



## **INDEPENDENT PERSON - SELECTION CRITERIA**

### **SKILLS AND COMPETENCIES**

The Independent Person will have:

- a keen interest in standards in public life.
- a wish to serve the local community and uphold local democracy.
- the ability to be objective, independent and impartial.
- sound decision making skills
- leadership qualities, particularly in respect of exercising sound judgement.

The Independent Person will:

- be a person in whose impartiality and integrity the public can have confidence.
- understand and comply with confidentiality requirements.
- have a demonstrable interest in local issues.
- have an awareness of the importance of ethical behaviours.
- be a good communicator.

### **Desirable additional criteria:**

- working knowledge/experience of local government or other public service and/or of large complex organisations and awareness of and sensitivity to the political process.
- knowledge and understanding of judicial/quasi-judicial or complaints processes.

You should demonstrate in your application how you meet the above criteria as this will assist any short-listing process.

Means of assessment will be by application form and interview.

**PLEASE NOTE:** You will be required to be contactable at all times during normal working hours by telephone or by email and to be available to attend hearings which may be held in the day time and at relatively short notice.

### **Eligibility for Appointment**

A person cannot be appointed as an Independent Person if they are, or were, within a period of 5 years prior to the appointment:

- a member, co-opted member or officer of the authority.
- a relative or close friend of the above.



## **INDEPENDENT PERSON**

### **ROLE DESCRIPTION**

**Responsible to:** Cleveland Fire Authority

**Liaison with:** Monitoring Officer, Members of the Audit and Governance Committee, Officers and Members of the Authority, key stakeholders within the community.

1. To assist the Authority in promoting high standards of conduct by elected and co-opted members of the Authority and in particular to uphold the Code of Conduct adopted by the Authority including the principles of public office, namely; selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be consulted by the Authority through the Monitoring Officer and/or the Audit and Governance Committee before it makes a decision on an investigated allegation and to be available to attend meetings of the Audit and Governance Committee for this purpose.
3. To be available for consultation by the Monitoring Officer and/or the Audit and Governance Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
4. To be available for consultation by any elected member, who is the subject of a complaint.
5. To develop a sound understanding of the ethical framework as it operates within the Authority.
6. To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons.
7. To attend training events organised and promoted by the Audit and Governance Committee.
8. To act as advocate and ambassador for the Authority in promoting ethical behaviour.