

APPENDIX A

ASHFIELD DISTRICT COUNCIL INDEPENDENT REMUNERATION PANEL

TERMS OF REFERENCE

Members' Allowances Review 2019

1. The Panel is to make recommendations to the Council, following a review of Leader, Elected and Co-opted Member remuneration as to the appropriate level of remuneration. In its deliberations the Panel is required to make recommendations regarding:
 - a. The Basic Allowance to all Councillors and if applicable any expense it should include
 - b. The scope and levels of Special Responsibility Allowances
 - c. Scope and level of Co-optees' Allowances
 - d. Travel and Subsistence Allowances, including applicable rates and terms and conditions by which they may be claimed
 - e. Dependants' Carers' Allowance, including applicable rates and terms and conditions by which they may be claimed
 - f. Maternity leave, sickness and any other applicable absences
 - g. Equipment allowances if applicable
 - h. Applicable indices for allowances and how long they are to run for.
 - i. Council Chairman's SRA, if applicable and Civic Allowance
 - j. The effectiveness of the Performance SRA and how it may be improved
 - k. Any other issues that are brought to the Panel's attention
2. In reaching its recommendations, the Panel is required to seek, where appropriate, submissions and evidence from:
 - a. All Elected Members of the Council in written form via an aide memoir.
 - b. A cross section of Members via personal interview, such as Executive Member(s), non-executive Members, Committee Chair(s) and Vice(s), Group Leaders etc.
 - c. The Council's Chief Executive.
 - d. The Director of Legal and Governance (Monitoring Officer), Corporate Finance Manager (S151 Officer) and other relevant Officers
 - e. Other Local Authorities and public bodies within the region or nationally which the Panel believes to be comparative.
3. The recommendations are to take account of the Constitution of the Council and the Elected Members' Code of Conduct.
4. The recommendations are to take account of the current financial constraints facing the Council.
5. The recommendations of the Panel are to be formulated into a report to the Chief Executive for reporting to Council for consideration by February 2020