



## **STRATFORD-ON-AVON DISTRICT COUNCIL**

### **INDEPENDENT PERSON**

#### **ROLE DESCRIPTION**

##### **1. Primary Function**

- 1.1. To undertake the statutory role of Independent Person appointed under Section 28 (7) of the Localism Act 2011 and to help the Council to discharge its duty to promote and maintain high standards of conduct among District, Town and Parish Councillors and co-opted Members in the Stratford-on-Avon District.

##### **2. Specific tasks**

- 2.1. Advising the Monitoring Officer in connection with the assessment and post investigation stages of complaints against Councillors and co-opted Members of District, Parish and Town Councils.
- 2.2. Reading and digesting complaints and investigation reports into complaints against Councillors and co-opted Members of the District, Parish and Town Councils.
- 2.3. Providing views to the Monitoring Officer and the Audit and Standards Committee when requested in accordance with the Council's adopted Arrangements for dealing with Complaints of Councillor Misconduct.
- 2.4. If requested providing assurance to Councillors who are the subject of complaints that a fair and just procedure is being followed.
- 2.5. Assisting Stratford-on-Avon District Council's Audit and Standards Committee and Monitoring Officer in discharging its duty to promote and maintain high standards of conduct by its Councillors and the Councillors and co-opted Members of the District's Parish and Town Councils.
- 2.6. Acting as a member of an Independent Panel established to provide views to the Council in the event that an Investigation and Disciplinary Panel recommends the dismissal of the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer.
- 2.7. Acting as a potential first point of contact in the Council's Whistle-blowing Policy.

### **3. Required Attributes**

- 3.1. Ability to reach a balanced and reasoned conclusion having considered complex material and applied an impartial and fair approach to all of the written and oral material provided.
- 3.2. Ability to demonstrate and promote a commitment to the Council's Equality and Diversity Policies.
- 3.3. Ability to attend daytime meetings at the Council's offices at Elizabeth House, sometimes at short notice.
- 3.4. Willingness to participate in training events to develop skills, knowledge and experience in the role.
- 3.5. Willingness to participate in networks developed for IP operating outside the Council's area.
- 3.6. A wish to serve the public interest and the local community and to uphold local democracy.
- 3.7. An understanding of ethical issues and dilemmas
- 3.8. Respect for others and high standards of personal honesty and integrity
- 3.9. An ability to take account of the views of others but able to reach his/her own conclusions on particular issues.

### **4. Desired Attributes**

- 4.1. An ability to demonstrate an understanding of quasi-judicial proceeding and matters of sound ethical and governance practice.
- 4.2. Have experience with committee work.
- 4.3. Have questioning skills.
- 4.4. Be assertive.

### **5. Terms of Office**

- 5.1. The Term of Office for Independent Persons is limited to four years, subject to any extension that may be agreed on individual cases arising from the needs of the service, including the induction and training needs of newly appointed persons in the role.