

## **West Midlands Fire and Rescue Authority**

### **Independent Remuneration Panel**

#### **Terms of Reference**

The Independent Remuneration Panel are requested to carry out a full review of the WMFRA Members' Allowances Scheme. The panel are to review:

- the full existing Members Allowance Scheme in respect of the current Fire Authority structure for the current municipal year (2025/26)
- and to consider and make recommendations for the next municipal year (2026/27) to reflect proposed changes to the Fire Authority structure and Member roles, following revisions to the Authority's Constitution and recommendations arising from the Corporate Governance Improvement Board (to be confirmed following the meeting of the full Fire Authority on 24 November 2025).

#### **Scope of review**

Specifically, the panel are to consider and make recommendations to the Fire Authority on the Members Allowance Scheme in respect of the current structure of the Fire Authority:

- The Elected Member Basic Allowance
- The range and levels of the Special Responsibility Allowances (SRAs), taking into account the full range of duties expected of various post holders, with specific reference to the following posts:
  - Chair of the Authority
  - Vice-Chair of the Authority
  - Chairs of the Authority's committees
  - Vice-Chairs of the Authority's committees
  - Leader of the Principal Opposition Group
- Independent Person allowances
- Independent Member of the Audit & Risk Committee allowance, to include a potential independent Chair.
- Co-opted Members allowances

Additionally, consideration is to be given to:

- Commencement dates for amendments to the Scheme, to include consideration of the backdating of allowances where applicable in line with the Local Authorities (Members' Allowances) (England) Regulations 2003.
- Indexation of allowances -

To consider whether to recommend the introduction of an indexation measure to any or all elements of the Scheme, and the most appropriate index

- Travelling and subsistence allowance
- Dependents' carers' allowance
- Suspension of allowances

Note: The Independent Remuneration Panel is a joint panel established and to be maintained by West Midlands Combined Authority and West Midlands Fire and Rescue Authority, for the purpose of advising each authority on its scheme of Members Allowances. In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the panel must make separate recommendations to the appointing authorities (WMCA and WMFRA).

**Process and Support:**

Panel members will be provided training and support where applicable, including where necessary the setting of the legislative context, what allowances must and may be paid and how they are typically arrived at, and any elements specific to the respective allowance schemes.

Panel members will be provided an introduction pack outlining the role and responsibilities of WMFRA and WMFS, setting out the context and requirements of a metropolitan fire and rescue authority and a 24/7 emergency service.

Panel members will be provided advice including an information pack to support their deliberations. The information pack will provide the WMFRA Constitution and associated Standing Orders of the Authority, set out the current structure of the Fire Authority, Member role and functions, and current Members Allowances Scheme including schedule of Special Responsibility Allowances. To support the panel in formulating recommendations, benchmarking data from across the constituent local authorities and similar fire and rescue authorities will be provided.

The Panel will be expected to receive and consider representations from councillors and officers in relation to their review.

Information on all proposed changes to the Authority's Constitution, structure, and Member role will be provided to panel members.

Following completion of the review, the Panel will make recommendations to the next full meeting of the Fire and Rescue Authority, to be presented by the Chair, or in their absence, a nominated member of the panel.

**Background information:**

- [Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)
- [Local Government Councillors and civic dignitaries in England: ODPM guidance: Part One: members' allowances](#)