

## MEMBERS' ALLOWANCES INDEPENDENT REMUNERATION PANEL TERMS OF REFERENCE

### Preamble:

The Members' Allowances Independent Remuneration Panel is established in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003. This requires local authorities to establish and maintain an independent remuneration panel which will broadly have the functions of providing the local authority with recommendations on its remuneration scheme and the amounts to be paid.

### Objects:

1. To make recommendations to the council on the appropriate form and level of remunerations (as required) for

- all councillors (i.e. the basic allowance);
- special responsibility allowances;
- childcare and dependent carers' allowances for councillors;
- travel and subsistence allowances;
- conference and meetings allowances.

2. In providing such advice, the Panel will have regard to:

- the roles which councillors are expected to fulfil and the differing roles and responsibilities of particular councillors;
- the current method of local administration;
- practice amongst other local authorities in the UK;
- the current statutory framework for the remuneration of councillors and the scope which the Council has to establish and vary its own arrangements, and any commentary on that (from the Audit Commission, Local Government Association, Local Government Management Board and other interested parties).
- the previous recommendations made and the decision taken by the council in respect of the last review.

3. To make recommendations to the Avon Pension Fund on the level of remuneration of the Chair and members.

4. To make recommendations to the council (if requested) on any other issues.

5. To make recommendations to any parish council (if requested) on allowances schemes.

## **Report Frequency**

5. The Panel will review the scheme and make recommendations as required by statute or whenever the council decides to either revoke or amend its current scheme.

## **Frequency of Meetings**

6. The Panel will meet as and when necessary, to meet the obligations set out above.

## **Chair**

7. The Chair of the Panel will be appointed by the Panel, for a period of 4 years.

## **Remit of the Panel**

8. The Panel is an independent body and should not be seen to be influenced by the council. All members will be expected to assist the Panel with their deliberations. In recognition of the work the Panel will be required to undertake, administrative support will be provided by the council by the Head of Legal and Democratic Services, who will also advise the Panel as required.

9. As Membership of the Panel is a voluntary role, no allowance is paid for this work however reasonable travelling and subsistence payments will be made to ensure that Panel members are not out of pocket.

10. Information provided to the Panel will be dealt with on a confidential basis unless otherwise agreed and the Panel will ensure their confidentiality is maintained.

## **Period of Office**

11. The period of office will be for 1 - 4 years. Panel members may be automatically re-appointed for a further period of 4 years. Subsequent appointments will be made following advertisement.

12. The members of the Panel agree to comply with the Bath & North East Somerset Code of Conduct for Members.

13. The Council will have the right to remove particular members from the Panel before the 4 year term expires in special circumstances such as:

- Becoming disqualified from serving on the Panel for any of the reasons set out in the person specification
- Persistent non-attendance
- Breach of confidentiality
- Any conduct that brings the Panel into disrepute and/or prejudices its impartiality or its effective operation.

## **Indemnity**

14. The members of the Panel will be indemnified by the Council for their work on the Panel.