

# Public Document Pack



Cyngor Sir  
**CEREDIGION**  
County Council

Neuadd Cyngor Ceredigion, Penmorfa,  
Aberaeron, Ceredigion SA46 0PA  
[www.ceredigion.gov.uk](http://www.ceredigion.gov.uk)

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15 March 2024

Dear Sir / Madam

I write to inform you that a MEETING of the COUNCIL will be held at NEUADD CYNGOR CEREDIGION, PENMORFA, ABERAERON AND REMOTELY VIA VIDEO CONFERENCE on Thursday, 21 March 2024 at 10.00 am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal / prejudicial interests**
3. **Chair Announcements**
4. **To confirm the Minutes of the Meetings of the Council held on 6 February 2024 and 29 February 2024. (Pages 3 - 22)**
5. **To consider a report by the Corporate Lead Officer: Democratic Services upon a Single Transferable Vote (Pages 23 - 28)**
6. **To consider a report by the Corporate Lead Officer: Democratic Services upon the Schedule of Member Remuneration for 2024/25 (Pages 29 - 76)**
7. **To consider a report by the Corporate Lead Officer: People and Organisation upon the Council Staff Pay Policy (Pages 77 - 110)**
8. **To consider a report by the Corporate Lead Officer: Democratic Services upon the broadcasting of additional committee meetings (Pages 111 - 114)**

9. **To consider a report of the Corporate Lead Officer: Legal and Governance and Monitoring Officer upon the Governance Framework (Pages 115 - 130)**
10. **To consider a report by the Corporate Lead Officer: Legal and Governance to confirm the appointment of Chair and Vice-Chair of the Governance and Audit Committee (Pages 131 - 132)**
11. **To elect a Chairman-elect for the Council for 2024/25 to be installed at the Annual Meeting to be held at 2.00 pm on Friday, 17 May 2024**
12. **To elect a Vice-Chairman-elect for the Council for 2024/25 to be installed at the Annual Meeting to be held at 2.00 pm on Friday, 17 May 2024**

Members are reminded to sign the Attendance Register.

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

Yours faithfully



**Miss Lowri Edwards**  
**Corporate Lead Officer: Democratic Services**

**To: Chairman and Members of Council**

# Public Document Pack Agenda Item 4

## **Minutes of the Meeting of COUNCIL held at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conference on Tuesday, 6<sup>th</sup> February 2024**

**PRESENT:** Councillor Maldwyn Lewis (Chair), Councillors Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Euros Davies, Gareth Davies, Gethin Davies, Ifan Davies, Meirion Davies, Amanda Edwards, Endaf Edwards, Elaine Evans, Elizabeth Evans, Eryl Evans, Gwyn Wigley Evans, Keith Evans, Raymond Evans, Rhodri Evans, Wyn Evans, Keith Henson, Paul Hinge, Hugh Hughes, Chris James, Gwyn James, Gareth Lloyd, Sian Maehrlein, Ann Bowen Morgan, Caryl Roberts, John Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams and Carl Worrall.

(2.00pm - 2.50pm)

### **Procedure**

The Chairman of the Council, Councillor Maldwyn Lewis welcomed all to the meeting and confirmed that the meeting was being webcasted.

#### **1 Apologies**

Councillor Ceris Jones apologised for her inability to attend the meeting.

#### **2 Disclosure of personal / prejudicial interests**

There were no disclosures of interest.

#### **3 Chair Announcements**

Councillor Maldwyn Lewis, Chair of the Council congratulated Olwen Davies on receiving the Wilkinson Award for service to Motorsport.

Councillor Maldwyn Lewis also announced that Lee Walters will be holding a Seminar at Aberystwyth University on 22 February 2024 to discuss the 'rural pathway' – how we deliver on our Wales Transport Strategy for rural communities. However, Councillor Bryan Davies noted that he has just received confirmation that this Seminar would be postponed and Members would be advised of the new date.

#### **4 To consider the Annual Governance Statement 2022-23**

Councillor Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection presented the report to Council noting that the Accounts and Audit (Wales) Regulations 2014 requires local authorities to conduct at least annually a review of the effectiveness of their governance framework including their systems of internal control, which must be documented in an Annual Governance Statement and published as part of the Council's Annual Statement of Accounts.

Following a vote, it was unanimously **RESOLVED** to approve the Annual Governance Statement 2022-23.

#### **5(a) To receive the ISA260 Report of Audit Wales on the 2022-23 Statement of Accounts**

The Chair of Council, Councillor Maldwyn Lewis welcomed Jason Blewitt and Lucy Herman from Audit Wales to the meeting.

Jason Blewitt presented the Report in respect of the Council's Statement of Accounts for 2022/23, noting that the audit is now complete and it is their intention to issue an unqualified audit opinion on the year's account on receipt of the letter of representation. He noted that there are no uncorrected errors as these were amended during the review and have no overall effect on the final statement.

He noted that a quinquennial re-evaluation of Property, Plant and Equipment has now been conducted which is a significant improvement on previous years, however the calculations were based upon quarter 3 BCIS rates, where quarter 4 rates were available at the time of production of the accounts; professional fees were set at 12% rather than 10%; and that differences were identified between the floor areas calculations compared to information previously made available.

The Chair thanked Wales Audit for their unqualified report, and thanked Jason Blewitt and his team for their cooperation, support and positive feedback.

**5(b) The Chairman of the Governance and Audit Committee to formally present that Committee's comments on the report**

Alan Davies, Lay Member and Chairman of the Governance and Audit Committee, noted that it is a pleasure to receive an unqualified report and congratulated the Chief Finance Officer and a host of other officers for their work. He noted his disappointment on receiving negative comments on Estates for a second year running, stating that this is not a financial matter but rather a matter of governance and managing of processes; however, he had received positive feedback from the Chief Finance Officer that this matter was being dealt with and the Governance and Audit Committee will be inviting the relevant Cabinet Member to provide an update in 6 months' time.

He noted that there is a very positive relationship between Officers and Audit Wales, and praised everyone for their excellent work, especially the S151 Officer on receiving an unqualified report.

**5(c) To approve the 2022-23 Statement of Accounts**

Councillor Gareth Davies, Cabinet Member for Finance and Procurement Services noted that the Statement of Accounts are a snapshot in time, based upon 31 March 2023. He noted that he could not remember ever receiving a report that was not unqualified, and that this was evidence of a strong balance sheet that allows for a strong financial situation in Ceredigion. He praised the Finance team for their professionalism and experience, noting that it is challenging to look back over this period whilst formulating the budget for the next year and facing an extremely challenging financial situation in the future.

Councillor Gareth Davies noted that an overspend of £6k was of no concern, and that the level of the General Fund remained at £6.7m and Earmarked

Reserves of £48.8m which will decrease as the years progress. He noted that there was an issue last year which related to the re-evaluation of assets and thanked the team for carrying out this work in a very short period of time. He noted that a Reinforced Autoclaved Aerated Concrete (RAAC) review had been carried out, confirming that assurances can be provided that there is no evidence of concerns relating to RAAC in the county. He also noted that the Harbours Balance Sheets were also contained in the report, which show an annual cost to the authority of £58k, suggesting that fees may not have increased sufficiently during previous years and that this was something for the Overview and Scrutiny Committees to consider.

He thanked Audit Wales for their work which had been carried out during challenging circumstances and that it is positive that it is the Auditor General's intention to issue an unqualified audit report on the Accounts.

Duncan Hall, the Corporate Lead Officer for Finance and Procurement and Section 151 Officer noted that he had provided a detailed overview during the Governance and Audit Committee earlier today. He noted that he was pleased in terms of key metrics that the General Balances had remained unchanged, and that achieving an unqualified audit year on year is a matter for celebration.

He noted that the Council did face a considerable challenge in terms of the number of estates items to be valued, and that there had been a few issues in terms of the fundamentals of processing these. These reports relate to a period of over 12 months ago, and since then a new appointment has been made to the team to assist in terms of capacity. Controls would also be strengthened, to ensure formality and sign-off and there are plans to review the issue of the floor area as part of the quinquennial review.

Councillor Gareth Lloyd noted that there is value in attending the Governance and Audit Committee prior to attending Council as this provides Members with the detail prior to considering at Council. He noted that he was pleased to receive assurances this morning that systems would be put in place to review the situation with re-evaluation of Estates, and that he was looking forward to receiving updates on this matter.

Councillor Keith Henson asked the S151 Officer to clarify the differences between the usable reserves and those that cannot be used. Duncan Hall confirmed that earmarked reserves included items such as the General Fund, the delegated school budgets, and reserves for delivering the corporate priorities, as opposed to the Pension Fund which is not an usable reserve.

Councillor Keith Evans asked why there was very little movement in terms of the corporate risks. Eifion Evans, Chief Executive clarified that risks are reviewed at several levels, with those at the highest level being reviewed by the Leadership Group during weekly meetings. These may include things such as the climate emergency, which cannot be resolved by the authority alone; however this is taken into consideration in planning for the future. These risk factors tend to be long term and therefore there is little annual

change in terms of the risk levels. The next layer of risks are specific to individual services. We wouldn't expect to see a score above 15 in these areas; however if a service risk scores highly, it would be escalated to the corporate risk register and reviewed regularly by the Leadership Group.

Councillor Rhodri Evans noted that he anticipated that the budget would score higher on the risk register for the 2023-24 Statement of Accounts, due to the financial climate and it was confirmed that the corporate risk listed in the 2022-2023 Statement of Accounts were appropriate at that time.

Councillor Wyn Evans asked what would happen if there was no improvement in terms of asset figures for a third year running. Duncan Hall confirmed that this was not a case of the same issue recurring, and that Audit Wales had praised Officer in terms of addressing the concerns from the previous year.

Councillor Bryan Davies, Leader of the Council thanked Audit Wales for their report, and Officers for all their hard work. He noted that several operational matters had been raised and gave reassurance that the Council would not be resting on its laurels.

Following discussion, it was **RESOLVED** to approve the Council's Statement of Accounts and the Harbour Statement of Accounts.

**Confirmed at the Meeting of the Council held on 21 March 2024**

**CHAIRMAN:** \_\_\_\_\_

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## **Minutes of the Meeting of COUNCIL held at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conference on Thursday, 29<sup>th</sup> February 2024**

**PRESENT:** Councillor Maldwyn Lewis (Chair), Councillors Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Euros Davies, Gareth Davies, Gethin Davies, Ifan Davies, Marc Davies, Meirion Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Elaine Evans, Elizabeth Evans, Eryl Evans, Gwyn Wigley Evans, Keith Evans, Raymond Evans, Rhodri Evans, Wyn Evans, Keith Henson, Paul Hinge, Hugh Hughes, Chris James, Gwyn James, Ceris Jones, Gareth Lloyd, Ann Bowen Morgan, Caryl Roberts, John Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams and Carl Worrall.

(10.00am - 2.06pm)

### **Procedure**

The Chairman of the Council, Councillor Maldwyn Lewis welcomed all to the meeting and confirmed that the meeting was being webcasted.

### **1 Apologies**

Councillor Sian Maehrlein apologised for her inability to attend the meeting.

### **2 Disclosure of personal / prejudicial interests**

Councillor Endaf Edwards declared a personal interest in relation to item 5.

### **3 Chair's Announcements**

Councillor Maldwyn Lewis, Chair of the Council congratulated Cynan Evans from Penuwch on winning the Silver Medal in the Welsh Amateur Boxing Association Novice Championship 2024.

Councillor Maldwyn Lewis announced that the *Gymanfa Ganu* of the Queen and Young Farmer of Ceredigion Young Farmers' Club will be held at 7:30pm on Sunday evening, the 3<sup>rd</sup> of March 2024 at St. Deiniol's Church, Llanddeiniol, and that *Dechrau Canu*, *Dechrau Canmol* will be televised from Capel Brynarthen on 20 March 2024.

Councillor Ifan Davies congratulated Councillor Wyn Evans on Chairing the protest over climate change policies at the Senedd Building the previous day, highlighting the crisis facing rural areas in Wales.

### **4 Minutes of the Meetings of the Council held on 23 January 2024**

It was **RESOLVED** to confirm as a true record the Minutes of the Council meeting held on 23 January 2024.

### **5 Joint Report of the Leader, Cabinet Member with responsibility for Financial Services and the Corporate Lead Officer: Finance and Procurement upon the Budget 2024/25, including the multi-year Capital Programme and Prudential Indicators and Treasury Management**

Councillor Bryan Davies, Leader of the Council presented the report to Council noting that the information and proposals contained in the report had been considered by Cabinet and all Overview and Scrutiny Committees.

He emphasised that difficult decisions would have to be made and that there had been no change to the financial situation since receiving the draft budget in December of last year. He noted that 70 saving areas had been identified which may affect some Members more than others, however the overall savings would benefit all residents by ensuring that the increase to Council Tax remain as low as possible. He thanked the Overview and Scrutiny Members for their input, noting that Cabinet agreed to the recommendation presented before them which related to maintaining the Absorbent Hygiene waste collection.

He noted that members of the public are expecting a gold standard service, without an increase in Council Tax; however, we must make the most from the Settlement received from Welsh Government. He confirmed that Rebecca Evans MS. Minister for Finance and Local Government had agreed to meet with him on a one-to-one basis, however the time proposed coincided with today's Council meeting; this meeting will be rescheduled. He also noted that during a recent WLGA meeting, the Leader of the Flintshire Council, raised the same concerns as those which affect Ceredigion in that rural areas have lost out to the more urban areas in terms of the Settlement.

Councillor Bryan Davies noted that Cabinet had set a mandate to officers to ensure that the Council Tax is kept as its lowest possible level. In order to achieve this, cuts have to be made. Initial estimates suggested that Council Tax may have to increase by 20% however this has now been reduced to 10% for Council services, plus the Fire authority levy which equates to a further 1.1%.

Councillor Gareth Davies, Cabinet Member for Finance and Procurement noted that 4 Members' budget workshops have been held in addition to all the work carried out by the Overview and Scrutiny Committees. He re-iterated the Leader's comments, thanking the Chairs of the Overview and Scrutiny Committees for guiding the discussions relating to the budget. He noted that the Welsh Government has openly stated that their 2024/25 Draft Budget is '*the starkest and most painful since devolution*', and that the draft budget had now been finalised, giving a 2.9% increase to RSG. This core funding increase places Ceredigion at 14<sup>th</sup> out of 22 Local Authorities; however, when considering the funding per head of population, Ceredigion receives the lowest amount.

He noted that the estimated revenue cost pressures being faced by the Council for 2024/25 total £18m, equivalent to a Ceredigion specific inflation factor of 10% which leaves Ceredigion with a budget shortfall of £14m, to be found from a combination of budget reductions and Council Tax increases. He noted that 70 budget reduction proposals contained within the report are required to produce a balanced budget.

He also noted cost pressure from employee related costs totalling £6.1m, partly due to national pay awards (which are outside of the control of the Council), demands and pressures on Social Care related budgets at £8.6m over and above the employee pay awards relating to funding basic inflation uplifts for externally commissioned services such as domiciliary Care, Direct Payments and Older Person residential placements and ensuring that registered Social Care workers in Ceredigion continue to be paid at least the Real Living Wage which has risen from £10.90 to £12 per hour.



He noted that it had not been possible to fully fund all cost pressures being experienced by schools; however, Cabinet had agreed to an average increase of 3.1% despite the Settlement from the Welsh Government being lower than this at 2.9%. The increase from the Mid & West Wales Fire Authority also corresponds to a 12% increase in the Fire levy, which is equivalent to 1.1% as a Council Tax burden for all Ceredigion residents.

Councillor Gareth Davies explained that the Overview and Scrutiny committee had recommended that Cabinet did not place a cap of £2m on the income generated from the 25% of the Council Tax premium for second homes and long term empty properties; however Cabinet had decided to recommend that a cap is included in order to avoid any risk of excessive funds being inadvertently built up and in order to utilise the funding to offset pressures from all Council services, and avoid the need to increase the Council Tax even further.

He noted that despite operational challenges, Ceredigion County Council continues to deliver a high quality of services which meets external regulators' satisfaction such as the Care Inspectorate for Wales, Estyn and Audit Wales.

He noted that the current 2023/24 Band D Council Tax level in Ceredigion is £1,908 which is lower than the equivalent English Authorities average of £2,139. He also referred to the 4 specific grants to be transferred into the Final Settlement totalling £2.228m and confirmed that the Final Settlement announced on Tuesday (27/03/24) was in line with the figures in the report.

Councillor Gareth Davies noted that in total, 70 budget reduction proposals were recommended by Cabinet during their meeting on 20 February 2024, totalling £5.819m. He also noted that 75% of the Council's budget would be spent on Schools and Lifelong Learning, Through Age Social care and Wellbeing and Highways and Environmental Services, and that after providing for other largely fixed costs, such as Members' Allowances, the Fire Authority Levy, Capital Financing Costs and the Council Tax Reduction Scheme, this only leave 14% for all other Council Services.

Councillor Gareth Davies then gave an overview of the range of Services that Council Tax pays for with Ceredigion County Council providing over 100 services to its residents and employing 3,600 employees (2,614 FTEs). Residents access these services at different points in their lives from registering a birth to being transported to and accessing Nursery, Primary and Secondary School education through to Post 16 education, be that 6<sup>th</sup> form or vocational training, to accessing music and youth services, using a Sports centre, libraries or the Ceredigion Coastal path, registering to vote at an Election, planning and building regulation applications, eating in a safe and regulated food establishment, visiting the Ceredigion Museum or Theatre, having your waste collected and disposed or recycled, using household waste sites, driving on maintained roads and bridges, and gritting, using public bus services, having streetlights lit, and being able to call the Fire and Rescue Services in emergencies and in later years, benefitting from concessionary fares on public transport, care and support services such as equipment to enable independent living through to a placement in a Residential Care Home, and ultimately the involvement of the Coroner Service and registration of a death. Many of these services are not always appreciated, and that there is a considerable gap between what we may desire and what we are able

to achieve and that in the future it may not be possible to maintain the current level of services.

He noted that there had been no changes to the proposed Capital Strategy or the Multi-Year Capital Programme, and also referred to the Prudential Indicators for Capital and Treasury Management included within the report.

Finally, he thanked his fellow Cabinet members for all their hard work in ensuring that the proposals reflected with the aims of a balanced budget, and thanked Duncan Hall and his team who have faced exceptional challenges during the year, especially with the delay to the Statement of Accounts for 2022/23 coinciding with demands of setting an exceptionally challenging budget.

The Corporate Lead Officer for Finance and Procurement confirmed his opinion on the Budget as Section 151 Officer, noting that if he was looking at the budget from a purely accountant's lens, he would just be considering whether the figures add up, however the Section 151 role required a much wider view than this including having to consider the deliverability and achievability of the proposals. He also noted that the Leadership Group have been reviewing the Budget on a weekly basis.

He confirmed that the proposed reductions had been risk assessed using a BRAG status format and that just under half of the items were rated Blue or Green (being either already achieved or fully on track), whereas the higher risk assessed savings (red items - which relate to circa 4 or 5 items) amounted to c£1.2m. Other savings will be partly met during the year as they are implemented and achieved in fullness during the following years. This will be monitored on a regular basis. There is no such thing as a perfect budget unless all cost pressures are fully funded and there are no savings to be found. Therefore, the Council has to operate on various tolerances and the red assessed items equated to 0.6% of the proposed £193.6m budget, which is deemed to be an acceptable level.

He confirmed that in his opinion the Budget estimates were therefore sufficiently robust and that the level of reserves and balances were adequate, whilst accepting that reserves were declining but in a managed and controlled way (for example due to matched funding commitments on major capital schemes).

He concluded by highlighting that in terms of the medium-term outlook there are significant challenges, and many more difficult decisions lie ahead for the Council.

Councillor Gareth Lloyd, Leader of the Independent Group noted that the Fire Authority Levy was substantially higher than initially expected, and that Ceredigion County Council has lost out based on estimated population figures both before and after the National Census in 2021, and that the increase of 12% includes an element of pension increases which will be partly refunded as a grant from the Welsh Government.

He noted that the Cabinet has a huge job ahead in bringing a balanced budget before us. Last year, the Independent Group agreed to the budget as there was no alternative available; however, the pressure placed on Local Authorities by the Welsh Government has now made it nearly impossible to operate. The Welsh Government has the power to increase taxes, however they choose not to do so, whilst funding a free bridge

crossing and universal free prescription services and expecting us to raise taxes and to deal with the complaints received from the general public.

He noted that he was disappointed that the Cabinet had agreed to recommend a cap on the funding from the premium on second and empty homes, emphasising the importance of protecting the Community Housing Scheme. He also asked what the implications on consulting with residents on the various reduction proposals would be if the financial details are approved today.

Finally, he noted that the funding formula for the settlement is not fair, and that all councils should band together in objection to this. He also agreed to speak to the Fire Authority regarding the unfair funding system. He noted that he would not be able to support the recommendations relating to the budget for the above-mentioned reasons.

Councillor Elizabeth Evans, Leader of the Liberal Democrats Group, noted that the residents of Ceredigion will focus on one fact above all others - the fact that the Council Tax is increasing and that services are diminishing. She notes that being in opposition is difficult, and that as part of the opposition, it's about holding the administration to account whilst finding ways to work together to achieve the best outcomes for our local communities and ensuring good governance. She noted that she welcomed the information and communication received from Officers and the Leader of the Council as well as the readiness of Officers to be challenged, and that nobody should underestimate the desire of qualified people in their field to deliver services.

She noted that all Members have been through a series of budget workshops and meetings, and undertaken the process of scrutinising budget proposals, analysing the different possible scenarios whilst waiting for amendments to the settlement from the Welsh Government. It is apparent that budgets are at best aspirational, and at worst undeliverable. The Settlement from the Welsh Government is overbearingly poor, and Westminster have simply devolved austerity to local governments since 2008, washing their hands from any responsibility. We are now at the point where delivering the most basic service is becoming a daily challenge, and residents in rural Wales deserve a parity of service with the most urban towns and cities. There are residents today who have only known austerity, and to live in a time of prosperity is alien to them. Yet the crux of the issue is the projected in-year savings and proposed income generation, many of which are subject to consultation, and others will probably prove unachievable. Much of the focus has been on reducing the initial council tax percentage, balanced against projected income and cuts to service, a balancing act that nobody is going to win. The contingency and budget management reserve is empty, and if we were to access general balances, then we are immediately postponing issues for future Ceredigion taxpayers.

She noted that if projected savings are treated corporately, then we are going into this budget blindfolded, and any shortfall will be subject to new in-year cuts which do not form part of this budget, and as such the Liberal Democrat Group is unable to support this budget.

Councillor Bryan Davies noted that the take-up for the Community Housing Scheme, launched in October had been relatively low, and that the scheme would need to be reviewed by an Overview and Scrutiny Committee over the coming months. He also

asked that Members consider alternative proposals for savings if they are not happy with the current proposals.

Eifion Evans, Chief Executive also confirmed that any decision not to progress with a budget saving would create further challenges during the financial year, requiring further democratic discussion as well as demonstrating financial agility.

Several Members noted that the options for budget savings were far-reaching and questioned whether they were achievable. The Corporate Lead Officer: Finance & Procurement confirmed that he had formally given his professional opinion on the Budget in Recommendation 1 of the report, which is a legal requirement. He confirmed that if Members don't have faith and confidence in the figures presented then it reflected upon him professionally and ultimately would mean that Members don't have faith in him as Section 151 officer.

Councillor Hugh Hughes noted that he had absolute faith in the figures being presented, however he had to make a judgement call based upon his own experience and that he was not as convinced that this would be achievable despite the hard work by Officers and Members of the Cabinet. Several other members including Cllr Rhodri Evans, Cllr Elizabeth Evans and Cllr Gareth Lloyd made similar comments. Members applauded Duncan Hall for his work.

Members also referred to the future impact upon residents that are already struggling financially, and whether savings could be identified from working with other authorities. They also asked whether the Council had considered job reductions.

Councillor Bryan Davies confirmed that there had been significant reductions to posts over the year, and that the current staff are already taking on additional responsibilities and that further reductions would not be sustainable. He noted that there's a conflict between not placing an additional burden on tax payers and not reducing the services provided. If Members are not willing to support the proposed cuts then they would have no option but to raise their hands and vote for a higher increase to the Council Tax.

The Chief Executive noted that Senior Management roles had been reduced from 29 to 15 over recent years, and that the Senior Management structure is similar to other comparative authorities such as Gwynedd County Council.

Councillor Keith Henson noted that these decisions have been extremely difficult, and that rural areas are being targeted constantly. Several authorities already have a limit on 3 black bags, and that Ceredigion County Council is within the top three authorities in Wales for recycling, and that there are more recycling centres per head of the population in Ceredigion than any other authority. However, cuts have to be identified, and we will have to address issues such as 50% of the contents of the black bin bags being recyclable.

Councillor Gareth Lloyd proposed a recorded vote on all individual proposals with the exceptions of the proposals that were for noting. This was seconded by Councillor Gareth Davies and agreed by a majority vote.

Following a vote, the following were **RESOLVED**:

1. To note that in the opinion of the CLO: Finance & Procurement (Section 151 Officer):
  - the Budget estimates have been prepared in a sufficiently robust manner.
  - the proposed level of Earmarked Reserves and General Balances is adequate in respect of the forthcoming financial year.
2. To approve the following in relation to Council Tax Premiums:
  - a) That from 01/04/24, 25% of all monies raised from the Council Tax Premiums on Second Homes and Long-Term Empty Properties (net of Council Tax refunds / costs) should be ringfenced and used to support the Community Housing Scheme, subject at all times that the total level of funding held in the Community Housing Scheme shall not exceed £2.0m and that any funding beyond this level in any given year shall be used to support the general budget position.

A recorded vote was taken, as agreed and in accordance with Rule 14.5 of the Council Procedures Rules contained in the Council's Constitution on item 2.a).

*For: Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Gareth Davies, Gethin Davies, Meirion Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Elaine Evans, Elizabeth Evans, Eryl Evans, Raymond Evans, Keith Henson, Paul Hinge, Hugh Hughes, Chris James, Ceris Jones, Ann Bowen Morgan, Caryl Roberts, John Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams, Carl Worrall, Maldwyn Lewis (28)*

*Against: Ifan Davies, Marc Davies, Gwyn Wigley Evans, Keith Evans, Rhodri Evans, Wyn Evans, Gwyn James, Gareth Lloyd (8)*

*Abstain: (0)*

- b) That from 01/04/24, 75% of all monies raised from the Council Tax Premiums on Second Homes and Long-Term Empty Properties (net of Council Tax refunds / costs) shall be retained and used to support the general budget position, in order to reduce the Council Tax burden on Ceredigion residents.

A recorded vote was taken, as agreed and in accordance with Rule 14.5 of the Council Procedures Rules contained in the Council's Constitution on item 2.b).

*For: Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Gareth Davies, Gethin Davies, Meirion Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Elaine Evans, Elizabeth Evans, Eryl Evans, Raymond Evans, Keith Henson, Paul Hinge, Chris James, Ceris Jones, Ann Bowen Morgan, Caryl Roberts, John Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams, Carl Worrall, Maldwyn Lewis (27)*

*Against: Ifan Davies, Marc Davies, Gwyn Wigley Evans, Keith Evans, Rhodri Evans, Wyn Evans, Hugh Hughes, Gwyn James, Gareth Lloyd (9)*

*Abstain: (0)*

3. To approve the following in relation to the Revenue Budget:
- a) The Revenue Budget Requirement for 24/25 of £193.572m, as set out in Appendix 1, which includes the Budget Reduction Proposals outlined in Appendix 2.

A recorded vote was taken, as agreed and in accordance with Rule 14.5 of the Council Procedures Rules contained in the Council's Constitution on item 3.a).

*For: Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Gareth Davies, Gethin Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Eryl Evans, Keith Henson, Chris James, Ceris Jones, Ann Bowen Morgan, Caryl Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams, Maldwyn Lewis (20)*

*Against: Ifan Davies, Marc Davies, Meirion Davies, Elaine Evans, Elizabeth Evans, Gwyn Wigley Evans, Keith Evans, Raymond Evans, Rhodri Evans, Wyn Evans, Paul Hinge, Hugh Hughes, Gwyn James, Gareth Lloyd, John Roberts, Carl Worrall (16)*

*Abstain: (0)*

- b) The detailed Updated 23/24 Budgets and Forecast 24/25 Budgets, as set out in Appendix 3.

A recorded vote was taken, as agreed and in accordance with Rule 14.5 of the Council Procedures Rules contained in the Council's Constitution on item 3.b).

*For: Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Gareth Davies, Gethin Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Eryl Evans, Keith Henson, Chris James, Ceris Jones, Ann Bowen Morgan, Caryl Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams, Maldwyn Lewis (20)*

*Against: Ifan Davies, Marc Davies, Meirion Davies, Elaine Evans, Elizabeth Evans, Gwyn Wigley Evans, Keith Evans, Raymond Evans, Rhodri Evans, Wyn Evans, Paul Hinge, Hugh Hughes, Gwyn James, Gareth Lloyd, John Roberts, Carl Worrall (16)*

*Abstain: (0)*

4. To approve the following in relation to Capital and Prudential Indicators:
- a) The Capital Strategy, as set out in Appendix 4.
  - b) The Multi-year Capital Programme, as set out in Appendix 5.
  - c) The Prudential Indicators, as set out in the Appendix 6.
  - d) To delegate authority to the CLO: Finance & Procurement to effect movement within the total of the Authorised limit of external borrowing, and the Operational boundary.

A recorded vote was taken, as agreed and in accordance with Rule 14.5 of the Council Procedures Rules contained in the Council's Constitution on items 4 a), b), c) and d).

*For: Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Gareth Davies, Gethin Davies, Meirion Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Elaine Evans, Elizabeth Evans, Eryl Evans, Raymond Evans, Keith Henson, Paul*

*Hinge, Hugh Hughes, Chris James, Ceris Jones, Ann Bowen Morgan, Caryl Roberts, John Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams, Carl Worrall, Maldwyn Lewis (28)*

*Against: Ifan Davies, Marc Davies, Gwyn Wigley Evans, Keith Evans, Rhodri Evans, Wyn Evans, Gwyn James, Gareth Lloyd (8)*

*Abstain: (0)*

Following a vote it was **RESOLVED**:

5. To note that in relation to the proposed Council Tax increase:
  - a) Mid & West Wales Fire Authority's approved 24/25 Fire levy for Ceredigion County Council is £5.440m, being an increase of £584k (12%). After allowing for assumed Pension costs funding from WG, this equates to a 1.1% Council Tax increase.
  - b) The proposed Council Tax increase for Council Services (excluding the Fire Levy) equates to 10.0%.
  
6. To levy a Band D Council Tax of £1,726.05 for 24/25 for Ceredigion County Council purposes, representing an increase of £172.45 or 11.10%.

A recorded vote was taken, as agreed and in accordance with Rule 14.5 of the Council Procedures Rules contained in the Council's Constitution on item 6.

*For: Shelley Childs, Bryan Davies, Catrin M S Davies, Clive Davies, Gareth Davies, Gethin Davies, Rhodri Davies, Amanda Edwards, Endaf Edwards, Eryl Evans, Keith Henson, Chris James, Ceris Jones, Ann Bowen Morgan, Caryl Roberts, Mark Strong, Wyn Thomas, Matthew Vaux, Alun Williams, Maldwyn Lewis (20)*

*Against: Ifan Davies, Marc Davies, Meirion Davies, Elaine Evans, Elizabeth Evans, Gwyn Wigley Evans, Keith Evans, Raymond Evans, Rhodri Evans, Wyn Evans, Paul Hinge, Hugh Hughes, Gwyn James, Gareth Lloyd, John Roberts, Carl Worrall (16)*

*Abstain: (0)*

## **6 To consider the report of the Corporate Lead Officer: Finance and Procurement upon Council Tax Setting for 2024/25**

Following a vote it was **RESOLVED**:

- 3.1 To note that at its meeting on 21 December 2023 the following amounts were approved by the Council's Cabinet for the year 2024/25 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:
  - (a) 33,768.51 being the amount calculated by the Council, in accordance with the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended by the Local Authorities (Calculation of

Council Tax Base) and Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004, as its Council Tax Base for the area.

(b) PART OF THE COUNCIL'S AREA

<b>The Town and Community Council Areas of:</b>	<b>Council Tax Base</b>	<b>The Town and Community Council Areas of:</b>	<b>Council Tax Base</b>
ABERYSTWYTH	4,190.91	TREGARON	563.01
ABERAERON	803.98	YSBYTY YSTWYTH	217.62
ABERTEIFI / CARDIGAN	1,877.18	YSTRAD FFLUR	317.05
LLANBEDR P.S. / LAMPETER	1,008.40	YSTRAD MEURIG	172.19
CEI NEWYDD / NEW QUAY	850.26	CILIAU AERON	431.98
BORTH	790.01	HENFYNYW	528.19
CEULANAMAESMAWR	437.60	LLANARTH	749.70
BLAENRHEIDOL	209.80	LLANDYSILOGOGO	565.66
GENEU'R GLYN	367.39	LLANFAIR CLYDOGAU	304.01
LLANBADARN FAWR	893.28	LLANFIHANGEL YSTRAD	689.20
LLANGYNFELIN	279.85	LLANGYBI	288.18
LLANFARIAN	774.79	LLANLLWCHAEARN	506.52
LLANGWYRYFON	262.11	LLANSANTFFRAED	639.73
LLANILAR	487.51	LLANWENOG	598.16
LLANRHYSTUD	464.40	LLANWNNEN	220.37
MELINDWR	538.17	DYFFRYN ARTH	603.29
PONTARFYNACH	255.68	ABERPORTH	1,177.40
TIRMYNACH	824.75	BEULAH	893.63
TRAWSGOED	457.90	LLANDYFRIOG	863.79
TREFEURIG	803.35	LLANDYSUL	1,277.37
FAENOR	827.91	LLANGOEDMOR	606.22
YSGUBOR-Y-COED	168.00	LLANGRANNOG	453.40
LLANDDEWI BREFI	307.52	PENBRYN	781.03
LLANGEITHO	376.22	TROEDYRAUR	686.39
LLEDROD	322.03	Y FERWIG	674.49
NANTCWNLLE	380.93		

COUNCIL TAX BASE 33,768.51

being the amounts calculated by the Council, in accordance with Regulation 6 of the 1995 Regulations (as amended by the 2004 Regulations), as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate;

3.2 To approve the amounts calculated by the Council for the year 2024/25 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 as set out below:-

(a) £285,511,141 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act. This includes £180,000 in respect of National Non-Domestic Rates Relief.



- (b) £90,392,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act.
- (c) £195,119,141 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- (d) £135,285,976 being the aggregate of the sums which the Council estimates will be payable for the year into its Council Fund in respect of redistributed non-domestic rates and its revenue support grant.
- (e) £1,771.86 being the amount at (c) above, less the amount at (d) above divided by the Council Tax Base, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year.
- (f) £1,547,028 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- (g) £1,726.05 being the amount at (e) above less the result given by dividing the amount at (f) above by the Council Tax Base calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year.

(h) PART OF THE COUNCIL'S AREA

<b>The Town and Community Council Areas of:</b>	<b>Basic Council Tax</b>	<b>The Town and Community Council Areas of:</b>	<b>Basic Council Tax</b>
ABERYSTWYTH	1,877.63	TREGARON	1,770.45
ABERAERON	1,784.29	YSBYTY YSTWYTH	1,737.54
ABERTEIFI / CARDIGAN	1,774.01	YSTRAD FFLUR	1,749.94
LLANBEDR P.S. / LAMPETER	1,768.69	YSTRAD MEURIG	1,740.05
CEI NEWYDD / NEW QUAY	1,771.05	CILIAU AERON	1,739.94
BORTH	1,769.85	HENFYNYW	1,739.30
CEULANAMAESMAWR	1,762.61	LLANARTH	1,740.59
BLAENRHEIDOL	1,748.48	LLANDYSILOGOGO	1,748.74
GENEU'R GLYN	1,753.27	LLANFAIR CLYDOGAU	1,749.08
LLANBADARN FAWR	1,781.22	LLANFIHANGEL YSTRAD	1,740.49
LLANGYNFELIN	1,755.53	LLANGYBI	1,742.01
LLANFARIAN	1,755.35	LLANLLWCHAEARN	1,748.89
LLANGWYRYFON	1,743.22	LLANSANTFFRAED	1,769.82
LLANILAR	1,740.82	LLANWENOG	1,751.13
LLANRHYSTUD	1,751.03	LLANWNNEN	1,742.25
MELINDWR	1,739.99	DYFFRYN ARTH	1,750.17
PONTARFYNACH	1,739.74	ABERPORTH	1,765.37
TIRMYNACH	1,749.69	BEULAH	1,754.03
TRAWSGOED	1,737.41	LLANDYFRIOG	1,756.15
TREFEURIG	1,748.46	LLANDYSUL	1,765.77
FAENOR	1,766.89	LLANGOEDMOR	1,779.50
YSGUBOR-Y-COED	1,748.97	LLANGRANNOG	1,749.21
LLANDDEWI BREFI	1,772.88	PENBRYN	1,742.05
LLANGEITHO	1,740.67	TROEDYRAUR	1,743.53
LLEDROD	1,733.98	Y FERWIG	1,762.52
NANTCWNLLE	1,732.61		

being the amounts given by adding to the amount at 3.2(g) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 3.1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

(i) PART OF THE COUNCIL'S AREA

<b>ARDALOEDD CYNGHORAU TREF CHYMUNED:</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>	<b>Band I</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
ABERYSTWYTH	1251.75	1460.38	1669.01	1877.63	2294.88	2712.13	3129.38	3755.26	4381.14
ABERAERON	1189.53	1387.78	1586.04	1784.29	2180.80	2577.30	2973.82	3568.58	4163.34
ABERTEIFI / CARDIGAN	1182.67	1379.78	1576.90	1774.01	2168.24	2562.46	2956.68	3548.02	4139.36

LLANBEDR									
P.S./LAMPETER	1179.13	1375.64	1572.17	1768.69	2161.74	2554.77	2947.82	3537.38	4126.94
CEI NEWYDD / NEW									
QUAY	1180.70	1377.48	1574.27	1771.05	2164.62	2558.18	2951.75	3542.10	4132.45
BORTH	1179.90	1376.55	1573.20	1769.85	2163.15	2556.45	2949.75	3539.70	4129.65
CEULANAMAESMAWR	1175.07	1370.92	1566.77	1762.61	2154.30	2545.99	2937.68	3525.22	4112.76
BLAENRHEIDOL	1165.65	1359.93	1554.21	1748.48	2137.03	2525.58	2914.13	3496.96	4079.79
GENEU'R GLYN	1168.85	1363.65	1558.47	1753.27	2142.89	2532.50	2922.12	3506.54	4090.96
LLANBADARN FAWR	1187.48	1385.39	1583.31	1781.22	2177.05	2572.87	2968.70	3562.44	4156.18
LLANGYNFELIN	1170.35	1365.41	1560.47	1755.53	2145.65	2535.76	2925.88	3511.06	4096.24
LLANFARIAN	1170.23	1365.27	1560.31	1755.35	2145.43	2535.50	2925.58	3510.70	4095.82
LLANGWYRYFON	1162.15	1355.83	1549.53	1743.22	2130.61	2517.98	2905.37	3486.44	4067.51
LLANILAR	1160.55	1353.97	1547.40	1740.82	2127.67	2514.51	2901.37	3481.64	4061.91
LLANRHYSTUD	1167.35	1361.91	1556.47	1751.03	2140.15	2529.26	2918.38	3502.06	4085.74
MELINDWR	1159.99	1353.32	1546.66	1739.99	2126.66	2513.32	2899.98	3479.98	4059.98
PONTARFYNACH	1159.83	1353.13	1546.44	1739.74	2126.35	2512.95	2899.57	3479.48	4059.39
TIRYMYNACH	1166.46	1360.87	1555.28	1749.69	2138.51	2527.33	2916.15	3499.38	4082.61
TRAWSGOED	1158.27	1351.32	1544.37	1737.41	2123.50	2509.59	2895.68	3474.82	4053.96
TREFEURIG	1165.64	1359.91	1554.19	1748.46	2137.01	2525.55	2914.10	3496.92	4079.74
FAENOR	1177.93	1374.24	1570.57	1766.89	2159.54	2552.17	2944.82	3533.78	4122.74
YSGUBOR-Y-COED	1165.98	1360.31	1554.64	1748.97	2137.63	2526.29	2914.95	3497.94	4080.93
LLANDDEWI BREFI	1181.92	1378.90	1575.90	1772.88	2166.86	2560.82	2954.80	3545.76	4136.72
LLANGEITHO	1160.45	1353.85	1547.27	1740.67	2127.49	2514.30	2901.12	3481.34	4061.56
LLEDROD	1155.99	1348.65	1541.32	1733.98	2119.31	2504.63	2889.97	3467.96	4045.95
NANTCWNLLE	1155.07	1347.58	1540.10	1732.61	2117.64	2502.66	2887.68	3465.22	4042.76
TREGARON	1180.30	1377.01	1573.74	1770.45	2163.89	2557.31	2950.75	3540.90	4131.05
YSBYTY YSTWYTH	1158.36	1351.42	1544.48	1737.54	2123.66	2509.78	2895.90	3475.08	4054.26
YSTRAD FFLUR	1166.63	1361.06	1555.51	1749.94	2138.82	2527.69	2916.57	3499.88	4083.19
YSTRAD MEURIG	1160.03	1353.37	1546.71	1740.05	2126.73	2513.40	2900.08	3480.10	4060.12
CILIAU AERON	1159.96	1353.28	1546.62	1739.94	2126.60	2513.24	2899.90	3479.88	4059.86
HENFYNYW	1159.53	1352.79	1546.05	1739.30	2125.81	2512.32	2898.83	3478.60	4058.37
LLANARTH	1160.39	1353.79	1547.19	1740.59	2127.39	2514.18	2900.98	3481.18	4061.38
LLANDYSILOGOGO	1165.83	1360.13	1554.44	1748.74	2137.35	2525.95	2914.57	3497.48	4080.39
LLANFAIR CLYDOGAU	1166.05	1360.39	1554.74	1749.08	2137.77	2526.45	2915.13	3498.16	4081.19
LLANFIHANGEL									
YSTRAD	1160.33	1353.71	1547.11	1740.49	2127.27	2514.04	2900.82	3480.98	4061.14
LLANGYBI	1161.34	1354.89	1548.46	1742.01	2129.13	2516.23	2903.35	3484.02	4064.69
LLANLLWCHAEARN	1165.93	1360.24	1554.57	1748.89	2137.54	2526.17	2914.82	3497.78	4080.74
LLANSANTFFRAED	1179.88	1376.52	1573.18	1769.82	2163.12	2556.40	2949.70	3539.64	4129.58
LLANWENOG	1167.42	1361.99	1556.56	1751.13	2140.27	2529.41	2918.55	3502.26	4085.97
LLANWNNEN	1161.50	1355.08	1548.67	1742.25	2129.42	2516.58	2903.75	3484.50	4065.25
DYFFRYN ARTH	1166.78	1361.24	1555.71	1750.17	2139.10	2528.02	2916.95	3500.34	4083.73

ABERPORTH	1176.91	1373.06	1569.22	1765.37	2157.68	2549.98	2942.28	3530.74	4119.20
BEULAH	1169.35	1364.24	1559.14	1754.03	2143.82	2533.60	2923.38	3508.06	4092.74
LLANDYFRIOG	1170.77	1365.89	1561.03	1756.15	2146.41	2536.66	2926.92	3512.30	4097.68
LLANDYSUL	1177.18	1373.37	1569.58	1765.77	2158.17	2550.55	2942.95	3531.54	4120.13
LLANGOEDMOR	1186.33	1384.05	1581.78	1779.50	2174.95	2570.39	2965.83	3559.00	4152.17
LLANGRANNOG	1166.14	1360.49	1554.86	1749.21	2137.93	2526.63	2915.35	3498.42	4081.49
PENBRYN	1161.37	1354.92	1548.49	1742.05	2129.18	2516.29	2903.42	3484.10	4064.78
TROEDYRAUR	1162.35	1356.08	1549.81	1743.53	2130.98	2518.43	2905.88	3487.06	4068.24
Y FERWIG	1175.01	1370.85	1566.69	1762.52	2154.19	2545.86	2937.53	3525.04	4112.55

being the amounts given by multiplying the amounts at 3.2(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 3.3 To note the amounts in precepts issued to the Council by the Police and Crime Commissioner for Dyfed-Powys for 2024/25 in accordance with Section 47 of the Police Reform and Social Responsibility Act, for each category of dwelling as shown below:-

**Dyfed-Powys Police Council Tax  
VALUATION BANDS**

A	B	C	D	E	F	G	H	I
£	£	£	£	£	£	£	£	£
<b>221.35</b>	<b>258.25</b>	<b>295.14</b>	<b>332.03</b>	<b>405.81</b>	<b>479.60</b>	<b>553.38</b>	<b>664.06</b>	<b>774.74</b>

- 3.4 To set the Council Tax in accordance with Section 30 of the Local Government Finance Act 1992. Having calculated the aggregate in each case of the amounts at 3.2(i) and 3.3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts, which can be seen in Appendix A, as the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings.

THE TOWN AND COMMUNITY COUNCIL AREAS OF:	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £	Band I £
ABERYSTWYTH	1473.10	1718.63	1964.14	2209.66	2700.69	3191.73	3682.76	4419.32	5155.88
ABERAERON	1410.88	1646.03	1881.17	2116.32	2586.61	3056.90	3527.20	4232.64	4938.08
ABERTEIFI / CARDIGAN LLANBEDR P.S. / LAMPETER	1404.02	1638.03	1872.03	2106.04	2574.05	3042.06	3510.06	4212.08	4914.10
	1400.48	1633.89	1867.30	2100.72	2567.55	3034.37	3501.20	4201.44	4901.68

CEI NEWYDD / NEW QUAY	1402.05	1635.73	1869.40	2103.08	2570.43	3037.78	3505.13	4206.16	4907.19
BORTH	1401.25	1634.80	1868.33	2101.88	2568.96	3036.05	3503.13	4203.76	4904.39
CEULANAMAESMAWR	1396.42	1629.17	1861.90	2094.64	2560.11	3025.59	3491.06	4189.28	4887.50
BLAENRHEIDOL	1387.00	1618.18	1849.34	2080.51	2542.84	3005.18	3467.51	4161.02	4854.53
GENEU'R GLYN	1390.20	1621.90	1853.60	2085.30	2548.70	3012.10	3475.50	4170.60	4865.70
LLANBADARN FAWR	1408.83	1643.64	1878.44	2113.25	2582.86	3052.47	3522.08	4226.50	4930.92
LLANGYNFELIN	1391.70	1623.66	1855.60	2087.56	2551.46	3015.36	3479.26	4175.12	4870.98
LLANFARIAN	1391.58	1623.52	1855.44	2087.38	2551.24	3015.10	3478.96	4174.76	4870.56
LLANGWYRYFON	1383.50	1614.08	1844.66	2075.25	2536.42	2997.58	3458.75	4150.50	4842.25
LLANILAR	1381.90	1612.22	1842.53	2072.85	2533.48	2994.11	3454.75	4145.70	4836.65
LLANRHYSTUD	1388.70	1620.16	1851.60	2083.06	2545.96	3008.86	3471.76	4166.12	4860.48
MELINDWR	1381.34	1611.57	1841.79	2072.02	2532.47	2992.92	3453.36	4144.04	4834.72
PONTARFYNACH	1381.18	1611.38	1841.57	2071.77	2532.16	2992.55	3452.95	4143.54	4834.13
TIRYMYNACH	1387.81	1619.12	1850.41	2081.72	2544.32	3006.93	3469.53	4163.44	4857.35
TRAWSGOED	1379.62	1609.57	1839.50	2069.44	2529.31	2989.19	3449.06	4138.88	4828.70
TREFEURIG	1386.99	1618.16	1849.32	2080.49	2542.82	3005.15	3467.48	4160.98	4854.48
FAENOR	1399.28	1632.49	1865.70	2098.92	2565.35	3031.77	3498.20	4197.84	4897.48
YSGUBOR-Y-COED	1387.33	1618.56	1849.77	2081.00	2543.44	3005.89	3468.33	4162.00	4855.67
LLANDDEWI BREFI	1403.27	1637.15	1871.03	2104.91	2572.67	3040.42	3508.18	4209.82	4911.46
LLANGEITHO	1381.80	1612.10	1842.40	2072.70	2533.30	2993.90	3454.50	4145.40	4836.30
LLEDROD	1377.34	1606.90	1836.45	2066.01	2525.12	2984.23	3443.35	4132.02	4820.69
NANTCWNLLE	1376.42	1605.83	1835.23	2064.64	2523.45	2982.26	3441.06	4129.28	4817.50
TREGARON	1401.65	1635.26	1868.87	2102.48	2569.70	3036.91	3504.13	4204.96	4905.79
YSBYTY YSTWYTH	1379.71	1609.67	1839.61	2069.57	2529.47	2989.38	3449.28	4139.14	4829.00
YSTRAD FFLUR	1387.98	1619.31	1850.64	2081.97	2544.63	3007.29	3469.95	4163.94	4857.93
YSTRAD MEURIG	1381.38	1611.62	1841.84	2072.08	2532.54	2993.00	3453.46	4144.16	4834.86
CILIAU AERON	1381.31	1611.53	1841.75	2071.97	2532.41	2992.84	3453.28	4143.94	4834.60
HENFYNYW	1380.88	1611.04	1841.18	2071.33	2531.62	2991.92	3452.21	4142.66	4833.11
LLANARTH	1381.74	1612.04	1842.32	2072.62	2533.20	2993.78	3454.36	4145.24	4836.12
LLANDYSILOGOGO	1387.18	1618.38	1849.57	2080.77	2543.16	3005.55	3467.95	4161.54	4855.13
LLANFAIR CLYDOGAU LLANFIHANGEL	1387.40	1618.64	1849.87	2081.11	2543.58	3006.05	3468.51	4162.22	4855.93
YSTRAD	1381.68	1611.96	1842.24	2072.52	2533.08	2993.64	3454.20	4145.04	4835.88
LLANGYBI	1382.69	1613.14	1843.59	2074.04	2534.94	2995.83	3456.73	4148.08	4839.43
LLANLLWCHAEARN	1387.28	1618.49	1849.70	2080.92	2543.35	3005.77	3468.20	4161.84	4855.48
LLANSANTFFRAED	1401.23	1634.77	1868.31	2101.85	2568.93	3036.00	3503.08	4203.70	4904.32
LLANWENOG	1388.77	1620.24	1851.69	2083.16	2546.08	3009.01	3471.93	4166.32	4860.71
LLANWNNEN	1382.85	1613.33	1843.80	2074.28	2535.23	2996.18	3457.13	4148.56	4839.99
DYFFRYN ARTH	1388.13	1619.49	1850.84	2082.20	2544.91	3007.62	3470.33	4164.40	4858.47

ABERPORTH	1398.26	1631.31	1864.35	2097.40	2563.49	3029.58	3495.66	4194.80	4893.94
BEULAH	1390.70	1622.49	1854.27	2086.06	2549.63	3013.20	3476.76	4172.12	4867.48
LLANDYFRIOG	1392.12	1624.14	1856.16	2088.18	2552.22	3016.26	3480.30	4176.36	4872.42
LLANDYSUL	1398.53	1631.62	1864.71	2097.80	2563.98	3030.15	3496.33	4195.60	4894.87
LLANGOEDMOR	1407.68	1642.30	1876.91	2111.53	2580.76	3049.99	3519.21	4223.06	4926.91
LLANGRANNOG	1387.49	1618.74	1849.99	2081.24	2543.74	3006.23	3468.73	4162.48	4856.23
PENBRYN	1382.72	1613.17	1843.62	2074.08	2534.99	2995.89	3456.80	4148.16	4839.52
TROEDYRAUR	1383.70	1614.33	1844.94	2075.56	2536.79	2998.03	3459.26	4151.12	4842.98
Y FERWIG	1396.36	1629.10	1861.82	2094.55	2560.00	3025.46	3490.91	4189.10	4887.29

**7 To consider the report of the Corporate Lead Officer: Finance and Procurement upon the Treasury Management Strategy and Minimum Revenue Provision (MRP) Policy for 2024-25**

Councillor Gareth Davies, Cabinet Member for Finance and Procurement Services gave an overview of the content of the report and noted that the Cabinet, at its meeting held on 20 February 2024 considered this report on the Treasury Management Strategy and Minimum Revenue Provision (MRP) Policy for 2024/25, recommending that Council approve the Treasury Management Strategy for Borrowing and Investments for 2024/25; the Minimum Revenue Provision Policy for 2024/25 and to delegate authority to the Section 151 Officer in consultation with the Cabinet Member for Finance and Procurement, to amend the Treasury Management Strategy, and Investment Schedule, during the course of the year.

Following discussion, it was **RESOLVED** to agree to the:

- a) approval of the Treasury Management Strategy for Borrowing and Investments for 2024/25
- b) approval of the Minimum Revenue Provision Policy for 2024/25; and
- c) delegate authority to the Section 151 officer in consultation with the Cabinet Member for Finance and Procurement, to amend the Treasury Management Strategy, and Investment Schedule, during the course of the year.

**Confirmed at the Meeting of the Council held on 21 March 2024**

**CHAIRMAN:** \_\_\_\_\_

## CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 21<sup>st</sup> March 2024

**Title:** Single Transferable Vote

**Purpose of the report:** To consider the recently commenced powers for local authorities to vary their electoral system for County Council elections.

**For:** Decision

**Cabinet Portfolio and Cabinet Member:**

**Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation**

**Introduction**

All councillors in Wales are currently elected using a simple majority system, commonly known as first past the post (FPTP). Each Council will continue to use this method unless it decides to change to a system known as the Single Transferable Vote (STV) under the powers legislated in the Local Government and Elections (Wales) Act 2021 (the Act).

It should be noted that there are no provisions to change the voting system for Town and Community Council elections.

**Changing the voting system**

The Act sets out the steps (in sections 8 and 9) a local authority must take if it is minded to change its voting system. These sections commenced on 6 May 2022, immediately following the last round of local government elections. The steps required if the Council is minded to change the voting system are as follows:

- Before exercising the power to change the local authority must consult local government electors, community councils and any such persons as the local authority considers appropriate.
- A Special Meeting of Council would need to be convened, giving at least 21 days' notice. Such a change would require a resolution supported by a two-thirds majority of full Council.
- If a Council opts to change the voting system, it must use the new STV system for the next two rounds of ordinary elections, after which it could choose to revert back to FPTP.
- To change to STV for the next set of local government elections in 2027, a resolution to this effect must be made before 15 November 2024.
- If a decision is reached to change the voting system, the Council must notify Welsh Ministers and the Local Democracy and Boundary Commission for Wales.

Schedule 1 of the Act outlines the provisions for a boundary review to take place, which requires that if a Council adopts STV, the number of councillors for each electoral ward is to be no less than 3, but no more than 6. There is therefore, a

significant element of work that would need to be undertaken to progress to the point of adopting the alternative voting system, and a steer is required from Council as to if this is a matter that it is wish to be pursued before committing resources to this project.

Full details of FPTP and STV are included in Appendix A.

### **Conclusion**

Should Council wish to remain on the FPTP system then no further action is required at this stage by Council.

Should Council conclude they wish to consider the STV further then we will move to a period of public consultation before bringing a report back to a Special Council meeting, at which point Council will vote for whether to change the system to STV, but will need a two thirds majority to do so.

### **Wellbeing of Future Generations:**

**Has an Integrated Impact Assessment been completed? If, not, please state why.**

No. An Integrated Impact Assessment will be completed if Council decides it wishes to move to a period of consultation and a further report is presented at a Special Council meeting.

### **Summary of Integrated Impact Assessment:**

**Long term:** N/A  
**Collaboration:** N/A  
**Involvement:** N/A  
**Prevention:** N/A  
**Integration:** N/A

### **Recommendation:**

**That Council either votes:**

- a) **To remain on the First Past the Post system for County Council elections;**
- OR**
- b) **To undertake a public consultation on the possible change to the voting system for County Council elections to the Single Transferable Vote system.**

### **Reasons for decision:**

**To inform Members of the newly commenced powers in the Local Government and Elections (Wales Act 2021) (the 'Act'), for local authorities to change their voting system, in preparation for the next ordinary local government elections, scheduled for 2027; and to seek instruction from Council in respect of future voting arrangements.**

### **Overview and Scrutiny:**

Not applicable.

### **Policy Framework:**

Local Government and Elections (Wales) Act 2021



**Corporate Well-being Objectives:**

Not applicable.

**Finance and Procurement implications:**

The implementation of new voting arrangements would require additional financial resources to enable the Council to implement this significant change in election arrangements.

**Legal Implications:**

A decision is required in order to meet legislative requirements.

**Staffing implications:**

There will be staffing implications if the decision is taken to move to a Single Transferable Vote system due to the increased time needed to complete vote counting.

**Property / asset implications:**

There will be property implications if the decision is taken to move to a Single Transferable Vote system due to the increased time needed to complete vote counting.

**Risk(s):**

The implementation of new voting arrangements will have financial and staffing implications for the Council.

**Statutory Powers:**

[Local Government and Elections \(Wales\) Act 2021](#) (sections 8 and 9).

**Background Papers:**

[DRAFT rules for local government \(principal council\) elections using the single transferable vote system.](#)

**Appendices:**

Appendix A – How does First Past the Post and Single Transferable Vote work?

**Corporate Lead Officer:**

Lowri Edwards, Corporate Lead Officer: Democratic Services

**Reporting Officer:**

Lowri Edwards, Corporate Lead Officer: Democratic Services

**Date:**

14<sup>th</sup> March 2024.

### How does First Past The Post (FPTP) work?

- In a poll which uses FPTP where one representative is to be elected, voters place a mark (usually a cross) on the ballot paper next to the name of the candidate they wish to vote for.
- In a two-member ward, voters are instructed at the top of the ballot paper to vote for up to two candidates.
- A candidate is elected if they receive one or more votes than the other candidates. In a two member ward the two individuals who receive the most votes are elected.
- Counting the votes for a FPTP contest is a simple process when there is only one candidate to be elected.
- Counting the votes for a two-member ward requires a system which records the votes given on each ballot paper – ballot papers are counted once.
- There are currently 4 Wards in Ceredigion that are multi-member Wards i.e. Aberporth and Y Ferwig, Aberystwyth Penparcau, Aberystwyth Morfa a Glais and Beulah and Llangoedmor.

### How does Single Transferrable Vote (STV) work?

- **Multi-member wards** - STV will require multi-member wards across the whole of the authority area. Welsh Government (WG) have stipulated that the number of councillors for each electoral ward is to be no less than three, but no more than 6.
- **STV rules** – The system of STV that is detailed below is in accordance with guidance issued by Welsh Government.
- **Ballot paper design** – candidates would appear on a STV ballot paper in alphabetical order according to surname, as is the case on the FPTP ballot paper. Voters are instructed at the top of the ballot paper to rank the candidates according to their order of preference.
- **Counting Votes** – there is no provision for electronic counting in the draft rules. Therefore, it is accepted that counting STV elections will be a lengthy process, with counts using STV taking up to 2 days to complete.
- **Quota (method of calculation)** – the method of counting is fundamental to any STV system. The method of counting provided for is the Droop quota (as used in elections in Northern Ireland and principal council elections in Scotland).

$$\text{Votes needed to win seat} = \frac{\text{number of valid ballot papers}}{\text{number of seats} + 1} + 1$$

- **Surplus transfer** – during the count, surplus ballots are transferred from the elected candidate pile to the next preference candidate, if the first choice candidate has votes in excess of the quota or has been eliminated.

When a candidate exceeds the quota, the surplus votes are examined to see if the next available preference candidate is still in the race (neither elected or eliminated). Ballot papers are transferred to the next available preference at a value which is calculated by taking the candidate's surplus and dividing it by the total number of ballot papers being transferred. This process continues until the appropriate number of candidates stand elected.

There is an additional step to ensure that the value of transferred votes is not greater than the value of the vote on the ballot paper when it was received by the candidate from whom it is now being transferred.

All calculations are done to 2 decimal places so are manageable for manual counting.

- **Exclusion of candidates** – if vacancies remain after the transfer process has taken place, the rules provide for the candidate with the lowest number of votes to be eliminated. The eliminated candidate's votes are then redistributed in stages.

The first stage involves the transfer of the excluded candidate's first preference votes. The Returning Officer examines the votes given to see if a next preference has been given, which is still available. Each ballot expressing a next available preference is transferred to the candidate for whom the preference is given, at a transfer value of 1.

- **Non-transferable ballot papers** – a ballot paper becomes non-transferable at the stage where the Returning Officer is unclear which candidate is next in the order of preference.
- **Last vacancies** – the draft rules provide for the filling of last vacancies which is intended to ensure that the returning office is not required to continue counting when it would be pointless to do so. For example, the rule provides that where the number of candidates still in the race is equal to the number of vacancies remaining, those candidates are treated as elected.
- **Recounts** – a crucial difference between the FPTP rules and the draft STV rules is the provision made for candidates or election agents to request a recount. Having to recount the entirety of the vote, meaning repeating every single stage, would be unreasonable. Therefore, where an election is conducted using STV, the provision is for a recount of that stage of the count only.

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## CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 21<sup>st</sup> March 2024

**Title:** Schedule of Member Remuneration for 2024/2025

**Purpose of the report:** To consider the Independent Remuneration Panel for Wales' Annual Report in relation to Members' Remuneration for 2024/2025; and to approve a Schedule of Member Remuneration for 2024/2025.

**For:** Decision

**Cabinet Portfolio and Cabinet Member:**

**Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation.**

### **1. INTRODUCTION**

The Independent Remuneration Panel for Wales' (IRPW) Annual Report was published in February 2023 and prescribes the level of remuneration payable to Members for 2024/2025. A copy of the report is attached for information (Appendix B).

This report covers the municipal period from the date of the Council's Annual General meeting i.e. 17<sup>th</sup> May 2024.

### **2. ISSUES RAISED IN THE IRPW REPORT**

The IRPW made very few determinations in this year's Annual Report; all other determinations are set out in the IRPW's Annual Report 2022 and 2023 remain valid and should be applied.

A summary of the applicable salaries and allowances, in line with the IRPW's determinations, is shown in the attached Schedule of Members Remuneration (Appendix A – Schedule 1).

### **3. BASIC AND SENIOR SALARIES**

The sums payable as Basic and Senior Salaries are prescribed, and the IRPW has determined that there should be an increase to the Basic Salary amounts payable for 2024/2025 to £18,666. The figures shown in Schedule 1 of Appendix A will therefore be the sums payable for 2024/2025.

The IRPW has determined that there should be an increase to all Senior Salaries (see Schedule 1 of Appendix A).

There is no change in the maximum proportion of members eligible to receive a Senior Salary, i.e. it remains at 17.

These salaries are determined by the IRPW and **the Council has no discretion** regarding the amounts paid to Councillors.

#### **4. CHAIR AND VICE CHAIR OF COUNCIL**

The IRPW has determined for 2024/2025 that (where paid) a civic head i.e. Chairman of the Council must be paid a Band 3 salary (where paid) a deputy civic head i.e. the Vice Chairman, must be paid a Band 5 salary.

The Chair and Vice Chair will be eligible to claim travelling expenses whilst undertaking their civic duties.

#### **5. REIMBURSEMENT OF THE COST OF CARE AND PERSONAL ASSISTANCE**

Members are reminded that they are entitled to claim for reimbursement of the cost of care and personal assistance.

The IRPW has determined that there will be no change to the reimbursement of the cost of care and personal assistance for 2024/2025 – see Schedule 1 for further details.

In terms of the publication of the reimbursement of the costs of care, the Panel allows authorities to decide how it publishes this information i.e.

1. To publish the details of the amounts reimbursed to named Members; or
2. To publish the total amount reimbursed by the authority during the year but not attributed to any named Member.

The Council agreed in 2017/18 and subsequent years to publish the total amount reimbursed by the authority during the year, but not attributed to any named Member and **it is therefore recommended that this practice continues for 2024/2025.**

#### **6. CO-OPTEE'S FEES**

The IRPW has determined that there will be no change to the sums payable to co-optees for 2024/2025 – see Appendix B for further details. However, provision has been made to pay per hour (rather than full or half day).

The Council may decide on a maximum number of days for which Co-opted Members may be paid in any one year. The Council decided for 2014/15 - 2023/24 that a maximum would be imposed that is equivalent to 10 full days a year, for each committee to which an individual has been co-opted. **It is therefore recommended that the same maximum number of days should be imposed for 2023/2024.**

#### **7. PENSION PROVISION**

The IRPW has determined that entitlement to join the Local Government Pension Scheme (LGPS) shall, as previously, apply to all eligible elected Members of the Council. The Council already allows Members to join the LGPS.

## **8. TRAVELLING, SUBSISTENCE AND OVERNIGHT ACCOMMODATION ALLOWANCES**

There are no proposed changes to travelling, subsistence and overnight accommodation allowances.

**It is therefore recommended that the allowances rates, as shown in Schedule 3 of Appendix A are approved by the Council for 2024/2025.**

## **9. SUPPORT FOR MEMBERS**

The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

In 2018/19, the Council approved the introduction of an opt-in monthly allowance scheme of £10 is implemented to cover telephone, broadband and postage costs for Members. **It is recommended that this opt-in scheme be continued in 2023/2024.**

It should also be noted that since 2018/19, the Council's Counselling Service has also been made available to Members.

## **10. SCHEDULE OF MEMBERS' REMUNERATION**

The Council must produce annually a schedule of payments it intends to make to its named Members and Co-opted Members. The schedule must be produced no later than four weeks following the Annual Meeting of the Authority. The applicable schedule for 2024/2025 is shown in Schedule 1, and this will need to be updated following the Annual Meeting on 17<sup>th</sup> May 2024. The amounts shown in the schedule of payments for 2023/2024 will reflect the rates as referred to above.

Any changes made following Council and the AGM on 17<sup>th</sup> May 2024 will be reflected prior to publication and submission to the IRPW.

## **11. DISCRETION**

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.

**Wellbeing of Future Generations:**

**Has an Integrated Impact Assessment been completed? If, not, please state why.**  
Not required – not a service change.

**Summary of Integrated Impact Assessment:**

**Long term:** Not applicable  
**Collaboration:** Not applicable  
**Involvement:** Not applicable  
**Prevention:** Not applicable  
**Integration:** Not applicable

**Recommendations:**

**The Council is recommended to approve the following:**

- 1. Continuation of the current practice of not making payments for travelling expenses whilst undertaking Ward duties;**
- 2. That travelling, subsistence, overnight accommodation and car parking are paid at the levels proposed by the Independent Remuneration Panel;**
- 3. To continue with the opt-in monthly allowance scheme of a maximum of £10 to cover telephone, broadband and postage costs;**
- 4. To reflect the opt-in of this allowance in the Statement of Payments made to Members annually;**
- 5. Co-opted Members to be paid fees subject to a maximum equivalent to 10 full days for each committee to which an individual has been co-opted, based on a half day or full day payment;**
- 6. 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;**
- 7. The 2024/2025 Schedule of Member Remuneration, subject to incorporating any amendments determined by the Council at this meeting; and**
- 8. To authorise the Corporate Lead Officer: Democratic Services to incorporate any such amendments prior to publication and submission to the IRPW, after the Annual Meeting to be held 17<sup>th</sup> May 2024.**

**Reasons for decision:**

**To approve a Schedule of Member Remuneration for 2024/2025, as required by legislation.**

**Overview and Scrutiny:**

Not applicable.



**Policy Framework:**

- Independent Remuneration Panel for Wales Determinations;
- Council's Constitution.

**Corporate Well-being Objectives:**

Not applicable.

**Finance and Procurement implications:**

Additional budget implications for 2024/2025 due to increase in the basic and senior salaries, which has been incorporated into the Council's budget, approved 29<sup>th</sup> February 2024.

**Legal Implications:**

None.

**Staffing implications:**

None.

**Property / asset implications:**

None.

**Risk(s):**

None.

**Statutory Powers:**

- Local Government Wales Measure 2011 and as amended by Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013;
- The Independent Remuneration Panel for Wales Regulations;
- The Independent Remuneration Panel for Wales Annual Report dated February 2023;
- Local Government and Elections Act 2021.

**Background Papers:**

The Independent Remuneration Panel for Wales Annual Report dated February 2024.

**Appendices:**

- Appendix A – Members' Schedule of Remuneration 2024/2025;
- Appendix B - The Independent Remuneration Panel for Wales Annual Report dated February 2024.

**Corporate Lead Officer:**

Lowri Edwards

Corporate Lead Officer: Democratic Services (Head of Democratic Services)

**Reporting Officer:** Lowri Edwards

**Date:** 1<sup>st</sup> March 2024

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Cyngor Sir  
**CEREDIGION**  
County Council

## **MEMBERS' SCHEDULE OF REMUNERATION**

**2024/25 MUNICIPAL YEAR**  
**(from 17 May 2024; as approved by Council xxxx 2024)**

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 Officer<sup>1</sup> 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.

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<sup>1</sup> 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 Officer<sup>2</sup> 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**.

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<sup>2</sup> Corporate Lead Officer: Democratic Services

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

**SCHEDULE 1**

**SCHEDULE OF REMUNERATION 2024/2025**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
<p>The following named elected members of the authority</p> <ol style="list-style-type: none"> <li>1. Councillor</li> <li>2. Councillor</li> <li>3. Councillor</li> <li>4. Councillor</li> <li>5. Councillor</li> <li>6. Councillor</li> <li>7. Councillor</li> <li>8. Councillor</li> <li>9. Councillor</li> <li>10. Councillor</li> <li>11. Councillor</li> <li>12. Councillor</li> <li>13. Councillor</li> <li>14. Councillor</li> <li>15. Councillor</li> <li>16. Councillor</li> <li>17. Councillor</li> <li>18. Councillor</li> <li>19. Councillor</li> <li>20. Councillor</li> </ol>	<p>£18,666</p>

	<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>	<b>BAND</b>
	<b>ROLE</b>	<b>MEMBER</b>		
1.	Leader	Councillor	£59,498	1
2.	Deputy Leader	Councillor	£41,649	1
3.	Cabinet Member	Councillor	£35,699	2
4.	Cabinet Member	Councillor	£35,699	2
5.	Cabinet Member	Councillor	£35,699	2
6.	Cabinet Member	Councillor	£35,699	2
7.	Cabinet Member	Councillor	£35,699	2

	<b>SENIOR SALARIES ENTITLEMENTS</b> (includes basic salary)		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>	<b>BAND</b>
	<b>ROLE</b>	<b>MEMBER</b>		
8.	Cabinet Member	Councillor	£35,699	2
9.	Chairperson of the Corporate Resources Overview and Scrutiny Committee	Councillor	£27,999	3
10.	Chairperson of the Healthier Communities Overview and Scrutiny Committee	Councillor	£27,999	3
11.	Chairperson of the Learning Communities Overview and Scrutiny Committee	Councillor	£27,999	3
12.	Chairperson of the Thriving Communities Overview and Scrutiny Committee	Councillor	£27,999	3
13.	Chairperson of the Overview and Scrutiny Co-ordinating Committee	Councillor	£27,999	3
14.	Chairperson of the Development Control Committee	Councillor	£27,999	3
15.	Chairperson of the Licensing Committee	Councillor	£27,999	3
16.	Chairperson of the Democratic Services Committee	Councillor	£27,999	3
17.	Leader of the Largest Opposition Group	Councillor	£27,999	4

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

<b>ENTITLEMENT TO CIVIC SALARIES</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>	<b>BAND</b>
<b>ROLE</b>	<b>MEMBER</b>		
Civic Head (Chair of the Council)	Councillor	£27,999	3
Deputy Civic Head (Vice Chair of the Council)	Councillor	£22,406	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) (£33.50 per hour)
Chairperson of Governance and Audit Committee		£268 (4 hours and over) £134 (up to 4 hours) (£33.50 per hour)
Ordinary Members of - Ethics and Standards Committee, - Learning Communities Overview and Scrutiny Committee - Governance and Audit Committee	<u>Standards:</u>  <u>Scrutiny</u>  <u>Governance and Audit</u>	£210 (4 hours and over) £105 (up to 4 hours) (£26.25 per hour)
Community and Town Councillors sitting on Standards Committee	Councillor Councillor	£238 (4 hours and over) £119 (up to 4 hours) (£29.75 per hour)

**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.

## **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.



### **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:

<b>Maximum Subsistence Allowances</b> 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
<b>SUBJECT to a daily maximum of:</b>	<b>£28.00</b>
N.B. <ul style="list-style-type: none"><li>• 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);</li><li>• If the Councillor has stayed overnight and the accommodation includes breakfast, then the £28 limit should exclude the cost for a breakfast.</li></ul>	

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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# Independent Remuneration Panel for Wales

## Annual Report

February 2024

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## Foreword

Welcome to the 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 2024.

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

Earlier last year we were able to appoint two new members to bring our current complement up to five. I welcome Dianne Bevan and Kate Watkins to the Panel and thank Saz Willey, Vice Chair, and Bev Smith for their continued contribution throughout the year. You can find out more about our Panel members on our [website](#).

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



Frances Duffy  
Chair

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

## Executive Summary

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

With a strengthened Panel, we were able to focus on building our research and evidence plan to support our discussions on our remuneration framework. Our evidence plan is available on our [website](#) in line with our aim to be open and transparent in all our decision making.

Our goal continues to be to ensure that levels of remuneration are fair and reasonable. We agreed to continue to align levels of remuneration for elected members of Principal Councils, National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.

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

**In reaching our decision to continue the link between the remuneration of elected members of Principal Councils, National Parks Authorities and Fire and Rescue Authorities and the average earnings of their constituents (ASHE),** the Panel remain of the view that a fair and reasonable remuneration package will continue to support elected members and not act as a barrier to participation. This is an important principle, underpinning our considerations on appropriate remuneration. This was widely supported in both our engagement meetings and the consultation feedback.

In line with our commitment to simplifying reporting and compliance, the Panel this year looked at the reporting requirements for Community and Town Councils. Currently each Community and Town Council must report annually to the Panel, and publish on its website, the details, and names of each councillor in receipt of any expenses. In previous years we agreed that in respect of costs of care and personal assistance allowances, it would be inappropriate to name individual councillors, and that it would be sufficient to simply list the total amounts paid and the total number of recipients.

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

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



We continue to receive queries regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We are updating our guidance on this issue which should help give clarity to local clerks.

We are also mindful of a continuing, albeit reducing, number of Community and Town councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for expenses they necessarily incur whilst carrying out their duties or receive a contribution to help defray these costs. We reiterate that the basic payments are mandatory and should be made available to all councillors who are entitled to receive them. Any decision to forego these payments must be a personal and individual choice.

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

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

In our draft Report, the Panel proposed that the relevant local officer should have the flexibility to decide when it will be appropriate to apply a day or a half day rate and when to use an hourly rate where it is sensible to aggregate a number of short meetings. There was quite a wide range of views on this during our engagement meetings, but the overall feedback is that this change would be supported. **Therefore, the Panel agreed that this flexibility should be given and that decisions on whether an hourly or daily rate might be appropriate are to be made locally.**

Finally, the Panel is aware of feedback that our website can be difficult to navigate and that finding the right Determination to deal with a specific issue is not always straightforward, especially for newly elected members or officials. We have therefore updated the links on our website and created a new link to a page setting out all the current Determinations that should be applied. It will be updated every year when the Final Annual Report is issued, and we hope this will be easier to navigate than having to refer to every year's Report.

This is supported in our newly updated [Guidance](#) (previously called the Regulations).

## **Role and responsibilities of the Panel**

### **Our Role:**

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

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

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

We make determinations on:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

### **Our Aim:**

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

### **Our Goals:**

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

### **Our Strategic Objectives:**

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

**The Panel:**

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

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

## Methodology

### Deliberations and Determinations for 2024 to 2025

As set out in our strategic objectives the Panel has committed to making evidence based decisions.

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

- Data on average UK and Wales weekly earnings, including ASHE (Annual Survey of Hours and Earnings)
- Annual Consumer Price Index Housing (CPIH) and Consumer Price Index (CPI) inflation rates Benchmarks, including councillor remuneration in Scotland
- Research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
- Findings of Senedd Cymru Equality, Local Government and Communities Committee (2019)
- Data collected on the take up of remuneration and benefits packages by councillors
- Data on local authority finances

The full set of evidence and research considered, is available on our [website](#).

In line with our updated Communications and Engagement Strategy, the Panel held a number of discussions with key stakeholders which provided an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association, Principal Council Leaders Group, Heads of Democratic Services committee, One Voice Wales, Society for Local Council Clerks and North and Mid Wales Association of Local Councils. The Panel also held an online seminar in November for Community and Town councillors and local Clerks. This was well attended, and we received good feedback on our work. In particular, the Panel noted the question of remuneration for Youth Representatives and agreed to review this in the future.

This year the Panel focused on three main issues – affordability, payments made to co opted members and reporting requirements for Community and Town Councils. The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and Responses to the consultation on our Draft Report.

## Consultation: Summary of responses

The Panel produced and issued a draft report on Friday 13 October 2023 for an eight week consultation, which closed on Friday 8th December 2023. The consultation period was extended to Wednesday 20 December 2023, to allow more time for all respondents to submit feedback.

In addition, as part of the consultation process, stakeholders were invited to answer six questions using an online survey or by return email. A total of 44 responses were received online, whilst 12 were submitted by email to the IRP Mailbox. The Panel engaged in a number of stakeholder meetings during the consultation period to gather important feedback. The Panel would like to thank everyone who contributed to the consultation. A summary of responses is included in the report below.

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 Parks Authorities and
- Community and Town Councils

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

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

***Determination 3: Salaries for Joint Overview and Scrutiny Committees***

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

***Determination 7: Compensation for financial loss***

No comments/responses were received directly, in respect of the above Determinations. However, during our engagement sessions, the Panel heard concerns about lack of payments to Youth Representatives on Community and Town Councils and disappointment that the Panel had not raised the remuneration levels for co opted members on National Parks Authorities. These are issues that the Panel may consider in future Reports.

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

There were only a small number of responses regarding this proposal; One response agreed with the proposal in respect of changing working practices and supporting the introduction of an hourly rate and another recommended that guidance issued in respect of the hourly payment is clear as to when it should be applied.

Another strongly supported the principle of authorities being able to be flexible to suit their own requirements.

### ***Determination 6: Community and Town Councils Mandatory payments***

#### ***Payment for extra costs of working from home and Set payment for consumables***

Two Community Councils requested that the proposal to make the £156 payment to Councillors mandatory be changed to allow Councillors to opt out of the payment as in previous years.

Two Community councils fully supports inclusivity and appreciates that the payment may assist elected members but feels very strongly that it should not be mandatory.

The Panel reaffirms individuals are able to opt out of receiving mandatory payments. Any opt outs should be declared in writing.

### ***Determination 8: Reporting requirements***

It was agreed that the reporting of the mandatory payment for working from home, the flat rate consumables allowance and travel and subsistence claims as global sums, rather than individual listings, gives the right balance between public accountability and individual privacy.

In addition, as part of the consultation process, stakeholders were invited to answer six questions via an online survey or by return email. A total of 44 responses were received online, whilst 12 were submitted by email to the IRP Mailbox. The Panel attended stakeholder engagement meetings during the consultation process to gather and receive feedback.

## Summary of responses to online questionnaire

### Question 1

#### Uplift of remuneration using the Annual Survey of Hours and Earnings (ASHE)

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

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

#### Responses

55% of those who answered this question agreed that the Panel have struck the right balance between affordability and adequate remuneration for representatives. 21% did not agree whilst 19% had no opinion on this question.

Some respondents highlighted that it was important to attract a diverse range of candidates to stand for election and that more needed to be done to increase diversity.

Another proposed that the report showed the recommended increase as a percentage uplift, similar to pay awards, so that the public understood in terms of transparency.

### Question 2

#### Local flexibility for payments to co opted individuals

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

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

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

#### Responses

64% of those who answered this question agreed. 11% did not agree whilst 19% had no opinion. An hourly rate was thought to be more cost effective and would provide flexibility to attend shorter meetings with officers when needed. The principle of authorities being able to be flexible to suit their own requirements was strongly supported by one individual.

### **Question 3**

#### **Encouraging sustainable travel**

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

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

#### **Responses**

Of those who responded to this question, 34% provided examples of good practice to encourage more sustainable travel. Holding online meetings would be useful in achieving environmental sustainability, however it was also proposed to hold meetings in person as well as online.

Other suggestions included the provision of public service timetables in council buildings can help in terms of encouraging alternatives to private car use and encouraging vehicle sharing between members who are attending the same meeting. An example provided was an authority having an area map that showed where each NPA member was located, to encourage car sharing.

### **Question 4**

#### **Awareness of the entitlements of representatives**

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

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

#### **Responses**

The comments stated that members are informed of their entitlements by email from the Clerk on appointment, included in a briefing pack that newly elected members receive and discussed at the time of budget preparation and at the annual general meeting.

However, we also received examples of there being a culture of members not claiming entitlements and some members being pressured into completing an opt out form. 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 principal authority 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.



## Question 5

### Publication of consolidated sums

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

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

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

*Do you agree that these figures may be published as a global total rather than individually?  
What are the reasons for your view?*

### Responses

There was overwhelming agreement to the proposal of the statement of payments being published as a global sum. 11% did not agree and 2% had no opinion on the question. Respondents agreed that publishing a global sum would be administratively easier and provides confidentiality of members. It also reducing any embarrassment should a member wish to claim. However, it was highlighted that Councillors should be seen to have received the payments, so that residents can see where the money has been spent.

## Question 6

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

*Do you agree that these figures may be published as a global total rather than individually?  
What are the reasons for your view?*

### Responses

Just under half of the respondents agreed that the payments for travel and subsistence should be published as a global sum. 13% did not agree and 28% had no opinion on the question. This proposal would help to avoid individual identification and or potential prejudice for those who need to claim. However, those who disagreed stated that a breakdown of all expenses allows transparency into councillor activity and allows resident scrutiny and transparency that all activities are justified.

## **Panel's determinations for 2024 to 2025**

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

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

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

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

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

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

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

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

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

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

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

## Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group A)**

<b>Description</b>	<b>Amount</b>
Basic salary	£18,666
Band 1 leader	£69,998
Band 1 deputy leader	£48,999
Band 2 executive members	£41,999
Band 3 committee chairs (if paid)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid) and deputy civic head	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

## Group B

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

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group B)**

<b>Description</b>	<b>Remuneration</b>
Basic salary	£18,666
Band 1 leader	£62,998
Band 1 deputy leader	£44,099
Band 2 executive members	£37,799
Band 3 committee chairs (if paid)	£27,999
Band 4 Leader of the largest opposition group	£27,999

Band 5 Leader of other political groups (if paid) and deputy civic head	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

### Group C

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

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group C)**

Description	Remuneration
Basic salary	£18,666
Band 1 leader	£59,498
Band 1 deputy leader	£41,649
Band 2 executive members	£35,699
Band 3 committee chairs (if paid)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid) and deputy civic head	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

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

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

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

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

There are no other changes.

## Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 4

The three national parks in Wales: Eryri (Snowdonia), Pembrokeshire Coast and Bannau Brycheiniog (Brecon Beacons), were formed to protect spectacular landscapes and provide recreation opportunities for the public. 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 three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government reorganisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

In line with the Panel's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE. The remuneration for Chairs will remain linked to a principal council Band 3 senior salary. Their role element will therefore increase accordingly. Deputy chairs, Committee chairs and other paid senior posts will remain linked to a Band 5. This means the role element of their pay will continue to be temporarily frozen. Full details of the levels of remuneration for members of NPAs and FRAs is set out on Table 2.

**Table 2 – Payments to National Parks Authorities**

<b>National Parks Authorities</b>	<b>Amount</b>
Basic salary for ordinary member	£5,265
Chair	£14,598
Deputy Chair (where appointed)	£9,005
Committee Chair or other senior post	£9,005

**Table 2 – Payments to Fire and Rescue Authorities**

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

All current Determinations, including restrictions on receiving double allowances, are available on our [website](#). Other than the above increases, there are no changes proposed this year.

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

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

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

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

The Panel therefore determines there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings. The Panel will also provide guidance of good practice examples. The amounts are set out in Table 3.

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

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

## **Community and Town Councils**

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

### **Mandatory Payments: Determination 6**

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

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

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

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

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

### **Compensation for Financial Loss; Determination 7**

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year. Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2024 are now set at £119.62 for a full day and £59.81 for a half day.

### **Reporting Requirements; Determination 8**

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

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

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

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

## Payments to Community and Town Councils

Type of Payment	Group	Requirement
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 14,000)	Optional
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
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



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
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 have been no changes made to payments for undertaking senior roles; allowances for Travel and subsistence; Care and Personal Assistance or Attendance allowance. All current Determinations are published on our website.

## **Summary of Determinations for 2024 to 2025**

### **Determination 1:**

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

### **Determination 2:**

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

### **Determination 3:**

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

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

### **Determination 4:**

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased.

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

### **Determination 5:**

For co opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities, payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2023 to 2024. The only change is the stipulation of hourly rates.

### **Determination 6:**

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. Therefore, there is no change from last year.

### **Determination 7**

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year. The Panel determined that this payment should continue to be linked to the daily rate of ASHE. To maintain this link, the figures for 2024 are now set at £119.62 for a full day and £59.81 for a half day.

**Determination 8:**

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

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

All other Determinations set out on our [website](#) remain valid and should be applied.

## Contact details

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

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

Telephone: 03000 616095  
Email: [irpmailbox@gov.wales](mailto:irpmailbox@gov.wales)

This Annual Report and other information about the Panel and its work are available on our [website](#).

## CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 21 March 2024

**Title:** Report on the Council's proposed Pay Policy for 2024/25

**Purpose of the report:** The Council is required, under Section 38 (1) of the Localism Act 2011 to produce and publish a Pay Policy Statement for each financial year.

The proposed Pay Policy for 2024/25 is enclosed for consideration

**For:** Decision

**Cabinet Portfolio and Cabinet Member:**

**Cabinet Member for Policy, Performance, Democratic Services and People and Organisation, Councillor Bryan Davies, Leader of the Council**

**Introduction**

The purpose of this report is to provide for the Council's approval a Pay Policy for 2024/25 in accordance with the requirements of the Localism Act 2011. Pay Policy statements must be prepared and approved by the Council for each financial year and published on the relevant website by 31 March.

Pay policies have been prepared under this Act and considered and approved by Council each year since March 2012. The details of what is required to be in a pay policy statement and its overall purpose have been outlined as part of the initial approval and subsequent changes have been highlighted as appropriate.

In November 2021 Welsh Government issued Statutory Guidance on '*Pay Accountability in Local Government in Wales*' which set out additional content to be included in the annual Pay Policy Statement, such as:

- the role of the chief executive
- a short pen picture of the post holder
- policy and procedures for decision-making concerning senior officer pay
- approval process of Chief Officer exit packages over £100k
- talent management
- off payroll arrangements.

The Pay Policy Statement been issued in the new format since 2022/23.

In the interest of clarity the 2024/25 pay policy only relates to the remuneration and reward of staff employed on the following terms and conditions:

- National Joint Council for Local Government Services
- Joint National Council for Chief Executives
- Joint National Council for Chief Officers
- Soulbury Committee

Note, however, that the re-employment clause following voluntary redundancy (11.3.3) applies to all employees, including those employed under School Teachers Pay and Conditions (Wales) Document

## **Changes**

1. The 2023/24 nationally agreed pay award for Chief Officers was agreed in May 2023; for NJC staff and Chief Executive the pay awards were announced in November 2023 and backdated to 1 April 2023. Note that negotiations have not yet started for 2024/25.
2. The national pay award for NJC staff, has been agreed at
  - £1,925 added to spinal points 2 to 43.
  - 3.88% added to spinal points 44 to 53
3. The national pay award for Chief Executive has been agreed at 3.5% added to all spinal points
4. The national pay award for Chief Officers has been agreed 3.5% added to all spinal points.
5. The 2022/23 and 2023/24 national pay awards for Soulbury Committee were agreed in December 2023 and back dated to 1 September 2022 and 2023 respectively: .
  - £1,925 added to all spinal point with effect from 1 September 2022
  - 4.04% added to all allowances with effect from 1 September 2022
  - 4.0% added to all spinal point with effect from 1 September 2023
  - 3.88% added to all allowances with effect from 1 September 2023
6. Confirmation that the '*Pay Accountability in Local Government in Wales*' exit payment threshold applies to Chief Officers only

### **Wellbeing of Future Generations:**

**Has an Integrated Impact Assessment been completed? If, not, please state why.**

No, set by statutory guidance and legislation.

**Summary of Integrated Impact Assessment:**

**Long term:**

**Collaboration:**

**Involvement:**

**Prevention:**

**Integration:**

**Recommendation(s):**

To approve the attached Pay Policy for 2024/25

**Reasons for decision:**

Ensure compliance with section 38(1) of the Localism Act 2011

**Overview and Scrutiny:**

Not considered

**Policy Framework:**

Welsh Government Regulations

**Corporate Well-being Objectives:**

The Pay Policy 2024/25 supports the Council in achieving all its Corporate Priorities.

**Finance and Procurement implications:**

Part of budget setting for 2024/25

**Legal Implications:**

None

**Staffing implications:**

None

**Property / asset implications:**

None

**Risk(s):**

Not approving Pay Policy within timescale will contravene legislation

**Statutory Powers:**

Local Government Finance Act 1972

Localism Act 2011

Local Government (Wales) Measure 2011

**Background Papers:**

**Appendices:**

Ceredigion County Council Pay Policy 2024/25

**Corporate Lead Officer:**

Geraint Edwards, Corporate Lead Officer – People & Organisation

**Reporting Officer:**  
Geraint Edwards

**Date:**  
27/02/2024





Cyngor Sir CEREDIGION County Council  
Pobl a Threfniadaeth | People and Organisation

# Pay Policy Statement

## 2024/2025



[www.ceri.ceredigion.gov.uk](http://www.ceri.ceredigion.gov.uk)

**Ceredigion County Council**  
**Pay Policy Statement 2024/2025**

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## **1 INTRODUCTION AND PURPOSE**

- 1.1 The purpose of this statement is to provide transparency regarding the Council's approach to setting the pay of its employees (excluding teachers) by identifying the methods by which salaries of all employees are determined. It takes account of the "Pay Accountability in Local Government in Wales" Statutory Guidance first issued by the Welsh Government in in May 2017 and revised in November 2021.
- 1.2 This Statement covers the period 1 April 2024 to 31 March 2025.

## **2 LEGISLATIVE FRAMEWORK**

- 2.1 This Pay Policy statement sets out the Council's approach to Pay Policy in accordance with the requirements of Section 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement that details:
- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers
  - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers
  - c) The Council's policy on the remuneration of its lowest paid employees
  - d) The relationship between the remuneration of its Chief Officers and other employees.
- 2.2 The provisions in the Act do not apply to teaching staff in local authority schools and therefore these are not included in the scope of this document.
- 2.3 Under Section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the Authority thinks fit". In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the following:
- a) Equality Act 2010
  - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
  - c) Agency Workers Regulations 2010; and, where relevant, the
  - d) Transfer of Undertakings (Protection of Earnings) Regulations
- 2.4 With regard to the Equal Pay requirements contained within the Equality Act, the Council aims to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of an equality proofed job evaluation mechanism which directly relates salaries to the requirements, demands and responsibilities of the role. The Council publishes an annual Gender Pay report detailing any gender gap and the action being taken to address gender gap issues.

## **3 TERMS AND CONDITIONS OF EMPLOYMENT**

- 3.1 The Council employs approximately 3,600 employees. The posts they are employed within are covered by a range of terms and conditions drawn from either:
- National Joint Council for Local Government Services
  - Joint National Council for Chief Executives
  - Joint National Council for Chief Officers
  - Soulbury Committee
  - Teachers (not within the scope of this statement, apart from paragraph 11.3.3)
- 3.2 The following pay scales are provided as Appendices to this policy:
- Appendix A Pay Scale of NJC Employees (NJC)
  - Appendix B Chief Officer Pay Scales (JNC)
  - Appendix C Soulbury Pay Scales
- 3.3 A breakdown of staff numbers by pay band and gender is published separately in the Annual Workforce Equality Report.
- 3.4 **National Pay Awards**
- 3.4.1 For all employee groups, any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied. The Council will pay these nationally agreed pay awards as and when determined unless Full Council decides otherwise.
- 3.5 **Job Evaluation**
- 3.5.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. In 2012 the Council implemented a Job Evaluation exercise in relation to jobs which are governed by the NJC's terms and conditions of employment.
- 3.5.2 For NJC posts, the Council currently uses the Greater London Provincial Council (GLPC) Job Evaluation Scheme. For Chief Officer posts, the Council currently uses the Local Government Association's Senior Manager - Job Evaluation Scheme.
- 3.5.3 The Council uses the National Joint Council (NJC) nationally negotiated pay spine as the basis for its grading structure with the exception that it has extended the maximum of the grade from spinal column point 44 to 53. This determines the salaries of the majority of the non-teaching workforce. From 1 April 2019 the National Employers for Local Government Services introduced a new pay spine, these changes were agreed with Trade Unions for implementation in April 2019. As part of the 2022/23 pay deal, from 1 April 2023 spinal column point 1 has been permanently deleted from the pay spine. The pay spine is attached at Appendix A.
- 3.5.4 Negotiations for the April 2024 pay award have not yet commenced.

3.5.5 The Council seeks to maintain the equality proofed pay and grading structure by subjecting any newly established job or jobs which have significantly changed to a job evaluation assessment. A Joint Job Evaluation Panel, comprising of trained management and trade union representatives will meet as required to consider and determine grading appeals.

### **3.6 Starting salaries**

3.6.1 It is the Council's policy that all appointments to jobs with the Council are made at the minimum of the relevant pay grade, although this can be varied where necessary to secure the best available candidate(s).

3.6.2 Corporate Lead Officers can authorise a variation of starting salary for all jobs other than those employed on Chief Officer terms and conditions. Full Council will determine the starting salary of the Chief Executive, Corporate Directors and Corporate Lead Officers.

### **3.7 Other pay-related allowances**

3.7.1 All other pay related allowances are the subject of either nationally or locally negotiated arrangements and referred to Cabinet and/or Full Council as appropriate (refer to Decision Making for more information).

3.7.2 The terms and conditions of employment relating to annual leave, hours of work, overtime payment, weekend working arrangements and sick pay for all employee groups (with the exception of teaching staff) are set out in Appendix D.

### **3.8 Honoraria Payments**

3.8.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's Honorarium Policy. The policy can be found at Appendix E.

### **3.9 Market Forces Supplement**

3.9.1 Job evaluation has enabled the Council to set appropriate pay levels based on internal job size relativities within the Council. However, in exceptional circumstances, it may be necessary to take account of the external pay market in order to attract and retain employees with the necessary specific knowledge, skills and experience.

3.9.2 The Council has a Market Forces Supplement Scheme to ensure that the requirement for any market pay supplements is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources. The Market Forces Supplement Scheme can be found at Appendix F. It is the Council's policy that any such additional payments are kept to a minimum and reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

3.9.3 The principles underpinning this Market Forces Supplement scheme are applied to all employee groups within the Council. Where it is proposed to apply a market supplement to a Chief Officer post within the Council,

approval must be sought from Full Council. Should the market supplement result in the total pay package exceeding £100,000 approval must be sought from Full Council.

### 3.10 Local Government Pension Scheme (LGPS)

3.10.1 To help people save more for their retirement, the Government now requires employers to automatically enrol their workers into a workplace pension scheme. Ceredigion County Council participates in the Local Government Pension Scheme. If an employee has a contract of employment for at least 3 months (and is under 75 years of age), they will be automatically enrolled into the LGPS, from the date employment commenced. Opt-out provisions apply.

3.10.2 The table below set out the employee contribution rates, which are defined by statue, and are based on a percentage of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the Dyfed Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded.

Band	Whole-time equivalent pay range	Employee contribution rate	50/50 Section	Employer contribution rate
1	Up to £16,500	5.5%	2.75%	14.6%
2	£16,501 - £25,900	5.8%	2.90%	14.6%
3	£25,901 - £42,100	6.5%	3.25%	14.6%
4	£42,101 - £53,300	6.8%	3.40%	14.6%
5	£53,301 - £74,700	8.5%	4.25%	14.6%
6	£74,701 - £105,900	9.9%	4.95%	14.6%
7	£,105,901 - £124,800	10.5%	5.25%	14.6%
8	£124,801- £187,200	11.4%	5.70%	14.6%
9	£187,201 or more	12.5%	6.25%	14.6%

*Rates effective as of 1 April 2023*

3.10.3 Employees who are members of the LGPS (see above) have the opportunity to join the Salary Sacrifice Shared Costs Additional Voluntary Contributions (AVC) Scheme, assisting employees who wish to increase pension benefits at retirement by paying additional voluntary contributions into the Local Government AVC Scheme.

### 3.11 Other employee benefits

3.11.1 The Council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach and in common with other large employers the council provides a small number of non-pay benefits such as eye test vouchers for users of display screen equipment at work, childcare vouchers via a salary sacrifice scheme (following the Government's closure of such schemes, this benefit is now only available for those who joined the scheme prior to October 2018), salary sacrifice car benefit scheme and participation in the Cycle to Work scheme.

## 4 DECISION MAKING

- 4.1 In accordance with the Constitution of the Council, the Cabinet is responsible for setting policy and procedures in relation to the recruitment, terms and conditions and severance arrangements in relation to employees of the Council.
- 4.2 Under the Local Authorities (Standing Order) (Wales) (Amendment) Regulations 2014 any decision to determine or vary the remuneration of chief officers, or those to be appointed as chief officers, must be made by Full Council.

## **5 COLLECTIVE BARGAINING ARRANGEMENTS WITH TRADE UNIONS**

- 5.1 The Council recognises the following trade unions:

*5.1.1 NJC for Local Government Services*

- UNISON
- GMB
- UNITE

*5.1.2 JNC for Chief Officers*

- UNISON
- GMB

*5.1.3 Teachers*

- NAHT
- NASUWT
- NEU
- UCAC
- ASCL

- 5.2 Recognition is for the purposes of consultation and negotiation on a collective basis in relation to relevant matters, which are not determined by national negotiating bodies, which both parties agree are appropriate / beneficial to be determined by agreement. Negotiations are conducted with the aim of reaching agreement and avoiding disputes. Recognition also relates to representation on an individual trade union member basis.

## **6 SENIOR PAY REMUNERATION**

- 6.1 Chief Executive

6.1.1 The Chief Executive is the senior officer who leads and takes responsibility of the council. The Chief Executive is the statutory appointed Chief Executive Officer pursuant to S56 of the Local Government and Elections (Wales) Act 2021. The Council is a large and complex organisation with a multi-million pound budget. It has a very wide range of functions and has responsibility for the provision of a wide range of essential services, employing some 3,600 staff.

6.1.2 The role of Chief Executive is a full time and permanent position. The post holder is selected on merit, against objective criteria, following public advertisement. The Chief Executive is appointed by Full Council.

6.1.3 The Chief Executive works closely with Elected Members to deliver the strategic aims of the Council, including the following priorities:

- Boosting the economy, supporting businesses and enabling employment
  - Creating caring and healthy communities
  - Providing the best start in life and enabling learning at all ages
  - Creating sustainable, green and well-connected communities.
- 6.1.4 The Chief Executive routinely works in the evenings and on weekends as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning arrangements.
- 6.1.5 The current Chief Executive, Mr Eifion Evans, has been in post since October 2017 and has worked for the Council for over 30 years. Mr Evans began his career in the County as a teacher in 1991, before becoming a Headteacher in 1997. In 2007 Mr Evans was appointed Assistant Director of Education Services, he became Director of Education and Community Services in 2009 and Strategic Director - Learning and Partnerships in 2013. Immediately prior to his current role Mr Evans held the role of Deputy Chief Executive
- 6.1.6 With effect from 1 April 2024 (pay award pending), the Chief Executive's salary falls within the pay band £129,755 to £138,674 per annum (please see Appendix B for more details).
- 6.1.7 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda and has appointed the Council's Chief Executive to this role. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees.
- 6.1.8 Details of the Chief Executive's pay, including any additional payments are published in the Statement of Accounts. This document is published separately.
- 6.1.9 Expenses in relation to car mileage, public transport, overnight accommodation and parking etc. are claimed back in accordance with the Council's Travel and Subsistence Policy.
- 6.1.10 The Chief Executive is a member of the Local Government Pension Scheme and details are disclosed in the Statement of Accounts. There have been no increases or enhancements to the pension outside of standard arrangements.

## 6.2 Senior Staff

- 6.2.1 For the purposes of this statement, senior staff means 'Chief Officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out in the Council's Constitution as:
- **Chief Officers:**
    - Chief Executive
    - Corporate Director (two roles)
  - **Deputy Chief Officers** (thirteen roles):



- Corporate Lead Officer – Finance and Procurement (Section 151 Officer) (A2)
- Corporate Lead Officer – Porth Cynnal (Statutory Director of Social Services) (A2)
- Corporate Lead Officer – Lifelong Learning (Chief Education Officer) (A2)
- Corporate Lead Officer – Customer Contact (A1)
- Corporate Lead Officer – Democratic Services (A1)
- Corporate Lead Officer – Economy and Regeneration (A1)
- Corporate Lead Officer – Highways and Environmental (A1)
- Corporate Lead Officer – Legal and Governance (Monitoring Officer) (A1)
- Corporate Lead Officer – People and Organisation (A1)
- Corporate Lead Officer – Policy, Performance and Public Protection (A1)
- Corporate Lead Officer – Porth Cymorth Cynnar (A1)
- Corporate Lead Officer – Porth Gofal (A1)
- Corporate Lead Officer – Schools (A1)

### **6.3 Pay**

- 6.3.1 From 1 April 2024, (pay award pending) Corporate Director posts attract a salary within the pay band £104,202 to £111,337 per annum (please see Appendix B for more details).
- 6.3.2 From 1 April 2024, (pay award pending) Corporate Lead Officer A2 posts attract a salary within the pay band of £84,846 to £90,164 per annum (please see Appendix B for more details).
- 6.3.3 From 1 April 2024, (pay award pending) Corporate Lead Officer A1 posts attract a salary within the pay band of £77,796 to £83,085 per annum (please see Appendix B for more details).
- 6.3.4 Details of senior staff pay are published in the Statement of Accounts.

### **6.4 Recruitment of Chief Officers**

- 6.4.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment. Any salary package that exceeds the threshold of £100,000 must be approved beforehand by Full Council.

### **6.5 Additions to Chief Officers' Pay**

- 6.5.1 The Council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses their private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions.

- 6.5.2 The Council does not pay the cost of membership of a professional body for any employee with the exception of those undertaking course of study for a professional qualification, and for the duration of the course only.

## **6.6 Independent Remuneration Panel**

- 6.6.1 Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales (“the IRP”) and sets out their functions in relation to salaries of Chief Executives. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the Council’s Chief Executive and any proposed change to the salary of the Council’s Chief Executive.
- 6.6.2 The Council will, as required, consult the IRP in relation to any change to the salary of the Chief Executive which is not commensurate with a change of the salaries of the Council’s other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

## **7 TALENT MANAGEMENT**

- 7.1 The Performance Appraisal process, as well as placing an emphasis on performance, seeks to put in place individual learning plans, developing the skills necessary not only for current roles, but with a future focus to support career development and succession planning.
- 7.2 The Council’s Learning and Development team provide a very wide range of in-house and externally provided training and development options, this includes providing employee access to qualifications via a Corporate Qualifications Panel process which supports employee development at every level of the organisation. Workforce succession planning and career progression is also supported through the provision of specific courses for ‘Aspiring Managers’ and ‘Managing for the First Time’. Entry level apprenticeship positions across the authority provide routes into a variety of careers and also offer a means of early talent identification.
- 7.3 Institute of Leadership and Management (ILM) Qualifications have been introduced to support managers and offer a consistent management qualification across the authority. Seven cohorts of ILM Level 4 have enabled 33 completions and a further 29 managers are working towards completion. There have also been two cohorts working towards ILM Level 5 qualification, 12 managers have completed the course and 7 are currently working towards completion. To further develop and support talent and career progression, ILM Level 3 will be introduced during 2024/25.

## **8 PERFORMANCE RELATED PAY**

- 8.1 The Council does not apply any bonuses or performance related pay to its staff.

## **9 SUPPORT FOR LOWER PAID STAFF**

- 9.1 The Council has committed to continuing discussions with Trade Unions with the objective of introducing the Real Living Wage on an affordable and sustainable basis when circumstances allow. The lowest spinal column point on the NJC pay spine, SCP 2, currently equates to £11.59 per hour which is below

the National Living Wage Foundation's Real Living Wage rate of £12.00 per hour.

## **10 PAY RELATIVITIES WITHIN THE COUNCIL**

- 10.1 The lowest paid employee is on £22,366 per annum, in accordance with the minimum spinal column point (SCP 2) of the NJC pay spine for Local Government Services employees. This excludes apprentices who are engaged on different arrangements with training being the main feature of the arrangement and it also excludes agency staff.
- 10.2 The highest paid employee is the Chief Executive and the pay band minimum is £129,755 rising to the pay band maximum of £138,674 (pay award pending for 2024/25). The current post holder earns £138,674.
- 10.3 The median salary in the Council is £24,294, based on salaries as at 31 January 2024.
- The multiple between the lowest paid full time equivalent employee and the Chief Executive's maximum salary is **1:6.2**
  - The multiple between the lowest paid employee and the average of the Chief Officers' maximum salary is **1:4.1**
  - The multiple between the median full time equivalent earnings (excluding teachers) and the Chief Executive's maximum salary is **1:5.7**
  - The multiple between the median full time equivalent earnings (excluding teachers) and the average of the Chief Officers' maximum salary is **1:3.8**

## **11 EXIT POLICY**

### **11.1 Early Retirement, Voluntary Redundancy and Compulsory Redundancy**

- 11.1.1 The Council's approach to statutory and discretionary payments on termination of employment of employees, prior to reaching normal retirement age, is set out within its Employers Discretions Policy (Local Government Pensions Scheme) statement, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to Appendix G. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and an enhanced redundancy payment of up to 45 weeks' pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 11.1.2 All Early Retirement and Voluntary Redundancy expressions of interest are subject to a robust business case, seeking to limit discretionary compensation to an affordable limit, as well as considering the costs of any consequential organisational / pay grade changes.
- 11.1.3 When calculating the value of a severance package, the following payments should be included:
- salary paid in lieu of notice
  - lump sum redundancy / severance payment

- cost to the Council of the strain on the pension fund arising from providing early access to an unreduced pension.

11.1.4 As recommended in Welsh Government’s Statutory Guidance, “Pay Accountability in Local Government in Wales”, any severance package in respect of early termination of a Chief Officer’s employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council. Members will be advised of any contractual or statutory elements of the severance package, along with the consequences of withholding these from an employment law context. When calculating the value of a severance package, the following payment will be included:

- (i) Salary paid in lieu of notice
- (ii) Lump sum of any redundancy/severance payment
- (iii) Cost to the Council of the pension fund payment arising from early access to an unreduced pension.

11.1.5 The Council has operated a Voluntary Redundancy Scheme during the financial year 2023/2024 and the costs relating to employees who exited the Council’s employment under this Scheme can be found in the annual Statement of Accounts.

## 11.2 Chief Officer

11.2.1 Any severance package in respect of termination of employment of a Chief Officer must be approved by Full Council.

## 11.3 Re-employment

11.3.1 Employees who leave the Council’s employment on grounds of early retirement, severance or voluntary redundancy who are employed in Chief Officer roles will not normally be permitted to return to any paid temporary or permanent Ceredigion County Council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted on the basis of a robust business case where approved by the Chief Executive and Cabinet Member for People and Organisation.

11.3.2 Where the re-employment is regarding the post of the Chief Executive or a Chief Officer this decision will require Full Council approval.

11.3.3 All other employees who leave the council’s employment on the grounds of early retirement or voluntary redundancy will not be permitted to return to employment with the Council for a period of 2 years following their leaving date. However, in exceptional circumstances, earlier re-employment may be permitted if the “employing” Corporate Lead Officer is able to provide a robust business case for doing so which is acceptable to the relevant Corporate Director and Corporate Lead Officer – People and Organisation. This clause does not apply to casual contracts.

## 11.4 Flexible retirement

11.4.1 Employees are permitted to take flexible retirement in accordance with the provisions of the Local Government Pension Scheme and the Council’s Flexible Retirement Scheme.

## **12 OFF PAYROLL ARRANGEMENTS**

- 12.1 Where the Council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the Council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the Council's Contract Procedure Rules, ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.
- 12.2 Where the contract for service is to provide cover for a vacant post, in addition to ensuring adherence to Contract Procedure Rules, decision making in relation to the appointment will be in line with the Council's rules in relation to appointments i.e. Full Council will determine appointments at Chief Officer level and Corporate Lead Officers or those acting under their authority will determine appointments at Corporate Manager level and below.
- 12.3 With effect from April 2017, the UK Government introduced "Intermediaries Legislation", known as IR35, reforming tax rules for off-payroll working in the public sector and the Council has implemented the new rules in line with the legislation.

## **13 PUBLICATION**

- 13.1 Upon approval by the full Council, this statement will be published on the Council's website.
- 13.2 The Council will comply with its requirement under the Accounts and Audit (Wales) (Amendment) Regulations 2010 to include in its Annual Statement of Accounts the required information in relation to those employees where the full-time equivalent pay is at least £60,000 per annum.

## PAY SCALES FOR NJC EMPLOYEES

**Last Pay Award:** 1 April 2023 (shown below)

**Next Pay Award Due:** 1 April 2024 (pending)

Grade	Job Evaluation Score Band	Scale Point	Annual Salary (FTE)
<b>Grade 2</b>	200 – 294	2	£22,366
<b>Grade 3</b>	295 – 329	3	£22,737
<b>Grade 4</b>	330 – 364	4	£23,114
<b>Grade 5</b>	365 – 399	5	£23,500
		6	£23,983
<b>Grade 6</b>	400 – 434	7	£24,294
		8	£24,702
		9	£25,119
		10	£25,545
<b>Grade 7</b>	435 – 469	12	£26,421
		13	£26,873
		14	£27,334
		15	£27,803
		16	£28,282
<b>Grade 8</b>	470 – 504	18	£29,269
		19	£29,777
		20	£30,296
		21	£30,825
		22	£31,364
<b>Grade 9</b>	505 – 539	24	£33,024
		25	£33,945
		26	£34,834
<b>Grade 10</b>	540 – 579	28	£36,648
		29	£37,336
		30	£38,223

<b>Grade 11</b>	580 – 619	32	£40,221
		33	£41,418
		34	£42,403
<b>Grade 12</b>	620 – 659	35	£43,421
		36	£44,428
		37	£45,441
<b>Grade 13</b>	660 – 699	39	£47,420
		40	£48,474
		41	£49,498
<b>Grade 14</b>	700 – 739	43	£51,515
		44	£52,544
		45	£53,558
<b>Grade 15</b>	740 – 779	47	£55,609
		48	£56,631
		49	£57,654
<b>Grade 16</b>	780 – 1000	51	£59,904
		52	£61,062
		53	£62,243

## CHIEF OFFICERS PAY SCALES

Last Pay Award: 1 April 2023 (shown below)

Next Pay Award Due: 1 April 2024 (pending)

### CHIEF EXECUTIVE PAY SCALE

Grade	Scale Point	Annual Salary (FTE)
Chief Executive	1	£129,755
	2	£132,729
	3	£135,701
	4	£138,674

### CORPORATE DIRECTOR PAY SCALE

Grade	Scale Point	Annual Salary (FTE)
Corporate Director	1	£104,202
	2	£106,581
	3	£108,959
	4	£111,337

### CORPORATE LEAD OFFICER PAY SCALE

Grade	Scale Point	Annual Salary (FTE)
A1	1	£77,796
	2	£79,560
	3	£81,323
	4	£83,085
A2	1	£84,846
	2	£86,608
	3	£88,369
	4	£90,164



## SOULBURY PAY SCALES

**Last Pay Award:** 1 September 2023 (shown below)

**Next Pay Award Due:** 1 September 2024 (pending)

### EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPS)

Scale Point	Annual Salary (FTE)	Scale Point	Annual Salary (FTE)
1	£40,540	27	£74,403
2	£41,920	28	£75,650
3	£43,224	29	£76,899
4	£44,545	30	£78,146
5	£45,857	31	£79,382
6	£47,170	32	£80,637
7	£48,550	33	£81,894
8	£49,878*	34	£83,180
9	£51,425	35	£84,465
10	£52,805	36	£85,784
11	£54,166	37	£87,083
12	£55,484	38	£88,396
13	£56,976**	39	£89,691
14	£58,308	40	£90,985
15	£59,777	41	£92,285
16	£61,106	42	£93,585
17	£62,440	43	£94,883
18	£63,748	44	£96,189
19	£65,097	45	£97,490
20	£65,794***	46	£98,794
21	£67,133	47	£100,102
22	£68,301	48	£101,399
23	£69,586	49	£102,700
24	£70,739	50	£104,004
25	£71,971	51	£108,164****
26	£73,173	52	£112,491****

Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

- \* normal minimum point for EIP undertaking the full range of duties at this level
- \*\* normal minimum point for senior EIP undertaking the full range of duties at this level
- \*\*\* normal minimum point for leading EIP undertaking the full range of duties at this level
- \*\*\*\* extension to range to accommodate structured professional assessments.

## EDUCATIONAL PSYCHOLOGISTS - SCALE A

Scale Point	Annual Salary (FTE)
1	£42,422
2	£44,474
3	£46,525
4	£48,575
5	£50,627
6	£52,678
7	£54,609
8	£56,540
9	£58,348
10	£60,160
11	£61,848
12	£62,540*
13	£63,836*
14	£65,120*

### Notes:

Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\* Extension to scale to accommodate structured professional assessment points.

Six pay ranges: A1 – 6, A2 – 7, A3 – 8, A4 – 9, A5 – 10 and A6 – 11

SPA points will not be conflated with range points.

## SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS SALARY RANGE B

Scale Point	Annual Salary (FTE)
1	£52,678
2	£54,609
3	£56,540
4	£58,348
5	£60,160
6	£61,848*
7	£62,540
8	£63,836
9	£65,120
10	£66,425
11	£67,706
12	£69,010
13	£70,337
14	£71,621
15	£72,966
16	£74,297
17	£75,637**
18	£76,976**
19	£80,055**
20	£83,257**
21	£86,587**

### Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

\*\* Extension to range to accommodate discretionary scale points and structured professional assessments

## ASSISTANT EDUCATIONAL PSYCHOLOGISTS

Scale Point	Annual Salary (FTE)
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1	-
2	£35,228
3	£36,531
4	£37,828
5	39,341

Scale Point 1 was deleted with Scale Point 2 the first point of the scale with effect from 1 September 2023.

## **TRAINEE EDUCATIONAL PSYCHOLOGISTS**

<b>Scale Point</b>	<b>Annual Salary (FTE)</b>
1	-
2	£29,872
3	£31,770
4	£33,673
5	£35,572
6	£37,473

Scale Point 1 was deleted with Scale Point 2 the first point of the scale with effect from 1 September 2023.

**ALL EMPLOYEE GROUPS – MAIN CONDITIONS OF SERVICE**

<b>ANNUAL LEAVE (pro rata for part time employees)</b>	
<ul style="list-style-type: none"> <li>➤ Chief Executive</li> <li>➤ Chief Officers</li> </ul>	33 days per annum 36 days after 10 years' service
<ul style="list-style-type: none"> <li>➤ National Joint Council (NJC)</li> </ul>	27 days per annum 31 days after 5 years' service 34 days after 10 years' service
<ul style="list-style-type: none"> <li>➤ Soulbury</li> </ul>	27 days per annum 31 days after 5 years' service 34 days after 10 years' service
<b>HOURS OF WORK</b>	
<ul style="list-style-type: none"> <li>➤ Chief Executive</li> <li>➤ Chief Officers</li> </ul>	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
<ul style="list-style-type: none"> <li>➤ National Joint Council (NJC)</li> </ul>	Standard working week is 37 hours
<ul style="list-style-type: none"> <li>➤ Soulbury</li> </ul>	Standard working week is 37 hours
<b>OVERTIME PAYMENTS</b>	
<ul style="list-style-type: none"> <li>➤ Chief Executive</li> <li>➤ Chief Officers</li> <li>➤ Soulbury</li> </ul>	None payable
<ul style="list-style-type: none"> <li>➤ National Joint Council (NJC)</li> </ul>	Grade 8 and below: time and a half; Grade 9 and above: TOIL or plain time if cannot be taken within 13 weeks.
<b>WEEKEND WORKING PAYMENTS</b>	
<ul style="list-style-type: none"> <li>➤ Chief Executive</li> <li>➤ Chief Officers</li> <li>➤ Soulbury</li> </ul>	None payable
<ul style="list-style-type: none"> <li>➤ National Joint Council (NJC)</li> </ul>	Grade 8 and below: Saturday – time and a quarter; Sunday – time and a half Grade 9 and above: Saturday & Sunday – plain time

<b>SICK PAY SCHEME</b>		
<ul style="list-style-type: none"> <li>➤ Chief Executive</li> <li>➤ Chief Officers</li> <li>➤ Soulbury</li> <li>➤ National Joint Council (NJC)</li> </ul>	During 1 <sup>st</sup> year of service	1 month's full pay; and, after 4 month's service, 2 months' half pay
	During 2 <sup>nd</sup> year of service	2 months' full pay; 2 months half pay;
	During 3 <sup>rd</sup> year of service	4 months' full pay; 4 months' half pay
	During 4 <sup>th</sup> & 5 <sup>th</sup> years of service	5 months' full pay; 5 months' half pay
	After 5 years of service	6 months' full pay; 6 months' half pay

**HONORARIUM POLICY****1. Policy Statement**

- 1.1 The Council recognises that it may be necessary from time to time to apply an additional payment when an employee is requested to 'act up' into a higher graded post or temporarily undertake additional duties associated with a higher grade.
- 1.2 Where changes to the job are likely to be permanent, the post should be re-evaluated under the Council's Job Evaluation scheme and a formal grade established.
- 1.3 The purpose of this Policy is to ensure that the additional payments are properly considered and implemented on a consistent basis. This policy sets out the criteria that will apply for all posts regardless of the amount of payment involved.

**2. Honorarium**

- 2.1 An honorarium payment may be made where an employee is requested to undertake some of the duties and/or responsibilities of a higher graded post.
- 2.2 If there is more than one suitable employee, with the appropriate skills and experience to undertake the additional duties and/or responsibilities, then a selection process will need to be followed to determine the best person to undertake those duties and/or responsibilities.
- 2.3 Payment of any allowance or honorarium will only apply to situations of more than one month's duration and backdated to day one.
- 2.4 Any honorarium payment will be for a maximum of 12 months. If there is an expectation that the duration is longer, the post will be re-evaluated using the Council's Job Evaluation scheme.

**3. Procedure**

- 3.1 Prior to the implementation of the Council's new grading structure, all current honorarium payments will be reviewed as outlined below.
- 3.2 Where an honorarium is in place the basis of which consists of duties that have been incorporated into the job evaluation questionnaire and evaluated the assessed grade will be applicable from the implementation date and the honorarium will cease.
- 3.3 As an additional payment to basic salary the Council is mindful of the Equal Pay position and as such all such payments would be temporary, subject to review and would have to be objectively justified.
- 3.4 A business case must be made by the relevant manager to support the application for an honorarium payment using the "Request for a Honorarium

Payment” form (Appendix 1) and submitted to the departmental Director for approval.

Types of evidence include:

- The reason for the payment, e.g. to cover for long term absence, or to undertake a specific piece of work
- Details of the post affected and the grades of the substantive and potential higher level post
- Whether the extent of the duties are full or partial, if partial then a percentage must be given
- Cost – calculation of the amount per month the employee would be entitled to receive.

3.5 In such cases the full amount or percentage of the difference between the existing salary and the minimum salary of the higher grade should be paid.

3.6 Where longer term situations may apply, e.g. maternity cover, consideration should be given to advertising the post following the Council’s normal recruitment procedure.

3.7 Employees in receipt of a protected salary that undertake acting up duties higher than their evaluated post but less than their protected salary are not entitled to receive an additional payment.

#### **4 Method of payment**

4.1 The above payments can be made as a regular monthly amount if the details are known in advance, or they can be made as a retrospective one-off payment at the end of the relevant period.

#### **5 Consultation**

5.1 Directors have delegated powers to grant the payment of Honoraria. In order to ensure consistency, Directors must consult with the Head of Corporate Human Resources when considering payments under this scheme and forward a copy of the “Request for a Honorarium Payment” form. The Head of Corporate Human Resources will forward the form to Payroll Section for payment purposes.



### MARKET FORCES SUPPLEMENT

#### 1. Policy Statement

- 1.1 Ceredigion County Council is committed to ensuring that all employees receive equal pay for work rated as equivalent.
- 1.2 In so doing the Council recognises that it may be necessary from time to time to apply a market force supplement to the assessed grade of a job. Usually this will be as a result of a skills shortage in the jobs market (local or national) or because the market rate for a particular skill set is higher than that determined by local job evaluation and the pay and grading structure.
- 1.3 It is clear that whilst the process of job evaluation will offer outcomes that satisfy equal pay considerations there are potential difficulties for some posts in terms of recruitment & retention. Although meeting the Equal Pay provisions the rate of pay for certain posts may compare unfavourably with a similar post elsewhere.
- 1.4 Where this is the case, a supplement may be added to the grade of the job. Supplements shall be clearly expressed as such in employment documents. Annual reviews will be applied on the anniversary of the implementation of the supplement. Market force supplements may be withdrawn subject to written notice of not less than 3 months.
- 1.5 The purpose of this Policy is to ensure that the attachment of market supplements to posts are properly considered and implemented on a consistent basis.

#### 2. Objective Justification

- 21 If the pay of a particular job is to be enhanced to reflect market conditions it is necessary to demonstrate that there are 'objectively justified grounds', i.e. that recruitment and retention difficulties exist in relation to the job(s) concerned which would result in actual or foreseeable organisational and/or operational problems.
- 22 Equal Pay considerations should be taken into account and the possibility of an equal pay challenge assessed. The Council will not be able to rely on the fact that the market suggests that certain jobs, usually done by women are paid less than jobs usually done by men because the market rate may itself be based on discriminatory assumptions. The overriding principle of the decision must be based on what the Council needs to pay to get the person needed to fill the vacancy.
- 23 Other considerations when making this decision should also be taken into account such as operational issues and the reputation of the Council which may suffer if key services are not fully staffed.

- 24 In addition there is a need to show that the comparator job is substantially the same in terms of duties and responsibilities and that there are no material differences in the overall reward package i.e. holiday entitlement, sick pay scheme, flexible working arrangements. These are not cash rewards but could account for the lower rate of pay.
- 25 The application/renewal/withdrawal, of a market force supplement is subject to approval of the relevant Head of Service, in consultation with the Group Manager – Human Resources.
- 26 Market force supplements will apply equally to all staff in the particular job (or specialist area). Costs will be met from the relevant service area.

### **3. Evidence**

- 3.1 The business case for such supplements has to provide objective justification with supporting evidence. Anecdotal evidence is not sufficient.

Types of evidence include:

- salary benchmark data, what is the 'going rate' for the job?
- evidence of any recent (unsuccessful) recruitment processes, e.g. How has the post been advertised in the past? Has the correct media been used? What is the response rate to adverts? What is the turnover rate for the post?
- the level and overall cost of the recommended supplements,
- any alternative measures that have been, or could be, considered, e.g. could the post be remodelled to deliver the service required?
- the operational and/or reputational risks
- details of any perceived detrimental impact on service delivery of failure to recruit (or retain) the right calibre of employee(s).
- details of any potential knock on effects and how they might be resolved, e.g. maintenance of pay relativities between posts within a section or work group

### **4 Payment**

- 4.1 Having obtained the necessary pay data, an assessment will be made as to whether a market supplement needs to be applied and, if so, the actual value of the supplement.
- 4.2 Each application is to be dealt with on a case-by-case basis and will require objective justification using the pro forma shown in Appendix I and II, before approval by the relevant Head of Service.
- 4.3 The market supplement will be kept separate from the agreed rate of pay for the post. This must be made clear when undertaking recruitment to vacant posts and also upon the recruitment of successful candidates. Employees need to understand that the market supplement payment can vary year on year or cease completely.

- 4.4 Employees occupying or appointed to posts that attract a market supplement will be given written confirmation detailing the amount of the payment, the arrangements for review and how any subsequent changes will be implemented. A standard letter for this purpose can be found at Appendix III.
- 4.5 Payment will be as an allowance in addition to the monthly salary and (as it is based on incremental points) will be subject to annual cost of living pay awards. As it forms part of an employee's pay it will be pensionable.
- 4.6 Where appropriate, supplements will be paid pro-rata to the hours worked.

## **5. Calculation of a Market Supplement**

- 5.1 All supplements will be calculated as additional increments based on the evidence supplied and will be the nearest increment below the comparator salary. The payment should be set at a level that is considered will alleviate the recruitment & retention/operational difficulties but which is not excessive and can be justified in terms of salary paid to the comparator jobs in the market place.
- 5.2 The purpose, justification and extent of any market supplement must be transparent, and records must be maintained to demonstrate this, so that the Council can respond effectively to any challenge regarding the rationale for such a payment.

## **6. Timescales**

- 6.1 In order to ensure the continued fairness and equity of the pay structure and that the payment is still justified and appropriate, supplements will be subject to annual review.
- 6.2 Following the review a decision should be made by the Head of Service in conjunction with the Job Evaluation Team and the appropriate Trades Union as to whether to withdraw the supplement from the post(s) concerned, retain the supplement at its current value, or adjust the amount to be paid.
- 6.3 Market force supplements may be withdrawn subject to written notice of not less than 3 months.

## **7. Appeal**

- 7.1 An employee may believe that full consideration relating to the application / renewal / withdrawal of a supplement has not been given and may want to appeal this decision.
- 7.2 To appeal, an employee must write to the Chief Executive, setting out the grounds for the appeal within 14 days after receiving written notice of the decision on the entitlement, or variance, to the supplement.

- 7.3 The Chief Executive must arrange a meeting with the employee to discuss the appeal within 14 days of the written appeal letter. The employee has a right to be accompanied at this meeting. After the meeting has been held the Chief Executive will write to the employee within 14 days notifying the employee of the outcome of the appeal.
- 7.4 If it is not possible to respond within that timescale the employee should be given an explanation for the delay and told when a response can be expected, but no longer than a further 14 days.
- 7.5 This acts as written notice of the appeal outcome and constitutes Ceredigion County Council's final decision and is effectively the end of the formal procedure within the workplace.
- 7.6 An employee who fails to attend the appeal meeting without notification should contact the Chief Executive as soon as possible to explain their absence. The Chief Executive should rearrange the meeting at the next mutually convenient time. It is important that reasonable notice of the meeting is given. If the employee fails to attend a meeting more than once and does not provide a reasonable explanation, the application will be treated as having been withdrawn. In such circumstances, the Chief Executive will write to the employee confirming that the application is now considered withdrawn.

## **8. Right of Accompaniment**

- 8.1 Employees have the right to be accompanied by their Trade Union Representative or work colleague at any meetings arranged to discuss the withdrawal of a supplement or subsequent appeal.
- 8.2. If the person accompanying the employee is unable to attend the meeting, the employee should re-arrange the meeting for a date within 7 days of the originally proposed time, ensuring the new time is convenient to all parties; or, consider an alternative individual to accompany the employee to the meeting.



**Local Government (Early Termination of Employment)  
(Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)**

Under Regulation 7 of the Discretionary Compensation Regulations, each authority (other than an Admitted Body) is required to formulate and keep under review a policy which applies in respect of exercising their discretion in relation to:

Discretion	Regulation	Policy
To base redundancy/severance payments on an actual weeks' pay where this exceeds the statutory weeks' pay limit.	5	To pay redundancy/severance/compensation based on actual pay
To award lump sum compensation of up to 104 weeks' pay in cases of redundancy/severance, termination of employment on efficiency grounds, or cessation of a joint appointment.	6	<p><b>Redundancy</b> Release of pension benefits where age 55 attained at date of termination with statutory redundancy weeks uplifted by a factor of 1.5 (i.e. a maximum of 45 weeks). Such compensation to include statutory redundancy pay values. By election, individuals would be able to convert the difference between statutory redundancy and actual compensation awarded to purchase additional pension via GAD provided factors.</p> <p><b>Efficiency Termination</b> Release of pension benefits only where age 55 attained by date of termination.</p> <p><b>Severance</b> Where there is a mutual agreement for the release of an individual under the Council's Severance Scheme the Authority will use its discretion under Regulation 5 to give compensation payments based on actual salary. The</p>

		<p>discretionary severance payments will be based on the statutory redundancy ready reckoner with the number of week's entitlement based on age and Service, with a multiplier to be applied of 1.5, and limited to a maximum of 45 weeks. The voluntary severance payment is inclusive of the statutory redundancy payment. Where an individual has reached aged 55 they will also receive release of unreduced pension benefits built up to the date of termination. 2 years continuous qualifying service is required to access these compensation arrangements.</p>
<p>To award compensatory added years to a person aged 50 or over with 5 or more years membership (or notional membership) of the LGPS in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment which occurred after 30th September 2006 and before 1st April 2007 (but only if employment had commenced pre 1st October 2006)</p>	<p>11(2)</p>	<p>Not to apply this discretion</p>

## CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 21<sup>st</sup> March 2024

**Title:** Broadcasting of additional committee meetings

**Purpose of the report:** To consider the recommendations in relation to increasing the number of meetings broadcasted

**For:** Decision

**Cabinet Portfolio and Cabinet Member:**

**Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation**

### **Background**

Ceredigion County Council currently broadcasts the proceedings at all Council and Cabinet meetings. This exceeds the current requirements of the Local Government and Elections (Wales) Act 2021, which relates to principal Council meetings only. These meetings are currently broadcasted via the Council's Facebook sites, which is extremely resource intensive as it requires an ICT officer to attend all meetings remotely in order to facilitate the live-streaming to both the Ceredigion County Council Facebook site (which provides a broadcast with translation) and to the Cyngor Sir Ceredigion Facebook site (which provides a broadcast 'as spoken').

In October 2023, ICT and Democratic Services Officers carried out tests to the live-streaming components of the hybrid meeting management system to ensure that it was able to meet the requirements for broadcasting before the system went live. The testing was successful, however it will require some further development by ICT to ensure that the sharing presentation functionality of the process works. Once this has been completed the Democratic Services Officers will be able to manage the broadcasting without additional support from ICT Officers. This improvement provides the opportunity to increase the number of committee meetings that are broadcasted live and available for a specified period after the meeting, without the need for ICT Officers to be present.

During its meeting on 20 September 2023, members of the Democratic Services Committee requested that consideration is given to the live-streaming of additional committees.. A discussion paper was presented to the Democratic Services Committee for consideration at its meeting dated 28 February 2024. Members acknowledged the additional demands that would be placed upon Democratic Services Officers to manage the broadcasting process as well as managing the hybrid system and minute-taking. They also considered feedback received from other Local Authorities in Wales which recommend that the Monitoring Officer or his/her Deputy are present in all meetings being broadcasted. Consideration was therefore given to the capacity of the Monitoring Officer and Deputy to attend meetings and the recommendations reflect this.

Consideration was given as to which Committee could be live-streamed and it was agreed that the Development Management Committee would be the most appropriate due to public interest and due to the fact that the Monitoring Officer (or Deputy) is in attendance at all such meetings.

Following discussion, members of the Democratic Services Committee recommended the following schedule in relation to the broadcasting and asked that the schedule be reviewed at a future date, to consider extending the provision to include all Overview and Scrutiny Committees when capacity allows.

**Recommended schedule for additional broadcasting**

Council	Broadcasting provision already in place
Cabinet	Broadcasting provision already in place
Development Management Committee	To commence broadcasting from May 2024

**Wellbeing of Future Generations:**

**Has an Integrated Impact Assessment been completed? If not, please state why.**

No, this proposal is in addition to meeting and exceeding the current legislative requirements.

**Summary of Integrated Impact Assessment:**

- Long term:** Consideration will be given to reviewing the broadcasting schedule as and when capacity allow this.
- Collaboration:** A discussion paper was presented and discussed with Members of the Democratic Services Committee
- Involvement:** Improve access and involvement of the public.
- Prevention:** Not applicable
- Integration:** Not applicable.

**Recommendations:**

**For Council to approve that the provision for broadcasting of meetings is extended to include the Development Management Committee from May 2024.**

**Reasons for decision:**

**As recommended by the Democratic Services Committee and to extend access to the public to the Development Management Committee.**

**Overview and Scrutiny:**

Not applicable.

**Policy Framework:**

None

**Corporate Well-being Objectives:**

Not applicable.



**Finance and Procurement implications:**

None.

**Legal Implications:**

None

**Staffing implications:**

No additional resources will be provided.

**Property / asset implications:**

None.

**Risk(s):**

None

**Statutory Powers:**

Local Government and Elections (Wales) Act 2021.

**Background Papers:**

None

**Appendices:**

None

**Corporate Lead Officer:**

Lowri Edwards, Corporate Lead Officer: Democratic Services

**Reporting Officer:**

Lowri Edwards, Corporate Lead Officer: Democratic Services

**Date:**

29 February 2024

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## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Council</b>
<b>Date of meeting:</b>	<b>21<sup>st</sup> of March 2024</b>
<b>Title:</b>	<b>Governance Framework</b>
<b>Purpose of the report:</b>	<b>To approve the Governance Framework</b>
<b>For:</b>	<b>Decision</b>
<b>Cabinet Portfolio and Cabinet Member:</b>	<b>Cllr. Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection</b>

### **Background**

Following a review of the Council's governance documents, it was agreed that a Governance Framework would be created to act as an overarching document encompassing the Council's governance arrangements and to replace the current Local Code for Corporate Governance [2023-2024-local-code-of-corporate-governance.pdf \(ceredigion.gov.uk\)](https://ceredigion.gov.uk/2023-2024-local-code-of-corporate-governance.pdf).

The Council is committed to demonstrating that it has the necessary corporate governance arrangements in place to perform effectively, and to ensure that these arrangements are reflected in the Council's governance arrangement documentation.

The draft Governance Framework attached (**Appendix 1**) demonstrates the arrangements in place to ensure that the intended outcomes for all stakeholders are defined and achieved, whilst ensuring that the Council always acts in the public interest. It sets out the way the Council meets that commitment in order to achieve the Council's vision and Corporate Well-being Objectives, brings together all governance arrangements and provides assurance that there are clear governance arrangements in place.

The Governance Framework document summarises how the Council:

- organises its affairs through determining an appropriate governance, executive oversight and organisational structure
- agrees and implements robust policies, systems and processes
- makes and executes decisions in an efficient and transparent manner engages with, and holds itself accountable to local people

The draft Governance Framework has been shared with the Chair and Vice Chair of the Governance and Audit Committee through the drafting stage of the document.

On 14th March 2024 the Governance and Audit Committee recommended the draft Governance Framework to Council for adoption.

**Proposal**

It is proposed that Council approves the Governance Framework, which will replace the current Local Code of Corporate Governance.

**Wellbeing of Future Generations:**

**Involvement:**

- Putting resources into preventing problems occurring or getting worse.

**Prevention:**  
Positively impacting on people, economy, environment and culture and trying to benefit all three.

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**Recommendation(s):** Approval

**Reason(s) for decision:** for Approve the Governance Framework for publication

**Overview and Scrutiny:**  
**Policy Framework:**  
**Corporate Well-being Objectives:**  
**Finance and Procurement implications:**  
**Legal implications:**

**Staffing implications:** n/a  
**Property / asset implications:**

**Risk(s):** n/a

**Statutory Powers:** n/a  
**Background Papers:** [2023-2024-local-code-of-corporate-governance.pdf \(ceredigion.gov.uk\)](https://ceredigion.gov.uk/2023-2024-local-code-of-corporate-governance.pdf).

**Appendices:** **Appendix 1 – Governance Framework**

**Corporate Officer:** **Lead Elin Prysor, CLO Legal and Governance**

**Reporting Officer:** **Katy Sinnett-Jones, Governance Officer**

**Date:** **05.03.2024**

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Cyngor Sir  
**CEREDIGION**  
County Council

# Governance Framework



March 2024  
V10.

## **Introduction**

### **Aims**

Our Governance Framework (the 'Framework') comprises the arrangements put in place to ensure that the intended outcomes for all our stakeholders are defined and achieved, whilst ensuring that we always act in the public interest. It also sets out the way the Council meets that commitment in order to achieve the Council's vision and Corporate Well-being Objectives, brings together all governance arrangements and provides assurance that there are clear governance arrangements in place.

This Framework document summarises how the Council:

- Organises its affairs through determining an appropriate governance, executive oversight and organisational structure
- Agrees and implements robust policies, systems and processes
- Makes and executes decisions in an efficient and transparent manner
- Engages with, and holds itself accountable to local people

This Framework is a public statement for our stakeholders which sets out the way we are committed to effectively delivering our Corporate Strategy for the benefit of local people/ citizens of Ceredigion.

The Corporate Strategy sets out the Council's vision and Corporate Wellbeing Objectives.

Our four Corporate Well-being Objectives are:

- Boosting the Economy, Supporting Businesses and Enabling Employment
- Creating Caring and Healthy Communities
- Providing the Best Start in Life and Enabling Learning at All Ages
- Creating Sustainable, Green and Well-connected Communities

Our governance is founded on the basic seven principles of accountability, transparency, effectiveness, integrity, impartiality, and inclusivity together with the overarching concept of leadership.

We do this in 7 ways:

- Act ethically.
- Engage with the public.
- Define what people need.
- Identify actions to meet needs.
- Engage capacity to carry out actions.
- Monitor risks and manage performance.
- Be open & accountable and open.

The Council has adopted the Framework for Delivering Good Governance in Local Government (CIPFA / Solace, 2016). The framework sets out 7 key principles for achieving good governance. The Framework comprises two core principles and five supporting principles. Principles A and B run through principles C to G but good



governance is dynamic, and the Council as a whole is committed to improving governance on a continuing basis through a process of evaluation and review.

The principles are set out below:

A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

- Act Ethically
- Monitor risks and manage performance.
- Be open and accountable.

B: Ensuring openness and comprehensive stakeholder engagement

- Engage with the community to make sure that the Council understand what the public expects from us and to show how we are trying to achieve this.
- Make sure that we communicate with all sections of the community and encourage active participation in our activities.
- Act as 'ambassadors' to promote the interests of Ceredigion and its residents
- Define what people need

C Defining outcomes in terms of sustainable economic, social and environmental benefits.

- Accountable
- Openness
- Transparency
- Public engagement
- Define what people need and want.

D: Determining the interventions necessary to optimise the achievement of the intended outcomes.

- Engagement with the public
- Define what people need.
- Identify actions that meet needs.
- Ensure capacity to carry out the actions.

E: Developing the entity's capacity, including the capability of its leadership and the individuals within it.

- Make sure that councillors and staff follow the highest standards of conduct.
- Maintain a fair and effective disciplinary procedure to investigate alleged breaches of the standards of conduct
- Ensure capacity to carry out the actions

F: Managing the risks and performance through robust internal control and strong public financial management.

- Identify, control and monitor the risks that we face in the course of our work.
- Maintain systems and procedures to control risks and monitoring their effectiveness to ensure that these are being followed.

G: Implementing good practices in transparency reporting, and audit to deliver

effective accountability.

- Audit reports go to the Governance and Audit Committee which is a public meeting and papers are published on the local authority's website.
- Make a clear distinction between the roles and responsibilities of staff and Councillors.
- Open the work of the Council to proper and effective scrutiny.
- Maintain up to date and transparent decision-making processes.
- Be open when we make decisions about the best ways to deliver local services

### **Governance Process**

This document details how the Council complies with each of these of the principles to demonstrate good governance in the Framework including how key documents such as the Council's Corporate Strategy, Constitution, policies & procedures and codes of conduct align with the Council's Corporate Wellbeing Objectives and principles set out in this Framework.

The Council conducts, at least annually, a review of the effectiveness of our governance framework including the system of internal control. The review of effectiveness is informed by the work of managers within the Council who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The effectiveness of the governance framework be evaluated through a combination of the results of the regular in-year review and monitoring by officers and committees which include:

- Risk Management, including specific consideration of those risks linked to governance processes;
- Internal Audit, whose work includes auditing governance processes, internal controls and the risks in the Corporate Risk Register, including the management of risks, in accordance with the annual internal audit strategy, and which includes 'follow-up' work to ensure that senior officers address agreed 'Management Actions';
- Work of the Council's Scrutiny and other Committees, including its Governance and Audit and Standards committees;
- Opinions and recommendations of the Council's external auditors and other review agencies and inspectorates;
- Regular monitoring of improvement and performance against the Council Strategy and its supporting plans and strategies by members and senior managers;
- Review of relevant documents prepared during the year or relating to the year;
- Review of progress against the Council's Corporate Strategy;
- Reviews of feedback from the Councils' regulators and the related scrutiny committees;
- Discussions and receiving comments from, groups of key officers and members including Leadership Group.
- Review of the Council's Constitution -this is undertaken by the Monitoring Officer in consultation with the Council's Constitution Working Group consisting

of 7 cross-party members. Minor Changes are made by the Monitoring Officer and all others by Council.

- The Council reviews and reports against its governance arrangements on a regular basis.

The result of the annual governance framework review forms the basis of the Council's Annual Governance Statement (AGS). The AGS is presented for approval by the Governance and Audit Committee and Council and published as part of the Council's Annual Statement of Accounts. The purpose of the AGS is to report publicly on the extent to which the Council complies with this framework.

### **Structures & Responsibilities for Corporate Governance**

All Members, Officers and Governance and Audit Committee have a responsibility for upholding the principles of good governance and ethics. It is a key responsibility for the Leader of the Council and the Chief Executive.

### **Members**

The Council consists of 38 Members (councillors). All Councillors are members of the Council, and they may also be members of one or more of the Council's Members bodies (such as the Cabinet or a committee).. Members work together to make decisions which affect everybody who lives, works or visits Ceredigion. They have overall responsibility for the work the Council does - for its policies and how well it performs. They are the voice of the community and play a vital role making democracy work. Every Member has some responsibility for governance.

Members must:

- Understand their communities
- Provide a strategic vision
- Hold senior officers to account
- Not stray into operational management

In addition, lay members/persons sit on the Governance & Audit, Ethics & Standards and Learning Overview & Scrutiny Committee, who provide independence.

Relationships between Members and Officers including the Leadership Group must be based on mutual respect.

### **Officers**

The elected members of the Council are supported by paid Officers, who are accountable to the Council and responsible for delivering services to the public in accordance with the policies and procedures agreed by the Council, the Cabinet and their committees and bodies.

The Chief Executive has overall corporate and operational responsibility for the work of the Council and for all paid officers of the Council.

Officers:

- Provide operational management and service delivery,
- Technical and professional expertise
- Impartial advice and information to member
- Be politically impartial,

The organisational hierarchy and structure are set out at Appendix 1, led by the Chief Executive. This sets out the Council's employee line of accountability.

### **Leadership Group**

The Leadership Group, comprising of the Chief Executive, Corporate Directors and Corporate Lead Officers are responsible for the development, delivery and review of robust corporate governance arrangements.

### **Constitution**

The Council's Constitution is the key governance document which sets out how the Council operates, how decisions are made, by whom, the democratic structure and the procedures which are followed. This ensures that the Council operates in an efficient, transparent and accountable way to local people and relevant stakeholders. Some of these processes are required by the law, while others are a matter of local choice.

The Constitution enables: -

- the Council to make decisions efficiently and effectively;
- the public to participate in decisions that affect them;
- Councillors to represent their constituents more effectively;
- the public to hold the Council to account;

The Constitution sets out the Chief Officer function delegated powers.

The Monitoring Officer advises on compliance with policies, procedures, laws and regulations whilst the Section 151 officer advises on all financial matters, ensures proper financial records are kept and that a sound system of internal control is in place.

### **Decision-making**

Key policies, and any amendments to them, are approved by Cabinet (the Executive) and where appropriate, formally adopted by Council.

**Appendix 2** shows Ceredigion County Council's Democratic and decision-making structure. This shows the relationship between Council, Cabinet and the various Committees including Regulatory Governance & Scrutiny.

The terms of reference and the roles and responsibilities for each committee are outlined in the Constitution.

In situations whereby urgent decisions are needed in a national emergency, and in absence of the Leader/Deputy Leader, Cabinet functions may be further delegated.

### **Corporate Strategy**

The current Corporate Strategy (2022-2027) and sets out the Council's vision and Corporate Wellbeing Objectives. This places an emphasis on the requirement of effective governance structures to support the achievement of the wellbeing objectives.

Our four Corporate Well-being Objectives (2022-2027) are:

- Boosting the Economy, Supporting Businesses and Enabling Employment

- Creating Caring and Healthy Communities
- Providing the Best Start in Life and Enabling Learning at All Ages
- Creating Sustainable, Green and Well-connected Communities

The Council aims to achieve good standards of governance by adhering to the seven core principles and also adhering to the Wellbeing of Future Generations (Wales) Act 2015 principles.

### **Risk Strategy & Framework**

Our Risk Management Policy and Strategy is important to ensure that appropriate procedures are in place and risk appetites and priorities are in place. Risk Management is integral to the operational business planning Policy and Strategy setting.

Corporate Risk Management arrangements are reviewed regularly, and management of risks is included in individual Services Business plans. All Risks are allocated to a Corporate Lead Officer (Risk Owner). Service risks are also considered at CLO level and escalated to LG as appropriate.

The Council has a Corporate Risk Register which is considered quarterly at Leadership Group meetings and by the Governance and Audit Committee as a standing item. The Leadership Group consider the Corporate Risk Register in all decisions.

The Governance and Audit Committee refers risk matters to Scrutiny Committees, where appropriate. This provides ongoing information and assurance that risks continue to be managed.

'Risks' also form the basis of Internal Audit's audit programme of work and Cabinet reports include risks and implications arising.

### **How do we demonstrate compliance to the Governance Framework?**

To comply with the Framework, the Council publishes an Annual Governance Statement, which explains the processes and procedures in place to enable the Council to carry out its functions effectively. In preparing the Annual Governance Statement, the Council conducts an Annual Governance Framework Review to illustrate examples of how the Council complies with the core (and supporting) principles to ensure that:

- Its business is conducted in accordance with all relevant laws & regulations;
- Public money is safeguarded and properly accounted for;
- There is sound and inclusive decision making;
- Resources are used economically, efficiently and effectively; and
- There is clear accountability for the use of those resources to achieve agreed priorities which benefit local people and communities.

This document has therefore been developed in line with the CIPFA/SOLACE Framework and CIPFA/SOLACE *Delivering Good Governance in Local Government Framework*

*Guidance notes for Welsh authorities (2016 Edition).*

Whilst our governance arrangements reflect the core principles and sub-principles contained in the CIPFA Guidance, we recognise that the principles contained within it are examples of good practice and that the Council is managed more effectively as a result.

. To facilitate good governance, we also have a;

- Governance and Audit Committee
- Ethics & Standards Committee
- Scrutiny Committees
  - Governance Framework Review
  - Whistleblowing Policy.
  - Leadership Group
  - Governance Officer

### **Monitoring and Review of Corporate Governance**

The Governance and Audit Committee is responsible for monitoring and reviewing the governance arrangements as described in this Framework.

The Leader and Chief Executive review corporate governance arrangements within the Annual Governance Statement on an annual basis to measure the extent to which the Council meets the requirements of the core principles and sub-principles contained in the CIPFA Framework.

Through the Governance and Audit Committee, the Council will ensure that these arrangements are kept under continual review. This will include consideration of:

- The work of Internal and External Audit
- The opinion of other review agencies and inspectorates
- Opinions from the Council's Statutory Officers
- Implementation of the Governance Framework
- The production of the Annual Governance Statement and actions planned to address arising governance issues

### **Assurance and effective accountability**

The Council has good working relationships and effective communication channels with external regulators.

We have a process to ensure that recommendations from each external regulator report are addressed by way of Organisational Response Forms. Service responses are presented to Leadership Group, and Governance and Audit Committee to ensure monitoring of progress of actions/recommendations.

Corporate Performance Management arrangements are in place to ensure adequate internal monitoring of service delivery.

The Chief Internal Auditor provides an annual objective opinion on the Council's risk management, internal control and governance processes and has free and unfettered access to the Chief Executive & Chair of the Governance & Audit Committee. The Governance and Audit Committee are regularly updated on Internal Audit progress.

**Conclusion**

We believe this Framework comprises necessary governance arrangements to support the achievement of the Council's vision and Corporate Well-being Objectives and provides assurance that the Council has effective processes in place.

# Appendix 1

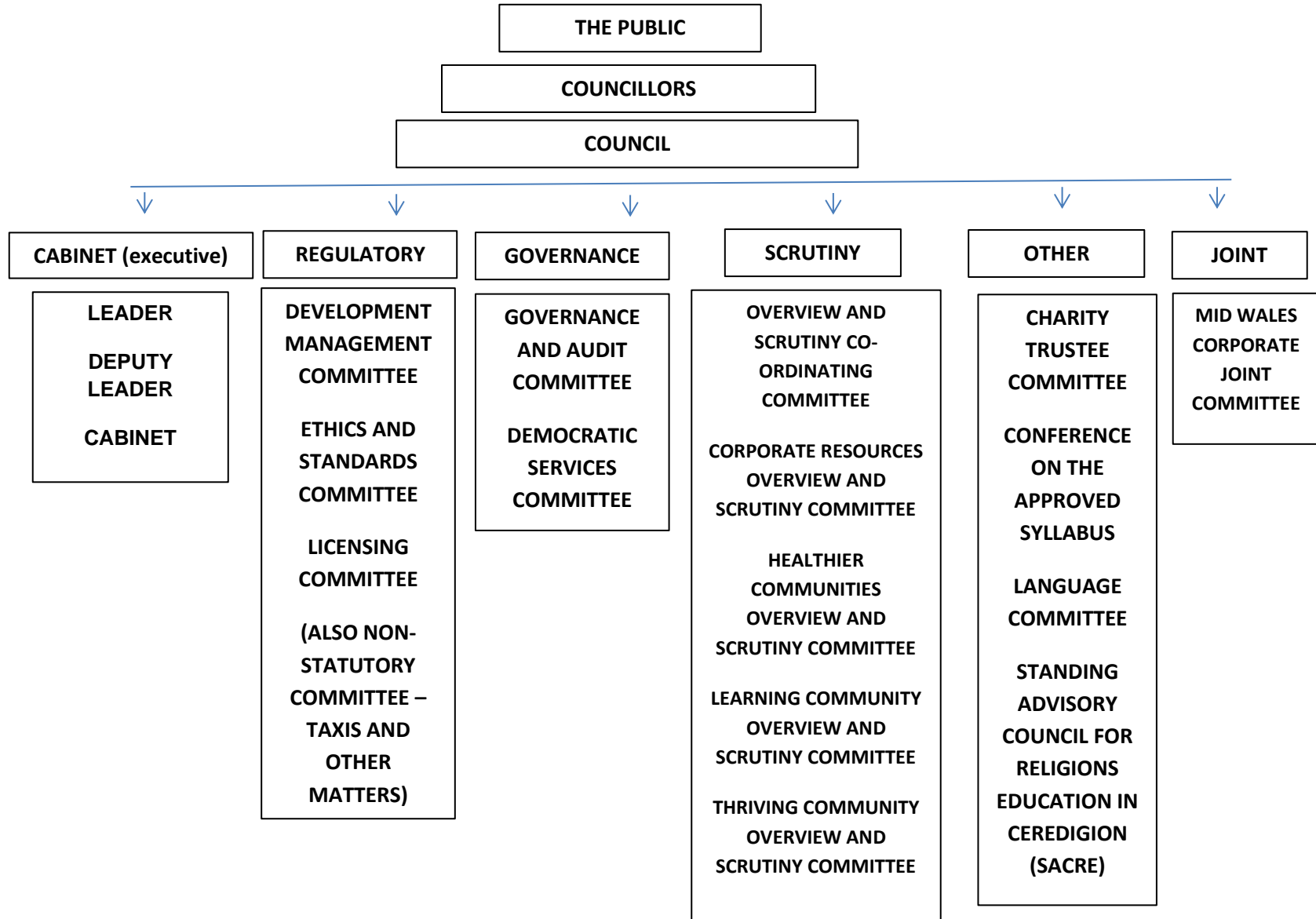
## Organisational Chart

<b>CHIEF EXECUTIVE</b>												
<b>CORPORATE DIRECTOR</b>						<b>CORPORATE DIRECTOR</b>						
<ul style="list-style-type: none"> <li>To ensure the development, implementation and evaluation of corporate strategic priorities and objectives which deliver high quality, safe, efficient and effective services to the residents of Ceredigion.</li> <li>To work strategically and creatively to achieve the highest possible standards of performance in Council services</li> </ul>						<ul style="list-style-type: none"> <li>To be Corporate Director and provide strategic leadership within the Council ensuring that all services comply with, and support, the Council's strategic objectives and standards.</li> <li>To deputise for the Chief Executive when required</li> <li>To provide leadership, guidance and performance management of up to six Corporate Lead Officers</li> </ul>						
<b>CORPORATE LEAD OFFICERS (7)</b>						<b>CORPORATE LEAD OFFICERS (6)</b>						
<ul style="list-style-type: none"> <li>To be Corporate Lead Officer and lead advisor to the Council for all matters relating to their specific functions as listed below.</li> <li>To provide a key link with Corporate Directors and work with other Corporate Lead Officers in ensuring that strategic and corporate objectives are effectively co-ordinated and implemented across all service areas</li> </ul>						<ul style="list-style-type: none"> <li>Whilst Corporate Lead Officers have specific responsibility for the management and leadership of a portfolio of service areas, they have an overriding corporate responsibility to ensure that all service activities and actions comply with and support Council strategic objectives and standards.</li> <li>To work creatively and strategically to achieve the highest possible standards of performance in Ceredigion County Council services</li> </ul>						
<b>SCHOOLS AND LIFELONG LEARNING</b>		<b>LEGAL &amp; GOVERNANCE</b>	<b>FINANCE &amp; PROCUREMENT</b>	<b>POLICY, PERFORMANCE &amp; PUBLIC PROTECTION</b>	<b>ECONOMY &amp; REGENERATION</b>	<b>HIGHWAYS &amp; ENVIRONMENTAL SERVICES</b>	<b>PORTH CYNNAL - SPECIALIST THROUGH AGE SERVICES</b>	<b>PORTH GOFAL TARGETED INTERVENTION</b>	<b>PORTH CYMORTH CYNNAR</b>	<b>PEOPLE &amp; ORGANISATION</b>	<b>CUSTOMER CONTACT, ICT &amp; DIGITAL</b>	<b>DEMOCRATIC SERVICES</b>
*Chief Education Officer	Deputy Chief Education Officer	*Monitoring Officer	*Chief Finance Officer (s151 Officer)				*Statutory Director of Social Services	Deputy Director of Social Services			*SIRO *Proper Officer for Civil Registration	*Head of Democratic Services
<ul style="list-style-type: none"> <li>Post-16 education</li> <li>Attendance, inclusions &amp; behaviour support</li> <li>Pupil welfare</li> <li>Pupil Referral Units</li> <li>EOTAS</li> <li>Lifelong Learning, Skills &amp; Employment</li> <li>Cultural Services</li> <li>Catering</li> <li>Pre-school provision</li> <li>Childcare offer</li> <li>Welsh Language Standards</li> </ul>	<ul style="list-style-type: none"> <li>School Improvement</li> <li>Attainment</li> <li>Additional Learning Needs</li> <li>Admissions and appeals.</li> <li>Governors Sustainable Schools Programme</li> </ul>	<ul style="list-style-type: none"> <li>Legal</li> <li>Corporate Governance</li> <li>Internal Audit</li> <li>Coroners Service</li> </ul>	<ul style="list-style-type: none"> <li>Procurement, Commissioning and Payments</li> <li>Core Finance (Deputy 151)</li> <li>Service Finance (Deputy 151)</li> <li>Revenues &amp; Financial Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Partnerships, Engagement &amp; Equalities</li> <li>Complaints, Compliments &amp; FOI</li> <li>Public Protection</li> <li>Corporate Performance &amp; Research</li> <li>Refugee resettlement</li> <li>Civil contingencies &amp; Business continuity</li> </ul>	<ul style="list-style-type: none"> <li>Growth and Enterprise</li> <li>Planning Property</li> </ul>	<ul style="list-style-type: none"> <li>Highways Maintenance</li> <li>Highways Development</li> <li>Local Environment Services</li> <li>Transport Services</li> </ul>	<ul style="list-style-type: none"> <li>Specialist through age services including:</li> <li>Strategic Safeguarding</li> <li>Quality Assurance and Independent Review</li> <li>Mental wellbeing and substance misuse</li> <li>Planned care.</li> <li>Extended support</li> </ul>	<ul style="list-style-type: none"> <li>Intake &amp; Triage Team</li> <li>Targeted intervention services</li> <li>Fostering Services</li> <li>Residential and Day Care services (*Responsible Individual)</li> <li>Integrated community equipment stores.</li> <li>Emergency Duty Team</li> </ul>	<ul style="list-style-type: none"> <li>Wellbeing Centres</li> <li>Support &amp; Prevention</li> <li>Early Intervention Housing Services</li> </ul>	<ul style="list-style-type: none"> <li>HR Advice &amp; Admin</li> <li>Pay, Benefits &amp; Systems</li> <li>Learning &amp; Development</li> <li>Health &amp; Safety Employee engagement &amp; wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>ICT</li> <li>Customer Contact</li> <li>Archives &amp; Info Management</li> <li>Library Services</li> <li>Civil Registration</li> </ul>	<ul style="list-style-type: none"> <li>Democratic Services</li> <li>Translation</li> <li>External Communication</li> <li>Electoral Services</li> <li>Corporate Service Support</li> <li>Project Management</li> </ul>

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**Appendix 2  
Democratic and decision-making structure**



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## CEREDIGION COUNTY COUNCIL

**Report to:** Council

**Date of meeting:** 21<sup>st</sup> of March 2024

**Title:** Appointment of the Chair and Vice Chair of Governance and Audit Committee

**Purpose of the report:** To approve the appointment of the Chair and Vice Chair of the Governance Committee for a two-year term

**For:** Decision

**Cabinet Portfolio and Cabinet Member:** Cllr. Matthew Vaux, Cabinet Member for Partnerships, Housing, Legal and Governance and Public Protection

### Introduction

In June 2022 the Governance and Audit Committee appointed a lay Chair and Vice Chair for a two-year term effective from 6<sup>th</sup> of June 2022 which will come to an end on 16<sup>th</sup> of May 2024.

The Governance and Audit Committee approved the re-appointment of Alan Davies as Chair and Andrew Blackmore as Vice Chair for a two-year period – 17<sup>th</sup> May 2024 – 17<sup>th</sup> May 2026.

### **Involvement:**

- Putting resources into preventing problem occurring or getting worse.

### **Prevention:**

Positively impacting on people, economy, environment and culture and trying to benefit all three.

**Wellbeing of Future Generations:**

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**Recommendation(s):** Approval

**Reason(s) for decision:** Approve the appointment of Alan Davies as Chair and Andrew Blackmore as vice Chair

**Overview and Scrutiny:**

**Policy Framework:** Corporate Well-being

**Objectives:** Finance and Procurement

**implications:**

**Legal implications:**

**Staffing implications:** n/a

**Property / asset implications:**

**Risk(s):** n/a

**Statutory Powers:** n/a

**Background Papers:** For example:

**Appendices:** n/a

**Corporate Officer:** Lead Elin Prysor, CLO Legal and Governance

**Reporting Officer:** Katy Sinnett-Jones, Governance Officer

**Date:** 05.03.2024