



## **Independent Standards Assessors**

### **Information Pack**

1. Role and function
2. Eligibility criteria
3. Selection criteria
4. Person specification

Other attachments:

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 Independent Standards Assessor will be a co-opted member of the standards committee and will assist the Deputy Monitoring Officer/ Monitoring Officer with the determination of complaints made against Councillors claiming that a Councillor has breached the Code of Conduct.

The Borough Council has decided to appoint 4 Independent Standards Assessor each of whom will be appointed for a 2/4 year term. Two will be appointed every two years.

A fixed allowance in accordance with the Members’ allowance scheme of £465 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](mailto:Monitoring.officer@basingstoke.gov.uk)

### **Independent Standards Assessor Eligibility Criteria**

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

### **Selection Criteria**

The ideal candidate for the position of an Independent Standards Assessor will:-

1. Have a broad range of experience, preferably in public, private, voluntary or charitable sector employment or service including self-employed, employed or 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. Have independence of mind, objectivity and impartiality.
4. Be able to demonstrate a strong commitment in upholding the general principles governing the conduct of Councillors generally and matters of probity and integrity in particular.
5. Have good interpersonal skills, including strong written and oral communication skills and the ability to co-operate with others in a committee setting.
6. Have tact and diplomacy in handling sensitive matters.
7. Have the ability to make authoritative and impartial recommendations, grounded in the evidence.8. Have the ability to gain the confidence of councillors, officers and the public
9. 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 local government procedures

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 STANDARDS ASSESSOR PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>No specific qualifications or background is required</li> </ul>		
<b>Knowledge and Skills:</b> <ul style="list-style-type: none"> <li>A good communicator with questioning skills</li> <li>Assertive</li> <li>Inquisitive, open-minded and non-judgemental</li> <li>Understanding of the arrangements for dealing with Councillor complaints</li> <li>General understanding of the principles behind the Councillors' Code of Conduct</li> <li>Awareness of the Localism Act 2011</li> <li>Excellent interpersonal Skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>

<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A demonstrable interest in local issues</li> <li>• Experience in committee working/weighing evidence and dealing with ethical issues</li> <li>• An interest in public service and local government in Particular</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• A person in whose impartiality and integrity the public can have confidence in</li> <li>• Understand and comply with confidentiality requirements</li> <li>• Able to make a significant contribution to the work of the arrangements for dealing with complaints</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p><b>Other conditions:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Must not currently have and must not enter into any contractual relations with the council under which he/she will gain personally</li> </ul>		

<ul style="list-style-type: none"><li>• 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</li> <li>• <i>Committed to a 2/4 year term</i></li> <li>• Must be willing to undergo training when required</li></ul>		
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