



BRECON BEACONS NATIONAL PARK AUTHORITY

SCHEDULE OF MEMBER REMUNERATION 2014-15

Schedule of Member Remuneration 2012-13 – approved by the National Park Authority 15 June 2012
Amended 10 Jan 2013 – inclusion of overnight allowance with friends and family, and new paragraph 14.
Amended 12 Nov 2013 with new Standards members and new arrangements for co-opted members to take effect 1 Jan 2014.
Amended June 2014 with new levels of Basic and Senior Salaries, removal of the specific Cardiff figure for overnight allowance

1. Introduction

Under the Local Government (Wales) Measure 2011 the Independent Remuneration Panel for Wales (IRPW) was given an extended remit for prescribing levels of remuneration for all members of National Park Authorities. The [IRPW's Annual Report](#) published in December 2011 sets out the rationale behind the suggested levels of remuneration and refers to the consultation that took place with the three National Park Authorities in Wales.

The IRPW Regulations came into effect on 1 April 2012 and apply to members of National Park Authorities as set out in the Measure at Sections 142 and 147. These new regulations are set out in Annex 1 of the IRPW Report and replace the Brecon Beacons National Park Authority's former Scheme of Allowances pursuant to The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002.

The Brecon Beacons National Park Authority is required to maintain an annual Schedule of Member Remuneration, to include information as directed in Annex 2 of the IRPW Report.

Further guidance and information can be obtained from the latest report: [Independent Remuneration Panel for Wales Annual Report 2014](#)

2. Definitions

“National Park Authority”	Means a national park authority established under section 63 of the Environment Act 1995.
“The Authority”	The Brecon Beacons National Park Authority, as defined in Section 144(2) of the Measure
"Official Business"	<p>“Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by members and co-opted members of a relevant authority when:</p> <ol style="list-style-type: none"> Attending a meeting the authority or any committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body. Attending a meeting of any association of authorities of which the authority is a member. Attending a 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. Attending any training or development event approved by the authority or its executive.
- e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
- f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
- g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
- h. A duty undertaken by members of local authorities in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.
- i. Any other duty approved by the authority, or any duty of 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.

"Member"

Members of the Authority appointed by the constituent local authorities and the National Assembly for Wales or members co-opted by the Authority (to include independent members of the Standards Committee)

"Financial Loss Allowance"

A payment made to any person who is not a Member of the Authority but is a co-opted member of a Committee or Sub-Committee of the Authority, the payment not to exceed the amount of any loss of earnings necessarily suffered in the performance of an approved duty, plus any additional expenses.

"Basic Salary"

An annual payment made to all Members of the Authority

"Senior Salary"

An annual payment made to the following members:

- Chairman of the Authority
- Deputy Chairman of the Authority
- Chairman of Planning, Access & Rights of Way Committee
- Chairman of Audit and Scrutiny Committee

"Year"

The 12 months ending with 31 March

" 1972 Act "

Means the Local Government Act 1972

"2000 Act"

Means the Local Government Act 2000

3. Basic Salary

All Members will be paid a Basic Salary of £3600 per annum, paid monthly in arrears over the period of appointment.

Members receiving this Basic Salary in 2014-15 are as follows:

- Cllr Evan Morgan
- Cllr Michael Jones
- Cllr Paul Ashton
- Cllr Geraint Hopkins
- Cllr Jeff Holmes
- Cllr Chris Davies
- Cllr David Meredith
- Cllr Martin Hickman
- Cllr Mrs Ann Webb
- Cllr Andrew James
- Cllr Glynog Davies
- Cllr Ray Thomas
- Cllr Alun Furzer
- Cllr Michael Bartlett
- Cllr Mrs Jane Ward
- Mr Martin Buckle
- Mrs Melanie Doel
- Mr Edward Evans
- Mrs Julie James
- Prof Alan Lovell
- Mr Ian Rowat
- Mrs M Underwood

NB. Cllr Mrs Rosemarie Harris is not eligible to receive a Basic Salary while she remains a Cabinet Member of her appointing Authority, Powys County Council.

4. Senior Salary

Under the IRPW Regulations the Authority can pay up to four Senior Salaries as follows:

NB. Senior Salaries are paid <u>inclusive</u> of the Basic Salary	Members in receipt of Senior Salaries 2013-14
Chairman of the Authority £12,300 per annum	Cllr Geraint Hopkins
Deputy Chairman of the Authority £6000 per annum	Mrs Melanie Doel
Chairman, Planning, Access & Rights of Way Committee £6000 per annum	Cllr Evan Morgan
Chairman of Audit and Scrutiny Committee £6000 per annum	Prof Alan Lovell

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NB. For 2014/15 Members in receipt of a Senior Salary have opted not to claim the Basic and Senior Salary increase prescribed by the Independent remuneration Panel for Wales, in line with Section 154 of the Measure, and have give written notice of this.

5. Independent (Co-opted) Members of Standards Committees

Independent members of the Authority's Standards Committee will be paid as follows:

Chairman	£256 (daily fee)	(£128 for ½ day)
Ordinary member	£198 (daily fee)	(£99 for ½ day)

These payments are capped at a maximum of 3 full days a year for any individual member. Payments are for meeting time only and include time spent on preparation and travelling. For the purposes of claiming:

- A half day meeting is defined as up to 4 hours
- A full day meeting is defined as over 4 hours

Members receiving this allowance in 2014-15 are as follows:

- Mr Anthony Bracey
- Dr Ruth Morgan
- Mr Ian Raynes

From 1 January 2014

- Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which will be determined by the Monitoring Officer in advance of the meeting.
- 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).
- The Monitoring Officer will 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.
- 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).

6. Reimbursement of Travel and Subsistence Expenses

Subsistence Allowance

Day allowance for meals (to include breakfast when not provided as part of overnight accommodation)

£28 per day (payable on receipts for approved duties)

Overnight Allowance

(up to a maximum) London - £150

(up to a maximum) Elsewhere - £95

Staying with Family or Friends

When staying with family or friends Members may claim up to a maximum of £25.

NB. Wherever possible overnight accommodation should be reserved and paid for by the NPA itself.

Mileage Allowances (HMRC Rates)

All Vehicle sizes	45p per mile (up to 10,000 miles)
	25p per mile (over 10,000 miles)
Passenger	5p per mile per passenger
Motorbike	24p per mile
Cycle	20p per mile

NB. All the above to be claimed in arrears on expense claim sheets with appropriate receipts attached.

7. Dependants Allowance

The Authority will reimburse necessary expenses for the care of dependant children and adults (provided by informal or formal carers) up to a maximum of £403 per month, when claimed on the basis of a receipt by the NPA member or co-opted member as necessary for the fulfilment of NPA duties. Reimbursements shall only be made on production of receipts from the carer.

8. Repayment of Salaries, Allowances or Fees

The Authority requires that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted members concerned:

- Is suspended or partially suspended from that member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act.
- Ceases to be a member of the Authority
- Or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Where a member is suspended or partially suspended from being a member of the Authority (Part 3 of the 2000 Act refers), travelling and subsistence allowances payable to that member in respect of their responsibilities or duties from which that member is suspended or partially suspended must be withheld by the Authority (Section 155(1) of the Measure.

9. Election Not to Claim Allowances

Under Section 154 of the Measure, any Member may, by giving written notice to the Proper Officer of the Authority, elect to forgo any part of that member's entitlement to an allowance under this scheme.

10. Travel Arrangements

All rail or other travel should be pre-booked and paid for by the Authority in order to maximise savings to the Authority. In cases where direct bookings or alternative arrangements are authorised by the Chief Executive, then the actual expenditure incurred will be reimbursed upon production of appropriately detailed receipts up to the maximum of the authorised fare or actual mileage. This paragraph shall not apply to use of local scheduled public transport the cost of which will be reimbursed on production of appropriate receipts.

Members should always be mindful of choosing the most cost effective method of travel. Where transport is provided by the Authority for attendance at site visits, training events, conferences and external meetings, members should make every effort to use this in order to keep costs to a minimum. If this proves difficult then the member should discuss the issue with the Democratic Services Manager to explore all options, including any opportunities for car sharing.

11. Incidental Expenses

The Authority will reimburse expenses such as parking fees, underground railway charges, tolls etc. which are reasonably and properly incurred by Members in connection with the discharge of Approved Duties. Claims for reimbursement must be accompanied by appropriately detailed receipts, where available. All claims are subject to the requirements of Financial Standards.

12. Arrangements for Payment of Allowances

Members are issued with guidance notes in respect of the following arrangements:

- a) Basic and Senior Salaries will be paid monthly to members in arrears
- b) A monthly claim for a payment by way of travel allowance, subsistence allowance or care allowance shall be made on expense claim forms to include a statement signed by the member that the member has not made and will not make any other claim in respect of the matter to which the claim relates and shall be accompanied by receipts.
- c) No payment shall be made to a person under any provision of section 176 (which deals with Payments of expenses of official visits and courtesy visits) of the 1972 Act in respect of a matter as regards which a payment has been made to that person pursuant to any provision within the approved Scheme of Allowances for members of the Authority.
- d) The Authority shall keep a record of the payments made under this Scheme of Allowances.
 - To include the name of the recipient and the amount and nature of each payment
 - To be made available for inspection by any local government elector for the area of the Authority.
- e) Local Authority Members may not claim against the Authority and their own Council for undertaking the same duty.
- f) Whilst Members may be covered by some of the Authority's Insurance Policies, during the course of their duties it is their responsibility to ensure that they have a valid Motor Insurance policy which complies with the relevant legal requirements and provides such cover in respect of the use of their motor vehicles on and in connection with Approved Duties.
- g) Claims should be submitted by the fifth day of the month in respect of the previous month and should not be made more than three months in arrears. Any claims made after this shall be referred to the Section 151 Officer and Chief Executive for approval.

13. Attendance

The Authority has set a target attendance figure of 75% at Authority meetings and meetings of the Planning, Access & Rights of Way Committee and Audit and Scrutiny Committee.

A report of attendance figures will be given to the Chairman of the Authority on a 6 monthly basis for him/her to discuss with the Chairmen of Committees.

The IRPW calculated the Basic Salary on an attendance figure of 42 days per annum, with any contributions above this being deemed the 'public service element' of the role of National Park member.

14. Declarations

The Authority has an approved role description for all members.

The Authority has a role description for all Senior Salary office holders as follows:

- Chairman of the Authority
- Chairman of the Planning, Access & Rights of Way Committee
- Chairman of the Audit and Scrutiny Committee

It also has generic and role specific descriptions for Member Champions.

Records are kept of all member attendance on approved duties.

Members are asked to report back when representing the Authority at external meetings.

Annual Personal Development Interviews are held for all members to enable them to review their development in all National Park Authority roles.

15. Publication of Schedule of Member Remuneration

In line with requirements of the IRPW Regulations the Authority will:

- Publish its Schedule of Member Remuneration no later than 31 July in the year in which it applies;
- Publish the remuneration received by its members and co-opted members as soon as practicable after the end of a year and no later than 30 September next following the end of the year to which the payments relate. It will provide the following information:

- a) The amount of Basic Salary, Senior Salary, and Co-opted Member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the year (as relating to the authority) in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
- b) The amount of any further remuneration received by any named member nominated to, or appointed by, another relevant authority. All care, travel and subsistence expenses received by each named member and co-opted member of the relevant authority, with each category identified separately.
- c) Named members who received a Senior Salary on a temporary basis to cover for the family absence of Senior Salary office holder for all or part of the annual period to which the Schedule applies (local authorities only).
- d) Named members who did not receive Basic or Senior Salary because they were suspended for all or part of the annual period to which the Schedule applies.

16. Queries in respect of the Schedule of Member Remuneration

Any queries in respect of this Schedule should be directed to Julia Gruffydd, Democratic Services Manager, Brecon Beacons National Park Authority. Tel: 01874 620400 or julia.gruffydd@beacons-npa.gov.uk