



Basingstoke
and Deane

Independent Remuneration Panel

A review into Councillor Allowances

Information pack for applicants



Basingstoke
and Deane

Dear Applicant

Application to serve as an Independent Member on the Independent Remuneration Panel

Thank you for recent enquiry about becoming an Independent Member of Basingstoke & Deane Borough Council's Independent Remuneration Panel.

The Local Authorities (Members' Allowances) Regulations 2003 allows local councils to establish and maintain an Independent Remuneration Panel. The Panel is responsible for developing the Councillors' Allowances Scheme by making recommendations to the Council. Recommendations may include the level of basic and special allowances for Councillors and, childcare and dependent carers' allowances, plus the level of allowances for travel and subsistence.

Within this information pack you will find:

- Application form
- Details of the appointment process
- Background to the Council
- Role of the Independent Remuneration Panel
- Person specification for Panel Member

There are 3 independent members to be appointed to the Panel, each post is on a voluntary basis but travelling expenses will be paid. Training will also be provided. The panel will be provided with advice and administrative support by the Council.

It is anticipated that the time commitment will be in the region of 20-40 hours during the course of the review which will take place between August – October 2021.

The Council is composed of 54 Councillors, representing local people in 18 wards that make up the Borough. Councillors are democratically accountable to the residents of their ward. The overriding duty of Councillors is to the whole community, but they have a specific duty to their wards and residents, including those who did not vote for them.

The Council currently operates a Leader and Cabinet system. Some Councillors have specific responsibilities for an area of the Council's activities (a portfolio).

The political representation across the council's 54 members is currently as follows:

Conservative	33
Labour	10
Independent Forum <i>(comprising Basingstoke & Deane Independents and the Independent member)</i>	6
Liberal Democrat	5

Each councillor represents a geographical area known as a district ward. Many of our councillors also undertake additional roles, such as The Leader of the Council, Cabinet Members, or Committee Chairmen, for which Special Responsibility Allowances can be paid.

Further information about Basingstoke & Deane Borough Council can be found at www.basingstoke.gov.uk

Fiona Thomsen
Head of Law & Governance and Monitoring Officer

Role of the Independent Remuneration Panel

The purpose of an Independent Remuneration Panel is as follows:

- To make recommendations to the authority as to the amount of basic allowance that should be payable to its elected members
- To make recommendations to the authority about the responsibilities or duties which should lead to the payment of a special responsibility allowance and as to the amount of such an allowance
- To make recommendations to the authority about the duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance
- To make recommendations as to the amount of co-optees' allowance
- To make recommendations as to 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 means by which it is determined
- To make recommendations on whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended
- To make recommendations as to 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

The Basingstoke & Deane Independent Remuneration Panel will also seek to answer the following key questions:

- What should be included within the basic allowance?
- Should other specific costs should be defined as being covered by the basic allowance or set out as additional expenses under the scheme?
- What is included (and not included) in the Councillor ICT offer in regard to equipment, training and support in order to best enable elected members to be a Modern Councillor and best serve the people of Basingstoke & Deane Council
- How best can the Council ensure compliance and compatibility issues are dealt with and make effective use of systems such as Mod.Gov
- Parental/ Maternity leave – Does the Council have a parental leave policy and if so, should it be extended to councillors? Would an approach encourage a wider range of people to become councillors and would it better reflect Council policy?

- Elected Member car parking permits/ passes –What should be included? Should these continue as they are and if so is that a reflection of current council policies?
- Reflecting Council Policy Approach – Do allowances reflect wider Council policy approaches such as positive support for electric vehicle usage?

The current scheme of Member allowances can be found at:

[Part 6 - Members Allowances Scheme \(basingstoke.gov.uk\)](https://www.basingstoke.gov.uk/part-6-members-allowances-scheme)

Composition of the Panel

The Panel will comprise of 3 independent members who will each be appointed through the IRP recruitment process. Appointments will be for the Panel review period only, ideally the Council would like representatives from across the voluntary, public, community and private sector.

Membership of the Panel is voluntary however travel expenses and child care costs can be claimed to cover out of pocket expenses.

Person Specification

An Independent Remuneration Panel Member ideally will have:

- A keen interest in the affairs of local government and of the role of councillors in the political management of a local authority.
- Strong analytical capability, including the ability to question, probe and seek clarification about complex issues.
- An ability to consider matters objectively and without regard to any personal political views or pre-conceived views.
- A strong connection with Basingstoke & Deane, either through residency, employment or business; or an ability to bring a national perspective to local government affairs.
- An understanding of financial matters as they affect a local authority.

Set out below are some of the key skills, which are considered important to carry out the work of the panel.

Ability to:

- read and assess information and identify key points/issues
- listen to information and identify key points and issues
- ask questions in order to obtain information and open up discussion
- analyse information and use it to form opinions and conclusions
- work as part of a team
- communicate effectively with a wide range of people

Have an understanding of:

- local government
- the role and work of a District Council (including a knowledge of the decision-making process)
- the roles of councillors

- the regulations and guidance which apply to members' allowances
- understanding of the importance of being seen to be working independently of the Council
- 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

Personal Qualities:

- To be available to attend and contribute to meetings
- Committed to undertaking the background work in preparation for meetings
- Have experience of setting remuneration levels in complex organisations
- Knowledge of Local Authority structures

Other requirements:

- Be able to attend occasional daytime meetings
- To be available to attend and contribute to meetings
- To be contactable via E- Mail

Additional Requirements

Eligibility criteria exist for IRP membership appointments, these are as follows:

1. you must live or work in the Basingstoke & Deane Council area
2. you are not a member or officer of any local authority;
3. you do not have a close personal relationship with a member or officer of the council
4. you do not work for an organisation that receives grants from the council
5. you are not subject to a conviction 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;
6. you are not in debt to or in dispute with Basingstoke & Deane Borough Council

The Appointment Process

The application and selection process set out below has been prepared to ensure that the Council Independent Remuneration Panel is truly independent, well qualified to discharge the functions of the Panel and representative of the diversity of the communities in Basingstoke & Deane.

The Council would ideally like a representative from a public organisation, the community and voluntary sector and the private sector. Expressions of interest have been sought through advertisement for candidates on the Council's website and asking particular stakeholders e.g. the voluntary sector or the local business community.

The Deadline for Applications is the **6 August 2021.**

It is envisaged that interviews will take place with shortlisted candidates during August 2021. Short listed candidates will be invited to an informal discussion on the role and remit of the Panel with a Council Appointments Panel that will consist of 4 Borough Councillors.

Selection for this appointment will be based on an assessment of how applicants meet the key skills set out in the person specification. You should therefore ensure that you include information on how you meet the attributes required when completing the application form.

Application Form

An application form accompanies this application pack. If you feel that you have the experience, personal skills and qualities required, please apply by completing the application form

Please answer all of the questions on the form.

Complete the form on the Webpage or send completed applications forms to:

Independent Remuneration Panel Application
The Monitoring Officer
Basingstoke & Deane Borough Council
Civic Offices
Basingstoke
RG21 4AH

If you have any questions regarding the Independent Remuneration Panel for Councillors' Allowances or the selection process, please contact:

Fiona Thomsen, Head of Law & Governance and Monitoring Officer
Tel: 01256 845473
E: Fiona.Thomsen@basingstoke.gov.uk



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and Deane

Application to serve as a member of the Independent Remuneration Panel of Basingstoke & Deane Borough Council.

Application Form

Name:	
Address:	
Post Code:	
Telephone Daytime:	
Mobile:	
Email:	
Date of Birth:	
Employment status	
<p>Please describe any links which you have or have had with the Borough or with the community of the Borough e.g. living or working in the Borough, through work or business, through voluntary bodies, public bodies etc.</p>	

Are you currently a Member of any other Local Authority? (This includes Parish Councils, Police and Fire Authorities)

Yes/No

If yes please provide the name of the Authority:

Are you a relative or a close friend of any Member or Officer of the Council?

Yes/No

(Note: a relative is defined as (a) a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, brother, sister, grandparents, grandchild, uncle, aunt, nephew, niece or (b) the spouse or parent of any of (a))

If yes, please give details:

Please provide details of any organisations (including political parties) you are, or have been a Member of during the past 5 years.

Please explain why you wish to be a Member on the Independent Remuneration Panel and give details of any relevant experience you may have for the role.

Please explain how you meet the person specification for the role of Independent Remuneration Panel Member (using the person specification in this pack):

Please supply the name and address of a person whom we may contact for a reference as to your suitability for the role.

Name:

Address:

Tel:

Email:

DECLARATION I confirm that:

- I have read the background information and understand and accept the commitment needed to be an active member of the Independent Remuneration Panel.
- The information that I have provided on this application form is correct.
- I would fully respect the confidentiality of the information provided to me as a member of the Panel.
- I would observe any rules set by the Panel and act in good faith in the interests of the Panel.

Signed

Date