

**INDEPENDENT PERSON: ROLE DESCRIPTION**

1. To attend, if required, meetings of any Committee established to deal with the conduct of Members, including consultative meetings/informal dispute resolutions with the Monitoring Officer and/or Members [Note: meetings may be held during the evening as well as during the day and may require travelling]. Consultations may also take the form of a telephone conversation or email correspondence.
2. To participate and attend, if required, as an Independent Person in hearings in relation to complaints of Member misconduct under the Code of Conduct.
3. To assist the Monitoring Officer to actively promote ethics and standards within the Council and Parish Councils within the Borough as required.
4. To develop and apply knowledge of the Code of Conduct in relation to matters alleging breaches of the Code of Conduct.
5. To assist in the preparation of reports and determination of allegations of Member misconduct in conjunction with the Monitoring Officer.
6. To analyse and exercise fair and impartial opinion on conduct issues and to set standards of ethical behaviour.
7. To provide a view on the conduct of Councillors from an external perspective.
8. To develop a sound understanding of the ethical and wider regulatory framework.
9. To be aware of the views of the local community on ethical standards and to reflect those in carrying out the role.
10. Be prepared to undertake training and to participate in training events organised by the Council to promote awareness of the Code of Conduct.
11. To attend meetings of the Council and other functions in order to raise the profile of ethics and standards within the authority.
12. To participate as necessary with employment matters of Chief Officers.

**NOTES ON ELIGIBILITY**

Please note that you are not eligible to apply if you are currently;

- (a) A Member, or co-opted Member or officer of the principal authority or its Parish Councils;
- (b) Have been a member, or co-opted Member or Officer of the Principal Authority or its Parish Councils in the previous 5 years;
- (c) Are a relative or close friend of a person who is an Officer or Member of the principal Authority or its Parish Councils