



Recruitment Information Pack

Independent Person Vacancy

Are you interested in helping the Council promote and uphold ethical standards in Tamworth Borough Council?

Are you passionate about integrity, transparency, and accountability in local government?

Tamworth Borough Council is seeking to appoint two Independent Persons (IP) to assist in maintaining the highest ethical standards in public service.

The appointment will be for three years, with the option to extend for a further 1 year.

The closing date for applications will be **12 noon on Friday 23 May 2025**, and interviews will take place the **first week of June 2025**.

Introduction

The Borough Council is responsible for deciding how to deal with standards issues at a local level, including adopting its own local Code of Conduct and determining its arrangements for dealing with complaints.

The Localism Act provides that the Council must appoint an IP to assist the Council in promoting and maintaining high standards of conduct amongst its elected members.

As an IP you will:

- Assist in investigations into alleged breaches of the Members' Code of Conduct

- Provide independent advice on councillor conduct and ethical matters
- Offer guidance and assurance to the council's governance process

This is a rewarding opportunity to play a key role in upholding democratic values and public confidence in local government.

Full details of the role and person specifications of the IP are detailed below.

A modest allowance of £1000 (gross pa) will be provided along with training and support.

How to apply

For further details and how to apply please contact Nicola Hesketh (Monitoring Officer) Nicola-Hesketh@tamworth.gov.uk.

Applicants will be asked to apply in writing submitting:

- their CV;
- together with a written statement of no more than 1000 words setting out why they would like to be considered for the appointment and how they would contribute to the raising of public standards in municipal life.
- The CV and statement should be returned to: Nicola Hesketh (Monitoring Officer) Nicola-Hesketh@tamworth.gov.uk.

The initial selection will be based on the evaluation of the CV and the statement by the Monitoring Officer and Chief Executive.

The interviews for the IP will be conducted by an interview panel consisting of three members of Audit & Governance Committee, Monitoring Officer and Chief Executive, and the appointment will be made by Full Council following a recommendation by the interview panel.

Role of the Independent Person

Responsible to	The Council
Liaison with	Monitoring Officer, members of the Standards Committee, officers and members of the Borough Council within the borough, and key stakeholders within the community.
Role	<p>To assist the Council in promoting high standards of conduct by elected and co-opted members of Tamworth Borough Council and in particular to uphold the Code of Conduct adopted by the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership</p> <p>To be consulted by the Council through the Monitoring Officer and/or the Standards Committee before it makes a decision on an investigated allegation and to be available to attend</p>

	meetings of the Hearing Panel of the Standards Committee for this purpose.
	To be available for consultation by the Monitoring Officer and/or the Standards Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same
	To be available for consultation by any elected member, who is the subject of a standards complaint.
	To develop a sound understanding of the ethical framework as it operates within Tamworth Borough Council and its town.
	To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons operating outside the Borough Council's area.
	To attend training events organised and promoted by the Council's Standards Committee.
	To act as advocate and ambassador for the Council in promoting ethical behaviour.

Person Specification for the Independent Person (IP)

To be eligible for appointment, a person must not be disqualified from holding office under Section 28 of the Localism Act 2011. Accordingly, any person who is recommended for appointment will be required to confirm that he/she is not disqualified.

Details of the disqualifications are set out on in Appendix B.

The IP should: -

- Be aged over 18; and
- Not be a member of any political party.

The competencies the selection panel will be looking for are set out below:

Criteria	Competency
Education and Qualifications	✓ Good general standard of education, sufficient to understand complex arrangements and issues
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> ✓ Working knowledge/experience of local government or other public service ✓ Awareness of and sensitivity to the political process ✓ Knowledge and understanding of judicial/quasi-judicial or complaints processes ✓ Awareness of the importance of ethical behaviour ✓ Understanding of and ability to comply with confidentiality requirements
Skills	✓ Literate and numerate

	<ul style="list-style-type: none"> ✓ Capable of analysing complex written information ✓ Confident and effective communicator ✓ Ability to be objective, independent and impartial ✓ Sound decision making skills ✓ Impartiality and integrity
Personal qualities and commitment	<ul style="list-style-type: none"> ✓ A keen interest in standards in public life ✓ A wish to serve the local community and uphold local democracy ✓ Leadership qualities, particularly in respect of exercising sound judgement ✓ Demonstrable interest in local issues ✓ Have an awareness of the importance of ethical behaviours
Other factors	<ul style="list-style-type: none"> ✓ The post holder may be contacted at any point during the day as part of the duties and should where possible, be available to respond.

Appendix B

Disqualification for appointment to Independent Person - Section 28 of the Localism Act 2011

(8) For the purposes of subsection (7)—

(a) a person is not independent if the person is—

- (i) a member, co-opted member or officer of the authority,
- (ii) a member, co-opted member or officer of a parish council of which the authority is the principal authority, or
- (iii) a relative, or close friend, of a person within sub-paragraph (i) or (ii);

(b) a person may not be appointed under the provision required by subsection (7) if at any time during the 5 years ending with the appointment the person was—

- (i) a member, co-opted member or officer of the authority, or
- (ii) a member, co-opted member or officer of a parish council of which the authority is the principal authority;

(c) a person may not be appointed under the provision required by subsection (7) unless—

- (i) the vacancy for an independent person has been advertised in such manner as the authority considers is likely to bring it to the attention of the public,

(ii) the person has submitted an application to fill the vacancy to the authority,
and

(iii) the person's appointment has been approved by a majority of the
members of the authority;

(d) a person appointed under the provision required by subsection (7) does not
cease to be independent as a result of being paid any amounts by way of allowances
or expenses in connection with performing the duties of the appointment.

Thank you for your interest. If you have any questions about the role, please do get
in touch.

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