



REPORT TO COUNCIL

APPOINTMENT OF AN INDEPENDENT REMUNERATION PANEL

KEY ISSUE/DECISION:

To ratify the appointment of members of the Council's Independent Remuneration Panel and agree its Terms of Reference.

BACKGROUND:

- 1 At its meeting in July 2016 the Council received a report setting out its duty under the Local Authorities (Members' Allowances) (England) Regulations 2003 to have in place and maintain an independent remuneration panel (IRP) to make recommendations about the allowances paid to Members under the Scheme of Allowances. At that meeting the Council agreed that the IRP should consist of three members, and established an Appointments Panel to oversee the recruitment process. It was agreed that the Appointments Panel should comprise the Chairman or Vice-Chairman of the Council, the Conservative Group Leader, the Residents' Association/Independent Group Leader and the Surrey Opposition Forum Group Leader.
- 2 The purpose of this report is to seek the Council's formal ratification of the candidates chosen by the Appointments Panel, and to agree the IRP's Terms of Reference.

Recruitment Process

- 3 The IRP member roles were advertised on the Council's website and through the voluntary services network in the County. Twelve applications were received by the deadline of the end of August and, following short-listing, six candidates will be interviewed for the three positions on 5 and 7 October 2016. The interview panel will consist of the Chairman of the Council and the Leaders of the Residents' Association/Independent Group and the Surrey Opposition Forum, with support provided by Democratic Services.
- 4 As these interviews will be held after publication of this agenda, details of the selected candidates will be reported to the Council at its meeting for formal ratification.

Terms of Reference for the IRP

- 5 A plan for reviewing the Scheme of Allowances will be agreed between the IRP members and Democratic Services in order that the IRP can submit its report and recommendations to the Council AGM on 23 May 2017. The work of the IRP will involve undertaking research into the roles of Councillors and will include interviews with some Members. The outcome of this work will be reported back to Members in due course and there will also be a process for consultation and feedback on emerging issues prior to submission of the IRP's report.
- 6 The IRP's work will be guided by its Terms of Reference. The existing IRP Terms of Reference are set out in the **Annex** to this report, and the Council is asked to review and approve these with any amendments as necessary.

NEXT STEPS

- 7 The IRP's review will commence in November 2016, and Members will be consulted and updated on proposals prior to formal submission of the report and recommendations to the Council in May 2017.

RECOMMENDATIONS:

- (a) That the Council ratifies the appointment of the Independent Remuneration Panel members agreed by the Appointments Panel.
- (b) That the Council reviews and approves the Terms of Reference of the Independent Remuneration Panel set out in the Annex.

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Sources/background papers:

Guidance on Consolidated Regulations for Local Authority Allowances, Office of the Deputy Prime Minister 2003.

INDEPENDENT REMUNERATION PANEL**TERMS OF REFERENCE**

1. To review the County Council's Members' Allowances Scheme, taking into account the roles and responsibilities of Members (both in the Council and in serving their communities) set out in the County Council's agreed role profiles. The Panel will particularly have regard to:
 - (a) comparative data on the allowances paid by other similar local authorities; and
 - (b) the need for the composition of the Council to better reflect the population of Surrey.

2. To make recommendations to the Council on:
 - (a) the amount of Basic Allowance which should be paid to all Members;
 - (b) the responsibilities or duties for which Members should receive Special Responsibility Allowances and the amount of such allowances;
 - (c) the amount of the Childcare and Dependants' Carers' Allowances;
 - (d) Travelling and Subsistence Allowances;
 - (e) Co-optees' Allowances;
 - (f) whether payment of allowances should be backdated to the beginning of the financial year;
 - (g) whether any allowances should be withheld if a Member is wholly or partially suspended;
 - (h) whether adjustments to the level of allowances should be determined according to an index, and if so, which index and how long that index should apply.

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