

INDEPENDENT REMUNERATION PANEL

Make-up and Terms of Reference

Introduction

Members of the Independent Remuneration Panel are appointed by the Standards and Audit Committee, following advertisement and selection by that committee.

Make-up and Terms of Office

The Panel shall consist of three members, with a quorum of 2, and shall elect a Chair.

The terms of office of the three members shall be four years, subject to phasing of appointments (where possible) to ensure that there is always one member of the panel who has experience of the work of the panel.

A member of the IRP may not re-apply after having served two consecutive terms subject to this restriction being lifted to allow a third term in the event of there being no other suitable candidate.

The Monitoring Officer (or Deputy Monitoring Officer) may terminate the membership of any panel member at any time should the reputation of the Panel or the Council be brought into disrepute subject to consultation with the Independent Chair of the Standards and Audit Committee.

Functions

To produce reports in relation to allowances payable to Members of the Council, making recommendations to the Council as to:

- (a) the amount of the basic allowance;
- (b) the roles for which a special responsibility allowance will be payable and the amount of such allowances;
- (c) any dependent carer allowances;
- (d) travelling and subsistence allowances;

- (e) co-optee allowances;
 - (f) pensions for members.
- 2.** To review the current Members' Allowances Scheme and to make written recommendations to the Council for a new Scheme or revision to the existing Scheme as considered necessary and appropriate, taking appropriate evidence/representations in order to take into account the following:
- (a) The need for the Council to pay a basic allowance and the discretion to pay special responsibility allowances.
 - (b) The various roles and responsibilities of elected Members and the commitment of time and other resources involved.
 - (c) The differences between the level of responsibility and time commitment of different Members' roles.
 - (d) Schemes operating elsewhere in similar Local Authorities,
 - (e) The levels of remuneration paid for other types of public duties.
 - (f) The need to attract and retain elected Members of the highest calibre who are representative of the local population, particularly in terms of race, age and gender.
 - (g) Member support policy provisions which impact on allowances.
- 3.** To provide informal advice on expenses, gratuities and allowances not referred to in these Terms of Reference.
- 4.** To deal with other issues which may from time to

time fall within the remit of the Panel through legislation.