should be that meetings will be held at times, intervals and locations which are convenient to its members and as far as is practicable have regard to equality and diversity issues. Councils should find ways of surveying their members, at least after each election, to assess their preferences and should be committed to act on the conclusions. The survey should be carried out within three months of ordinary elections. It will be for each authority to decide on the regularity of such surveys.

1.11 Although this process could result in long-serving councillors having to make changes to their pattern of working that would be worth doing if it meant that the council was better able to retain new councillors with outside responsibilities.

1.12 Issues to be taken into account in conducting a survey could include:

- Whether daytime or evening meetings are preferred.*
- Whether particular times cause difficulties for councillors with particular characteristics, such as age, gender, religion, having caring responsibilities or being in employment.*

1.13 As a result of the survey, local authorities should also consider whether there may be advantages to rotating meeting times due to an impossibility of pleasing all their members all of the time. Any such arrangements will, of course, need to be clearly publicised for the benefit of interested members of the public.

2022/23 Survey

The Democratic Services Committee agreed at its meeting in December 2022 to undertake a Members' survey in relation to the timing of meetings and to ask Members about the recent Induction programme. The full findings of the survey can be found in Appendix B.

25 Members responded to the survey (66% of all Members).

The main survey conclusions are as follows:

Timing of meetings

- Of those that responded, 96% stated that they are able to attend on Thursdays, 84% on Tuesdays, 80% on Wednesday, 68% on Fridays and 60% on Mondays;*

- 5 of the respondents listed Monday as their preferred date, with 8 listing Monday as their least preferred date; 13 listed Tuesday as their preferred date, with 2 listing Tuesday as their least preferred date; 11 listed Wednesday as their preferred date with 2 listing Wednesday as their least preferred date; 13 listed Thursday as their least preferred date with 0 listing Thursday as their least preferred date; and 4 listed Friday as their preferred date with 11 listing Friday as their least preferred date (note, several Members selected more than 1 day as a preferred date, and some left several days blank);
- 52% of the respondents stated that they would prefer Council meetings to start at 10.00am; 32% stated that they would prefer to start at 9.30am;
- 52% of the respondents stated that they would prefer Committee meetings to start at 10.00am; 32% stated that they would prefer to start at 9.30am;

Comments

Members commented that the reasons for their preferences included childcare and caring responsibilities, work and self-employment, responsibilities within their Wards, and other meetings which are generally held on Mondays and Friday. Whilst some preferred an earlier, the majority preferred a 10am start to allow for travelling time.

It is therefore proposed that:

- Meetings should continue to be mainly held on Tuesdays, Wednesdays and Thursdays;
- The main commencement times remain at 10.00am for Council and Committees.

Recommendations: The Committee to consider the findings of the 2022/23 Members’ Survey in relation to their preferences for the date and the timing of meetings;

Appendices: Appendix A – The findings of the 2022/23 Members’ Survey

Background documents: Local Government (Wales) Measure 2011

Name: Lowri Edwards

Job Title: Corporate Lead Officer, Democratic Services

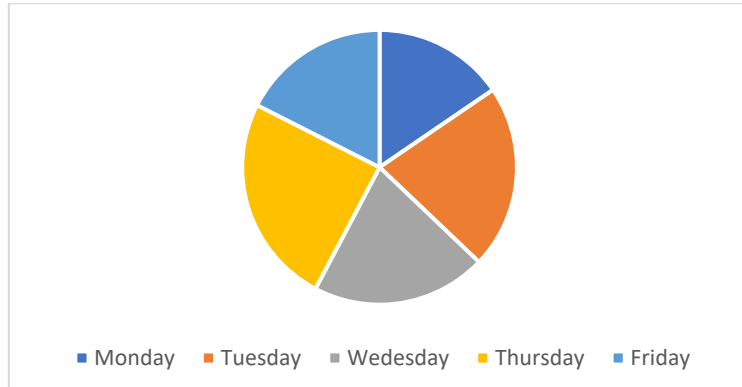
Date: 02.02.2023

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Meeting Timing Questionnaire

1. On what days are you able to attend meetings?

Monday	15
Tuesday	21
Wednesday	20
Thursday	24
Friday	17

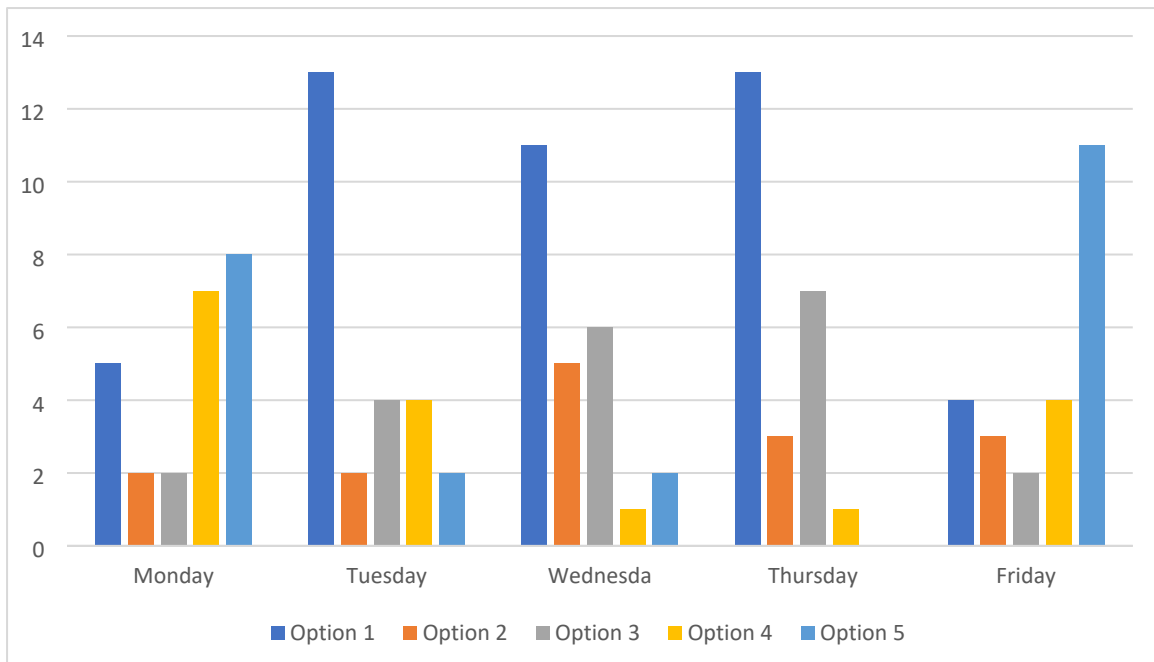


2. If you are unable to attend on one or more of the days above, please note the reasons why (e.g. work commitments, caring responsibilities, age, gender, disability, religious reasons etc)

- Care responsibility
- I try and work my self-employment around the meetings, but can't always manage it
- Mondays are crazy busy, Tuesdays are usually Health and Police meetings are usually on Fridays
- Employed position part time. Does allow flexitime which helps for other days
- Easier to schedule another activity
- Work commitments and availability of childcare provision
- Work commitments and caring responsibility for the grandchild
- As the Council's Fire Authority representative, most of their meetings are on Mondays (but not all Mondays)
- Work commitments. Possible to attend on other days but patients are booked in at least 4 weeks in advance so unable to make short notice ones
- N/a
- Job commitments - I am currently working full-time, and part-time (Monday - Wednesday) from 6 February 2023. The answer is most relevant to the situation when I will be working part-time
- Other meetings/business within the ward
- Can come on a Friday but try to keep it free
- Work in the ward
- Job commitments

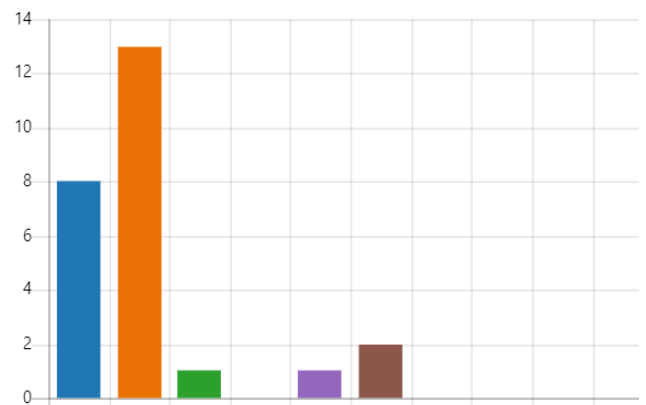
3. Note in order with 1 as the highest and 5 as the lowest which dates you prefer for attending meetings

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	5	13	11	13	4
Option 2	2	2	5	3	3
Option 3	2	4	6	7	2
Option 4	7	4	1	1	4
Option 5	8	2	2	0	11

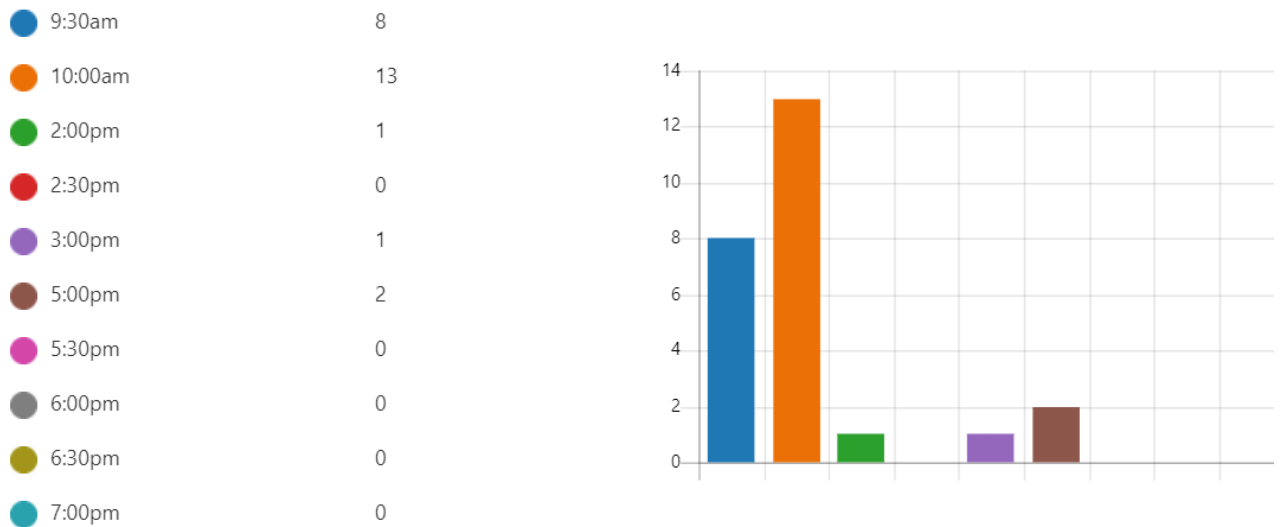


4. At what time of day would you prefer to start the Council meeting

9:30am	8
10:00am	13
2:00pm	1
2:30pm	0
3:00pm	1
5:00pm	2
5:30pm	0
6:00pm	0
6:30pm	0
7:00pm	0



5. At what time of day would you prefer to start Overview and Scrutiny, Development Management, Licensing, Governance and Audit meetings



6. Please explain why you have selected your preferred option, and if any of the specified times are not convenient for you (e.g. due to work commitments, caring responsibilities, age, gender, disability, beliefs of religion etc.)

- I have School pick up duties and it would be so much easier if we could start meetings earlier so that I don't have to miss the end of any, Thanks
- Most outside bodies start at 10am and allows more flexibility for young parent Cllrs and travelling outside rush hour on A487
- Work and ward commitments
- Work
- Early is best ("*bore bua hi*")
- Other duties/other work
- I'm available pretty much anytime for meetings (except where they clash, which does happen). It's better to avoid evening meetings because cllrs may well have commitments in their communities
- Start as early as possible so that the rest of the day is available to get back to work
- Nothing specifically other than 10.00am is ideal as there is an opportunity to "clear the desk" before travelling to be present in the Chamber
- Work commitments – having the meetings later in the day would mean I'd need to take fewer hours off work for attending. Childcare would also be easier at night as my partner would also be home from work.
- I'm retired from work and so I'm flexible when it comes to meeting times and days

- My wife has Fridays off, and I try to keep that day free. Mondays I like to contact people who have contacted me over the weekend. Therefore Tuesday/Wednesday/Thursday's work best for me for meetings. 10am is a reasonable time to get to Aberaeron from North Ceredigion avoiding Aberystwyth traffic.
- Other work and responsibilities taking children to school means that starting at 10 means that I can do these before starting meetings. Meetings in the afternoon are also fine with me. I would not be supportive of having meetings at night as other responsibilities of being a councillor (governmental meetings, hall committees, community councils and other organisations) means that there are no free evenings available to attend more Council meetings/scrutiny meetings etc.
- I need to be in work in afternoons
- The answers are because of employment commitments, which have grown in the last year. It is much easier to attend Council meetings if meetings are after working hours.
- If its only one meeting a day to get it done in good time for lunch as we do not have a canteen in Aberaeron
- It is easier to carry out other work after the meetings and to meet residents in the ward.
- The times selected times fit in with other work commitments
- 10.00 is a suitable time for a meeting
- Ten o'clock is convenient.
- My availability to attend meetings varies each week (both times and dates) due to the demands of my business
- To not start in the morning and have afternoon meetings wastes a morning. One can't organise any other commitments in the morning because of the time window before an afternoon meeting
- In order to have enough time to travel to Aberaeron

CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	24 March 2023
Title:	Report in relation to Member appraisal survey
Purpose of report:	To consider the findings of the Members' survey undertaken in relation to Member's appraisal

Introduction

Section 7 of the Local Government (Wales) Measure 2011, re-enforced by the Local Government and Elections (Wales) Act 2021 requires that:

- 1. A local authority must secure the provision of reasonable training and development opportunities for its members*
- 2. A local authority must make available to each member of the authority an annual review of the member's training and development needs*
- 3. The review must include an opportunity for an interview with a person who, in the opinion of the authority, suitably qualified to provide advice about the trained and development needs of a member of the local authority.*

During the meeting of the Democratic Services Committee held 16 December 2022, it was resolved to issue a survey to all Councillors regarding the annual review of Members' Training and Development Needs.

A survey was sent to all Councillors on Monday 1 February 2023 to be completed by 28 February 2023.

Each of the categories required Members to score the proficiency as follows

- 1 – no knowledge or experience
- 2 – requires further training and support
- 3 – working towards fully proficient
- 4 – fully proficient

Eight Members have submitted their responses, of whom three scored their proficiency as 3 or 4 against all categories. None scored their proficiency as 1, however of the 5 Members that scored 2 against a proficiency, the following areas were identified for further development and training:

a) A2: Understanding the role of the Local Authority

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Introduction to the Council 10.05.2022
- Overview and Scrutiny Training 08.06.2022

E-learning modules available to Members:

- Effective Scrutiny
- Introduction to Corporate Governance
- Local Government Finance

- Social Services and Wellbeing Act
- Wellbeing of Future Generations Act – Elected Members

b) A9: Work-life balance

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Health and Safety and Lone Working for Elected Members 16.06.2022
- Welfare Training 02.10.2022

E-learning modules available to Members:

- Community Leadership and Casework
- Display Screen Equipment
- Health and Safety

c) A10: Self-care

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Health and Safety and Lone Working for Elected Members 16.06.2022
- Welfare Training 02.10.2022

E-learning modules available to Members:

- Community Leadership and Casework
- Display Screen Equipment
- Health and Safety

d) A13: Social Media Skills

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Social Media Training 10.11.2022

E-learning modules available to Members:

- Public Speaking and Working with the Media
- Social Media Awareness

e) A19: Support for Members

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Introduction to the Council 10.05.2022
- Health and Safety and Lone Working for Elected Members 16.06.2022
- Welfare Training 02.10.2022
- Drop in session for use of Clic, Modern.Gov app, Ceri system etc.

E-learning modules available to Members:

- Community Leadership and Casework
- Display Screen Equipment
- Health and Safety
- Information Security
- Public Speaking and Working with the Media
- Social Media Awareness
- Whistleblowing

f) A22: Corporate Parenting

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Corporate Parenting 27.01.2023
- E-learning modules available to Members:
- Corporate Parenting

g) B2: Policy Development and review

This item was scored as requiring further training and support by 2 of the respondents.

Training provided:

- Introduction to the Council 10.05.2022
- Role of Overview and Scrutiny committee 08.06.2022
- Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board 09.06.2022

E-learning modules available to Members:

- Effective Scrutiny
- Introduction to Corporate Governance

h) B3: Holding the Executive to account

This item was scored as requiring further training and support by 2 of the respondents.

Training provided:

- Introduction to the Council 10.05.2022
- Role of Overview and Scrutiny committee 08.06.2022
- Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board 09.06.2022

E-learning modules available to Members:

- Effective Scrutiny
- Introduction to Corporate Governance

i) B4: Monitoring Performance

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Introduction to the Council 10.05.2022
- Role of Overview and Scrutiny committee 08.06.2022
- Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board 09.06.2022

E-learning modules available to Members:

- Effective Scrutiny
- Introduction to Corporate Governance

j) B12: Planning

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Development Management Committee Training (open to all Councillors) 27.05.2022 and 22.11.2022
- Development Management Workshop 13.07.2022

E-learning modules available to Members:

- Introduction to Planning
- Planning for Planning Committees

k) B16: Standards

This item was scored as requiring further training and support by 1 of the respondents.

Training provided:

- Role and Responsibilities of the Ethics and Standards Committee 24.05.2022
- Ethics and Standards Protocols 23.09.2022

E-learning modules available to Members:

- Ethics and Standards

If Members require further assistance, 1:1 meetings can be offered.

Recommendations:

- a) In accordance with Section 7 of the Local Government (Wales) Measure 2011, re-enforced by the Local Government and Elections (Wales) Act 2021, a review will be offered to all Members on receipt of their response to discuss their individual training needs.
- b) To provide supplementary training where required.

Appendices:	Appendix A – survey questions
Background documents:	None
Name:	Lowri Edwards
Job Title:	Corporate Lead Officer, Democratic Services
Date:	20.02.2023

LEARNING AND DEVELOPMENT PLAN TEMPLATE

Name of Councillor.....

	Core competency	Self-Assessment of Competency Level (1-4)	Brief Description of Support or Training Required (by reference to core competencies in App A)	Training Provided	Attended yes/no	Date
A1	Understanding the role of the Councillor			Introduction to the Council		10.05.22
A2	Understanding the role of the Local Authority			Introduction to the Council		10.05.22
				Workshop – Hywel Dda Health Board		23.06.22
				Workshop – Welsh in Education Strategy		15.07.22
				School Transport Policy		22.09.22
				Workshop - Housing Register Policy		28.09.22
				Workshop - Fire and Rescue Service		20.10.22
A3	Conduct			Code of Conduct		09.05.22 19.05.22 24.06.22 10.10.22
A4	Corporate Governance			Introduction to the Council		10.05.22
				e-learn – Introduction to Corporate Governance		
A5	Equality and Diversity			Welsh Language Standards		10.06.22
				Equalities Training		12&13.01.23
				e-learn – Equality and Diversity – Elected Members		

A7	Balancing Council and community expectations and responsibilities			e-learn – Community Leadership and Casework		
A8	Audit inspection and regulation			Governance and Audit Committee Training		31.05.22 11.10.22
A9	Work life balance			Workshop – Welfare		02.11.22
A10	Self-Care			Workshop - Welfare		02.11.22
A11	Information and data handling and management			Information and Data Protection		10.05.22 11.10.22
				e-learn – Data Protection		
				e-learn – Information Security		
A12	ICT skills			Workshop - CLIC		22.09.22
A13	Social Media Skills			Social Media Training		10.11.22
				e-learn – Social Media Awareness		
A14	Meeting preparation and participation			Information and Data Protection		10.05.22 11.10.22
A15	Working with the media			e-learn - Public Speaking and Working with the Media		
A17	Working with Officers			Introduction to the Council		10.05.22
A18	Personal Safety			Health and Safety and Lone Working for Elected Members		16.06.22
				e-learn – Health and Safety		
A19	Support for members			Introduction to e-learning		14.06.22
A20	Financial capability			General Finance Budget Training		26.10.22

				Treasury Management Training		08.11.22
				e-learn – Local Government Finance		
A22	Corporate Parenting			Introduction to the Council		10.05.22
				e-learn – Corporate Parenting		
A23	Sustainability			Wellbeing of Future Generations		23.06.22
A24	Safeguarding			Safeguarding Level 1.		06.07.22
				PREVENT		05.10.22
				VAWDASV		24&25.10.22
				e-learn – Safeguarding Children and Adults Level 1		
B1	The role of Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22
				Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board.		09.06.22
B2	Policy development and review			Introduction to the Council		10.05.22
B3	Holding the Executive to account			Introduction to the Council		10.05.22
B4	Monitoring performance			Role of Overview and Scrutiny Committees.		08.05.22
B5	Individual Scrutiny Skills			Workshop – Self Assessment for Members of Overview and Scrutiny		10.08.22
				e-learn – Effective Scrutiny		

B6	Engaging the public in Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22
B7	Collaborative Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22

Relevant to Committee Chairs and Vice-Chairs

B8	Committee leadership			Chairing Overview and Scrutiny Committees.		09.06.22
B9	Work programme development and management			Charity Trustee Committee Training.		10.08.22
B10	Meeting preparation and management			Workshop - Overview by Heads of Services reporting to the Healthier Communities Overview and Scrutiny Committee		07.09.22
B11	Committee Support			e-learn – Chairing Meetings Effectively		

Relevant to Members of a Statutory or Regulatory Committee

B12	Planning			Development Management Committee Training		27.05.22
				Workshop - Development Management		13.07.22

				e-learn – Introduction to Licensing		
				e-learn – Planning for Planning Committees		
B13	Governance and Audit			Governance and Audit Committee Training		31.05.22 11.10.22
				e-learn Governance, Audit and Risk Management		
B14	Licensing			Licensing Committee Training		04.07.22
				e-learn – Introduction to Licensing		
B15	Democratic Services			Introduction to Committee's Terms of Reference		17.06.22 Committee
B16	Standards			Role and Responsibilities of the Ethics and Standards Committee.		24.05.22
				Ethics and Standards Protocols.		30.09.22
				e-learn – Ethics and Standards		

Relevant to Executive Members						
B17	Collective responsibilities			Role and Responsibilities of Cabinet Members including effective decision making. Media Training.		23.05.22
B18	Portfolio lead					
B19	Working with Scrutiny					09.12.22
B20	Delegated responsibilities					

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Relevant to Council Leadership						
B21	Promoting and managing the reputation of the council (relevant to Council Leadership)			Role and Responsibilities of Political Group Leaders		06.06.22
B22	Leading the vision for the area					
B23	Leading the Council					
B24	Relationships with the Chief Executive and Senior Management Team					

Relevant to Civic Leadership						
B25	Chairing Full Council (relevant to Civic Leadership)					
B26	Representing the Council at Civic Functions					

A separate form should be completed by each Councillor

An assessment should be made by each Councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient, as follows:

- 1 – no knowledge or experience**
- 2 –requires further training and support**
- 3 – working towards fully proficient**
- 4 – fully proficient**

The purpose of this assessment is to identify areas where further training and support may be required. It is not an assessment of the individual.

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CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	24th March 2023
Title:	Members' Schedule of Remuneration 2023/24
Purpose of report:	To consider the Independent Remuneration Panel for Wales' Annual Report 2023 and the draft Members' Schedule of Remuneration 2023/24.

Background

The Council is required to produce its Members' Schedule of Remuneration on an annual basis in order to exercise of the powers conferred by the Local Government (Wales) Measure 2011 (the Measure) and as amended by Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013; Independent Remuneration Panel for Wales (IRPW) Regulations. In addition, the Schedule must meet the requirements of the Independent Remuneration Panel's Annual Report.

Independent Remuneration Panel for Wales (IRPW) Annual Report 2023 to 2024

The IRPW published its 2023 Annual Report in February (see Appendix B). The format of the report this year is different to previous years, where it refers only to any determinations made by the IRPW in 2023; the 2022 determinations should be applied for 2023.

The determinations relevant to County Councils relate only to the basic level of salary for elected members from £16,800 to £17,600; and the increase to senior salaries.

When the IRPW's Annual Report is issued, principal councils must comply with the statutory requirements and apply all the relevant determinations. There are currently no options relating to levels of remuneration by principal councils that require a decision by Council. Levels of payments to which Members are entitled cannot be varied by a vote of a principal council.

Only an individual Member may communicate in writing to the Proper Officer (Corporate Lead Officer: Democratic Services) if, as an individual, they wish to decline all or part of the payment to which they are entitled.

Members Schedule of Remuneration 2023/24

The IRPW Annual Report 2023 and the Members' Schedule of Remuneration 2023/24 will be presented to Council on 20th April 2023. There are no proposed changes to the Members' Schedule of Remuneration other than reflecting the changes to salaries.

The Council will also be asked to consider approve continuing the following practices:

- Not making payments for travelling expenses whilst undertaking constituency duties;
- To approve the travelling subsistence, overnight accommodation and car parking allowances at the same rate as 2022/23;

- To continue to offer the £10 monthly opt-in allowance to cover telephone, broadband and postage costs and for this payment to be reflected in the Statement of Payments made to Members;
- Co-opted Members be capped to a maximum equivalent of 10 full days for each committee to which an individual has been co-opted;
- To continue to publish the total amount reimbursed by the authority during the year but not attributed to any named Member in respect of the reimbursement of care.

Recommendations: **To consider the IRPW Annual Report 2023 and the draft Members' Schedule of Remuneration 2023/24 prior to presenting to Council on 20th April 2023.**

Appendices: Appendix A – Draft Members' Schedule of Remuneration 2023/24;

Appendix B – IRPW Annual Report 2023.

Background documents: Report to Council, 2nd March 2023 – Budget for 2023/24;
 IRPW Annual Report 2022;
 Members' Schedule of Remuneration 2022/23;
 Council Report, 8th June 2022;
 Council Report, 20th May 2022;
 Local Government and Elections Act 2021;
 Report to Council 23rd September 2021 – Diversity in Democracy Declaration;
 Candidates' Guide for prospective candidates in the Local Elections 2022;
 Carbon Management Plan;
 Medium Term Financial Strategy 2022/23 onwards;
 Members' Allowances previous years.

Name: Lowri Edwards
Job Title: Corporate Lead Officer: Democratic Services

Date: 01.03.2023



MEMBERS' SCHEDULE OF REMUNERATION

2023/24 MUNICIPAL YEAR
(from 19 May 2023; as approved by Council XXX 2023)

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

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 Members of the Cabinet are permitted to 'job share'. Each 'sharer' will be paid an appropriate proportion of the salary as outlined in Schedule 1. However, the statutory

maximum for Cabinets cannot be exceeded so each job sharer will count toward the maximum.

- 2.8 A Member of the Authority in receipt of a Band 1 or Band 2 Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.9 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Proper Officer¹ of the authority, personally elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
 - (b) ceases to be a Member of the Authority or Co-opted Member; or
 - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the allowance as relates to any such period be repaid.

¹ Corporate Lead Officer: Democratic Services

6. Payments

- 6.1 Payments of all allowances will be made by *direct bank credit* in instalments of one-twelfth of the Member's annual entitlement on the last working day of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Contribution towards Costs of Care and Personal Assistance

- 7.1 Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this; each authority must ensure that any payments made are appropriately linked to official business or approved duty.
- 7.2 Contributions must be for the **additional costs** incurred by Members to enable them to carry out their approved duties.
- 7.3 Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the Member as part of their family and who cannot be left unsupervised.
- 7.4 Reimbursement for a Member's own care or support needs may be claimed where the support and / or cost of any additional needs are not available or not met directly by the authority (e.g. Access to Work, Personal Payments, insurance).
- 7.5 Contributions can be claimed for formal or informal care as follows:
- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced;
 - Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

Care costs cannot be paid to someone who is part of a member's household.

- 7.6 All claims for contribution towards the costs of care or personal assistance should be made in writing to the Corporate Lead Officer: Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.

- 8.2 Family Absence covers maternity, newborn, adoption and parental absences from official business.
- 8.3 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.4 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.5 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.6 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.
- 8.7 If the Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the decision of the details including the particular post and duration of the substitution. The Schedule of Member Remuneration must also be amended to reflect the implications of the family absence.

9. Sickness absence for Senior Salary Holders

- 9.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 9.2 The Panel has considered concerns raised regarding the arrangements as compared to family absence and therefore has amended the Framework to provide specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution.
 - f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated

length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.

- g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

9.3 This arrangement does not apply to co-opted members.

9.4 The Family Absence Regulations apply to elected members in cases of maternity, newborn, adoption and parental absences from official business (see above).

10. Counselling Service

10.1 Members may access the Council's Counselling Service. The service is confidential and there are no records of who has contacted the Service.

11. Co-optees' payments

11.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.

11.2 Co-optees' payments will be capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted.

11.3 The Corporate Lead Officer: Democratic Services is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.

11.4 The Corporate Lead Officer: Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

11.5 A half day meeting is defined as up to 4 hours.

11.6 A full day meeting is defined as over 4 hours.

11.7 Payments can cover periods of attendance at appropriate meetings, authorised training events, conferences and pre-meetings with officers.

11.8 Time spent on preparation and travelling to/from meetings is eligible when assessing the level of fee payable. Preparation and travelling time can therefore be counted when determining whether the 4 hour period has been exceeded or not.

11.9 The daily and half day fee for the Chairpersons of the Standards Committee and Governance and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

11.10 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

12. Travel and Subsistence Allowances

12.1 General Principles

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

12.3 If a Councillor intends to claim travelling and expenses costs, in person attendance at conferences, seminars, external meetings and training events outside of the County, should liaise with the Corporate Lead Officer, Democratic Services in order to ensure that there is provision in the budget and that there is a need to attend in person.

12.4 Where possible Members should share transport.

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

12.6 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.

12.7 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

13. Travel by Private Vehicle

13.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs (HMRC) for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

13.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.

13.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

14. Travel by Public Transport

14.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

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

14.2 Taxi Fares

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

14.3 Other Travel Expenses

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

15. Overnight Accommodation

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

15.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced.

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

16. Subsistence Allowance

16.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

16.2 No provision is made for subsistence claims within the County.

17. Claims and Payments

- 17.1 A claim for travel and subsistence allowances must be made within one month of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.
- 17.2 Claims are submitted via the Ceri Self-Service system.
- 17.3 Allowances will be paid by the Corporate Lead Officer: Democratic Services by *direct bank credit*.
- 17.4 Allowances will not be paid for claims made more than 3 months (92 days) from the date of the entitlement to the allowance arises.

18. Members' Support Allowance

- 18.1 An opt-in allowance of £10.00 per month will be available to Members to cover the cost of telephone, broadband and postage costs.
- 18.2 A Member may, by notice in writing delivered to the Proper Officer² of the authority, opt-in to the Members' Support Allowance, from the date set out in the notice.

19. Pensions

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

20. Supporting the work of Members

- 20.1 Members will be provided with a Council e-mail address and ICT equipment in order to carry out their duties in person or remotely.
- 20.2 The Democratic Services Committee will periodically review the level of support provided to Members to carry out their duties.

21. Compliance

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

² Corporate Lead Officer: Democratic Services

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

SCHEDULE 1

SCHEDULE OF REMUNERATION 2023/2024

MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
<p>The following named elected members of the authority</p> <ol style="list-style-type: none"> 1. Councillor 2. Councillor 3. Councillor 4. Councillor 5. Councillor 6. Councillor 7. Councillor 8. Councillor 9. Councillor 10. Councillor 11. Councillor 12. Councillor 13. Councillor 14. Councillor 15. Councillor 16. Councillor 17. Councillor 18. Councillor 19. Councillor 	<p>£17,600</p>

	SENIOR SALARIES (includes basic salary)	ENTITLEMENTS	ANNUAL AMOUNT OF SENIOR SALARY	BAND
	ROLE	MEMBER		
1.	Leader	Councillor	£56,100	1
2.	Deputy Leader	Councillor	£39,270	1
3.	Cabinet Member	Councillor	£33,660	2
4.	Cabinet Member	Councillor	£33,660	2
5.	Cabinet Member	Councillor	£33,660	2
6.	Cabinet Member	Councillor	£33,660	2
7.	Cabinet Member	Councillor	£33,660	2
8.	Cabinet Member	Councillor	£33,660	2

	SENIOR SALARIES (includes basic salary)	ENTITLEMENTS	ANNUAL AMOUNT OF SENIOR SALARY	BAND
	ROLE	MEMBER		
9.	Chairperson of the Corporate Resources Overview and Scrutiny Committee	Councillor	£26,400	3
10.	Chairperson of the Healthier Communities Overview and Scrutiny Committee	Councillor	£26,400	3
11.	Chairperson of the Learning Communities Overview and Scrutiny Committee	Councillor	£26,400	3
12.	Chairperson of the Thriving Communities Overview and Scrutiny Committee	Councillor	£26,400	3
13.	Chairperson of the Overview and Scrutiny Co-ordinating Committee	Councillor	£26,400	3
14.	Chairperson of the Development Control Committee	Councillor	£26,400	3
15.	Chairperson of the Licensing Committee	Councillor	£26,400	3
16.	Chairperson of the Democratic Services Committee	Councillor	£26,400	3
17.	Leader of the Largest Opposition Group	Councillor	£26,400	4

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

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY	BAND
ROLE	MEMBER		
Civic Head (Chairman of the Council)	Councillor	£26,400	3
Deputy Civic Head (Vice Chairman of the Council)	Councillor	£21,340	5

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chairperson of Ethics and Standards Committee		£268 (4 hours and over) £134 (up to 4 hours)
Chairperson of Governance and Audit Committee		£268 (4 hours and over) £134 (up to 4 hours)
Ordinary Members of - Ethics and Standards Committee, - Learning Communities Overview and Scrutiny Committee - Governance and Audit Committee		£210 (4 hours and over) £105 (up to 4 hours)
Community and Town Councillors sitting on Standards Committee		£210 (4 hours and over) £105 (up to 4 hours)

MEMBERS ELIGIBLE TO RECEIVE CONTRIBUTIONS TOWARDS THE COSTS OF CARE OR PERSONAL ASSISTANCE

All Members

All claims must be supported by receipts from the carer.

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced;
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs were incurred

Care costs cannot be paid to someone who is part of a Members' household.

DRAFT

SCHEDULE 2

Members, including co-opted members are entitled to claim reimbursement of travelling costs, for activities that are designated official business or an approved duty by Ceredigion County Council. In accordance with the Local Government and Elections (Wales) 2021 Act, members are able to attend all official Council meetings remotely or in person.

Unless specifically requested to attend in person, members are expected to attend remotely, contributing to the economic as well as environmental benefits to the Council.

Members, including co-opted members are also eligible to claim towards necessary costs for the care of dependent children and adults and for personal assistance needs, in accordance with the specifications of the Independent Remuneration Panel for Wales, as adopted by Ceredigion County Council. This must be for the **additional costs** incurred by members to enable them to carry out official business or approved duties, on production of receipts from the care provider.

Approved duties:

Councillors should liaise with the Corporate Lead Officer: Democratic Services if they intend to claim travelling and expenses costs, for in person attendance at conferences, seminars, out of county meetings and training events to ensure that there is provision in the budget and that there is a need to attend in person.

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- any other duty approved by the Authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the Authority or any of its committees.
- attendance at conferences, seminars and other meetings to which Members have been authorised to attend.
- attendance at meetings of consultative fora, partnerships, and panels or working groups.

- attendance at meetings of outside bodies to which Members have been authorised to attend, or when it cannot be held remotely.
- attendance at bona fide meetings with officers of the Council and other bodies in pursuance of carrying out their functions as members.
- attendance by non-Executive Members at meetings of Cabinet by invitation, or as observers, where they cannot attend remotely.

N.B. Members cannot claim for travelling expenses, subsistence or car parking whilst undertaking constituency duties.

DRAFT

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45p per mile 25p per mile
Private Motor Cycles Pedal Cycles	24p per mile 20p per mile
Passenger supplement i.e. per passenger carried on authority business	5p per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts (including breakfast where not provided in the overnight charge).

The maximum subsistence allowances are as follows:

Maximum Subsistence Allowances	
All claims must be supported by receipts and only apply for Council duties outside the County	
Breakfast: for an absence of more than 4 hours prior to 11.00am and when not provided as part of overnight accommodation	£6.30
Lunch: for an absence of more than 4 hours including the period 12.00 noon to 2.00pm	£8.65
Tea: for an absence of more than 4 hours including the period 3.00pm to 6.00pm	£3.45
Evening Meal: for an absence of more than 4 hours, ending after 7.00pm	£11.55
SUBJECT to a daily maximum of:	£28.00
N.B. <ul style="list-style-type: none">• The £28 per day is the maximum that can be claimed based on an overnight stay (therefore the maximum if there isn't an overnight stay would be less than £28);• If the Councillor has stayed overnight and the accommodation includes breakfast, then the £28 limit should exclude the cost for a breakfast.	

Re-imbusement of alcoholic drinks is not permitted.

There is no entitlement to claim subsistence allowances when on Council duties within the County of Ceredigion.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere (accommodation only). A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

Opt-in allowance for Members' support

Members are entitled to opt-in to an allowance of £10 per month to cover telephone, broadband and postage costs.

Car Parking for Members

Members are entitled to claim for car parking, subject to providing a receipt. Car parking costs will not be paid for claims made more than 3 months (92 days) from the date of the entitlement to the reimbursement of cost arises.

All claims must be submitted within 3 months (92 days) from the date of the entitlement to the reimbursement of cost arises, with supporting receipts.

SCHEDULE 4

Compliance

- The authority will arrange for the publication on the Council's website the total sum paid by it to each Member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the Council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the Council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of Member/co-opted members' attendance at meetings of Council, Cabinet and Committees and other approved duties for which a Member/co-opted member submits a claim for reimbursement.
- The authority will arrange for the publication on the Council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.
- The maximum limit of Senior Salaries set for the Council (i.e. 17) has not been exceeded.

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Llywodraeth Cymru
Welsh Government

REPORT

Independent Remuneration Panel for Wales: annual report 2023 to 2024

Sets the range and level of payments for the financial year
2023 to 2024.

First published: 27 February 2023

Last updated: 27 February 2023

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Introduction

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.

This is my first Report as Chair of the Panel, having been appointed in June 2022. I would like to take this opportunity to thank John Bader, the outgoing Chair, for his service over many years and who led the Panel through 2 significant pieces of work last year, the **Independent 10 Year Review of the Panel** and restoring the link between elected members salaries and average earnings in Wales. I also thank Joe Stockley for his service and I am pleased to announce the appointment of Bev Smith in June this year. Saz Willey, Vice Chair, and Ruth Glazzard continued to lead the work of the Panel during this period of change and I thank them for the support they have given both Bev and I, as new members. Ruth Glazzard stood down from the Panel at the end of 2022, when she took up a new public appointment. The Public Bodies Unit is currently recruiting for a new Panel member.

This year the Panel has continued to focus on and take forward the recommendations from the **10 Year Review**. There are 4 key strands to this work, review the way we work, set out a 3 year strategy for the Panel, improve how we communicate and engage with stakeholders and build a robust evidence base to inform decisions.

We have embarked on the recommended Effectiveness Review of the way we work and have started developing our longer-term strategy with Panel development days in August and February. We have agreed that our mission is to deliver a fair and accountable reward framework for Wales, to support communities to have their voices heard within our local democratic bodies. We

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will use our expertise and professionalism to build trusting, sustainable partnerships to inform our work and deliver the changes Wales needs.

We aim to improve the way we communicate and engage both with our immediate stakeholders and the general public. As a first step we now publish a summary of our monthly meetings on our [website](#), but recognise there is much more to do. We aim to improve the accessibility and ease of use of our website and develop it into a more useful resource tool for people. We intend it to be an easy-to-use store of information on our Determinations, and, building on our current [frequently asked questions](#) page, develop our guidance on how all decisions should be applied.

Whilst we are an independent body, we will continue to work collaboratively with key stakeholders engaged in promoting participation in local democracy. The Welsh Government published research exploring the barriers to standing for elected office and the changing role of the councillor and held a series of events across Wales to highlight and discuss the findings.

We took an active part in these events, hosting seminars on remuneration and the changing role of local councillors. We welcomed the opportunity to share knowledge, experience, and best practice across a range of subjects and particularly the focus on developing a shared understanding of how we can take collective action to increase diversity in local democracy.

The Panel has decided that this year will be a year of consolidation. Major changes were put in place last year, and a significant uplift in salary levels was agreed. We wish to allow time for last year's Determinations to bed in and to allow the Panel to continue its development of a research and evidence base to inform future decisions and move to a longer term planning cycle. This report reflects that decision.

During the past few years, we have been considering the structure of our reports and how we can make them more accessible to all. We have concluded that

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much of the information published replicates previous years, often without significant change. For this report we decided to focus on the changes made as a result of the proposals. We have therefore decided that the majority of the content set out in previous reports will be removed from the report and placed on the Panel's website. We will make arrangements for those who are unable to access the website.

This change has significantly reduced the size of the report and made it more manageable to navigate. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

We included an online survey in this year's draft annual report for the first time and would like to thank everyone who took the time to complete this, or send in written responses to our consultation questions and comments on the draft report.

Panel Membership

- Frances Duffy, Chair
- Saz Willey, Vice Chair
- Bev Smith

Detailed information about the members can be found on the [Panel website](#).

Role and responsibilities of the Panel

Role of the Panel

The Panel is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.

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- Principal councils, county and county borough councils
- Community and town councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- 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

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes. There is no requirement set by the Panel for principal councils to vote on the Determinations. The Panel also sets out guidance on how its Determinations should be applied, and all councils must have due regard to this Guidance. The current guidance is set out in the [2022 to 2023 Annual Report](#), Annex 2 "The Regulations". This guidance is still applicable.

The Panel is also consultee for proposed changes to the pay of principal council Chief Executives.

Principles

The work of the Panel is underpinned by a set of principles which guides its approach, methodology and decision making. They are:

- upholding trust and confidence: citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the

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values and ethics implicit in such public service

- simplicity: the Framework is clear and understandable
- remuneration: the Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in the post
- diversity: democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve
- accountability: taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest
- fairness: the Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable
- quality: the Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement
- transparency: transparency of members' remuneration is in the public interest

Summary of deliberations and determinations

Methodology

Each year the Panel engages with members of the bodies for which it sets remuneration levels, officers within those organisations and clerks. The Panel also engages with relevant membership bodies including Welsh Local Government Association, One Voice Wales and the Society for Local Council Clerks. It does this through a range of meetings which, at the moment, remain mostly online. The Panel has continued with these discussions. They provide an

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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. They have also provided an opportunity for discussion about emerging situations which the Panel has considered in its decision making.

The draft report was published widely and members of the public encouraged to and have provided valuable feedback and we welcome this. This year, the Panel had the opportunity to engage with a wider group of stakeholders at the 3 Welsh Government “Diversity in Democracy” events and workshops.

The Panel also considers feedback from the publishing of the Annual Report in the previous year. The changes made in last year’s Report, in particular the uplift in the basic salary, seem to have been well received by stakeholders. The issues raised with the Panel have all been centred around the detail of the Determinations, asking for guidance on how they should be applied or asking for points of clarification where the text of the Report was unclear.

The Panel has therefore agreed to review the format and structure of the main Report and make better use of the Panel website to provide information and guidance.

The Panel has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.

In making its determinations the Panel considered a range of benchmarks, including past, current and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy and climate crises.

Consultation on the draft Annual Report

The Panel produced and issued a draft report on 6 October 2022 for an 8 week consultation, which closed on 1 December 2022.

In addition, as part of the consultation process, stakeholders were invited to answer 5 questions using an online survey or by return email. A total of 89 responses were received online, whilst 44 were submitted by email to the IRP Mailbox. The Panel would like to thank everyone who contributed to the consultation. A summary of the responses is included in section 4.

Overall, the responses supported the Panel's determinations and so no changes have been made in the final Determinations. In some areas the wording of the Determinations has been strengthened to clarify areas of uncertainty raised through the consultation, primarily a restatement of the ability for members, on an individual basis, to opt out of part or all of their remuneration.

In addition, the consultation responses, highlighted a few areas that the Panel will consider in their forward work programme for this year. The forward work programme will be published on the Panel's website at the end of March.

Following consideration of the views received in response to its consultation the Panel now makes its final determinations.

Panel's Determinations for 2023 to 2024

Basic salary for elected members of principal councils: Determination 1

The basic salary, paid to all elected members, is remuneration for the

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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 3 days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the [2020 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections. The rationale for this significant step can be found in last year's annual report and a detailed explanatory paper setting out the historical context and analysis is available on the Panel's [website](#).

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with 3 fifths of the all Wales [2021 ASHE](#), the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.

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. At the 2022 local elections boundary reviews changed the number of members for some councils. The Panel adjusted the senior salary cap for these councils in its 2022 to 2023 Annual Report. As there are no further changes for 2023 to 2024, the maximum number of senior salaries payable within each council remains as set out in the 2022 to 2023 [Report](#).

All senior salaries include the basic salary payment. The different levels of

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additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The **ASHE 2021** increase applies to the role element of Band 1 and Band 2 salaries, leader, deputy leader and executive members.

To complete the last year's realignment of the framework, Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply.

The salary of a leader of the largest (Group A) council will therefore be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

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

Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

Description

	Remuneration
Basic salary (payable to all elected members)	£17,600
Band 1: leader	£56,100
Band 1: deputy leader	£39,270
Band 2: executive members	£33,660
Band 3: committee chairs, civic head and presiding officer (if remunerated)	£26,400
Band 4: leader of the largest opposition group	£26,400
Band 5: leader of other political groups and deputy civic head	£21,340
Band 5: deputy presiding member (no role payment)	£17,600

Group B

- Bridgend
- Caerphilly
- Carmarthenshire
- Conwy
- Flintshire
- Gwynedd
- Newport

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- Neath Port Talbot
- Pembrokeshire
- Powys
- Vale of Glamorgan
- Wrexham

Description

	Remuneration
Basic salary (payable to all elected members)	£17,600
Band 1: leader	£59,400
Band 1: deputy leader	£41,580
Band 2: executive members	£35,640
Band 3: committee chairs, civic head and presiding officer (if remunerated)	£26,400
Band 4: leader of the largest opposition group	£26,400
Band 5: leader of other political groups and deputy civic head	£21,340
Band 5: deputy presiding member (no role payment)	£17,600

Group C

- Blaenau Gwent

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

Description

	Remuneration
Basic salary (payable to all elected members)	£17,600
Band 1: leader	£56,100
Band 1: deputy leader	£39,270
Band 2: executive members	£33,660
Band 3: committee chairs, civic head and presiding officer (if remunerated)	£26,400
Band 4: leader of the largest opposition group	£26,400
Band 5: leader of other political groups and deputy civic head	£21,340
Band 5: deputy presiding member (no role payment)	£17,600

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

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- travel and subsistence
- care and personal assistance
- sickness absence
- Corporate Joint Committees
- assistants to the Executive
- additional salaries and job sharing arrangements
- co-opted members

Salaries for Joint Overview and Scrutiny Committees: Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

There are no other changes.

Contribution to costs and expenses of members of Community and Town Councils: Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. However, an individual may decline to receive part, or all, of the

payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so. Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.

Reimbursement 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.

Reimbursement 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.

Guidance on taxation

It is not within the remit or authority of the Panel to provide specific advice on

matters of taxation. Advice can be provided by One Voice Wales and guidance is available on the HMRC website.

The £156 should fall under the statutory provisions of section 316A ITEPA **Income Tax (Earnings and Pensions) Act 2003** and the current amount that can be paid without attracting a tax liability is £6 per week **Expenses and benefits homeworking: Homeworking expenses and benefits that are exempt from tax.**

The level of payments is set out in Table 2.

Table 2: Payments to Community and Town Councils

Type of Payment	Group	Requirement
Extra costs payment	1 (Electorate over 14,000)	Mandatory for all members
Senior role	1 (Electorate over 14,000)	Mandatory £500 for 1 member; optional for up to 7
Mayor or chair	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance allowance	1 (Electorate over 14,000)	Optional
Financial loss	1 (Electorate over	Optional

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Type of Payment	Group	Requirement
	14,000)	
Travel and subsistence	1 (Electorate over 14,000)	Optional
Costs of care or personal assistance	1 (Electorate over 14,000)	Mandatory
Extra costs payment	2 (Electorate over 10,000 to 13,999)	Mandatory for all members
Senior role	2 (Electorate over 10,000 to 13,999)	Mandatory for 1 member; optional up to 5
Mayor or chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £500
Attendance allowance	2 (Electorate over 10,000 to 13,999)	Optional
Financial loss	2 (Electorate over 10,000 to 13,999)	Optional
Travel and subsistence	2 (Electorate over 10,000 to 13,999)	Optional

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Type of Payment	Group	Requirement
Costs of care or personal assistance	2 (Electorate over 10,000 to 13,999)	Mandatory
Extra costs payment	3 (Electorate over 5,000 to 9,999)	Mandatory for all members
Senior role	3 (Electorate over 5,000 to 9,999)	Optional up to 3 members
Mayor or chair	3 (Electorate over 5,000 to 9,999)	Optional: Up to a maximum of £1,500
Deputy mayor or deputy chair	3 (Electorate over 5,000 to 9,999)	Optional: Up to a maximum of £500
Attendance allowance	3 (Electorate over 5,000 to 9,999)	Optional
Financial loss	3 (Electorate over 5,000 to 9,999)	Optional
Travel and subsistence	3 (Electorate over 5,000 to 9,999)	Optional
Costs of care or personal assistance	3 (Electorate over 5,000 to 9,999)	Mandatory
Extra Costs Payment	4 (Electorate over 1,000 to 4,999)	Mandatory for all members

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Type of Payment	Group	Requirement
Senior Role	4 (Electorate over 1,000 to 4,999)	Optional up to 3 members
Mayor or Chair	4 (Electorate over 1,000 to 4,999)	Optional: Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	4 (Electorate over 1,000 to 4,999)	Optional: Up to a maximum of £500
Attendance Allowance	4 (Electorate over 1,000 to 4,999)	Optional
Financial Loss	4 (Electorate over 1,000 to 4,999)	Optional
Travel and Subsistence	4 (Electorate over 1,000 to 4,999)	Optional
Costs of Care or Personal Assistance	4 (Electorate over 1,000 to 4,999)	Mandatory
Extra Costs Payment	5 (Electorate less than 1,000)	Mandatory for all members
Senior Role	5 (Electorate less than 1,000)	Optional up to 3 members
Mayor or Chair	5 (Electorate less than 1,000)	Optional: Up to a maximum of £1,500

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Type of Payment	Group	Requirement
Deputy Mayor or Deputy Chair	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 or Personal Assistance	5 (Electorate less than 1,000)	Mandatory

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- payments for undertaking senior roles
- contributions towards costs of care and personal assistance
- reimbursement of travel and subsistence costs
- compensation for financial loss
- attendance allowance
- co-opted members

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Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The 3 national parks in Wales, Brecon Beacons, Pembrokeshire Coast and Snowdonia 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.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

Table 3: Payments to National Parks Authorities and Fire and Rescue Authorities

National Parks Authorities

	Amount
Basic salary for ordinary member	£4,964
Chair	£4,964
Deputy Chair (where appointed)	£8,704
Committee Chair or other senior post	£8,704

Fire and rescue authorities

	Amount
Basic salary for ordinary member	£2,482
Chair	£11,282
Deputy Chair (where appointed)	£6,222
Committee Chair or other senior post	£6,222

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All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering:

- contributions towards costs of care and personal assistance
- reimbursement of travel and subsistence costs
- compensation for financial loss
- co-opted members
- restrictions on receiving double remuneration where a member holds more than 1 post

Consultation: summary of responses

The Panel produced and issued a draft report on 6 October 2022 for an 8 week consultation, which closed on 1 December 2022.

The website link and pdf version of the draft report was sent to:

- One Voice Wales
- Welsh Local Government Association
- Society for Local Council Clerks
- Principal councils
- Fire and Rescue Authorities
- National Park Authorities and
- Community and Town Councils

Determination 1: basic salary increase

Not all councils commented. Three highlighted whether it was correct that members be given an increase during the current cost of living crisis. However, these accepted that personal circumstances of members need to be considered

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and therefore it should be a personal matter for members to determine themselves whether or not they accept the pay rise or make the choice to opt-out. The Panel considered this feedback, and, whilst mindful of the overall impact on council budgets, agreed that the increase in basic salary was an important factor in encouraging and supporting a diverse group of people to stand for election.

Determination 2: senior salaries

There were 2 key issues raised by stakeholders; firstly whether the level of remuneration adequately recognises the increasing responsibilities of principal council members and secondly whether the current maximum number of senior salaries ought to be reviewed. The Panel noted these points and will consider whether this area should be a focus of the future workplan.

Determination 3: salaries for Joint Overview and Scrutiny Committees

No representations were received in relation to the salaries for Joint Overview and Scrutiny Committees.

Determination 4: payments towards costs and expenses of members of Community and Town Councils

Over half of the responses highlighted a concern that the payments were mandatory and that their council did not wish to increase their precept to meet these costs. The fact that the Report did not restate that members can choose to decline their entitlement to payments was not helpful. However, other responses supported the payments.

Ten per cent of the responses received raised concerns about the costs of administration and 15 responses raised questions about the correct treatment for tax purposes. One clerk also asked if the payments that members receive could be published globally, similar to how the contribution to costs of care and personal assistance is publicised.

Other comments mentioned the need to encourage “green” travel and 1 queried the need for payments to be made for senior positions.

The Panel considered these responses and agreed to reiterate the policy on individual opt outs in the Final Report and to provide a link to helpful HMRC websites.

The Panel will continue to work with stakeholders to improve support and advice to Community and Town Councils.

Determination 5: Payments to National Parks Authorities and Fire and Rescue Authorities

No representations were made in relation to payments to members of National Parks Authorities and Fire and Rescue Authorities.

In addition, as part of the consultation process, stakeholders were invited to answer 5 questions via an online survey or by return email. A total of 89 responses were received online, whilst 48 were submitted by email to the IRP Mailbox.

Question 1

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for

setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the **ASHE 2021** data.

Responses

90% of those who answered this question agreed that the Panel should reference the basic salary element to the ASHE 2021 data. 3% did not agree whilst 7% had no opinion on this question.

Question 2

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Responses

72% agreed to the addition of the ‘consumables’ element, whilst 25% did not agree to this additional payment.

The most common theme in the answers given to question 2 was whether this payment was now mandatory or if the payment was optional and that Councillors had the choice to forgo. The same question was asked of the £156 payment.

Question 3

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

Responses

97% of those who responded to this question agreed.

The majority of the answers highlighted the additional work that elected members now undertook in their role.

Community and town councils welcomed this as it would recognise the amount of work that the sector does.

Question 4

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you like to access information and guidance from the Panel?
(choose all that apply)

Responses

- summary report with links to detailed guidance: 84
- easy to use guidance notes: 71
- frequently asked questions: 49
- website: 54
- social media: 16
- information events: 25
- other: 14

If other, please specify:

The proposed summary report, detailed guidance notes and frequently asked questions were welcomed. Other answers included seminars, online meetings and an information event.

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

A simplified report and separate guidance document will help stakeholders find the information they require.

No stakeholders experienced any challenges accessing or understanding the guidance and information through the website.

Question 5

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

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Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Responses

The most popular answers given to this question were:

- online polls
- virtual meetings
- face to face meetings

There was a mixture of support for both online and in-person events. Some responses proposed that the Panel held regional engagement events so that several Councils could attend at the same time. Other comments received suggested these events would help to discuss any issues with the Panel in depth and for the Panel to receive a broader viewpoint and more comprehensive feedback on any proposals.

One Voice Wales offered support to the Panel in arranging any events in the Community and Town Council sector.

Summary of Determinations

Determination 1

The basic level of salary for elected members of principal councils will set at £17,600.

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Determination 2

The salary of a leader of the largest (Group A) council will be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

Determination 4

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 5

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. All payments are set out in Table 3.

Determination 6

All other Determinations set out in the 2022 to 2023 [Annual Report](#) of the Panel remain valid and should be applied.

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CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	24 March 2023
Title:	Report in relation to Exit Survey of Members Standing Down
Purpose of report:	To consider the findings of the Exit Survey of Members Standing Down

Introduction

The Welsh Local Government Association (WLGA) works with Data Cymru to conduct an exit survey of councillors who decide to stand down voluntarily at local elections. Surveys were taken in May 2012, 2017 and 2022. The WLGA and Councils use the data gathered to understand the demographic of these councillors, their experiences whilst in office and their reasons for standing down. This information is also used to assess and improve the support and development opportunities for councillors provided both locally and nationally.

Below are extracts of information contained within the report relating to Councillors who stood down from Ceredigion County Council.

The number of Councillors standing down at election in 2022 across Wales is reported by WLGA to be equivalent to 321 (26%). In Ceredigion, 11 Councillors stood down (26% based upon 42 Council seats during the previous administration) which demonstrates that Ceredigion is in line with the Wales average. In Ceredigion, 80% noted that their reason for standing down was due to retirement, 10% due to moving away, and 10% due to other reasons. Throughout Wales, the main reasons for standing down was due to retirement, followed by time pressures, followed by Changes to electoral ward.

The modal response for the number of years spent in the role of Councillor is 21–25 years, equivalent to 4-5 terms of office. The modal age range of those standing down was 75-84 years of age.

The arithmetic mean response to the average number of hours per week spent in the role, including community casework was equivalent to 23.4 hours per week, broken down as follows:

- 9.7 hours per week in Council meetings and meeting preparation;
- 6.7 hours per week involved with Ward and case work;
- 5.1 hours per week involved with outside bodies; and
- 7.8 hours per week listed as other.

Throughout Wales, the majority of respondents stated that the average number of hours spent in the role was 17-30 hours.

66% were of the view that the remuneration received as adequate, whilst 33% were of the view that it was not. This is reflective of responses throughout Wales which states that 60% were of the view that the remuneration was adequate.

The majority of the respondents stated that Councillor support in terms of ICT / or phone equipment, and support and training, Councillor support in terms of induction, training, general guidance and support was very good or good, whilst 70% were of the view that the convenience of meeting times were good or very good, whilst 30% thought that it was neither good nor poor. This is above average for responses throughout Wales however support from the local authority for case / ward work did not fare as well with 20% noting that it was very good, 20% noting that it was good, 50% noting that it was neither good nor poor and 10% noting that it was very poor which is slightly lower than that of responses throughout Wales.

All respondents noted that they took advantage of the induction and training offered, whilst 90% were of the view that the induction and training made them more effective as a Councillor. One was unsure.

10% noted that they were in full-time employment, 60% were self-employed and 30% were retired. All stated that their employers were very supportive. 90% of the respondents noted that they were aware that they could claim reimbursement for caring responsibilities, however none submitted claims during their tenure.

70% noted that they would recommend being a Councillor to others whilst 30% were unsure.

Recommendations:	To note the findings of the Exit Survey of Councillors Standing Down in May 2022
Appendices:	None
Background documents:	Exit Survey of Councillors Standing Down in May 2022 https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=3728
Name:	Lowri Edwards
Job Title:	Corporate Lead Officer, Democratic Services
Date:	01.03.2023

Agenda Item 9

DATE	ITEM
26.05.2023	Annual Report of Democratic Services Committee
26.05.2023	Update on data relating to hybrid attendance at meetings
26.05.2023	Protocol when attending meetings remotely
08.12.2023	To consider a review of Member Self-Evaluation in relation to the effectiveness of Overview and Scrutiny in Ceredigion County Council

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