

# CARMARTHENSHIRE COUNTY COUNCIL

## SCHEDULE OF COUNCILLORS' AND CO-OPTED MEMBERS' REMUNERATION FOR 2014/15

The range and levels of salaries, fees and allowances payable by the County Council to its Councillors and Co-opted members is prescribed by the [Independent Remuneration Panel for Wales](#)

### 1. Basic Salary

Basic Salary is payable at the same rate to all Councillors. It is paid in recognition of the time devoted by Councillors to their work including incidental expenses, such as inevitable calls on their time as meetings with constituents, political group meetings, attendance at meetings of Town and Community Councils, including the undertaking of approved duties.

Basic Salary also covers other incidental costs such as the use of their homes.

For 2014/15 all Councillors will receive a basic salary of £13,300 p.a. paid monthly in arrears (unless they are in receipt of a Senior Salary or a Civic Salary). Payments to be made for 2014/15 are as shown in the following table, unless indicated otherwise:

<b>Councillor</b>	<b>Basic Salary 2014/15</b>	<b>Councillor</b>	<b>Basic Salary 2014/15</b>
S.M. Allen	£13,300 p.a.	J.P. Jenkins	£13,300 p.a.
D.J.R. Bartlett	£13,300 p.a.	G.O. Jones	£13,300 p.a.
T. Bowen	£13,300 p.a.	H.I. Jones	£13,300 p.a.
S.M. Caiach	£13,300 p.a.	P.E.M. Jones	£13,300 p.a.
C.A. Campbell	£13,300 p.a.	W.J. Lemon	£13,300 p.a.
J.M. Charles	£13,300 p.a.	A. Lenny	£13,300 p.a.
A. Davies	£13,300 p.a.	D.J.R. Llewellyn	£13,300 p.a.
G. Davies	£13,300 p.a.	S. Matthews	£13,300 p.a.
I.W. Davies	£13,300 p.a.	A.G. Morgan	£13,300 p.a.
J.A. Davies	£13,300 p.a.	E. Morgan	£13,300 p.a.
S.L. Davies	£13,300 p.a.	J. Owen	£13,300 p.a.
T. Davies	£13,300 p.a. with effect from 21/05/14 until 31/03/15 (paid Civic Salary as Chair of Council for the period 15/05/13 to 21/05/14)	D. Price	£13,300 p.a.
W.R.A. Davies	£13,300 p.a.	B.A.L. Roberts	£13,300 p.a.
T.T. Defis	£13,300 p.a.	H.B. Shepardson	£13,300 p.a.
G.N.R. Edwards	£13,300 p.a.	A.D.T. Speake	£13,300 p.a.
H.A.L. Evans	£13,300 p.a.	E.G. Thomas	£13,300 p.a.
L.D. Evans	£13,300 p.a.	G.B. Thomas	£13,300 p.a.
W.J.W. Evans	£13,300 p.a.	J. Thomas	£13,300 p.a.
W.T. Evans	£13,300 p.a.	K.P. Thomas	£13,300 p.a.
A.D. Harries	£13,300 p.a.	M.K. Thomas	£13,300 p.a.
C.P. Higgins	£13,300 p.a.	S.E. Thomas	£13,300 p.a.
W.G. Hopkins	£13,300 p.a.	W.D. Thomas	£13,300 p.a.
J.K. Howell	£13,300 p.a.	W.G. Thomas	£13,300 p.a.

<b>Councillor</b>	<b>Basic Salary 2014/15</b>	<b>Councillor</b>	<b>Basic Salary 2014/15</b>
P.M. Hughes	£13,300 p.a.	D.E. Williams	£13,300 p.a.
I.J. Jackson	£13,300 p.a.	J. Williams	£13,300 p.a.
A. James	£13,300 p.a.	J.S. Williams	£13,300 p.a.
J.D. James	£13,300 p.a.		
D.M. Jenkins	£13,300 p.a.		

## 2. Senior Salaries

A Senior Salary is paid to Councillors appointed by the Council or Leader of the Council to specific positions e.g. Chairs of Committees, Executive Board Members.

The number of Senior Salaries payable by the Council is limited to a total of 18 by the Independent Remuneration Panel for Wales and this limit has not been exceeded.

Senior Salary is not a payment in addition to basic salary.

The names of Councillors in receipt of senior salaries are included in the following tables:

### Band 1 Senior Salaries

<b>Name of Councillor</b>	<b>Office Held</b>	<b>Portfolio:</b>	<b>Amount of Senior Salary to be paid</b>
K. Madge	Leader of the Council	Corporate Leadership and Strategy; Chair of Executive Board; Represents Council at WLGA; Political Advocate for Council; Appoints Executive Board Members; Determines EBM Portfolios; Liaises with Chief Executive	£48,000 p.a.
T. Devichand	Deputy Leader of Council	Housing – Public; Housing – Private; Equalities; 50+ Champion; Chairs Executive Board in Leader's absence	£31,250 p.a.
P.A. Palmer	Deputy Leader of Council	Council Business Manager; Community Champion; Rural Affairs; Customer Focus & Policy, Police Liaison; Community Safety; Social Justice / Crime & Disorder; Community Planning; Anti-Poverty Champion; Chairs Executive Board in Leader's absence	£31,250 p.a.

## Band 2 Senior Salaries

<b>Name of Councillor</b>	<b>Office Held</b>	<b>Portfolio:</b>	<b>Amount of Senior Salary to be paid</b>
W.K. Davies	Executive Board Member	<b>Education and Children</b> Schools; Children Services; Special Education Needs; Safeguarding; Respite Homes; Regional Integrated School Improvement Service; Welsh Language; Adult Community Learning; Youth Services; Lead Member for Children and Young People	£29,000 p.a.
J.S. Edmunds	Executive Board Member	<b>Resources</b> Finance & Budget; ICT; Property / Asset Management; Procurement; Housing Benefits; Revenues	£29,000 p.a.
D.C. Evans	Executive Board Member	<b>Street Scene</b> Refuse; Street Cleansing; Transport Services; Grounds Maintenance; Building Services; Catering Services; Caretaking; Building Cleaning; Transport Services; Emergency Planning; Flooding	£29,000 p.a.
M. Gravell	Executive Board Member	<b>Regeneration &amp; Leisure</b> Economic Development; West Wales European Centre; Community Development; Sports; Leisure Centres; Museums; Libraries; Country Park	£29,000 p.a.
T.J. Jones	Executive Board Member	<b>Environmental &amp; Public Protection</b> Sustainable Development; Bio-diversity; Environmental Enforcement; Litter; Unlicensed Waste; Dog Fouling; Parking Services; Trading Standards; Environmental Health	£29,000 p.a.
L.M. Stephens	Executive Board Member	<b>Human Resources, Efficiencies &amp; Collaboration</b> Human Resources; Training; Simpson Compact; Priority Based Budgeting (PPB); Corporate Efficiencies Team (CET)	£29,000 p.a.
J. Tremlett	Executive Board Member	<b>Social Care &amp; Health</b> Adult Social Services; Residential Care; Home Care; Learning Disabilities; Mental Health; NHS Liaison / Collaboration / Integration	£29,000 p.a.

### Band 3 Senior Salaries

<b>Name of Councillor</b>	<b>Office Held</b>	<b>Amount of Senior Salary to be paid</b>
A.W. Jones	Chair of the Planning Committee	£22,000 p.a.
T. Theophilus	Chair of the Licensing Committee	£22,000 p.a.
A.P. Cooper	Chair of the Environmental & Public Protection Scrutiny Committee	£22,000 p.a.
D.M. Cundy	Chair of the Community Scrutiny Committee	£22,000 p.a.
G. Thomas	Chair of the Social Care & Health Scrutiny Committee	£22,000 p.a.
D.W.H. Richards	Chair of the Policy & Resources Scrutiny Committee	£22,000 p.a.
J.E. Williams	Chair of the Education & Children Scrutiny Committee	£22,000 p.a.
E. Dole	Leader of the Opposition Group	£22,000 p.a.

### 3. Civic Salaries

A Civic Salary is paid to the Chair and Vice Chair of the Council. The Chair and Vice Chair of the Council receive Civic Salaries under Sections 22 and 24 of the Local Government Act, 1972 to assist them with the expenses of their office.

Civic Salary is not a payment in addition to basic salary.

This salary includes any out of pocket expenses not otherwise paid directly by the Council.

The names of Councillors in receipt of civic salaries are included in the following table:

<b>Name of Councillor</b>	<b>Office Held</b>	<b>Amount of Senior Salary to be paid</b>
T. Davies	Chair of the Council	£21,375 p.a. for the period 01/04/14 until the Annual Meeting of Council held on 21/05/14 (end of term of Office as Chair)

<b>Name of Councillor</b>	<b>Office Held</b>	<b>Amount of Senior Salary to be paid</b>
D.B. Davies	Chair of the Council	£16,625 p.a. for the period 01/04/14 until the Annual Meeting of Council held on 21/05/14 (Vice Chair of Council) and £21,500 p.a. with effect from the Annual Meeting of Council held on 21/05/14 until 31/03/15.
P. Hughes Griffiths	Vice Chair of Council	£13,300 p.a. for the period 01/04/14 until the Annual Meeting of Council held on 21/05/14 and £16,000 p.a. with effect from the Annual Meeting of Council held on 21/05/14 until 31/03/15 (Vice-Chair of Council).

#### **4. Co-opted Members' Payments**

Co-opted Members with voting rights will receive payments in recognition of the time devoted to their work associated with and in attending meetings including incidental expenses. Payments will be made via a daily fee at the levels prescribed by the Independent Remuneration Panel for Wales. Co-opted Members that live outside the County of Carmarthenshire will, in addition to receiving travelling expenses, be eligible to receive subsistence allowance for attending meetings in the County. (Co-opted Members without voting rights will only receive allowance payments towards their travelling and subsistence expenses [if eligible] at the same rate as that paid to Councillors).

Voting Co-opted Members' Fees are capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted. A half day meeting is defined as being up to 4 hours and a full day meeting as over 4 hours.

Time spent on attending authorised training events, conferences and pre meetings with officers are included in the functions for which co-opted members may be paid.

The names of Independent and Co-opted members of Committees and the fees that they will receive are included in the following table:

<b>Name of Co-opted Member / Independent Member.</b>	<b>Office Held (if any)</b>	<b>Committee of the Council</b>	<b>Voting Member or Non- Voting member</b>	<b>Amount of Co-opted Members' Fee to be paid</b>
Mr. P.W.L. Stait Independent Member	Chair	Standards	Voting Member	Daily fee of £256.00 (£128.00 for half day)
Mr. C.A. Downward Independent Member	Vice-Chair	Standards	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Mr. M.A. Morgan Independent Member	None	Standards	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Mrs. G.L. Whitehead Independent Member	None	Standards	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Mr. A. Williams Independent Member	None	Standards	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Cllr. J.Gilasbey Community Committee Member	None	Standards	Voting Member	Daily fee of £198.00 (£99.00 for half day)

<b>Name of Co-opted Member / Independent Member.</b>	<b>Office Held (if any)</b>	<b>Committee of the Council</b>	<b>Voting Member or Non- Voting member</b>	<b>Amount of Co-opted Members' Fee to be paid</b>
Sir David Thomas Rowell Lewis	None	Audit Committee	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Mrs. V Kenny Non Elected Voting Member representing the Roman Catholic Church	None	Education & Children Scrutiny Committee	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Canon B. Witt Non Elected Voting Member representing the Church in Wales	None	Education & Children Scrutiny Committee	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Mr. S. Pearson Elected Voting Parent Governor	None	Education & Children Scrutiny Committee	Voting Member	Daily fee of £198.00 (£99.00 for half day)
Mr. C. Brown Elected Voting Parent Governor	None	Education & Children Scrutiny	Voting Member	Daily fee of £198.00 (£99.00 for half day)

**5. Travelling Allowances** are payable to Councillors and Co-opted Members undertaking approved duties and will be paid at the following rates for 2014/15:

All vehicle sizes of private motor vehicle:

Up to 10,000 miles – 45p per mile

Over 10,000 miles – 25p per mile

Private motor cycles – 24p per mile

Pedal cycles – 20p per mile

Passenger supplement – 5p per passenger per mile

All other forms of travel including Bus/Taxi fares will only be reimbursed at the actual expense incurred and must be accompanied by appropriate receipts.

**Councillors and Co-opted Members are asked to be always mindful of choosing the most cost-effective method of travel.**

***The Council at its adjourned annual meeting held on 1<sup>st</sup> June, 2012 decided that travelling allowance would not be paid to Councillors for undertaking official business in connection with constituency or ward responsibilities where they arose out of the discharge of the functions of the Council.***

## 6. Travel by Rail

All rail travel by Councillors / Co-opted members must be arranged, at the earliest opportunity, through the Democratic Services Unit in order to maximise savings to the Council. Travel by rail will normally be by standard second class ticket.

Members are permitted to travel by first class rail where work requirements justify such expenditure. (i.e. working on the train prior to attending a meeting the same day). First class apex tickets, or their equivalent, will be provided when they are available and it can be shown that these tickets would produce a saving to the Council over the standard second class rail fare. (Obtaining a first class apex ticket normally requires the ticket to be booked at least a week in advance of the rail journey).

Rail tickets will be obtained and paid for by the Democratic Services Unit of the Chief Executive's Department for all rail journeys.

## 7. Subsistence Allowances

The maximum daily rate of subsistence allowance of £28.00 per day covers a 24 hour period and will become payable from the time that the Councillor / Co-opted member leaves home to undertake their journey on official business. The maximum daily rate reimbursable covers a 24 hour period and can be claimed for meals during this period, provided such a claim is supported by receipts.

Where an overnight stay is involved and includes breakfast as part of overnight accommodation a day subsistence rate of £24.00 will be made available.

It should be noted that subsistence allowances will not be payable for official business which takes place within the County. (This does not apply in respect of Co-opted members who live outside the County).

**Claims will be paid on the basis of actual expenditure supported by receipts and the maximum allowance in each case will be paid only if actual expenditure equals or exceeds it.**

**For Co-opted members that live outside the County the method of determining the payment of subsistence allowance when undertaking official business within the County, will be as follows:**

<b>Breakfast</b> – more than 4 hours before 11.00 a.m.	<b>£4.00</b>
<b>Lunch</b> – more than 4 hours including the period 12 noon to 2.00 p.m.	<b>£8.00</b>
<b>Tea</b> – more than 4 hours including the period 3.00 p.m. to 6.00 p.m.	<b>£3.00</b>
<b>Dinner</b> – more than 4 hours ending after 7.00 p.m.	<b>£13.00</b>

The same method of determining the payment of subsistence allowance will apply to Councillors and Co-opted Members when undertaking official business outside the County, when an overnight stay is not involved.

**8. Overnight Accommodation** will be arranged and paid for by the Democratic Services Unit of the Chief Executive's Department. The overnight accommodation costs will not exceed the following amounts for 2014/15:

Overnight Costs in London	£150
Overnight Costs elsewhere	£ 95

An allowance of £25.00 per night if staying with friends or relatives.

**Overnight costs will not be arranged and paid for within County.**

**9. Care Allowance** is paid to Councillors and Co-opted Members with voting rights in respect of such expenses in arranging for the care of children or dependants (Aged 15 years and over) as are necessarily incurred in the carrying out of their duties.

The maximum level of care allowance payable for 2014/15 is £403 per month and claims will be paid on the basis of actual expenditure supported by receipts; the maximum allowance will be paid only if actual expenditure equals or exceeds it.

It should be noted that the allowance is a contribution to actual monthly costs which cannot be annualised.

Care provided by Registered Carers will be reimbursed at cost.

Care provided by family members or friends will be reimbursed at the following appropriate current minimum wage rate per hour:

£6.31 per hour the main rate for workers aged 21 and over

£5.03 per hour the rate for workers aged 18-20 years of age

£3.72 per hour the rate for workers above school leaving age but under 18 (16 -17 years of age)

Siblings of 14 and 15 years of age providing care will be reimbursed at the Council's agreed rate of £2.68 per hour

***Receipts from registered carers must be formal documents, showing the name of the business/person, the date period of time and the nature of the supply.***

***In cases where care is provided by a Councillor's / Co-opted Member's family member or friends the Councillor / Co-opted Member will make a declaration providing specific details of the nature of the care service provided to the child or dependent, the specific time period and the date.***

***The Chief Executive was delegated authority by Council at its adjourned annual meeting held on 1<sup>st</sup> June, 2012 to increase the reimbursement of care provided by family members and friends, in line with increases in the appropriate minimum wage***

***rate per hour and the Council's prescribed rate paid to "responsible siblings" by the same percentage level.***

**The National Minimum Wage Rates are usually updated every October, so the current rates apply from October 2013.**

**10. Scrutiny Participants** who are formally invited to contribute to Scrutiny Committees or Task & Finish Groups will be entitled to claim travelling allowance at the same rates as that paid to Councillors.

## **11. Approved Duties**

- a) 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;
- b) Attendance at a meeting of any association of authorities of which the Authority is a member;
- c) 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;
- d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an Executive where the Authority is operating executive arrangements within the meaning of Part II of the 2000 Act;
- e) A duty undertaken in connection with the discharge of any function of the Authority to inspect or authorise the inspection of premises;
- f) Attendance at any training or developmental event approved by the Executive Board;

(All applications for attendance at Conferences / Seminars / Training Courses will be considered by the Executive Board following presentation of a report prepared by the Chief Executive which will include:

- a) conference / seminar / training course details
- b) the comments of the relevant Director as to the necessity to attend
- c) the total costs associated with attendance i.e. conference / seminar / training fees, transport, subsistence and accommodation

Should the majority of Executive Board Members be in favour of the application then the Leader has delegated authority to approve the application for attendance).

- g) 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 of any of its committees;
- h) Attendance by a Councillor at a meeting involving the Chief Officer or his/her representative at a local government office or site within the Authority's area, called at the prior request of the Chief Officer or his/her representative, in connection with the functions of the Council;
- i) Site meetings convened by the Chief Executive as a consequence of a decision by the Council, the Executive Board or a Committee of the Council;
- j) Meetings of Joint Liaison Committees;

- k) Where a Councillor is formally authorised in accordance with the authority's decision making procedures for the purpose of and in connection with the discharge of the functions of the Council, to attend a conference, take part in a visit, join a deputation or attend a course not on the approved list as the official representative of the Council, then that decision in sending the Councillor shall automatically designate the duty undertaken as an "approved duty";
- l) Attendance at Liaison Meetings of the Opposition Spokespersons convened by the Chief Executive;
- m) Attendance by a Councillor at Meetings of outside bodies to which the Councillor has been formally appointed or nominated by the Council;
- n) Inclusion on the list of approved duties does not necessarily preclude payment for attendance by other bodies (***other than for the Leader, Deputy Leader or an Executive Board Member who is in receipt of a Senior Salary***), and nominated Councillors eligible under schemes operated by such bodies may claim in accordance with any such schemes;  
***(Claims for travelling and subsistence allowances should not be made to outside bodies and the Council for the same duties).***

**12. IT Equipment, Office Supplies**, will be provided free of charge to councillors at an appropriate level.

### **13. Arrangements for payments of Salaries and Allowances**

The payment of Basic, Senior and Civic Salaries is incorporated into the monthly payroll system and will be paid automatically by Bank Credit Transfer. These payments are enhanced by the Care Allowance, Travelling and Subsistence Allowances claimed for the previous month.

### **14. Recovery of Duplicate Payments**

Any overpayments made by the Authority in error in respect of salaries, allowances or fees will be recovered either from the following month's payment or in instalments over a maximum period of 3 months.

### **15. Records**

Records are kept of Councillor attendance at Council, Committee and Sub Committee Meetings.

Councillors are requested to complete an Annual Report each year which will include a record of their activities for publication on the Council's website.