

**AWDURDOD TÂN GOGLEDD CYMRU**



**NORTH WALES FIRE AUTHORITY**

**The Annual Meeting of the NORTH WALES FIRE AND RESCUE AUTHORITY will be held MONDAY 21 JUNE 2021 virtually via ZOOM. The meeting will start at 9.30am.**

Yours faithfully

Colin Everett  
Clerk

**AGENDA**

- 1. Apologies**
- 2. Appointment of Chair 2021/22**
- 3. Appointment of Deputy Chair 2021/22**
- 4. Appointments of Chair and Deputy Chair of Audit Committee 2021/22**
- 5. Notice of Urgent Matters**  
Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B (4) of the Local Government Act, 1972.
- 6. Minutes of the annual meeting held on 9 November 2020**
- 7. Matters arising**
- 8. Review of the Constitution of the Fire and Rescue Authority**
- 9. Membership of the Fire and Rescue Authority**
- 10. Appointments to Committees and External Bodies**
- 11. Meeting Dates 2021/22**
- 12. Members' Remuneration Scheme**
- 13. Urgent Matters**  
To consider any items which the Chair has decided are urgent (pursuant to Section 100B (4) of the Local Government Act, 1972) and of which substance has been declared under item 4 above.

**PART II**

**No items for discussion**

## **NORTH WALES FIRE AND RESCUE AUTHORITY**

Minutes of the Annual Meeting of North Wales Fire and Rescue Authority held on Monday 9 November 2020 via Zoom.

### **PRESENT**

#### **Councillor**

P Lewis (Chair)  
B Apsley  
M Bateman  
B Blakeley  
A Davies  
M Ll Davies  
M Dixon  
A I Dunbar  
P Evans  
V Gay  
J B Hughes  
E W Jones  
S Lloyd-Williams  
G Lowe  
R E Parry  
D Rees  
R Roberts  
P Shotton  
A Tansley  
W O Thomas  
G G Williams  
D Wisinger

#### **Representing**

Conwy County Borough Council  
Wrexham County Borough Council  
Flintshire County Council  
Denbighshire County Council  
Denbighshire County Council  
Denbighshire County Council  
Wrexham County Borough Council  
Flintshire County Council  
Denbighshire County Council  
Flintshire County Council  
Gwynedd Council  
Anglesey County Council  
Conwy County Borough Council  
Wrexham County Borough Council  
Conwy County Borough Council  
Anglesey County Council  
Wrexham County Borough Council  
Flintshire County Council  
Conwy County Borough Council  
Flintshire County Council  
Gwynedd Council  
Flintshire County Council

### **Also present:**

S A Smith (Chief Fire Officer and Chief Executive); C Everett (Clerk and Monitoring Officer to the Authority); K W Finch (Treasurer to the Authority); R Fairhead and K Roberts (Assistant Chief Fire Officers); S Morris and H MacArthur (Assistant Chief Officers); G Owens (Deputy Clerk); T Williams (Corporate Communications Manager); A Davies (Member Liaison Officer).

### **APOLOGIES**

#### **Councillor**

R Griffiths  
B Parry-Jones  
G A Roberts  
N Smith

#### **Representing**

Anglesey County Council  
Wrexham County Borough Council  
Gwynedd Council  
Conwy County Borough Council

1 CONFIRMATION OF NWFRA OFFICE HOLDERS 2020/21

1.1 The Clerk explained that The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 permitted office holders such as the chair to continue in office until such time as their successor was elected, which is to say that their normal annual term of office was capable of extension. Prior to the meeting and due to the COVID-19 pandemic, Members had been canvassed on their views in relation to continuing with the office holders elected for the 2019/20 municipal year.

1.2 Members were unanimous in their support for the office holders to continue in their roles for the purpose of continuity in governance arrangements during the unprecedented times being experienced during the pandemic.

1.3 **RESOLVED to agree for all office holders to continue for the 2020/21 municipal year namely:**

**Cllr Peter Lewis – Chair**

**Cllr Dylan Rees – Deputy Chair**

**Cllr Bryan Apsley – Chair of Audit Committee.**

2 NOTICE OF URGENT MATTERS

2.1 The Chair advised that no items had been submitted to the Clerk for consideration.

3 MINUTES OF THE LAST ANNUAL MEETING

3.1 The minutes of the Fire and Rescue Authority Annual Meeting held on 17 June 2019 were submitted for approval.

3.2 **RESOLVED to approve the minutes as a true and correct record of proceedings.**

4 MATTERS ARISING

4.1 No matters arose from the minutes submitted.

5 MEETING DATES 2020/21

5.1 The report was presented to inform Members of the dates for meetings in 2020/21.


5.2 **RESOLVED to note the dates provided.**

6 URGENT MATTERS

6.1 There were no urgent matters.

7 **PART II**

7.1 No items for discussion.

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>	
Date	<b>21 June 2021</b>	
Lead Officer	<b>Clerk</b>	
Contact Officer	<b>Colin Everett (01745 535286)</b>	
Subject	<b>Review of the Constitution of the Fire and Rescue Authority</b>	

## PURPOSE OF REPORT

- 1 To establish a working group to review the Constitution.

## EXECUTIVE SUMMARY

- 2 Following the Local Government and Elections (Wales) Act 2021 ("the Act") and as a result of changes made to the way in which the Authority operates due to the pandemic, it is appropriate to review the Constitution. The document sets out the rules for how the Authority is governed and some of those rules need to be changed to reflect the requirements of the Act. Further, its terminology is rooted in physical presence at meetings, which needs to be updated.
- 3 A small working group of 5 members is recommended to review the document and report back.

## RECOMMENDATION

- 4 Members are asked to agree
  - (i) that a working group be established (as set out below) to review the Constitution and report back to the Authority with proposed changes;
  - (ii) that the working group consists of the Chair and Deputy Chair of the Authority, the Chairs of the Audit and Standards Committees plus one other Authority member.

## BACKGROUND


- 5 The Authority is not required to publish a Constitution but does so for greater transparency and as a matter of good practice. The document contains the terms of reference for committees, rules of procedure for such things as meetings and contracts and various ethical codes and protocols.

## INFORMATION

- 6 The Authority has been operating remote meetings for some months but the Act requires the Authority to make and publish arrangements for ensuring that meetings are capable of being held by such means as to enable people who are not in the same place to attend. That is to say to publish arrangements for fully remote and hybrid meetings. Many rules within the Constitution use terminology that is rooted in physical presence either at meetings at the Authority's offices, for example, requiring motions to be written and handed to the Chair or recording declarations of interest in a book that is open to inspection. The language therefore needs to be updated to reflect modern ways of working.
- 7 The working group can also look at how meetings are conducted remotely (or with some members attending remotely and some in person) so that they are accessible and make sense to members of the public. For example, labelling participants in meetings so that their role is clear or making provision for public speaking.
- 8 It is proposed that a small working group be established to undertake a review of the document and report back to the Authority later this calendar year. The group should consist of the following members appointed "ex officio", as they hold a certain office within the Authority. It is suggested that one other member is added so that the group consists of an odd number.
- Chair of the Authority
  - Deputy Chair of the Authority
  - Chair of the Audit Committee
  - Chair of the Standards Committee
- 9 The working group will be supported by officers, and would need to meet 2 or 3 times (for 2 hours each) to identify the required changes, consider options and then prepare recommended changes for adoption by the Authority.

## IMPLICATIONS

Wellbeing Objectives	Modernising the Constitution and the way in which the Authority operates
Budget	No additional cost over and above the existing allocated budget
Legal	Some changes to the Constitution are required by the new Act
Staffing	Not considered relevant
Equalities/Human Rights/Welsh Language	All aspects considered as a matter of course
Risks	Not considered relevant

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>	
Date	<b>21 June 2021</b>	
Lead Officer	<b>Clerk</b>	
Contact Officer	<b>Colin Everett (01745 535286)</b>	
Subject	<b>Membership of the Fire and Rescue Authority</b>	

### **PURPOSE OF REPORT**

- 1 To note the membership of North Wales Fire and Rescue Authority (the Authority) until 2022.

### **EXECUTIVE SUMMARY**

- 2 Following local government elections in May 2017, the constituent authorities were invited to submit their appointments to serve as representatives on the Authority for the full five year term until the next local government elections in 2022.
- 3 Since the annual meeting in 2019, there have been two changes to the membership; one change to representation from Gwynedd Council and one change from Wrexham County Borough Council.

### **RECOMMENDATION**

- 4 That Members note the membership of the Authority until 2022.

### **BACKGROUND**

- 5 The Authority was established as part of the reorganisation of local government on 1 April 1996. It comprises 28 councillors from the six unitary authorities of North Wales: Anglesey County Council (3); Conwy County Borough Council (5); Denbighshire County Council (4); Flintshire County Council (6); Gwynedd Council (5); and Wrexham County Borough Council (5). The number of representatives from each constituent authority is determined on a population basis.

### **INFORMATION**

- 6 Membership of the Authority is now as follows:

**Flintshire** (6 members)

Councillor Marion Bateman (Independent)

Councillor Ian Dunbar (Labour)

Councillor Veronica Gay (Independent Alliance)

Councillor Paul Shotton (Labour)  
 Councillor Owen Thomas (Conservative)  
 Councillor David Wisinger (Labour)

**Gwynedd** (5 members)

Councillor Simon Glyn (Plaid Cymru)  
 Councillor John Brynmor Hughes (Independent)  
 Councillor Jason W Parry (Independent) (joined January 2021)  
 Councillor Gareth A Roberts (Plaid Cymru)  
 Councillor Glyn Gethin Williams (Plaid Cymru)

**Wrexham** (5 members)

Councillor Bryan Apsley (Labour)  
 Councillor Michael Dixon (Independent)  
 Councillor Geoff Lowe (Independent)  
 Councillor Beverley Parry-Jones (Conservative) (joined December 2019)  
 Councillor Rondo Roberts (Independent)

**Anglesey** (3 members)

Councillor Richard Griffiths (Independent)  
 Councillor Eric Wyn Jones (Independent)  
 Councillor Dylan Rees (Plaid Cymru)

**Denbighshire** (4 members)


Councillor Brian Blakeley (Labour)  
 Councillor Ann Davies (Conservative)  
 Councillor Meirick Lloyd Davies (Plaid Cymru)  
 Councillor Peter Evans (Independent)

**Conwy** (5 members)

Councillor Peter Lewis (Conwy First Independent Group)  
 Councillor Susan Louise Lloyd-Williams (Plaid Cymru)  
 Councillor Roger Parry (Conservative)  
 Councillor Nigel Smith (Independent)  
 Councillor Adrian Tansley (Labour)

**IMPLICATIONS**

Wellbeing Objectives	Not considered relevant
Budget	Attendance costs will be met from the existing allocated budget
Legal	Members are expected to abide by their code of conduct at all times
Staffing	Not considered relevant
Equalities/Human Rights/Welsh Language	All aspects considered as a matter of course
Risks	Not considered relevant

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>	
Date	<b>21 June 2021</b>	
Lead Officer	<b>Clerk</b>	
Contact Officer	<b>Colin Everett (01745 535286)</b>	
Subject	<b>Appointments to Committees and External Bodies</b>	

## PURPOSE OF REPORT

- 1 The purpose of this report is to invite the Authority to appoint members to internal and various external committees including the Local Government Association (LGA) and the Welsh Local Government Association (WLGA).

## EXECUTIVE SUMMARY

- 2 Each year, at its annual meeting, the Authority ratifies the appointments of members to the Executive Panel as decided by the constituent authorities. The Executive Panel comprises two members from each constituent authority plus the Chair and the Deputy Chair. The remainder of members are appointed to the Audit Committee. The Authority may decide to apply political balance to the membership of these committees, but in the past has decided not to do so.
- 3 The Authority is required to establish a Standards Committee. The membership of this committee includes two Members of the Authority who cannot be office holders on the Authority. This committee is not required to be politically balanced.
- 4 The Authority is required to establish a Local Pension Board. The membership of this board includes three Members of the Authority to fulfil the role of employer representatives. The term of appointment for the membership of this board was amended in September 2018 to fall in line with local government elections.
- 5 Members are also appointed to represent the Authority on external committees.

## RECOMMENDATIONS

- 6 The Authority is recommended to:
  - (i) consider whether to apply the principle of political balance to the membership of the Executive Panel and Audit Committee;



- (ii) confirm appointments to the Executive Panel and Audit Committee, Standards Committee and Local Pensions Board, as set out in the report; and
- (iii) appoint/confirm representatives to outside bodies as listed in paragraph 11.

## BACKGROUND

- 7 The Authority has a series of committees to which appointments are made or confirmed at its first or annual meeting. These are set out below.
- 8 The Authority in the past has decided not to apply political balance to the membership of its Committees under regulation 20 of the Local Government (Committees and Political Groups) Regulations 1990. This issue was revisited during the constitutional review in mid 2008-09. There has been a prevailing consensus that political balance would not be beneficial as the current arrangements are both inclusive and avoid creating any 'political division' in the governance of an Authority.
- 9 The Authority's Standards Committee was established in accordance with the requirements of the Local Government Act 2000. Its duties include the consideration of complaints against Authority members, and advising the Authority on issues to do with standards.
- 10 The Authority's Local Pension Board was established in accordance with the Public Service Pensions Act 2013. This board is responsible for ensuring that good standards of governance are achieved and maintained in the implementation and application of the Firefighters' Pension Schemes.
- 11 The Authority is also represented on the following:

Chairs and Chiefs Ministerial Fire and Rescue Liaison Group	Usually the Chair
Welsh Local Government Association (WLGA) Council	Usually the Chair
WLGA Co-ordinating Committee	One representative on behalf of the three FRAs
WLGA Fire Services Panel	The Chair and Deputy Chair
Local Government Association (LGA)	Usually the Chair
LGA Fire Services Forum	One representative on behalf of the three FRAs
National Issues Committee	The Chair and Deputy Chair

## INFORMATION


- 12 Appointments are to be ratified for the following committees:-
- Executive Panel
  - Audit Committee
  - Standards Committee (2 members) (not required to be politically balanced under the Standards Committee (Wales) Regulations 2001)
  - Local Pension Board (3 members).
- 13 Terms of reference of the Authority's committees are included in its Constitution.
- 14 Given that the constituent authorities are required to apply the principle of political balance to their committees (other than in the case of cabinets), authorities are encouraged to nominate members to this Authority on the basis of political balance. The Authority itself should consider annually whether it wishes to apply political balance, noting the comments in paragraph 8 above. Should the Authority apply this principle, appointments to committees should be made which ensure that the constituent authorities all have sufficient representation.
- 15 The membership of the Executive Panel comprises two Members from each constituent authority and the Chair and Deputy Chair of the Authority.
- 16 The membership of the Audit Committee is made up of those members not appointed to the Executive Panel.

## IMPLICATIONS

Wellbeing Objectives	Considered not relevant
Budget	Attendance costs will be met from existing allocated budget
Legal	Meetings are held in accordance with the agreed terms of reference. Members are expected to abide by their code of conduct at all times
Staffing	Considered not relevant
Equalities/Human Rights/Welsh Language	Considered not relevant
Risks	Considered not relevant

<b>MEMBER</b>	<b>CONSTITUENT AUTHORITY</b>
<b>EXECUTIVE PANEL - up until 21 June 2021</b>	
Peter Lewis (Chair)	Conwy County Borough Council
Dylan Rees (Deputy Chair)	Anglesey County Council
Richard Griffiths	Anglesey County Council
Ann Davies	Denbighshire County Council
Meirick Lloyd Davies (Chair)	Denbighshire County Council
Michael Dixon	Wrexham County Borough Council
Rondo Roberts	Wrexham County Borough Council
Marion Bateman	Flintshire County Council
Veronica Gay	Flintshire County Council
Roger Parry	Conwy County Borough Council
Adrian Tansley	Conwy County Borough Council
John Brynmor Hughes	Gwynedd Council
Gethin Williams	Gwynedd Council
<b>AUDIT COMMITTEE - up until 21 June 2021</b>	
Bryan Apsley (Chair)	Wrexham County Borough Council
Owen Thomas (Deputy Chair)	Flintshire County Council
Eric Wyn Jones	Anglesey County Council
Brian Blakeley	Denbighshire County Council
Peter Evans	Denbighshire County Council
Geoff Lowe	Wrexham County Borough Council
Beverley Parry-Jones	Wrexham County Borough Council
Ian Dunbar	Flintshire County Council
Paul Shotton	Flintshire County Council
David Wisinger	Flintshire County Council
Sue Lloyd-Williams	Conwy County Borough Council
Nigel Smith	Conwy County Borough Council
Jason W Parry	Gwynedd Council
Gareth A Roberts	Gwynedd Council
Simon Glyn	Gwynedd Council
<b>STANDARDS COMMITTEE - up until the next elections in 2022</b>	
Michael Dixon	Wrexham County Borough Council
Owen Thomas	Flintshire County Council
<b>LOCAL PENSIONS BOARD – up until the next elections in 2022</b>	
Bryan Apsley	Wrexham County Borough Council
John Brynmor Hughes	Gwynedd Council
Simon Glyn	Gwynedd Council

The Planning Working Group has the same membership as the Executive Panel plus the Chair and Deputy Chair of the Audit Committee, as agreed by the Authority at its meeting of 17 December 2018.

Report to	<b>North Wales Fire and Rescue Authority – Annual Meeting</b>	
Date	<b>21 June 2021</b>	
Lead Officer	<b>Clerk</b>	
Contact Officer	<b>Colin Everett (01745 535286)</b>	
Subject	<b>Meeting Dates 2021/22</b>	

### **PURPOSE OF REPORT**

1. To inform Members of the dates for meetings of the full Fire and Rescue Authority, Executive Panel and Audit Committee for 2021/22.

### **EXECUTIVE SUMMARY**

2. Dates for meetings of the full Fire and Rescue Authority, Executive Panel and Audit Committee for 2021/22 are as shown in paragraphs 7-11 of this report.

### **RECOMMENDATION**

3. That Members note the dates for meetings of the Fire and Rescue Authority, Executive Panel and Audit Committee set for the forthcoming year.

### **BACKGROUND**

4. Dates of all meetings until March 2022 were set in November 2020. A reminder of these dates will assist Members and officers with their schedules.

### **INFORMATION**

5. Due to the Covid pandemic, Members are asked to note that meetings will be held virtually via Zoom until at least the autumn.
6. Officers are speaking to Conwy County Borough Council about hybrid meetings (where some members are present and others attend remotely), but it is understood that at present the council chamber is not equipped for this to happen.

## Fire and Rescue Authority

7. Standing Order 4(2) of the Authority's Standing Orders says that meetings of the Authority shall take place a minimum of four times per year and the annual meeting shall take place no later than June. These meetings shall normally take place on the third Monday of the month unless otherwise determined by the Chair in consultation with the Clerk and Chief Fire Officer.
8. Whilst meetings continue to be held virtually, the start time will be 9.30am unless noted otherwise below.
9. Dates for the NWFRA meetings are scheduled as follows:  
  
Monday 20 September 2021  
Monday 20 December 2021  
Monday 14 March 2022

## Executive Panel


10. Dates for the Executive Panel meetings are scheduled as follows:  
  
Monday 26 July 2021, **2pm**  
Monday 18 October 2021  
Monday 14 February 2022

## Audit Committee

11. Dates for the Audit Committee meetings, to start at 9.30 via Zoom, unless noted otherwise, are scheduled as follows:  
  
Monday 26 July 2021  
Monday 20 September 2021, **9.00am**  
Monday 24 January 2022

## IMPLICATIONS

Wellbeing Objectives	Not considered relevant
Budget	Not considered relevant
Legal	Meetings are held in accordance with the NWFRA's Standing Orders and relevant terms of reference Members are expected to abide by their code of conduct at all times
Staffing	Not considered relevant
Equalities/Human Rights/ Welsh Language	All meetings of the Fire and Rescue Authority are equalities compliant
Risks	Not considered relevant

Report to	<b>North Wales Fire and Rescue Authority – Annual Meeting</b>	
Date	<b>21 June 2021</b>	
Lead Officer	<b>Colin Everett, Clerk and Ken Finch, Treasurer</b>	
Contact Officer	<b>Alwen Davies (01745 535286)</b>	
Subject	<b>Members' Remuneration Scheme</b>	

### **PURPOSE OF REPORT**

- 1 To inform Members about the [Independent Remuneration Panel's Report 2021/22](#) which sets out changes to members remuneration with effect from 1 April 2021.

### **EXECUTIVE SUMMARY**

- 2 The annual report of the Independent Remuneration Panel (IRP) sets out changes to members remuneration and this report contains information on those changes that affect members of fire and rescue authorities.

### **RECOMMENDATIONS**

- 3 Members are asked to:
  - (i) note the IRPW's determinations in relation to members' allowances and remuneration as of 1 April 2021;
  - (ii) give delegated authority to the Clerk to update the schedule of member remuneration within the Authority's constitution and to make any necessary amendments to the 2021/22 schedule from time to time during the municipal year, in order to reflect any changes in membership of the Authority, or as a result of any supplementary reports issued by the Independent Remuneration Panel for Wales.

### **OBSERVATIONS FROM THE EXECUTIVE PANEL/AUDIT COMMITTEE**

- 4 This report has not previously been considered by Members.

## BACKGROUND

- 5 The remit of the Independent Remuneration Panel (IRP) was extended through the Local Government (Wales) Measure 2011. Under the powers provided by the Measure, the IRP has produced a new set of Regulations which came into effect on 1 April 2012. The Regulations apply to payments made to members and co-opted members of local authorities, national park authorities and Welsh fire and rescue authorities.

## INFORMATION

- 6 For 2021/22 the Panel has decided to make a modest increase in the basic salary for elected members of principal councils, with consequential increases for members of national park and fire and rescue authorities.
- 7 For fire and rescue authorities the Panel's determinations are as follows:

	<b>2021/22 salary with effect from 1 April 2021</b>	2020/21 salary
Basic salary for FRA ordinary member	<b>£2,026</b>	£2,005
Senior salary for the Chair of an FRA	<b>£10,818</b>	£10,705
Senior salary for the Deputy Chair of an FRA and the Chair of Audit Committee*	<b>£5,765</b>	£5,705

\* FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility.

- 8 In addition to the above:
- the Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current remuneration framework
  - members must not receive more than one FRA senior salary
  - an FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility
  - members of a principal council in receipt of a band 1 or band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

- 9 The Chair of the North Wales Fire and Rescue Authority is also the Chair of the Executive Panel and can only claim one salary. In order to differentiate between 'main committee' and 'other committee', it is recommended that it is based on the number of meetings held per year. The Executive Panel meets five times per year and the Audit Committee meets 3 times per year. Therefore, it is recommended that the Authority continues with its previous decision that the Chair of the Audit Committee will be paid under the category "other committee chair".

### Independent Members

- 10 The fee paid to independent members of the Standards Committee has increased for 2021/22. The daily fee is capped at a maximum of 4 full days per year on the following rates:

	<b>2021/22 salary with effect from 1 April 2021</b>	2020/21 salary
Standards Committee Chair	<b>£268 daily fee (£134 for half day)</b>	£256 daily fee (£128 for half day)
Independent Member	<b>£210 daily fee (£105 for half day)</b>	£198 daily fee (£99 for half day)

### Travel, Subsistence and Care Allowance

- 11 There have been no changes to travel, subsistence and care allowances which are in line with Welsh Government rates. Members are reminded that it was agreed at the NWFRA meeting in June 2018 that subsistence can be claimed when members are away from home for five hours or more, this is in line with the HMRC rules.

- **Subsistence**

£28 per day                      Day allowance for meals, including breakfast, where not provided in the overnight charge. Must be away for five hours or more to claim subsistence.

- **Accommodation**

£200 per night                  London  
 £95 per night                    Elsewhere  
 £30 per night                    Staying with friends and/or family

- **Mileage** rate remains at 45p per mile.



12 Members are also reminded that to support current members and to encourage diversity, the IRPW has urged authorities to promote and encourage greater take-up of the reimbursement of costs of care. All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

13 The Panel's determination in relation to care and personal assistance states:

“All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.

Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.”

## IMPLICATIONS

Wellbeing Objectives	Considered not relevant
Budget for 2021/22	These increases have been included in the budget for 2021/22.
Legal	Part 8 and schedules 2 and 3 of the Local Government (Wales) Measure 2011 set out the arrangements for the payments of Members of relevant authorities and the functions and responsibilities of the IRPW. In accordance with the IRPW Regulations and guidance set out in the draft IRPW Annual Report for 2017/18, the Authority must produce and maintain an annual Schedule of Member Remuneration which sets out details of the specific payments that it intends to make to Members and Co-opted Members in

	<p>accordance with the levels of remuneration and allowances determined by the IRPW in its final Annual or Supplementary Reports.</p> <p>Any amendments to the Schedule made during the municipal year must be conveyed to the IRPW as soon as practicable after the amendments are made.</p>
Staffing	Considered not relevant
Equalities/Human Rights/ Welsh Language	<p>It is not considered that there are any issues that need addressing as the recommendations apply equally to all Members regardless of protected characteristics under the Single Equality Act.</p>
Risks	Considered not relevant