**NORTH EAST LINCOLNSHIRE COUNCIL**

**MEMBERS OF THE INDEPENDENT REMUNERATION PANEL**

**ROLE DESCRIPTION**

**Overview**

The Local Authorities (Members’ Allowances) (England) Regulations 2003 require an Authority to establish and implement a scheme which provides for the payment of allowances in accordance with the Regulations.

In doing this, an Authority must establish an Independent Remuneration Panel. The Panel must produce a report making recommendations as to the payment and amount of all forms of allowances, the duties to which special responsibility allowances should attach and whether allowances should be index linked. The Panel is required to make recommendations to the Council every four years or whenever the Council decides to either revoke or amend its current scheme.

It is for the Council to decide on the Members’ Allowances Scheme that is put in place, having regard to the Panel’s recommendations.

The Independent Remuneration Panel shall comprise 3 members.

**Principal Duties and Responsibilities**

1. Attend meetings of the Independent Remuneration Panel to consider information in connection with the Members’ Allowances Scheme.
2. 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;

(e) any annual uplift;

**Additional information**

* Independent Remuneration Panel meetings are held at Grimsby Town Hall. There are normally 4-5 meetings, with the possibility of further meetings being arranged if required. Reading materials are provided in advance of each meeting for the Panel’s consideration.
* Candidates may be interviewed prior to recommendation for appointment.
* Travelling expenses will be paid by the Council subject to the production of appropriate receipts.
* Appointments will be for a term of four years.

**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 North East Lincolnshire 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 North East Lincolnshire Council
8. Are a relative or personal friend of an elected member of North East Lincolnshire Council

**Removal from the Panel**

The Council will have the right to remove particular members from the Panel in special circumstances such as:

1. Becoming disqualified for any of the reasons detailed 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

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| **Personal Attributes**  |
|  | **Ess** | **Des** |
| 1.  | Able to make informed judgements based upon complex information  | √ |  |
| 2.  | An awareness of the sensitive and confidential nature of the work  | √ |  |
| 3.  | To be contactable via E-Mail  | √ |  |
| 4.  | To be available to attend and contribute to meetings  | √ |  |
| 5.  | Committed to undertaking the background work in preparation for meetings  | √ |  |
| 6.  | Have experience of Committee work  |  | √ |
| 7.  | Have experience of setting remuneration levels in complex organisations  |  | √ |
| 8.  | Knowledge of Local Authority structures  |  | √ |

September 2025