

[ARUN DISTRICT COUNCIL LOGO]

**Independent Person
Information Pack**

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Application form

Code of Conduct and Arrangements for dealing with complaints

ROLE AND FUNCTION

The Localism Act 2011 (“the Act”) requires Arun District Council and its Parish and Town Councils to promote and maintain high standards of conduct for Councillors.

The Act requires the Council to have in place arrangements for dealing with complaints of breaches of the Councillors’ Code of Conduct both by Arun District Council members and by Parish and Town Council members. Section 28(7) of the Act includes the requirement to appointment at least one Independent Person.

The Act also requires the council to appoint an Independent Person who will be consulted before a decision is made on a complaint. In addition, the Independent Person may be asked to be involved with informal settlement of complaints or any other function relating to promoting standards within the district.

To discharge the functions of the Independent Panel giving advice/views/recommendations to the Council upon the dismissal of any Statutory Officer pursuant to the Local Authority (Standing Orders) (England) (Amendment) Regulations 2015 and the Council’s Constitution.

The Council has decided to appoint three Independent Persons, each of whom will be appointed for 4-year terms.

A fixed allowance in accordance with the Members’ allowance scheme of £X per annum is payable together with reimbursement of travel expenses.

For further details please contact:

Daniel Bainbridge
Group Head of Law and Governance (Monitoring Officer)
Arun District Council
Maltravers Road
Littlehampton
West Sussex
BN17 5LF
monitoring.officer@arun.gov.uk

Independent Person eligibility criteria

A person cannot be an independent person if they have been:

- within the period of 5 years ending with the appointment a councillor, co-opted member or officer of the council, or parish or town council within the principal authority's area, or
- a relative or close friend of either of the above, or
- who is currently an Officer or Member of any other relevant authority (this includes parish, district, county and unitary councils and Police and Fire Authorities)

A relative under the Localism Act 2011 is defined as:

- (a) the other person's spouse or civil partner,
- (b) living with the other person as husband and wife or as if they were civil partners,
- (c) a grandparent of the other person,
- (d) a lineal descendant of a grandparent of the other person,
- (e) a parent, sibling or child of a person within paragraph (a) or (b),
- (f) the spouse or civil partner of a person within paragraph (c), (d) or (e), or
- (g) living with a person within paragraph (c), (d) or (e) as husband and wife or as if they were civil partners.

Selection Criteria

The ideal candidate for the position of Independent Person will:

1. Have a broad range of experience, preferably in public, private, voluntary or charitable sector employment or service including self-employed, employed and voluntary positions.
2. Have good analytical skills and be able to demonstrate clarity of thought. The ability to assimilate information quickly and arrive at balanced judgments.
3. Be impartial, objective, and can maintain independence in a politically sensitive environment.
4. Be able to demonstrate a high level of commitment to upholding the general principles governing the conduct of Councillors generally and matters of probity and integrity in particular.
5. Have good interpersonal skills, good communication skills both written and oral and the ability to co-operate with others in a committee setting.
6. Have tact and diplomacy in handling sensitive matters.
7. Demonstrate strong decision-making skills.
8. Can offer authoritative and impartial advice.
9. Can gain the confidence of councillors, officers and the public.
10. Can make decisions on an impartial basis, grounded in the evidence.
11. Can work constructively with the local authority and senior officers.

Desirable additional criteria are:

1. Working knowledge / experience of local government or some other aspects of the public service and/or of large, complex organisations at a senior level and substantial awareness and understanding of the political process.

Any application submitted should demonstrate how the above criteria are met as this will assist the short-listing process.

Means of assessment:

By assessment of application form and by interview.

INDEPENDENT PERSON – PERSON SPECIFICATION

	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> No specific qualifications or background is required 		
Knowledge and Skills: <ul style="list-style-type: none"> A good communicator with questioning skills# Assertive Inquisitive, open-minded and non-judgemental Perception of the potential contribution of an Independent Person to the complaints procedure and the dismissal process for Statutory Officers Understanding of the arrangements for dealing with Councillor complaints and the process for dismissal of Statutory Officers General understanding of the principles behind the Councillors' Code of Conduct Awareness of the Localism Act 2011 Excellent interpersonal Skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>

<p>Experience:</p> <ul style="list-style-type: none"> • A demonstrable interest in local issues • Experience in committee working/weighing evidence and dealing with ethical issues • An interest in public service and local government in particular 	<p>E</p>	<p>D</p> <p>D</p>
<p>Competencies:</p> <ul style="list-style-type: none"> • A person in whose impartiality and integrity the public can have confidence in • Understand and comply with confidentiality requirements and data protection requirements • Able to make a significant contribution to the work of the arrangements for dealing with complaints 	<p>E</p> <p>E</p> <p>E</p>	
<p>Other requirements:</p> <ul style="list-style-type: none"> • Must not be disqualified from standing for election as a councillor, i.e. been adjudged bankrupt or been sentenced to a term of imprisonment for a period of not less than three months in the past five years • Must not currently have and must not enter into any contractual relations with the council under which he/she will gain personally 	<p>E</p> <p>E</p>	

<ul style="list-style-type: none"> • Will have disclosed to the council any matter in his/her background which, if it became public, might cause the council to reconsider the appointment • Commit to a 4-year term • Must be considered to be independent • Must be willing to undergo training when required 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
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APPLICATION FORM

APPLICATION FOR POSITION OF INDEPENDENT PERSON

1. Personal Details

Name:

Address:

Post Code:

Contact Details:

Daytime Telephone Number:

E-mail address:

2, Qualifications / Knowledge / Experience

(Please list in particular any qualifications, knowledge and experience which you
Consider are relevant to the position of Independent Person)

3. 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?

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

5. Criminal Convictions and Cautions

Have you ever received a caution, including conditional Cautions, or been convicted by a Court of any offence or been reprimanded? Please see further information on spent and unspent convictions at the end of the application form.

YES

NO

If yes please give details and dates of any convictions (excluding driving offences))

Note: This does not apply to convictions which are spent in accordance with the Rehabilitation of Offenders Act 1974.

6. References will be taken up for all applicants who are invited for interview

1.

Name

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Address

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.....

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Telephone

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2.

Name

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Address

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Telephone

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7. I confirm that, I...	Yes	No
Am able to attend Council offices for meetings and consultations as required through the Standards Process		
Am able to attend programmed meetings, ad hoc if required, and devote preparation time for each meeting.		
Am able to access emails and undertake work at home if required		
Am available for telephone/email consultation		
Do not currently have and must not enter into any contractual relations with the Council under which I will gain personally		
Have disclosed and agree to continue to disclose to the Council any matter in my background which, if it became public, might cause the Council to reconsider the appointment.		
Am not a member of any political party or have a public profile in relation to political activities.		

I wish to apply to be an Independent Person.

In submitting this application, I declare that:-

- I am not and have not during the past five years been a member or officer of Arun District Council.
- I am not related to, or a close friend of, any Member or Officer of Arun District Council.
- I am not currently an Officer or Member of any other relevant authority (this includes parish, borough, district, county and unitary council and Police and Fire Authorities).
- I am not actively engaged in local party-political activity.
- I understand that this is a voluntary role which attracts an annual allowance of £X to cover costs incurred. I will not be an employee of Arun District Council and confirm that I therefore not do not have the rights of employees or workers for the two authorities.

Signed:

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Dated:

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Please return this application form by [DATE AND TIME] to monitoring.officer@arun.gov.uk with a subject title: Independent Person, or addressed to Mr Daniel Bainbridge, Group Head of Law and Governance, Arun District Council, Maltravers Road, Littlehampton, West Sussex, BN17 5LF

Please find our Privacy Policy: [INSERT WEB LINK]