

## **NORTH WALES FIRE AND RESCUE AUTHORITY**

### **SCHEDULE OF MEMBERS' REMUNERATION 2018/19**

Following the approval of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales (IRPW) has had its powers extended for its national framework to include payments to Members of the Welsh Fire and Rescue Authorities. The North Wales Fire and Rescue Authority's Schedule of Members' remuneration is set in accordance with the determinations of the IRPW.

1 This Schedule shall have effect from 18 June 2018.

2 In this Schedule:

- "the Authority" and "FRA" means the North Wales Fire and Rescue Authority;
- "Member" means a Member of the North Wales Fire and Rescue Authority;
- "Independent/co-opted member" means a person, other than a Member of the Authority, appointed to serve on the Authority's Standards Committee (in accordance with Standards Committees (Wales) Regulations 2001) made under Section 53, Local Government Act 2000;
- "Executive Group" comprises the Chief Fire Officer, Assistant Chief Fire Officers and Assistant Chief Officers
- "Regulations" means the Independent Remuneration for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities;
- "Year" means the 12 months ending 31 March.

#### **3 Basic Salary**

3.1 A Basic Salary shall be paid to each elected Member of the Authority.

3.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.

3.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.

3.4 No more than one Basic Salary is payable to a Member of the Authority.

#### **4 Senior Salaries**

4.1 Members occupying specific posts shall be paid a Senior Salary.

4.2 In accordance with the Regulations, the rates of Senior Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.

4.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.

- 4.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 4.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 4.6 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.
- 4.7 A Member of the Authority in receipt of a Senior Salary cannot receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have also been nominated.
- 4.8 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, their entitlement to the Salary will be pro-rata.

## **5 Renunciation**

- 5.1 A Member may renounce part or all of their Basic and/or Senior Salary. Renouncement must be made in writing to the Clerk to the Fire and Rescue Authority and must specify the date of renouncement. A notice of renouncement may be revoked at any time by giving further written notice to the Clerk. Any revocation cannot be backdated from the date of the further notice.

## **6 Suspension of a Member**

- 6.1 Where a Member of the Authority is suspended or partially suspended from their 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 them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 6.2 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.

## **7 Repayment of salaries, allowances or fees**

- 7.1 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.

- 7.2 Basic and senior salaries will be paid by monthly instalments; fees, care allowance and travel and subsistence expenses are paid in arrears. All payments are subject to Income Tax and National Insurance contributions, where applicable.

## **8 Member Remuneration**

- 8.1 An FRA basic salary is payable to each named Member as shown in Appendix 1.

## **9 FRA Chair, Deputy Chair and Audit Committee Chair Remuneration**

- 9.1 The named Members holding the offices of Chair, Deputy Chair and Audit Committee Chair shall receive the senior salaries shown in Appendix 1.

## **10 Independent Persons/Co-opted Members' Fee**

- 10.1 Independent/co-opted members as named of the Standards Committee will be paid a fee as set out in Appendix 1.
- 10.2 Payments for co-opted members are capped at the equivalent of payment for 4 full days per year each. A half day meeting is defined as up to 4 hours. A full day meeting is defined as over 4 hours.
- 10.3 Reasonable time for pre-meeting preparation is eligible to be included in claims made by co-opted members, the extent of which will be determined by the Clerk/Monitoring Officer in advance of the meeting.
- 10.4 Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
- 10.5 The Clerk/Monitoring Officer will 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.

- 10.6 Meetings eligible for the payment of fee include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
- 10.7 The fee will be paid in arrears subsequent to the date that meeting is held. Fees are subject to Income Tax and National Insurance contributions, where applicable.

## **11 Care Allowance**

- 11.1 Reimbursement of costs of care shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 11.2 Reimbursement of costs of care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependant the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 11.3 Eligible Members may claim reimbursement of costs of care for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel for Wales as set out in Appendix 1. All claims for reimbursement of costs of care should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **12 Travel and Subsistence**

- 12.1 Payment of travel and subsistence shall be made in respect of the official duties undertaken by a Member or Independent/co-opted member, as set out in Appendix 3, as amended from time to time by the Authority.
- 12.2 The amounts claimable by Members or Independent/co-opted members for travel and subsistence shall be in accordance with the scales determined by the IRPW as set out in Appendix 2. In order to claim subsistence, members must be away from home for five hours or more in line with the HMRC rules.
- 12.3 A subsistence rate of £28 over a 24-hour period is available, including breakfast when not provided as part of overnight accommodation. This is a reimbursement of actual costs for official duties with itemised receipts to be provided. Claims must be reasonable and within time limits set out in Appendix 2. Where meals are provided, subsistence claims will not be payable.

- 12.4 Proper VAT receipts for expenses, including parking fee tickets, are needed in order for the Authority to validate claims and to reclaim VAT. Members should ask for/keep these and attach them to the claim form. Failure to supply a receipt may result in non-payment of a claim and/or inability to reimburse the VAT element.
- 12.5 The Authority will reimburse actual costs of standard class rail fares or the cheapest alternative.
- 12.6 When travelling by train, Members should in the first instance contact the Member Liaison Officer who will obtain the ticket at the most economical price, including utilising wherever possible discount cards of various types. If Members have to purchase their own rail tickets, they should produce their receipt or ticket when claiming reimbursement and should utilise wherever possible discount cards of various types.
- 12.7 Travel by public transport is encouraged for long distance journeys, but may be undertaken by private car where this is expedient. The Authority will pay Members the appropriate car mileage rate shown in Appendix 2 not exceeding an amount equivalent to the standard class rail fare unless the use of a car for the entire journey has been approved by a member of the Executive Group.
- 12.8 Taxi fares may be claimed where travel is URGENT or where no suitable public transport is available. Receipts should be produced.

### **13 Payment / Time Limit for Claims**

- 13.1 The payment of Basic and Senior Salaries is incorporated into the monthly payroll system and paid automatically on the 18th of each month or the nearest banking day by bank credit transfer without any action required by Members .
- 13.2 These payments are augmented by travelling and subsistence allowances together with care allowances (where appropriate) claimed for the previous month. Claims should be submitted on the appropriate form to the Member Liaison Officer by the 1st of each month.
- 13.3 Claims must be submitted within three months of the end of the relevant month. The Treasurer may, having consulted the Chair of the Authority, accept a late claim for good cause and make the related payments.

### **14 Dual Claims**

- 14.1 Where a Member of the Authority is also able to claim allowances as a Member of another Authority, that Member may not receive any allowance, including care allowance, travel or subsistence expenses, from more than one Authority for the same duties.
- 14.2 Members who perform other Local Authority duties on the same day must ensure that travelling and travelling time together with care allowances (where appropriate) are apportioned reasonably between the paying authorities.

## **15 Part-Year Entitlement**

- 15.1 The provisions of this paragraph shall have effect to regulate the entitlements to the basic salary or senior salary as appropriate of a Member where, in the course of a year:
- (a) This Schedule is amended; or
  - (b) That person becomes or ceases to be a Member or an independent/co-opted member; or
  - (c) A Member becomes or ceases to be Chair or Deputy Chair.
- 15.2 Where paragraph 15.1 applies the entitlement to allowances will be adjusted on a daily basis in accordance with the Regulations.

## **16 Administration**

- 16.1 The Treasurer to the Authority shall maintain, on behalf of the Authority, a record of all payments made under this Schedule which shall specify in relation to each payment the name of the recipient and the amount and nature of the payment.
- 16.2 This record shall be available at all reasonable times for inspection by local government electors in the constituent authorities at no charge. Copies will be provided on request on payment of a reasonable fee decided by the Treasurer.
- 16.3 Arrangements will be made annually to publish payments made in the previous financial year to Members for Basic and Senior Salaries paid, the daily fees paid to independent/co-opted members and Care Allowances and Travel and Subsistence expenses.

## **17 Further Declarations**

- 17.1 Records are kept of Members' attendance at Fire and Rescue Headquarters.

## **18 Pensions**

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

## **19 Compliance**

- 19.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members.

**Members and Co-opted Members are reminded that expense claims are subject to both internal and external audit.**

For further information please contact Members Liaison Officer at Fire and Rescue Headquarters, St Asaph Business Park, LL17 0JJ. Phone: 01745 535250.

### Entitlement to Basic Salary

A Basic Salary of **£1,745 per year** will be paid to FRA ordinary members as of 18 June 2018.

#### Councillor

Bryan Apsley  
 Brian Blakeley  
 Marion Bateman  
 Annwen Daniels  
 Ann Davies  
 Michael Dixon  
 Ian Dunbar  
 Peter Evans  
 Veronica Gay  
 Simon Glyn  
 Richard Griffiths  
 John Brynmor Hughes  
 Eric Wyn Jones  
 I Dilwyn Lloyd  
 Sue Lloyd-Williams  
 Geoff Lowe  
 Roger Parry  
 Dylan Rees  
 Rondo Roberts  
 Nigel Smith  
 Paul Shotton  
 Adrian Tansley  
 Owen Thomas  
 David Wisinger  
 Gethin Glyn Williams

### Entitlement to Senior Salary

A Senior Salary, inclusive of Basic Salary, will be paid to the following office holders:

Chair of the Fire and Rescue Authority – TBC	<b>£10,445 per year</b>
Deputy Chair of the Fire and Rescue Authority – TBC	<b>£ 5,445 per year</b>
Chair of the Audit Committee – TBC	<b>£ 5,445 per year</b>

The maximum limit of Senior Salaries set for the Authority has not been exceeded.

### Entitlement to Co-opted Member Fee

The following fees for Independent/co-opted members of the Standards Committee are payable:

Chair	<b>£256 4 hours and over (£128 up to 4 hours)</b>
Other Members	<b>£198 4 hours and over (£99 up to 4 hours)</b>

Subject to an overall maximum payment of the equivalent of 4 days fees in a year.

### Reimbursements of Costs of Care

All members are able to claim up to £403 per month when receipts are produced.

## Travelling and Subsistence Allowance

### 1. Motor Car

	Per mile
Mileage allowance - up to 10,000 miles	<b>45p</b>
Mileage allowance - over 10,000 miles	<b>25p</b>
Passenger allowance (a passenger must have been carried to claim this)	<b>5p</b>
<b>Motor Cycle – mileage allowance</b>	<b>24p</b>
<b>Bicycle - mileage allowance</b>	<b>20p</b>

Additional expenses can be claimed for the actual cost of parking

### 2. Public Transport

Members are entitled to claim:

#### a) Train

- Lowest reasonably available standard class fare
- Reservation and left luggage expenses
- Costs of getting to and from the station
- Special first-class fare where the cost is reasonable value by comparison to standard class rail fare

#### b) Bus/Coach

- The appropriate fare
- Reservations and left luggage expenses

### 3. Taxi

Members are entitled to claim the fare and reasonable gratuity where the need to travel is URGENT or where no bus service is readily available.

### 4. Subsistence

Up to a maximum of £28 over a 24-hour period can be claimed; time limits are set out below:

#### a) Breakfast (where no overnight stay is required)

Payable in respect of absence from home for at least 5 hours, before 11.00am.

#### b) Lunch

Payable in respect of absence from home for at least 5 hours, including the whole of the period 12 noon to 2.00pm.

#### c) Evening Meal

Payable in respect of absence from home for at least 5 hours, ending after 7.00 pm.

The above is subject to reasonable claims being made and receipts being attached to claim forms.



#### d) Overnight

Claims can be made where overnight absences from the usual place of residence exceed 24 hours. All overnight bookings must be made by the Members Liaison Officer. The following maximum amounts are for bed and breakfast:

Visits to London	<b>£200</b>
Elsewhere	<b>£ 95</b>
Staying with relatives/friends	<b>£ 30</b>

#### 5. HOW AND WHEN TO CLAIM

Claims for travelling and subsistence allowances should be submitted to the Member Liaison Officer and must relate to approved duties undertaken (see Schedule 1 for details). Claims will be paid directly to Members' bank accounts on a monthly basis.

Claims must be made on the Members' Allowances claim forms, copies of which are available from the Member Liaison Officer.

Claim forms should be completed for each calendar month in which expenses have been incurred and forwarded to the Member Liaison Officer **no later than the 1<sup>st</sup> of the following month to ensure payment that month.** Claims must be submitted within three months of the end of the relevant month. The Treasurer may, having consulted the Chair, accept a late claim for good cause and make the related payments.

The full address for completed claim forms is:

**Member Liaison Officer  
North Wales Fire and Rescue Service  
Fire and Rescue Service Headquarters  
Ffordd Salesbury  
St Asaph Business Park  
ST ASAPH  
Denbighshire  
LL17 0JJ**

**OFFICIAL BUSINESS**

For the purposes of the Authority's Schedule of Remuneration, the following shall be regarded as official business:

- Meetings of the Authority.
- Meetings of Committees, Panels and Working Groups of the Authority.
- Any other meeting convened by the Authority (or by the Chair or Deputy Chair in cases of urgency) to which Members are invited.
- Meetings between the Chair and/or the Deputy Chair of the Authority and the Chairs and/or Deputy Chairs of the Authority's Committees and/or officers of the Authority or the Service or other fire authorities or services to discuss Authority business, including the purpose of opening tenders.
- Attendance at NWFRS events, at which Members' attendance is specifically requested.
- Attendance at meetings of the Welsh Local Government Association/Local Government Association (including plenary meetings and Policy Groups) by the appointed Members.
- Meetings organised by the Authority with Cabinet Secretaries and/or Government officials on Authority business.
- Attendance at the Welsh Local Government Association/Local Government Association Annual Fire Conference by the Chair or Deputy Chair or any other Member specifically authorised by the Authority.
- Attendance at any other meetings, groups, seminars, conferences, courses or visits on Authority matters, subject to the prior approval of the Authority (or the Chair or Deputy Chair in the case of urgency) for attendance at external or individual events.
- Meetings of bodies (other than those specified above) to which the Authority has resolved to make appointments or nominations.
- Carrying out any other duty previously approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the Authority's functions.
- Pre-arranged meetings arranged through the Member Liaison Officer by Members to fire stations, in the County or County Borough of which they are a Member.