

EAST KENT JOINT INDEPENDENT REMUNERATION PANEL EAST KENT JOINT PARISH REMUNERATION PANEL

JOB PROFILE

I. IDENTIFYING FACTS

Post Title: Member of the East Kent Joint Independent Remuneration Panel and the East Kent Joint Parish Remuneration Panel

Closing Date: Friday 4 January 2008

II. JOB PURPOSE

The East Kent Joint Independent Remuneration Panel and the East Kent Joint Parish Remuneration Panel are established in order to make recommendations to the district and parish authorities about allowances paid to elected Members in accordance with The Local Authorities (Members Allowances) (England) Regulations 2003.

The East Kent Joint Independent Remuneration Panel and the East Kent Joint Parish Remuneration Panel will undertake this role for Canterbury City Council, Dover District Council and Thanet District Council. The law requires that the East Kent Joint Parish Remuneration Panel shall consist of those members who are members of the East Kent Joint Independent Remuneration Panel.

The presence and contribution of the Members on the Remuneration Panels provides a valuable contribution in advising elected Members in setting the allowance scheme.

III. KEY AREAS

Suitable candidates are likely to possess an understanding of the work of local government and elected members, good questioning skills and be assertive.

We would be particularly interested to hear from applicants who have:

- (a) Experience of the voluntary sector or local business community.
- (b) Experience of setting allowance schemes.

Independent Members will need to be able to devote time to the work of the East Kent Remuneration Panels and meetings will be held during the daytime and evenings.

Independent Members will normally serve a maximum of two terms, though this may be extended to further terms, with each term a maximum of four years.

Members of the Remuneration Panels will not be:

- (a) a co-opted or elected member of any local authority;
- (b) disqualified from being or becoming a member of a local authority;
- (c) a close friend or relative of an elected member.

IV. **DUTIES**

The key duties of Members on the Remuneration Panels shall be:

- (a) to make recommendations to each authority as to the amount of basic allowance which should be payable to its elected and co-opted members;
- (b) to make recommendations to each authority about the roles and responsibilities for which a special allowance should be payable and as to the amount of each such allowance;
- (c) to make recommendations as to whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined;
- (d) to make recommendations to each authority about the introduction of a members' pension scheme;
- (e) to make recommendations to each authority as to the amount of travel and subsistence allowance payable to elected and co-opted members.

For further information please contact Miss Rebecca Brough, Head of Corporate Services and Democracy on 01304 872304 or by e-mail at democraticservices@dover.gov.uk.

Applications should be returned to:

Miss Rebecca Brough
Head of Corporate Services and Democracy
Dover District Council
White Cliffs Business Park
Dover
Kent CT16 3PJ