

# Information Pack for Independent Person

This pack provides information for candidates on the appointment of Independent Person(s) for the London Borough of Hammersmith and Fulham including information on how to apply

Please note that applications need to be received no later than **5pm on 11th April 2019**

Interviews to take place in week commencing **15<sup>th</sup> April 2019**

## Contents

- **Information, Job description and Person Specification**
- **Application form**

## High Standards of Conduct

**The London Borough of Hammersmith and Fulham must promote and maintain high standards of conduct by members and co-opted members of the authority.**

**To do so the Council must adopt a Member Code of Conduct, have in place arrangements under which allegations can be investigated, and under which decisions on allegations can be made. The Council must also appoint an independent person or persons to advise on breaches of the Member Code of Conduct.**

The Independent person will be consulted before a decision is made on an investigated complaint. The Independent Person may be consulted on other standards matters, including by the member who is subject to an allegation. Should the complaint progress to a local hearing, the Independent Person will be fully involved with the deliberations of the committee designated for this purpose.

The Independent Person will participate in the work of the Standards Committee. This Committee is responsible for promoting high standards of conduct by Members, advises on the provisions of the Code of Conduct and arranges for the consideration of alleged breaches of that Code.

It is a requirement that at least two Independent Persons participate in a Panel convened to advise the Council on matters relating to the dismissal of relevant officers (ie Head of Paid, Section 151 Officer and Monitoring Officer).

Key Officer support for the work is provided by

Rhian Davies, Monitoring Officer / Assistant Director Legal & Democratic Services Tel: 07827 663794 E-mail: [Rhian.davies@lbhf.gov.uk](mailto:Rhian.davies@lbhf.gov.uk)

The Officer can provide further advice and information on the roles and will provide appropriate briefing and training for Independent Persons and elected Members.

The Independent Person is not a salaried position but an allowance of £504 per annum is offered to those who wish to claim.

# Person specification

## **Qualifications:**

- No specific qualifications or background are required

## **Knowledge and Skills:**

- A good communicator with questioning skills
- Assertive
- Inquisitive, open-minded and non-judgemental
- Understanding of the arrangements for dealing with Councillor complaints, the Councillors Code of Conduct and the ethical governance provisions of the Localism Act 2011

## **Experience:**

- A demonstrable interest in local matters
- An interest in public sector governance issues
- Understanding of the pressures and constraints of serving as an elected or co-opted member of a democratically accountable public body
- Experience of working in a committee setting
- Experience of assessing information and arriving at evidence based conclusions
- Experience of mediation or dispute resolution
- Experience of managing or advising on misconduct issues (possibly in the context of employment, a professional body or the voluntary sector)
- Live and/or work in the Hammersmith and Fulham area

## **Competencies:**

- A person in whose impartiality and integrity the public can have confidence
- A commitment to the promotion of high standards in public life
- Understand and comply with confidentiality requirements

## **Other requirements:**

- Must not be disqualified from standing for election as a Councillor, ie 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
- Must not currently have and must not enter into any contractual relations with the Council under which he/she will gain personally

## **Cannot be:-**

- a current or former (within the last 5 years) councillor, co-opted member or officer of the authority or
- a relative, or close friend of either of the above

## **INDEPENDENT PERSON**

### **Required information**

Individuals who wish to be considered for appointment as an Independent Person at the Council are requested to provide the following information in a covering letter to support their application. All information provided will be treated in the strictest confidence and will only be used for the purposes of selection. You are also welcome to submit a CV with your covering letter.

### **Please supply the following information:**

1. Personal Details, to include:
  - Title
  - Name
  - Address
  - Contact Details
2. Name, Address and contact details (including email Address) of 2 references
3. Any qualifications which you think are relevant to the position of Independent Person
4. Your experience including career, public and voluntary work together with the nature of your current or most recent occupation
5. Please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as an Independent Person.
6. Please advise if you have participated in any political activity or campaigning, particularly at local level which may affect public perceptions of independence. Please indicate the nature of such activity and whether such activity is ongoing.
7. Any additional information you may wish to give in support of your application.

**DECLARATION:**

I am willing to serve as an Independent Person for the London Borough of Hammersmith and Fulham and I undertake to carry out the duties in a professional, competent and impartial manner.

I am willing to undergo periodic training in matters relevant to the appointment.

- a) I have not been a Councillor, Co-opted Member or Officer of the London Borough of Hammersmith and Fulham in the last five years.
- b) I am not a relative or close friend of a Councillor or Officer of the London Borough Hammersmith and Fulham.
- c) I have no criminal convictions which are not spent and I have never been sentenced to a term of imprisonment of three months or more (suspended or not).
- d) I have not been adjudged bankrupt in the last five years.
- e) I do not have, and will not enter into, any contractual relations with the council under which I would gain personally.
- f) I know of nothing in my private and professional life that could cause an embarrassment or problem for the Council if it were disclosed.
- g) I undertake to notify the Monitoring Officer of the London Borough of Hammersmith and Fulham, Town Hall, King Street, Hammersmith, London W6 9JU at once if any of the above statements ceases to apply to me.

Signed: ..... Dated:.....

Please identify any dates during mid to late April 2019 when you would not be available for interview. (Interviews are normally held in the evening, although we are prepared to be flexible).

Please return by email to arrive no later than 5pm on 11<sup>th</sup> April 2019 to [rhian.davies@lbhf.gov.uk](mailto:rhian.davies@lbhf.gov.uk)