

Person specification – Independent Remuneration Panel advisor

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 an advisor to the IRP for a period up to four years, who will be responsible for providing advice to the panel, based on their own experiences of local authorities and their operation. No experience of similar roles is required.

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

Candidates must be able to demonstrate past experience of local authorities – through having worked or served as a councillor for a unitary, county or district council. Preferably, candidates should be able to demonstrate some experience of the West Suffolk area, for example having lived or worked within West Suffolk.

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 potentially advise on matters relating to the annual review of the scheme and on any other matters, as and when required.

Skills

Candidates for the role must demonstrate knowledge and insight to the workings of local councils. They will not formally be part of the panel, although may take part in challenging and robust debates, helping the panel to reach conclusions. Candidates should be able to approach matters under consideration in an open-minded way.

Requirements

IRP advisors must be able to demonstrate they are committed to high standards of personal integrity and independence from the Council. Preferably, they should not have any current close association (for example, relative, business association or close friendship) with Councillors of West Suffolk Council. Candidates should not:

- 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, or whom they believe have undertaken activities that could call the work of the panel into disrepute.