

INDEPENDENT PERSON

RECRUITMENT PACK

JANUARY 2025

This recruitment pack is for individuals that are interested in becoming an Independent Person for either Boston Borough Council, East Lindsey District Council or South Holland District Council

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Section 1

Welcome letter to potential applicants

Dear Applicant

Thank you for your interest in becoming an Independent Person.

The South and East Lincolnshire Councils Partnership comprises three sovereign local authority councils, South Holland District Council, Boston Borough Council and East Lindsey District Council, with respective bases at Spalding, Boston and Horncastle.

Each distinct sovereign council is currently looking for committed individuals to serve as Independent Persons. Boston and East Lindsey will be considering the appointment of lead and reserve Independent Persons whilst South Holland has a vacancy for a reserve Independent Person. The appointment of an Independent Person is a decision for the Full Councils and the initial term of appointment will be for a 4 year period.

You can apply to be an Independent Person for one or more Councils. You will be asked to select your preference(s) as part of the application process.

The majority of the work will be carried out by email and telephone but when travel is required travel and subsistence expenses can be claimed. The Councils will consider the payment of a fixed allowance at appointment stage. All appointed persons will receive an induction and appropriate training.

You will note that the application form asks for details of two referees. We will take up references for shortlisted candidates, prior to interview. If you do not wish us to contact your referees at that stage, please indicate on your application.

The Councils are committed to equal opportunities and welcomes applicants from all sections of the community.

For an informal discussion about the role please contact: Alison Sparks Legal Manager and Deputy Monitoring Officer at email: alison.sparks@e-lindsey.gov.uk or Telephone: 07771 813145

The closing date for applications is 9am on Monday 17 February 2025

Shortlisted candidates will be invited for interview on Wednesday, 19th February 2025.

Section 2

The role of the Independent Person

ROLE PROFILE

Responsible to: The Council

Liaison with: Members and co-opted Members and Officers of the Borough/District Council and Town and Parish Councils within the District.

Duties and Responsibilities:

1. To assist the Council in promoting high standards of conduct by elected and co-opted members of the Council and Town and Parish Councillors.
2. To be consulted by the Council through the Monitoring Officer and/or the relevant Council Committee before it makes a decision on an investigated allegation and to be available to attend meetings for this purpose.
3. To be available for consultation by the Monitoring Officer and/or the Standards 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 an Elected Member who is the subject of a standards complaint, including Town and Parish Councillors
5. To develop a sound understanding of the ethical framework as it operates within the 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 consider with at least one other Independent Person any proposal that may lead to the authority dismissing a statutory officer and to make recommendations to full council and to be available to attend meetings for this purpose.
8. To act as advocate and ambassador for the Council in promoting ethical behaviour.

The time commitment related to the role will be dependent on the volume of complaints received. The Independent Person will be required to be available by telephone and email for consultation on complaints. There is also a requirement to attend training periodically to ensure continuing competence for the role and attend relevant Council Committees/Hearing Panels as required.

The essential and desirable qualities for the role are listed in the Person Specification in Section 3.

Section 3

Person Specification for Independent Person (Localism Act 2011 – Standards)

	Essential	Desirable	How Measured
Localism Act 2011 criteria	Applicants must comply with the definition of an Independent Person as detailed in the Localism Act 2011 (See eligibility criteria in section 4)		Application
Experience	Over 18 years of age.	Experience of serving in or working for local or national government and/or legal system, tribunals or other quasi-judicial bodies.	Application and Interview
Education/Training	No specific qualifications required.	.	
Skills/ Knowledge	<p>Commitment to public service.</p> <p>Ability to critically assess written and oral evidence to reach a balanced and objective decision.</p> <p>Ability to absorb key information from complex reports.</p> <p>Ability to communicate effectively with a wide range of people, councillors and council officers.</p> <p>Demonstrate excellent listening, problem solving and evaluation skills.</p> <p>Demonstrate tact, diplomacy and impartiality.</p>	<p>Knowledge of how local government operates and an awareness of the role of elected members.</p> <p>General understanding of the principles of the members' code of conduct and standards regime.</p> <p>Knowledge of rules of natural justice.</p> <p>Ability to write reports if necessary.</p>	Application and Interview

<p>Personal Qualities</p>	<p>Personal Integrity.</p> <p>Commitment to upholding high standards.</p> <p>Independence of mind – ability to form a view on the basis of facts and not to be swayed by others and act objectively.</p> <p>Commitment to confidentiality in appropriate circumstances.</p> <p>Ability and willingness to work with other members of other councils, their committees/panels and officers.</p> <p>Reliable and committed.</p>	<p>Exercise persuasion and influence.</p> <p>Think logically, seeking and receiving advice where appropriate.</p>	<p>Application and interview</p>
<p>Working Arrangements</p>	<p>Need to attend various meetings with fluctuating frequency and sometimes at short notice.</p> <p>Need to be available for and respond to consultation as and when required, and sometimes at short notice</p> <p>Attend training events and other forums as and when required.</p> <p>Not a member of or closely associated with a political party.</p>	<p>Ability to identify potential conflicts of interest during working role.</p>	<p>Application and interview</p>

Section 4

Eligibility for Appointment

It is important that you are independent of the Council. Therefore, you must not, pursuant to Section 28(8) of the Localism Act 2011:

- be, or have been within the last five years, an Elected or Co-opted Member or an Officer of the Council or of any of the Town and Parish Councils within the District/Borough
- be, a relative or close friend of a current Elected or Co-opted Member or Officer of the Council or any Town and Parish Council within the District. A relative 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),
 - (g) living with a person within paragraph (c), (d) or (e) as husband and wife or as if they were civil partners.

A person cannot be appointed as an Independent Person if any of the following criteria apply:

1. Holds any political office, belongs to a political party; or is or has been politically active in the last five years.
2. Has any dealings with any Council, which could be seen to be prejudicial to a person's independence or represent a conflict of interest.

Other requirements

- You must disclose in your application any matter in your background which, if it became public, might cause the council to reconsider the appointment.
- You should be committed to the term of appointment which is four years from the date of appointment.

The Councils reserve the right to remove an Independent Person from post if their independence is in anyway compromised, and/or they bring the reputation of the Council into disrepute.

Section 5 Application Form

INDEPENDENT PERSON

Individuals who wish to be considered for appointment as independent Persons 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 selecting Independent Persons. You may include a separate sheet, if necessary, referring to the relevant section of the form

Part 1 – About you
Name:
Address and Postcode:
Contact Telephone Numbers:
E-mail address:

Part 2 – Qualifications Please list any qualifications which you think are relevant to the position of Independent Person.

Part 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

Part 4 – Relevant Expertise/Skills

Please provide details of your knowledge or expertise which you believe would be particularly relevant to the role of Independent Person

Part 5 – Attributes

Why do you wish to be considered for appointment for Independent Person and what particular attributes do you believe you would bring to the role?

Part 6 – References

Please provide the names, nature of relationship, addresses and contact telephone numbers of two persons for reference purposes: -

Part 7 – Location of the position(s) you are applying for:

Please let us know the listed authority you are applying for. *Please tick all that apply:*

	<input checked="" type="checkbox"/>
South Holland District Council <i>Spalding</i>	<input type="checkbox"/>
Boston Borough Council <i>Boston</i>	<input type="checkbox"/>
East Lindsey District Council <i>Horncastle</i>	<input type="checkbox"/>

	YES - ✓	NO - X
Where multiple boxes have been ticked, please indicate whether you would be happy to be <u>appointed to more than one position.</u>		

Part 8 - Please answer all questions by deleting as appropriate:

Are you over 18? **Yes/No**

Are you or have you been within the last five years, an elected or co-opted member or an officer of the Council or of any of the Town and Parish Councils within the district/borough area **Yes/No**

Are you a relative or close friend of a current elected or co-opted member or officer of the Council or any Town and Parish Council within the district/borough area. **Yes/No**

Do you hold any political office or belong to a political party; or been politically active in the last five years. **Yes/No**

Have you had any dealings with any Council, which could be seen to be prejudicial to a person's independence or represent a conflict of interest. **Yes/No**

Are you satisfied that a member of the public who was aware of any contact you have with the Council, or councillors would have confidence in your independence? **Yes/No**

Part 9 – Your declaration

I certify that in submitting this application that to the best of my knowledge and belief the above details are correct and that I meet the necessary criteria to be an Independent Person

Signed	Date
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Please return the completed form marked 'Personal' to:

Monitoring Officer:

monitoring_officer@e-lindsey.gov.uk