
Eastleigh Borough Council Independent Person Application Pack



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1. BACKGROUND INFORMATION

Under the provisions of the Localism Act 2011, the Council has appointed two Independent Persons to assist the Council in promoting and maintaining high standards of conduct amongst its elected Borough and town and parish councillors. The term of office for the current postholders will shortly end and the Council is commencing recruitment for two independent persons.

The Independent Person's views will be sought, and taken into account, by the Monitoring Officer before a decision is made on an allegation that is being investigated. The Independent Person may be consulted on other standards matters, including by the Councillor who is subject to an allegation.

To be eligible to be an Independent Person you must NOT be, or have been within the past 5 years, a member or officer of Eastleigh Borough Council or any of the town/parish councils in the Borough or be a relative or have any close links with any member or officer which might lead people to question your independence.

A fixed allowance of £600 is payable annually together with reimbursement of travel expenses.

The Council will appoint one Independent Person for a two year term and a second Independent Person for a four year term to ensure there is continuity.

Further information regarding the role of the Independent Person can be found in the Protocol for the Independent Person', annex 2 of the [Code of Conduct Complaints Procedure](#).

Recruitment will follow the suggested timetable below:

7 August 2024	Advertisement published
30 August 2024	Closing date for applications
2-6 September 2024	Selection process and notification to candidates
11-13 September 2024	Interviews
7 October 2024	Report to Administration Committee with recommendation to appoint successful candidates.
18 November 2024	Appointment approved by Council

Please return the completed application form by close of business on 30 August 2024, either by post (at the address shown below) or e-mail democratic.services@eastleigh.gov.uk.

Democratic Services
Eastleigh Borough Council
Eastleigh House Upper Market Street Eastleigh
Hampshire
SO50 9YN

Your application will then be considered and you will be notified if you have been shortlisted and invited for interview. It is planned that the interviews will take place between 11 and 13 September 2024 in person at Eastleigh House.

The interview process will not involve any other tests or activities. If you want to know anything more about the process, please contact Joanne Cassar, Monitoring Officer, by email (joanne.cassar@eastleigh.gov.uk) or call 02380 688000.

Making an application

We want to ensure that every applicant is treated fairly. In making recruitment decisions we will not consider previous applications or our personal knowledge of you (if applicable).

We will shortlist for interview based on the information you provide; failure to include any of the requested information is likely to result in you not being shortlisted. Therefore, it is important that you indicate why you cannot meet any of the criteria.

2. ROLE DESCRIPTION

Responsible to: Eastleigh Borough Council

Liaison with: Council's Monitoring Officer and/or Deputy Monitoring Officer; Borough and Town/Parish Councillors; Officers of the Council; Key stakeholders within the community (including Parish/Town Councils)

The main function is to undertake the statutory role of Independent Person appointed under Section 28(7) of the Localism Act 2011 and to help the Council discharge its duty to promote and maintain high standards of conduct amongst members and co-opted members.

1. To assist the Council in promoting high standards of conduct by elected, appointed and co-opted members of the Council and in particular to uphold the Code of Conduct adopted by the Council.
investigated allegation and to be available to attend meetings of the Sub-Committee of the Administration Committee for this purpose, as necessary.
2. To assist the Council in promoting high standards of conduct by Parish and Town Councillors within the Borough of Eastleigh.
3. To uphold, and promote, the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
4. To be available for consultation by the Monitoring Officer/Deputy Monitoring Officer and/or the Administration Committee before a decision is taken as to whether or not to investigate a complaint or to seek informal resolution of the same.
5. To be consulted by the Council through the Monitoring Officer/ Deputy Monitoring Officer and/ or the Administration Committee before it makes a decision on an investigated allegation and to be available to attend meetings of the Sub-Committee of the Administration Committee for this purpose, as necessary.
6. To be available for consultation by any Council Member and/or Town/ Parish Councillor who is the subject of a Standards complaint.
7. To develop a sound understanding of the ethical framework as it operates within the Council.
8. To participate in training events to develop skills, knowledge and experience and in networks operating for Independent Persons (both within and outside the Council's area).
9. To reach balanced and reasoned conclusions having considered complex material and applied an impartial and fair approach to all of the written and oral material provided.

3. SELECTION CRITERIA - SKILLS AND COMPETENCIES

	Essential	Desirable	Method of Assessment
Experience			
1. Experience of dealing with complaints and knowledge of judicial/ quasi-judicial complaints processes		Y	Application Form/ Interview (AF/I)
Qualifications and Training			
2. A good general education, sufficient to deal with relevant paperwork and issues	Y		AF/I
Special Skills and Knowledge			
3. Analysis of complex information and ability to form a balanced opinion	Y		AF/I
4. Ability to exercise sound judgement	Y		AF/I
5. Ability to take an objective view of sometimes emotive situations	Y		AF/I
6. Ability to communicate well and express ideas or points of view effectively	Y		AF/I
7. An effective listener	Y		AF/I
8. Ability to analyse and solve complex problems	Y		
9. Ability to persuade and Influence	Y		AF/I
10. Knowledge of local government or large organisations and the sensitivity to the political process		Y	AF/I

	Essential	Desirable	Method of Assessment
Personal Qualities			
11. High standards of personal integrity and a commitment to equal opportunities	Y		AF/I
12. Firm belief in the importance of high standards of probity and conduct in public life	Y		AF/I
Personal Qualities			
13. Be available to attend meetings in the day time or early evening and at relatively short notice	Y		AF/I
14. Contactable during normal office hours	Y		AF/I

Important Notes:

- Successful candidates will be required to observe the Council's Code of Conduct for Councillors including completing a Register of Interests (which will be publicly available).
- Candidates must not currently have and, if appointed, must not enter into any contractual relations with Eastleigh Borough Council under which you gain personally.
- Applicants must disclose whether they are a party to any outstanding complaint or grievance against the Council.
- Canvassing by the candidate will result in disqualification of the application.

4. INDEPENDENT PERSON: ELIGIBILITY CRITERIA

- i. A person cannot act as an Independent Person if they are:-
 - a) a councillor, co-opted member or officer of Eastleigh Borough Council;
 - b) a councillor, co-opted member or officer of a Parish or Town Council which falls within the area of Eastleigh Borough Council; or
 - c) *a relative or close friend of a person in (a) or (b) above.
- ii. In addition, a person may not become an Independent Person if, during the last five years preceding the date of the appointment, they were:
 - a) a councillor, co-opted member or officer of Eastleigh Borough Council; or
 - b) a member, co-opted member or officer of a Parish or Town Council within the area of Eastleigh Borough Council

*A relative is defined as:

- (a) The candidate's spouse or civil partner;
- (b) Any person with whom the candidate is living as if they were spouse or civil partners;
- (c) The candidate's grandparent;
- (d) Any person who is a lineal descendent of the candidate's grandparent;
- (e) A parent, brother, sister or child of anyone in paragraphs (a) or (b);
- (f) The spouse or civil partner of anyone within paragraphs (c), (d) or (e); or
- (g) Any person living with a person within paragraphs (c), (d) or (e) as if they were spouse or civil partner to that person.

5. SEVEN PRINCIPLES OF PUBLIC LIFE

The Localism Act 2011 specifies that the Council's adopted Code of Conduct should be consistent with the following seven principles of public life.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

6. APPLICATION FORM

For the position of Independent Person

Eastleigh Borough Council is committed to ensuring the responsible collection and use of personal data in the course of its business, in accordance with the requirements of the Data Protection Act 2018 and the EU General Data Protection Regulations 2016. We will ensure that personal data is processed fairly and lawfully and that the rights of data subjects are properly respected.

Please use a separate continuation page if you wish to expand upon your answer to any of the questions.

1. Personal details

Name:

Address:

Daytime Tel No:

Email address:

National Insurance
Number:

2. Qualifications

In particular, please list any qualifications which you think are relevant to the position of Independent Person

Qualifications continued...

3. Experience

Please give a brief account of your experience including career, public and voluntary work, together with the nature of your current or most recent occupation.

4. Relevant expertise/skills

Please provide a brief outline of any knowledge and/or expertise that you believe would be particularly relevant to the role of Independent Person, having regard to the selection criteria and role description

5. Why do you wish to be considered for appointment as Independent Person, and what particular attributes would you bring to the role?

6. Please provide any additional information you feel is relevant in support of your application.

7. Referees

References will be sought for successful application. Please provide the names and addresses for two referees.

Name:

Address:

Tel No:

Email address:

Name:

Address:

Tel No:

Email address:

8. Previous convictions

Please give any details of convictions you have for criminal offences.

NOTE: Some convictions become "spent" after a specified period of time and need not be declared – Rehabilitation of Offenders Act 1974)

I have a criminal conviction (please tick as appropriate) Yes No

If **YES**, please give details:

I wish to apply to be an Independent Person for Eastleigh Borough Council. In submitting this application, I declare that:-

- I am not, and during the past five years have not been, a Councillor or Officer of Eastleigh Borough Council;
- I am not related to, or a close friend of, any current Councillor or Officer of Eastleigh Borough Council;
- I am not a Member of any Town/Parish Council located within the area of Eastleigh Borough Council;
- That I am not actively engaged in local/national party political activity;
- That I or any legal entity in which I have an interest or hold a position do not hold any contract with the Council; and
- That I am not a party to any outstanding complaint or grievance against the Council.

Signed:

Dated:

Please return the completed form by 30 August 2024 and email to:

democratic.democraticservices@eastleigh.gov.uk