



Appendix 2

**South Lakeland District Council – Independent Remuneration Panel Recruitment Pack
2021/2022**

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Independent Remuneration Panel opportunities

EXCITING AND UNIQUE OPPORTUNITY

DO YOU WANT SOME ORIGINAL WORK EXPERIENCE FOR YOUR CV?

DO YOU WANT TO EARN A SMALL ADDITIONAL INCOME?

Deadline 12 March 2021

South Lakeland District Council (SLDC) are looking for members of the community to join an Independent Remuneration Panel (IRP) to help review its Members' Allowances Scheme (the Scheme).

SLDC is required, by law, to operate an IRP to consider what allowances and expenses its elected Councillors (Members) should receive. Councilors are paid allowances and expenses to ensure that all members of the community are afforded the opportunity to act as elected members of the local people and there are no financial barriers in doing so.

The IRP comprises of four (4) independent, impartial people who are not employed by SLDC but do receive a small payment for each meeting that they attend.

What the role entails

The IRP's main role is to review the Members Allowances Scheme in an independent, transparent and accountable way to ensure that Members receive fair allowances/expenses in line with other comparable local authorities whilst recognising that public money is spent in the appropriate way.

The IRP will meet at least once a year to review the Scheme and the index used. The IRP will be provided with comparative information from other local authorities, receive information from Councillors (orally or written) to enable them to make well founded recommendations in an independent and informed way. The recommendations from the IRP will be presented to Council in order for the levels of allowances to Members to be voted on. Panel members are appointed for an initial term of four years. In exceptional circumstances, a minimum 2 year term may be considered.

Benefits of involvement

- Gain a wide range of experience and skills including an understanding of local government structure, range of careers within local government and the role of a Councilor;
- Receive training and support;
- Unique experience to include on your CV;
- A unique way of contributing to your local community;
- Support from officers to ensure IRP members are confident in the role they carry out;
- Payment of an allowance of £70.00 per meeting (IRP Chairman)/£50.00 per meeting (IRP Member) plus travel allowance in accordance with rates determined by SLDC.

This would be an ideal opportunity for students, and in particular those who are interested in a career in law, politics or other environments in which the ability to analyse evidence and reach reasoned conclusions is critical.

Requirements

- Aged 18 or above
- Be able to understand a range of information and ask questions, make recommendations and present findings.
- Be independent and objective
- Have an interest in the local area
- Live in the South Lakeland district
- Not be an elected member/officer of any local authority
- Not have a close relationship (immediate blood relative, spouse/partner) with a member or officer SLDC or any parish or town council within the district.
- Must not be a member of any political party.

HOW TO APPLY

If you are interested in making an application to be on the IRP, **please apply in writing to Legal, Governance and Democracy, South Lakeland House, Lowther Street, Kendal LA9 4DQ or to legalcasemanagement@southlakeland.gov.uk by 12 March 2021.**

If you have any questions on the above or would like to have an informal discussion prior to making an application, please contact Courage Aiguobasimwin on 01539 793229.

All applications will be reviewed in line with the Person Specification for an Independent member (available upon request from Legal, Governance and Democracy).

Recruitment contacts table

Independent Remuneration Panel Contact List									
<u>Organisation</u>	<u>Name of contact</u>	<u>Contact details</u>	<u>Contacted</u>	<u>Responded</u>	<u>Date</u>	<u>Follow up</u>	<u>Date</u>	<u>Responded</u>	<u>Follow up</u>
Kendal College	Zaheed Mohammed	Zaeed.Mohammed@kendal.ac.uk							
Citizens Advice Bureau	Karen Evans	manager@southlakesca.org.uk							
BAE Systems	BAE Systems HR inbox	baesystemshr@baesystems.com							
Clarks	Generic Clarks contact	customerreplies@clarks.com							
University of Cumbria	University of Cumbria Careers Service	careers@cumbria.ac.uk							
Kendamil	Generic Kendamil enquiries form	https://www.kendamil.com/							
Cumbria CVS	Cumbria Voluntary Service	southlakes@cumbriacvs.org.uk							
Stricklandgate House	John Gallagher	jgallagher@stricklandgate-house.org.uk							
SLDC digital platforms	Richard Machin	richard.machin@southlakeland.gov.uk							
Kendal Library	Kendal Library	kendal.library@cumbria.gov.uk							
GlaxoSmithKlein	GlaxoSmithKlein HR (Ulverston)	01229 582261							
Queen Katherine School	Ruth Nelson (Head Sixth Form)	ruth.nelson@queenkatherine.org							
Kirkbie Kendal School	Generic Kirkbie Kendal School contact	info@kksa.co.uk							
Queen Elizabeth School	Generic Queen Elizabeth School contact	office@qes.org.uk							
Dallam School	F Cutress (Sixth Form Administrator)	f.cutress@dallam.eu							
Ulverston Victoria	Rob Rastelli (Head of Sixth Form)	rra@uvhs.uk							

- The Legal, Governance and Democracy Team have been provided with a copy of the South Lakeland Strategic Employers list from Economic Development colleagues which will be utilised in the IRP recruitment in addition to contacting the organisations/employers above.
- SLDC Human Resources department will inform those leaving the employment of the Council of the opportunities in relation to the IRP.

INDEPENDENT REMUNERATION PANEL

PERSON SPECIFICATION FOR INDEPENDENT MEMBER

General

To be eligible for appointment, a person must not be disqualified from holding office as a member of the Local Authority. Accordingly, any person who is recommended for appointment will be required to confirm that he/she is not disqualified. Details of the disqualifications are set out overleaf.

The Council reserves the right to remove a discredited member from the Panel. For example a member of the panel may become discredited due to being found guilty of a criminal offence. The Council will also remove a panel member from the Panel if he/she becomes disqualified for appointment having regard to the grounds for disqualification set out below.

Selection Criteria

Prospective members should:-

1. Live in the South Lakeland District.
2. Have an interest in Local Government (training will be provided) and broader community issues.
3. Have the ability to act impartially, consider evidence with an open mind and debate issues with other panel members with a view to reaching a decision.
4. Be aged 18 or over.
5. Not be a Councillor or Co-opted Member of any Local Authority [including Town/Parish Councils] for which the IRP makes recommendations.
6. Not be directly related to, or a close friend of, a South Lakeland District Councillor or Officer of the Council.
7. Not be employed by South Lakeland District Council or any district council, county council, unitary council, national park authority or fire and rescue authority or any other public authority with members (other than a Parish/Town Council) whose allowances are governed by the Local Authorities (Members' Allowances) England Regulations 2003 within the County of Cumbria. For the avoidance of doubt, this prohibition does not apply to employees of Parish/Town Councils.
8. Not be a member of any political party, or be politically active to the extent that a reasonable person would conclude that this activity would influence your judgment.
9. Not have committed to a position regarding Member allowances and/or expenses publically to the extent that a reasonable person would conclude that this activity would influence your judgment.
10. Be able to analyse information, ask pertinent questions and maintain confidentiality.
11. Be able to commit to a 4 year term of office with a limit of up to two consecutive terms. In exceptional circumstances, a minimum 2 year term may be considered. Previous members of the IRP may reapply after a period of 4 years or more has elapsed since they last served on the Panel. Previous members who did not complete a previous 4 year term may reapply at any time providing that the initial term does not exceed the term remaining on that unexpired 4 year period.

Knowledge, Skills & Experience

Essential ("E") /Desirable ("D")

Ability to

- Read and assess information and identify key points/issues E
- Listen to information and identify key points and issues E
- Ask questions in order to obtain information and open up discussion E
- Analyse information and use it to form opinions and conclusions E
- Work as part of a team E
- Communicate effectively and with a wide range of people E
- Ability to consider detailed information about the roles of councillors the operation of the Authority and the discharge of its functions and other relevant information from other authorities and independent remuneration panels E

Understanding of

- Local Government D
- The role and work of a District Council (including a knowledge of the decision making process) D
- The roles of councillors D
- The regulations and guidance which apply to members' allowances D
- The importance of being seen to be working independently of the Council E

DISQUALIFICATION FOR APPOINTMENT TO INDEPENDENT REMUNERATION PANEL

Summary of Sections 80 and 81 of the Local Government Act 1972

1. A person shall be disqualified from being appointed if he/she:-
 - a) Holds any paid office or employment with the Authority;
 - b) Is a person who has been adjudged bankrupt or made a composition or arrangement with his/her creditors;
 - c) Has, within five years from the day of his/her appointment, been convicted of any offence and had passed upon him/her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;
 - d) Has been convicted of a corrupt or illegal practice under Part III of the Representation of the People Act 1983;
 - e) Is disqualified for membership for a specified period by order of the Court because of his/her involvement in expenditure contrary to law, and
 - f) Is disqualified from membership for five years following an Auditor's certificate that a loss or deficiency has been caused by his/her wilful misconduct while a member of a Local Authority.
2. The disqualification attaching to a person by reason of having been adjudged bankrupt ceases:
 - a) On his/her discharge from bankruptcy unless the bankruptcy order made against the person is previously annulled; and
 - b) If the bankruptcy order is so annulled, on the date of the annulment.
3. The disqualification attaching to a person by reason of his/her having made a composition or arrangement him/her ceases:-
 - a) On the date on which payment is completed if he/she pays the debt in full; or
 - b) In any case, on the expiration of five years from the date on which the terms of the deed of composition or arrangement are fulfilled.

Draft Timeline for Independent Remuneration Panel recruitment for 2021/22

Please note this draft timeline is an estimate only and the dates involved may change.

W/C 11 January 2021

Independent Remuneration Panel recruitment begins.

Initial contact made by telephone to the larger employers/organisations to request contact details of who to send details of the vacancies to.

W/C 25 January 2021

Contact made, initially in writing by sending the recruitment leaflet, to the distribution list made up from SLDC Strategic Employer's database, local employers, local community groups and sixth form colleges within the District to request a meeting to discuss opportunity further with staff and/or students, if appropriate.

Advertisement placed on SLDC website.

Throughout January and February 2021

Follow up contact (including meetings if appropriate) carried out with the various organisations/colleges/community groups.

Attendance at career/recruitment fairs, if appropriate.

12 March 2021

Independent Remuneration Panel application deadline.

W/C 22 March 2021

Interview Panel meets to consider applications and short list applicants.

W/C 5 April 2021

Independent Remuneration Panel interviews.

W/C 19 April 2021

Obtain references for successful applicants & notification of decision sent.

June 2021

Training and Scoping meeting of the Independent Remuneration Panel.