



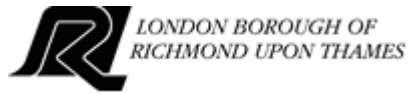
## Information Pack for

### ➤ Independent Person

This pack provides information for candidates on the appointment of Independent Person(s) for the London Borough of Richmond upon Thames and/or Wandsworth Borough Council, including information on how to apply.

Please note that applications need to be received no later than 5pm on Tuesday 29 May 2018

Interviews will take place in June 2018

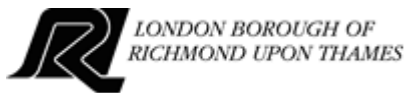


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## High Standards of Conduct

**The Councils of Richmond and Wandsworth must promote and maintain high standards of conduct by members and co-opted members of the authority.**

**To do so each 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. Councils must also appoint an independent person or persons to advise on breaches of the Member Code of Conduct.**

As each Council operates as a “Sovereign” and not a merged body, the procedures for dealing with breaches of the individual Codes of Conduct are different.

In Richmond, 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 will be fully involved with the deliberations of the committee designated for this purpose.

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 in each council by

- Paul Evans, Monitoring Officer for Richmond Council and Head of the South London Legal Partnership Tel: 020 8545 3338 e-mail: [Paul.evans@merton.gov.uk](mailto:Paul.evans@merton.gov.uk)  
Richmond’s Deputy Monitoring Officer is Fiona Thomsen
- Jon Evans, Assistant Chief Executive (Policy and Performance) & Monitoring Officer for Wandsworth Council on 020 8871 7815 or e-mail [jon.evans@richmondandwandsworth.gov.uk](mailto:jon.evans@richmondandwandsworth.gov.uk)  
Wandsworth’s Deputy Monitoring Officer is Peter Sass

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.



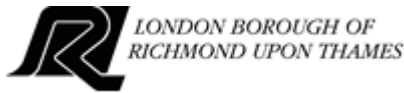
## ***Independent Person***

### ***Job description and Person specification***

#### **Job Purpose**

The Independent Person(s) will:

- undertake the statutory role of the Independent Person appointed (under section 28(6) of the Localism Act 2011) and to assist the Council generally in its duty to promote and maintain high standards of conduct by members and co-opted members of Richmond and Wandsworth Councils
- 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 Richmond and Wandsworth Councils in connection with complaints made against them under their code of conduct
- be involved in disciplinary matters in relation to the dismissal of the councils' statutory officers.



## 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 Richmond and Wandsworth area

### Competencies:

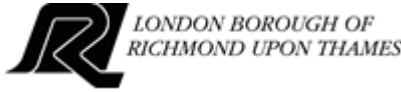
- A person in whose impartiality and integrity the public can have confidence
- A commitment to the promotion of high standards in public life
- Understand and comply with confidentiality requirements

### 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 either of the above



London Borough of Richmond upon Thames  
Wandsworth Borough Council

Application for the position of Independent Person

Individuals who wish to be considered for appointment as an Independent Person at the Councils are requested to provide the following information to support their application. All information provided will be treated in the strictest confidence and will only 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. You are also welcome to submit a CV as an Appendix to this application form.

**1. PERSONAL DETAILS**

**Title:**

(Mr/Mrs/Miss/Ms, or other - please specify):

**Name:**

**Address:**

**Postcode:**

**Contact Details:**

**Telephone Number(s): (Home)  
(Business)**

**(Mobile)**

**Email Address:**

**2. References**

1. Name:

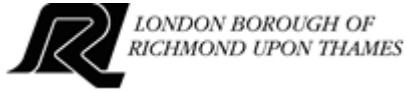
2. Name:

Address:

Address:

Telephone No. .... Telephone No. ....

Email address ..... Email address.....

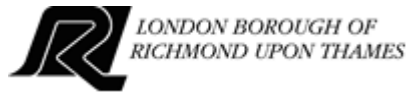


**2. SUMMARY OF QUALIFICATIONS AND EXPERIENCE**

(Please provide details of

(1) any qualifications which you think are relevant to the position of Independent Person

(2) your experience including career, public and voluntary work together with the nature of your current or most recent occupation)

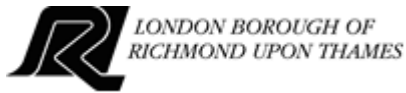


**3. RELEVANT EXPERTISE/SKILLS**

(Looking at the job description and person specification, please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as an Independent Person)

A large, empty rectangular box with a black border, intended for the applicant to provide their response to the question regarding relevant expertise and skills.





**4. MEMBERSHIPS AND CONNECTION WITH LOCAL AND CAMPAIGNING ORGANISATIONS**

(Please explain whether any political activity or campaigning, particularly at local level that you may have had involvement in, may affect public perceptions of independence. Applicants are asked to indicate the nature of such activity.)

**5. ADDITIONAL INFORMATION**

(Please provide any additional information you may wish to give in support of your application)

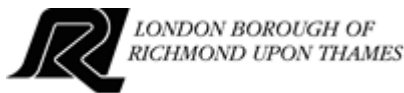
**6. Preferred Council**

Do you wish to serve on (Please tick as appropriate) –

Richmond

Wandsworth

Both Councils



**DECLARATION:**

I am willing to serve as an Independent Person for the London Borough of Richmond upon Thames and/or Wandsworth Borough Council 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.

I am not a Councillor, Co-opted Member or an Employee of the London Borough of Richmond upon Thames or of Wandsworth Borough Council.

- a) I have not been a Councillor or Officer of the London Borough of Richmond upon Thames or of Wandsworth Borough Council in the last five years.
- b) I am not a relative or close friend of a Councillor or Officer of the London Borough of Richmond upon Thames or of Wandsworth Borough Council.
- 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 any and will not enter into any contractual relations with the council(s) 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(s) if it were disclosed.
- g) I undertake to notify the Chief Executive of the London Borough of Richmond upon Thames and Wandsworth Borough Council, Civic Centre, 44 York Street, TW1 3BZ at once if any of the above statements ceases to apply to me.

Signed: .....

Dated:.....

Please identify any dates during June 2018 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 post or email) to arrive no later than 5 p.m. on 29 May 2018 to:

F.A.O. Kathryn Thomas, Deputy Head of Governance,  
London Borough of Richmond upon Thames  
York House, Richmond Road  
Twickenham. TW1 3AA  
E-mail: [kathryn.thomas@richmondandwandsworth.gov.uk](mailto:kathryn.thomas@richmondandwandsworth.gov.uk)