Independent Remuneration Panel  
Recruitment Pack

City Law and Governance

July 2024



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# The role of the Independent Remuneration Panel

**Liverpool City Council is looking to recruit a minimum of three individuals to sit on the panel responsible for setting the allowances paid to elected and co-opted members of the Council.**

The Local Authorities (Members’ Allowances) (England) Regulations 2003 set out that Liverpool City Council must appoint an Independent Remuneration Panel to make recommendations on allowances for Councillors. This includes:

* The basic allowance paid to all Councillors;
* The allowance paid for any special responsibilities such as Leader or Committee Chair;
* Miscellaneous expenses such as travel allowances, subsistence allowances, dependent carers allowances; and
* Allowances for co-opted members.

This is a vitally important role which supports the Council to operate effectively and transparently.

The Council’s current allowances scheme was adopted in May 2023 and your first task will therefore be to review the existing scheme during September and October 2024. This will involve a series of meetings to consider the information and evidence and develop a set of recommendations for the Council to consider later this year. This can be in-person at Liverpool Town Hall or virtually, depending on the wishes of the Panel members and the business to be conducted. Following on from this, the Panel will meet as and when changes to the scheme are required.

The Panel must comprise of at least 3 members and will be appointed until May 2027. Panel Members wishing to continue may be appointed beyond May 2027.

# About Liverpool City Council

Liverpool City Council comprises of 85 Councillors, representing 64 electoral wards. Councillors were elected in May 2023 for a 4-year term. The political composition of the Council is as follows:

* 61 Labour Councillors
* 15 Liberal Democrat Councillors
* 3 Green Party Councillors
* 3 Liberal Party Councillors
* 3 Liverpool Community Independent Councillors

As well as representing their wards, these 85 Councillors sit together to collectively form ‘The Council’ and are responsible for setting the Council’s Budget and Policy Framework. Councillors receive a basic allowance of £10,590.00 for undertaking this role.

The Council operates a Leader and Executive model. This means that the Leader of the Council is elected by Full Council to lead the Council for a 4-year term. The Leader is then responsible for appointing an Executive body (referred to as the Cabinet) and the current Cabinet is made up of 10 members. The Cabinet is responsible for implementing the budget and policy framework approved by the Council. The Leader, Deputy Leader and Cabinet receive Special Responsibility Allowances for undertaking these roles.

# Requirements to be on the Panel

No formal experience is required to be part of the Independent Remuneration Panel, however there are skills and experience that Panel Members will need to be able to demonstrate.

It is essential that Panel Members can demonstrate the ability to:

* Ask questions in order to obtain required information;
* Critically analyse information and use it to form opinions and conclusions;
* Work effectively as part of a team;
* Communicate effectively with a wide range of people;
* Be politically impartiality.

It is envisaged that members of the Panel will be resident within or have very close links with Liverpool. This is to ensure that the Panel has the requisite local knowledge to understand matters that may be specific to the city.

It is desirable that Panel Members have knowledge of the following:

* local government
* the functions of/and how the Council works
* the roles of councillors
* the regulations and guidance which apply to members’ allowances
* the values of Liverpool City Council

Liverpool City Council provide administrative support and technical advice to the Panel. The Panel is encouraged to seek further information and evidence to support their recommendations. A briefing session will be held for any new members to understand the role and the Members Allowance Scheme.

# Eligibility

You cannot be a member of the Panel if you:

* are an elected or co-opted member of Liverpool City Council;
* are an employee of Liverpool City Council;
* are directly affiliated with a political party;
* are a relative or close friend of an elected or co-opted member of Liverpool City Council;
* have been adjudged bankrupt;
* have been convicted in the last 5 years for 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.

# Applying for the role and remuneration

To apply to be on the Panel, please click apply and you will be asked to register your profile. Where you are asked to add your CV, please add in your CV and the Application form attached to this advert once completed and that will act as your application. Closing date for this role is 30th August 2024, shortlisting will take place W/C 2nd September and Interviews will take place W/C 9th September either on Teams or in person.

For an informal discussion please contact Daniel Sharples at [Daniel.sharples@liverpool.gov.uk](mailto:Daniel.sharples@liverpool.gov.uk).