

Appendix 4

Independent Remuneration Panel - Terms of Reference Cambridge City Council

In accordance with The Local Authorities (Members Allowances) (England) Regulations 2003 [SI 2003 No 1021], the Panel shall make recommendations to be considered at a meeting of Full Council, for the purpose of recommending adoption of a four year Councillor Allowance scheme:

- i. The amount of basic allowance that should be payable to its elected members and the expenses that it is deemed to include;
- ii. The responsibilities or duties which should lead to the payment of a special responsibility allowance (SRA) and as to the amount of such an allowance;
- iii. The duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance;
- iv. The co-optees to be paid a co-optees' allowance and the amount;
- v. Whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined;
- vi. The implementation date for the recommendations, including whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended as permitted in law;
- vii. Whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run;
- viii. Any matters that are brought to the attention of the Panel in its consultation with Councillors and factual briefings from Officers.

In arriving at their recommendations the Panel shall take into account:

- The views of Councillors both written and oral
- Allowances paid in comparable councils,
- The Statutory Guidance on Regulation for Local Authority Allowances 2006;
- The 2003 Members' Allowances Regulations;
- Roles and Responsibilities of Councillors in performing their duties

- That recommendations should conform to existing legislation and anticipate likely future legislation so far as possible;
- 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 Independent Remuneration Panel shall be required in reporting its recommendations to include guidance on what is to be encompassed by each relevant allowance so as to ensure that the Councillors' Allowance Scheme is consistently applied. The Independent Remuneration Panel shall appoint a Chair to lead the review.