

This Report will be made public on 16 July 2019

Report Number **A/19/10**

**To:** Council  
**Date:** 24 July 2019  
**Status:** Non-executive Decision  
**Responsible Officer:** Susan Priest, Head of Paid Service

**SUBJECT: MEMBERS' ALLOWANCES – INDEPENDENT REMUNERATION PANEL**

**Summary:** This report recommends that the Council commences the process of recruiting members to the Independent Remuneration Panel and to establish that panel also as the Parish Remuneration Panel.

**Recommendations:**

1. To receive and note report A/19/10.
2. To thank the existing members of the Independent Remuneration Panel for their work since their appointment;
3. To appoint four members to the Council's Independent Remuneration Panel under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 with a four year term of office from the 1 December 2019;
4. To establish a Parish Remuneration Panel under the regulations, the members of which shall be identical to the members of the Independent Remuneration Panel;
5. To authorise the Head of Paid Service to draw up role descriptions for the members of the Independent Remuneration Panel;
6. To advertise for candidates in the press and electronically;
7. To form a selection panel comprised of the Chairman of the Council, the Leader of the Council, the Leader of the Labour Group, the Leader of the Green Group and a further panel member appointed by the Head of Paid Service.

## **1. BACKGROUND**

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 (S11280) require the Council to appoint an Independent Remuneration Panel (IRP) to consider and advise on the scale of members' remuneration.
- 1.2 On 23 November 2011 the full Council resolved to appoint
- a) Mr. David Ellerby
  - b) Mr. Chris Harman
  - c) Mr. Michael George
  - d) Ms. Janet Waghorn
- to its IRP following a selection process (minute 54).
- 1.3 The term of office of the existing IRP was extended until 1 December 2019 (Council meeting dated 20 May 2015, minute 14). In view of the expiry of the term of office of the existing members it will be necessary to recruit a new panel.

## **2. FOLKESTONE AND HYTHE INDEPENDENT REMUNERATION PANEL / PARISH REMUNERATION PANEL**

- 2.1 As stated above it will be necessary for the Council to appoint a new panel. A summary of the legislation on the appointment of IRPS is set out below:
- The IRP must have at least three members.
  - Members of the IRP cannot be members of the District Council or of any town or parish council within the district area.
  - Anyone who is disqualified from being an elected member of a local authority is also disqualified from being a member of an IRP.
  - IRP members cannot also be members of a committee or a subcommittee of the District Council, or of any town or parish council within the district area.
- 2.2 The regulations also provide for the establishment of a Parish Remuneration Panel which can make recommendations to town or parish councils on parish basic allowances (no town or parish council in the district presently pays allowances). The Parish Remuneration Panel must be composed of those who form the District Council's IRP. It is recommended that the IRP appointed and the existing IRP be established also as the Parish Remuneration Panel.
- 2.3 The 2003 Regulations do not specify how a local authority may appoint members of its IRP, but the guidance states that the process should command public confidence throughout all the communities in the local authority's area.
- 2.4 The term of office of the IRP also needs to be considered; the guidance suggests a term of between three and five years. The existing IRP had the term of office extended because of work in progress. It is considered that the members of the IRP should be formally thanked for all their work.

- 2.5 With due regard to the guidance, it is suggested that the IRP consist of four members and that candidates are sought by advertisement in the local newspapers, the Folkestone Herald and the Kentish Express and via the Council's website. It is also suggested that the Head of Paid Service be authorised to produce a role description. It is recommended that a term of four years is specified to allow any new appointment or reappointment to be considered by the new Council in December 2023.
- 2.6 It is also suggested that a selection panel for the IRP comprising the Chairman of the Council, the Leader of the Council, the Leader of the Labour Group, the Leader of the Green Group and a fifth (not a member of this authority) appointed by the Head of Paid Service be formed.
- 2.7 The selection panel will consider candidates from a shortlist drawn up by the Head of Paid Service and the Assistant Director, Governance, Law and Regulatory Services.

### **3. RISK MANAGEMENT ISSUES**

#### **3.1 A summary of the Perceived Risks Follows:**

No perceived risk.

### **4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS**

#### **4.1 Legal Officer's Comments (XX)**

All relevant legal issues have been addressed in the Report.

#### **4.2 Finance Officer's Comments (XX)**

Any costs arising from implementation of the recommendations contained in this report can be contained within existing budgets.

#### **4.3 Diversity and Equalities Implications (XX)**

No diversity or equality implications.

### **5. CONTACT OFFICER AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

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The following background documents have been relied upon in the preparation of this report:

None