

BABERGH DISTRICT COUNCIL

TO: Council	REPORT NUMBER: BC/20/33
FROM: Monitoring Officer	DATE OF MEETING: 23 March 2021
OFFICER: Janice Robinson – Corporate Manager, Governance & Civic Office	KEY DECISION REF NO. N/A

APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL

1. PURPOSE OF REPORT

- 1.1 To consider a proposal to appoint a new Independent Remuneration Panel (IRP) for Babergh and Mid Suffolk District Councils.

2. OPTIONS CONSIDERED

- 2.1 Under the Local Authorities (Members Allowances) (England) Regulation 2003 (the Regulations) the Council is required to establish and maintain an Independent Remuneration Panel to make recommendations to it about the allowances to be paid to Members. Therefore, no other options were considered.

3. RECOMMENDATIONS

- 3.1 That the following persons be appointed to the Council's Independent Remuneration Panel:
- **Amanda Orchard**
 - **Sarah Way**
 - **Monica Calbio**
 - **John Clough**
 - **Sue Putters**
- 3.2 That the IRP members each be paid £500 for each review carried out and be reimbursed any expenses reasonably incurred in the performance of their duties.
- 3.3 That the IRP be appointed for a period of 4 years with the option to extend this for another period of 4 years if required.

REASON FOR DECISION

The Council is required to establish and maintain an Independent Remuneration Panel to make recommendations to it about the allowances to be paid to Members.

4. KEY INFORMATION

- 4.1 The Council is required to establish a panel, known as the Independent Remuneration Panel (IRP), to make recommendations on the making and amendment of the Members Allowances Scheme.
- 4.2 It is proposed that a panel of five members be appointed. This provides the Council with a pool of panel members to draw on for individual reviews – with each review being conducted by a minimum of three members. Panel members should be experienced in dealing with remuneration issues and at least some of the members should be knowledgeable about local government affairs and the public sector.
- 4.3 Councillors (on any principal area authority) and any person disqualified from being a Councillor cannot be panel members. Employees of this Council and co-opted members are also not permitted to sit on the panel.
- 4.4 The current panel appointed by the Council in 2016 have now all reached the end of their term of employment necessitating the appointment of a replacement panel.
- 4.5 A recruitment exercise was undertaken with adverts being placed on the Councils' web site, in the local press and on Suffolk Jobs Direct.
- 4.6 Candidates were selected from applicants who had made a formal application, and who were selected for interview after matching the criteria set out in the selection pack.
- 4.7 A Senior Officer panel was convened to conduct the interviews and, based upon the applications and interviews conducted, the following persons are recommended to be appointed to the panel:
- **Amanda Orchard**
 - **Sarah Way**
 - **Monica Calbio**
 - **John Clough**
 - **Sue Putters**
- 4.8 A short biography for each of the recommended appointees has been included, with their permission, at appendix A. The Council is asked to approve the formal appointment of the recommended panel members and to reconfirm the fee payable for each review and the reimbursement of expenses.
- 4.9 This report and recommendations are also being presented to Mid Suffolk District Council so that the IRP can carry out a joint review in line with previous reviews undertaken by the councils.

5. LINKS TO CORPORATE PLAN

- 5.1 The Members Allowances Scheme is a key part of the Council's governance arrangements and forms part of constitution. Open and transparent governance underpins all of the Council's strategic priorities.

6. FINANCIAL IMPLICATIONS

- 6.1 It is proposed that panel members are paid a flat rate fee for each review they undertake at a rate of £500 per review and reimbursed any expenses reasonably incurred in the performance of their duties. This level of fee and expenses is consistent with the approach taken by other local councils. Appropriate budget provision is made for scheduled reviews of the allowances scheme.

7. LEGAL IMPLICATIONS

- 7.1 Under the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations"), the Council is required to establish and maintain an Independent Remuneration Panel to make recommendations to it about the allowances to be paid to Members. It is, therefore, a statutory requirement that the Council appoints an Independent Remuneration Panel, and has regard to the views of the panel before any decisions are made in respect of changes to the scheme of allowances for members.

8. RISK MANAGEMENT

- 8.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
The Council would not be able to review the Scheme of Allowances for Councillors if an IRP was not appointed	Low	Medium	The IRP must consist of a minimum of 3 members. By appointing 5 panel members the Council maintains a degree of flexibility and resilience over panel members for each review.

9. CONSULTATIONS

- 9.1 There is no requirement for formal consultation in respect of this decision.

10. EQUALITY ANALYSIS

- 10.1 The Council's equality and diversity policy was complied with when advertising for and interviewing panel members. A full Equality Impact Assessment is not required for this decision.

11. ENVIRONMENTAL IMPLICATIONS

11.1 The application process for the IRP members was fully digital – via an online application form – and the interviews were conducted virtually. Therefore, avoiding any unnecessary carbon production. The reviews carried out by the panel will be conducted virtually, wherever possible, to further reduce the carbon footprint of the process.

12. APPENDICES

Title	Location
(a) Panel member biographies	

13. BACKGROUND DOCUMENTS

13.1 Local Authorities (Members Allowances) England Regulations 2003

13.2 Recruitment Pack

14. REPORT AUTHORS

Jan Robinson - Corporate Manager, Governance and Civic Office.

Appendix A: Biographies of recommended appointees

John Clough

A resident of Suffolk for over 35 years, currently living in the Mid Suffolk district. His career has spanned both private and public sectors, with the majority being spent working within the public sector. John is now retiring from his current role at the end of March 2021 after 15 years as Director of Active Suffolk, a not-for-profit organisation hosted within the public sector and one of a network of 43 active partnerships across England. Active Suffolk works extensively with all local authorities in Suffolk, amongst others, to promote physical activity and support the wider sport and physical activity sector.

Before this he worked for 21 years in various senior roles including head of service, operational management, finance, policy and support services in a district council and immediately prior to his current role was employed as Head of Leisure Development for Ipswich Borough Council.

Amanda Orchard

Amanda has a background in marketing and communications, with over 20 years' experience within large and medium sized FMCG businesses running large scale advertising campaigns and managing numerous teams.

Since then, she has held a range of roles within the healthcare, regulation, local government and national sport sectors. She is a non- executive director for a non -statutory accredited register of health professionals and works with three medical Royal Colleges at a national level – most notably with the Royal College of Surgeons where she is a lay member of their invited review team and the Royal College of Obstetricians and Gynaecologists where she is a lay examiner.

She is a member of the judiciary, being a magistrate, on the Cambridgeshire bench as well as sitting on disciplinary panels at a national level for England Netball and British Canoeing.

She is the Independent Person for a number of authorities including The Broads Authority and City of London Corporation where she is consulted on member complaints as well as sitting on several local government remuneration, appeals and grant funding panels. Amanda is passionate about localised decision making and full transparency of this.

Amanda is actively engaged within her local community as a trustee for several charities and CICs – most notably a cancer charity and a recently formed foodbank.

Monica Calbio

Monica describes herself as happily retired from paid employment but said that prior to the pandemic she was quite busy in voluntary services and in her Church.

Having spent much of her working life within Adult Social Care Management she worked as a Probation Officer for the last six years prior to retirement.

Monica currently spends her time reading, keeping up-to-date with local and world news and cooking and said that she has recently started baking and gardening.

Sarah Way

Sarah is an accomplished and qualified HR professional with 14 years' experience.

She is a chartered member of the CIPD, having gained her postgraduate qualification.

Sarah has worked in senior leadership roles in both public sector, private sector and as a self-employed consultant. This experience gives a great variety and depth of how organisations operate within different contexts.

Susan Putters

Susan worked for 15 years as a Global Chief HR Officer with specialist experience in strategy and operational excellence in complex, dynamic environments. She has led >40 M&A transactions as well as organic growth and business transformation across 6 continents and within listed and private company settings. Many of these transactions required remuneration policy and instruments harmonisation along with pension alignment.

She was the Chief HR Officer at ALS Limited from January 2008 – July 2020 and previously Executive Director – HR & Corporate Policy at Worley Limited for 9 years, which are publicly listed companies. At both she was a member of the Board's Remuneration Committees and responsible for remuneration & benefits strategy, along with design and management of all remuneration instruments.

She is currently a Trustee with Abbeyfields Highland Care Home in Woodbridge and on the Advisory Board of a London based M&A & Strategy Consulting firm Red Swan Partners. Oversight and design of remuneration approaches is a feature of these current roles.