

## **WILTSHIRE COUNTY COUNCIL**

### **JOB DESCRIPTION: Independent Member of the Standards Committee**

#### **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.

#### **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

#### **Equal Opportunities**

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

## **Appendix 2**

### **Current 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 judgement, 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.

## **Appendix 3**

### **Suggested Person Specification**

- The post holder must demonstrate that they exercise personal integrity and that they are committed to integrity in local government
- They must demonstrate that they have experience of critically assessing written and verbal evidence and reaching a balanced and objective decision based on the evidence
- They must demonstrate comprehensive experience of working with a wide range of people, both colleagues and customers or service users, and that they can communicate effectively at all levels
- They must be able to express their ideas and point of view effectively and tactfully
- They must demonstrate excellent listening skills
- They must demonstrate experience of problem solving and analysis
- They must demonstrate that they are tenacious and independent, and can exercise persuasion and influence
- They must demonstrate an understanding of the principles and practice of equality and diversity and be committed to those principles