

Independent Remuneration Panel

Appointment of Independent Member of the Panel

INFORMATION PACK

Dear Applicant,

Appointment of Independent Member to the Independent Remuneration Panel

Thank you for your expression of interest in the Council's Independent Remuneration Panel. I am pleased to provide you with an information pack which contains information relating to:

1. Background of the Council (including budget information and political composition).
2. Information relating to the Independent Remuneration Panel.
3. Applicant information: role description
4. Applicant information: role specification.
5. Current Allowances Scheme
6. Councillor Code of Conduct.
7. Application process.

The Local Authorities (Members' Allowances) (England) Regulations 2003 requires the Council to establish an Independent Remuneration Panel for the purpose of making recommendations to it on the amount in allowances which should be paid to elected members. You may find it useful to refer to the relevant regulations which can be located on the legislation website www.legislation.gov.uk/uksi (Statutory Instrument 2003 No. 1021).

Certain individuals are restricted from applying for this position. You cannot be a member of the Panel if you:

- Are a member of any of the local authorities in respect of which the Panel makes recommendations.
- Would be disqualified from being a Councillor of any local authority.
- Are a member of a political party.
- Are a close relative or friend of an elected member of the Council.

The appointment process to the Independent Remuneration Panel will be undertaken by senior officers and short-listed candidates will be invited to attend an interview. Final confirmation of the appointments will be made by Full Council on 6 October 2026.

May I point out that this is not a job vacancy, and should you be appointed to the Independent Remuneration Panel by the Council, you will not be an employee of the Council.

The closing date for receipt of applications is 4pm Monday 24 August 2026.

Interviews are expected to be held early September 2026

Please note that your two referees will be contacted without further notice to you unless you indicate to the contrary.

If you require further assistance, please me by email: janet.witkowski@tameside.gov.uk or telephone 0161 342 2137

Thank you again for your interest and I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Janet', with a long horizontal line extending to the right.

Janet Witkowski
Director of Legal and Democratic Services (Monitoring Officer)

TAMESIDE COUNCIL

Background

Tameside Council is one of ten Greater Manchester Councils and is a member of the Greater Manchester Combined Authority. It was established in 2013 as part of the structural changes to local government in England. Tameside as a borough is made up of nine recognised towns, Ashton, Audenshaw, Denton, Droylsden, Dukinfield, Hyde, Longdendale, Mossley and Stalybridge.

Our elected members have a pivotal role in bringing about improvements to the quality of life of people living in the borough. They do this by making decisions, delivering change, challenging, and scrutinising proposed actions and taking up issues raised with them by their constituents.

The Tameside Borough Plan ([link](#)) and Tameside Council's Council Plan ([link](#)) together with the Council's Medium Term Financial Strategy can be found on Council's website ([link](#))

Budget Information

Tameside Council is responsible for a broad range of services for a population of approximately 243,350. Our gross annual spending is normally in the region of £681m. The Council has limited income sources and operates budget and savings planning arrangements to manage reductions in funding and ensure that its resources are used effectively to meet its priorities and desired performance levels. The recommendations of the Independent Remuneration Panel in respect of Members' Allowances are fed into this process.

Political Composition

The Borough is divided into 19 Wards and is represented by 57 Councillors:

Labour	24
Reform	19
Conservative	5
Independent Group	4
Non grouped	5

Control of the authority is by way of a Labour administration. The Council operates a strong Leader and Executive Cabinet system of governance. This means that decisions are made by Executive Cabinet and full Council and some are delegated to committees, sub-committees, and officers. There are also regulatory committees such as planning and licensing, known as 'Speakers Panels' and as well as other panels such as Community Forums. All councillors meet together as full Council, which is ultimately responsible for considering the recommendations of the Independent Remuneration Panel. A list of the Council's committees can be found on its website [Democracy - Tameside Metropolitan Borough Council](#)

INDEPENDENT REMUNERATION PANEL**Independent Remuneration Panel**

The Local Authorities (Members' Allowances) (England) Regulations 2003 require that before a local authority makes or amends its Scheme of Members' Allowances it must have regard to the recommendations made in relation to it by an Independent Remuneration Panel.

Composition of the Panel and Term of Office

The Council can appoint up to four individuals to sit on the Panel. Appointments are made for a period of four years, subject to an annual review.

Frequency of Independent Remuneration Panel Meetings

Unlike scheduled committees, the Independent Remuneration Panel meets as required.

The location, timing and frequency of meetings led by the Panel Chair and agreed in consultation with the Panel members and tends to be influenced by where in the borough the Panel members live and work and the Panel's workload, reporting deadlines etc.

Meetings may be held in person (the Council has offices in Ashton) and/or online using MS Teams; they can be held in the daytime and/or the evening, subject to officer support being available.

The Panel and its members are expected to make a commitment to undertake a small amount of information pre-reading, attendance at an initial training session, involvement in interviews for approximately three days and the review of and commenting upon the draft report produced by the Chair of the IRP.

Expenses

An allowance of £750 will be paid to Panel Members (excluding the Chair) plus any reasonable expenses incurred whilst carrying out the initial review to be undertaken in October. A further payment of £750 will be paid for any further review undertaken during the following 4-year period.

Role and Function

The Panel will be required to make recommendations to the Council on the level of allowances and expenses that should be paid to its elected members and other non-elected individuals and co-opted members. You will therefore be expected to take part in Panel meetings to agree the

Panel's recommendations:

- as to whether annual adjustments of allowance levels may be made by reference to an index and, if so, for how long such a measure should run.
- as to the amount of basic allowance that should be paid to elected members.
- about the responsibilities or duties which should lead to the payment of a special responsibility allowance and as to the amount of such allowance.
- about the duties for which a travelling and subsistence allowance can be paid and as to the amount of such allowance.
- as to the amount of the co-optees' allowance.
- as to the payment of allowances whilst a member is taking parental leave.
- as to whether the Council's allowances scheme should include an allowance in respect of the expenses incurred for arranging for the care of children and dependants and, if it does make such recommendation, the amount of such allowance and the means by which it is determined.
- on whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended.

ROLE DESCRIPTION

Main Duties and Responsibilities

To attend meetings of the Panel to receive and consider information and advice provided by the Council’s officers concerning -

- Available statutory guidance on members’ allowances.
- The various roles and responsibilities of the elected member.
- Functions and operations of the Council and its financial position.
- Comparative level of expenses paid to elected members of various comparable authorities.
- The elements of costs likely to be incurred by elected members in carrying out their duties.
- The financial implications of various levels of allowances.
- Additional work involved with various levels of special responsibility of some members over and above that of the average member.

To work with the Panel Chair and consult directly with elected members, as appropriate, as part of gathering evidence to inform the Panel’s recommendations.

To consider and discuss the information provided with a view to forming a judgement on the proper balance between reasonable remuneration and the concept of voluntary public service.

Based on the evidence provided; to make proposals to Council in respect of the Scheme of Members’ Allowances each year to inform the budgetary process.

Chair of the Independent Remuneration Panel

A Chair will be appointed separately from Panel Members.

ROLE SPECIFICATION

**Essential (E) /Highly
Desirable (HD)/Desirable
(D)**

- | | | |
|----|--|----|
| 1. | Personal Integrity. | E |
| 2. | Commitment to confidentiality in appropriate circumstances. | E |
| 3. | Ability to examine information critically and conduct reviews in a fair manner, including good questioning and listening skills. | E |
| 4. | Ability to absorb key information from complex reports and make impartial and objective decisions. | E |
| 5. | Willingness to receive training. | E |
| 6. | Ability to work with the Chair and other members of the Panel | E |
| 7. | IT skills/contactable via e-mail. | E |
| 8. | Knowledge of rules of natural justice and human rights principles. | HD |
| 9. | Knowledge of Local Government and corporate processes. | D |

CURRENT ALLOWANCES SCHEME

The Council's Allowances Scheme is set out with its Constitution. Since its last review, allowances have risen in line with those of employees. The current scheme can be found via the link below.

[Members Allowance Scheme - Tameside Metropolitan Borough Council](#)

CODE OF CONDUCT

Tameside Council has adopted a Councillor Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the authority and its elected Members and co-opted members.

The Code has been adopted under Section 27 of the Localism Act 2011.

A copy can be located, together with other adopted protocols, in the Council's Constitution, which can be found on the website.

APPLICATION PROCESS

Closing Date

The closing date for receipt of applications is **4pm on Monday 24 August 2026**.

Application is by way of a written expression of interest setting out reasons for applying, how you meet the person specification, together with provision of your curriculum vitae and details of two referees.

Please submit your application by email to janet.witkowski@tameside.gov.uk

Acknowledgements

Your application will be acknowledged, and you will be advised as to whether you have been invited for interview which will be held in early September.

Referees

Your two referees will be contacted if you are shortlisted, without further notice to you unless you indicate to the contrary.

Selection

Short listing for this appointment will be based upon an assessment of how applicants meet the criteria in the 'Role Specification' as evidenced by the application. It is suggested therefore that you include information on how you meet the criteria. The Interview Panel will be made up of senior officers of the Council and the final decision on appointment will be made by Full Council on 6 October 2026, based upon officer recommendation.

PRIVACY NOTICE

The information you supply as part of your application and, should you be successful your appointment to the Panel, will be processed by Tameside Council for any purpose relating to your candidacy or role, as set out in the privacy notice supplied with this pack.