Cyngor sir ddinbych denbighshire County Council

Members' Schedule of Remuneration 2026 - 2027

Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.

Members' Schedule of Remuneration

This Scheme is made under the Local Government (Wales) Measure 2011 and has regard to the determinations of Democracy and Boundary Commission Cymru under Part 5A of the Democracy and Boundary Commission Cymru etc. Act 2013

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 Democracy and Boundary Commission Cymru.
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 and 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 and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Democracy and Boundary Commission Cymru.
2.3. Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
2.4. A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
2.5. All Senior and Civic Salaries are paid inclusive of Basic Salary.
2.6. A Senior Salary may not be paid to more than the number of members specified by the Democracy and Boundary Commission Cymru 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.
2.7. A member receiving a Band 1 or Band 2 senior salary cannot receive a salary from any National Park Authority or Fire and Rescue Authority to which the member has been appointed or nominated.
2.8. A member receiving a Band 1 or Band 2 principal-council salary cannot receive a payment from a community or town council of which they are a member, other than

travel and subsistence expenses and contributions towards costs of care and personal assistance.

2.9. 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.

3. Election to Forgo Entitlement to Allowance

3.1. A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of his/her 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 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 Measure).

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 Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

Members' Schedule of Remuneration

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 Authority 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 Authority 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 Authority 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 in instalments of one-twelfth of the Member's annual entitlement.

6.2. 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.

6.3. All payments are subject to the appropriate tax and National Insurance deductions.

7. Contribution towards Costs of Care and Personal Assistance

7.1. Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.

7.2. Contribution towards Costs of Care and Personal Assistance applies in respect of dependent children and dependent adults 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. Each case will be judged on its merits.

7.3. Eligible Members may claim reimbursement of Contribution towards Costs of Care and Personal Assistance for actual and receipted costs, as set out in Schedule 1. All claims for reimbursements of costs of care should be made on the form provided detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

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 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.

8.5. 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.

Members' Schedule of Remuneration

9. Long-term Sickness Absence

9.1 The DBCC's Framework provides specific arrangements for long term sickness as set out below:

- Long term sickness is defined as certified absences in excess of 4 weeks.
- The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
- If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, one additional senior salary will be permitted for the duration of the substitution.
- When an authority agrees a paid substitution, Democracy and Boundary Commission Cymru must be informed within 14 days of the decision, including details of the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- The provisions above do not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

10. Co-optees' payments

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

10.2. 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).

10.3. The Democratic Services Manager 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.

10.4. The Democratic Services Manager 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.

10.5. Fees will be paid to co-opted members for attendance, where authorised as part of their role and duties, at meetings, other committees, working groups including task and finish groups, pre-meetings with officers, training sessions, conferences, and any other formal meeting that they are requested to attend. No fee will be paid for attendance solely as an observer or where attendance has not been authorised.

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

10.7. A full day meeting is defined as 4 hours or more.

10.8. The daily, half day and hourly fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Democracy and Boundary Commission Cymru, is set out in **Schedule 1**.

10.9. The daily, half day and hourly fee for other statutory Co-optees with voting rights, as determined by the Democracy and Boundary Commission Cymru, is set out in **Schedule 1**.

11. Travel and Subsistence Allowances

11.1. General Principles

11.2. Members and Co-opted Members may claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2.** 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.

11.3. Where possible Members should share transport.

11.4. 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.

11.5. The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Democracy and Boundary Commission Cymru.

11.6. 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.

12. Travel by Private Vehicle

12.1. The Democracy and Boundary Commission Cymru 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.

12.2. The mileage rates for private vehicles as determined by the Democracy and Boundary Commission Cymru are set out in **Schedule 3.**

12.3. 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.

13. Travel by Public Transport

13.1. Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

13.2. 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-imbursement will be upon receipt only.

13.3. Other Travel Expenses

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbursement 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 Democratic Services Manager.

14.2. 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.**

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 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).

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

16. Pensions

16.1. The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

Members' Schedule of Remuneration

17. Compliance

17.1. In accordance with the Regulations, the Authority must comply with the requirements of the Commission in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

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

Schedule 1

Schedule of Remuneration 2026-27

Members entitled to Basic Salary

Annual amount of Basic Salary - £21,044

The following named elected members of the authority:

- Councillor Michelle Blakeley-Walker
- Councillor Joan Butterfield
- Councillor Ellie Chard
- Councillor Kelly Clewett
- Councillor Ann Davies
- Councillor Pauline Edwards
- Councillor Chris Evans
- Councillor Ian Evans
- Councillor Justine Evans
- Councillor Jon Harland
- Councillor Elen Heaton
- Councillor Martyn Hogg
- Councillor Carol Holliday
- Councillor Alan James
- Councillor Delyth Jones

Members' Schedule of Remuneration

- Councillor Paul Keddie
- Councillor Diane King
- Councillor James May
- Councillor Barry Mellor
- Councillor Terry Mendies
- Councillor Raj Metri
- Councillor Merfyn Parry
- Councillor Arwel Roberts
- Councillor Gareth Sandilands
- Councillor Rhys Thomas
- Councillor Tony Thomas
- Councillor Andrea Tomlin
- Councillor Ben Williams
- Councillor Cheryl Williams
- Councillor David Williams
- Councillor Eryl Williams
- Councillor Huw Williams
- Councillor Emrys Wynne

Senior Salaries Entitlements (Includes Basic Salary)

1. Leader of the Council - Councillor Hugh Evans - £67,079
2. Deputy Leader of the Council - Councillor Huw Hilditch-Roberts - £46,955
3. Cabinet Member - Councillor James Elson - £40,247
4. Cabinet Member - Councillor Bobby Feeley - £40,247
5. Cabinet Member - Councillor Brian Jones - £40,247
6. Cabinet Member - Councillor Geraint Lloyd-Williams - £40,247
7. Cabinet Member - Councillor Will Price - £40,247
8. Cabinet Member - Councillor Anton Sampson - £40,247
9. Chair of Partnerships Scrutiny Committee - Councillor Julie Matthews - £31,567
10. Chair of Communities Scrutiny Committee - Councillor Karen Edwards - £31,567
11. Chair of Performance Scrutiny Committee - Councillor Alan Hughes - £31,567

Members' Schedule of Remuneration

12. Chair of Planning Committee - Councillor Mark Young - £29,657[1]
13. Chair of Licensing Committee - Councillor Gwyneth Ellis - £31,567
14. Leader of the Largest Opposition Group - Councillor Jason McLellan - £31,567

A maximum of 17 senior salaries for Denbighshire County Council may be paid and this has not been exceeded.

Entitlement to Civic Salaries (Includes Basic Salary)

- Civic Head (Chair of Council) – Currently vacant - £31,567
- Deputy Civic Head (Vice Chair of Council) – Councillor Peter Scott - £25,253

Entitlement as Statutory Co-optees

- Chairperson of Standards Committee - Maggie Griffiths - £268 daily fee, £134 half day fee, £33.50 hourly fee
- Statutory Co-optees - Standards Committee - Gordon Hughes, Kate Robertson, Claire Blanchard, Robert Weston - £210 daily fee, £105 half day fee, £26.25 hourly fee.
- Statutory Co-optees – Scrutiny Committees - Neil Roberts, Colette Owen - £210 daily fee, £105 half day fee, £26.25 hourly fee
- Chairperson of Governance and Audit Committee - David Stewart - £268 daily fee, £134 half day fee, £33.50 hourly fee
- Statutory Co-optees – Governance and Audit Committee – Christine Weston - £210 daily fee, £105 half day fee, £26.25 hourly fee

Members Eligible to Receive Contribution Towards Costs of Care and Personal Assistance

All members –

[1] Councillor Young declined the 2026-27 salary increase.

Members' Schedule of Remuneration

- 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.

Schedule 2

Policy for the Payment of Travelling and Subsistence Expenses

The duties in this policy have been approved for the payment of travel and subsistence expenses. Subsistence expenses will not be paid for duties carried out within the county boundaries.

Members when submitting claims for travel or subsistence expenses will ensure that all claims comply with this policy and any queries a member has about whether individual journeys are eligible for a payment will be discussed with Democratic Services before being included on a claim form.

Claim forms submitted by members will only contain details of claims and duties being undertaken on behalf of, and payable by, Denbighshire County Council.

Approved duties for the Payment of Expenses: -

- 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 and the councillor making the claim is a member of the committee or body being claimed for.
- attendance at a meeting of any association of authorities of which the Authority is a member and the councillor making the claim is appointed by the Authority as a representative.
- attendance by a councillor as an attendee nominated by the Authority, 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;

Members' Schedule of Remuneration

- a duty undertaken by a member of Cabinet 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;
- an authorised 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;
- authorised attendance at any training or developmental event approved by the Authority or its Cabinet;

Members will not claim expenses for the following duties:

- payment will **not** be made for expenses incurred attending meetings as observers.
- payment will **not** be made for expenses incurred for attending civic or social events organised by the Authority or an external organisation (whether or not the councillor has been invited to attend). These include attendance at civic ceremonial events, events to mark the opening or refurbishment of buildings or services or publicity events.

The following exemptions will apply:

Payment can be claimed for expenses for the following duties:

- Cabinet members attending a meeting of a Scrutiny Committee or the Governance and Audit Committee after being invited or required to attend the meeting by the Scrutiny Committee or the Governance and Audit Committee;
- A chair of a Scrutiny Committee or the Governance and Audit Committee attending a meeting of Cabinet;
- A member of a Scrutiny Committee or the Governance and Audit Committee attending a meeting of Cabinet at the request of the Committee;
- A councillor attending a meeting of the Authority, or of any committee of the Authority, as an observer where the business under discussion directly relates to, or directly impacts on, the councillor’s ward (usually this exemption will be restricted to

issues with a significant impact upon a particular ward rather than issues which affect many wards; queries should be discussed with Democratic Services prior to the submission of the claim);

- The Chair and Vice Chair of Council attending civic events as part of their official civic duties for the Authority.

Schedule 3

Mileage rates

- All sizes of private motor vehicle
    - Up to 10,000 miles - 55 pence per mile
    - Over 10,000 miles – 25 pence per mile
- Private Motor Cycles - 24 pence per mile
- Pedal Cycles - 20 pence per mile
- Passenger supplement - 5 pence per mile

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-imbursement 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.

Members' Schedule of Remuneration

Schedule 4

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 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.
- 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 Democracy and Boundary Commission Cymru 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 Democracy and Boundary Commission Cymru within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.