



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

INDEPENDENT REMUNERATION PANEL MEMBERS

INFORMATION AND APPLICATION PACK

Cambridgeshire and Peterborough Combined Authority
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A Message from the Chief Executive

Thank you very much for expressing an interest in the role of an Independent Remuneration Panel member for Cambridgeshire and Peterborough Combined Authority (CPCA).

In this information and application pack you will find out more about the arrangements for determining 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. Bringing in independent people to be part of this arrangement helps to build confidence within the community that the authority is operating an independent, open and transparent process.

We are looking for persons who can demonstrate independence from the authority, 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 allowances process.

Thank you once again for your interest.

Rob Bridge
Chief Executive

Selection Timetable and How to Apply

The Timetable

The closing date for receipt of applications is: **8th November 2024**

Interviews will take place on the week commencing: **11th November 2024**

Candidates will be interviewed by a panel of senior officers. 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. Contact will be by e-mail and an e-mail address should be provided by the applicant.

If you have any questions about becoming an Independent Member or about the role, please contact democratic.services@cambridgeshirepeterborough-ca.gov.uk

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.

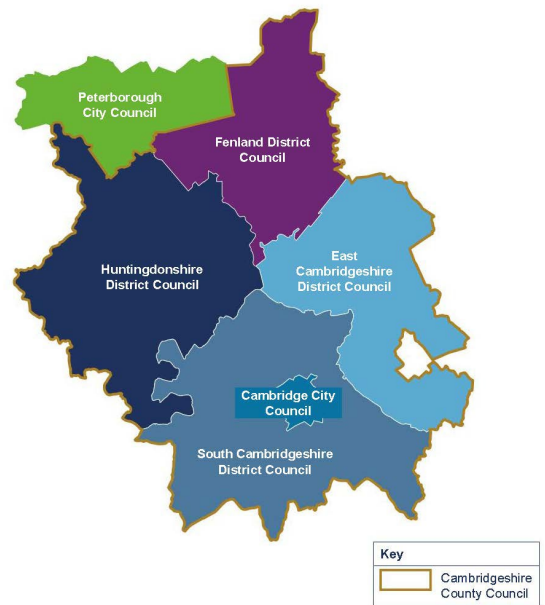
Please e-mail the completed form to
democratic.services@cambridgeshirepeterborough-ca.gov.uk
by the deadline of **8th November 12pm.**

About The Authority

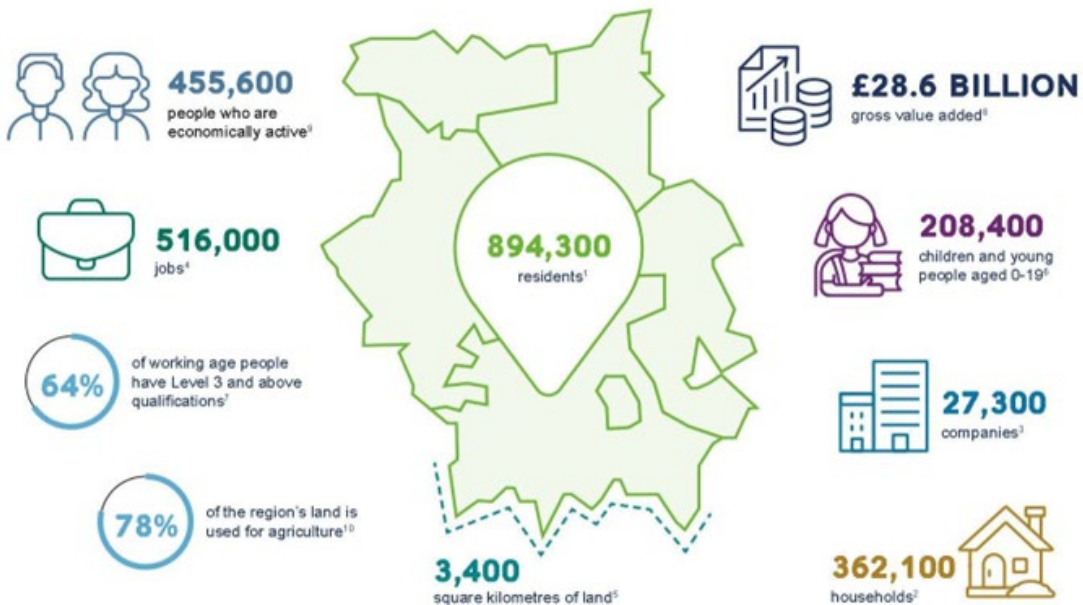
The Cambridgeshire and Peterborough Combined Authority (CPCA) was created in 2017 following an agreement between the UK Government and the Seven Authorities that make up the Authority to establish the Mayoral Combined Authority. The aim of this agreement was to devolve decisions away from Westminster so they can be made by the communities they affect.

The CPCA is made up of seven Local Councils and the Mayor of the CPCA, who work together on Transport and Infrastructure, the Environment and sustainable communities, Skills and Employment as well as working with other partners to improve the region.

The mission of the CPCA is to make life better, healthier and fairer for all. The CPCA works with the regions local councils, the Business Board, local public services, Government departments and agencies, universities, and businesses to grown the local and national economy.



OUR REGION IN NUMBERS



Further information can be found on the CPCA website at <https://cambridgeshirepeterborough-ca.gov.uk/>

Independent Remuneration Panel Member: Specification

How has this role come about?

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

The Members' Allowance scheme was last reviewed in 2022, confirming the level of allowance payable to the Mayor. The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) (Amendment) Regulations 2024 now also allows the Combined Authority to pay allowances to members of its Overview and Scrutiny and Audit and Governance Committees.

Previously the Combined Authority has utilised the services of an Independent Remuneration Panel from one of the constituent authorities but we now seek to appoint our own panel. Regulations require the panel to consist of at least three members.

What is the role of an Independent Remuneration Panel?

The IRP's role is to make recommendations to the Combined Authority on the level of allowances to be paid. In order to do this the IRP must assess the 'value' of the respective roles within the wider and overall Combined Authority 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 Combined Authority is required to publicise the main recommendations of the IRP to ensure transparency and openness.

Following consideration of the Panel's recommendations, the Combined Authority determines its Scheme of Allowances which then forms part of the authority'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 Independent Remuneration Panel if he or she:

- Is not a Member or co-opted Member of the Combined Authority or any of its committees;
- Is not a Member or co-opted Member of the any of the Constituent Authorities;
- Would not be so disqualified from being a Councillor of a local authority;
- Is not a relative or close friend of a Member or employee of the Combined Authority, or of any of the constituent authorities

How long is the appointment for?

There is no prescribed statutory term, but it is likely that the Combined Authority will, as a matter of best practice, re-advertise to refresh the panel from time to time, or as required by any resignations within the IRP.

Do I have to live or work in the area?

Not necessarily, but a connection to the region 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 Combined Authority's website and any appropriate local newspaper or website. The Combined Authority may only appoint someone who makes a formal application.

A senior officer panel will be convened to conduct interviews and make the appointments based upon the applications submitted and outcome of the interviews.

What sort of person is the Combined Authority looking to appoint?

They should be considered impartial, have a good standing in the community, and supportive of the Combined Authority's goals of being accountable, open, principled and committed to equality of opportunities. 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 specifically Combined Authorities work.
- A positive commitment to public services.
- Good analytical, interpersonal and communication skills.

Is the position paid?

£500 per review plus reasonable expenses.

How much time does it involve?

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

The Panel is scheduled to meet on the 5th and 6th December 2024.



Application Form

| Personal Details | |
|------------------|--|
| Name | |
| Address | |
| Contact Number | |
| Email | |

| 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 | |
| Address | |
| Contact Number | |
| Email | |
| Position | |
| <hr/> | |
| Name | |
| Address | |
| Contact Number | |
| Email | |
| 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.

The selection criteria include:

- A keen interest in public service and local government.
- An understanding of how local government and councillors operate and the political process.
- A wish to serve the local community and uphold local democracy.
- High standards of personal integrity.
- An ability to be objective, independent and impartial.
- Sound analytical skills.
- Leadership qualities, particularly in respect of exercising sound judgment.
- Tact and diplomacy in handling sensitive situations.
- Good interpersonal and communication skills.

Additional Information Statement

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 confirm that I am not a member or co-opted member of the Combined Authority or any of its committees, or a councillor or co-opted member of any of the constituent authorities in the area (including Town or Parish Councils) nor would I be so disqualified from holding such a role.
- I confirm that I am not a relative or close friend or close associate of a member or co-opted member of Cambridgeshire and Peterborough Combined Authority, or of one of the constituent authorities or Town or Parish, Councils within the region.

Signature: _____

Date: _____

When completed, please email this form to
democratic.services@cambridgeshirepeterborough-ca.gov.uk