



Item 18

Council - 4 June 2024

Independent Remuneration Panel for Wales (IRPW) Annual Report 2024-2025

1. Introduction

- 1.1 The IRPW Annual Report www.gov.wales/independent-remuneration-panel-wales sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”.
- 1.2 Under the Local Government (Wales) Measure 2011, Community and Town Councils are relevant Authorities for the purpose of remuneration. Consequently, individuals who have accepted office as a Member of a Community or Town Council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the Proper Officer of a Council to arrange for correct payments to be made to all individuals entitled to receive them.
- 1.3 Community / Town Councillors should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to ‘opt in’ to receive payments.
- 1.4 Under Section 154 of the Local Government (Wales) Measure 2011 an individual 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 Community or Town Council Member wishing to decline payments must themselves write to their Proper Officer to do so.

2. Independent Remuneration for Wales Annual Report

- 2.1 The IRPW made several determinations in relation to “Payments to Members of Community and Town Councils”. The relevant extract of the report is set out in Paragraph 3.
- 2.2 There are alternative payments also available including “Contribution towards Costs of Care and Personal Assistance (CPA)” which can be found within the full IRPW report.

- 2.3 The IRPW has determined Llangyfelach Community Council to be a Group 4 Council. This is based on its electorate. The table sets out whether payments are mandatory or optional.

Group 4	(Electorate 1,000 to 4,999)
Extra Cost Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory for all members

- 2.4 Community and town councils must also publish a statement of payments by 30th September each year. This document details all payments made to elected members in the previous municipal year.

3. Extract from the IRPW Report 2024-2025

“Community and Town Councils

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

And councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. (Determination 46 of 2023).

The payment for members undertaking a senior role is set out in Annex 3 (Determination 4 of 2023).

Community and town councils can decide to make payments to each of their members in respect of travel and or subsistence costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as set out under Travel and Subsistence Costs above. (Determination 46 and 47 of 2022).

Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:(Determination 47 of 2024):

- *Up to £59.81 for each period not exceeding 4 hours.*
- *Up to £119.62 for each period exceeding 4 hours but not exceeding 24 hours.*

Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event. (Determination 49 of 2022).

Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables and the £500 senior salary if these are claimed. (Determination 50 of 2022 as updated by the 2023 Report).

For clarification, Councils may pay either a mayor or chair's payment of up to £1500 or a senior salary payment of £500, but not both.

Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables and the £500 senior salary if these are claimed. (Determination 51 of 2022 as updated by the 2023 Report).

For clarification, Councils may pay either a deputy mayor or deputy chair's payment of up to £500 or a senior salary payment of £500, but not both.

The application of the Remuneration Framework by relevant Group are contained in Annex 3 (Determination 52 of 2022).

The Panel has determined that from September 2024, reporting returns due from all Community and Town Councils need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances (Determination 8 of 2024).

Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. (Determination 53 of 2022)."

4. Recommendations. It is recommended that:

- 4.1 The Independent Remuneration Panel for Wales Annual Report be noted.
- 4.2 The Reimbursement for Consumables payment be paid annually in December / January.
- 4.3 Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the payment on a basis of 1/12 of the fee being equal to a month. The Council may decide to waive this requirement by way of a formal decision.

4.4 The Optional Payments listed below be payable on request from the relevant Councillor at the maximum rate determined by the IRPW:

Group 4	(Electorate 1,000 to 4,999)
Extra Cost Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory for all members

Background Papers: None

Appendices: None

Huw Evans (PSLCC)

Clerk of Llangyfelach Community Council