

<b>MEETING</b>	<b>Full Council</b>
<b>DATE</b>	<b>12th May 2016</b>
<b>TITLE</b>	<b>Members Salaries</b>
<b>REPORT</b>	<b>Report by Sub-Group of the Democratic Services Committee recommending the way forward regarding elected members salaries</b>
<b>AUTHOR</b>	<b>Councillor Tom Ellis, Chair of Democratic Services Committee on behalf of the sub-group</b>

### Independent Remuneration Panel's Annual Report on Financial Recognition

1. The Independent Remuneration Panel's Annual Report on financial recognition was published in February 2016, setting the guidance regarding salaries payable to elected members annually. Follow the link below if you wish to view the full report.  
<http://gov.wales/irpwsb/home/publication/2016-17/irp-annual-report-2016-17/?skip=1&lang=en>
2. The main conclusions from the report are as follows:
  - a. No change in the basic salaries for the majority of the members
  - b. No change in the Leader and Deputy Leader's salaries
  - c. Each individual council to decide to place Cabinet Members on one of two salary levels, Level 1, £29,000 (as current) or Level 2 (£26,100)
  - d. Each individual council to decide to place Committee Chairs on one of two salary levels, Level 1, £22,000 (as current) or level 2 (£20,000)
3. The Panel's report notes that the right to make decisions on points 2c and 2d above lies with the Council.
4. In making the decision, the Council should consider not only on which level to position the different posts but also if there is room to differentiate between the various responsibilities. With regards to the level of responsibility which is shouldered by different Cabinet Members, it should be noted that we have made a deliberate effort, as a Council, to share the Cabinet's responsibilities as equally as possible. The Council should also consider whether there are differences in the responsibilities shouldered by the committee chairs noted below and, also, chairs of other committees that do not receive special acknowledgement, such as the Pensions Committee, the Language Committee and the Democratic Services Committee.

### Democratic Services Committee

5. The matter was discussed in the last Democratic Services Committee held on 22/03/2016. During the discussions in the meeting, the members considered the deliberate allocation of Cabinet Members duties to ensure consistency and balanced workloads. The Committee also discussed complications which could arise should there be more than one salary level for Cabinet Members, leading to difficulties in moving responsibilities from one Cabinet Member to another. The geographical nature of the county was also considered, along with the challenge of providing services across the second largest county in Wales - a factor that should be considered for Cabinet Members and Chairs of the Committees. In the same way, the requirement for members to travel across Gwynedd, bearing in mind that it can take approximately two and a half hours to travel from the North to the South of the County was also taken into consideration.
6. On the basis of the discussions and the considerations above, the Committee decided to recommend as follows:
  - 6.1 To keep Cabinet Members salary at Level 1 (on the basis of considering the equal workload and responsibilities) and to keep salary levels for Chairs of Committees at Level 1 (on the basis of considering the workload, geographical nature of the county and the need to travel to meetings etc)
  - 6.2 To establish a small Group of members of the Committee to look again at the Chairmanships that receive higher financial acknowledgement, reporting the recommendations to the Full Council.

#### Work of the Sub-Group

7. The higher salaries currently paid are as follows:
  - Leader and Deputy Leader of the Council
  - Each Cabinet Member
  - Leader of the largest opposition party
  - Chairs of the committees listed below:
    - Scrutiny Committee (X3)
    - Audit Committee
    - Planning Committee
    - Licensing Committee
    - Employment Appeals Committee
8. When the original work to identify the list above was undertaken, there was much discussion before deciding on the last of the higher salaries to be allocated, with the Democratic Services Committee, the Language Committee, the Employment Appeals Committee and the Pensions Committee under consideration. The Council decided in its meeting on 28<sup>th</sup> February 2013, based on the evidence to hand at the time, to award the last higher salary to the Chair of the Employment Appeals Committee.
9. The members of the sub-group of the Democratic Services Committee asked to consider whether using elements of the jobs appraisal process would assist with this

further work. Following much consideration, it was concluded that using elements of the jobs appraisal process would not be appropriate.

10. To be consistent with the original assessment made in assessing which roles were to receive higher salaries, it was decided to consider the same factors again, being
  - Pressure of work
  - Importance of the role to co-members
  - The Committee's leadership and developmental roles
11. Details are included in the appendix regarding the number of committee meetings, requirements by officers outside the meetings of the Committee, Chair's role, and further requirements outside meetings of the committee (e.g. training, attending meetings and seminars etc.) See Appendix A.
12. Having considered the information that has been updated in the appendix, it became apparent that there has been some change in the pressure of work and expectations since the original assessment, with a reduction in requirements for some Chairs, but much additional pressure on others due to the additional requirements, in particular to the Chair of the Pensions Committee.

#### **RECOMMENDATION**

13. Continue with Cabinet Members salary level on Level 1 (on the basis of considering the pressure of work and equal responsibilities to the work areas) and continue the salary levels for committee Chairs on Level 1 (based on considering the pressure of work, geographical nature of the county and the need to travel to meetings etc)
14. Based on the information considered by the sub-group, it is recommended that a higher-salary be paid to the Chair of the Pensions Committee in accordance with the work and additional requirements which is to come to the Chair of that Committee due to the changes.
15. In order to execute the above recommendation, as the Council is limited to paying 18 higher salaries, it is recommended, based on the evidence, not to pay the higher salary to the Chair of the Employment Appeals Committee hereafter.

#### **Background Document**

Letter from the Chairman of the Independent Remuneration Panel for Wales dated 18<sup>th</sup> February, 2016

**Employment Appeals Committee**

a	Number of Meetings	<p>4 meetings were held in 2015-16 although approximately 10 meetings were programmed for the year in order to respond timely should the need arise for a hearing.</p> <p>Meetings can last a most of the day, and detailed preparatory work is required before hand.</p> <p>It should be noted that there is a potential for the number of appeals to increase as a result of implementing the cuts, but of course it is impossible to say currently what the workload will be realistically.</p>
b	Requirements by officers outside the Committee Meetings	<p>A short briefing session is held over the telephone with the chairs in the period after the officers have released the programme, but before the meeting.</p> <p>A short briefing session is also held on the day of the meeting to discuss matters.</p> <p>Attending Council offices to ensure that the letter is accurate and sign it following cases.</p>
c	Chair's Role	<p>Chair the meeting by</p> <ul style="list-style-type: none"> <li>• Ensuring fair play to all sides</li> <li>• Be unbiased, open and fair</li> <li>• Be firm, but fair to all 'sides'</li> <li>• Make people feel at home</li> <li>• Be clear of the procedure and adhere to the procedure</li> </ul> <p>Note also that the Committee's decision, appeal by appeal, will be reported briefly, verbally by the Chair, at the end of the individual hearings and that a letter confirming decisions (which will not automatically please the appellant) will go in the Chair's name.</p>
d	Further requirements outside the Committee Meetings	<p>There are no travelling/training needs nor the need to attend cross-Wales meetings</p>

**Language Committee**

a	Number of Meetings	<p>4 meetings were held in 2015-16</p> <p>Additionally, approximately 4 "language researches" are conducted annually.</p> <p>The "language research" meetings are half a day on average.</p> <p>Usually, the research is chaired by another member, usually the Language Champion.</p>
b	Requirements by officers outside the Committee Meetings	<p>A short briefing session will be held on the day of the meeting to discuss matters.</p>
c	Chair's Role	<p>Chair the meeting through</p> <ul style="list-style-type: none"> <li>• Discuss, recognise, prioritise and rationalise the matters to be included on the agenda to ensure that attention is</li> </ul>

		<p>given to the most important strategic matters.</p> <ul style="list-style-type: none"> <li>• Keep the balance between the matters and the large strategic priorities / local concerns</li> <li>• Deal with matters / concerns or complaints which are more local in their nature.</li> </ul>
d	Further requirements outside the Committee Meetings	There are no travelling / training / attendance at cross-Wales meetings. The relevant Cabinet Member has responsibility for the language field and therefore further requirements fall on him.

### Democratic Services Committee

a	Number of Meetings	4 meetings were held in 2015-16 5 meetings of the diversity sub-group were held during the year, with requirements on the Chair
b	Requirements by officers outside the Committee Meetings	<p>A short briefing session is held over the telephone with the chair before the meeting, discussing the reports beforehand so that the Chair has time to consider them</p> <p>A brief briefing session is held on the day of the meeting also to discuss matters.</p> <p>A (telephone) meeting after the meeting also to ensure that executing on matters happens correctly and expediently.</p> <p>Ad-hoc telephone calls depending on matters which arise</p>
c	Chair's Role	<p>Chair the meeting through</p> <ul style="list-style-type: none"> <li>• Discuss, prioritise and rationalise matters to be included on the agenda to ensure that attention is given to the most important strategic matters</li> <li>• Recognise matters of importance to all members resulting from comments / complaints by co-members on matters within the scope of the Committee.</li> <li>• Be fair and balanced when considering different matters.</li> </ul> <p>The Chair will also present an annual report on the work of the Committee with the Head of Democratic Services to a meeting of the Full Council annually.</p>
d	Further requirements outside the Committee Meetings	<p>There are some calls on the Chair outside of the specific meetings of the Committee, such as:</p> <ul style="list-style-type: none"> <li>• Discuss and receive comments from co-members in his role as Chair of the Committee</li> <li>• Attending all Wales meetings to discuss the obligations / statutory obligations representing the Council and elected members during the meeting. (Only one meeting per year from now on).</li> </ul>

### Pensions Committee

a	Number of Meetings	Historically:
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		<p>Annual meeting of Fund employer,  4 formal meetings of the Pensions Committee,  4 informal meetings of the investment panel.  The joint-investment project will change this as the 8 funds??  C.P.L.L.?? in Wales move forward to establish and execute a  procedure of co-working, including joint procurement, pooling  frameworks for joint investments, with an appropriate  governing structure and answerable to drive and manage co-  working in the future.</p> <p>The 8 pension funds in Wales are Swansea, Cardiff, Clwyd  (Flintshire), Dyfed (Carmarthenshire) Gwent (Torfaen),  Gwynedd, Powys and Rhondda Cynon Taf. The Chairs of these,  along with appropriate officers, will meet fairly regularly to  establish and execute a procedure for governing the proposed  joint-investment (approximately 5 or 6 meetings per year, and a  need to attend 2 or 3 other national events).</p> <p>It is foreseen that the number of committees will more than  double, from approximately 9 meetings to approximately 22  meetings per year, with the pressure on the Chair of the  Pensions Committee being somewhat more challenging in those  meetings.</p>
b	Requirements by officers outside the Committee Meetings	Requirements outside of the committee noted above and below.
c	Chair's Role	<p>In the future, there will be a need for the Chair of the Pensions  Committee to be more busy in the field and to prepare more  and report back as he will be the only member present  representing Gwynedd's pension fund in the Welsh joint-  investment fund.</p> <p>This will not supersede the meetings of the Pensions Committee,  which will continue on a more strategic level: allocate the fund  between categories of assets such as equity, bonds, property  etc, rather than chose a number of companies to invest portfolio  on behalf of the Fund.</p>
d	Further requirements outside the Committee Meetings	Moreover, since summer 2015, Gwynedd Pension Board has been established, which scrutinises decisions and performance of the Gwynedd Pension Fund. It is expected that the Pensions Board will call the Chair of the Pensions Committee often (5 annual meetings), to be answerable for the Committee's decisions and to discuss the response of the Committee (investment panel) on matters of performance of investments to the Fund etc.