

### **Job Description for Members of the Independent Remuneration Panel**

- To give the Council advice on the payment of allowances and expenses to elected members and certain categories of co-opted members such as independent members of the Standards Committee.
- To monitor and review on an annual basis the Council's scheme of member allowances and to make recommendations.
- To attend and participate in meetings of the Panel as required in order to meet the above objectives.
- To attend occasional meetings of the Council, Cabinet and committees as necessary to perform the duties of a panel member.
- To conduct any necessary research and undertake training required as part of the duties of a Panel member.
- To act as chairman of the panel on a rotational basis.
- To assist in the preparation and presentation of the Panel's report to the Council in each year.
- To participate in the consideration of any questions that may arise about the content of the scheme during the year and in any interim review that may be necessary.

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