

## **Appendix**

### **Role Description and Person Specification for Nottinghamshire County Council Independent Persons**

Nottinghamshire County Council is required by law to adopt a Code of Conduct for Councillors and Co-opted Members and to appoint at least two Independent Persons, whose views must be sought and taken into account if a Code of Conduct complaint is investigated.

Details of the role and the person specification for the Independent Persons are given below.

#### **Role Description**

1. When requested by the County Council, to provide an impartial and objective view in relation to an allegation that there has been a breach of the County Council's Code of Conduct for Councillors and Co-opted Members.
2. When requested by the individual who is the subject of the allegation, to provide an impartial and objective view in relation to an allegation that there has been a breach of the County Council's Code of Conduct for Councillors and Co-opted Members.
3. When requested by the County Council, to attend a meeting of the Council's Governance and Ethics Sub-Committee to participate in a formal hearing under the procedure for dealing with Conduct allegations against Councillors and Co-opted Members.
4. When requested by the County Council, to sit on any advisory panel considering the dismissal of a senior statutory officer of the County Council.
5. To undertake training and development relevant to the role.
6. To operate in line with the seven principles for standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. In particular you must declare any potential conflicts of interest and respect the confidentiality of any information received.
7. Independent Persons are not members of the County Council's Governance and Ethics Committee or Sub-Committee but are entitled to attend all meetings and to speak if they wish in relation to Code of Conduct issues, but not to vote.

## **Person Specification**

As well as being a person whose impartiality and integrity Councillors, Co-opted Members and the public can have confidence in, Independent Persons will need to possess the following:

1. Working knowledge/experience of local government or other public service and/or of a large complex organisations including awareness of and sensitivity to political processes.
2. Knowledge or interest in and a strong commitment to the importance of high levels of ethical standards and behaviours.
3. Ability to communicate well, challenge when needed, reach rational and reasoned conclusions, and to consider issues at a strategic level.
4. Live or work within Nottinghamshire
5. At least 18 years old
6. Must **not** be (or have been during the 5 years prior to appointment) an elected Councillor, Co-opted Member or employee of Nottinghamshire County Council or any District or Borough Council in Nottinghamshire or Nottingham City Council, or a relative or close friend of an elected Councillor, Co-opted Member or employee of Nottinghamshire County Council.
7. Must **not** be elected to or a candidate for a political party, act as an election agent, be an officer of or participate in the management of a political party or any branch of a party, and cannot canvas on behalf of a political party in an election. You must not have a public profile in relation to political activities.