



Information Pack

For the appointment of Members of the Independent Remuneration Panel



Role of the Independent Remuneration Panel

General role

The Local Authorities (Members' Allowances) (England) Regulations 2003 require every local authority to establish an Independent Remuneration Panel, made up of at least three independent people, to provide advice on its Members' Allowances Scheme. The Panel's role is to prepare an annual report and recommendations to the Council on the levels of allowances to be paid to councillors.

The Council must have regard to the advice of the Independent Remuneration Panel when reviewing or amending its scheme or any allowance under the scheme but it does not necessarily have to agree with the Panel's advice.

The work of the panel

The Independent Remuneration Panel makes recommendations to the Council in a number of key areas, including:

- The amount of basic allowance that should be payable to its councillors;
- Which positions should be eligible for the payment of special responsibility allowances and the amounts of such allowances;
- The duties for which a travelling and subsistence allowance can be paid, and the amount of this allowance;
- The level of co-optees' allowances;
- Whether the authority's allowances schemes should include an allowance to compensate for the expenses of arranging for the care of children and dependants and, if so, the amount of this allowance; and



- Whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how many years such annual indexation should apply.

The work will involve attendance at occasional meetings, both in person and virtual, in order to carry out the tasks involved. The Panel will make recommendations to the Council in respect of its work.

Main duties and responsibilities of Panel members

1. To attend regularly and actively participate in meetings of the Panel. If necessary, to attend Council and committee meetings to gain an appreciation of the work of members of the council. In addition, the Panel may itself consider recent research on the role of councillors.
2. To receive and analyse both written and oral information and benchmarking data in respect of members' allowances.
3. To conduct interviews and meetings with councillors to gather evidence and information, as appropriate.
4. Using evidence gathered, to discuss and assess the roles and responsibilities of Councillors and the level of allowances which they should receive.
5. To collectively contribute to the production of a report making recommendations to the Council:
 - (a) As to the amount of basic allowance;
 - (b) As to the responsibilities or duties in respect of which the following should be available and the amount of such allowances:
 - (i) special responsibility allowance;
 - (ii) travelling and subsistence allowance;
 - (iii) co-optees' allowance; and
 - (iv) dependants' carers' allowances.
 - (c) As to whether in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated.



(d) As to whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

6. To ensure that a copy of the report of the Independent Remuneration Panel is sent to the District Council within the time constraints set.
7. To sit as the parish remuneration panel for the parish councils in the Council's area as required.

The Council will make available reasonable administrative resource to assist the Independent Remuneration Panel to undertake its role and will provide meeting rooms in which the Independent Remuneration Panel can meet.

There are three independent members who sit on the Panel. Each member receives an annual allowance of £300 plus travel costs.

The term of office is for three years and terms may be renewed with the agreement of the Council.

The estimated time commitment to undertake the role can vary from year to year and will depend on the level of analysis required by the Panel when reviewing the Members' Allowances Scheme each year.

Person Specification

Experience or Skills	Details	Whether essential or desirable
Experience	<ul style="list-style-type: none">Working to a high standard of behaviour, demonstrating honesty, probity and the highest level of integrity in conduct.	Essential



Experience or Skills	Details	Whether essential or desirable
Experience	<ul style="list-style-type: none"> Decision making role in some previous capacity. 	Essential
Experience	<ul style="list-style-type: none"> Knowledge/experience of local government or the public sector. 	Essential
Experience	<ul style="list-style-type: none"> Understanding of the challenges facing South Cambridgeshire District Council and its communities. 	Desirable
Experience	<ul style="list-style-type: none"> Serving on a Board or Committee. 	Desirable
Experience	<ul style="list-style-type: none"> Knowledge and understanding of Board or public sector remuneration. 	Desirable
Skills	<ul style="list-style-type: none"> Ability to analyse and weigh up complex evidence and reach rational evidence-based conclusions. 	Essential
Skill	<ul style="list-style-type: none"> Ability to make sound, independent and objective judgments. 	Essential
Skill	<ul style="list-style-type: none"> A good understanding of the concepts of standards, ethics and probity. 	Essential
Skill	<ul style="list-style-type: none"> Ability to work effectively as a member of the Panel, putting forward points of view clearly and persuasively and having tolerance and respect for the views of others. 	Essential



Experience or Skills	Details	Whether essential or desirable
Skill	<ul style="list-style-type: none"> Ability to attend meetings with a commitment to undertaking the background work in preparation for meetings. 	Essential
Skill	<ul style="list-style-type: none"> Ability to work with a non-party political approach. 	Essential
Skill	<ul style="list-style-type: none"> Ability to respect and maintain confidential information. 	Essential
Other	<ul style="list-style-type: none"> Be aged 18 or over. 	Essential
	<ul style="list-style-type: none"> Live, work in or have an affinity with the area. 	Essential
	<ul style="list-style-type: none"> Able and willing to devote the necessary time to the role. 	Essential
	<ul style="list-style-type: none"> Must have no personal relationship with South Cambridgeshire District Council (including employees or members or former staff/members of the Council) or any other relationship/activity which might represent a conflict of interest. 	Essential
	<ul style="list-style-type: none"> Able to demonstrate political independence. 	Essential
	<ul style="list-style-type: none"> Digitally aware with good IT skills and the ability to access reports, 	Desirable



**Experience
or Skills**

Details

**Whether essential
or desirable**

information and communication
electronically.

Disqualifications

Panel members cannot be:

- a councillor of South Cambridgeshire District Council.
- anyone who would be disqualified from being an elected councillor*
- a member or co-opted member of any committee or sub-committee of South Cambridgeshire District Council.

(Note: * You are disqualified from being an elected councillor if:

- you work for the council you want to be a councillor for or if you work for another council in a politically restricted post
- you are subject to a bankruptcy restrictions order or interim order
- you have served a prison sentence (including a suspended sentence) of three months or more without the option of a fine
- you have been disqualified under any legislation relating to corrupt or illegal practices.)

Any person who is recommended for appointment will be required to confirm that they are not disqualified.

Application process



To apply, please submit a CV by email to patrick.adams@scambs.gov.uk by **10am on Friday 20 October 2023**.

Please also include the contact details of two referees.

Online Interviews will be held on Wednesday 25 October.

If you would like a discussion about the role of Independent Panel Members, please contact Patrick Adams on the email address above or on 01954 713408.