



RECRUITMENT PACK FOR

APPOINTMENT OF

INDEPENDENT PERSON

PETERBOROUGH CITY COUNCIL

APPOINTMENT OF INDEPENDENT PERSON

Under the provisions of the Localism Act 2011, the Council is required to appoint an Independent Person to assist the Council in promoting and maintaining high standards of conduct amongst its elected members and town and parish councilors. Peterborough City Council intends to appoint an Independent Person and a Deputy Independent Person.

The Independent Person may be consulted by the Monitoring Officer on the decision whether to investigate complaints and a decision is made on an investigated complaint. The Independent Person may also be consulted on other standards matters, including by the member who is subject to an allegation.

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

Natalie Moulton
Executive Assistant to the Monitoring Officer

Tel: 01733 452527
Email: natalie.moulton@peterborough.gov.uk
Website: www.peterborough.gov.uk

The closing date for applications is 26th October 2012. Interviews will be held on 5th November 2012.

A fixed allowance of £1000 is payable together with reimbursement of travel and subsistence expenses to the Independent Person. The Deputy will be entitled to a £500 allowance and expenses.

It is intended to appoint an Independent Person together with a Deputy candidate to be in a position to act as Independent Person in the event that the person appointed is incapacitated, or otherwise unable to act because of a conflict of interest.

APPOINTMENT OF INDEPENDENT PERSON – BACKGROUND INFORMATION

Under the provisions of the Localism Act 2011 the way that Peterborough City Council will deal with conduct complaints about its elected members and town and parish councillors in its area is changing.

The Council will be 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. A report was considered by the Council on the 12 July and you can access this report on the Council's website.

The Act provides that the Council must appoint an 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 will come into effect from the date of the Council meeting.

This recruitment process is being managed by Helen Edwards, Peterborough City Council's Monitoring Officer (supported by Kim Sawyer, Deputy Monitoring Officer), who has been given authority to recruit by the Council. The appointment will be formally confirmed at the next meeting of the Council in September.

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 independent of any political party
- Not be related to or a friend of any member of Peterborough City Council
- Be a person in whose 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
- Be able to exercise judgement impartially

Desirable additional criteria are:

- Working knowledge/experience of local government or other public 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 and by interview.

NOTE:

If appointed, you will be required to be contactable at all times during normal working hours by telephone or by email and to be available to attend hearings which may be held in the day time. You will be provided with at least 2 weeks notice of any hearing at which you must attend.

Eligibility for Appointment

By virtue of transitional arrangements the law does not prevent existing independent members of the Council's Standards Committee from being eligible to apply for the role, however, it is the Council's preference to appoint an Independent Person who was not formerly an independent member of a standards committee. If you were formally an independent member of any other Council, this does not apply to you.

A person cannot be appointed as an Independent Person if they are or were within a period of 5 years prior to the appointment:

- A member, co-opted member or officer of the authority
- A member, co-opted member or officer of a parish council in the Council's area, or a relative or close friend of the above

ROLE OF INDEPENDENT PERSON –
PETERBOROUGH CITY COUNCIL

ROLE DESCRIPTION

Responsible to: The Council

Liaison with: Monitoring Officer, members of the Audit Committee, officers and members of the District Council and Town and Parish Councillors within the district, key stakeholders within the community.

1. To assist the Council in promoting high standards of conduct by elected and co-opted members of Peterborough 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 consulted by the Council through the Monitoring Officer and/or the Audit Committee (Hearing Panel) before it makes a decision on an investigated allegation and to be available to attend meetings of the Hearing Panel of the Audit Committee for this purpose.
3. To be available for consultation by the Monitoring Officer and/or the Audit Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
4. To be available for consultation by any elected member, (including town and parish councilors), who is the subject of a standards complaint.
5. To develop a sound understanding of the ethical framework as it operates within Peterborough City Council and its town and parish councils.
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 Audit Committee.
8. To act as advocate and ambassador for the Council in promoting ethical behaviour.

PETERBOROUGH CITY COUNCIL

APPLICATION FOR THE POSITION OF INDEPENDENT PERSON

Individuals who wish to be considered for appointment as Independent Person at Peterborough 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:

2. QUALIFICATIONS

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

PART B: You may complete the following part of the application or submit a Curriculum Vitae. If submitting a Curriculum Vitae please ensure you enclose details of referees.

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 your role 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 will be taken up for all applicants who are invited for interview

1. Name:	2. Name:
.....
Address:	Address:
.....
.....
.....
.....
Telephone No.	Telephone No.

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 Peterborough City Council
- I am not related to, or a close friend of, any Member or Officer of Peterborough City Council
- I am not currently an Officer or Member of any other relevant authority (this includes parish, district, county and unitary councils and Police and Fire Authorities).
- I am not actively engaged in local party political activity.

Signed

Date

Please return this application form by 26th October 2012 addressed to:

Natalie Moulton
Executive Assistant to the Monitoring Officer
Peterborough City Council
Chief Executive's Department
Town Hall
Bridge Street
Peterborough
PE1 1HG

Email: natalie.moulton@peterborough.gov.uk