

## **APPENDIX D**

### **WILTSHIRE COUNCIL**

#### **JOB DESCRIPTION AND PERSON SPECIFICATION**

#### **INDEPENDENT PERSON APPOINTED UNDER SECTION 28(7) LOCALISM ACT 2012**

##### **Job Purpose**

To undertake the statutory role of the Independent Person appointed under section 28(6) of the Localism Act 2011 and to assist the Council generally in discharging its duty to promote and maintain high standards of conduct by members and co-opted members of Wiltshire Council.

##### **Contacts**

- Elected and co-opted members of Wiltshire Council and of Parish, Town and City Councils in Wiltshire
- Wiltshire Council officers
- Members of the Public

##### **Key tasks**

- Advising and assisting Wiltshire Council in discharging its duty to promote and maintain high standards of conduct by elected and co-opted members of Wiltshire Council.
- Advising elected and co-opted members of Wiltshire Council and of Parish, Town and City Councils in Wiltshire in connection with complaints made against them under their Code of Conduct.
- Advising the Monitoring Officer in connection with the initial assessment of member misconduct complaints in accordance with the Council's arrangements made under section 28(6) of the Localism Act 2011.
- Advising the Hearing Sub-Committee in connection with the determination of member misconduct complaints in accordance with the Council's arrangements made under section 28(6) of the Localism Act 2011.

### **Person specification**

- The post holder must have personal integrity and a commitment to equality and diversity.
- 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.
- They must have excellent inter-personal skills.

### **Equality and Diversity**

The Independent Person is obliged to demonstrate and promote a commitment to the Council's Equality and Diversity Policy.

### **Eligibility**

Under section 28(8) and (10) Localism Act 2011 the following persons are not eligible for appointment as an independent person:

- current members, co-opted members and officers of Wiltshire Council or of any parish, town or city council within its area, or their relatives or close friends;
- any person who has at any time during the 5 years ending with the appointment been a member, co-opted member or officer of the council or any of the parish, town or city councils in its area;

For these purposes a person is a relative of another person if they are -

- a. the other person's spouse or civil partner;

- b. living with the other person as husband and wife or as if they were civil partners;
- c. a grandparent of the other person
- d. a lineal descendant of a grandparent of the other person;
- e. a parent, sibling, or child of a person within a. or b. above;
- f. the spouse or civil partner of a person within c., d. or e. above; or
- g. living with a person within c., d., or e. above as husband and wife or as if they were civil partners.

### **Term of Appointment**

The Council plans to appoint 3 independent persons. These will normally be appointed for a period of 4 years. However, in order to ensure continuity of knowledge and experience the initial appointments will be staggered - one for 2 years, one for 3 years and the other for 4 years.

Independent Person Job Description and Person Specification v.3 March 2012