

Recruitment Pack for
Appointment of
Co-opted Members of
the
Standards Committee

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Draft advert

STANDARDS COMMITTEE

CO-OPTED MEMBERS REQUIRED

We are looking to appoint up to four Co-opted members to join the London Borough of Hackney's Standards Committee. Every local authority is required to appoint a Standards Committee to oversee the conduct of councillors. The Committee must include totally independent members (who are not councillors or local authority employees). The Standards Committee currently consists of seven councillors, and two Co-opted members. The Committee meets twice a year (although this will vary depending upon matters that arise). There are currently four vacancies for Co-opted members on the Committee.

The Standards Committee may be called upon to investigate complaints against Councillors and impose sanctions. Key attributes are honesty, integrity and fairness. Candidates will need to show that they can assess matters objectively and impartially and deal sensitively with other people. Some knowledge of local government procedures and/or experience in working for a large organization – ideally with experience of investigatory or disciplinary work, is desirable but not essential.

The appointment is not open to anyone who is employed by or a member of any local authority (which includes District, County and Parish Councils and the Police Authority) or who is a relative or a close friend of a member or officer of Hackney Council.

This position carries a small remuneration of £113.10 per meeting and reasonable expenses in attending meetings will also be paid.

For further information and an application form, please contact Dawn Carter- McDonald, Head of Legal & Governance - telephone 0208 356 4817, LONDON BOROUGH OF HACKNEY, HACKNEY TOWN HALL, MARE STREET, LONDON E2 1EA

CLOSING DATE: - - - - -

Disabled applicants who meet the essential criteria for the job will be guaranteed an interview.

Smoke free working environment.

We welcome applications from all sections of the community.



DRAFT PRESS RELEASE

Hackney Council seeks Co-opted members Member for its Standards Committee

Hackney Council is seeking up to four persons who are totally independent of the Council to serve on its Standards Committee which is responsible for promoting and maintaining high standards of conduct for Members and co-opted Members of the authority.

Four Co-opted members are required to join the London Borough of Hackney's Standards Committee. Every local authority is required to appoint a Standards Committee to oversee the conduct of councillors. The Committee must include totally independent members (who are not councillors or local authority employees). The Standards Committee currently consists of seven councillors, and two Co-opted members. The Committee meets twice a year (although this will vary depending upon matters that arise). There are currently four vacancies for Co-opted members on the Committee.

The appointments are not open to anyone who is employed by or a member of Hackney Council or who is a relative or a close friend of a member or officer of Hackney Council.

This position carries a small remuneration of £ of £113.10 per meeting and reasonable expenses in attending meetings will also be paid.

For further information and an application form, please contact Dawn Carter- McDonald, Head of Legal & Governance - telephone 0208 356 4817, LONDON BOROUGH OF HACKNEY, HACKNEY TOWN HALL, MARE STREET, LONDON E2 1EA

The closing date for applications is - - - - -

DRAFT LETTER TO RESPONDENTS

Dear

Appointment Co-opted Member of the Standards Committee.

Thank you for your recent enquiry about becoming an Independent Member of the Standards Committee. I am pleased you have expressed an interest on the position.

I enclose some further information and an application form. With this letter you should receive:-

1. The current Code of Conduct for Members
2. The current Terms of Reference for the Standards Committee
3. An application and reference form.

You must return the application form together with the reference form duly completed by close of business on - - - - - . Your application will be then be considered and a shortlist of candidates for interview will be produced. You will be notified if you have been short listed and invited for interview. Interviews will be held during October and will take place at Hackney Town Hall, Mare Street, London E8 1EA. If there are any dates when you are not available for interview, please let me know when returning the application form.

The interview takes the traditional form of questions and answers and there will not be any other tests or activities.

I hope that having read this letter and the enclosures, you will wish to apply to join the Standards Committee in discharging its important role. If you would like to be considered, please complete the form and return it to me.

If you want to know anything more about the process, please contact the Council's Head of Legal & Governance - Dawn Carter- McDonald, Head of Legal & Governance - telephone 0208 356 4817, London Borough of Hackney, Hackney Town Hall, Mare Street, LONDON E2 1EA—email dawn.carter-mcdonald@hackney.gov.uk

Yours sincerely

Dawn Carter-McDonald
Head of Legal & Governance

GENERAL PRINCIPLES OF HOLDING PUBLIC
OFFICE
[THE RELEVANT AUTHORITIES (GENERAL PRINCIPLES) ORDER
2001

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

**Honest and
Integrity**

2. Members should not place themselves in situations where honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behavior.

Objectivity

3. Members should make decisions on merit, including when making appointments awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

**Personal
Judgement**

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

**Respect for
Others**

7. Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

**Duty to Uphold the
Law**

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership and by example and should act in a way that secures or preserves public confidence.

DRAFT

CO-OPTED MEMBER OF STANDARDS COMMITTEE

PERSON
SPECIFICATION

	Essential	Desirable
Qualifications: No specific qualifications or background is required.		
<p>Knowledge and Skills: A good communicator with questioning skills Assertive Inquisitive, open minded and non-judgmental Understanding of the Standards Committee's main functions. General understanding of the principles behind the Members' Code of Conduct. Awareness of the background to the introduction of the new ethical framework for local government.</p>		
<p>Experience: A demonstrable interest in local issues Experience in Committee working. An interest in public service, particularly local government Live and/or work in the area.</p>		
<p>Competencies: A person in whose impartiality and integrity the public can have confidence. Understand and comply with confidentiality requirements Able to make a significant contribution to the work of the Committee</p>		
<p>Other Requirements: To formally agree to observe the Local Code of Conduct for Members including completing a Declaration of Financial and Other Interests. Able to attend approximately four/five programmed meetings and ad hoc if required, and devote preparation time for each meeting. Must not be disqualified from standing for election as a Councillor, i.e. been adjudged bankrupt or been sentenced to a term of imprisonment for a period of not less than three months in the past five years. Must not currently have and must not enter into any contractual relations with the Council under which he/she will gain personally. Will have disclosed to the Council any matter in his/her background which, if it became public, might cause the Council to reconsider the appointment. Will not be an active member of any political party or have a public profile in relation to political activities. Will not have been an officer or a member of either a principal council [i.e a county, district or unitary council] or parish council within five years of the date of his/her written application. Committed to the four year term</p>		

CO-OPTED MEMBER OF STANDARDS COMMITTEE

ROLE DESCRIPTION

Responsible to: The Standards Committee and to the Council

Liaison with: Members of the Standards Committee, Officers and Members of the Standards Committee, Independent Members of the Standards Committees, key stakeholders within the community.

1. To attend regularly and participate in meetings of the Standards Committee and any sub-committees [Note:- meetings will normally be held at 6.30pm].
2. To participate in and/or chair hearings in relation to complaints of Member misconduct under the Code of Conduct.
3. To actively promote ethics and standards within the District Council and within Town and Parish Councils within the district area.
4. To develop and apply knowledge of the Code of Conduct in relation to matters brought before the Standards Committee, including the determination of allegations of Member misconduct.
5. To analyse and exercise fair and impartial judgement on conduct issues and to set standards of ethical behaviour.
6. To provide a view on the governance of the Council from an external perspective which will better enable the Committee, including the determination of allegations of Member misconduct.
7. To develop a sound understanding of the ethical and wider regulatory framework within which the Council operates and to contribute to the overall effectiveness of the full scope of the work of the Committee.
8. To be aware of the views of the local community on ethical standards and to reflect these in activities of the Committee.
9. Be prepared to undertake training and to participate in training events organised by the Committee to promote awareness of the Code of Conduct.
10. To attend meetings of the Council and civic and other functions in order to raise the profile of ethics and standards within the authority.
11. In the absence of the Chair, to participate in any forum established for co-opted Members of the Standards Committee.

CO-OPTED MEMBER OF STANDARDS COMMITTEE

NOTES ON ELIGIBILITY

By Regulations:-

A person may not be appointed as a Co-opted Member of a Standards Committee of any authority or Sub-Committee of the Standards Committee unless the appointment is:-

- (a) approved by a majority of the Members of the authority;
- (b) advertised in one or more newspapers circulating in the area of the authority;
- (c) of a person who has submitted an application to the authority;
- (d) of a person who has not within a period of five years immediately preceding the date of the appointment;
- (e) of a person who is not a relative or close friend of a Member or Officer of the authority.

By Primary Legislation:

A person may not be appointed as a Co-opted Member of a Standards Committee if he/she is currently an Officer or Member of any relevant authority [including Town, Parish or District Councils].

[The Local Government Act 2000 Section 53 (4) (b)]

APPLICATION FOR POSITION OF CO-OPTED MEMBER ON THE
HACKNEY COUNCIL
STANDARDS COMMITTEE

Name and Address of
Applicant

Tel.

e-mail :

Please return this form
to

Dawn Carter-McDonald,
Head of Legal & Governance
London Borough of Hackney Council
Room 118, Hackney Town Hall
Mare Street,
LONDON E8 1EA

Relevant experience and Interests (Continue on a separate sheet if
necessary)

Please give the name and address of TWO Referees who may be contacted

1.

2.

CONFIDENTIAL INFORMATION

YES

NO

Have You ever been convicted of a Criminal Offence ?

I wish to apply to be a Co-opted Member of the Council's Standards Committee. In submitting this application, I declare that:-

I am not and have not during the past five years been a Member or Officer of the Council.

I am not related to, or a close friend of, any Member or Officer of the Council. I am not actively engaged in local party political activity.

Signed

Date