



# **Independent Remuneration Panel Information for Applicants**

## **Background**

Cumberland Council was established in April 2023 and is made up of 46 Councillors. Councillors undertake a wide range of roles and receive financial allowances in accordance with a Members' Allowances Scheme, which sets out the payments to be made for each role.

The Council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 to establish and maintain an Independent Remuneration Panel to review and make recommendations to the Council on the level of allowances to be paid to Councillors of the Council and other non-elected people such as co-opted members through the Members' Allowances Scheme.

## **The Independent Remuneration Panel**

The Independent Remuneration Panel is made up of independent persons and their primary function is to make recommendations to Council on:

- The level of Members' Basic Allowance;
- Which duties or responsibilities should lead to the payment of Special Responsibility Allowances and the amount of such allowances;
- The duties for which travelling and subsistence allowances can be paid and the amount of those allowances;
- The level of co-optees' (or non councillor) allowance;
- Whether the Scheme of Allowances should include an allowance for expenses of Councillors in arranging child care or dependent relative care and if so the level of that allowance;
- Whether there should be any backdating of an allowance to the start of the financial year, in the event of any change to allowances mid-year;
- The nature of any index by which allowances are update annually and for how long any such index should apply.

The Panel is supported administratively by the Council's Monitoring Officer and a Democratic Services Officer. This support role will:

- Arrange meetings as requested by the Chair
- Assemble information and arrange evidence as required;

- Advise on the workings of the Council and Councillor roles.

## **Term of Office**

The Panel must have five members who will serve for a five year term. The Panel will appoint a Chair who shall serve for three years with an annual review. The Panel will meet on an ad hoc basis in person and on Teams.

## **Allowances**

Members of the Panel will receive an annual allowance of £500 together with reasonable travel expenses. The Chair of the Panel will receive an annual allowance of £600 together with reasonable travel expenses due to their additional responsibilities. The allowance will be paid monthly.

## **Eligibility**

You are not eligible for appointment if you

- are a member or officer of Cumberland Council;
- are a close friend or relative of any member, co-opted member or officer of the Cumberland Council;
- have close business or professional links with the Cumberland Council or other relationship which may give rise to a conflict of interest;
- are politically active;
- are disqualified from being a Member of Cumberland Council.

## **Applications**

Application forms should explain why you would like to undertake the role and provide details of any relevant knowledge, experience and skills, having regard to the person specification. You should also provide details of two referees.

Applications should be submitted via email to:

[Rachel.Plant@cumberland.gov.uk](mailto:Rachel.Plant@cumberland.gov.uk) or alternatively, you can post your form to:

Clare Liddle

Monitoring Officer

Cumberland Council

Civic Centre  
Carlisle  
CA3 8QG

**The closing date for the receipt of applications is 30<sup>th</sup> April 2025**

### **Appointment Process**

Following receipt of applications, a short listing exercise will be undertaken and short listed candidates will be contacted to attend an interview,

### **Further Information**

If you have any further queries regarding the work of the Panel and the application process please contact:

Clare Liddle  
Monitoring Officer  
Cumberland Council  
Civic Centre  
Carlisle  
CA3 8QG  
Email: [monitoring.officer@cumberland.gov.uk](mailto:monitoring.officer@cumberland.gov.uk)

## **Role Description**

1. To consider reports presented to the Panel by its supporting officers that contain information and statutory guidance relating to schemes for the payment of Members' Allowances so as to become informed and to remain up to date
2. Following debate with fellow Panel Members, and upon receiving advice from supporting officers where appropriate, to arrive at appropriate conclusions, decisions and recommendations for Council
3. To propose a scheme of allowances for Cumberland Council which ensures that Members receive realistic recompense for the time they spend on Council activities and so that local people are not deterred from seeking election to the Council by financial considerations
4. To monitor the operation of this scheme
5. To propose amendments to and updating of this scheme in line with changing legislation and in response to, where appropriate, feedback from Members, other authorities and employers organisations
6. To develop and maintain a broad understanding of the work and performance of the Council so as to set the above in context

## Person Specification

### ***Education and Qualifications***

Good general standard of education, sufficient to understand complex arrangements and issues

### ***Experience, Knowledge and Understanding***

A broad range of experience, preferably in public, private, voluntary or charitable sector

Inquisitive, open minded and non-judgemental

Knowledge of the workings of local government

A demonstrable interest in local issues

An interest in public service and local government in particular

Live and/or work in the local area

### ***Skills***

Literate and numerate

Capable of analysing moderately complex written information

Confident and effective communicator within a small group

Good team member

### ***Competencies***

A person in whose impartiality and integrity the public can have confidence

Understand and comply with confidentiality requirements

Able to make a significant contribution to the work of the Panel

Commitment to the needs of the local people

### ***Other requirements:***

Must be aged 18 or over

Able to attend programmed and ad hoc meetings of the Panel, to devote preparation time for each meeting and to attend any training event that might be arranged

Must not currently be a Member of Cumberland Council

Must not be employed by Cumberland Council or any of its main contractors

Must not be closely related to a Cumberland Councillor or any Cumberland Council employee

Must not have had a criminal conviction within the last 5 years

Must not be subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order or

Will have disclosed to the Council any matter in his/her background which, if it became public, might cause the Council to reconsider the appointment

Committed to a five year term of office