

# Norfolk County Council

## Record of Individual Cabinet Member Decision

**Responsible Cabinet Member: Cllr Andrew Proctor  
(Leader and Cabinet Member for Strategy & Governance)**

### **Background and Purpose:**

- 1.1 Local authorities are required by legislation to establish and maintain an Independent Remuneration Panel. The role of the Panel is to make recommendations to the County Council about the allowances to be paid to elected and co-opted members of the Council. The Council cannot alter its Members' Allowances Scheme without first considering a report from the Independent Panel
- 1.2 Regulations require that Panels have at least three members. Norfolk County Council's Panel consists of four members. The terms of office of the current Panel Members ended in April 2022 and there are four panel places the Council needs to recruit to for the five-year period to 2027.

### **Decision:**

**Is it a key decision? No**

**Is it subject to call-in? Yes**

**If Yes – the deadline for call-in is:** Wednesday 25 May 2022 at 4pm

### **Impact of the Decision:**

Approving the recruitment process for the new Independent Remuneration Panel will ensure that the Council is meeting its legislative obligations.

### **Evidence and reason for the decision:**

The County Council is required by legislation to establish and maintain an Independent Remuneration Panel.

The current Members allowances scheme will be reviewed in Autumn 2022 and recruiting to an Independent Remuneration Panel will ensure that any resulting changes are taken for consideration at Council for implementation from April 2023

**Alternative options considered and rejected:**

Cabinet could agree not to appoint to an Independent Remuneration Panel. However, this would mean that the County Council would not be meeting its legal requirements to establish and maintain a Panel.

**Financial, Resource or other implications considered:**

N/A

**Record of any conflict of interest:**

N/A

**Background documents:**

- [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)
- [Employment Income Manual - HMRC internal manual - GOV.UK \(www.gov.uk\)](#)

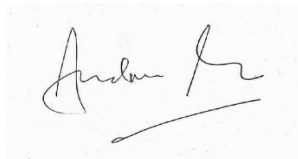
**Date of Decision: Monday 16<sup>th</sup> May 2022**

**Publication Date of Decision: Tuesday 17<sup>th</sup> May 2022**

**Signed by Cabinet Member:**

I confirm that I have made the decision set out in the report, for the reasons also set out.

**Signed:**

A handwritten signature in black ink, appearing to read 'Andrew Proctor', with a horizontal line drawn underneath.

**Print name: Andrew Proctor**

**Date: 16<sup>th</sup> May 2022**

**Accompanying documents:**

- Individual Cabinet member decision making report – Appointment process for recruitment of Independent Remuneration Panel

Once you have completed your internal department clearance process and obtained agreement of the Cabinet Member, send your completed decision notice together with the report and green form to [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)



# **Individual Cabinet Member Decision Report**

**Item No:**

**Report Title: Appointment process for recruitment of Independent Remuneration Panel**

**Date of Meeting: N/A**

**Responsible Cabinet Member: Cllr Andrew Proctor**  
(Leader and Cabinet Member for Strategy & Governance)

**Responsible Director: Director of Governance**

**Is this a Key Decision? No**

## **Executive Summary**

Local authorities are required by legislation to establish and maintain an Independent Remuneration Panel. The role of the Panel is to make recommendations to the County Council about the allowances to be paid to elected and co-opted members of the Council. The Council cannot alter its Members' Allowances Scheme without first considering a report from the Independent Panel

Norfolk County Council's Panel consists of four members. The terms of office of the current Panel Members ended in April 2022 and there are four panel places the Council needs to recruit to for the five-year period to 2027.

This report recommends the approval of a recruitment process based on a combination of advertising for candidates and encouraging expressions of interest from within the Council's stakeholder groups.

## **Recommendations:**

1. To approve the details of the recruitment process, including to convene a selection panel, based on the understanding that subject to any conflicts of interest, the panel comprise: -
  - Leader of the Council and leaders of the 2 largest opposition political groups
  - One of the Independent Persons appointed by Norfolk County Council
  - Head of Governance

## 1. Background and Purpose

- 1.1 Local authorities are required by legislation to establish and maintain an Independent Remuneration Panel. The role of the Panel is to make recommendations to the County Council about the allowances to be paid to elected and co-opted members of the Council. The Council cannot alter its Members' Allowances Scheme without first considering a report from the Independent Panel
- 1.2 Regulations require that Panels have at least three members. Norfolk County Council's Panel consists of four members. The terms of office of the current Panel Members ended in April 2022 and there are four panel places the Council needs to recruit to for the five-year period to 2027.

## 2. Proposal

- 2.1 Although the Members' Allowances Regulations<sup>1</sup> do not specify how a local authority should go about finding panel members, Government Guidance on the Regulations<sup>2</sup> includes matters that a local authority should consider. These include:
  - Consider carefully and plan the appointments process having regard to the Guidance and the need to ensure that the process commands public confidence throughout all the communities in the area
  - Have a process which it considers is best able to result in the panel being truly independent, well qualified to discharge its functions and representative of the diversity of communities in the area
  - Councils may wish to advertise for candidates in local newspapers or may wish to ask particular stakeholders, e.g. the voluntary sector or the local business community, if they wish to put forward candidates. Councils may consider it best to use a combination of advertising and inviting the putting forward of candidates
  - Councils need to ensure that its appointment process is open to public scrutiny
  - Councils should seek to ensure not only the independence of its panel but also the public perception of this independence
  - Political appointments and appointments made through friendship or other personal association of any members of the Council should always be avoided

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<sup>1</sup> The Local Authorities (Members' Allowances) (England) Regulations 2003

<sup>2</sup> EIM65960 - Employment Income Manual - HMRC internal manual - GOV.UK ([www.gov.uk](http://www.gov.uk))

- 2.2 It is proposed that the appropriate approach is a combination of public advertisement and encouraging expressions of interest from within the Council's stakeholder groups.
- 2.3 All political group leaders have been consulted and agreed that the recruitment Panel should consist of 3 Members (Leader and group leader of the two largest political groups) in addition to the Independent Person appointed by the County Council. It is also proposed that the Head of Governance be appointed to the Panel.
- 2.4 The proposed recruitment process for the Panel is as follows:
- |   |  |
|---|--|
| WB 23 <sup>rd</sup> May 2022                    | Advertisement of Panel member appointments       |
| 10 <sup>th</sup> June 2022                      | Closing date for applications                    |
| WB 13 <sup>th</sup> June 2022                   | Selection process and notification to candidates |
| Date 6 <sup>th</sup> /7 <sup>th</sup> July 2022 | Interviews (no further dates will be offered)    |
- 2.5 The final decision on the appointment of the Independent Remuneration Panel is reserved to full Council and will be considered when it meets on 19<sup>th</sup> July 2022.

### **3. Impact of the Proposal**

- 3.1 Approving the recruitment process for the new Independent Remuneration Panel will ensure that the Council is meeting its legislative obligations.

### **4. Evidence and Reasons for Decision**

- 4.1 The County Council is required by legislation to establish and maintain an Independent Remuneration Panel.
- 4.2 The current Members allowances scheme will be reviewed in Autumn 2022 and recruiting to an Independent Remuneration Panel will ensure that any resulting changes are taken for consideration at Council for implementation from April 2023

### **5. Alternative Options**

- 5.1 Cabinet could agree not to appoint to an Independent Remuneration Panel. However, this would mean that the County Council would not be meeting its legal requirements to establish and maintain a Panel.

## **6. Financial Implications**

- 6.1 There are no financial implications in the report. However, Independent Remuneration Panel Members are entitled to travel expenses for attendance at Panel meetings paid in accordance with the Council's Allowances Scheme. Panel Members are also entitled to claim an attendance fee of £75 for each half day meeting attended.

## **7. Resource Implications**

7.1 Staff: N/A

7.2 Property: N/A

7.3 IT: N/A

## **8. Other Implications**

### **8.1 Legal Implications:**

All the options set out in the report would comply with the relevant Government regulations and Guidance

8.2 Human Rights Implications: N/A

### **8.3 Equality Impact Assessment (EqIA) (this must be included):**

This report is not directly relevant to equality as it is not making proposals which may have a direct impact on equality of access.

8.4 Data Protection Impact Assessments (DPIA): N/A

8.5 Health and Safety implications (where appropriate): N/A

8.6 Sustainability implications (where appropriate): N/A

8.7 Any Other Implications: N/A

## **9. Risk Implications / Assessment**

9.1 N/A

## **10. Select Committee Comments**

10.1 N/A

## 11. Recommendations

1. To approve the details of the recruitment process, including to convene a selection panel, based on the understanding that subject to any conflicts of interest, the panel comprise:

- Leader of the Council and leaders of the 2 largest opposition political groups
- Independent Person appointed by Norfolk County Council
- Head of Governance

## 12. Background Papers

12.1 [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)

12.2 [Employment Income Manual - HMRC internal manual - GOV.UK \(www.gov.uk\)](#)

### Officer Contact

If you have any questions about matters contained within this paper, please get in touch with:

**Officer name: Karen Haywood**

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**Email: karen.haywood@norfolk.gov.uk**



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