

**DARTFORD BOROUGH COUNCIL
ANNUAL MEETING
8 May 2013**

ADVISORY PANEL OF THE COUNCIL

**INDEPENDENT REMUNERATION PANEL
[REPORTING TO COUNCIL]**

Chairman: To be appointed
Membership: To be appointed

**TERMS OF REFERENCE:
DELEGATED FUNCTIONS:**

- 1.** To make recommendations to the GAC as to;
 - (a)** the amount of basic allowances payable to elected Members;
 - (b)** the categories of elected Members who should receive a special responsibility allowance and the amount of such an allowance;
 - (c)** whether the Members' Allowances Scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does the rate of childcare and dependent carers' allowance and the means by which it is determined.
 - (d)** the matters detailed in the Local Authorities (Members' Allowances) Regulations 2003 (pension membership for Councillors, Co-optees allowances, travel and subsistence allowances etc).
- 2.** To review the current Members' Allowances Scheme and to make written recommendations to the GAC for a new Scheme or revision to the existing Scheme as considered necessary and appropriate, taking appropriate evidence/representations in order to take into account the following:
 - (a)** The need for the Council to pay a basic allowance and the discretion to pay special responsibility allowances.
 - (b)** The various roles and responsibilities of elected Members and the commitment of time and other resources involved.
 - (c)** The differences between the level of responsibility and time commitment of different Members' roles.
 - (d)** Schemes operating elsewhere in similar Local Authorities, particularly but not exclusively, other authorities in the Thames Gateway.

- (e) The levels of remuneration paid for other types of public duties.
 - (f) The need to attract and retain elected Members of the highest calibre who are representative of the local population, particularly in terms of race, age and gender.
3. To provide informal advice on expenses, gratuities and allowances not referred to in these Terms of Reference.
 4. To deal with other issues which may from time to time fall within the remit of the Panel through legislation.