# Banner Image cumberland.gov.uk Shadow Authority for Cumberland Council

# Independent Remuneration Panel

# Information for Applicants

**Background**

Following the Elections on 5 May 2022, Cumberland Council comprises of 46 Elected Members. Cumberland Council is currently operating as a shadow authority. During this period, it is preparing to assume full local government functions and powers on 1 April 2023.

The shadow authority is required under the Cumbria (Structural Changes) Order 2022 to prepare and adopt a scheme for the payment of allowances to the members of the shadow authority and to formulate proposals for the scheme of members’ allowances to be adopted by Cumberland Council from 1 April 2023. The shadow authority adopted a scheme at its first meeting on 17 May 2022 on the basis that the scheme would be reviewed and brought back for further consideration within three months.

The Council is required under the Local Authorities (Members’ Allowances) (England) Regulations 2003 to establish and maintain an Independent Remuneration Panel to review and make recommendations to the Council on the level of allowances to be paid to Members, and other non-elected people such as co-opted members.

The Council wishes to establish a panel which can review and make recommendations on its existing scheme and on the new scheme to be adopted from 1 April 2023.

**The Independent Remuneration Panel**

The Independent Remuneration Panel is made up of independent persons and their primary function is to make recommendations to Council on:

* The level of Members’ Basic Allowance;
* Which duties or responsibilities should lead to the payment of Special Responsibility Allowances and the amount of such allowances;
* The duties for which travelling and subsistence allowances can be paid and the amount of those allowances;
* The level of co-optees’ allowances;
* Whether the Scheme of Allowances should include an allowance for expenses of Members in arranging child-care or dependent relative care and if so the level of that allowance;
* Whether there should be any backdating of an allowance to the start of the financial year, in the event of any change to allowances mid-year;
* The nature of any index by which allowances are updated annually and for how long any such index should apply.

The Panel will be supported administratively by the Council’s Interim Monitoring Officer and a Democratic Services Officer. This support role will:

* Manage agendas for meetings, in liaison with the Chair;
* Assemble information and arrange evidence as required;
* Advise on the workings of the Council and Member roles; write notes of meetings in order to help construct final reports.

**Term of Office**

It is intended that the Panel will have five members who will serve for a five-year term. The Panel will appoint a Chair and Deputy Chair who will be subject to an annual review. The Panel will meet on an ad hoc basis.

**Allowances**

Members of the Panel will receive an annual allowance of £500 together with reasonable travel expenses. The Chair of the Panel will receive an annual allowance of £600 together with reasonable travel expenses due to their additional responsibilities. The allowance will be paid monthly.

**Eligibility**

You are not eligible for appointment if you

* are a member or officer of Cumberland Council;
* are a close friend or relative of any member, co-opted member or officer of the Cumberland Council;
* have close business or professional links with Cumberland Council or other relationship which may give rise to a conflict of interest;
* are politically active;
* are disqualified from becoming a Member of Cumberland Council.

**Applications**

Application forms should explain why you would like to undertake the role and provide details of any relevant knowledge, experience and skills, having regard to the person specification. You should also provide details of two referees.

Applications should be submitted to:

Ms C Parkinson

Interim Monitoring Officer

C/O Cumbria House

107 - 117 Botchergate

Carlisle

Cumbria

CA1 1RD

**The closing date for the receipt of applications is 15 July 2022**

**Appointment Process**

Following receipt of applications, a short listing exercise will be undertaken and short listed candidates will be contacted to attend an interview by 23 July and interviews will be held in the week commencing 25 July.

**Further Information**

If you have any further queries regarding the work of the Panel and the application process please contact:

Ms C Parkinson

Interim Monitoring Officer

C/O Cumbria House

107 - 117 Botchergate

Carlisle

Cumbria

CA1 1RD

Email: Monitoring.Officer@Cumberland.gov.uk

**Role Description**

1. To consider reports presented to the Panel by its supporting officers that contain information and statutory guidance relating to schemes for the payment of Members’ Allowances so as to become informed and to remain up to date
2. Following debate with fellow Panel Members, and upon receiving advice from supporting officers, to arrive at appropriate conclusions, decisions and recommendations for Council
3. To propose a scheme of allowances for Cumberland Council which ensures that Members receive realistic recompense for the time they spend on Council activities and so that local people are not deterred from seeking election to the Council by financial considerations
4. To monitor the operation of this scheme
5. To propose amendments to and updating of this scheme in line with changing legislation and in response to, where appropriate, feedback from Members, other authorities and employers organisations
6. To develop and maintain a broad understanding of the work and performance of the Council so as to set the above in context

**Person Specification**

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| ***Education and Qualifications**** Good general standard of education, sufficient to understand complex arrangements and issues
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| ***Experience, Knowledge and Understanding**** A broad range of experience, preferably in public, private, voluntary or charitable sector
* Inquisitive, open minded and non-judgemental
* Knowledge of the workings of local government
* A demonstrable interest in local issues
* An interest in public service and local government in particular
* Ideally live and/or work in the local area
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| ***Skills**** Literate and numerate
* Capable of analysing moderately complex written information
* Confident and effective communicator within a small group
* Good team member
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| ***Competencies**** A person in whose impartiality and integrity the public can have confidence
* Understand and comply with confidentiality requirements
* Able to make a significant contribution to the work of the Panel
* Commitment to the needs of the local people
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| ***Other requirements:**** Must be aged 18 or over
* Able to attend programmed and ad hoc meetings of the Panel, to devote preparation time for each meeting and to attend any training event that might be arranged
* Must not currently be a Member of Cumberland Council
* Must not be employed by Cumberland Council
* Must not be closely related to a Member or any employee of Cumberland Council
* Must not have had a criminal conviction within the last 5 years
* Must not be subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order or
* Will have disclosed to the Council any matter in his/her background which, if it became public, might cause the Council to reconsider the appointment
* Committed to a five year term of office
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