



Item 20

Council - 13 April 2023

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

1. Introduction

- 1.1 The IRPW Annual Report www.gov.wales/independent-remuneration-panel-wales sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”.
- 1.2 Under the Local Government (Wales) Measure 2011, Community and Town Councils are relevant Authorities for the purpose of remuneration. Consequently, individuals who have accepted office as a Member of a Community or Town Council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the Proper Officer of a Council to arrange for correct payments to be made to all individuals entitled to receive them.
- 1.3 Community / Town Councillors should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to ‘opt in’ to receive payments.
- 1.4 Under Section 154 of the Local Government (Wales) Measure 2011 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.

2. Independent Remuneration for Wales Annual Report

- 2.1 The IRPW made several determinations in relation to “Payments to Members of Community and Town Councils”. A list of these determinations together with brief IRPW guidance is outlined in **Appendix A** of this report.
- 2.2 Council is asked to note the IRPW’s Determination in relation to “Contribution towards Costs of Care and Personal Assistance (CPA)”.

Determination 43: All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs 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.

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

- 2.3 Council is asked to note / consider each of the IRPW's Determinations in relation to "Payments to Members of Community and Town Councils".

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

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

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

Determination 44: Deleted.

Determination 45: The payment for members undertaking a senior role is an annual amount of £500 as set out in [Table 11](#) of the IRPW Annual Report.

Determination 46: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motorcycles.
- 20p per mile for bicycles.

Determination 47: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and / or family overnight.

Determination 48: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £57.20 for each period not exceeding 4 hours.
- Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.

Determination 49: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Determination 50: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 52: The application of the Remuneration Framework by relevant Group is contained in in [Table 11](#) of the IRPW Annual Report.

Determination 53: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

- 2.4 Under IRPW rules, Llangyfelach Community Council is a Group C Council as its Electorate at 3 April 2023 was 1,982. Extract of Table 11 - Group 4 Council's (Electorate over 1,000 to 4,999):

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

3. Recommendations. It is recommended that:

- 2.1 The Independent Remuneration Panel for Wales Annual Report be noted together with the determinations in relation to Community and Town Councils.
- 2.2 Determination 43 relating to “Contribution towards Costs of Care and Personal Assistance (CPA)” be noted.
- 2.3 Extra Cost Payment be noted.
- 2.4 Council considers how to pay the Reimbursement for Consumables. **Note:** 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.

- 2.5 Determination 45 “Payments for members undertaking a senior role is an annual amount of £500” be noted.
- 2.6 Determination 46 “Payments in respect of travel costs” be noted.
- 2.7 Council considers whether to make payments to each of their Members in respect of travel costs for attending approved duties. (Determination 47).
- 2.8 Determination 48 in relation to the ability to pay financial loss compensation at the prescribed rates for attending approved duties be noted.
- 2.9 Council considers whether to make a payment to pay attendance allowance for members. (Determination 49).

- 2.10 Council considers whether to provide a payment to the Mayor or Chair of the Council up to a maximum of £1,500 per annum. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed. (Determination 50). **Note:** If Council resolve to pay an amount, it will need to determine the amount (up to £1,500) to be paid.
- 2.11 Council considers whether to provide a payment to the Deputy Mayor or Deputy Chair of the Council up to a maximum amount of £500 per annum. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed. (Determination 51). **Note:** If Council resolve to pay an amount, it will need to determine the amount (up to £500) to be paid.
- 2.12 The application of the Remuneration Framework by relevant Group is contained in in [Table 11](#) of the IRPW Annual Report (Determination 52) be noted.
- 2.13 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance (Determination 53) be noted.

Background Papers: None

Appendices:

Appendix A	Extract from Independent Remuneration Panel for Wales (IRPW) Annual Report
-------------------	----------------------------------------------------------------------------

Huw Evans

Clerk to Llangyfelach Community Council

Appendix A

Independent Remuneration Panel for Wales (IRPW) Annual Report

The table sets out the actions that Community and Town Councils must take annually in respect of each determination that follows.

Determinations		Is a decision required by Council?
New	<p>Reimbursement for Extra Costs Working from Home.</p> <p>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.</p>	No - the payment of £156 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
New	<p>Reimbursement for consumables.</p> <p>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.</p>	No - 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.
44	-	-
45	The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 of the IRPW Annual Report.	As set out in Table 11 of the IRPW Annual Report.
46	Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
47	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
48	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.

49	<p>Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p>	<p>Yes – the payment of attendance allowance is optional.</p>
50	<p>Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.</p>	<p>Yes – the payment to a civic head is optional.</p>
51	<p>Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.</p>	<p>Yes – the payment to a Deputy Civic Head is optional.</p>
52	<p>The application of the Remuneration Framework by relevant Group.</p>	<p>As set out in Table 11 of the IRPW Annual Report.</p>
53	<p>Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.</p>	<p>No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.</p>