

Neath Port Talbot County Borough Council

MEMBERS' SCHEME OF REMUNERATION 2016/17

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 5**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.4 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.5 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.6 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.7 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.
- 2.8 Where joint arrangements exist, the Senior Salary (if paid) of the Chair, will be paid by the Chair's own Authority (but can be apportioned amongst the participating

authorities) but is not included in that Council's maximum number of Senior Salaries.

- 2.9 The Leader of the largest opposition group must be paid a Senior Salary. Other opposition group leaders would also be eligible for Senior salaries if the group comprised 10% or more of the Council membership.
- 2.10 It is up to the Council to decide, within the limited discretion given to it by the IRPW about Committee Chairs, which roles attract the senior salary.

3. Election to Forego Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Director of Finance and Corporate Services of the authority, personally elect to forego any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice. Members that wish to forego any entitlement must provide notice in writing in each civic year of the elements they wish to forego.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Local Government (Wales) Measure 2011).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Local Government (Wales) Measure 2011). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

5. Payments

- 5.1 Payments of all allowances will be made by the Director of Finance and Corporate Services by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 28th day of each month (subject to bank holidays and weekend adjustments).
- 5.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 5.3 All payments are subject to the appropriate Tax, National Insurance deductions and Pension contributions.

6. Care Allowance

- 6.1 A Care Allowance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children, adults or for personal assistance needs,

provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties. Reimbursement of necessary expenses for the care of dependent children and adults (provided by informal or formal carers) must be paid up to a maximum of £403 per month. Reimbursements shall only be made on production of receipts from the carer.

6.2 The Care Allowance shall not be paid:-

In respect of any child over the age of 15, but may be payable to a Member seeking to claim such an allowance for a child of fifteen years or more or a dependent where the Member satisfies the Council that the child or dependent required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependent in the carrying out of that Member's duties as a Member; or

To more than one Member of the Authority in relation to the care of the same child or dependent; or

not more than one Care Allowance shall be paid to any Member of the authority who is unable to demonstrate to the reasonable satisfaction of the Director of Finance and Corporate Services that the Member has to make separate arrangements for the care of different children or dependents.

6.3 All claims for Care Allowance should be made in writing to the Head of Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

7. Family Absence

7.1 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.

7.2 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.

7.3 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.

7.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary. The Council must advise the IRPW within 14 days of the decision if a decision is so made and the Schedule must be amended to reflect the implications of the family absence.

7.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

7.6 In relation to a period of family absence, the salary (both Member and Co-opted Member) or Senior salary remains payable but not if the Member or Co-opted Member is suspended.

8. Co-optees' payments

8.1 A Co-opted Member's daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.

8.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).

8.3 The Head of Democratic Services is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.

8.4 The Head of Democratic Services 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.

8.5 A half day meeting is defined as up to 4 hours.

8.6 A full day meeting is defined as over 4 hours.

8.7 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 5**.

8.8 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 5**.

8.9 The maximum number of days Co-opted Members may be paid for is determined by the Authority and payment can be made for meetings, seminars, training events and briefings with officers. The Council has determined that a payment will be made from all approved meetings, seminars, training events and briefings with officers

9. Travel and Subsistence Allowances

9.1 General Principles

9.2 Members and Co-opted Members may claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 1**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.

9.3 Where possible Members should share transport.

9.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

9.5 Where a Member makes use of his/her private car for approved duty purposes, arrangements must be made to ensure that the vehicle complies with all legislative road worthiness requirements with proof to be provided to the Authority on request, this will include:

- Valid Road Fund Licence
- MOT Certificate (where required)
- Insured for Business Use

9.6 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 2** and are subject to annual review by the Independent Remuneration Panel for Wales.

9.7 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

10. Travel by Private Vehicle

10.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

10.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 2**.

10.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

11. Travel by Public Transport

11.1 Rail/Coach Travel

11.2 Unless otherwise authorised rail tickets will be second-class, and Members should always be mindful of choosing the most cost-effective method of travel.

11.3 If the relevant journey has been approved, Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

11.4 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbusement will be upon receipt only.

11.5 Air Fare

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Director of Finance and Corporate Services is required and tickets will be purchased by Democratic Services.

12. Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Director of Finance and Corporate Services, Democratic Services will arrange travel and accommodation.

13. Other Travel Expenses

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imburement will be upon receipt only.

14. Overnight Accommodation

14.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Director of Finance and Corporate Services.

14.2 Overnight accommodation will be booked by a Democratic Services Officer. Wherever possible the overnight accommodation will be pre-paid or invoiced.

14.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 2**.

15. Subsistence Allowance

15.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 2**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

15.2 No provision is made for subsistence claims within the County Borough.

16. Support Scheme

16.1 In addition to the salary, the Council operates a Support Scheme for elected Members. The Council will pay a flat rate support allowance of £200 per annum in respect of telephone, broadband and other office costs. This sum will not apply to Cabinet Members as they have the use of combined mobile phones and hand held devices, together with the use of office facilities based at Port Talbot Civic Centre. The Current Members ICT Scheme is attached at Schedule 4.

17. Annual Reports

- 17.1 Members have the opportunity to produce an Annual Report in line with the approved Council Scheme. Support will be provided to Members who wish to produce such reports including making available the facility to publish reports on the Council Website.

18. Claims and Payments

- 18.1 All claims must be submitted to the Exchequer Section of the Directorate of Finance and Corporate Services by the 8th of the month. Claims over 90 days old will not be paid unless there are extenuating circumstances justifying the late claim, which must be approved by the Director of Finance and Corporate Services.
- 18.2 Allowances will be paid by the Director of Finance and Corporate Services by direct bank credit on the 28th day of each month (subject to bank holidays and weekend adjustments).
- 18.3 Where a payment of an instalment would result in a Member receiving more than his/her entitlement due to changes in the Regulations or to such other relevant circumstances, the payment shall be reduced accordingly.
- 18.4 Payment of salary and other allowances under this Scheme will be made to Members through the Council's payroll system. There will be no provision for Members to be paid through the Cashiers Service.

19. Pensions

- 19.1 The Authority shall enable its Members who are eligible to join the Local Government Pension scheme as administered by the City & County of Swansea Council. Both Basic and Senior Salaries are eligible amounts for pensionable pay.

20. Compliance

- 20.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 3**.

21. Other

- 21.1 A workforce agreement was approved by Trade Unions and staff in 2013.
- 21.2 This agreement stated that from 1 April, 2014, for a period of four years, Elected Members will be invited to make a voluntary contribution equivalent to comparable groups of employees in terms of remuneration and subject to a de minimus threshold equivalent to scale point 24 (£21,067 p.a. from April 2013).
- 21.3 This is equivalent to foregoing 50% of the annual pay award.

Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

Approved duties for travel and subsistence: -

- 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;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- 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;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- 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;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- 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 any of its committees, including attendance by Members at the request of a Corporate Director (or in his/her absence one of the Heads of Service) in connection with the functions of the Council or the Executive, and including attendance at Conferences, Seminars and Courses as an authorised representative of the Council.
- 'Attendance' need not necessarily be at any of the Council's offices, for example an invitation to attend a day or evening meeting, forum, function, seminar etc. in connection with the function of the Council and at which a Corporate Director or Head of Service considers the Council should be represented are acceptable.

SCHEDULE 2**Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per mile

For outward journeys in excess of 100 miles, members are required to ensure that the most economical form of transport is used.

For journeys outside Neath Port Talbot, Swansea and Bridgend only one mileage claim will be paid for up to four Members and/or officers attending the same approved duty unless there are logistical, operational or economic reasons why this is unreasonable in which case specific authorisation of the Director of Finance and Corporate Services will be required.

No provision is made for the payment of travel expense in respect of 'ward duties'.

All mileage claims should be supported by a fuel VAT receipt.

Subsistence Allowance

The Independent Remuneration Panel for Wales (IRPW) does not require local authorities to allocate the maximum daily rate (£28 per day) between different meals, as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is supported by receipts. The Council however decided in its meeting of 24th March 2010 to divide the daily rate for subsistence as follows:-

Breakfast	-	£6.88
Lunch	-	£9.49
Tea	-	£3.73
Evening Meal		£22.90

Re-imbusement of alcoholic drinks is not permitted.

Subsistence expenses for official business which take place in-county or authority shall not be reimbursed (as is the current arrangement). This does not apply to Co-opted Members or Appointees who live outside the boundary of the Authority.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. No payment will be made for an overnight stay with friends or relatives.

Alternatively, in certain circumstances e.g. conference hotels or where no suitable accommodation is available, overnight accommodation may be pre-booked and paid for by the Authority in excess of the above limits, subject to reasonableness and approval of the relevant Corporate Director.

Co-optees Allowance

The Co-optees allowance, for those co-opted members with voting rights, will be paid at the rate set out below:

Chair of Standards or other Committee	£256 Per Day £128 Per Half Day
Co-opted Member of Standard Committee who also chair Standards Committee for Community and Town Councils	£226 per Day £113 Per Half Day
Other Qualifying Co-optees	£198 Per Day £99 Per Half Day

Payments to Co-optees can be made for reasonable pre-meeting preparation time – including attendance at Committee meetings, seminars, training and meetings with officers.

Meetings of up to four hours are payable at a rate per half day. A full day meeting is defined as over four hours.

SCHEDULE 3

Compliance

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements no later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members attendance at meetings of council, cabinet and committees and other approved duties for which a member/co-opted member submits a claim for reimbursement.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

SCHEDULE 4

Members ICT Scheme – December 2015

Introduction:

- (1) The Welsh Government requires local authorities, and Councillors to embrace e-government – the use of information and communication technologies to improve the activities of public sector organisations.
- (2) Councillors are required to have access to ICT facilities for the following purposes:-
 - to have publicly available e-mail addresses to enable constituents to contact their Councillors at any time;
 - to allow Councillors to keep in contact with their constituents, the authority, each other, and the outside world, which increasingly employs ICT to communicate;
 - to allow Councillors to access Council held information at any time to aid their ability to perform as a Councillor and for the benefit of their constituents.
- (3) All Councillors in Neath Port Talbot have publicly available Council e-mail addresses in the following format: "cllr@npt.gov.uk". Based on information and guidance from the Information Commissioner that a distinction between a councillor's personal information and Council information must be maintained, you must use this e-mail address for all Council-related business.

Members IT in NPT:

- (4) **Some Members do not have any IT at home:** In these cases Members have access to PCs at the Civic Centres. These Members are reminded that e-mails from members of the public could be held in their "cllr@npt.gov.uk" e-mail address. A user ID and password has been created for each member – if Members are not aware of these details, or wish to change to Home IT they should contact Democratic Services.
- (5) **Some Members have their own home PCs or laptops:**
 - These Members are responsible for purchasing their own equipment and broadband connection. They must also make arrangements for upgrade and/or renewal of machines/components, the supply of consumables, etc. Where a Member wishes to access the Council's network, the Member's equipment must be suitable for the purpose and must have appropriate software e.g. Anti-Virus, etc. **If members require any advice or guidance on appropriate software they should contact Member IT Support.**
 - Due to the fact that, in this scenario, Members are using their own equipment, they are responsible for all fault finding, servicing and back-up arrangements. ICT support will be limited to connection arrangements and any problems accessing

the Council's network. No ICT support will be available for any other software or hardware problems.

- These Members will normally have personal e-mail addresses. Members with a broadband connection can, with the assistance of the ICT Division, access the Council's network to utilise the many services available, including access to public and private Committee Documents and their "cldr@npt.gov.uk" e-mail account. Members who do not have a home broadband connection will only be able to access these facilities at the Civic Centres.
- Members should regularly check their "cldr@npt.gov.uk" e-mail inbox on the Council's services site as senders might assume they are able to make contact through this address. Note also that if Members have a broadband connection at home and, through this, access the Council's network, they must utilise the "cldr@npt.gov.uk" address for all their Council work and this address should be publicised as their prime Council contact address. This account will then be supported by the ICT Division who will ensure that adequate security is in place and that confidential e-mail remains confidential.

(6) The remaining Members have Council-owned home PCs or laptops:

- Members who join the NPT Home ICT Scheme must sign up to remain with the scheme for the duration of their term of Office (currently up to May 2017 unless they cease to be a Member during that period). Once joined, there is no opt-out provision.
- Those on the NPT Home ICT Scheme will receive all relevant equipment. All equipment supplied to Members for the purpose of the Home IT Scheme remains the property of the Council and must be returned when the Member ceases office.
- Connection to NPT services will be via the Member's own Broadband connection.
- The Scheme also includes appropriate software i.e. Anti-virus, etc., equipment upgrade reviews, software renewal, plus support from the IT Division in respect of servicing/back-up, etc. (incl. helpline & out-of-hours call facility).
- Saving of Work: whether working from home or the Members' Rooms PCs, any documents created under NPT Services (i.e. using Word, Excel etc), will be saved to a Council server where they will be automatically secured each evening. **For security and confidentiality reasons, all work undertaken as part of a Member's NPT duties should be saved in this way.** Personal work may be saved to the hard drive of the desktop PC or laptop but will not be automatically backed up by the IT Division, therefore Members will need to ensure this work is backed up to, for example, CD, memory stick or a Cloud service.
- **Security of Equipment and data: Members are expected at all times to ensure the safekeeping and utmost security of all Council-owned IT equipment and Council-related information. This includes the prevention of damage, theft or loss of the equipment and the unauthorised**

access/copying of information held on, or available through, the device. This provision is particularly pertinent in the case of laptops and iPads due to their portability and appeal to opportunist theft. Members should note that they often have access to very sensitive information which should not be allowed to fall into the hands of unauthorised persons.

- As stated previously, Members have a “cllr@npt.gov.uk” e-mail address. Note that this e-mail address should not be used by Members for personal purposes. As well as the corporate e-mail address, any Member can, at no extra cost to themselves, have their own personal e-mail address (most broadband providers now allow several extra e-mail addresses with each account).
- Members should undertake appropriate IT training provided by the Council. Please contact Democratic Services for details.
- To facilitate use of the Modern.Gov system that has been installed to improve access to the Council’s Committee business, members wishing to operate Modern.Gov as an alternative to receiving information through traditional channels will be eligible for an iPad, additional to the laptop/desktop PC that they opted for at the beginning of their term of office.

What is available when Member’s Connect to the Authority?

(7) The services available when members connect to the Authority will vary depending upon the method used to connect. The current ways to link to the Authority are:

- Using the computer in the Member’s Room
- Using a remote connection from home
- Using an iPad

The services available from the Member’s Room and from the Member’s home will be the same, the difference being the way the connection is established. From home the Member will be required to use two factor authentication (a fob) to make a secure connection whilst from the Member’s Room, Members will only need to use their user id and password. When connected the Member will be able to access:

- Microsoft Office – Word, Excel, Powerpoint, Publisher, Outlook/email
- The Council’s Intranet – an array of information including staff contact information, corporate policy, etc.
- Member’s Hub – Containing Member’s Seminar information, key documents, resources, Consultations, etc.
- Modern.Gov – Committee Documents, Committee Membership, etc.
- Electoral Register Search Facilities
- Secure document storage area

When using an iPad the services available to Members differ. The iPad makes information available to Members not only at home but also on the move and within meetings. The iPad allows Members to:

- Securely receive and send email from their corporate email address
- Access the Modern.Gov Application – which allows Members to securely access Committee Documents (including restricted documents) and to annotate those documents
- Access the Authority's Intranet Site – where an array of corporate information is available
- Securely store documents within the iPad
- Access the Internet for research, etc.
- Download and install applications which could aid them to carry out their Member duties

Personal Use of Council PC/Network:

- (8) **Personal use of a Council home PC, laptop or iPad** is permitted, subject to the provisions in this document and the Internet Usage Policy Note. However, the Council's network should not be accessed or used from home for personal use (this applies equally to Members with their own PC or laptop).
- (9) **When on a Council home PC or laptop**, the opening screen will not only allow access to the Council Services area but also to various other services. It is these other services e.g. Internet, personal e-mail, Word, Excel etc., that a Member is able to use for personal purposes. Note also that such personal use of, for example, Word or Excel, would involve local storage on the PC hard disk i.e. not a Council server. Members could also use a CD or USB memory stick for personal storage. **Members should not load any personal software on a Council PC or laptop without first contacting the IT Division – this includes applications from the Internet (see also Page 12 of this document re: copyright and software downloads).**
- (10) **For PCs in the Members' Rooms**, Members can make personal use of the Internet (except for the unacceptable activity laid down in the Internet Usage policy). This includes access to personal e-mail. The PCs should not otherwise be used for personal purposes i.e. Members must confine usage of these machines to their role as a Councillor or related political activity. Note that any documents created on these machines using, for example, Word or Excel, will be saved to a Council server.
- (11) **All Members should note** that the Council's e-mail address must not be used for personal purposes.

General Advice on Security:**(12) Password Advice:**

- Passwords should never be divulged to anyone.
- Passwords should not be written down.
- Passwords should be at least 7 characters long, mixed case and contain at least 1 number.
- If a Member believes a password has been compromised it should be changed immediately. Please contact the Member Support Helpline if assistance is required to change a password.

(13) Computer Viruses:

- Viruses are common and can, in some instances, cause considerable damage to a system or network. The following actions should be taken in defence:
 - If Members are unsure about software installed on their NPT machine or if any program or email causes concern they should contact the Member Support Helpline immediately.
 - If a Member believes a virus has found its way onto a NPT machine, the machine should be left as it is and the Member Support Helpline should be contacted immediately.
- Members must not attempt to disable any anti-virus software on NPT machines.

(14) Confidentiality:

Members must ensure that sensitive/confidential information is treated in the strictest confidence. No Authority-related sensitive information should be stored locally (on a PC's hard drive or USB stick). It is more secure if all Council documents are stored on Council servers.

(15) Mobile Device Security:

- **Mobile devices (such as laptops, BlackBerrys, etc) can be of great benefit to Members and employees but they also pose a very real threat to security of information. Members who use mobile devices should, if possible, ensure that no sensitive information (including person identifiable information) is stored on the device.**
- **The device must be safeguarded against loss or theft but also against unauthorised persons looking at the information held on the device.**

Advice and Help on the use of NPT Services/Internet:**(16) Policy and Advice for Members in relation to Internet Usage:**

this is included as Annex 1, to this document. This is a particularly important document to read through and observe.

- (17) **IT Training** is available for all Members. Please contact Democratic Services for details on 01639 763300 (x3300) e-mail democratic.services@npt.gov.uk
- (18) **Member Help lines** are shown below. Members may also e-mail the helpdesk on member.help@npt.gov.uk (this address is already in the contact list on your PC).
- (19) **Problems/Technical Enquiries** - Any Member who is not satisfied with the service received or is experiencing problems which are not being addressed should contact the IT Officers below:

Stephen John, Head of ICT

01639 686218 (x6218) e-mail: s.john@npt.gov.uk

Ian John, ICT Business Relations Manager

01639 686036 (x 6036) e-mail: i.f.john@npt.gov.uk

- (20) **Other Assistance** - If a Member wishes to discuss the provision of Members IT generally, they may contact:

Rhys George, Electoral and Democratic Services Manager

Tel No. 01639 7633719 (x3719) e-mail: r.j.george@npt.gov.uk

**Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-Nedd
Port Talbot**

**Policy and Advice to Members
in Relation to Internet Usage**

December 2015

Purpose of this Document

This document updates and replaces the earlier versions of the Internet Security Policy. Its purpose is to assist in making legitimate use of the Internet in the course of County Borough Council business as effective as possible, and to define acceptable and unacceptable uses of the Internet by Members.

Like any resource, use of the Internet should be limited to legitimate purposes and is governed by rules of conduct similar to those applicable to the use of other resources. Whilst proper use of the Internet is to be encouraged, there are serious legal risks, both to the Authority and to individuals, arising from misuse or the unintended consequences of actions taken.

Connection

Connection to the Internet via broadband at home will be by way of contract between the Member and supplier. If required, the IT Division will assist Members in connecting to the Council's network. Internet access is also available in the Members' Rooms at Civic Centres.

Acceptable Uses

Uses that are acceptable and encouraged are:

- ✓ Communications and information exchanges directly relating to the aims and business of the Authority.
- ✓ Use for research, analysis, advisory, professional or development activities related to official duties.

Personal Use

Personal Internet use on a Council PC at home is permitted, subject to the provisions below, and those specified under "unacceptable uses". However, the Council's network should not be accessed or used from home, for any personal use - this equally applies to Members with their own PC's at home.

It is important to note that Members are responsible for the use (or misuse) of the Internet from the Council's PC or laptop or using the Authority's Internet connection from Members' own machines.

Members using a Council PC in Council Offices can, subject to the "unacceptable uses" provisions below, make personal use of the Internet, including access to personal e-mail.

However, Members should not use the Council e-mail address nor conduct commercial business or activity for personal gain whenever on the Council's network.

The Council's e-mail address should not be used by any Members for personal purposes - a personal e-mail address should be set up for this purpose.

Unacceptable Use of the Council's Equipment/Network

Uses that are unacceptable involve the access, use, submission, publication, display, downloading or transmission of any information which:

- ✘ Violates any of the Authority's regulations, policies or procedures.
- ✘ Violates or infringes on the rights of any other person, including the right to privacy.
- ✘ Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
- ✘ Restricts or inhibits other users from using the system or the efficiency of the Authority's computer systems.
- ✘ Results in the unauthorised editing of the Authority's web pages.
- ✘ Encourages the use of controlled substances or uses the system for purposes with criminal intent.
- ✘ Uses the system for any other illegal purpose.
- ✘ Solicit the performance of any activity that is prohibited by law.
- ✘ Conduct any unapproved business
- ✘ Transmit material, information, or software in violation of any law.
- ✘ Make any unauthorised purchases or commitments in the name of the Authority.

All Internet users on the Council's Network should bear in mind that a continuous and complete record of all Internet activity, including email, is maintained in respect of all users when connected to the Internet via the Council's Data Network. The same legal considerations apply to Internet misuse as to the misuse of other Council facilities. Internal Audit will, from time to time, undertake monitoring and investigation of such activities. The I.T. Division will also undertake investigations when requested to do so.

Copyright

Users may download copyright material for legitimate business purposes. However, the use of such material must be strictly in compliance with the author's copyright conditions or current copyright law.

All software downloads when using Council equipment must be authorised by the I.T Division and must comply with corporate IT policies and standards. Any applicable licence conditions must be complied with.

Internet Usage Consent

All users of the Internet and/or corporate email must be aware that all activity on the Council's Data Network is the property of the Authority and that, therefore, no such activity can be considered private.

SCHEDULE 5

Basic salary and senior salaries payable to Members of principal Councils 2016/17:

Basic salary (payable to all elected members) £13,300			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	Group B (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	Group C (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1			
Leader	£53,000	£48,000	£43,000
Deputy Leader	£37,000	£33,500	£30,000
Band 2			
Executive members Level 1	£32,000	£29,000	£26,000
Executive members Level 2	£28,800	£26,100	£23,400
Band 3			
Committee chairs (if remunerated):		Level 1	£22,000
		Level 2	£20,000
Band 4			
Leader of largest opposition group ¹⁰			£22,000
Band 5			
Leader of other political groups			£17,000

Fees for co-opted members (with voting rights) of local authorities

Chairs of Standards Committees and Audit Committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of Standards Committees <u>who also</u> <u>Chair Standards Committees for Community and Town</u> <u>Councils</u>	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£198 (4 hours and over) £99 (up to 4 hours)

Civic salaries (where paid) shall be payable as follows to Members of principal Councils

Remuneration of Civic Leaders and Deputy Civic Leaders <i>(inclusive of basic salaries)</i>		
Responsibility Level	Civic Leaders	Deputy Civic Leaders
Level 1	24,000	18,000
Level 2	21,500	16,000
Level 3	19,000	14,000

SCHEDULE 6

An updated schedule detailing the payments for all Members of Council, including Senior Salary holders, will be included here once the 2016/17 Remuneration Scheme has been approved by Council. This will be published early in the 2016/17 financial year and will be available for inspection on the Council's website www.npt.gov.uk.