

INDEPENDENT PERSON

ROLE DESCRIPTION

1. To attend regularly and participate in meeting 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 between Councils within the County. Consultations may also take the form of a telephone/Microsoft team conversation or email correspondence].*
2. To participate as an independent person in hearings in relation to complaints of Member misconduct under the Code of Conduct.
3. To actively promote ethics and standards within the Borough Council, Town and Parish Councils within the Borough.
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 or Member misconduct in conjunction with the Monitoring Officer and Council Members.
6. To analyse and exercise fair and impartial opinion on conduct issues and to set standards of ethical behaviour.
7. To develop a sound understanding of the ethical and wider regulatory framework.
8. To be aware of the views of the local community on ethical standards and to reflect those in carrying out the role.
9. Be prepared to undertake training and to participate in training events organised by the Council to promote awareness of the Code of Conduct.
10. To attend meetings of the Council and civic and other functions in order to raise the profile of ethics and standards within the authority.
11. To assist and be an impartial advisor to the Monitoring Officer on complaints and allegations made against Members.
12. To participate as an Independent Person in any Disciplinary Panel set up to make recommendations on any disciplinary actions in respect of a Chief Officer.
13. To undertake such other representations as the Monitoring Officer considers reasonably commensurate with the position.