

DRAFT

**Recruitment Pack for
Appointment of Independent
Person**

Enfield Council - Appointment of Independent Persons

Background Information

Under the provisions of the Localism Act 2011 the way that Enfield Council will deal with conduct complaints about its elected members in its area is changing.

The statutory regulatory framework will be abolished and 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.

The Act provides that the Council must appoint an Independent Person or Persons to assist the Council in promoting and maintaining high standards of conduct amongst its elected members. At March 2012 Council it was agreed that Enfield would appoint up to two Independent Persons.

The Independent Persons will be consulted on the decision to investigate complaints and before it makes a decision on an investigated complaint. The Independent persons may be consulted on other standard matters, including by the member who is subject to an allegation.

The new arrangements come into effect on 1 July 2012. The Council intends to finalise all the new arrangements at a Council meeting on 4 July 2012.

A fixed allowance of £???? per annum is payable together with reimbursement of travel and subsistence expenses.

Full details of the role and responsibilities of an Independent Persons are included in this Recruitment Pack. For more information contact

Penelope Williams
Governance Team
Enfield Council
Civic Centre
Silver Street
Enfield
Middlesex
EN1 3XF

Tel: 020 8379 4098

Email: penelope.williams@enfield.gov.uk

Website: www.enfield.gov.uk/

The closing date for applications is ??????. Interviews will be held on ?????

Role of Independent Person – Enfield Council

Role Description

Responsible to: The Councillor Conduct Committee and the Council

Liaison with: Monitoring Officer, members of the Councillor Conduct Committee, officer and members of the Council, other Independent Persons and key stakeholders within the community.

1. To assist the Council in promoting high standards of conduct by elected and co-opted members of the Council and in particular to uphold the code of conduct adopted by the Council and the principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness, leadership, respect for others, duty to uphold the law and stewardship.
2. To be consulted by the Council through the Monitoring Officer and/or the Councillor Conduct Committee before it makes a decision on an investigated allegation and to be available to attend meetings of the Councillor Conduct Committee for this purpose.
3. To be available for consultation by the Monitoring Officer and/or the Councillor Conduct Committee both before a decision is taken as to whether to investigate a complaint, or to seek local resolution of the same or to consider an appeal against decisions taken.
4. To be available for consultation by any elected or co-opted member who is subject to a standards complaint.
5. To develop a sound understanding of the ethical framework as it operates within the 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 Councillor Conduct Committee.
8. To act as advocate and ambassador for the Council in promoting ethical behaviour.

Person Specification

	Essential	Desirable
Qualifications: No specific qualifications or background is required		
Skills and Competencies: The independent person will have <ul style="list-style-type: none"> • 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 ✓ • 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 ✓ The independent person will: <ul style="list-style-type: none"> • Be a person 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 ✓ 		
<p>You should demonstrate in your application how you meet the above criteria as this will assist the shortlisting process.</p> <p>Means of assessment will be by application form and by interview</p>		

Eligibility for Appointment

A person cannot be appointed as an Independent member if they are or were within a period of five years prior to the appointment any of the following apply to him or her:

1. A Councillor, co-opted member or employee of the London Borough of Enfield.
2. Are closely associated with anyone who is now, or has been in the last five years, a Councillor or employee of the London Borough of Enfield.
3. A person with an unspent criminal record (Rehabilitation of Offenders Act applies).
4. Hold any political office, belong to any political party; or be or have been politically active in the last five years.
5. Have any dealings with the Council which could be seen to be prejudicial to a person's independence.

However by virtue of transitional arrangements this will not prevent previous independent members of the Council's Standards Committee from being eligible to apply for the role.

Other requirements:

- Have sufficient time to devote to the appointment.
- 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.
- Committed to the term of office.

Advertisement and application

The Independent Person must be appointed through a process of public advertisement, application and appointment by a positive vote of the majority of all members of the Council.

Enfield Council has advertised this position in the ??????. The closing date for applications is ?????

Appointment

The Council will shortlist and interview those who have applied to be Independent Persons. It will then recommend the successful candidate to the Council. It is a requirement of current regulations that the appointment of Independent Persons be “approved by a majority of the Members of the authority”.

Enfield Council

Application for the position of Independent Person

Individuals who wish to be considered for appointment as Independent Person at Enfield 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 your answer to any question outlined below. The form should be completed with regard to the person specification and other requirements contained within the recruitment pack.

1. Personal Details

Name:

Address:

Postcode:

National Insurance Number:

Contact Details

Daytime Telephone Number

Email Address

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 briefly outline any knowledge or expertise which you believe would be particularly relevant to your role as an Independent Person.)

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 of all applicants who are invited for interview.

1. Name

2. Name

Address

Address

Telephone Number:
Email:

Telephone Number
Email:

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 5 years been a Member or Officer of the Council
- I am not related to, or have a close personal relationship or association with any member or officer of the 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 *

And/or

- I was a previous independent member of the Standards Committee *

Signed

Date

Please return this application form by ?? to: penelope.williams@enfield.gov.uk
or to:

Penelope Williams
Governance Team
Enfield Council
Civic Centre
Silver Street
Enfield
Middlesex, EN1 3XF