

PLYMOUTH CITY COUNCIL

Subject:	Review of Member Allowances – June 2018
Committee:	Audit and Governance Committee
Date:	31 May 2018
Cabinet Member:	Cllr Pete Smith, Deputy Leader
CMT Member:	Giles Perritt, Assistant Chief Executive
Author:	Siân Millard, Oversight and Governance Manager
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Ref:	IRP 2018
Key Decision:	No
Part:	I

Purpose of the report:

This report outlines the Terms of Reference for the June 2018 review of Member Allowances by the Independent Remuneration Panel. It also proposes an additional member for the Panel to ensure resilience in numbers.

Terms of Reference – Review of Member Allowances June 2018

The Independent Remuneration Panel is convened under the Local Authorities (Members' Allowances) England Regulations 2003 (SI 1021) and subsequent amendments to the regulations (SI 2003/1022 and SI 2003/1692 ['the Regulations']).

The Panel has been asked by the new administration to undertake a review of the following specific issues, informed by benchmarking and other relevant information, relating to Member Allowances:

- To note the new structure of Scrutiny and consider the remuneration level for the Scrutiny Committee Chairs and Vice-Chairs
- To consider whether the roles of Vice-Chair of Taxi Licensing Committee and Vice-Chair of Licensing Committee warrant a special responsibility allowance and, if so, at what level
- To consider whether the role of Chair of the Health and Wellbeing Board warrants a special responsibility allowance and, if so, at what level
- To consider whether the subsistence level for London-based meetings is sufficient and, if not, what the appropriate level should be
- To consider the level of special responsibility allowance for the new proposed role of Assistant Cabinet Member
- To make any other recommendations the Panel would like to make to Council in relation to their broader considerations about Member Allowances

The Panel will consider benchmarked evidence from other local authorities and interviews/written evidence from Councillors about the roles they undertake.

The Panel will submit its recommendations to the 25 June 2018 Council meeting.

Additional Panel Member

Audit and Governance Committee is invited to consider appointing Ms Jane Hopkinson, former University Secretary at the University of Plymouth, to the Independent Remuneration Panel. Ms Hopkinson is currently a Board member of the Peninsula Medical Foundation and External Trustee of the University of Plymouth Students' Union.

Ms Hopkinson is legally trained and has over 25 years' experience in a senior governance role within publicly funded organisations. She has specific experience of and skills in analysing evidence in relation to the remuneration of senior staff at those organisations and providing objective assessment and advice. Ms Hopkinson fulfils the criteria for a Panel member and if appointed, would bring the total number of Panel members to four people (three being the required quorum). Ms Hopkinson has discussed the role of Panel member with the Oversight and Governance Manager and has confirmed her willingness to join it, subject to approval by Audit and Governance Committee.

Corporate Plan

The paper sets out the objectives of the Review in line with the Council's values of Democratic and Fair to ensure full transparency in assessment of Member Allowances.

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land

There are potential budgetary implications should there be recommendations to increase the overall envelope of allowances by the Panel. These will be met by internal management actions.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

Not applicable

Equality and Diversity

Has an Equality Impact Assessment been undertaken? No

Not applicable.

Recommendations and Reasons for recommended action:

That Audit and Governance Committee:

- Note the Terms of Reference for the Independent Remuneration Panel's June 2018 review of Member Allowances;
- Approve the appointment of Ms Jane Hopkinson to the Panel, per its delegated authority from Council at the 18 May Annual General Meeting

Alternative options considered and rejected:

Published work / information:

[Review of Member Allowances 2017 \(considered at Council September 2017\)](#)

Background papers:

None

Title	Part I	Part II	Exemption Paragraph Number						
			1	2	3	4	5	6	7

Sign off:

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Originating SMT Member: Sian Millard, Oversight and Governance Manager													
Has the Cabinet Member(s) agreed the contents of the report? Yes													