

SELECTION AND APPOINTMENT OF INDEPENDENT REMUNERATION PANEL (IRP) MEMBERS

- To:** Constitution and Ethics Committee
- Meeting Date:** 26th January 2017
- From:** LGSS Director of Law & Governance and Monitoring Officer
- Purpose:** To consider the interview process for the selection and appointment of Independent Remuneration Panel (IRP) members, and the proposed rate of remuneration.
- Recommendation:** The Constitution and Ethics Committee is asked to:
- i) agree the interview process for the selection and appointment of Independent Remuneration Panel (IRP) members; and
 - ii) agree the proposed rate of remuneration for IRP members

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1. BACKGROUND

- 1.1 At its meeting on 22 September 2016, the Committee received a report asking it to consider the approach to selecting and appointing Independent Remuneration Panel (IRP) members. The Committee noted that a local authority was required to establish an IRP as part of its process for making and reviewing a scheme of members' allowances. The Committee's role in this process was to select and appoint the members of the IRP, and not itself to review the scheme of allowances. The terms of appointment of the current panel would come to an end in February 2017.
- 1.2 The Committee resolved by a majority
- a) to move forward with the intention of appointing an independent remuneration panel of three members
 - b) that the existing panel should not automatically be reappointed
 - c) to advertise inviting expressions of interest from far and wide in becoming a member of the panel.

In clarification of its decision, the Committee confirmed to the Democratic Services Manager that it would be entirely acceptable if she were to get an announcement into the local press without incurring the expense of a formal advertisement, and to seek expressions of interest through the Council's website. The positions should be advertised at the current rate of remuneration, with a note that it was under review.

2. EXISTING MEMBERS OF THE INDEPENDENT REMUNERATION PANEL

- 2.1 The five existing members of the IRP have been thanked for their contribution and invited to reapply if they so wish.

3. INDEPENDENT REMUNERATION PANEL ADVERT

- 3.1 Following the Committee's recommendation to advertise inviting expressions of interest from far and wide in becoming a member of the panel. The Council's Corporate Communications Manager issued a Press Release in early January. He is also promoting the position on the Council's website and via social media. The deadline for applications is 31 January 2017. A copy of the advert used as the basis for the press release and website/social media promotion is attached at **Appendix A**.
- 3.2 A briefing pack for candidates giving more details of what is involved is attached at **Appendix B**.

4. INTERVIEW PROCESS

- 4.1 As Members are already aware, the Committee has the authority to select and to appoint persons as members of the County Council's IRP. However, Members may wish to consider whether to proceed with an interview panel of eleven members. They may instead wish to nominate three members of the Committee to shortlist and interview applicants with the recommended persons for appointment being considered by Committee for final approval.

- 4.2 The deadline for applications is 31 January 2017 so the interviews should take place in February. There is a meeting of Constitution and Ethics Committee provisionally scheduled for 2 March.

5. RATE OF REMUNERATION FOR IRP MEMBERS

- 5.1 The Committee raised the need to consider the rate of remuneration for IRP members. The Democratic Services Manager suggested that it might be helpful to make enquiries of other local councils to see what they paid to their IRP members
- 5.2 Information on rates paid to IRP members elsewhere has been gathered by email, by web search, and from the Association of Democratic Services Officers' members' forum. It is clear that very different rates are paid, from nothing to several hundred pounds a year, as can be seen from the table at **Appendix C**. The basis on which members are paid also varies, and includes an annual retainer and a fee per meeting. The Local Government Association has been asked if there is any LGA-recommended rate for such work; any reply will be reported at the meeting.
- 5.3 The County Council calls on the services of other local people for various purposes, and rewards them at various rates:
- Members of Education Admission Appeals panels are reimbursed their expenses and provided with refreshments.
 - The two co-opted diocesan representatives serving on the Children and Young People Committee are eligible to claim a £50.00 flat fee per meeting attended in addition to travel and subsistence allowances.
 - The District Council non-voting members on Health Committee are not paid anything by the County Council.
 - The two Independent Persons receive a flat fee of £500 a year, payable quarterly, plus expenses.
- 5.4 Members may wish to consider the information in Appendix C and paragraph 5.3 as context for their discussion of the rate of remuneration for IRP members.

6. SUPPORT TO THE INDEPENDENT REMUNERATION PANEL

- 6.1 The authority has to pay for the support provided to the panel. It is proposed to invite Paul Hanson, Democratic Services Manager, Northamptonshire County Council, to provide support. Paul has considerable experience in this area and has provided support to a number of authorities, including East Northamptonshire Council, Fenland District Council and Northampton Borough Council. This support is provided at cost price. The estimated cost of support for a review is £1,760. Paul is part of LGSS so the cost of this support would remain within the three Councils comprising LGSS.

7. DISCUSSION

- 7.1 The Committee is asked to consider the interview process and the proposed rate of remuneration for the IRP.

Source Documents	Location
Agenda and Minutes of Constitution and Ethics Committee – 22 September 2016	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/t/abid/70/ctl/ViewMeetingPublic/mid/397/Meeting/166/Committee/10/SelectedTab/Documents/Default.aspx

Cambridgeshire County Council

Independent Members

Required for Independent Remuneration Panel

Cambridgeshire County Council is looking for three people over the age of 21 living or working in the county to join its Independent Remuneration Panel, which makes recommendations to the Council on the type and level of allowances paid to County Councillors. The ideal candidate will be active in the local community and/or representative of one of the Council's stakeholder groups, for example social care, the voluntary sector, the local business community, or education.

The work involves carrying out reviews of the existing allowances scheme, taking into account changes to the roles and responsibilities of County Councillors.

You will not be eligible for appointment if you are employed by Cambridgeshire County Council or another local authority (except a parish council), or serving as a councillor, or are actively involved in a political party. You do not necessarily need experience of local government and the roles of elected councillors, but should have an interest in public affairs and be able to command respect and confidence.

The Panel will meet to undertake a review of the Scheme, which will take place after May 2017 and is supported by officers of the Council. Training and advice will be given, and travel expenses are payable. Panel members will be reimbursed for time spent at a rate of £20.00 per hour up to a maximum of £150.00 in any one day. This includes time spent in meetings, preparation and meeting time. (Please note that this current rate of remuneration is under review).

If you are interested in joining the Panel and would like a briefing pack giving more details of what is involved, please contact Michelle Rowe on 01223 699180 or e-mail michelle.rowe@cambridgeshire.gov.uk.

Closing Date: 31 January 2017

Independent Panel for Councillors' Allowances

Information Pack for Applicants

1. Introduction

About the Independent Panel for Councillors' Allowances

The Local Authorities (Members' Allowances) Regulations 2003 allows local councils to establish and maintain an Independent Remuneration Panel. The Panel is responsible for the developing and monitoring of the Councillors' Allowances Scheme by making recommendations to the Council. Recommendations may include the level of basic and special allowances for Councillors and, childcare and dependent carers' allowances, plus the level of allowances for travel and subsistence.

The Panel will need to meet a number of times during 2017 at Shire Hall, Cambridge. Panel membership is not a salaried position. However, panel members will be reimbursed for time spent at a rate of £20.00 per hour up to a maximum of £150.00 in any one day. This includes time spent in meetings, preparation and meeting time. *(Please note that this current rate of remuneration is under review).* Training will also be provided.

The panel will be provided with advice and administrative support by the Council.

2. Cambridgeshire County Council's Democratic Structure

The County Council currently comprises 69 elected Councillors. The current political make up is as follows:

Conservative –	32
Liberal Democrat –	14
UKIP -	10
Labour –	8
Independents -	5

The Local Boundary Commission for England is proposing a reduction in council by eight to 61 members which it believes will ensure the Council can perform its roles and responsibilities effectively.

Each councillor represents a geographical area known as an electoral division. Many of our councillors also undertake additional roles, such as the Leader of the Council, Committee Chairs and Spokes for which Special Responsibility Allowances can be paid.

Further information about Cambridgeshire County Council is available on our website <http://www.cambridgeshire.gov.uk/> *(information on Councillors and meetings, under the Your council tab, may be of particular interest)*

3. Role Description

Purpose of the Role:

Working as one of a Panel, to evaluate the roles and responsibilities of councillors and make recommendations to the County Council on the level of allowances which should be paid to councillors for carrying out particular duties.

Principal Responsibilities:

1. Contributing to reviews of the County Council's Members' Allowances Scheme and other related work carried out by the Panel.
2. Analysing written and oral reports submitted to the Panel on issues connected with the provision of Members' Allowances.
3. Discussing information received by the Panel constructively with other Panel members to develop objective recommendations on issues under consideration.
4. Contributing to the preparation and presentation of reports to Council meetings setting out particular recommendations agreed by the Panel.
5. Attending meetings of the Panel that are arranged to enable it to carry out its work.
6. Ensuring that your own conduct complies with the County Council's Health and Safety policies and procedures and takes reasonable care of your own safety and that of others.
7. Ensuring that your own conduct reflects the County Council's equal opportunities policies

4. Person Specification

Essential Skills

Panel members should be able to:

1. Analyse verbal and written information effectively;
2. Assess differing views on a particular question objectively;
3. Contribute constructively to open discussion during Panel meetings;
4. Reach coherent conclusions based on a range of evidence;
5. Work with Council officers and councillors to carry out the Panel's duties.

Desirable Skills

Panel members should be able to show an understanding of the work and responsibilities involved in being a councillor through, for example:

- a) Involvement in community / voluntary work;
- b) Knowledge of local government or other public services.

Additional Requirements

1. Panel members must be resident in Cambridgeshire.
2. Panel members must **NOT** be:
 - a) A councillor of any local authority except a parish council;
 - b) Related to a councillor of any local authority except a parish council;
 - c) A close friend or associate of a county councillor, or someone with any other direct links - personal or public - with a county councillor;
 - d) Associated with a political party to the extent that it might be thought to affect the independence of the Panel;
 - e) An employee of Cambridgeshire County Council.

5. Important information about making an application

An application form can be found at the end of this information pack. In addition to completing the application form, please include answers to the following questions in your supporting statement that relate specifically to your ability to be a panel member.

1. Are you or have you ever been a Councillor of any authority excluding a Parish Council?

If so please give dates regarding your term of office.

2. Are you or have you ever been actively or formally connected with a political party? If so please give details.
3. Please give details of any voluntary organisations you are actively involved with.
4. Please indicate whether there is any matter concerning your conduct which, if it were generally known, might affect public confidence in your ability to be a panel member.

Please provide your answers to the above questions with your completed application form.

If you have any questions regarding the Independent Panel for Councillors' Allowances or the selection process, please contact:

Michelle Rowe
Democratic Services Manager
Democratic and Members' Services
Cambridgeshire County Council
County Hall
Box SH1102
Shire Hall
Castle Hill
Cambridge
CB3 0AP

01223 699180

Email michelle.rowe@cambridgeshire.gov.uk

Application Form



Application for the post of:	Member, Independent Remuneration Panel
Location:	Shire Hall, Cambridge, CB3 0AP

Surname	First Name(s):		
Title (Mr, Mrs, Miss, Ms etc)	Preferred Name:		
Address:	Telephone Numbers		
	Home:		
	Business:		
	Mobile:		
Post Code:	email address:		
Are you aged 16 or over?	Yes		No

Employment Status *(please delete as appropriate) Employed/Self-employed/Retired
<p>If employed or self-employed please give the following details. If retired please give the relevant details at the time of retirement.</p> <p>Name of Employer/Business:</p> <p>Nature of Business:</p> <p>Position Held:</p>

Are you, a relative or close friend of a present County Councillor: Yes /No
Please give details where relevant:

Are you currently a Member of any other Local Authority? (This includes Parish Councils)

Yes/No

If yes please provide the name of the Authority:

Please provide details of any organisations (including political parties) you are, or have been a Member of during the past 5 years.

Please describe any links which you have or have had with the County Council or with the community of the County Council e.g. living or working in the County, through work or business, through voluntary bodies, public bodies etc.

Experience and Qualities

Please explain why you wish to be an Member on the Independent Remuneration Panel and give details of any relevant experience you may have for the role.

**Please explain how you meet the person specification laid out in the key attributes.
Give examples from your work or other experience to evidence how you can demonstrate them.**

Please supply the name and address of a person whom we may contact for a reference as to your suitability for the role.

Name:

Address:

Tel:

E-mail:

Continue on a separate sheet if necessary.

In submitting this application I declare that I am aware of the disqualifications that apply to this appointment and confirm that I am eligible to apply for membership of the Panel.

Signed: _____ Date: _____

Please return completed forms by 31 January 2017 to Michelle Rowe, Democratic Services Manager, Democratic and Members' Services, Box No. Res 1102, Shire Hall, Cambridge, CB3 0AP. E-mail:michelle.rowe@cambridgeshire.gov.uk

Appendix C

Rates of remuneration for members of IRPs

Authority	Date of info	Allowance at date of info	Expenses	Panel size	Other	Source	Notes
Cambs CC	170126	£20per hour to max £150 per day		3 (was 5)		C&E report	
Cambridge CC	170117	£200 retainer for year				personal email	
East Cambs DC	170117	ⁱ £650 chair, £550 rest				personal email	
Hunts DC	170118	reimbursement of lost work; no annual retainer	refreshments			personal email ⁱⁱ	
Peterborough CC	170118	none	lunch & travel			personal email	
Cannock Chase DC	170111	£220 per year	mileage	3		ADSO forum	
Newcastle on Tyne	170111	£414 per year ⁱⁱⁱ		5		ADSO forum	equivalent of 5% of Councillors' basic allowance
Essex CC	170103	£500	none			ADSO forum	
Broadland DC	161222	none	mileage		one meeting only, 2-3 hours	ADSO forum	
Bracknell Forest	1609	^{iv} £152.77 day session fee	covered by fee			info for panel members	
Cornwall	160630		travel 45p/mile	3	provide refreshments	ADSO forum	
Worcestershire	160621	£670 per year	travel costs	5		ADSO forum	panel & costs shared among 5 of 6 district councils
Lancaster City	160620	none	travel costs			ADSO forum	
Basildon BC	160617	£50 per meeting				ADSO forum	
Northants	160617	^v £100 per meeting				ADSO forum	

Authority	Date of info	Allowance at date of info	Expenses	Panel size	Other	Source	Notes
Southampton CC	160617	£250 for 4-year term			chair gets extra £150	ADSO forum	
Surrey CC	160617	^{vi} £2,500 chair £2,000 rest				ADSO forum	
Tonbridge & Malling	1603	£12.52 per hour	travel & subsistence	3		info for panel members	
Derbyshire Dales	1506	none mentioned	travelling & subsistence			info for panel members	
Dorset	140324	none	travel expenses			ADSO forum	from member of several IRPs; paid for none
North Kesteven DC	140320	£250	travel		meet about 2/3 times	ADSO forum	
Bristol	140304	£50 per meeting					
Blackpool	140302	none	travel		get car park permit		
Cheshire West and Chester	140228	£25 per meeting offered	travel			ADSO forum	not all claim
Nottingham City C	140227	offer £50 per meeting per member ^{vii}				ADSO forum	£50 allowance rarely claimed
Staffordshire	140227	£588 per year	expenses		panel meets 2-4 times pa	ADSO forum	
Burnley	140226	none	travel costs offered			ADSO forum	travelling expenses rarely claimed
Anon	140224	£50 per meeting per member				ADSO forum	

ⁱ Each ordinary member of the Panel receives a taxable allowance of £550 on the delivery of its report to the Council. The IRP Chairman will receive a slightly higher taxable allowance of £650 to reflect the additional responsibilities and duties

ⁱⁱ No set fee, but reimbursement for lost work. Panel members are asked to provide a statement from their employer of what they would have been paid. No annual retainer paid.

Refreshments provided on the day of the review. In the past reviews have taken a number of days. Last time it was done in a single day.

ⁱⁱⁱ Set amount paid to each member of IRP and the chair regardless of number of meetings. The rate of £414 per year is the equivalent of 5% of the Basic Allowance paid to elected members.

^{iv} Membership of the Panel is voluntary however a day session fee of £152.77 is available to cover out of pocket expenses. This is based on the Local Government Association's most recently recommended daily rate for this category of work.

^v same rate quoted in March 2014 'the same rate as other co-opted members'

^{vi} these rates in force since 2001, review being considered in June 2016

^{vii} IRP meets infrequently; no automatic remuneration, but members are invited to submit a claim for an attendance allowance of £50.00 per meeting. Members rarely claim this.