

INDEPENDENT MEMBERS ALLOWANCES PANEL

TERMS OF REFERENCE **(As agreed by Council on 11 April 2001)**

1. To recommend to Council a scheme of payments to councillors for implementation from 29th July 2001, which:-
 - recognises that councillors undertake their council work for the sake of public service and not private gain;
 - recognises in both basic and special responsibility allowances the varying demands placed upon councillors, dependent upon their roles and responsibilities;
 - fairly and equitably compensates councillors, so far as the panel thinks appropriate, for the time and effort they can reasonably be expected to devote to their work as a councillor;
 - is economic, efficient to administer and effective;
 - is easy to understand, explain and justify to the electorate of Peterborough.

2. As part of 1 above, to recommend:-
 - the level of basic allowance;
 - which member roles should receive a special responsibility allowance;
 - the levels of special responsibility allowance;
 - whether any roles should receive pensionable allowances, where permitted in law;
 - whether a childcare and dependent carers' allowances should be made available, at what level, and how it should be determined.

3. To offer advice concerning the appropriate levels of allowance which should be paid for travelling/conferences/subsistence and to the chairman and vice-chairman of the council (ie. Mayor and Deputy Mayor) under sections 174, 3 and 5 respectively of the Local Government Act 1972.

CONSTITUTION **(As agreed by Council on 18 April 2012)**

1. Candidates will be sought by asking for quotations from suitable academic/consultancy experts, together with invitations to regional and local partners and stakeholders.

2. In order to meet the statutory guidance's three criteria for Panel membership – "truly independent, well qualified...and representative" – its composition will be as follows:
 - a public sector job evaluator or other personnel professional from the Eastern Region, appointed to Chair the Panel;
 - an academic/consultancy expert in the field;
 - a local private or voluntary sector, or union (not a council employee representative);
 - a person of well-known public standing, such as from one of Peterborough's faith communities;

3. The term of office will be three years each, initially two years only for the third and fourth persons in the above list. Full Council may remove a member at Annual Council, or at any other time during the year should it feel the circumstances merit this, on the grounds of loss of confidence in the person (due to criminal conviction or other lack of independence or integrity).
4. The members of the panel will be appointed by the Chief Executive, in consultation with group leaders.
5. In order to avoid any perception of personal gain involved with membership of the Panel, travel and subsistence allowances only will be paid to Allowances Panel members, at the rate approved by the Council annually within the limits determined by the Secretary of State. No other allowances will be paid to them, except for any fees required by the academic or consultancy expert.