

(DRAFT)

INDEPENDENT REMUNERATION PANEL

TERMS OF REFERENCE

1. The establishment, composition and duties of the Independent Remuneration Panel (IRP) are required to comply with the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The IRP is 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 also 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.
 - (c) the recommendations of the Chief Executive when developing the scope of its review programme.
3. 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.
4. The Panel will be administratively supported by Democratic Services and will have access to any Member, officer or information that it considers necessary to fulfil its duties.

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