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# NORWICH CITY COUNCIL

# INDEPENDENT REMUNERATION PANEL

# INFORMATION PACK

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## A message from the monitoring officer

Thank you very much for expressing an interest in the role of an Independent Remuneration Panel member for Norwich City Council.

In this information and application pack you will find out more about the arrangements for determining Members’ allowances and what might be expected of you should you become an Independent Remuneration Panel (IRP) member. You will also find a short application form, if you wish to apply for the role.

It is important that the electorate have confidence in the process for determining the payment of allowances to Members. Bringing in independent people to be part of this arrangement helps to build confidence within the community that the Council is operating an independent, open and transparent process when the Council is setting members’ allowances.

We are looking for persons who can demonstrate independence from the Council, have an analytical mind, good interpersonal skills, an ability to give clear and reasoned advice and an awareness of the political environment in which local government operates.

It is important that those selected have the profile and experience that the community would respect in bringing an independent and informed perspective to the members’ allowances process.

Thank you once again for your interest.

Jan Robinson

Monitoring Officer

Head of Legal and Governance

Norwich City Council

## Selection timetable and how to apply

### The timetable

Closing date for applications is 28 February 2025  
Shortlisting will take place W/C 3 March 2025  
Interviews will be held on 10 March 2025  
Council to ratify appointment on 18 March 2025.

Candidates will be interviewed by a panel of senior officers. Recommendations for appointments to the IRP will be made to the Council at its next meeting following the completion of the recruitment process.

All applications will be assessed against the selection criteria outlined in this pack. Candidates who are invited for interview will be notified after the short-listing process has taken place.

If you have any questions about becoming an Independent Member or about the role, please contact the Council’s Monitoring Officer,Jan Robinson at [Jan.Robinson@norwich.gov.uk](mailto:Jan.Robinson@norwich.gov.uk) or on 01603 989434.

### How to apply

Should you wish to apply for a position, please complete the application form and include a statement to demonstrate how you consider that you meet the relevant criteria and would be suitable for the role.

Contact will be by e-mail and an e-mail address should be provided by the applicant. If you do not have an email address, please contact the Council’s Monitoring Officer at:

Norwich City Council

City Hall

St Peters St

Norwich

NR2 1NH

Please e-mail the completed form to [Jan.Robinson@norwich.gov.uk](mailto:Jan.Robinson@norwich.gov.uk) by the deadline of 12pm on 28 February 2025.

## About the council

Norwich City Council is dedicated to serving one of the UK's most vibrant and historic cities. Known for its rich cultural heritage, stunning medieval architecture, and thriving arts scene, Norwich offers a unique blend of tradition and modernity.

The city is home to a diverse community, excellent educational institutions, and a growing economy, making it a dynamic and exciting place to live, work, and visit. As the local authority, Norwich City Council is committed to enhancing the quality of life for residents and visitors through innovative services and initiatives.

Norwich City Council is composed of 39 elected councillors (or members) representing 13 wards, each electing 3 representatives.

The current political make-up is:

* Labour 19 seats
* Green Party 15 seats
* Liberal Democrats 3 seats
* Independent Norwich Group 2 seats

Labour is the largest party, but has no overall control.

The Council operates an Executive form of governance. This means that Full Council appoints an Executive Leader. The Leader then appoints between two and nine other councillors who, together with the Leader, form the Cabinet. The Cabinet is the part of the council that is responsible for most day-to-day decisions and carries out all of the council’s functions that are not the responsibility of any other part of the council, whether by law or under the Constitution.

All councillors meet together as the Council. Meetings of the Council are normally open to the public. Here councillors decide the Council’s overall policies and set the Budget each year. The Council appoints the Executive Leader and various committees and holds them to account.

A councillor’s role and responsibilities include:

* representing the ward for which they are elected
* decision-making
* developing and reviewing council policy
* scrutinising decisions taken by the councillors on the executive or cabinet
* regulatory, quasi-judicial and statutory duties
* community leadership and engagement

Councillors are democratically accountable to residents of their ward. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

## Independent Remuneration Panel member: specification

### How has this role come about?

Under Part 4 of The Local Authorities (Members’ Allowances) (England) Regulations 2003, the Council must have regard to the recommendations of an Independent Remuneration Panel (IRP) before it determines a scheme of Members’ Allowances.

Norwich City Council is currently seeking four new members of the IRP, (the statutory minimum is three) as the previous members have reached the end of their term of office.

**What is the role of an independent person?**

All Members receive a Basic Allowance with additional Special Responsibility Allowances paid for certain other duties. The current schedule of Councillors’ Allowances is set out on the Council’s website:

[Link to allowances](https://www.norwich.gov.uk/info/20190/councillors_and_decision_making/1316/councillors_allowances)

The IRP’s role is to make recommendations to the Council on the level of member allowances to be paid. In order to do this the IRP must assess the ‘value’ of the respective member roles within the wider and overall Council political structure, taking account of changes it considers appropriate and relevant, without any preconceived result or directed outcome. The IRP also considers benchmarking or specialist data as appropriate.

The Council is required to publicise the main recommendations of the IRP to ensure transparency and openness.

Following consideration of the Panel’s recommendations, the Council determines its Scheme of Member Allowances which then forms part of the Council’s Constitution. Any approved scheme is required to be advertised in accordance with the statutory requirements.

### Who is eligible?

A person may only be considered for membership of the Council’s Independent Remuneration Panel if he or she:

* Is not a Councillor of Norwich City Council;
* Is not disqualified from being a councillor of a local authority;
* Is not a relative or close friend of a councillor or employee of the Council
* Is over 18 years of age

### How long is the appointment for?

There is no prescribed statutory term, but the Council would like to appoint for a term of four years with the option to extend the term for another four years.

### Do I have to live or work in the city?

Not necessarily, but a connection to the city, or local knowledge of the area will add to the merits of your application.

### How will the successful candidate be appointed?

The positions are being advertised via the Council’s website and any appropriate local newspaper or website. The Council may only appoint someone who makes a formal application and the appointment must be approved by a majority of the Members of the Council at an ordinary meeting.

A senior officer panel will be convened to conduct interviews. The panel will recommend to Council the appointment of those applicants that it considers should be appointed to the IRP, based upon the applications submitted and outcome of the interviews.

### What sort of person is the council looking to appoint?

They should be considered impartial, have a good standing in the community, and supportive of the Council’s goals of being accountable, open, principled and committed to equality of opportunities. A full person specification is attached with the application. The following would be an advantage:-

* Experience of similar work such as committee or other advisory activities.
* Making sound judgements based on the information and analysis available in a fair, independent and objective way.
* A questioning approach.
* Experience of assessing and reporting information in a structured and logical way to meet the needs and understanding of the intended audience.
* An understanding of how local government and councillors work.
* A positive commitment to public services.
* Good analytical, interpersonal and communication skills.

### Is the position paid?

An allowance of £600 plus reasonable expenses is paid for each review (subject to Council approval).

### How much time does it involve?

The workload of the Panel may vary. However, the time commitment is usually up to 6 meetings per review plus personal time required to consider draft reports and data and to read various e-mail communications. A full review is currently performed every two to four years. The Panel may also be requested to consider relevant issues that may arise in the interim period.

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# Person specification

(The knowledge, skills, attributes and experience needed for fully competent performance of the job.)

## Job Title: Independent Remuneration Panel Member

|  |  |  |
| --- | --- | --- |
| **Knowledge and skills** | 1. A broad knowledge of the workings of local government. 2. Good communicator with questioning and listening skills 3. Inquisitive and open minded, non- judgemental. 4. Understanding and complies with confidentiality requirements | |
| **Personal attributes** | | 1. Tact, diplomacy, patience, good interpersonal skills. 2. A person in whose impartiality and integrity the public can have confidence in. 3. Ability to make sound judgements based on the information and analysis available in a fair, independent and objective way. 4. A positive commitment to public services. 5. Able to make a significant contribution to the work of the Panel. |
| **Experience** | | 1. A demonstrable interest in local issues 2. Experience of assessing and reporting information in a structured and logical way to meet the needs and understanding of the intended audience. |
| **Other Requirements** | | 1. Must be aged over 18 2. Is not a councillor of Norwich City Council. 3. Is not a friend or relative of a councillor or employee of the Council. 4. Is not disqualified from being a councillor of a local authority. |
| **Equality &**  **Diversity** | | 1. Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation). |

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## **Application form**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| TELEPHONE NUMBER (daytime) |  |
| TELEPHONE NUMBER (mobile) |  |
| EMAIL ADDRESS |  |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES** - Please give the details of two people\* who are not related to you and who are able to provide references, relating to your suitability for the role. | | | |
| NAME |  | NAME |  |
| ADDRESS |  | ADDRESS |  |
| TEL.NO. |  | TEL.NO. |  |
| EMAIL |  | EMAIL |  |
| POSITION |  | POSITION |  |
| **Note that references may be taken up prior to interview unless you indicate otherwise** | | | |

**ADDITIONAL INFORMATION**

Please use the space below and on the next page to tell us why you would like to become one of the Council’s Independent Remuneration Panel members and why you believe you are suitable for the position. You may wish to tell us about your personal qualities and skills and work experience including voluntary activities and leisure interests.

**Additional Information Statement**

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| --- |
| **PLEASE SIGN AND DATE THIS DECLARATION**  **[You will be asked to sign this declaration if you are shortlisted and are invited to attend an interview]** |
| * I confirm that to the best of my knowledge and belief the information given in this application is accurate. * I can confirm that I over the age of 18 years old * I confirm that I am not a councillor of Norwich City Council. * I confirm that I am not a relative or close friend or close associate of a councillor of Norwich City Council.   **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

When completed, please email this form to Jan.Robinson@norwich.gov.uk