

### Terms of Reference – Independent Remuneration Panel 2022/23

The Independent Remuneration Panel is set up under the Members' Allowances (England) Regulations 2003 and has three members. The Terms of Reference are as follows:

1. To review the Borough Council's Councillors' Allowance scheme taking into account relevant changes to the roles and responsibilities of Councillors.
2. To consult with relevant persons both officers and Councillors consistent with the Terms of Reference of the Panel.
3. To review the comparative data on allowances paid by other similar local authorities as provided.
4. To make recommendations on:
  - the level of Basic Allowance for all Councillors
  - the categories of special responsibility for which a Special Responsibility Allowance should be paid and the levels of those allowances
  - the allowance for Mayor and Deputy Mayor
  - travelling and subsistence allowances
  - any annual uplift.
5. To produce a report for the Chief Executive on the Panel's conclusions for future consideration by the Borough Council.

Note: Any proposed system of remuneration must be simple and cost effective to operate.