

**Protocol For**  
**Independent Remuneration Panel**  
**Arrangements for Consulting Members**

1. The Independent Remuneration Panel (IRP) will produce a draft report and a final report.
2. At least three weeks before the date of the IRP's first meeting, the Democratic Services Manager, or a Committee and Scrutiny Co-ordinator nominated by the Democratic Services Manager (DSM) will (by email if possible) notify the following people (the Consultees) of the date of that meeting, and of Consultees' right to have the IRP consider their written or oral comments on any aspect of the Council's Scheme of Members' Allowances:

Consultees:

- a. each elected member of Chesterfield Borough Council
- b. the Council's Monitoring Officer

The DSM will also prepare a report for consideration by Cabinet in this period to enable any relevant issues to be raised.

3. Any written consultation response must be received by the DSM at least one week before the IRP's first meeting.
4. Any Consultee wishing to make an oral comment to the IRP must tell the DSM of their wish to do so at least one week before the IRP's first meeting.
5. The DSM will arrange for the IRP at the IRP's first meeting to consider all Consultees' written comments that are received in accordance with this protocol.
6. The DSM will arrange for the IRP at the IRP's first meeting to consider all Consultees' oral comments that have been requested in accordance with this protocol, subject to the IRP's rulings as to procedure and as to time and content of Consultees' oral comments.
7. The DSM will send the IRP's draft report to all Consultees, by email where possible.

8. Any comments from any Consultee on the IRP's draft report, which are received within one week of that draft being sent to all Consultees, will be considered by the IRP.
9. The DSM will send the IRP's final report to all Consultees, as soon as practicable after the DSM has received that final report.
10. Once the full Council has considered the IRP's final report, the DSM will notify all Consultees and the IRP of the outcome of Council's consideration of that report, and of the outcome of the full Council's review of its Scheme of Members' Allowances.
11. At the request of:
  - the Chair of the Panel or
  - the Leader of the Council or
  - the Leader of the Council's Minority Group or
  - the Council's Monitoring Officer

those persons will meet to discuss any item of concern, following any review of the Scheme of Members' Allowances

12. The content of any Consultee's written or oral comment to the IRP including the name of the Consultee, may be made publicly available. The IRP will consider keeping the identity of any Consultee or the content of any comment confidential only if requested in advance by that Consultee and only if the IRP considers that there are legitimate grounds for such confidentiality.