

## **WILTSHIRE COUNTY COUNCIL**

### **JOB DESCRIPTION**

**Job Title:** Independent Member of the Standards Committee

**Post No**

**Effective Date**

#### **Job Purpose**

Members of the Standards Committee support the elected members and the officers in the running of the council and monitor financial and administrative systems and results. They uphold and promote high ethical standards across the council.

#### **Responsible to**

Chairman of the Standards Committee

#### **Contacts**

Chief Officers  
Senior Managers  
Standards Board for England  
The Local Government Ombudsman  
Elected members  
Members of the public

#### **Key tasks**

- Sitting on Corporate Complaints Review Panels to hear complaints made by service users, and making recommendations to the council as a result of these hearings;
- Sitting on Panels to determine whether or not elected members have breached the Members' Code of Conduct and determining the appropriate level of sanctions to be imposed in the event of a breach;
- Receiving regular reports from the Audit Commission and the Internal Audit Department relating to probity and ethical standards within the council, and overseeing the implementation of any recommendations;
- Overseeing the working of the county council's Constitution, conducting reviews into specific areas of concern, and making recommendations for constitutional change

#### **Special conditions**

Members of the Standards Committee may not be: *include statutory requirements here.*

## **Equal Opportunities**

Members of the Standards Committee are obliged to demonstrate and promote a commitment to the County Council's equal opportunities policies.

## **Health and Safety**

*Include the health and safety responsibilities of the post. All individuals have a responsibility for their own health and safety and that of others who may be affected by their acts or omissions. Supervisors have responsibility to ensure that, on a day to day basis, work is conducted within the framework of all local guidelines and policy. Managers are responsible for implementing the County Council Health, Safety and Welfare Policy within their area of control.*

## **Person specification**

The post holder must have personal integrity and a commitment to equal opportunities. They must be fair and able to take an objective view of sometimes emotive situations. They must act with independence and tenacity, and demonstrate skills of persuasion and influence.

They must be able to exercise sound judgment, and must be able to analyse and solve complex problems.

They must be able to express their ideas and point of view effectively, while being an excellent listener.

## **Structure chart**

*Please attach a structure chart explaining how the post relates to other posts in the section.*