

Mole Valley District Council - Independent Remuneration Panel

Mole Valley District Council is looking to appoint an Independent Remuneration Panel to review the allowances paid to its Councillors. A Panel is comprised of 3 – 5 members and is open to any member of the public providing they meet the criteria set out below.

If you are interested in the role, please email supporting statement of no more than one side of A4 setting out how your knowledge and experience meets the personal specification to:-

simon.trevaskis@molevalley.gov.uk

The Role of the Independent Panel Member

1. Attend meetings of the Panel (approximately 2 – 3 meetings) to consider information in connection with the Members' Allowances Scheme; and to contribute to the production of recommendations to be put before the Council.
2. To consider information on Member Allowances, including the views of Members, together with statutory guidance on what allowances may be paid
3. 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:-
 - (a) the level of basic allowance for all Members;
 - (b) categories of special responsibility for which a special responsibility allowance should be paid and the levels of those allowances;
 - (c) the rate of childcare / dependency allowance;
 - (d) Travel & Subsistence Allowance; and
 - (e) any annual uplift.
4. To receive reports/proposals 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.
5. 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.
6. 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).
7. To make recommendations as to the amount of co-optees' allowance and make recommendations on whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended.
8. 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.

The Person Specification for Panel Members is as follows:

Criteria	Competency
Education and Qualifications	<ul style="list-style-type: none"> • Good general standard of education, sufficient to understand complex arrangements and issues
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Decision making role in some previous capacity (not necessarily management) • Lead role in either paid or unpaid capacity • Knowledge of reasonably complex organisations
Skills	<ul style="list-style-type: none"> • Literate and numerate • Capable of analysing moderately complex written information • Confident and effective communicator within a small group • Good team member
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 2 – 3 Panel meetings • Committed to undertaking the background work in preparation for meetings • Have experience of setting remuneration levels in complex organisations • Knowledge of Local Authority structures
Other factors	<ul style="list-style-type: none"> • Be able to attend occasional daytime meetings • To be available to attend and contribute to meetings • To be contactable via E- Mail

You would not be able to be a member of the Independent Remuneration Panel if any of the following apply:

1. You are an elected Councillor of any Local Authority;
2. You are employed by Mole Valley District Council;
3. You are a senior employee (in a politically restricted post) of another local authority;
4. You are the holder of any position within a political party at local, regional or national level;
5. You are the subject of a bankruptcy restrictions order or interim order;