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## JOINT INDEPENDENT REMUNERATION PANELS PROCEDURE RULES

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Adur District Council and Worthing Borough Council (“the Councils”) have established a Joint District / Borough Independent Remuneration Panel and a Joint Parish Independent Remuneration Panel (“the Panels”) to make recommendations on remuneration levels for Borough, District and Parish Councillors.

### 1.0 TERMS OF REFERENCE

1.1 The Panel shall, unless a Council has adopted a scheme under (f) below which has been in place for less than 4 years, by 31<sup>st</sup> January 2015 and thereafter by the 30<sup>th</sup> November each year, including 2015, produce a Report making recommendations to each of the Borough, District and Parish Councils as to:

- a) the amount of the basic allowance which should be payable to its Elected and Co-opted Members;
- b) the responsibilities, roles or duties where special responsibility allowance should be payable and the amount of such allowances (District and Borough Councils only);
- c) the amount of any travelling and subsistence allowance which should be payable to its Elected and Co-opted Members
- d) whether dependants’ carers’ allowance should be payable and the amount of such allowance;
- e) whether payment of allowances may be backdated in cases where a scheme is amended at a time which would affect allowances payable in that year;
- f) whether adjustments to the level of allowances may be determined according to an index, and which index and for how long before its use is reviewed (subject to a maximum of 4 years);
- g) those items of expenditure that Elected and Co-opted Members may reclaim as expenses; and
- h) any other Members’ allowances or reimbursement matters reasonably falling within the remit of the Panel; this may include to relevant bodies on matters of joint working and parity;
- i) such other functions as may be allocated to the Panels by Statute.

1.2 The Panel’s Reports shall be submitted to the Councils by way of the Joint Governance Committee.

## **2.0 PANEL MEMBERSHIP AND APPOINTMENT**

- 2.1 The Membership of the Joint District / Borough Independent Remuneration Panel and the Joint Parish Independent Remuneration Panel shall be the same;
- 2.2 The Panel shall consist of 6 Members appointed by the Joint Governance Committee or a Sub-Committee thereof;
- 2.3 The following persons cannot be appointed to the Panels, namely a person:
- a) who is a Member or Co-opted Member of either of the Councils or a Parish Council in respect of which the Panel makes recommendations;  
or
  - b) is disqualified from being or becoming a Member of either of the Councils or a Parish Council in respect of which the Panel makes recommendations;
- 2.4 Appointment to the Panel shall be for a period of not more than 4 years;
- 2.5 A Member of the Panels may be reappointed following the end of their term of appointment provided that the Councils carry out a recruitment process involving public advertisement;
- 2.6 The Members of the Panels shall receive the following allowances, to be reviewed every 4 years:
- |               |                               |
|---------------|-------------------------------|
| Chairman:     | £100.00 per Meeting attended; |
| Panel Member: | £75.00 per Meeting attended;  |
- In the absence of the Chairman to the Meeting, another Panel Member chairing the Meeting should receive the payment of £100.00, in place of their usual £75.00 payment.
- 2.7 Wherever possible the Panel Members shall be treated as separate and individual consultants who are responsible for their own tax, National Insurance, etc.
- 2.8 A person specification shall be drawn up and agreed by the Joint Governance Committee, to ensure that the candidates who are appointed:
- a) are able to demonstrate a high degree of personal integrity;
  - b) are not Members of any Local Authority and are not disqualified from being or becoming a Member of a Local Authority;
  - c) have, if possible, the appropriate level of skill, knowledge and understanding of setting remunerations;

- d) have the necessary time and commitment for the role;
- e) will disclose the extent of their connections to any political party or other group and whether these are such as to risk the effective discharge of the Panel's functions were the candidate to be appointed.

2.9 Terms of appointment shall include a provision that a Member of the Panels may be removed from office by a resolution of the Joint Governance Committee, or a Sub-Committee thereof following a finding by that Committee or Sub-Committee that the Member of the Panels:

- a) is disqualified from being a Member of the Panels or is guilty of conduct which brings the office into disrepute (e.g. being found guilty of a criminal offence, an act of dishonesty or other serious misconduct);
- b) is guilty of a lack of diligence or incompetence; or
- c) becomes an Elected or Co-opted Member or an employee of a Local Authority.

### **3.0 PANEL OPERATING RULES**

3.1 The Panel's term of office shall commence on 1<sup>st</sup> September, 2014;

3.2 The Panel shall:

- a) appoint its own Chairman at the first Meeting and, thereafter, at the first Meeting in each Municipal year;
- b) require a quorum of 3 at all Meetings;
- c) meet a minimum of once in each Municipal year, with such additional Meetings as are necessary to fully discharge the functions of the Panels; and
- d) otherwise devise its own rules for the conduct of Meetings providing that such rules are consistent with legislative requirements and good governance practice.

### **4.0 DELEGATED FUNCTIONS**

4.1 The Panels shall have the following delegated functions:

- a) To research Members' Allowances schemes in other relevant Authorities;
- b) To gather evidence from interested persons and relevant organisations;
- c) To conduct interviews with relevant persons; and

- d) To produce the Annual Report to the Councils in line with the Terms of Reference of the Panels.

#### 4.2 Note

- a) A copy of the relevant Report shall be provided to the relevant Council;
- b) once having received the Report, the Council shall, as soon as reasonably practicable, ensure that copies of that Report are available for inspection by members of the public at the principal office of the Authority, at all reasonable hours; and
- c) once having received the Report, the Council shall publish in one or more newspapers circulating in its area, a notice which:
  - i) states that it has received recommendations from an Independent Remuneration Panel in respect of its scheme;
  - ii) describes the main features of that Panel's recommendations;
  - iii) specifies the recommended amounts of each allowance mentioned in the Report in respect of that Authority;
  - iv) states that copies of the Panel's Report are available at the principal office of the Council for inspection by members of the public at such times as may be specified by the Council in the notice; and
  - v) specifies the address of the principal office of the Council at which such copies are made available.
- d) The relevant Council shall supply a copy of any Report made by the Panels, where possible electronically, to any person who requests a copy. Where a hard copy is provided, the Council will charge such reasonable copying and postage fees, as may be determined from time to time.