

Recruitment Pack

For the appointment of

Member of the

Independent Remuneration Panel

Role of Independent Member of the Independent Remuneration Panel

General Role

To serve on, and to undertake the statutory functions of, the Independent Remuneration Panel under the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended or under such other statutory provision as may from time to time be in force.

The Independent Remuneration Panel consists of three independent persons and has the function of providing the Borough Council with advice on its Members' Allowances Scheme and the nature and level of allowances to be paid.

Parliament's approach is to enable councils to determine the amounts to be payable to elected members, having regard to local circumstances; but to sharpen the accountability by having to appoint a local panel whose members are required to be independent of the Borough Council.

The Borough Council must have regard to this advice of the Independent Remuneration Panel when reviewing or amending its Scheme or any allowance under such Scheme, but the Borough Council does not necessarily have to agree with such advice.



Specific Role

1. To attend any relevant training sessions organised by the Borough Council regarding the role of the Independent Remuneration Panel, and any meeting of the Borough Council where reasonably invited to do so where relevant to undertaking the statutory functions of the Independent Remuneration Panel.

2. To contribute to, and assist with, the work of the Independent Remuneration Panel by making recommendations to the Borough Council when the Borough Council proposes to make or amend a Scheme in respect to allowances to Members under the Local Authorities (Members' Allowances) (England) Regulations 2003 SI 1021 as amended (regulation 19);

3. To collectively draft and produce a report in relation to the Borough Council, making recommendations

(a) as to the responsibilities or duties in respect of which the following should be available–

(i) special responsibility allowance;

(ii) travelling and subsistence allowance; and

(iii) co-optees' allowance;

(b) as to the amount of such allowances and as to the amount of basic allowance;

(c) as to whether dependants' carers' allowance should be payable to members of an authority, and as to the amount of such an allowance;

(d) 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;

(e) 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 (regulation 21(1)).

4. To ensure a copy of the report of the Independent Remuneration Panel is sent to the Borough Council in good time.

5. To undertake any other work relating to the Independent Remuneration Panel as may reasonably be required.

NB. Please note that the Borough Council will make available reasonable administrative resources to assist the Independent Remuneration Panel to undertake its role, and will provide suitable meetings rooms in which the Independent Remuneration Panel can meet when discharging its statutory functions.

Person Specification

Qualifications: No specific formal qualifications are required.

Essential

- E1. A good standard of education, numerate and literate.
- E2. Ability to be objective, analyse information and to make an informed judgment on complex issues.
- E3. Ability to work as part of a team.
- E4. Ability to communicate effectively and work with others in order to produce a report with recommendations.
- E5. To be able to attend, and to contribute, to meetings.
- E6. To be committed to undertaking the background work in preparation of meetings.
- E7. Ability to work with a non-party political approach.
- E8. An awareness of the sensitive and sometimes confidential nature of the work.
- E9. Has not within the last 5 years been a member or officer of the Authority.
- E10. Does not have a relative or close friend who is a member or officer of the Authority.
- E11. Must live or work in the area of the Amber Valley i.e. within the Borough Council's district.
- E12. Not to be disqualified from being a councillor*

Desirable

- D1. Good ICT skills (including e-mail).
- D2. Experience and/or knowledge Local Government and its functions and/or an understanding of financial matters and/or role remuneration/evaluation.



***Contra-indicators**

Persons will be disqualified from serving on the Panel if they:

1. Are an elected Councillor of any Local Authority.
2. Are employed or appointed by Amber Valley Borough Council.
3. Are a senior employee (in a politically restricted post) of another local authority.
4. Are the holder of any position within a political party at local, regional or national level.
5. Are the subject of a bankruptcy restrictions order or interim order.
6. Have been convicted 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.
7. Are in debt to or in dispute with Amber Valley Borough Council.
8. Are a relative or personal friend of an elected member of Amber Valley Borough Council.

Removal from the Panel

The Council will have the obligation to and/or the right to remove particular members from the Panel before the 4 years term expires in special circumstances such as:

1. Becoming disqualified for any of the reasons detailed in the contra-indicators above.
2. Persistent non-attendance.
3. Breach of confidentiality.
4. Conduct that brings the Panel into disrepute and/or prejudices its impartiality or its effective operation.



Amber Valley Borough Council

Application form

Individuals who wish to be considered for appointment as a Member of the Independent Remuneration Panel at Amber Valley Borough Council are requested to provide the following information to support their application. All information provided will be treated in the strictest confidence. Please feel free to use a separate continuation page if you wish to expand upon your answer to any question outlined below.

1. PERSONAL DETAILS

Name:

Address:

Postcode:

National Insurance Number:

Daytime Telephone Number:

Daytime Fax Number:

Email Address:

Mobile Number:

2. QUALIFICATIONS

(Please list in particular any qualifications which you think are relevant to the position of a Member of the Independent Remuneration Panel)



3. SUMMARY EXPERIENCE

(Please give a brief account of your experience including career, public and voluntary work together with the nature of your current or most recent occupation)

4. RELEVANT EXPERTISE / SKILLS

(Please outline briefly any knowledge or expertise which you believe would be particularly relevant as a Member of the Independent Remuneration Panel having regard to the selection criteria and role description)



5. REASON FOR APPLICATION

(Please state why do you wish to be considered for appointment as a Member of the Independent Remuneration Panel and what particular attributes do you believe you would bring to the role?)

6. ADDITIONAL INFORMATION

Please provide any additional information you may wish to give in support of your application:



7. REFERENCES

References will be taken up.

1. Name of first referee:

2. Name of second referee:

Address:

Address:

Telephone No:

Telephone No:

I wish to apply to be a Member of the Independent Remuneration Panel and give full consent to the Authority to contact my referees.

In submitting this application, I declare that:

- I am not and have not during the past five years been a Member or Officer of Amber Valley Borough Council.
- I am not related to, or a close friend of, any Member or Officer of Amber Valley Borough Council.
- I am not, and do not intend to be, actively engaged on national / local party political activity, and I am not closely connected to the Council or any town / parish council in the Borough such as to compromise my independence.

Signed:

Date:

Please complete and return so as to arrive by no later than 5.00pm on Friday 8 June 2018 to:

Sylvia Delahay (Executive Director - Resources)
Amber Valley Borough Council
Town Hall
Ripley
DE5 3BT

or by email to sylvia.delahay@ambervalley.gov.uk



Designed and Published by Amber Valley Borough Council.

Amber Valley Borough Council, Town Hall, Market Place, Ripley, Derbyshire, DE5 3BT.

