

Part Five, Schedule 3

Members Allowances Scheme

2020-2024

Schedule 3

Special Responsibility Role Evaluation Scheme

Section 1 - Statement of Intent

- 1.1 This procedure sets out how the Council provides an internal framework to determine the appropriate level of special responsibility allowances paid to Councillors. This framework enables consistent decisions to be made on allowances paid to Councillors who have additional responsibilities. This procedure ensures that the integrity of the current Councillor Allowance structure is preserved.
- 1.2 For the purposes of this scheme “Special Responsibility Allowance” means an allowance as defined in regulation 5 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

Section 2 - Scope

- 2.1 This procedure applies to all posts that receive a special responsibility allowance.
- 2.2 The aim of the system is to provide a hierarchy of Councillor roles and allowances that are free from discrimination.

Section 3 – Responsibilities

Role Evaluation Panel

- 3.1 Where it is proposed to create a new or amend an existing special responsibility allowance, the Governance, Audit and Finance Board (“the Board”) will establish a Members’ Remuneration Panel (The Panel) to undertake a role evaluation exercise.
- 3.2 The Panel will comprise of at least 3 members of the Board. The Panel shall be assisted by an officer from the Democratic Services Team, the Chief Finance Officer or his or her representative, and the Monitoring Officer or his or her representative.
- 3.2 The Panel will ensure that the role evaluation is fair, transparent and robust.
- 3.3 The Panel will review all relevant information relating to the role and check factor levels (points) to ensure that the levels are technically correct, consistently applied and equitable. The Panel shall consider all sources of evidence including the outputs from the role evaluation discussion, any changes to existing roles that receive a special

responsibility allowance, role descriptions, and scoring notes. To ensure that the Panel has a full understanding of the role, the Leader of the Council or proposer for the new allowance must also be prepared to present a business case for the change to the Panel and answer any queries the Panel may have. Where considered appropriate, factor levels (points) can be manually adjusted to remedy any accuracy or consistency issues.

- 3.4 Before submitting its recommendations, the Panel shall consult the Chief Finance Officer or his or representative, the Leader of the Council and the Monitoring Officer or his or her representative.
- 3.5 It is not the role of the Panel to amend role descriptions
- 3.6 Where the Panel's members have an interest in a role, they are responsible for declaring so prior to the panel meeting.
- 3.7 The Panel are responsible for:
 - (a) considering the role and not the person who may currently hold that role;
 - (b) considering the role as it would be done at fully acceptable performance; and
 - (c) considering the role as it is defined in the documentation and supporting information presented to the Panel by the Democratic Services Team – not the role as it was nor as it might be at some future date.

Chief Finance Officer

- 3.8 The Chief Finance Officer shall advise on the financial implications of changes to the special responsibility allowances.
- 3.9 The Chief Finance Officer may appoint a representative to undertake the duties set out in 3.8 above.

The Monitoring Officer

- 3.10 The Monitoring Officer shall advise on the financial implications of changes to the special responsibility allowances.
- 3.11 The Monitoring Officer may appoint a representative to undertake the duties set out in 3.9 above.

Democratic Services Team

- 3.12 A representative of the Democratic Services Team shall provide administrative support to the Panel including attending and minuting all meetings of the Panel, undertaking research for the Panel and drafting the final report and recommendations of the Panel.

Section 4 – Procedure

When to evaluate

- 4.1 All new special responsibility roles must be evaluated.
- 4.2 A review of the grading of an existing special responsibility role may occur when there are substantial changes to the role. This must be discussed first with the Leader of the Council

who will provide advice on whether the changes are substantial enough to warrant a re-evaluation.

- 4.3 For each role to be evaluated the Panel must be provided with an up to date description of the responsibilities, skills and workload of the role to be evaluated. The Leader of the Council or proposer for the new allowance must also be prepared to present a business case for the change to the Panel.

Section 5 - The Outcome

- 5.1 The Panel may make one of the following recommendations
- a) increase or decrease an existing special responsibility allowance
 - b) create a special responsibility role together with the level of the allowance for this role
 - c) to make no changes to an existing special responsibility role
 - d) not to establish a new special responsibility role/allowance
- 5.2 The recommendations of the Panel will be submitted to the Audit and Finance Committee, who will consider them and submit its recommendations to Full Council for a final decision.