

TO: Cambridgeshire and Peterborough Fire Authority

FROM: The Monitoring Officer

DATE: 7 November 2019

APPOINTMENT OF INDEPENDENT PERSONS

1. Purpose

- 1.1 To report to the Fire Authority on the result of the recruitment of two Independent Persons.

2. Recommendations

- 2.1 The Fire Authority is asked to
 - a) Extend the current appointment of Gillian Holmes as Independent Person to 7 November 2022; and
 - b) Appoint Grant Osbourn as an Independent Person to 7 November 2022.

3. Risk Assessment

- 3.1 Legal – The Fire Authority is required by the Localism Act 2011 to appoint at least one Independent Person.

4. Background

- 4.1 The Fire Authority first appointed two independent persons in October 2012. The Fire Authority has again joined in with the recruitment exercise undertaken by the County Council to save time and resources.

5. Recruitment Exercise

- 5.1 The posts were advertised in the local press and on the County Council's and the Fire Authority's websites. A report detailing the appointment process, which was presented to the County Council's full Council meeting in October 2019, is attached at **Appendix A**.
- 5.2 The actual appointment of the Independent Persons must be made by the Fire Authority itself. It is proposed that the Fire Authority would continue pay a small allowance of £250 per year for each Independent Person, and would reimburse necessary travel expenses.

6. Induction and Training

- 6.1 If appointed, the Monitoring Officer shall provide the successful candidates with the Fire Authority's Code of Conduct and arrangements for dealing with allegations of breach of the Code and she will discuss with them what training they require. They will also be invited to a future meeting of the Overview and Scrutiny Committee.

BIBLIOGRAPHY

| Source Documents | Location |
|-------------------------|--|
| The Localism Act 2011 | www.legislation.gov.uk/ukpga/2011/20/contents/enacted |

SELECTION AND APPOINTMENT OF INDEPENDENT PERSON(S)

To: **Council**

Meeting Date: **15 October 2019**

From: **Director of Governance and Legal Services and
Monitoring Officer**

Purpose: **To consider a recommendation from the Constitution and
Ethics Committee to appoint Independent Person(s) to the
Council.**

Recommendation: **Council is asked to:**

- c) Extend the current appointment of Gillian Holmes
as Independent Person to 15 October 2022; and**
- d) Appoint Grant Osbourn as an Independent Person
to 15 October 2022.**

| <i>Officer contact:</i> | | <i>Member contact:</i> | |
|--------------------------------|--|-------------------------------|--|
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1. BACKGROUND

- 1.1 The Constitution and Ethics Committee considered a report on the arrangements for the appointment of an Independent Person(s) at its meeting on 4 April 2019. Following a recommendation from the Committee, Full Council approved on 14 May 2019 an amendment to the Committee's Terms of Reference in the Constitution as set out below:

Authority to select and recommend to Council persons for appointment as an Independent Person.

- 1.2 On the recommendation of the Committee, Full Council also agreed to:

Set the level of remuneration at £500 for each Independent Person so that it could be included in information supplied to applicants for the post of Independent Person.

- 1.3 At this meeting, the Committee agreed to authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to take all necessary steps towards the selection of suitable candidates to be recommended to Full Council for appointment as an Independent Person. Council was informed that the Committee would recommend names for appointment to be presented to Council in October.

- 1.4 In line with when the position was last advertised in 2012, the Cambridgeshire and Peterborough Fire Authority asked to be included as part of the process to avoid it having to advertise separately.

- 1.5 At its last meeting, the Committee considered a report outlining the interview process for the selection and appointment of an Independent Person. It agreed the interview process including the following as set out in the report:

- The advert and advertising process;
- The establishment of a four member interview panel;
- The application pack; and
- The timetable

2. ADVERTISING FOR AN INDEPENDENT PERSON

- 2.1 The advert set out below was placed on the front of the Council and Cambridgeshire Fire and Rescue Service's websites:

APPOINTMENT OF INDEPENDENT PERSON

Cambridgeshire County Council and Cambridgeshire and Peterborough Fire Authority are looking to appoint an Independent Person to help the Monitoring Officer of both organisations in assessing complaints of alleged misconduct by members of the Council and Fire Authority.

The Council and the Fire Authority have a code of conduct setting out the standards of behaviour expected of its members. If a complaint is made, the

Independent Person is consulted for an independent and impartial view before a decision is made on what to do.

We are looking for someone with the experience and knowledge that the public would recognise and respect as bringing an impartial and informed perspective.

To ensure your voice is independent there are restrictions on who can apply; you must not have been a member or an officer of the Council and or Fire Authority within the last five years, or be a relative or a close friend of such a member or officer. The appointment will come into effect on 15 October 2019 for the Council and 7 November 2019 for the Fire Authority for an initial period of two years, with the possibility that the period may be extended. Appropriate training will be given. The Council and the Fire Authority currently pay a small allowance of £500 and £250 per year respectively and will reimburse necessary travel expenses.

If you are interested in being an Independent Person please contact Michelle Rowe, Democratic Services Manager for an information pack and application form.

Telephone: 01223 699180 Email: michelle.rowe@cambridgeshire.gov.uk

Completed application forms must be received by **Friday 31 July 2019**. Interviews for short-listed candidates will take place on Monday 2 September 2019. Short-listed applicants will be advised of the time of interview in due course.

- 2.2 As part of the advertising process, the Communications and Marketing Advisor posted messages on social media including reminder messages throughout the month.
- 2.3 Unfortunately, the Council did not receive any applications for the position. On the advice of the Monitoring Officer, the Democratic Services Manager contacted Cambridge City Council, and East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire District Councils to see whether their Independent Person(s) would be interested in the role. The Council received one expression of interest from the Independent Person for South Cambridgeshire District Council.
- 2.4 The Panel nominated by the Committee was sent the application pack for the Independent Person for South Cambridgeshire District Council for consideration. All members of the Panel confirmed that they were happy to recommend his appointment to the Committee without the need for an interview.

3. CURRENT ISSUES

- 3.1 Arrangements are needed for Full Council to appoint one or more independent persons beyond 15 October 2019.
- 3.2 Responsibility for appointing the independent person(s) rests with Council and cannot be delegated.

- 3.3 The Constitution and Ethics Committee, at its meeting on 1 October 2019, agreed to recommend to Council that the appointment of Gillian Holmes as Independent Person be extended to 15 October 2022, and the appointment of Grant Osbourn, as an Independent Pension to 15 October 2022.

| Source Documents | Location |
|--|---|
| Constitution and Ethics Committee – 4 April, 27 June 2019 and 1 October 2019 | https://cambridgeshire.cmis.uk.com/ccs_live/Committees/tabid/62/ctl/ViewCMIS_Committee_Details/mid/381/id/10/Default.aspx |
| Council – 14 May 2019 | County Council meeting 14/05/2019 |
| Chapter 7 of the Localism Act 2011 | http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7 |
| Local Government Ethical Standards – A Review by the Committee on Standards in Public Life | https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life |