

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MEMBERS' SCHEDULE OF REMUNERATION 2023/24**

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 Fire and Rescue Authority's (FRA).

**1. Basic Salary**

- 1.1 A Basic Salary shall be paid to each elected Member of the Fire and Rescue 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, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the FRA.

**2. Senior Salaries & Civic Salaries**

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary is payable to a Member of the FRA.
- 2.4 All Senior 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 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 FRA who is in receipt of a Senior Salary from their home local authority **cannot** receive a salary from the FRA.
- 2.7 Where the term of Senior Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

**3. Election to Forgo Entitlement to Allowance**

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the FRA, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

**4. Suspension of a Member**

- 4.1 Where a Member of the FRA is suspended or partially suspended from their responsibilities or duties as a Member of the FRA 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 them in respect of that period for which they are suspended will be withheld by the FRA (Section 155 (1) of the Measure).

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the FRA in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the FRA must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.
- 4.3 Where a Member of the FRA is wholly suspended from their responsibilities or duties as a Member of their home local authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, their Basic and any Senior Salary will be withheld by the FRA

## **5. Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the FRA or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
  - (b) ceases to be a Member of the FRA or Co-opted Member; or
  - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the FRA will require that such part of the allowance as relates to any such period be repaid.

## **6. Payments**

- 6.1 Payments of all allowances will be made by the Director of People Services by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 15<sup>th</sup> day of each month in arrears.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the FRA will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

## **7. Contribution towards the of Costs of Care and Personal Assistance**

- 7.1 Contributions towards the costs of care shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' FRA duties as defined in **Schedule 2**.
- 7.2 Contributions towards the costs of care applies in respect of children who are aged under 16 and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim a contribution towards the costs of formal or informal care for actual and receipted costs as determined by the Independent Remuneration Panel for Wales as set out in **Schedule 1**. All claims for contributions to the costs of care should be made in writing to the Monitoring Officer detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

7.4 A Member may seek a contribution towards their own costs of care where these costs are not directly met by the FRA but are required to enable the member to carry out their FRA functions. It is anticipated that this will be most relevant where the needs are recent or temporary in nature.

## **8. Family Absence**

8.1 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.

8.2 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.

8.3 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.

8.4 If the FRA 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 FRA so decides to be paid a senior salary.

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

## **9. Co-optees' Payments**

9.1 A Co-optee'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.

9.2 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).

9.3 The Monitoring Officer 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.

9.4 The Monitoring Officer 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.

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

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

9.7 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

9.8 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

## **10. Travel and Subsistence Allowances**

### **10.1 General Principles**

10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the FRA's business for 'approved duties' as set out in **Schedule 2**. Where Members travel on the FRA'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 their claim abated by an appropriate amount.

10.3 Where possible Members should share transport.

10.4 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.

10.5 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.

10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the FRA 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 them in respect of that period for which they are suspended or partially suspended must be withheld by the FRA.

## **11. Travel by Private Vehicle**

11.1 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.

11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.

11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the FRA on request.

## **12. Travel by Public Transport**

### **12.1 Rail/Coach Travel**

Unless otherwise authorised rail tickets will be second-class.

The procurement department 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.

### **12.2 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.

### 12.3 **Air Fare (optional)**

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Monitoring Officer is required and tickets will be purchased by the procurement department.

### 12.4 **Travel Abroad**

Travel abroad on the FRA's business will only be permitted where authorised by the Monitoring Officer. The procurement department will arrange travel and accommodation.

### 12.5 **Other Travel Expenses**

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

## 13. **Overnight Accommodation**

13.1 Overnight stays will only be permitted where the FRA's business extends to two days or more and the venue is at such a distance that early morning or late night travel would be unreasonable, or the business extends to one day and 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 Monitoring Officer.

13.2 Overnight accommodation will be booked by the procurement department. Wherever possible the overnight accommodation will be pre-paid or invoiced.

13.3 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 3**.

## 14 **Subsistence Allowance**

14.1 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 3**. 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)

14.2 No provision is made for subsistence claims within FRA areas.

## 15. **Claims and Payments**

15.1 A claim for travel and subsistence allowances must be made in writing within 2 months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.

15.2 Allowances will be paid by the Director of People Services by direct bank credit on the 15<sup>th</sup> day of the month in arrears.

## 16. **Supporting the work of Authority Members**

16.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The FRA's Finance & Audit Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the FRA.

17.2 All elected Members & Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.

17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the FRA has decided is necessary for the effectiveness and or efficiency of Members.

## **18. Compliance**

18.1 In accordance with the Regulations, the FRA must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

**Members & Co-opted Members are reminded that expense claims are subject to both internal and external audit.**

**SCHEDULE 1**

**SCHEDULE OF REMUNERATION 2023/24**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>		<b>ANNUAL AMOUNT OF BASIC SALARY</b>
The following named elected Members of the Authority		
1.	J Morgan	
2.	K Carr	
3.	C Elsbury	
4.	A Best	
5.	A Hussey	
6.	C Wright	
7.	D Ali	
8.	S Melbourne	
9.	D Naughton	
10.	B Proctor	
11.	M Powell	
12.	L Wright	
13.	T Watkins	
14.	M Al Nuaimi	
15.	G Holmes	
16.	G Williams	
17.	I Buckley	
18.	D Isaac	
19.	P Ford	
20.	M Hughes	
		£2,482 with effect from 1 April 2023

	<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Chairperson of the FRA	S Bradwick	£11,282 with effect from 1 April 2023
2.	Deputy Chairperson of the FRA	P Drake	£6,222 with effect from 1 April 2023
3.	Chairperson of the Finance, Audit and Performance Management Committee	S Evans	£6,222 with effect from 1 April 2023
4.	Chairperson of the HR & Equalities Committee	A Roberts	£6,222 with effect from 1 April 2023
5.	Chairperson of the Scrutiny Committee	C Elsbury	£6,222 with effect from 1 April 2023

<b>ENTITLEMENT AS STATUTORY CO-OPTees</b>		<b>AMOUNT OF CO-OPTees ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	
Chairperson Of Standards Committee	Mr Ronald Alexander	£268 (4 hours and over) £134 (up to 4 hours)
Statutory Co-optees - Standards Committee	Dr Mark Kerby Mr Simon Barnes Mr David Fussell Ms Kate Thorogood	£210 (4 hours and over) £105 (up to 4 hours)
<b>Reimbursement of costs of care and personal assistance (NB these cannot be paid to someone who is part of the members household)</b>		
Formal (registered with Care Inspectorate Wales) care costs that are additional costs incurred by Members to enable them to carry out official business or approved duties		To be paid as evidenced by the production of receipts
Informal (unregistered) care costs		To be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the care costs are incurred evidenced by receipts
<b>Members Support – what is provided in terms of telephone, internet or email (see Determination 6)</b>		
Telephone Support for Senior Members		None
Telephone Support for all other Members		None
Access to Email for Senior Members		None
Access to Email for all other Members		None
Internet Support for Senior Members		None
Internet Support for all other Members		None



## SCHEDULE 2

### Approved Duties:

- attendance at a meeting of the FRA or of any committee or working group of the FRA or of a body to which the FRA makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the FRA is a member;
- attendance at any other meeting the holding of which is authorised by the FRA or by a committee of the FRA or by a joint committee of the FRA and one or more other FRAs;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of the FRA;
- a duty undertaken in connection with the discharge of any function of the FRA which empowers or requires the FRA to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the FRA or its senior Members;

## SCHEDULE 3

### Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	<b>45 pence per mile</b> <b>25 pence per mile</b>
Private Motor Cycles Pedal Cycles	<b>24 pence per mile</b> <b>20 pence per mile</b>
Passenger supplement	<b>05 pence per mile</b>

### Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbursment of alcoholic drinks is not permitted.

### Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

## **SCHEDULE 4**

### **Compliance**

- The FRA will arrange for the publication on the Service website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not 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 by virtue of their position on the FRA.
- The FRA will publish on the Service website a statement of the basic responsibility of a FRA Member and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The FRA will publish on the Service website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The FRA will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The FRA will maintain records of Member/Co-opted Members attendance at meetings of the FRA and committees and other approved duties for which a Member/Co-opted Member submits a claim for reimbursement.
- When the FRA agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.