

MEETING	COUNCIL
DATE	28 TH February, 2013
SUBJECT	MEMBERS' SALARIES
AUTHOR	Councillor Stephen Churchman, Chair of Members Senior Salaries Committee

BACKGROUND

1. At its meeting on 17 May 2012, the Council resolved to allocate 16 of the 18 higher salaries that can be allocated to members. The higher salaries were allocated as follows -
 - Council Leader and up to nine Cabinet members (including any Deputy Leader),
 - Chairs of the three Scrutiny Committees,
 - Chairs of the Audit Committee, Planning Committee and Licensing Committee.

2. At its meeting on 6 December 2012, the Council resolved

“to allocate a higher salary to the Leader of the largest opposition party for the remainder of the current Council year”

Therefore, 17 of the 18 higher salaries have been allocated.

3. At the same meeting, the Council also resolved

“to establish a special committee with membership from the backbench, not including committee Chairs, on the basis of political balance to consider the work levels of the Chairs of other committees and to submit a recommendation to the Council on 28 February 2013”.

4. A Member's Senior Salary Committee was established from back bench members who were not Chairs or Vice-chairs of any Committees. The Committee was based on political balance.
5. The Committee met on the 22nd January, 2013 to consider information with regards to the committees being considered, namely the Democratic Services Committee, Language Committee, the Employment Appeals Committee, Pensions Committee and Area Committees.

6. In order to come to a decision, the Council must consider the following factors:
 - Workload
 - The importance of the role to other members
 - Leading and developmental role of the committee

7. The Committee received information with regards to the number of meetings, requirements from officers outside the Committee meetings, the Chair's Role, and further requirements outside the Committee meetings. See **Appendix 1**.
8. Committee members noted that it was a hard task to assess correctly at the moment because a few of the Committees were still developing, and the requirements were changing / new. Committee members also noted that they considered it had been a hard task trying to compare the roles of the Chairs of the various committees.
9. However, the committee came to the following conclusions:
 - It would not be appropriate to allocate a senior salary to a Chair of an Area Committee as we have three Area Committees and only one senior salary remaining. In addition, the Council will discuss and decide on the future of Area Committees during the meeting today.
 - It would not be appropriate to allocate a senior salary to the Pensions Committee as the provision of this committee is slightly different to the other Committees. In addition, further research is required to investigate the possibility of recognising this role outside the senior salary arrangements of the Council.
 - The remainder of the committees to be measured against the factors noted and analysed against these factors.

FACTOR	FIRST	SECOND	THIRD
Work pressure	Employment Appeals Committee	Democratic Services Committee	
The importance of the role to fellow members	Employment Appeals Committee	Democratic Services Committee	
Leadership and developmental role	Employment Appeals Committee / Language Committee		Democratic Services Committee

2. Following consideration of the above, the Committee concluded that a recommendation be made that the Chair of the Employment Appeals Committee be awarded the remaining senior salary.

RECOMMENDATION

9. The Committee recommends that the Chair of the Employment Appeals Committee be awarded the remaining senior salary. And that it should be reviewed in a year's time when the workload of the various committees is more stable.

MEETING	MEMBERS' SENIOR SALARIES COMMITTEE
DATE	22 JANUARY 2013
SUBJECT	MEMBERS' SALARIES
PURPOSE	THE COMMITTEE TO CONSIDER THE INFORMATION AND MAKE RECOMMENDATIONS
AUTHOR	Vera Jones Democratic Services Manager

BACKGROUND

3. At its meeting on 17 May 2012, the Council resolved to allocate 16 of the 18 higher salaries that can be allocated to members. The higher salaries were allocated as follows -
- Council Leader and up to nine Cabinet members (including any Deputy Leader),
 - Chairs of the three Scrutiny Committees,
 - Chairs of the Audit Committee, Planning Committee and Licensing Committee.

4. At its meeting on 6 December 2012, the Council resolved

“to allocate a higher salary to the Leader of the largest opposition party for the remainder of the current Council year”

Therefore, 17 of the 18 higher salaries have been allocated.

5. At the same meeting, the Council also resolved

“to establish a special committee with membership from the backbench, not including committee Chairs, on the basis of political balance to consider the work levels of the Chairs of other committees and to submit a recommendation to the Council on 28 February 2013”.

6. To remind members, there are five categories of members who are eligible to receive a higher salary, namely: Council Leader, Deputy Council Leader, Cabinet Member, Committee Chair and Political Group Leader. It should be noted that the higher salaries are allocated to specific roles. An individual has a right to only one higher salary.
7. The other committees whose Chairs do not currently receive a higher salary are:

- Democratic Services Committee
- Language Committee
- Employment Appeals Committee
- Pensions Committee
- Area Committees

8. In the Council report, it was recommended that the following factors should be considered when reaching a decision on allocating the final higher salary.

- Work pressure
- The importance of the role to fellow members
- The leadership and developmental role of the committee

INFORMATION ABOUT THE COMMITTEES UNDER CONSIDERATION

9. The following information is submitted in relation to work pressure, requirements on the Chair and the role of the Chair in the committees, as noted in 5 above. Copies of the committees' terms of reference are in Appendix 2.

10. Employment Appeals Committee

a	Number of meetings	In the period between May 2012 and 8 February 2013, 10 meetings were held. The majority of meetings are full day meetings (9.30am to 5pm)
b	Requirements from officers outside the Committee meetings	In general, a short briefing session (approx. 15 minutes) is held with the Chair during the period after the officer issues the agenda but prior to the meeting. A short briefing session is held on the day of the meeting also to go over any issues (again approx. 15 minutes). Attend Council offices to read and sign letter post committee meeting.
c	Chair's role	Chairing the meeting by <ul style="list-style-type: none"> ➤ Ensuring fair play to both sides ➤ Being impartial, open and fair ➤ Being firm but fair to both sides ➤ Putting people at ease ➤ Being clear of the procedure and keeping order It must also be noted that the Committee's decision for each appeal will be summarised verbally by the Chair at the end of individual hearings and that a letter confirming the decision (which will not necessarily please the appellant) will be sent in the Chair's name.
ch	Further requirements outside the Committee meetings	No requirements re. travelling/training/attending all-Wales meetings.

11. Language Committee

a	Number of meetings	Four Committee meetings are programmed annually. In addition, approximately two sub-group meetings are held annually. Sub-group meetings are usually half-day meetings usually.
b	Requirements from officers outside the Committee meetings	Since the election, the Committee has changed from being the Language Sub-committee previously to being the Council's Language Committee now. There are several changes afoot at present (e.g. statutory changes: Language bill, Commissioner's Office, Language standards. There will also be a requirement to analyse and undertake the implications of the data in relation to language from the 2011 Census) and, therefore, it is difficult to anticipate/ estimate what exactly the requirements will be on the Committee and outside the Committee. At present, meetings are held with the Chair and relevant officers in order to have a detailed discussion to prioritise matters and rationalise what is included on the Committee agenda. A short briefing session is also held prior to the meeting to go over any matters.
c	Chair's role	Chairing the meeting by <ul style="list-style-type: none"> ➤ Discussing, identifying, prioritising and rationalising the matters to be included on the agenda in order to ensure that the most important strategic matters are addressed ➤ Striking a balance between the major matters and strategic priorities and the local matters / concerns ➤ Dealing with matters / concerns or complaints that are more local in nature.
ch	Further requirements outside the Committee meetings	There are demands on the Chair outside the specific Committee meetings, such as <ul style="list-style-type: none"> ➤ Attending all-Wales meetings to receive the latest information about the statutory requirements or developments of various matters e.g. draft language standards, publishing the Census results etc. ➤ Responding to specific matters arising e.g. from complaints <p>It is difficult to estimate the time spent on the above as national demands and developments vary (potential of high demand due to the developments in the field) and</p>

		matters/complaints can vary very much.
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12. Democratic Services Committee

a	Number of meetings	In the period between May 2012 and the end of January 2013, three meetings of the Committee were held. Also, two meetings of the training sub-group were held.
b	Requirements from officers outside the Committee meetings	At present, meetings are held with the Chair and relevant officers in order to have a detailed discussion and to identify and prioritise matters to be included on the Committee agenda. Also, the reports drawn up (by officers or by the Chair) are discussed prior to publishing the Committee papers. A short briefing session is held on the day of the meeting also to go over any matters. Ad-hoc phone calls dependent on matters arising.
c	Chair's role	Chairing the meeting by <ul style="list-style-type: none"> ➤ Discussing, prioritising and rationalising the matters to be included on the agenda in order to ensure that the most important strategic matters are addressed. ➤ Identifying matters of importance to all members deriving from comments / complaints by fellow members about matters within the Committee's scope. ➤ Submitt the Chair's reports to the Committee and offering recommendations on future solutions and developments which will assist elected members to respond in their work of serving the people of Gwynedd. ➤ Dealing with matters of strategic priority and matters which are a cause of local concern. ➤ Being fair and balanced when considering various matters.
ch	Further requirements outside the Committee meetings	There are demands on the Chair outside the specific Committee meetings, such as <ul style="list-style-type: none"> ➤ Discussing and receiving comments from fellow members in their role as Chair of the Democratic Services Committee. ➤ Attending all-Wales meetings to discuss the implications of statutory developments and represent the Council and elected members during these meetings. (Meetings are held twice a year). The information collected here will

		<p>assist the Chair in identifying issues in Gwynedd.</p> <p>It is very difficult to estimate at present what the average demands on the Chair would be as it is a new developmental field and, therefore, demands are likely to increase.</p>
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13. Pensions Committee

a	Number of meetings	Four meetings of the Pensions Committee are held annually. In addition, four quarterly meetings are held when Committee members see different fund managers every time. It is noted that two of these meetings tend to be in Caernarfon and the other two in London.
b	Requirements from officers outside the Committee meetings	See above regarding quarterly meetings and the requirement to travel to London.
c	Chair's role	Chairing the meeting in the usual manner.
ch	Further requirements outside the Committee meetings	<p>The Chair and every member of the Committee are required to receive three full days' specific training before being able to take a fully active role on this committee.</p> <p>It is also noted that the travelling requirements mean that the Chair and committee members are required to allocate time to stay overnight prior to the quarterly meetings which have to be held in London.</p>

14. Area Committees

It is noted that there are Area Committees in Arfon, Meirionnydd and Dwyfor and each Committee has a Chair. As only one senior salary remains, it would be very difficult to choose a Chair of a specific Area Committee to receive the remaining higher salary. The above is also subject to the review of the role of the Area Committees which is currently being undertaken and is likely to report to full Council in February.

a	Number of meetings	Four meetings for each committee currently programmed annually.
b	Requirements from officers outside the Committee meetings	Identifying, discussing and prioritising matters to be placed on area committee agendas.
c	Chair's role	<p>Chairing the meeting by</p> <ul style="list-style-type: none"> ➤ Identifying and discussing the requests for specific matters to be addressed when drawing up the agenda.

		<ul style="list-style-type: none"> ➤ Keeping order during the meetings. ➤ Ensuring that the meeting acts in accordance with its terms of reference.
ch	Further requirements outside the Committee meetings	No requirements re. travelling/training/attending all-Wales meetings.

RECOMMENDATION

15. The Committee is asked to consider the information submitted above and to make a recommendation to be submitted to the full Council at its meeting on 28 February 2013.

EMPLOYMENT APPEALS PANEL

- Details of the composition of this committee can be found in Article 8, Part 2 of the Constitution.
- The table below lists the specific functions that have been delegated to the committee. The third column notes whether or not the function has been delegated onwards to a principal officer. Further details on the rights of the principal officer, including any restriction on the right to act are to be found in the Scheme of Delegation to Officers in Part 3 of the Constitution.

Function	Provision of Act or Statutory Instrument	Delegation (<i>subject to any restrictions in the Scheme for Delegation to Officers</i>)
To decide on appeals by staff against disciplinary action taken against them as a result of gross misconduct, except teachers, lecturers and youth leaders.		
To decide on appeals by members of staff against decisions on regrading applications and applications for early retirement.		
To decide on appeals with regard to complaint(s) by individuals or groups of staff relating to any matter concerning their employment except those matters which are the responsibility of another committee.		

LANGUAGE COMMITTEE

Details of the composition of this committee can be found in Article 8, Part 2 of the Constitution.

The table below lists the specific functions that have been delegated to the committee. The third column notes whether or not the function has been delegated onwards to a principal officer. Further details on the rights of the principal officer, including any restriction on the right to act are to be found in the Scheme of Delegation to Officers in Part 3 of the Constitution.

Function	Provision of Act or Statutory Instrument	Delegation (<i>subject to any restrictions in the Scheme for Delegation to Officers</i>)
Overseeing the implementation of Gwynedd Council's Welsh Language Scheme		
To set strategic direction and compliance in response to the Language Standards set by the Welsh Language Commissioner, paying attention to the Council's work and any partnership work or joint working.		
Receiving information on matters relating to the Welsh Language as required.		

DEMOCRATIC SERVICES COMMITTEE

- Details of the composition of this committee are included in Article 8, Part 2 of the Constitution.
- The tables below list the specific functions that have been delegated to the Committee. The third column notes whether or not the function has been delegated onwards to a Principal Officer. Further details on the rights of the Principal Officer, including any restriction on his right to act are included in the Schemes for Delegations to Officers (Part 3 of the Constitution).

Function	A provision of an act or Statutory Instrument	<i>Delegation -</i> (subject to any restrictions in the Schemes for delegation to Officers)
Designate the Council's Head of democratic services	Local Government (Wales) Measure 2011	
Review the provision's sufficiency by the authority in terms of staff, accommodation and other resources to fulfil the functions of the democratic services.	Local Government (Wales) Measure 2011	
Draft a report and make recommendations to the authority in relation to that provision.	Local Government (Wales) Measure 2011	

PENSIONS COMMITTEE

Details of the composition of this committee are included in Article 8, Part 2 of the Constitution.

The tables below lists the specific functions in The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 (namely functions that are not to be the responsibility of the authority's Executive) which have been delegated to the committee. The headings, numbers and letters correspond to those in the Regulations.

The third column notes whether or not the function has been delegated onwards to a principal officer. Further details on the rights of the principal officer, including any restriction on the right to act are included in the Schemes for Delegation to Officers in Part 3 of the Constitution.

FUNCTIONS THAT CANNOT BE THE RESPONSIBILITY OF THE EXECUTIVE

F. Functions involving pensions etc.

Function	A provision of an act or Statutory Instrument	Delegation - (subject to any restrictions in the Schemes for delegation to Officers)
1. A function involving local government pensions etc.	Regulations under section 7, 12 or 24 of the Superannuation Act 1972 (p.11)	
2. Functions under current Pension Plans in relation to persons employed by fire and rescue authorities in accordance with Section 1 Fire and Rescue Services Act 2004	Sections 34 and 36 of the Fire and Rescue Services Act 2004.	