



Mumbles
Community Council

COUNCILLORS REMUNERATION POLICY

Approved by Council on 13/04/2021

To be reviewed annually by Council when IPRW Report published

1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 gives Community and Town Councils the power to make remuneration payments to councillors.
- 1.2 The remuneration is determined by the Independent Remuneration Panel for Wales (IPRW) who publish an annual report outlining the type and level of remuneration that can be paid.
- 1.3 Due to the variations in the size of Community and Town Councils in Wales, the IPRW have established 3 groups of councils based on the level of income or expenditure. Mumbles Community Council is placed in Group A which includes councils with income or expenditure exceeding £200,000.
- 1.4 Councillors should receive the remuneration due to them as a matter of course and there is no requirement for a councillor to 'opt in' to receive payments. However, as remuneration is taxable, councillors will need to complete an HMRC Starter Checklist which allows our payroll accountants to set them up on the Council's payroll. The Starter Checklist is available on request from the RFO.
- 1.5 Councillors may decline to receive part or all of the payments due to them but this must be done in writing by completing an 'opt out' form and sending it to the RFO. The 'opt out' form is attached in Appendix 1.
- 1.6 The IPRW has determined that councillors are entitled to the following payments, some of which are mandatory and must be paid (unless a councillor opts out) and others are payable following a decision by Council.

2. Payments towards Costs and Expenses

- 2.1 A payment of **£150** must be made to all councillors (unless they opt out) as a contribution to costs and expenses.
- 2.2 Mumbles Community Council will pay £150 to each councillor unless the opt out form has been sent to the RFO.

3. Senior Roles

- 3.1 The IPRW recognise that specific roles especially within larger councils e.g. committee chairs will involve greater responsibility and have determined that

councils in Group A must make available a payment of **£500** to a minimum of 1 senior role and a maximum of 5 senior roles.

- 3.2 The Council must decide annually how many senior role payments are to be made each year up to the maximum of 5 and which senior roles are to receive the payment.
- 3.3 It is the policy of Mumbles Community Council that 5 senior role payments of £500 will be made to the following roles for 2020/21 unless the role holder opts out of receiving the payment
 - a) Community and Social Well-being Committee
 - b) Cultural and Tourism Well-being Committee
 - c) Economic Well-being Committee
 - d) Environmental Well-being Committee
 - e) Premises Committee.

4. Travel and Subsistence Costs

- 4.1 Councils have the option to pay travel and subsistence costs where a councillor incurs costs while undertaking approved duties.
- 4.2 Travel costs must be the actual cost of travel by public transport or the HMRC mileage allowance shown below
 - 45p per mile up to 10,000 miles in the year
 - 25p per mile over 10,000 miles in a year
 - 5p per mile per passenger carried on Council business
 - 24p per mile for private motorcycles
 - 20p per mile for bicycles
- 4.3 Councillors may also claim for car parking and tolls.
- 4.4 If the Council resolves that an approved duty requires an overnight stay, subsistence costs may be paid up to the following maximum amounts
 - £28 allowance for meals, including breakfast where not provided, per 24-hour period
 - £200 – London overnight
 - £95 – elsewhere overnight
 - £30 – staying with friends and/or family overnight
- 4.5 Receipts must be provided to support any subsistence claims.

- 4.6 It is the policy of Mumbles Community Council to pay travel and subsistence costs to councillors when undertaking approved duties at the rates outlined above.

5. Compensation for Financial Loss

- 5.1 Councils may pay councillors for financial loss when undertaking approved duties at the following rates subject to each councillor demonstrating that a financial loss has been incurred.

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

- 5.2 It is the policy of Mumbles Community Council to compensate councillors where a financial loss has occurred as a result of attending approved duties.

6. Reimbursement of Care Costs

- 6.1 The IRPW believe that care costs must be reimbursed to allow a councillor to effectively undertake their duties as a member of the Council. Therefore, the reimbursement of care costs is mandated.
- 6.2 All councillors are entitled to reimbursement of care costs up to a maximum of **£403** per month for activities that the Council has designated as official business or approved duties.
- 6.3 Reimbursement must be for additional costs incurred by councillors and invoices or receipts from the carer must be provided.
- 6.4 Mumbles Community Council will reimburse councillors for any additional care costs incurred while undertaking official business or approved duties.

7. Civic Head and Deputy Civic Head

- 7.1 The IRPW recognise that Civic Heads, as well as chairing meetings also act as an 'ambassador' representing the Council to a variety of events, institutions and organisations. This also applies to the role of Deputy Civic Head.
- 7.2 Councils may provide a payment of up to **£1,500** to the Chair of the Council and up to **£500** to the Vice Chair. This is in addition to the £150 allowance for costs and the £500 senior role payment if claimed.
- 7.3 It is the policy of Mumbles Community Council to make available a payment of £1,500 to the Chair and £500 to the Vice Chair.

8. Remuneration Payments

- 8.1 This policy will be updated each year following receipt of the IRPW report and will be reported to the next meeting of the Joint Enabling Committee who will make recommendations to Council regarding the non-mandated remuneration payments.
- 8.2 Payments towards Costs and Expenses, Senior Roles and Civic and Deputy Head will be paid by 30 September each year as a sum covering the whole financial year.
- 8.3 Other payments will be made when claims are received.
- 8.4 Should a councillor cease to be a member of Mumbles Community Council for whatever reason or if councillor leaves or changes their role in the Council, any allowance overpaid must be repaid.
- 8.5 Mumbles Community Council is required to publish an Annual Statement of Payments showing details of all payments made to individual councillor. The Statement must be sent to the IRPW and published on the Council's Noticeboard and Website.



MUMBLES COMMUNITY COUNCIL
COUNCILLOR ALLOWANCE

Councillors will receive an annual allowance of up to £150 to meet costs incurred such as those relating to printing of documents, telephone calls and general consumables.

There is no need to make a claim for the allowance and it will be automatically paid at the end of the financial year unless you choose to opt out of receiving the payment.

OPT OUT

Name:

Address:,

I wish to opt out of receiving an allowance of £150 in respect of the financial year ending 31 March 2021

Signed.....

Date.....

(Please email the completed form to council@mumbles.gov.uk)

(The allowance is taxable and will be paid through PAYE)