



GUILDFORD
B O R O U G H



**GUILDFORD AND WAVERLEY
JOINT INDEPENDENT REMUNERATION PANEL
PROPOSED TERMS OF REFERENCE**

1. FUNCTION OF THE PANEL

Under The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) ("the 2003 Regulations") a local authority must establish and maintain an Independent Remuneration Panel (IRP) either for itself or jointly with other local authorities. The purpose of an IRP is to make recommendations to the local authority about the authority's scheme of allowances for councillors.

2. MEMBERSHIP

Composition

The 2003 Regulations require that IRPs should have at least three members. Guildford and Waverley Borough Councils have agreed to establish a Joint IRP comprising of up to five members to make recommendations to each council on their respective scheme of allowances for councillors.

The Chairman shall be elected by the members of the Joint IRP.

Restriction on membership

Members of the Joint IRP cannot be:

- (a) councillors of any of the local authorities, or co-opted members of any committee or sub-committee of the local authorities in respect of which the Joint IRP makes recommendations; or
- (b) disqualified, by virtue of section 80 of the Local Government Act 1972, from being or becoming a councillor for the local authorities in respect of which the Joint IRP makes recommendations.

Each member of the Joint IRP shall be appointed for a period of up to four years.

Honorarium

Each member of the Joint IRP shall receive £750 from each Council by way of honorarium.

3. KEY RESPONSIBILITIES OF THE JOINT IRP

- (a) To review the Scheme of Allowances for Councillors of both Guildford and Waverley Borough Councils, taking into account the roles and responsibilities

of councillors both in their respective councils and in serving their local communities.

- (b) To make recommendations separately in a report to each council on:
- (i) the amount of Basic Allowance which should be paid to all councillors of each council;
 - (ii) the responsibilities or duties for which councillors of each council should receive:
 - a Special Responsibility Allowance
 - Travelling and Subsistence Allowance
 - Dependants' Carers' Allowanceand the amount of such allowances;
 - (iii) the responsibilities or duties in respect of which a Co-optees' Allowance should be available and the amount of such allowance;
 - (iv) whether, in the event of the Scheme of Allowances being amended, payment of allowances should be backdated to the beginning of the financial year; and
 - (v) 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, subject to a maximum of four years, before its application is reviewed;
- (c) To make recommendations on the level of personal allowance paid to the Mayor and Deputy Mayor for the purpose of meeting the expenses of those offices under Sections 3 (5) and 5 (4) of the Local Government Act 1972.
- (d) The Joint IRP may make different recommendations in relation to each of the authorities for which it exercises functions.

4. PARISH REMUNERATION PANEL

The Joint IRP shall also discharge the responsibilities of the parish remuneration panel under Regulation 27 of the 2003 Regulations in respect of the parish councils located within the borough of Guildford and the town councils and parish councils located within the borough of Waverley ("the parish and town councils").

The parish remuneration panel shall not include any member who is also a member of any of the parish council and town councils.

The principal responsibility of the parish remuneration panel is to produce a report in relation to the members of the parish and town councils making recommendations, as to:

- (a) the amount of parish basic allowance payable to members of such authorities;
- (b) the amount of travelling and subsistence allowance payable to members of such authorities;
- (c) whether parish basic allowance should be payable only to the chairman of any such authority or to all of its members;

- (d) whether, if parish basic allowance should be payable to both the chairman and the other members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and
- (c) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

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