

Swindon Independent Remuneration Panel Role Definition Panel Member

ROLE PURPOSE:

- A.** To be responsible for making recommendations to the Council about the type and level of allowances to be paid to Councillors.

In particular, as a member of the Independent Remuneration Panel, to make recommendations to Swindon Council on:-

- the amount of basic allowance that shall be payable to elected Members;
- the amount of any co-optee allowance that shall be payable to non-elected members serving on the Council;
- the roles and responsibilities for which a special responsibility allowance is payable and the amount of each such allowance;
- the amount of travel, subsistence and dependant care allowances to be paid to councillors and non-elected members (co-optees) and the means by which they are determined;
- general issues associated with councillors' allowances, pensions and the Council's Scheme of Councillors' Allowances.

- B.** To be responsible for making recommendations to parish and town councils in Swindon about the type and level of allowances to be paid to parish and town councillors.

In particular, as a member of the Independent Parish Remuneration Panel, to make recommendations to parish and town councils on:-

- the amount of basic allowance that shall be payable to Swindon parish and town councillors;
- the payment of allowances to the chairs of parish and town councils in Swindon;
- the amount of travel and subsistence allowances payable to Swindon parish and town councillors and the means by which they are determined;
- general issues associated with parish and town councillors' allowances in Swindon.

DUTIES AND RESPONSIBILITIES:

To work with other Panel Members and officers of the Council:-

1. To meet the requirements of a non-elected member of a local authority, including compliance with all relevant codes of conduct.
2. To fully take part in the activities and decision-making role of the Independent Remuneration Panel and the associated Independent Parish Remuneration Panel.

3. To develop, as necessary, a working knowledge of the role of councillors, the Councillors' Allowances Scheme, the structure and operation of Swindon Council and its policies and practices.
4. To develop, as necessary, a working knowledge of the role of parish and town councillors, parish and town council allowances schemes, the structure and operation of parish and town councils and their policies and practices.
5. To develop as necessary a working knowledge of the statutory requirements, regulations and Government guidance concerning Councillors' allowances.
6. To develop, as necessary, a working knowledge of the councillors' allowances schemes operating in other local authorities and public bodies.

Applicant Specification

Set out below is an "Applicant Specification" to apply to applications for membership of the Independent Remuneration Panel on Councillor's Allowances

Independence - The Council's Standards Committee stresses the need for appointments to the Independent Remuneration Panel to be clearly seen as independent.

Applicants for membership of the Panel should not be associated with the political groups on the Council. Applicants must declare friendship or any other personal association with any member or officer of the Council.

Preference will always be given to applicants who in the minds of the local community will be perceived as being independent of the Council and its Members.

Qualifications and Experience – No formal qualifications or experience are required.

An interest in issues of local governance is essential

A candidate's knowledge of local government and the way it works is desirable. However, a lack of familiarity with the functions of councils will not bar an appointment.

A candidate will need to be able to assess and interpret information and situations and to communicate effectively their views.

Proven administrative and organisational skills would be useful but are not essential.

A conscientious approach and an approachable manner will be desirable in any Panel member.

An understanding of benchmarking remuneration or of job evaluation or remuneration schemes in other settings would be useful.

Medway Statutory Independent Remuneration Panel

PERSON SPECIFICATION

	FACTOR	ESSENTIAL OR DESIRABLE	MEANS OF ASSESSMENT
	Knowledge and experience		
1	Knowledge of local government procedures, policies and practices	D	Application and interview
2	Some knowledge of Member activities & remuneration, knowledge of personnel/staff matters	D	Application and interview
3	Lives in Medway or strong links to the area	E	Application and interview
	Qualifications		
4	A good standard of education, sufficient to understand reports and numerical information that might be complex	E	Application and interview
	Skills		
5	Must be literate and numerate, sufficient to read reports and understand numerical information that might be complex	E	Application and interview
6	Effective and confident written and verbal communication skills	E	Application and interview
7	Ability to contribute to, and work effectively with, other members of the Panel	E	Application and interview
8	Capability of analysing moderately complex information, identify key issues, weigh up evidence and reach informed conclusions	E	Application and interview
9	Effective listening and questioning skills to identify key points and open up discussion	E	Application and interview
	Personal attributes		
10	Understanding of the importance of being seen to be working independently of the Council	E	Application and interview
11	Ability to deal tactfully and sensitively with a variety of people	E	Interview
12	Maintains high ethical standards, acts with integrity, respects confidentiality, takes responsibility for own actions	E	Application and interview
13	Impartial and non-political in approach	E	Application and interview
14	Commitment to the needs of the local community	E	Application and interview
15	Committed to undertaking background work in preparation for meetings	E	Interview

Plymouth City Council

Role profile	
Title	Member of the Independent Remuneration Panel
Reference:	IRP/2017
Reports to:	N/A
Primary purpose of role	To attend meetings of the Panel to consider information in connection with the Members' Allowances Scheme; and to contribute to the production of recommendations to be put before the Council.
Disqualifications	<p>Persons will be disqualified from serving on the Panel if they are:</p> <ul style="list-style-type: none"> • an elected Councillor of any Local Authority; • employed by Plymouth City Council; • a senior employee (in a politically restricted post) of another local authority; • the holder of any position within a political party at local, regional or national level; • the subject of a bankruptcy restrictions order or interim order; • subject to a conviction in the last 5 years of an offence with a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine; • a relative or personal friend of an elected Member of Plymouth City Council.
Key activities	<ul style="list-style-type: none"> • To consider information on Member Allowances, including the views of Members, together with statutory guidance on what allowances may be paid • To formulate a view and make recommendations to the Council as to any appropriate changes to the Members' Allowances Scheme, as laid down in the Local Authorities (Members' Allowances) (England) Regulations 2003 and Section 7, Superannuation Act 1972, namely:- <ul style="list-style-type: none"> ○ the level of basic allowance for all Members; ○ categories of special responsibility for which a special responsibility allowance should be paid and the levels of those allowances;

	<ul style="list-style-type: none"> ○ the rate of childcare / dependency allowance; ○ Travel & Subsistence Allowance; and ○ any annual uplift. <ul style="list-style-type: none"> • To receive reports from Officers of the Council in connection with the Members' Allowance Scheme and to discuss the information with Panel colleagues, reach conclusions and make recommendations to the Council. • To propose an allowances scheme which does not deter local people from standing for election to the Council for financial reasons and which appropriately recognises the time commitment of Members with special responsibilities. • To make recommendations to the authority as to the amount of basic allowance that should be payable to its elected Members and recommendations on other allowances (i.e. travel and subsistence allowance and allowances for attendance at certain meetings and conferences). • To make recommendations as to the amount of co-optees' allowance and make recommendations to council. • To make recommendations as to whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run.
Essential qualifications/ knowledge	<ul style="list-style-type: none"> • Good general standard of education, sufficient to understand complex arrangements and issues
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> • Knowledge of reasonably complex organisations • Confident and effective communicator within a small group • Good team member
Desirable Personal Qualities and Commitment	<ul style="list-style-type: none"> • Commitment to the needs of the local community • Interest in local government • Able to make informed judgements based upon complex information • An awareness of the sensitive and confidential nature of the work • To be available to attend and contribute to meetings • Committed to undertaking the background work in preparation for meetings • Have experience of setting remuneration levels in complex organisations

	<ul style="list-style-type: none"> • Knowledge of Local Authority structures
Desirable experience	<ul style="list-style-type: none"> • Experience or knowledge of Local Government and its functions and/or an understanding of financial matters • Decision making role in some previous capacity (not necessarily management) • Lead role in either paid or unpaid capacity
Essential skills	<ul style="list-style-type: none"> • Ability to communicate effectively and work with others in order to produce a report and recommendations. • Strong analytical capability, including the ability to question, probe and seek clarification about complex issues • Ability to consider matters without regard to personal political views; objectivity and an absence of pre-conceived views
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	