

Councillors Allowance Policy

Introduction

This policy is based on the Independent Remuneration Panel for Wales Annual Report dated February 2022. New report dated February 2023; Policy updated 7th June 2023; then revisited and amended 1st November 2023.

In order to act and carry out duties as a member of Llanarmon yn Ial Community Council, Councillors are required to make a formal declaration of acceptance of office. Following this declaration, members of the Community Council are holders of elected office and occupy a role that is part of the Welsh local government structure.

Under the Local Government (Wales) Measure 2011, Community Councils are relevant authorities for the purpose of remuneration. Individuals who have accepted office as a member of Llanarmon yn Ial Community Council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the Clerk to arrange for correct payments to be made to all individuals entitled to receive them.

Grouping

The Electorate for Llanarmon yn Ial Community Council's is 1000 to 4,999 residents and therefore payments are as determined within Group 4 of the Measurers as follows.

Group 4	(Electorate 1000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subs	Optional
Cost of Care	Mandatory

Payments

Individuals 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 member wishing to decline payments must inform the Clerk to do so. Payments do not require to be made via the Councils Payroll system, (minuted 1st November 2023) as informed by One Voice Wales £156 and £52 are not subject to Income Tax and National Insurance if a formal agreement is in place with the council concerning home working.

1. Basic Payment – Contribution to Costs and Expenses

A payment of £156 per year is available for Councillors in office at the end of the financial year. New members are entitled to a proportionate payment.

Where a Councillor is a member of more than one Community or Town council, they are eligible to receive the £156 from each Council. Councillors are to personally inform HMRC of their income for tax purposes; as the Clerk will no longer deduct tax; from 2023-2024.

A further £52 is recommended for Office Consumables allowance. Receipts are not required for these payments.

2. Senior Role Payment

At the AGM meeting held on 7th June 2023, the Council resolved that Councillors; including the Chair and Vice will not claim this payment.

3. Attendance Allowance

At the meeting held on 1st March 2023, the Council resolved that Councillors will claim this payment, for attending out of our community area and conducting Council Official business, which was approved by the Council in advance.

4. Financial Loss

At the meeting held on 1st March 2023, the Council resolved that Councillors will not claim this payment.

5. Travel and Subsistence

At the meeting held on 1st March 2023, the Council resolved that Councillors will claim this payment. A member wishing to claim payments must themselves write to the Clerk to do so; with receipts and providing evidence of the relevant information.

6. Cost of Care

At the meeting held on 1st March 2023, the Council resolved that Councillors will claim this payment. The purpose of this is to enable Councillors who have personal support needs and/or caring responsibilities, to carry out their duties effectively as a member of the Council.

Payments are for any **additional** costs incurred by members to enable them to carry out official business or approved duties.

Payment towards the necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs will be paid as follows:

- Costs incurred by the employment of 'Formal' carers are defined as those carers 'registered' with Care Inspectorate Wales and care costs will be paid on production of formal receipts from the care provider.
- Costs incurred by the employment of 'Informal' carers are defined as those who are 'unregistered' and care costs to be paid up to the maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred. The additional costs will be paid on production of receipts from the care provider.

Payments **cannot** be made:

- In respect of any child over the age of fifteen years or dependant unless the member or co-opted member satisfies the Council that the child or dependant

required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member of the Council.

- To more than one member or co-opted member of the Council in relation to the care of the same child or dependant for the same episode of care.
- Of more than one reimbursement for care to a member or co-opted member of the Council who is unable to demonstrate to the satisfaction of the Council that the member or co-opted member has to make separate arrangements for the care of different children or dependants.

Repayment of Payments

The Council may request that part of a payment be repaid where a member or co-opted member:

- is suspended or partially suspended from their duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
- ceases to be a member or co-opted member of the Council
- or in any way is not entitled to receive the allowance in respect of that period