### Information Pack for

* **Independent Person**

This pack provides information for candidates on the appointment of an Independent Person for Wandsworth Borough Council, including information on how to apply.

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| Please note that applications need to be received no later than 5 pm on Friday, 6 September 2024 |
| Interviews will take place in week beginning 16 September 24 |

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**High Standards of Conduct**

Wandsworth Council 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 arrangements in place under which allegations can be investigated and decisions on allegations made. The Council must also appoint an independent person or persons to advise on breaches of the Member Code of Conduct.

At Wandsworth, 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.

Key officer support for this work is provided by

* Abdus Choudhury, Monitoring Officer for Wandsworth Council on 020 8871 8860, email: [Abdus.choudhury@richmondandwandsworth.gov.uk](mailto:Abdus.choudhury@richmondandwandsworth.gov.uk)
* Peter Sass, Wandsworth’s Deputy Monitoring Officer, 020 8871 6005, e-mail [Peter.sass@richmondandwandsworth.gov.uk](mailto:Peter.sass@richmondandwandsworth.gov.uk)

These officers 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 £300 – 400 per annum is offered to those who wish to claim.

***Independent Person***

***Job description and Person specification***

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| **Job Purpose**  The Independent Person will:   * undertake the statutory role of the Independent Person appointed (under section 28(6) of the Localism Act 2011) and assist the Council generally in its duty to promote and maintain high standards of conduct by members and co-opted members of Wandsworth Council. * advise the Monitoring Officer/Deputy Monitoring Officer in connection with the determination of complaints in relation to councillor misconduct in accordance with the Council’s arrangements. * advise the Standards Committee in connection with the determination of councillor misconduct complaints in accordance with the Council’s arrangements. * advise complainants and elected and co-opted members of Wandsworth Council in connection with complaints made against them under the code of conduct. * be involved in disciplinary matters in relation to the dismissal of the councils’ statutory officers. |
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**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 Wandsworth 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 any of the above