



## **Job Description - Independent Remuneration Panel Member**

Richmondshire District Council is to appoint a minimum of three new members to serve on the Independent Remuneration Panel for up to a four year term.

### **Key Objectives**

The Independent Remuneration Panel (IRP) is responsible for considering and making recommendations to the Council on the allowances that District Councillors should be entitled to claim for the various roles that they perform.

### **Principal Duties and Responsibilities**

- To attend meetings of the Independent Remuneration Panel. It is for the panel itself to decide how often it needs to meet before it can make its recommendations to Council.
- Consider and make recommendations to the Council on the travel and subsistence, dependent carer's allowance, co-optees allowance levels that Councillors' are entitled to claim and when these can be claimed
- Consider and make recommendations to the Council on other areas of responsibility in respect of which Councillors may receive an allowance.

The regulations under which a panel is established are the Local Authorities (Members Allowances)(England) Regulations 2003 which require a minimum of three members and that its members are not elected Members of the authority or anyone who would be disqualified from being an elected Member of a local authority.

Richmondshire District Council further stipulate that you must not have been a member or officer of the council within the last 5 years and that you are not the spouse, partner or close relation or friend of a councillor or officer.

In selecting a panel, the Council needs to give serious consideration, not only to ensuring the independence of its Panel but also to the public perception of this independence. In making an appointment, the Council must avoid political appointments, or those made through friendship or any other personal association of any Member of the Council. The Council also has to consider the extent of any candidate's connections to a political party and whether this will interfere with the effective discharge of the Panel's function.

### **The Work of the Panel**

The panel usually meet twice a year. However this is dependent on workload and the revised structure of the council is likely to require a more in depth review of the existing scheme.

The regulations provide for Independent Remuneration Panels to have the following functions: -

- To make recommendations as to the amount of basic allowance that should be payable to its elected members
- To make recommendations about the responsibilities or duties which should lead to the payment of a special responsibility allowance (SRA) and the amount.
- To make recommendations about the duties for which travelling and subsistence allowance can be paid and the amount.
- To make recommendations as to the amount of co-optees allowance.
- To make recommendations as to whether the allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependents.
- To make recommendations on whether any allowance should be back dated to the beginning of the financial year in the event of the scheme being amended.
- To make recommendations as to whether annual adjustments of allowance levels may be made by reference to an index.

An example of the work of a previous panel and the current scheme are available. The panel is supported by Democratic Services who assist with providing information to the panel.

### **Further Information**

A person specification is available for the role. Whilst some understanding of how local government works and approaches to how pay and reward structures are agreed is important, the emphasis is on being able to represent the public interest and provide an objective and independent view.

The post is on a voluntary basis, for up to a four year term and expenses will be reimbursed.