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**APPOINTMENT OF INDEPENDENT PERSONS**

**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 video platforms (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.

The appointed Independent Persons will also be expected to sit on an Independent Panel in cases where, following an independent investigation, it is recommended that any of the “Chief Officers” be dismissed, which may include:

1. Reading and digesting investigation reports following disciplinary action taken against any of the Chief Officers;
2. Sharing views, providing advice and making such recommendations to the Council as considered appropriate following a disciplinary investigation of any of the Chief Officers;
3. Attend and give evidence in an employment tribunal (or at court) where requested to do so in the event that employment decisions by the Independent Panel are appealed.

In carrying out the role the appointed Independent Persons will be required to ensure confidentiality at all times in relation to the Code of Conduct and disciplinary matters that they are involved in.