

Lancashire County Council

Remuneration Panel

Constitution and Terms of Reference

1. Terms of Reference of the Panel

- 1.1 The panel shall make recommendations on schemes of payments to councillors and produce a report in relation to Lancashire County Council making recommendations as to:
- a) the amount of the basic allowance;
 - b) the responsibilities and duties for which; special responsibility allowance, travel and subsistence allowance and co-optees allowance may be payable and setting the amount of such allowances;
 - c) whether dependants' carers' allowance should be payable to members and the amount of that allowance;
 - d) whether if a scheme is amended during the year to affect the amount of allowance any payment may be backdated to the beginning of the year;
 - e) whether adjustments should be determined by reference to an index, which index should apply and for how long, subject to a maximum period of four years before application of that index is reviewed;

2. Membership of the Panel

- 2.1 The panel shall consist of a minimum of three and a maximum of five members appointed by Lancashire County Council.
- 2.2 The appointment of a panel member shall continue for a period of four years unless the member resigns from his appointment to the panel or is disqualified¹. Members may continue for a further term of four years and reappointments will be approved by Full Council. From 1 April 2021, members of the Panel will be able to serve a maximum of two terms.

¹ The members of the independent remuneration panel cannot be members of any local authority in respect of which that panel makes recommendations. Anyone who would be disqualified from being an elected member of a local authority (see section 80 of the Local Government Act 1972) is also disqualified from being a member of an independent panel (Local Government Councillors and civic dignitaries in England: ODPM guidance: Part One: members' allowances, 2020)

- 2.3 If a panel member should commit a criminal offence or engage in conduct such that by association Lancashire County Council might be brought into disrepute that member shall at the request of Lancashire County Council resign from the panel.

3. Chair

- 3.1 The panel shall nominate one of the members to be the Chair of the panel for a four year period from the date of appointment.

4. Conduct of Meetings

- 4.1 The panel shall meet once a year to consider their report to be produced to the authority. However a meeting is not required if the only change to the Members Allowance Scheme is to increase allowances in line with the agreed indices set out in the scheme.
- 4.2 Additional meetings of the panel will be convened by Lancashire County Council or the Chair of the panel as appropriate.

5. Quorum

- 5.1 No business shall be transacted at a panel meeting unless at least three members are present, including the Chair.

6. Casting Vote

- 6.1 The Chair of the panel shall be able to exercise a casting vote upon any matter that the panel considers.

7. Secretarial support

- 7.1 Lancashire County Council will provide secretarial support to the Panel as required and will provide the Panel with all the information which it has to enable the Panel to fulfil its responsibilities.

8. Expenses of Panel Members

- 8.1 Lancashire County Council will reimburse panel members for their time and travel expenses by way of annual payment of £398, to be increased annually in line with the council employees' pay increase.