

SECTION H – COMPOSITION AND TERMS OF REFERENCE OF COUNCIL
STANDING PANELS AND WORKING GROUPS

1. APPOINTMENT OF EXTERNAL MEMBERS PANEL

1.1 General

A Panel established by the Council to make recommendations to it concerning
(a) the appointment of Independent Persons under section 28 (7) of the Localism Act 2011; and
(b) the composition of the Independent Remuneration Panel on members allowances.

1.2 Membership, Chairmanship and Quorum

Number of Members	Six
Membership	Chairman of the Council, Cabinet Leader, the Conservative and Liberal Democrat Group Leaders and two other members
Chairmanship	Reserved to Chairman of the Council. In the absence of the Chairman of the Council the Panel shall elect a Chairman from among its number
Appointments/Removals from Office	By resolution of full Council.
Quorum	Two

1.3 Terms of Reference

The Panel shall:-

- 1) consider and if necessary shortlist applications received from members of the public in response to the statutory advertisements seeking candidates for appointment to the roles of Independent Person under section 28 (7) of the Localism Act 2011 and member of the Independent Remuneration Panel on members allowances;
- 2) conduct interviews and/or cause such other enquiries or investigations to be made so as to establish whether any prospective and/or short listed candidate is eligible and a fit and proper person to hold these roles and thereafter make recommendations to full Council thereon (including recommendations as to the duration of any appointment);

2. INDEPENDENT REMUNERATION PANEL ON MEMBERS ALLOWANCES

2.1 General

A Panel established by the Council pursuant to Regulation 20 of the Local Authorities

(Member Allowances) (England) Regulations 2003 (as amended) (hereafter referred to "the 2003 Regulations") to make recommendations to the Council as to Members Allowances – and if required to Parish/Town Councils as to Parish/Town Councillors allowances – as per Regulation 27 of the 2003 Regulations.

2.2 Membership, Chairmanship and Quorum

Number of Members	Minimum 3 Members Maximum 8
Membership	Non Councillors and non-Co-opted Members
Chairmanship	Chairman – self-elected from Panel members
Appointments/Removal from office	By resolution of Full Council on recommendation of External Members Panel
Term of Office	Four years
Quorum	Three

2.3 Terms of Reference

To produce a report making recommendations to the Council on its Member Allowance Scheme and the amounts to be paid, to which the local authority must have regard – as per Regulation 21 of the 2003 Regulations.

If required to produce a report making recommendations to Parish/Town Councils within the Chiltern District as to a Parish/Town Councillor Allowance Scheme – as per Regulation 28 of the 2003 Regulations.