

THE ROLE OF INDEPENDENT REMUNERATION PANEL MEMBER

Overview of the Independent Remuneration Panel	
<p>The Independent Remuneration Panel (IRP) has been established under the requirements of the of the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended in order to make recommendations to the Council on its Members' Allowances Scheme and the nature and level of allowances to be paid to elected members.</p> <p>The IRP is made up of four members.</p>	
The Role of Independent Remuneration Panel Member	
<ul style="list-style-type: none"> • To receive reports/proposals from Officers of the Council in connection with the Members' Allowance Scheme. • To formulate a view as to any appropriate changes to the Members' Allowance Scheme. • To attend meetings of the IRP, as appropriate, and contribute to the production of recommendations to be put before the Council. 	
Conditions of Appointment	
Term of membership:	4 years
Workload:	<ul style="list-style-type: none"> • All IRP members are required to undertake one or two briefing and training sessions upon taking up appointment • The IRP normally produces between one and three reports per annum. Generally, each report requires attendance at one formal meeting of the Panel, plus associated correspondence and telephone follow up. In exceptional circumstances, and at the discretion of the Chair, the Panel may conduct its business by exchange of correspondence and issue its report without the necessity for a formal meeting.
Fee	£250 per report (Inclusive of expenses)

Personal Attributes			
		Ess	Des
1.	Able to make informed judgements based upon complex information	✓	
2.	An awareness of the sensitive and confidential nature of the work	✓	
3.	To be contactable via E-Mail	✓	
4.	To be available to attend and contribute to meetings	✓	
5.	Committed to undertaking the background work in preparation for meetings	✓	
6.	Have experience of Committee work		✓
7.	Have experience of setting remuneration levels in complex organisations		✓
8.	Knowledge of Local Authority structures		✓
Contra-Indicators			
Persons will be disqualified from serving on the panel if they:			
1.	Are an elected Councillor of any Local Authority		
2.	Are employed or appointed by Leeds City Council		
3.	Are a senior employee (in a politically restricted post) of another local authority		
4.	Are the holder of any position within a political party at local, regional or national level		
5.	Are the subject of a bankruptcy restrictions order or interim order		
6.	Have been convicted in the last 5 years of an offence with a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine		
7.	Are in debt to or in dispute with Leeds City Council		
8.	Are a relative or personal friend of an elected member of Leeds City Council		
Removal from the Panel			
The Council will have the right to remove particular members from the panel before the 4 year term expires in special circumstances such as:			
1.	Becoming disqualified for any of the reasons detailed in the contra-indicators above		
2.	Persistent non-attendance		
3.	Breach of confidentiality		
4.	Conduct that brings the panel into disrepute and/or prejudices its impartiality or its effective operation		