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To: Selection and Member Services Committee – 23 June 2016

Subject: Recruitment of the Independent Member Remuneration Panel

Summary: This report invites the Committee to determine the process for the recruitment of a new Independent Member Remuneration Panel when the terms of office for the current panel members expire on 31 October 2016.

1. Introduction

- (1) Independent members of the Remuneration Panel are recommended to the Council for appointment by a panel of three people (not Members of the Council) appointed by this Committee.
- (2) The current term of office for the Panel Members Mr J Ogden, Mrs S Addis and Mr S Wiggett expires on 31 October 2016.
- (3) The legislative framework for the Member Remuneration Panel is set out **Appendix 1** to this report.

2. Proposed Recruitment Process

- (1) The existing members of the Remuneration Panel were shortlisted and interviewed by a Panel of three of the County Council's Honorary Alderman (former County Councillors) each drawn from one of the three political groups at the time.
- (2) An advert was placed on the County Council website to recruit the existing Panel. The process was the same as it would be for a member of staff. The Honorary Alderman considered the applications against the job role and specification for the post. The Panel then met and agreed the shortlisted candidates and the interviewing schedule.
- (3) Attached at **Appendix 2** is a copy of the job profile and specification.
- (4) To recruit the Panel for a commencement date of 1 November 2016 will require a recommendation to be made to the County Council on 20 October 2016. The recruitment process will need to be completed by the end of September. An advert will therefore need to be placed on the website by mid July.
- (5) The recruitment process worked well on the last occasion with the recruitment process, using a Panel of Honorary Aldermen. However, as neither the UKIP or Independent Groups have any Honorary Alderman it is proposed that the Group Leaders should be invited to appoint an Honorary Alderman or a person who is

not an existing Member or an individual planning to seek election to the County Council to participate in the process.

3. RECOMMENDATION

The Committee is asked to consider and agree the recruitment process for the Member Remuneration Panel for the period 1 November 2016 to 31 October 2020

1. Legislation

The statutory basis for the Independent Remuneration Panel is contained in 'The Local Authorities (Members' Allowances) (England) Regulations 2003. A copy of the Regulations is attached. Part 4 of these Regulations governs the operation of Independent Remuneration Panels

2. Composition

An Independent Remuneration Panel shall consist of at least three Members none of whom is also a member of an authority in respect of which it makes recommendations or is a member of a Committee or Sub Committee of such an authority or is disqualified from being or becoming a member of an authority.

3. Recommendation of Panels

" 21. (1) An independent remuneration panel shall produce a report in relation to the authority or authorities in respect of which it was established, making recommendations:

- (a) as to the responsibilities or duties in respect of which the following should be available:*
 - (i) special responsibility allowance;*
 - (ii) travelling and subsistence allowance; and*
 - (iii) co-optees' allowance*
- (b) as to the amount of such allowance and as to the amount of basic allowance;*
- (c) as to whether dependants' carers' allowance should be payable to members of an authority and as to the amount of such an allowance;*
- (d) as to whether in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowance may be backdated in accordance with regulation 10(6) (i.e. it may be payable from the beginning of the year);*
- (e) as to whether adjustments to the level of allowances may be determined according to an index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;*

Kent County Council Job Description: Independent Member of the Remuneration Panel

Directorate: Three separate posts.

Unit/Section:

Location: Maidstone

Remuneration: £100 per day (pro rata for part of day) and travel expenses when required to undertake any duties

Responsible to: Kent County Council

Purpose of the Job:

The Panel of three independent people drawn from the community advises the Council on all matters to do with the allowances of the elected Members of the Council. A copy of the current scheme of allowances is enclosed.

Main duties and responsibilities:

The role of an Independent Member serving on this Panel is to make recommendations to the Council on a scheme of allowances and expenses for Council members and for reviewing that scheme in whole or in part as required by law, or requested by the Selection and Member Services Committee.

The Panel is not a Committee of the Council. No Member of the Council has a right to attend its meetings and its procedures are determined by the Panel itself,

1. The persons appointed as an Independent Person must:
 - be committed to the need for high standards in public life
 - demonstrate that they can remain independent in their thinking and decision making
 - be able to make judgments based on evidence or information presented
 - have questioning skills

- be assertive
 - be able to work within an area of public life which is open and transparent
- 2 To attend meetings of the authority when required.
 - 4 To participate in any forum established for Independent Members.
 5. Meetings are normally held in the daytime.

Other information:

6. Kent County Council will meet travel and subsistence expenses in accordance with their set rates.
7. Applicants should:
 - (a) live or work in the Kent County Council area
 - (b) be of good character
 - (c) be able to demonstrate a good understanding of ethics and probity in public services
- 8 The Independent Members MUST NOT
 - (a) be, or have been during the last 5 years, a member, co-opted member or officer of Kent County Council; or
 - (b) be a relative or a close friend of a member, co-opted member or officer of KCC or KMFRA.
(A person is defined by the Localism Act 2011 as a relative if they are:
 - *The spouse or civil partner or living as if they were a spouse or civil partner;*
 - *A grandparent;*
 - *A lineal descendant of a grandparent;*
 - *A parent, sibling or child;*
 - *The spouse or civil partner of a grandparent, lineal descendant of a grandparent, or a parent, sibling or child; or*
 - *Living with a grandparent, lineal descendant of a grandparent, or a parent, sibling or child as if they were a spouse or civil partner.**of a member, co-opted member or officer of KCC or KMFRA.)*

Kent County Council

Person Specification: Independent Member

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| | MINIMUM |
|-----------------------------|---|
| EXPERIENCE | <p>Experience of serving in or working for local or national government, the legal system, tribunals or other quasi-judicial bodies.</p> <p>Experience in dealing with difficult issues which need constructive and sensitive solutions.</p> <p>Experience of partnership working, where politically or ethically sensitive issues have had to be considered.</p> <p>Experience of dealing with issues of ethical conduct in employment or public service.</p> |
| SKILLS AND ABILITIES | <p>Ability to critically assess written and oral evidence to reach a balanced and objective decision.</p> <p>Ability to absorb key information from complex reports.</p> <p>Ability to communicate effectively with a wide range of people, including councillors and council officers.</p> <p>Demonstrate excellent listening, problem solving and evaluation skills.</p> <p>Demonstrate tact, diplomacy and impartiality.</p> |
| KNOWLEDGE | <p>Knowledge of how a local authority operates and an awareness of the role of elected members.</p> |
| BEHAVIOURS | <p>Personal Integrity.</p> <p>Commitment to upholding high standards.</p> <p>Independence of mind – ability to form a view on the basis of facts and act objectively, and not to be swayed by others</p> <p>Commitment to confidentiality in appropriate circumstances.</p> <p>Ability and willingness to work with Members of other councils, their committees/panels and officers.</p> <p>Reliable and committed.</p> <p>Need to attend various meetings with fluctuating frequency and sometimes at short notice.</p> <p>Need to be available for and respond to consultation as and when required, and sometimes at short notice</p> <p>Attend training events and other forums as and when required.</p> |

Kent - a large and diverse County

- **Land area** of 1,368 square miles and just over 350 miles of coastline
- **Residential population** of just over 1.49million, and growing faster than the national average
- **An ageing population**-the number of 65+year olds is forecast to increase by 48.9% by 2031
- 78% of **Kent's working age population** is economically active (in work or actively looking)
- 8.8% of **working age residents** are claiming out of work benefit
- Just under one third of the **Kent workforce** is qualified to at least NVQ4, lower than the national and South East average
- Kent is ranked 102nd out of 152 authorities in the **Indices of Deprivation**, although lots of variation, with some areas of Kent falling into the 20% most deprived in the country
- **There are 472,300 0-15 year olds in Kent**, equal to 31.6% of the total population
- 50,740 **businesses** are based in Kent, 83.5% of which employ less than 10 people
- **Professional, scientific and technical** account for the largest proportion of Kent business, followed by construction, while businesses in wholesale and retail trade have the largest proportion of employees
- **Health and wellbeing** in Kent is generally good. Kent has areas which are within the 20% highest and lowest life expectancy in England, but overall Kent has a slightly higher life expectancy than the national figures

How does the Council work?

- Kent County Council works closely with 12 district councils, one unitary authority (Medway Council) and more than 300 town and parish councils. Each has specific responsibilities and some are shared, but all work in partnership to ensure the citizens of Kent are well-presented overall.
- Kent County Council is led by Paul Carter, and supported by 8 Cabinet Members. There are 84 elected Members in all. The ruling Group is the Conservatives and UKIP is the official opposition party. There are also Labour, Liberal Democrat and Independent Groups.
- The Corporate Management Team provides officer leadership and top level management for the County Council. Our structure has four Corporate Directors:
 - + Strategic and Corporate Services
 - + Education and Young People Services
 - + Social Care and Health and Wellbeing
 - + Growth, Environment and Transport

Underneath each Member of the Corporate Management Team there is a Directorate Management Team made up of the Directors of each Division and the

Corporate Director. Cabinet and the Corporate Management Team come together as Corporate Board, chaired by the Leader, to provide strategic direction around implementation and service delivery.