

INDEPENDENT REMUNERATION PANEL TERMS OF REFERENCE

1. FUNCTION

Under the Local Authorities (Members' Allowances) (England) Regulations 2003, Local Authorities must establish and maintain an Independent Remuneration Panel. The purpose of the Panel is to make recommendations to the Local Authority about the allowances to be paid to Members.

2. MEMBERSHIP

The Regulations require that Independent Remuneration Panels should have at least three members. Members of Panels cannot be Members of any Local Authority in respect of which the Panel makes recommendations and must be independent of the Council.

It is proposed that the Director of Law and Democratic Services will shortlist suitably qualified candidates with the Head of Democratic Services and as a result will appoint three candidates in consultation with the Mayor (as Chair of Standards Committee).

3. KEY RESPONSIBILITIES OF THE BOARD

- To make recommendations to the Council as to the amount of Basic Allowance that should be payable to its elected members.
- To make recommendations to the Council about the responsibilities or duties which should lead to the payment of a Special Responsibility Allowance and the amount of such an allowance.
- To make recommendations to the Council about other allowances including care of children and other dependents, travel and phone.
- To make recommendations to the Council about the level of allowance paid to co-opted members of the Council's Audit

Committee and independent members of the Standards Committee.

- To make recommendations on the level of allowance paid to the Mayor and Deputy Mayor for the purpose of meeting the expenses of those offices (ie the Mayoral Allowance).
- To make recommendations on the payment of member(s) appointed to the Greater Manchester Combined Authority (GMCA) in respect of duties and responsibilities undertaken as a member of the GMCA, and if so to specify the amount of any such allowance (in accordance with the Greater Manchester Combined Authority Order 2011 Schedule 1 - Constitution (Remuneration page 18)).
- To consider the level of Travelling, utility and Subsistence Allowances for members of Independent Education Appeals Panels.

5. MEETINGS

The Independent Remuneration Panel will commence in July 2021.

The **date and timings** of the meetings will be fixed in advance following consultation with the Chair and Monitoring Officer.

The meeting will be Chaired by XXX. **In the absence of the Chair** - a replacement Chair will be elected for the duration of the meeting.

A **quorum** of two will apply for meetings.

The Monitor Officer will act as the **lead officer**.

The agenda and supporting **papers** shall be in a standard format and circulated in advance of meetings.

Meetings will be **clerked** by a representative of Democratic Services.

The Panel will use the following methodology in undertaking its review:

3.1 The Panel seeks the views of Members both written and oral, with an opportunities for selected Members to meet the Panel

3.1 Factual Briefings from Officers

- 3.2 The Statutory Guidance on Regulation for Local Authority Allowances 2006.
- 3.3 The 2003 Members' Allowances Regulations
- 3.4 Roles and Responsibilities as contained within the Council's Constitution
- 3.5 That recommendations should conform to existing legislation and anticipate likely future legislation so far as possible.
- 3.6 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 IRP will report back to the Democratic Arrangements Panel in October 2021 for consideration at Full Council at 24th November 2021 and a proposed implementation date of Annual Council 2022.