Logos

**APPOINTMENT OF INDEPENDENT PERSONS**

**APPLICATION PACK**

Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley & Bosworth Borough Council, Melton Borough Council, North West Leicestershire District Council and Oadby & Wigston Borough Council (the ‘Councils’) are jointly seeking a number of ‘Independent Persons’ to support them in promoting and maintaining high standards of conduct amongst their elected members.

Under the provisions of the Localism Act 2011 and related regulations all local authorities must have in place arrangements for the promotion and maintenance of high standards of conduct amongst councillors and co-opted members when acting in their official capacity and to support them in that duty, councils are required to appoint one or more Independent Person(s). In line with these provisions, the Councils have each adopted a Members’ Code of Conduct and introduced arrangements for dealing with standards issues, including a procedure for dealing with complaints about member/co-opted member conduct.

The views of any one of the Independent Persons appointed will be sought and taken into account before the Monitoring Officer or members make a decision on an allegation that there has been a breach of the Code and which it has been decided should be investigated. Any of the Independent Persons may also be asked by a member/co-opted member who is the subject of a complaint to give their view on the complaint being made against them.

The appointment will be for a fixed term of 4 years to commence from May 2025 onwards. The role is not salaried but travel and subsistence allowances will be payable in accordance with each Council’s applicable rates and training will be provided.

Please note that anyone who is or has been an elected/co-opted member or officer of any of the Councils during the last five years, or its Parish Councils, or who is a relative or close friend of such persons cannot be appointed.

Applications must be received by Monday 3rd March 2025. Shortlisted candidates will be invited to an interview to be held week commencing 24 March 2005

Please note that this is not a job vacancy and in the event that you are appointed as an Independent Person, you will not be an employee of any of the Councils.

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**ROLE DESCRIPTION**

The appointed Independent Persons will be expected to undertake the role of helping the Councils discharge their statutory duty to promote and maintain high standards of conduct amongst their members and co-opted members by:

1. Regularly attending and participating in meetings of any committee established to deal with the conduct of Members, including consultative meetings/informal dispute resolutions with the Monitoring Officer and/or members.

(Please note that meetings may be held during the evening as well as during the day and may require travelling between Councils within the County. Consultations may take the form of a telephone conversation, email correspondence or via a video platform (Teams or Zoom).)

1. Participating as an Independent Person in hearings in relation to complaints of Member misconduct under the Code of Conduct.
2. Actively promoting ethics and standards within the district, borough, town and parish councils within the County.
3. Developing and applying knowledge of the Code of Conduct in relation to matters where breaches of the Code of Conduct are alleged.
4. Assisting in the preparation of reports and determination of allegations of member misconduct in conjunction with the Monitoring Officer and Council members.
5. Analysing and exercising fair and impartial opinion on conduct issues and setting high standards of ethical behaviour.
6. Providing a view on the governance of the Council (and of parish councils) and the conduct of their members from an external perspective.
7. Developing a sound understanding of the ethical and wider regulatory framework
8. Being aware of the views of the local community on ethical standards and reflecting those in carrying out the role.
9. Being prepared to undertake training and participate in training events organised by the Council to promote awareness of the Code of Conduct
10. Attending meetings of the Council and civic and other functions in order to raise the profile of ethics and standards within the authority.

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**PERSON SPECIFICATION**

No specific qualifications or background are required for this role, however, candidates will be expected to demonstrate a strong commitment to high standards and ethics in public life and to the general principles governing the conduct of members. Your application should reflect this and demonstrate how you meet the following criteria.

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|  | **Essential** | **Desirable** |
| **Experience**  Candidates should have the following experience:   * Experience of local government or some other aspects of public service and of the political process * Experience in working with committees * Live and/or work in Leicestershire | **✓**  **✓** | **✓** |
| **Knowledge and Skills**  Candidates should be able to:   * Communicate effectively and appropriately * Assimilate information and evidence quickly * Understand and apply legal requirements in the relevant circumstances * Understand and comply with confidentiality requirements * Be assertive whilst also being co-operative * Take a fair, open-minded and objective viewpoint and arrive at balanced judgments * Demonstrate a general understanding of the principles behind the Members’ Code of Conduct * Demonstrate awareness of the background to the Standards Regime * Use IT technology as required to deliver the role | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓** |
| **Role Specific Requirements**  Candidates should be able to commit to:   * Working flexibly, including travelling, if required, and working from home where appropriate; * Observing the Code of Conduct for Members for each Council, including completing declarations of interests when requested; * Not entering into any contractual relations with any of the Councils under which he/she will gain personally; * Not being a member of any political party or have a public profile in relation to political activities. | | |

The means of assessment for this appointment process will be by application form and by interview.

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**APPLICATION FORM**

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| **1.** | ***PERSONAL DETAILS*** |

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| --- | --- |
| Surname:  Title:  Address:  Post Code: | Other Names:  Date of Birth:  Home Telephone No:  Business Telephone No:  Email: |

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| **2.** | ***REFERENCES*** |

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| --- | --- |
| Details of two referees are required. References will be only be taken up in the event that the Councils are minded to appoint you. | |
| Name:  Address:  Telephone No:  Title/Position:  Relationship to applicant: | Name:  Address:  Telephone No:  Title/Position:  Relationship to applicant: |

|  |  |
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| **3.** | ***SUMMARY OF EXPERIENCE AND SKILLS*** |

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| Please give details of any experience and skills you have in support of your application. Please use the space below and enclose an additional sheet if necessary. | |
| **4.** | ***OFFENCES*** |

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| Have you ever been convicted of a criminal offence or received a formal police caution? If so, please give details below.  Please note that this does not apply to convictions which are spent in accordance with the Rehabilitation of Offenders Act 1974. |

|  |  |  |
| --- | --- | --- |
| **Date of Conviction/Caution** | **Offence** | **Court Making Conviction/Cautioning Officer** |
|  |  |  |

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| **5.** | ***DECLARATION*** |

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| I declare that the information contained in this application is true and that:-  (a) I have not served as a member, co-opted member or an officer of Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley & Bosworth Borough Council, Melton Borough Council, North West Leicestershire District Council or Oadby & Wigston Borough Council during the last 5 years;  (b) I have not served as a member, co-opted member or an officer of a parish council in Leicestershire during the last 5 years;  (b) to the best of my knowledge I am not related\* to or a close friend of any elected member, co-opted member or officer of the County Council;  (c) I am not and do not propose to become actively engaged in any local party-political activity; and  (d) I understand that the personal data I have provided will be shared with officers and members of participating Councils for the purpose of recruitment and appointment of Independent Persons\*\*.  Signed …………………………………………….. Date ………………………………..  \* relative means spouse, civil partner, person you are living with as if they were your spouse or civil partner, parent, son, daughter, step-son, step-daughter, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, the spouse or partner of any of these persons (e.g. parents in law, brother/sister in law etc.), or any person living with any of these persons as if they were spouses or civil partners.  \*\*All of the information collected in this form is necessary and relevant to the performance of the role being applied for. We will use the information provided by you on this form and by the referees you have provided. The personal data that you provide will be used for the purposes of the appointment process and selecting candidates for the role.  North West Leicestershire District Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. All applications are deleted from the system after 6 months.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your role.  For more information on how we use the information you have provided, please see our privacy notice:  <https://www.oadbywigston.gov.uk/files/documents/privacy_notice/Privacy> |