

APPENDIX C

ASHFIELD DISTRICT COUNCIL INDEPENDENT REMUNERATION PANEL

ROLE DESCRIPTOR

POST TITLE: Lay Member of the Independent Remuneration Panel

DIVISION: Governance

SECTION: Democratic Services

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

RESPONSIBLE TO: Executive Director of Governance and Monitoring Officer

PURPOSE OF ROLE:

To contribute to the review of the Members' Allowances Scheme in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

MAIN RESPONSIBILITIES:

1. To review the existing Members' Allowances Scheme, using a number of suitable techniques.
2. 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 consider evidence obtained as part of the "Call for Evidence" process – the interviews with a number of Members at all levels across all parties.
 - c. To consider 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.
3. To develop and maintain effective partnership working and communication between the Independent Remuneration Panel and Council Officers.
4. To contribute to the development of recommendations contained within the written report produced for the Chief Executive.

FEES/EXPENSES:

Out of pocket and travel expenses.