

JOB DESCRIPTION

JOB TITLE:	Independent Remuneration Panel Member
MANAGED BY:	Independent Remuneration Panel / Governance support
GRADE:	Not applicable - independent office holder (£75 per meeting plus reasonable expenses)

ROLE OVERVIEW

Key accountabilities:	Independent appointment
Key relationships:	Usual commitment: one or two meetings per year, plus preparation, report review and occasional consideration of issues between meetings. Expected appointment term: four years, subject to review and the stated flexibility on early departure or extension.

THE ROLE

The Independent Remuneration Panel (IRP) makes recommendations to the West of England Mayoral Strategic Authority (MSA) on the level of allowances and remuneration payable to the Mayor, elected members, Commissioners and other relevant office holders.

Panel members provide an independent, objective and evidence-based perspective on appropriate remuneration, taking account of responsibilities and accountability, the wider political structure of the MSA and relevant benchmarking or specialist information. The role supports public confidence by helping ensure the process is open, transparent, fair and independent.

There will be an initial period of work to establish the Panel terms of reference and processes. Thereafter, the expected commitment is usually one or two meetings per year, together with time to consider supporting data, draft reports and relevant communications. The Panel may also be asked to consider issues arising between formal meetings.

KEY RESPONSIBILITIES

Assess the relative value and responsibilities of relevant roles within the wider MSA political structure. Make fair, independent and objective recommendations on appropriate levels of allowances and remuneration.

Consider relevant benchmarking, specialist data and other evidence when reaching recommendations. Apply sound judgement to information and analysis provided by officers and governance professionals. Take a questioning and analytical approach, testing information where appropriate before reaching conclusions.

Consider changes in circumstances and other relevant factors that may affect the appropriate level of remuneration.

Contribute constructively to Panel discussions and work collaboratively with other Panel members. Communicate conclusions and recommendations clearly and logically for the intended audience. Contribute to the production of the Panel's concluding report and recommendations.

Maintain independence from the MSA, its constituent authorities and those whose remuneration is being considered.

Support the principles of accountability, openness, integrity and equality of opportunity.

Consider relevant issues that may arise between formal Panel meetings where requested.

Remuneration

Panel members will receive £75 per meeting, including concluding report production, plus reasonable expenses. The meeting fee is subject to annual pay awards.

Appointment term

The term of appointment is expected to be four years, with flexibility to leave early or for the appointment to be extended depending on circumstances. The MSA may re-advertise Panel positions from time to time as a matter of good practice or where vacancies arise.

Eligibility

To be eligible, an individual must not be a Member or co-opted Member of the MSA or any of its committees; must not be a Member or co-opted Member of any constituent authority; must not be disqualified from being a councillor of a local authority; and must not be a relative or close friend of a Member or employee of the MSA or any constituent authority. Applicants do not necessarily need to live or work within the West of England, although a connection to or knowledge of the region would be advantageous.

Roles considered by the Panel

The IRP will consider remuneration for roles including Mayor, Deputy Mayor, Chair of the Scrutiny Committee, Chair of the Audit Committee, Commissioners, members of the Scrutiny Committee, members of the Audit Committee and Independent Persons. These are not MSA staff positions and include elected politicians, political appointments and independent industry advisers on casual fee contracts.

About the West of England Mayoral Strategic Authority

The West of England Mayoral Strategic Authority covers Bristol, Bath & North East Somerset and South Gloucestershire, with North Somerset expected to join later in 2026. The MSA works with regional and national partners to bring investment, deliver services and drive growth across the region. In July 2026, the West of England was awarded Established Strategic Authority status, giving the Mayor greater powers and further opportunities to target investment and funding effectively. The MSA is committed to being accountable, open, principled and committed to equality of opportunity.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

Understanding of the importance of independence, accountability, openness, integrity and equality of opportunity in public decision-making.

Sufficient understanding of evidence and analysis to consider information objectively and reach balanced conclusions.

Experience

Experience of assessing information and reaching sound, objective judgements.

Experience of working constructively with others and contributing to collective discussion and decision-making.

Experience of assessing and reporting information in a structured and logical way for the needs and understanding of the intended audience.

Skills and Competencies

Impartial, independent and objective approach, with the ability to reach conclusions without preconceived outcomes or external influence.

Good standing within the community and a positive commitment to public services and equality of opportunity.

Questioning and analytical approach, with confidence to appropriately challenge information or assumptions.

Ability to consider benchmarking or specialist evidence and assess the relative responsibilities and value of different roles objectively.

Strong interpersonal skills and the ability to work constructively with others.

Clear and effective written and verbal communication.

DESIRABLE

Qualifications and Knowledge

Understanding of how local government operates.

<p>Understanding of Combined Authorities or Mayoral Strategic Authorities.</p> <p>Knowledge relevant to remuneration, allowances, benchmarking, governance, public services or advisory decision-making.</p> <p>Connection to the West of England or knowledge of the area.</p>
<p>Experience</p> <p>Experience of similar work, such as committee, panel or advisory activities.</p> <p>Experience relevant to remuneration, allowances, benchmarking, governance, public services or advisory decision-making.</p>
<p>Skills and Competencies</p> <p>Ability to bring relevant specialist or professional insight to Panel discussions where appropriate.</p>