

Person specification – Independent Remuneration Panel members

Criteria

The Independent Remuneration Panel (IRP) will advise West Suffolk Council on the rates of remuneration, allowances and expenses that should be paid to its councillors.

We are seeking to appoint a minimum of three individuals to our Independent Remuneration Panel (IRP) for a period up to four years. No experience of serving on such panels is required, as a full briefing will be provided.

We support applications from all sections of the community, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

We welcome candidates from a diverse range of backgrounds and different experience. Preferably, candidates should be able to demonstrate some experience of the West Suffolk area, for example having lived or worked within West Suffolk.

Further, candidates are welcome to highlight work they have done that demonstrates commitment to supporting their local community or business sector – for example, whether they have volunteered, supported their local school, charities or community groups, have been part of representative organisations or similar roles.

Time commitment

The work of the panel will primarily be undertaken between October and December 2023. Candidates should be willing to commit at least three days per month during this period, which may be a mixture of meetings and preparatory work. Some meetings may take a full day commitment.

Candidates should also be willing to attend additional meetings outside of this timeframe to undertake an annual review of the scheme and to potentially consider other matters, as required.

One member of the panel will act as Chair, and will additionally be expected to present findings of the panel to Council meetings which will require some additional time commitment.

Skills

Members of the panel will be required to work in a collaborative manner. The panel will be expected to reach outcomes on a consensual basis.

Candidates should have some experience in undertaking financial and non-financial analysis of proposals, and being able to digest information to developing clear outcomes. They should be used to working in a team environment, or at a board level, and willing to actively participate in challenging debates with an open mind.

Panel members should have some experience of presenting findings and conclusion in a confident manner.

Requirements

IRP members must be able to demonstrate they are committed to high standards of personal integrity and independence from the Council. They should not have a close association with any current political organisation or elected member of West Suffolk.

All panel members must not:

- be a member or officer of a county council, district council or parish / town council within West Suffolk, or otherwise employed under the direction of a local authority;
- be an active member, officer or campaigner of a local political association or party;
- have made substantial contributions to a local political association or party;
- be subject to a bankruptcy restriction order or interim order;
- be subject to a sexual risk order or be on the sexual offenders register;
- be subject to a civil injunction or criminal behaviour order;
- be disqualified from acting as a director, a charter trustee or charity trustee within five years before the date of submission of application
- within five years before the date of submission of application, have been convicted of any offence and have had passed on you a sentence of imprisonment, whether suspended or not, for a period of three months or more without the option of a fine

As part of the application, candidates are required to declare any matters that may cause a conflict of interest in performing their role. The Council has the right to remove any candidates or members of the panel (once appointed) who they believe does not meet this criteria; whose interest conflict with the independent requirement, and who they believe have undertaken activities that could call the work of the panel into disrepute.