

## **Appendix 2 – Proposed Revision of the Terms of Reference for the Member Remuneration Panel**

The changes are not shown as track changes because the revisions largely replace the current content wholesale. The current terms of reference are set out in part two.

### Part One – Proposed Terms of Reference

#### *Member Remuneration Panel*

- 17.10 The Member Remuneration Panel (MRP) is not a Committee of the Council and is established under The Local Authorities (Members' Allowances) (England) Regulations 2003.
- 17.11 Membership: 3 independent members.
- 17.12 No Panel member may be any of the following:
- a) A Member or Co-opted Member of the Council or any of its Committees.
  - b) An individual disqualified from being or becoming a Member of the Council.
  - c) An employee of the Council.
- 17.13 Membership of the MRP will cease:
- a) Automatically when any of the disqualifications listed in 17.12 apply.
  - b) Upon written notice of resignation sent by the Panel member and received by the Monitoring Officer.
  - c) Immediately upon resolution of County Council following recommendation by the Selection and Member Services Committee.
  - d) At the end of the term of appointment.
- 17.14 The Monitoring Officer shall be responsible for recruiting and recommending 3 individuals to the Selection and Member Services Committee for provisional appointment. The appointments are subject to confirmation by full Council.
- 17.15 Panel members are appointed for four years, or as determined by County Council at the time of appointment.
- 17.16 In the event of an interim vacancy in the Panel membership, the process in 17.14 will be followed with the Monitoring Officer recommending the same number of names as vacancies. The appointment is to run for the remainder of the original appointee's term unless otherwise determined by County Council.

- 17.17 On a four yearly basis, the MRP is responsible for reviewing the whole Members Allowances Scheme and making recommendations to the Council on the following:
- a) The amount of the basic allowance.
  - b) The responsibilities and duties to allow the following to be received and the amount thereof:
    - i. Special Responsibility Allowance (SRA).
    - ii. Travel and subsistence expenses.
    - iii. Co-optees allowance.
  - c) The amount of the dependants' carers' allowance.
  - d) The implementation date for the new Members' Allowances Scheme and whether any payments should be backdated to the start of the municipal or financial year.
  - e) Whether there are to be any annual changes to the amounts received for a-d above; and where the changes are to be related to an index, the details of such an index.
- 17.18 In addition to the four yearly review, the Selection and Member Services Committee can request the MRP to conduct a review of one or more of the areas set out in 17.17(a-e) and make recommendations to the Council.
- 17.19 The MRP shall select from its number a Chair.
- 17.20 No Member of the Council has a right to attend its meetings and its procedures are determined by the Panel itself, subject to the requirement of a quorum of 3 Panel members when agreeing recommendations to make to the Council.
- 17.21 Upon completion of the four-yearly review under section 17.17, each Panel member shall receive an allowance of £1,000. Reasonable travel and other expenses shall also be paid.
- 17.22 Upon completion of a review under 17.18, each Panel member shall receive an allowance of £600. Reasonable travel and other expenses shall also be paid.
- 17.23 The Chair of the Panel shall receive an additional allowance of £200 upon completion of each review under both 17.17 and 17.18.
- 17.24 The work and recommendations of the Panel must conform to the relevant legislation.

## Part Two – Current Terms of Reference

- 17.10 Membership: 3 independent members.
- 17.11 Independent Members of the Remuneration Panel are recommended to the Council for appointment by a Panel of three people (not Members of the Council) appointed by the Selection and Member Services Committee.
- 17.12 The Independent Remuneration Panel regularly reviews the Council's allowances and expenses scheme.
- 17.13 It meets on a regular basis and no one on the Panel is a Councillor or Council employee.
- 17.14 It has the responsibility for making recommendations to the Council on a scheme of allowances and expenses for Council Members and for reviewing that scheme in whole or in part as required by law or requested by the Selection and Member Services Committee.
- 17.15 The Panel is not a Committee of the Council. No Member of the Council has a right to attend its meetings and its procedures are determined by the Panel itself.

## Part Three – Consequential amendment to the Terms of Reference of the Selection and Member Services Committee

Current Section 17.43(i)iv – This Committee is responsible for making or arranging the following appointments and nominations ... the selection Panel for the Independent Person and members of the Member Remuneration Panel.

This would be amended if the Terms of Reference set out in Part One are agreed by amending 17.43(i)iv to - This Committee is responsible for making or arranging the following appointments and nominations ... the selection Panel for the Independent Person.

A new Section 17.43(i)v would also be inserted - This Committee is responsible for making or arranging the following appointments and nominations... members of the Member Remuneration Panel.