

Solihull Metropolitan Borough Council

INDEPENDENT REMUNERATION PANEL

The Role of the Independent Remuneration Panel

The primary function of Panels as stated in Government Guidance is to make recommendations to the Council on:

- the level of Members Basic Allowance;
- which duties or responsibilities should lead to the payment of Special Responsibility Allowances and the amount of such allowances;
- the duties for which travelling and subsistence allowances can be paid and the amount of those allowances;
- the level of co-optees' (or non-councillor) allowance (an example of a non-councillor would be the independent members appointed to serve on the Council's Audit Committee);
- whether the Scheme of Allowances should include an allowance for expenses of councillors in arranging child care or dependent relative care and if so the level of that allowance;
- whether there should be any backdating of an allowance to the start of the financial year, in the event of any change to allowances mid-year;
- the nature of any index by which allowances are updated annually and for how long any such an index should apply;

Support for the Panel

The Panel is supported administratively by the Council's Monitoring Officer and/or a senior officer in Democratic and Legal Services. This support role will:

- manage agendas for meetings, in liaison with the Chair;
- assemble information and arrange evidence as required;
- advise on the workings of the Council and elected Member roles;
- write notes of meetings in order to help construct final reports

Panel members receive an annual retainer payment of £500 (£600 for the Panel Chairman).

Panel Meetings

The Independent Remuneration Panel meets in the Civic Suite, Solihull, normally at 6pm.