

# Standards Committee

Grand Jury Room, Town Hall  
7 March 2013 at 6.00pm

The Standards Committee deals with the local code of conduct for councillors and complaints against individual councillors.

# Information for Members of the Public

## Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.colchester.gov.uk](http://www.colchester.gov.uk) or from Democratic Services.

## Have Your Say!

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## Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

## Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off or switched to silent before the meeting begins and note that photography or audio recording is not permitted.

## Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to Angel Court Council offices, High Street, Colchester or telephone (01206) 282222 or textphone 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

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**COLCHESTER BOROUGH COUNCIL  
STANDARDS COMMITTEE  
7 March 2013 at 6:00pm**

**Members**

Chairman : Councillor Ray Gamble.  
Councillors Malcolm Bartier, Nigel Chapman, Helen Chuah,  
Derek Coe, Sonia Lewis, Cyril Liddy, Colin Sykes,  
Tony Webb and Dennis Willetts.

**Agenda - Part A**

(open to the public including the media)

Members of the Public may wish to note that Agenda items 1 to 4 are normally brief

**Pages**

**1. Welcome and Announcements**

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

**2. Urgent Items**

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

**3. Declarations of Interest**

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgment of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

#### **4. Minutes**

**1 - 3**

To confirm as a correct record the minutes of the meeting held on 21 November 2012.

#### **5. Localism Act**

The Committee to receive a verbal update from the Monitoring Officer

#### **6. Recruitment of Independent Persons**

**4 - 20**

See report from the Monitoring Officer

#### **7. Exclusion of the Public**

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I

and Schedule 12A of the Local Government Act 1972).



# STANDARDS COMMITTEE

## 21 NOVEMBER 2012

*Present:-* Councillor Ray Gamble (Chairman)  
Parish Councillor Malcolm Bartier  
Councillor Nigel Chapman  
Derek Coe (Independent Person)  
Councillor Helen Chuah  
Councillor Sonia Lewis  
Councillor Cyril Liddy  
Councillor Colin Sykes

### **1. Minutes**

The minutes of the meeting held on 21 March 2012 were confirmed as a correct record.

### **2. Update of Localism Act Standards Provisions**

The Committee considered a report from the Monitoring Officer providing an update on the implementation of the provisions of the Localism Act 2011 in relation to standards.

The Monitoring Officer reported that all Colchester Borough Councillors had completed their Notice of Registerable Interests and these would be published on the Council's website shortly. Notices of Registerable Interests had been received from 207 out of 259 parish councillors. It was noted that there was no sanction that could be applied if a councillor did not complete a Notice of Registerable Interests, unless they were newly elected.

The Committee noted the arrangements for the appointment of an Independent Person from 2013 and suggested that it would be prudent to appoint a reserve who would be able to act if the Independent Person were unavailable for any reason.

*RESOLVED* that the latest position on the provisions of the Localism Act 2011 in relation to standards be noted.

### **3. Local Government Ombudsman – Annual Review 2011-12**

The Committee considered a report from the Monitoring Officer providing details of the Local Government Ombudsman's Annual Review for 2011/12.

The Committee were pleased to note that there had been no findings of maladministration against the Council and that there had been a significant decrease in the number of complaints made to the Local Government Ombudsman about the Council.

*RESOLVED* that the contents of the Local Government Ombudsman's Annual Review for 2011/12 be noted.

### **4. Review of Anti-Fraud and Corruption, Whistleblowing, Anti-Money Laundering and Benefits Fraud Sanctions Policy**

The Committee considered a report from the Monitoring Officer reviewing Colchester Borough Council's key anti-fraud and corruption policies.

Hayley McGrath, Risk and Resilience Manager, attended to assist the Panel. The Council's key anti-fraud and corruption policies were subject to regular review to ensure they remained fit for purpose and to help ensure the Council maintained high standards of corporate governance. Following a review, no significant changes were proposed except to separate out the Benefits Fraud Sanctions Policy from the Anti-Fraud and Corruption Policy. The policies had been supported by a programme of training sessions for relevant staff which had been well received and further such training sessions were planned.

*RESOLVED* that the revised Anti-Fraud and Corruption, Whistle Blowing, Anti-Money Laundering and Benefit Fraud Sanction Policies be approved.

*RECOMMENDED to COUNCIL* that the revised Anti-Fraud and Corruption, Whistle Blowing, Anti-Money Laundering and Benefit Fraud Sanction Policies be adopted and included in the Council's Policy Framework.

## **5. Review of Local Code of Corporate Governance**

The Committee considered a report from the Monitoring Officer reviewing the Local Code of Corporate Governance.

The Committee noted the main changes to the Local Code of Corporate Governance, which were:-

- Charter Status for Elected Member Development was achieved in April 2011
- The Localism Act 2011 led to a number of changes including, access to information regulations, officer pay policy and new standards arrangements.
- Data Transparency - Code of Recommended Practice for Local Authorities – new section on website to co-ordinate these Central Government requirements.
- All reference to Comprehensive Area Assessment, Community Strategy and Sustainable Community Strategy have been removed.

The Committee suggested that a reference to the LGA's Leadership Academy programme should be included within section 5 as this was an important way that members developed key skills and knowledge.

*RESOLVED* that the updated Local Code of Corporate Governance be noted and that a reference to the LGA's Leadership Academy programme be included within section 5 of the Code.

*RECOMMENDED to COUNCIL* that the updated Local Code of Governance be approved and adopted.

## **6. Changes to RIPA Code of Practice**

The Committee considered a report from the Monitoring Officer suggesting changes to the Council's RIPA Code of Practice.

The Monitoring Officer explained that following the inappropriate use of direct surveillance powers by some local authorities, the government had introduced the Protection of



Freedoms Act 2012, which required that all local authority authorisations for direct surveillance be approved by a magistrate. It also introduced a crime threshold so that direct surveillance could only be used where the authority was investigating criminal offences which attract a maximum custodial sentence of six months or more or offences relating to the underage sale of alcohol or tobacco. The Council's Code of Practice on covert surveillance needed to be amended to take account of these changes. The opportunity was also been taken to bring the Council's Code of Practice before members for approval for the first time.

Some concern was expressed by some members of the Committee that the introduction of a crime threshold would mean that direct surveillance could not be used by the Council to investigate anti-social behaviour. This could lessen the protection the Council could give to some of its assets and may also prevent it from dealing as effectively with behaviour that caused considerable distress to local communities.

*RESOLVED* that the Council's amended RIPA Code of Practice on covert surveillance be approved.



## Standards Committee

Item  
**6**

7 March 2013

Report of	Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Recruitment of Independent Persons		
Wards affected	Not applicable		

**This report requests the Committee to agree the  
recruitment process for Independent Persons**

### 1. Decision(s) Required

1.1 To approve the proposals contained at paragraphs 3.1 to 3.4 of this report.

### 2. Background

2.1 The Localism Act 2011 requires the Council's "Arrangements" for dealing with allegations that Councillors have failed to comply with the Members' Code provision for the appointment by the Council of one or more independent persons.

2.2 The Independent Person must be appointed through a process of public advertisement, application and appointed by a positive vote of a majority of all members of the Borough Council (not just of those present and voting).

The Localism Act states that a person is considered not to be "independent" if:

- (a) he is, or has been within the last 5 years, an elected or co-opted member or an officer of the Borough Council or of any of the Parish Council's within the Borough;
- (b) he is, or has been within the last 5 years, an elected or co-opted member of any Committee or Sub-Committee of the Borough Council or of any of the Parish Council's within the Borough (which originally precluded any of the previously co-opted independent members of Standards Committees from being appointed as an Independent Person); or
- (c) he is a relative or close friend of a current elected or co-opted member or officer of the Borough Council or any Parish Council within the Borough, or of any elected or co-opted member of any Committee or Sub-Committee of such a Council.

For this purpose, "relative" comprises-

- (i) the candidate's spouse or civil partner;
- (ii) any person with whom the candidate is living as if they are spouses or civil partners;
- (iii) the candidate's grandparent;
- (iv) any person who is a lineal descendent of the candidate's grandparent;
- (v) a parent, brother, sister or child of anyone in Paragraphs (i) or (ii);
- (vi) the spouse of civil partner of anyone within Paragraphs (iii), (iv) or (v); or
- (vii) any person living with a person within Paragraphs (iii), (iv) or (v) as if they were spouse or civil partner to that person.

- 2.3 However, subsequently the Secretary of State by Regulations introduced transitional provisions which provided that notwithstanding the restriction referred to at paragraph 2.2 (b) above, Authorities could appoint a former Independent Member of the Standards Committee to the post of Independent Person but only for the period up to 1 July 2013.
- 2.4 The full Council at its meeting on 25 June 2012 agreed that as part of its “Arrangements” it appointed the former Independent Chairman of the previous Standards Committee, Mr Derek Coe to be the Council's Independent Person for the period up to 1 July 2013. The Standards Committee at its meeting on 21 November 2012 suggested that the Council should appoint two Independent Persons which this report takes forward. The need for a second Independent Member has been recognised where there is potential for conflicts of interest or unavailability etc.
- 2.5 Accordingly the Council is now required to undertake a recruitment process for two new Independent Persons who would take office from 1 July 2013 for a suggested term of four years.

### **3. Proposed Process and Timetable**

- 3.1 It is proposed that the Committee delegates to a Panel comprised from the membership of the Standards Committee consisting of the Chairman and the Group Spokespersons to interview suitable applicants and to make a recommendation to full council.
- 3.2 Attached at Appendix 1 is a draft information and application pack for applicants. The Committee is invited to comment on whether they would like any changes or clarification.
- 3.3 The proposed timetable would be:
- Closing date for applications 22 March 2013
  - Short listing week commencing 1 April 2013
  - Interviews week commencing 15 April 2013
  - Recommendation to full council 22 May 2013
  - Independent Persons in post 1 July 2013

- 3.4 The Independent Persons be appointed for a term of four years.

### **4. Strategic Plan References**

- 4.1 Governance forms parts of the Council's commitment to customer excellence which underpins the Council's Strategic Plan vision.

### **5. Publicity Considerations**

- 5.1 The Localism Act requires the Council to advertise the vacancies in such a manner as it considers is likely to bring it to the attention to the public. It is accordingly proposed that Council issues a press release and only advertises the vacancies on the Council's web site.

### **6. Financial, Equality, Diversity and Human Rights, Consultation, Community Safety, Health and Safety and Risk Management Implications**

- 6.1 None.



**COLCHESTER BOROUGH  
COUNCIL**

**STANDARDS COMMITTEE**

**INDEPENDENT  
PERSONS**

**INFORMATION AND  
APPLICATION PACK**

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## **A MESSAGE FROM THE CHIEF EXECUTIVE**

Thank you very much for expressing an interest in becoming an Independent Person on the Council's Standards Committee.

In this information and application pack you will find out more about the Standards Committee and what might be expected of you should you become an Independent Person. You will also find a short application form, which I would be grateful if you could complete and return in the envelope supplied if you wish to apply for the role.

The promotion and maintenance of the highest possible standards of behaviour in the work of the Council is of the greatest importance. Bringing in independent people to be part of our Standards Committee helps to build confidence within the community that the Council is doing its best in this area.

We are looking for two persons who have an independent and analytical mind, are tactful and have good interpersonal skills, and can make clear and reasoned decisions. It is important that the Independent Persons have the profile and experience that the community would respect in bringing an independent and informed perspective to the standards process.

Thank you once again for your interest.

Adrian Pritchard  
Chief Executive

## **APPOINTMENT OF INDEPENDENT PERSON**

### **SELECTION TIMETABLE AND HOW TO APPLY**

#### **The timetable**

The closing date for receipt of applications is 2013.

Short-listing is scheduled for the following week and interviews will take place on 2013.

Candidates will be interviewed by a Panel of three Councillors from the Council's Standards Committee. The final appointments will be made by full Council on 22 May 2013.

All applications will be assessed against the selection criteria outlined in the application form and Independent Person specification. Candidates who are invited for interview will be notified after the short-listing process has taken place. Contact is likely to be by email if an email address is provided by the applicant.

If you have any questions about becoming an Independent Person, please contact Andrew Weavers, the Council's Monitoring Officer, on 01206 282213 or email [andrew.weavers@colchester.gov.uk](mailto:andrew.weavers@colchester.gov.uk)

#### **How to apply**

Should you wish to apply for this position, please complete the application form and include a statement that you feel demonstrates how you meet the criteria and would be suitable for the role.

You should then send the completed form to:

Andrew Weavers  
Monitoring Officer  
Colchester Borough Council  
Rowan House  
33 Sheepen Road  
Colchester  
CO3 3WG

or email it to [andrew.weavers@colchester.gov.uk](mailto:andrew.weavers@colchester.gov.uk)

## **COLCHESTER BOROUGH COUNCIL**

The Council is composed of 60 elected Councillors with one third of councillors standing for election three years in every four.

The next Borough Council elections will take place on 1 May 2014.

Councillors are democratically accountable to the residents of their Borough Ward and have an overriding duty to the whole community, including those persons who did not vote for them at election time.

There are also twenty nine Local Councils within the Borough. Local Councils are Parish, Town and Community Councils and these are represented by a total of 256 elected or co-opted Local Councillors.

Further information can be found on the Council's website at [www.colchester.gov.uk](http://www.colchester.gov.uk)

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## THE STANDARDS COMMITTEE

The Council agreed at its meeting on 25 June 2012 to create a Standards Committee which comprises Borough Councillors and representatives of Local Councils. The two Independent Persons will be non-voting members of the Standards Committee.

The terms of reference for Standards Committee contain the following roles and functions.

- (1) Promoting and maintaining high standards of conduct by Members and Co-opted Members of the Council;
- (2) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (3) advising and assisting Parish Council(s) and Councillors to maintain high standards of conduct;
- (4) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (5) to receive referrals from the Monitoring Officer into allegations of misconduct in accordance with the Council's assessment criteria;
- (6) receiving reports from the Monitoring Officer and assessing the operation and effectiveness of the Members' Code of Conduct;
- (7) advising, training or arranging to train Members and Co-opted Members on matters relating to the Members' Code of Conduct;
- (8) assisting Councillors and co-opted Members to observe the Members' Code of Conduct;
- (9) to create a Hearings Sub-Committee to hear and determine complaints about Members and Co-opted Members referred to it by the Monitoring Officer;
- (10) to conduct hearings on behalf of the Parish and Town Councils and to make recommendation to Parish and Town Councils on improving standards or actions following a finding of a failure by a Parish or Town Councillor to comply with the Code of Conduct;
- (11) informing Council and the Chief Executive of relevant issues arising from the determination of Code of Conduct complaints
- (12) advising the Council upon the contents of and requirements for codes/ protocols/ other procedures relating to standards of conduct throughout the Council
- (13) to grant dispensations after consultation with the Independent Person pursuant to Sections 33(2) (b), (c) and (e) of the Localism Act 2011

- (14) to hear and determine appeals against refusal to grant dispensations by the Monitoring Officer pursuant to Sections 33(2)(a) and (d) of the Localism Act 2011
- (15) an overview of the Council's complaint handling procedure and Local Government Ombudsman investigations
- (16) dealing with other matters as determined by the Council from time to time.

The Standards Committee will usually have four quarterly meetings and also additional meetings as necessary for the purpose of progressing allegations of misconduct.

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## **THE INDEPENDENT PERSON: SPECIFICATION**

### **How has this role come about?**

Under Section 28(6) and (7) of the Localism Act 2011, the Council must have in place “arrangements” to deal with allegations that a Member, or co-opted member with voting rights, of the Council or of one of the Local (Parish, Town, or Community) Councils in the Borough has not complied with their Council’s Code of Conduct.

Such arrangements must provide for the Council to appoint at least one Independent Person, whose views must be sought by the Authority before it takes a decision on an allegation which it has decided shall be investigated, and whose views may be sought by the authority at any other stage, or by a Member against whom an allegation has been made.

Colchester Borough Council has decided to appoint two Independent Persons.

### **What is the role of an Independent Person?**

The Independent Person’s role is to work with the Council’s Standards Committee and Monitoring Officer to help to ensure high standards of conduct in the Council and amongst elected Councillors within the Borough. One or all of the Independent Persons may be consulted at various stages of the complaints process in respect of any allegation that a Councillor has breached their Code of Conduct and on other Code of Conduct matters. The Independent Person’s role is set out in more detail in the role description.

### **Who is eligible?**

Under the legislation, a person is not considered independent and is therefore ineligible if he/she:

- Is, or has been within the past 5 years, a member, co-opted member with voting rights or officer of the Council or of one of the Local (Parish, Town or Community) Councils in the Borough; or
- Is a relative, or close friend, of a member, co-opted member with voting rights or officer of the Council or of one of the Local (Parish, Town or Community) Councils in the Borough For this purpose, “relative” means –
  - a. A spouse or civil partner;
  - b. Living with the person as husband and wife or as if they were civil partners;
  - c. A grandparent of the person;
  - d. A lineal descendent of a grandparent of the person;
  - e. A parent, sibling or child of the person;
  - f. A spouse or civil partner of c., d. or e. above;
  - g. Living with a person defined at c., d. or e. above as husband and wife or as if they were civil partners

### **How long is the appointment?**

This will be confirmed on appointment, but it is likely that the Council will appoint the Independent Persons to a four-year term, which reflects the ordinary term of office of a councillor.

### **Do I have to live or work in the Borough?**

Not necessarily, but a connection to the Borough will add to the merits of your application.

### **How will the successful candidate be appointed?**

The positions are being advertised publicly via the Council's website and posters. The Council may only appoint someone who make a formal application and the appointment must be approved by a majority of the members of the Council.

A Panel of the Council's Standards Committee, which comprises 3 Members of the Committee, is being convened to conduct interviews. The Panel will recommend those applicants that it feels should be appointed to the Council.

### **What sort of person is the Council looking to appoint?**

Ideally, the Independent Persons will live or work in the Borough of Colchester and understand the area and some of the issues facing it. They should be impartial, have a good standing in the community, and support the Council's goals of being accountable, open, principled and committed to equality opportunities.

No particular professional background is specified, but the person should be able to demonstrate probity and high ethical standards. It is important that the Independent Persons have the profile and experience that the community would recognise and respect as bringing an independent and informed perspective to the process.

The Independent Persons will be asked to sign up to the Council's Code of Conduct for Members.

### **Is the position paid?**

Independent Persons will not be entitled to a payment under the Council's Members Allowances Scheme.

### **How much time does it involve?**

The workload of the Independent Persons will vary, according to the number of allegations of misconduct that are received. There are usually four ordinary meetings of the Standards Committee each year and additional meetings will be held to progress complaints. Committee meetings are generally held in the evening. Also, the Independent Persons will be consulted by the Monitoring Officer on various occasions, as set out in the Independent Person role description. This may be by telephone, email or meeting.

## INDEPENDENT PERSON: ROLE DESCRIPTION

1. Independent Persons will be appointed by the Council under the provisions of Section 28(7) of the Localism Act 2011.
2. An Independent Person may be consulted by the Council's Monitoring Officer with regard to what course of action to take where an allegation has been made that one of the Council's Members, or one of the Members of the Town or Parish Councils in the Borough, has breached their Council's Code of Conduct. The possible decisions are to take no further action, early informal conciliation or reference to the Standards Committee.
3. Where an allegation has been referred for investigation and the Investigator has concluded that there has been a breach of the Code of Conduct, the Monitoring Officer may consult an Independent Person on whether the matter may proceed by means of informal resolution rather than formal hearing.
4. Where an Investigator's finding that there has been a breach of the Code of Conduct proceeds to a hearing, the advice of an Independent Person present at the hearing on the matter will be taken into account in deciding whether to dismiss the complaint and, where the conclusion is that the Member did breach the Code of Conduct, in deciding what action should be taken.
5. Where a Councillor is the subject of an allegation of a breach of their Code of Conduct, they may independently seek the views of an Independent Person.
6. The Monitoring Officer may consult an Independent Person on any applications by Members for dispensation to speak and/or vote at a meeting on an issue in which they have declared an interest.
7. In addition, the Monitoring Officer (or authorised representative) may wish to consult an Independent Person about any other aspect of standards of conduct affecting Members of the Council and of the Parish and Town Councils in the Borough.
8. The views of an Independent Person will be sought by the Council (through the Monitoring Officer or authorised representative) at a meeting, in writing (usually email rather than letter) or by telephone.
9. The Independent Persons will be invited to meetings of the Standards Committee.
10. Without prejudice to the preceding paragraphs, an Independent Person should not give advice to members of the Council or of the Parish and Town Councils within the Borough in circumstances where no complaint about a Member's conduct has been received. Where such advice is required, it should be sought by the Members of the Council or of the Parish or Town Councils from or via the Monitoring Officer, or his authorised representatives.

11. The Independent Persons will be encouraged to familiarise him/herself with the work of the Council and of the Parish and Town Councils within the Borough and with the procedures which they operate. In this regard, it may be useful to attend meetings on occasion to observe proceedings. Independent Persons will be kept informed of key developments in relation to the Council and Parish and Town Councils and will be invited to any meetings concerned with the general duty on the Council to promote and maintain high standards of conduct.
12. The Independent Persons will be supported by the Council's Monitoring Officer, who will arrange any necessary training and the provision of all information which may be necessary to enable the Independent Persons to perform the role effectively.

(Note: "Member" is an alternative reference to "Councillor")

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# COLCHESTER BOROUGH COUNCIL

## APPLICATION FORM FOR ROLE OF INDEPENDENT PERSON

### PERSONAL DETAILS

TITLE	MR/MRS/MISS/MS/OTHER* * Please specify .....
NAME	
ADDRESS	
TELEPHONE NUMBER (daytime)	
TELEPHONE NUMBER (mobile)	
EMAIL ADDRESS	

### REFERENCES

**REFERENCES** - Please give the details of two people\* who are not related to you and who are able to provide references, relating to your suitability for the post

NAME		NAME	
ADDRESS		ADDRESS	
TEL.NO.		TEL.NO.	
EMAIL		EMAIL	
POSITION		POSITION	

Note that references may be taken up prior to interview unless you indicate otherwise

## ADDITIONAL INFORMATION

Please use the space below and on the next page to give details of why you would like to become one of the Council's Independent Persons and why you believe you are suitable for the position, taking into account the person specification and selection criteria. You may wish to tell us about your personal qualities and skills and work experience including voluntary activities and leisure interests.

The selection criteria include:

- A keen interest in standards in public life
- A wish to serve the local community and uphold local democracy
- High standards of personal integrity
- An ability to be objective, independent and impartial
- Sound analytical and decision making skills
- Questioning skills
- Leadership qualities, particularly in respect of exercising sound judgment
- Tact and diplomacy in handling sensitive situations
- A broad range of experience
- Good interpersonal skills
- Some knowledge of local government and an understanding of the political process



**Additional Information contd ...**

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**Please continue on a separate sheet of paper if necessary ...**

**PLEASE SIGN AND DATE THIS DECLARATION**

- I confirm that to the best of my knowledge and belief the information given in this application is accurate.
- I confirm that I am not, nor have I been within the past 5 years, a member, co-opted member with voting rights or officer of Colchester Borough Council or of one of the Local (Parish, Town or Community) Councils in the Borough of Colchester .
- I confirm that I am not a relative or close friend of a member, co-opted member with voting rights or officer of Colchester Borough Council or of one of the Local (Parish, Town or Community) Councils in the Borough of Colchester .

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When completed, please return to:

**Mr Andrew Weavers  
Monitoring Officer  
Colchester Borough Council  
Rowan House  
33 Sheepen Road  
Colchester  
CO3 3WG**

