

JOB DESCRIPTION

Job Title:	Independent Remuneration Panel Member		
Directorate:	Communities	Salary:	N/A
Section:	Democratic & Registration Services	Grade:	N/A
Location:	Remote	Work Style:	Flexible

Key Objectives of the role

- Make recommendations to the council in relation to councillors' expenses and allowances.
- When called upon make recommendations on remuneration in respect of Parish and Town Councils within the Borough.
- Help ensure public money is being well spent.

Designation of post and position within departmental structure

You will be part of a panel of 5, with the chair leading the panel through each review.

Bracknell Forest Council will provide administrative support to research and collate information required to support the work of the IRP. This will include information on the role of councillors in the authority and the way in which the authority operates and discharges its functions. Members will be provided with the current guidance on Regulation for Local Authority Allowances

Daily and monthly responsibilities

Each Review you will be expected to:

- Consider and make recommendations on allowances within Bracknell Forest Council.
- Attend two one-day meetings per review.
- Understand the current guidance on Regulation for Local Authority Allowances, as provided by Bracknell Forest Council.
- Read and understand the information on how the authority operates and the roles and responsibilities of councillors as provided by the authority.
- Read papers and reports, giving careful consideration to evidence and information provided at meetings by officers and ask questions on this evidence.

- Attend virtual interview sessions which will be organised based on the availability of panel members and interviewees. The report of the IRP's recommendations will be prepared by the chair.

Scope of role

To make recommendations to the council on:

- The amount of basic allowance that should be payable to its elected councillors considering regional/ national salary rates or average allowances paid in similar authorities, etc.
- The responsibilities or duties which should lead to the payment of a special responsibility allowance and the amount of any allowances.
- The duties for which a travelling and subsistence allowance can be paid and the amount of this allowance.
- The amount of co-optees' allowance.
- Whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the criteria by which it is determined.
- Whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended.
- 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.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Understanding of local government.</p> <p>Understanding of the role and work of a Unitary Authority Council.</p> <p>Have worked in either business, the voluntary sector or public organisations.</p>	<p>Understanding of the roles of councillors (including executive positions).</p> <p>Understanding of the decision-making process within a Council.</p> <p>Understanding of the regulations and guidance which apply to members' allowances.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Ability to listen to information and identify key points and issues.</p> <p>Ability to ask pertinent questions to obtain information and open up discussion.</p> <p>Ability to analyse information and use it to form opinions and conclusions.</p> <p>Ability to work within a team.</p> <p>Ability to understand and carefully consider various reports and papers.</p> <p>Ability to communicate effectively with a wide range of people.</p>	
Work-related Personal Requirements	<p>You should live, work or have a connection to Bracknell Forest.</p> <p>You must not be politically active to the extent that a reasonable person would conclude that this activity would influence your judgement.</p> <p>You must not be an elected member of any council (parishes) or co-optee.</p> <p>You must not be an employee of Bracknell Forest Council.</p> <p>You must have no personal, legal or contractual relationship with Bracknell Forest Council, its</p>	

	<p>councillors, co-opted members or employees.</p> <p>You must not hold any office or employment that is subject to confirmation by Bracknell Forest Council.</p> <p>You have not been adjudged bankrupt or have made a composition or arrangement with your creditors.</p> <p>You have not, within the last 5 years, been convicted of an offence for which you have served a term of imprisonment of not less than 3 months without the option of a fine.</p>
Other Work Requirements	<p>Availability to attend occasional panel meetings during the working day.</p> <p>You must have access to your own computer as work will usually be done remotely.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

