

**PEMBROKESHIRE COUNTY COUNCIL**  
**MEMBERS' REMUNERATION**  
**2018-19**

1. **Basic Salary**

	<b>Annual Payment £</b>
Base Amount	<b>13,600</b>

2. **Senior Salaries (including Basic Salary)**

	<b>£</b>
Leader of the Council	<b>48,300</b>
Cabinet Members	<b>29,300</b>
Chairmen of Committees	<b>22,300</b>
Leader – Largest Opposition Group	<b>22,300</b>

3. **Co-Opted Allowances**

	<b>£</b>
Co-Opted Chairman of Committees	<b>256/day</b> <b>(128 ½ day)</b>
Co-Opted Ordinary Member	<b>198/day</b> <b>(99 ½ day)</b>

Co-opted members be limited to a maximum of 10 full days for the 2018-19 municipal year for each committee to which an individual is co-opted.

4. **Subsistence Allowances (Approved Duty Only)**

No subsistence allowances will be payable for any approved duties within the County. Subsistence payments for approved duties outside the County will be reimbursed up to the agreed limit subject to costs being incurred and receipts provided to support such reimbursements. Subsistence allowances for 2018-19 are as follows:-

	<b>£</b>
<b>Day Subsistence Rate (Approved Duty)</b>	<b>£28</b> (max)
<b>Overnight Subsistence (Approved Duty)</b>	
➤ London	<b>£200</b> (max)
➤ Elsewhere	<b>£95</b> (max)
<b>Overnight stay with friends and/or relatives (Approved Duty)</b>	<b>£30</b> (max)

Generally, where attendance is required with overnight accommodation this should be pre-booked by an officer.

Attendance at meetings outside the United Kingdom must be agreed in advance with the Director of Finance.

For further conditions relating to expenses please refer to section 12.

5. **Travelling Allowances (Approved Duty Only)**

Travelling costs for approved duties both within and outside the County will be reimbursed based on mileage travelled and agreed mileage rates. Mileage rates from 2018-19 are as follows:-

Up to 10,000 miles	<b>45p/mile</b>
Over 10,000 miles	<b>25p/mile</b>

Motor Cycle	<b>24p/mile</b>
Pedal Cycle	<b>20p/mile</b>
Passenger Supplement	<b>5p/mile</b>

Mileage is payable for the journey from home to and return from your destination.

6. **Approved Duty**

An "Approved duty" means:-

- (a) Attendance at a meeting of the Authority or of any Committee of the Authority or of any body to which the Authority makes appointments or nominations or of any Committee of such a body;
- (b) Attendance at a meeting of any association of Authorities of which the Authority is a Member;
- (c) Attendance at any other meeting the holding of which is authorised by the Authority or by a Committee of the Authority or by a joint Committee of the Authority and one or more other Authorities;
- (d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the Authority is operating executive arrangements within the meaning of Part II of the 2000 Act;
- (e) A duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- (f) A duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- (g) Attendance at any training or developmental event approved by the Authority or its executive or board;
- (h) Any other duty approved by the Authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its Committees.

*nb. The determination of whether a duty is an "approved duty" is delegated to the Chief Executive or Director of Finance.*

7. **Dependant Allowances**

Reimbursement of such payments, up to a maximum of **£403/month**, will be paid subject to costs being incurred and receipts provided to support such claims.

8. **Family Absence**

Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from Authority meetings. When taking family absence, Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence. Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.

9. **Civic Salaries (including Basic Salary)**

	<b>£</b>
Chairman of County Council	<b>21,800</b>
Vice-Chairman of County Council	<b>16,300</b>

10. **Foregoing Salaries and Fees**

Under Section 154 of the Local Government Measure 2011, any Member or Co-Opted Member may, by notice in writing to the Director of Finance, elect to forgo any part of their entitlement to a salary or fee as determined by the Independent Remuneration Panel for Wales.

11. **Payment Arrangements**

The Members' travelling and subsistence claim form is attached.

12. **Member Responsibility/Attendance etc.**

- (a) *A statement of the basic responsibility of a Councillor is in place*  
The Member Handbook, a hard copy of which was given to each Member at Induction, contained job descriptions for Councillors and for the various responsibilities and roles that they might have eg. a Member, the Leader/Deputy Leader, Cabinet Member, Chairman/Member of Overview & Scrutiny Committee, Opposition Leader/Deputy Leader, Chairman/Member of a Regulatory Committee, Member Champion etc.
- (b) *Role descriptors of senior salary office holders is in place – see above.*
- (c) *Records are kept of Councillor attendance*  
Members sign attendance sheets for every official occasion. Details of attendance are recorded on the Minutes of the meeting and Members' attendance can be scrutinised by the general public via the ModernGov System which publishes the Agendas and Minutes of meetings. Attendance of Members will be published annually since the Election of the Council in May 2012.
- (d) *Records are kept of any Councillor activity*  
If Members attend outside bodies they can claim expenses for attendance and records of claim are retained. Activities in the Member's constituency are not recorded by the Council.
- (e) *Annual reports are prepared by Councillors, and published on the Council Website*  
The Council is making arrangements to facilitate a Member's annual report should they decide to do so which will include publication on the Council's website. This is a matter being led by the Democratic Services Committee.

12. **Further conditions relating to reimbursement of Travelling & Subsistence Expenses:**

- (a) Claims should be submitted no later than three months after the approved duty was performed.
- (b) The mileage/expenses claimed have been necessarily incurred in respect of approved duties on behalf of the County Council.
- (c) No claim has or will be made or other reimbursement be received in respect of the approved duty from any other body.
- (d) This is no entitlement to receive remuneration in respect of the approved duties to which the claim relates, other than under the authority's current scheme.
- (e) No claim is being made for a spouse or partner or for travelling as a passenger with another member or officer.
- (f) No claim is being made to attend a political meeting.
- (g) All reimbursements will be made via the council's payroll system to ensure the correct treatment of tax is made.
- (h) All Cleddau Bridge tolls will be paid at 60p in the absence of a receipt.
- (i) Claim forms to be submitted to the Payroll Department by the 10<sup>th</sup> of each month.