

APPENDIX B

ASHFIELD DISTRICT COUNCIL INDEPENDENT REMUNERATION PANEL

ROLE DESCRIPTOR

POST TITLE: Chair of the Independent Remuneration Panel

DIVISION: Governance

SECTION: Democratic Services/Member Support

WORK BASE: Ashfield District Council, Council Offices, Urban Road, Kirkby in Ashfield, NG17 8DA

RESPONSIBLE TO: Director – Legal and Governance and Monitoring Officer

PURPOSE OF ROLE:

To facilitate and manage the process of the review of the Members' Allowances Scheme in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

MAIN RESPONSIBILITIES:

1. To facilitate and manage the Independent Remuneration Panel meetings.
2. To provide advice and guidance as appropriate to the Panel, consulting with Officers of the Council as necessary.
3. To review the existing Members' Allowances Scheme, using a number of suitable techniques.
4. To collect and collate information in relation to the review of the Members' Allowances Scheme to enable an informed, transparent, and fair review:
 - a. To evaluate the results of a questionnaire to be sent out to Elected Members.
 - b. To develop an appropriate "Call for Evidence" process i.e. request interviews with a number of Elected Members at all levels and across all parties.
 - c. To gather evidence and information from Officers of the Council and other appropriate stakeholders as deemed necessary.
 - d. To compare Members' Allowances Schemes of similar size and make up to Ashfield District Council.
5. To develop and maintain effective partnership working and communication between lay members of the Independent Remuneration Panel and Council Officers.
6. To ensure sufficient records of the Panel's work are maintained for audit purposes.

7. After consensus and discussion with the Independent Remuneration Panel Members, to produce a written report with recommendations to the Chief Executive by January 2020.

FEES/EXPENSES:

Fixed fee as agreed in advance with the Chief Executive.