



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 Basingstoke and Deane Borough 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 Councillor’s Code of Conduct both by the Basingstoke and Deane Borough 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 Borough.

To discharge the functions of the Independent Panel giving advice/views/recommendations to 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 Borough Council has decided to appoint 3 Independent Persons each of whom will be appointed for 2/4 year terms.

A fixed allowance in accordance with the Members’ allowance scheme of £1725 per annum is payable together with reimbursement of travel expenses.

For further details please contact:

Monitoring Officer
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
Hampshire
RG21 7EA

Monitoring.officer@basingstoke.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 have the ability to 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, including 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. Have the ability to offer authoritative and impartial advice
9. Have the ability to gain the confidence of councillors, officers and the public
10. Have the ability to make decisions on an impartial basis, grounded in the evidence
11. Have the ability to 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 and the Local Government Ethical Standards report January 2019 Excellent interpersonal Skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓

	✓	
Experience: <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 	✓	<ul style="list-style-type: none"> ✓ ✓
Competencies: <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 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Other requirements: <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 		

<p>contractual relations with the council under which he/she will gain personally</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 2 year term • Must be considered to be independent• Must be willing to undergo training when required <p>-</p>		
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