

## Independent Remuneration Panel Member

Would you like to be an Independent Member of West Lindsey's Remuneration Panel?

We are looking to appoint to roles on our independent Remuneration Panel, which is responsible for making recommendations to the authority about the allowances to be paid to members. We are looking for people who are not directly involved with the council to make certain that the work of the panel is fair, open and effective.

We need people who are resident or working in the district, who are objective and politically independent, with the ability to analyse information, to join the Panel.

In return you can look forward to doing something interesting and worthwhile for the local community. You will be paid an annual allowance of £200 plus travelling expenses.

### To apply:

If you would like to discuss the role, contact James O'Shaughnessy, Corporate Policy & Governance Manager / Deputy Monitoring Officer on 01427 676537

Alternatively, you can request an information pack and application details by calling 01427 676594 / 676595, or by email on [committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk)

Please note we do not accept CV's as a form of application.

Applicants will be subject to a Basic Disclosure Scotland check.  
All recruitment correspondence, including interview invites will be sent out via email.

**Closing date: 10 March 2021**

**Interview date: 23 March 2021** Please note that due to Covid- 19, interviews will be held "remotely" via MS Teams software

The Council has a commitment to equal opportunities and welcomes applicants from all sections of the community. Also we operate a no smoking policy.

*West Lindsey District Council Employer of Choice*



## REMUNERATION PANEL PERSON SPECIFICATION

### 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.

### Selection Criteria

Prospective members should –

1. Live or work in the West Lindsey District.
2. Have an understanding of Local Government and broader community issues.
3. Have the ability to act impartially.
4. Be aged over 18.
5. Not be a Councillor of any local authority (including Town/Parish Councils).
6. Not be directly related to a West Lindsey District Councillor.
7. Not be employed by West Lindsey District Council.
8. Not be a member of any political party.
9. Be able to analyse information, ask pertinent questions and maintain confidentiality.



If you require this Person Specification in another format eg large print, please contact Customer Services on 01427 676676, by email [customer.relations@west-lindsey.gov.uk](mailto:customer.relations@west-lindsey.gov.uk) or by asking any of the Customer Services staff.

### DISQUALIFICATIONS FOR APPOINTMENT

#### 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 before 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 with his/her creditors ceases:–
  - (a) on the date on which payment is completed if he/she pays the debts in full; or
  - (b) in any other case, on the expiration of five years from the date on which the terms of the deed of composition or arrangement are fulfilled.

If you have any queries as to whether or not you may be disqualified from appointment, please ring Alan Robinson, Monitoring Officer on 01427 676509



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The Local Government Act 2000 reformed the system for paying allowances to elected members and, in particular, required the establishment and maintenance of an independent Remuneration Panel to provide the Council with advice on its Members' Allowances Scheme. The Council must have regard to this advice.

West Lindsey's Remuneration Panel was first appointed in 2001 and comprised three members and a reserve member. The Council has since decided to increase the size of the Panel to five or six members.

The Panel makes recommendations to the Council about the level of basic allowance paid to all members, the categories of special responsibilities for which special responsibility allowances may be made, the levels of those allowances, the rates of any child care/dependant carers' allowance and travel and subsistence allowances.

The Council provides the Remuneration Panel with appropriate administrative support, information about the roles of Councillors and the way in which the Authority operates and discharges its functions.

Members of the Remuneration Panel receive £200 per annum and their travelling expenses.

It is for the Council itself to approve the Members' Allowances Scheme; the role of the Remuneration Panel is to make recommendations.

The Council recognises the importance of finding the right independent people for appointment to the Remuneration Panel and aims to select appointees not only based on skills and experience, but also on attitude and approach. The successful applicant will need to demonstrate that he/she matches the person specification. The Council sees the operation of the Independent Remuneration Panel as crucial in providing an impartial element which will enhance public confidence in the allowances system.



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Formed on 1st April 1974 by the amalgamation of five constituent Authorities (*Gainsborough Urban, Market Rasen Urban, Caistor Rural, Gainsborough Rural and Welton Rural District Councils*), West Lindsey District Council covers the north- western area of Lincolnshire, an area of some 445 square miles, and serves a population of approximately 91,800. The District contains part of the Lincolnshire Wolds area of natural beauty, 25 conservation areas and 1,000 listed buildings.

The new administrative headquarters of the District Council are located at the Guildhall, Marshall's Yard, Gainsborough. Gainsborough stands on the western boundary and is a river port which serves the Humber. The town also boasts a particularly fine example of a 15th Century Manor House -The Old Hall.

Area Offices are situated in Market Rasen and Caistor. Operational Works Depots are located at Gainsborough and Market Rasen.

The Council has currently 35 Members with one vacancy (16 Conservatives, 12 Liberal Democrats, 2 Lincs Independent, 2 Gainsborough Independent, 1 Independent, 1 Independent, 1 Independent) who are elected to serve for 4 years. The 36 Councillors represent the 20 Wards within West Lindsey. The concentration of population in some Wards necessitates their representation by two, or even three, councillors.

The Council currently employs around 300 people. The Council operates through a number of Committees and Directorates/Divisions which are responsible for advising in terms of service delivery, policy formation, expenditure, etc. There are two policy committees – Corporate Policy and Resources Committee and Prosperous Communities Committee, as well as Challenge and Improvement Committee (Scrutiny), Planning Committee, Governance and Audit Committee, Standards Committee, Regulatory Committee and a Licensing Committee.



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