

Appendix 2

Independent Remuneration Panel - Terms of Reference

In accordance with The Local Authorities (Members Allowances) (England) Regulations 2003 [SI 2003 No 1021], the Panel shall make recommendations to be considered at the Council meeting on 17 November 2022, for the purpose of recommending adoption of a four year Councillor Allowance scheme:

- i. The amount of basic allowance that should be payable to its elected members and the expenses that it is deemed to include;
- ii. The responsibilities or duties which should lead to the payment of a special responsibility allowance (SRA) and as to the amount of such an allowance;
- iii. The duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance;
- iv. The co-optees to be paid a co-optees' allowance and the amount;
- v. Whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined;
- vi. The implementation date for the recommendations, including whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended as permitted in law;
- vii. Whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run;
- viii. Any matters that are brought to the attention of the Panel in its consultation with Councillors and factual briefings from Officers.

In arriving at their recommendations the Panel shall also take into account:

- The views of Councillors both written and oral
- Factual Briefings from Officers;
- Allowances paid in comparable councils,
- The Statutory Guidance on Regulation for Local Authority Allowances 2006;
- The 2003 Members' Allowances Regulations;
- Roles and Responsibilities as contained within the Council's Constitution;
- That recommendations should conform to existing legislation and anticipate likely future legislation so far as possible;
- The requirement for their report and recommended changes to the scheme of allowances to be easy to understand and adequately justifiable to the electorate.

The Independent Remuneration Panel shall be required in reporting its recommendations to include guidance on what is to be encompassed by each

relevant allowance so as to ensure that the Councillors' Allowance Scheme is consistently applied.

The Independent Remuneration Panel shall appoint a Chair to lead the review. The Panel will ensure all information disclosed to them in the course of the review remains confidential and the panel will comply with requirements of the General Data Protection Regulations.

Timeline for review:

Date	Action
27 June 2022	Administration Committee – appointment of Panel
28 June 2022	Letter to confirm appointment to Panel
4 July – 29 July 2022	IRP Review – conducted through questionnaires and interviews of Councillors
26 August 2022	Draft report to Democratic Services Manager and Monitoring Officer with recommendations
30 August 2022	Circulate Draft IRP Report with circulation to include Leader and Chair of Administration Committee
30 September 2022	Administration Committee Agenda dispatch
10 October 2022	Administration Committee – to agree recommendations to put forward to Council
17 November 2022	Full Council – decision on whether to adopt the revised scheme/recommendations of the Panel