



## **APPLICATION PACK**

### **INDEPENDENT PERSON**

**Cambridgeshire County Council and  
Cambridgeshire and Peterborough Fire Authority**

## **APPOINTMENT OF INDEPENDENT PERSON BACKGROUND INFORMATION**

Cambridgeshire County Council must promote and maintain high standards of conduct by members and co-opted members of the authority.

The Council has adopted a Member Code of Conduct and has arrangements in place under which allegations can be investigated and decisions on allegations made. The Council must appoint two independent persons to advise on breaches of the Code. When considering the dismissal of the Head of the Paid Service, Section 151 Officer or Monitoring Officer, full Council must consider the advice, view or recommendations of a panel, which must include at least two 'independent persons'.

The Council is now seeking to recruit and appoint one person to fill a current vacancy. Any offer of the position is subject to the approval of Full Council and by the Fire Authority.

The Independent Person may be consulted on a complaint by the Council to seek views as to whether to reject or undertake other action on the complaint. The Council must seek the views of the Independent Person and take these into account before it makes a decision on an investigated complaint. The Independent Person may be consulted on other ethical standards matters, including by the Councillor who is subject to an allegation.

The exact details of the complaints system and how it works are set out in the attached appendices which include a copy of the adopted code of conduct for Cambridgeshire County Council and the Fire Authority. Full training shall be provided to any successful applicant.

A fixed allowance of £500 per annum is payable to each Independent Person by the Council and £250 per annum by the Fire Authority together with reimbursement of travel and subsistence expenses. The appointment will be for a period of two years and renewable thereafter.

The key officer support for this work is provided by Fiona McMillan, Director of Governance and Legal Services and Monitoring Officer Tel: 01733 452361  
e-mail: [fiona.mcmillan@peterborough.gov.uk](mailto:fiona.mcmillan@peterborough.gov.uk)

## **INDEPENDENT PERSON SELECTION CRITERIA**

### **Skills and Competencies**

The Independent Person will have:

- 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.

The Independent Person will:

- be a person in 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.

### **Desirable additional criteria are:**

- 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, past experience and understanding of judicial/quasi, judicial or complaints processes.

You should demonstrate in your application how you meet the above criteria as this will assist the short-listing process.

Means of assessment will be by application form and by interview.

NOTE: You will be required to be contactable at all times during normal working hours by telephone or by email and to be available to attending hearings which may be held in the day time. You will normally be given at least 28 days notice of any hearings, but the notice period may be shorter in cases of urgency, if, for example, a hearing has been adjourned for any reason and your attendance is required.

### Eligibility for Appointment

A person cannot be appointed as an Independent Person if they are or were within a period of 5 years prior to the appointment:

- A Councillor, co-opted Councillor/Member or Officer of the County Council/Fire Authority,
- A relative or close friend of either of the above.

Given the nature of the role it is considered important that the persons appointed are not actively involved in any local party political activity. You should therefore not be a member of any political party, or have/had a public profile in relation to political activities.

You can check the lists of elected County Councillors on the Cambridgeshire County Council's website at:

<https://www.cambridgeshire.gov.uk/council/councillors-&-meetings/county-councillors/>

## **ROLE OF INDEPENDENT PERSON**

### **Role Description**

Responsible to: Cambridgeshire County Council and to  
Cambridgeshire Fire Authority

Liaison with: Monitoring Officer, Members of the committees  
administering the conduct complaints system, officers and  
Councillors/Members of the County Council and Fire  
Authority, key stakeholders within the community.

1. To assist the Council and Fire Authority in promoting high standards of conduct amongst elected and co-opted Councillors and Members and in particular to ensure that these Councillors/Members uphold the Code of Conduct adopted by the Council and the Authority and act in accordance with the seven principles of public office, namely, selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. Shall be consulted by the County Council through the Monitoring Officer or the Solicitor to the Fire Authority before she makes a decision on whether to reject a complaint or to refer the matter for investigation or other action.
3. To be consulted by the members of the committee administering conduct complaints before it makes a decision on an investigated allegation and to be available to attend meetings of the Hearing Panel for this purpose.
4. To be available for consultation by any elected County Councillor or Fire Authority Member who is the subject of a conduct complaint.
5. To develop a sound understanding of the ethical framework as it operates within the Council and Fire Authority.
6. To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons operating outside the county of Cambridgeshire.

7. To attend training events organised and promoted by the Council/Fire Authority.
8. To act as advocate and ambassador for the Council/Fire Authority in promoting ethical behaviour.

**CAMBRIDGESHIRE COUNTY COUNCIL**  
**APPLICATION FOR THE POSITION OF INDEPENDENT PERSON**

Individuals who wish to be considered for appointment as Independent Person are requested to complete and submit the following application form. All information provided will be treated in the strictest confidence and will be used for the purposes of selection. Please feel free to use a separate continuation page if you wish to expand upon your answer to any question outlined below.

**1. PERSONAL DETAILS**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>National Insurance Number:</b>	

**2. CONTACT DETAILS**

<b>Daytime Telephone Number:</b>	
<b>Mobile Telephone Number:</b>	
<b>Email Address:</b>	

**3. QUALIFICATIONS**

*(Please list in particular any qualifications which you think are relevant to the position of Independent Person)*

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**4. 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)*



**5. RELEVANT EXPERTISE/SKILLS**

*(Please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as an Independent Person having regard to the selection criteria and role description)*

6. **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?**

7. **Please provide any additional information you may wish to give in support of your application:**

**References will be taken up for all applicants who are invited for interview:**

Name: .....

Address: .....

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Telephone .....

Name: .....

Address: .....

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Telephone .....

**DECLARATION**

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 five years** been a Councillor, Co-opted member, or Officer of the County Council or Fire Authority.
- I am not related to, or a close friend of, any Councillor or Officer of the Council or Fire Authority.
- I am not actively engaged in local party political activity.

Signed .....

Dated .....

Please return this application form by 31st July 2019 addressed to:

**Fiona McMillan, Director of Governance & Legal Services  
Peterborough City Council  
Town Hall  
Bridge Street  
Peterborough  
PE1 1HF**

**Or by email to: [fiona.mcmillan@peterborough.gov.uk](mailto:fiona.mcmillan@peterborough.gov.uk)**