



Derby City Council

RECRUITMENT PACK

FOR

APPOINTMENT OF

INDEPENDENT PERSON



Derby City Council

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DERBY CITY COUNCIL

APPOINTMENT OF INDEPENDENT PERSON

Could you be one of our Independent Persons?

Under the provisions of the Localism Act 2011, the Council is required to appoint at least one Independent Person to assist the Council in promoting and maintaining high standards of conduct amongst its Councillors.

They are expected to comply with a Code of Conduct. If a complaint is made that a Councillor has failed to do so, your views will be sought on whether the complaint should be investigated. If there is an investigation you may also be asked for your views on whether the Councillor has broken the Code and, if so, what sanction should be imposed. Alternatively the Councillor who has been complained about may consult you.

You will be expected to read and digest complaints and investigation reports, liaise with the Council's Monitoring Officer and attend meetings of the Standards Committee.

A small fixed allowance of £500 per year is payable together with reimbursement of travel expenses.

For further details, including an application form and eligibility criteria, please see the information pack on the Council's website or contact:

Steven Mason
First Floor
Derby City Council
Council House
Derby
DE1 2FS

Tel: 01332 643653

Email: steven.mason@derby.gov.uk

Website: www.derby.gov.uk

The closing date for applications is 4.30pm on Thursday 3 October 2013

J Berry
Director of Legal & Democratic Services

APPOINTMENT OF INDEPENDENT PERSON – BACKGROUND INFORMATION

Under the provisions of the Localism Act 2011 the way that Derby City Council will deal with conduct complaints about its elected members has changed.

The statutory regulatory framework has been abolished and the Council is now responsible for deciding how to deal with standards issues at a local level, including adopting its own local code and determining what arrangements it will adopt to deal with complaints.

The Act provides that the Council must appoint at least one Independent Person to assist in discharging these responsibilities. Full details of the role and responsibilities of the Independent Person are included in this recruitment pack.

The new arrangements came into effect in July 2012 and the Council has already made decisions about what Code of Conduct it will adopt, how complaints will be dealt with and the make up of the Standards Committee.

ELIGIBILITY FOR APPOINTMENT

A person cannot be appointed as an Independent Person if they are, or were, within a period of 5 years prior to September 2013, a member, co-opted member, Independent Person or officer of Derby City Council or a partner, close relative or close friend of any member, co-opted member, Independent Person or officer.

INDEPENDENT PERSON

SELECTION CRITERIA

SKILLS AND COMPETENCIES

The Independent Person will have:

- A keen interest in standards in public life.
- A wish to serve the local community and uphold local democracy.
- The ability to be objective, independent and impartial
- Sound decision making skills
- Leadership qualities, particularly in respect of exercising sound judgement

The Independent Person will:

- Be a person in whose impartiality and integrity the public can have confidence.
- Understand and comply with confidentiality requirements
- Have a demonstrable interest in local issues
- Have an awareness of the importance of ethical behaviours
- Be a good communicator

Desirable additional criteria are:

- Working knowledge/experience of local government or other service and/or of large complex organisations and awareness of and sensitivity to the political process.
- Knowledge and understanding of judicial/quasi-judicial or complaints processes.

You should demonstrate in your application how you meet the above criteria as this will assist the short-listing process.

Means of assessment will be by application form.

NOTE: You will be required to be contactable during normal working hours by telephone or by email and to be available to attend hearings which may be held in the day time and at relatively short notice.

ROLE OF INDEPENDENT PERSON – DERBY CITY COUNCIL

ROLE DESCRIPTION

Responsible to: The Council

Liaison with: Monitoring Officer, members of the Standards Committee, officers and Members of the Council.

1. To assist the Council in promoting high standards of conduct by elected and co-opted Members of Derby City Council and in particular to uphold the Code of Conduct adopted by the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be available for consultation with the Monitoring Officer before a decision is taken as to whether to investigate a complaint.
3. To be consulted by the Standards Committee before it makes a decision on an investigation report.
4. To be available for consultation by any elected Member who is the subject of a standards complaint.
5. To develop a sound understanding of the ethical framework as it operates within Derby City Council.
6. To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons operating outside the Council's area.
7. To attend training events organised and promoted by the Council's Standards Committee.

8. To act as advocate and ambassador for the Council in promoting ethical behaviour.



Derby City Council

DERBY CITY COUNCIL

APPLICATION FOR THE POSITION OF INDEPENDENT PERSON

Individuals who wish to be considered for appointment as Independent Person at Derby City Council are requested to provide the following information to support their application. All information provided will be treated in the strictest confidence and will only be used for the purposes of selection. Please feel free to use a separate continuation page if you wish to expand upon your answer to any question outlined below.

1. PERSONAL DETAILS

Name:

Address:

Postcode:

National Insurance Number:

Contact Details:

Daytime Telephone Number:

Daytime Fax Number:

Email Address:

Mobile Number:

2. QUALIFICATIONS

(Please list in particular any qualifications which you think are relevant to the position of Independent Person)

3. SUMMARY OF EXPERIENCE

(Please give a brief account of your experience including career, public and voluntary work together with the nature of your current or most recent occupation)

4. RELEVANT EXPERTISE/SKILLS

(Please outline briefly any knowledge or expertise which you believe would be particularly relevant to you as an Independent Person having regard to the selection criteria and role description)

5. Why do you wish to be considered for appointment as Independent Person and what particular attributes do you believe you would bring to the role?

6. Please provide any additional information you may wish to give in support of your application:

7. References may be taken up

1. Name:

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Address:

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Telephone No.

2. Name

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Address:

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Telephone No.

I wish to apply to be an Independent Person.

In submitting this application, I declare that:

EITHER

- I am not and have not during the past five years been a Member or Officer of Derby City Council
- I am not related to, or a close friend of, any member or Officer of Derby City Council
- I am not actively engaged on local party political activity

Signed:

Date:

Please return this application form by **4.30pm on Thursday 3 October 2013** addressed to:

Steven Mason
Constitutional Services Officer

Resources Directorate
Derby City Council
Council House
Derby
DE1 2FS

Or send the completed form to: steven.mason@derby.gov.uk