



Our Ref: qA900196

To:

Leaders and Chief Executives of County and County Borough Councils  
Chairs and Chief Executives of National Park Authorities  
Chairs and Clerks of Fire and Rescue Authorities  
Leader and Chief Executive of Welsh Local Government Association  
Head of Democratic/Members Services of County and County  
Borough Councils, National Park Authorities and Fire and Rescue Authorities

1 August 2013

Dear Colleagues

**DRAFT SUPPLEMENTARY REPORT –  
PAYMENTS TO CO-OPTED MEMBERS OF LOCAL AUTHORITIES**

1. This constitutes a Supplementary Report of the Independent Remuneration Panel for Wales (the Panel) in accordance with Section 147 of the Local Government Measure (Wales) 2011 (the Measure). It relates to payments made to co-opted members of Principal Authorities, National Park Authorities and Fire and Rescue Authorities, who have the right to vote.
2. During a 10 week period, from March to June 2013 the Panel visited each of the 28 authorities and a significant number of points were raised at these meetings. The Panel will be considering these over the coming months in relation to the next or future Annual Reports. However, issues came to light in respect of payments to co-opted members that the Panel believes should be actioned in advance of the next Annual Report which will not take effect until Spring 2014.

3. These issues are:
- i) Recognising that the preparation for meetings can be very time consuming but the current Remuneration Framework does not allow this time to be included for payment.
  - ii) While co-opted members are entitled to claim travelling expenses, the Framework does not indicate whether travelling time to and from meetings can be counted in the assessment of whether a meeting is a full day or half day for payment purposes.
  - iii) Several co-opted members expressed concerns that they were not made aware, in advance whether meetings were scheduled for a half day or a full day. This created difficulties for planning their diaries, particularly if the individual member had other work related activities to be planned. It was suggested that the Monitoring Officer (or other relevant officer) could be authorised to set the appropriate fee in advance having determined the likely time required to deal with the agenda.
  - iv) There was a lack of clarity over what constituted a "meeting". The Panel was asked to consider whether it includes other committees or working groups (including task & finish groups) that co-opted members are requested to attend.
4. The Panel has considered these matters and has decided:

**Determinations**

- i) Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
- ii) Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
- iii) The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- iv) Meetings eligible for the payment of fee include other committees and working groups (including task and finish groups) or any other formal meeting to which co-opted members are requested to attend. (pre meetings with officers, training and attendance at conferences are already eligible for payment).

Regards

Yours sincerely



Chair

Independent Remuneration Panel for Wales



Ein Cyf: qA900196

At:

Arweinwyr a Phrif Weithredwyr Cynghorau Sir a Chynghorau Bwrdeistref Sirol  
Cadeiryddion a Phrif Weithredwyr Awdurdodau Parciau Cenedlaethol  
Cadeiryddion a Chlercod Awdurdodau Tân ac Achub  
Arweinydd a Phrif Weithredwr Cymdeithas Llywodraeth Leol Cymru  
Pennaeth Gwasanaethau Democrataidd/Aelodau Cynghorau Sir a Chynghorau  
Bwrdeistref Sirol, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub

1 Awst 2013

Dear Colleagues

**ADRODDIAD ATODOL DRAFFT –  
TALIADAU I AELODAU CYFETHOLEDIG YR AWDURDODAU LLEOL**

1. Mae hwn yn Adroddiad Atodol i Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol (y Panel) yn unol ag Adran 147 o Fesur Llywodraeth Leol (Cymru) 2011 (y Mesur). Mae'n ymwneud â thaliadau a wneir i aelodau cyfetholedig Prif Awdurdodau, Awdurdodau Parciau Cenedlaethol ac Awdurdodau Tân ac Achub, sydd â'r hawl i bleidleisio.
2. Yn ystod cyfnod o 10 wythnos, rhwng Mawrth a Mehefin 2013, ymwelodd y Panel â phob un o'r 28 awdurdod a chodwyd nifer o bwyntiau yn y cyfarfodydd hyn. Bydd y Panel yn ystyried y rhain dros y misoedd i ddod mewn perthynas â'r Adroddiad Blynyddol nesaf neu Adroddiadau Blynyddol yn y dyfodol. Er hynny, daeth materion i'r goleuni mewn perthynas â thaliadau i aelodau cyfetholedig a ddylai gael eu rhoi ar waith, ym marn y Panel, cyn yr Adroddiad Blynyddol nesaf na ddaw i rym tan y Gwanwyn 2014.
3. Y materion hyn yw:
  - i) Cydnabod y gall paratoi ar gyfer cyfarfodydd gymryd llawer o amser ond nad yw'r Fframwaith Cydnabyddiaeth presennol yn caniatáu i daliad gael ei roi am yr amser hwn.

- ii) Er bod gan aelodau cyfetholedig yr hawl i hawlio costau teithio, nid yw'r Fframwaith yn nodi a ellir cyfrif amser teithio i gyfarfod ac oddi yno wrth asesu ai diwrnod llawn ynteu hanner diwrnod yw cyfarfod at ddibenion talu.
- iii) Mynegodd sawl aelod cyfetholedig bryderon nad oeddent bob amser yn cael gwybod ymlaen llaw a oedd cyfarfodydd wedi'u hamserlennu am hanner diwrnod llawn neu am ddiwrnod llawn. Roedd hyn yn creu anawsterau o ran cynllunio eu dyddiaduron, yn enwedig os oedd gan yr aelod unigol weithgareddau eraill yn gysylltiedig â gwaith i'w trefnu. Awgrymwyd y gallai'r Swyddog Monitro (neu swyddog perthnasol arall) gael ei awdurdodi i bennu'r ffi briodol ymlaen llaw ar ôl penderfynu ar yr amser tebygol y byddai ei angen i ddelio â'r agenda.
- iv) Roedd diffyg eglurdeb ynghylch beth yw "cyfarfod". Gofynnwyd i'r Panel ystyried a yw'n cynnwys pwyllgorau neu weithgorau eraill (gan gynnwys grwpiau gorchwyl a gorffen) y gofynnir i aelodau cyfetholedig eu mynychu.

4. Mae'r Panel wedi ystyried y materion hyn ac mae wedi penderfynu fel a ganlyn:

#### **Penderfyniadau**

- i) Mae amser rhesymol ar gyfer paratoi cyn cyfarfodydd yn gymwys i'w gynnwys mewn hawliadau a wneir gan aelodau cyfetholedig a gall y swyddog priodol benderfynu cyn y cyfarfod faint o amser y bydd ei angen.
- ii) Gellir cynnwys amser teithio i fan y cyfarfod ac oddi yno yn yr hawliadau am daliad sy'n cael eu gwneud gan aelodau cyfetholedig (hyd at uchafswm y gyfradd ddyddiol).
- iii) Gall y swyddog priodol yn yr awdurdod benderfynu ymlaen llaw a yw cyfarfod wedi'i drefnu ar gyfer diwrnod llawn ac fe gaiff y ffi ei thalu ar sail y penderfyniad hwn hyd yn oed os daw'r cyfarfod i ben cyn i'r pedair awr fynd heibio.
- iv) Mae cyfarfodydd lle gellir hawlio taliad yn cynnwys pwyllgorau a gweithgorau eraill (gan gynnwys grwpiau gorchwyl a gorffen) neu unrhyw gyfarfod ffurfiol arall y gofynnir i aelodau cyfetholedig ei fynychu. (Mae rhag-cyfarfodydd â swyddogion, hyfforddiant a mynychu cynadleddau eisoes yn gymwys am daliad).

Cofion

Yn gywir



Cadeirydd

Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol