

SC/011/10

Committee The Essex County Council and Essex Fire Authority Joint Standards Committee

Date 26 May 2010

Colin Ismay, Governance Manager

Enquiries to Colin Ismay tel 01245 430396 e-mail: colin.ismay@essex.gov.uk

Update on Independent Member Recruitment

1. Purpose of the Report

To update the Committee on progress towards recruiting an Independent Member of the Committee representing the County Council to replace Professor Martin Atkinson who comes to the end of his term of office in July.

2. Background

At its last meeting the Committee considered the arrangements for recruiting an independent member to represent the County Council. The Committee agreed the following process:

- Advertise locally and on the Internet using the advertisement attached as Annex "A". Members of the Committee to be told when the advert is released so that they could advise any likely candidates.
- Candidates to be supplied with the role profile and application form attached as Annexes "B" and "C".
- Applicants to be short listed in accordance with the criteria in the role profile by the Deputy Monitoring Officer, a Governance Officer and an Independent Member;
- Short listed candidates to be interviewed by a panel comprising those three people mentioned above together with an elected member of the Committee.

	<p>Independent Member of the Essex County Council and Essex Fire Authority Joint Standards Committee</p> <p>A vacancy has arisen for an Independent Member to represent the County Council on the Essex County Council and Essex Fire Authority Joint Standards Committee.</p> <p>The Committee is responsible for promoting and maintaining high standards of conduct by councillors, which includes receiving allegations against councillors and deciding whether any action needs to be taken. Independent members have an important part to play in this process. The Chairpersons of the Committee and its Sub-Committees are drawn from the Independent Members.</p> <p>To be a member of the Standards Committee you will need good interpersonal skills, and be a good judge of character. Experience of chairing meetings is an advantage but not essential. The business will be conducted at County Hall, Chelmsford during the working day.</p> <p>The position is voluntary and unpaid, although expenses may be claimed.</p> <p>For an application form or more information, contact Colin Ismay, on 01245 430396, or email colin.ismay@essex.gov.uk.</p> <p>The closing date for applications is 30 June 2010.</p> <p>Interviews will be held as soon as possible after this.</p>	
	<p><u>Instructions to tmp worldwide</u></p> <p>Please arrange for the above advertisement to be placed in the next available editions of the</p>	

	<p>following newspapers and for a voucher copy of the newspapers containing the Notice to be sent to Colin Ismay, Member Support and Governance, Essex County Council, County Hall, Chelmsford, CM1 1LX.</p> <p>Colchester Evening Gazette Epping Forest Guardian Essex Chronicle Basildon Echo</p>	
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Independent Member - Essex County Council and Essex Fire Authority Joint Standards Committee Role Profile

Role Accountabilities:

- To contribute to the promotion of high standards of conduct by Councillors and co-opted members of Essex County Council and Essex Fire Authority Joint Standards Committee
- To assist Councillors and co-opted members of Essex County Council and Essex Fire Authority Joint Standards Committee observe the Member's Code of Conduct.
- To contribute to the monitoring of the operation of Essex County Council and Essex Fire Authority Joint Standards Committee Members' Code of Conduct.
- To consider the granting of dispensations to Councillors and co-opted members of Essex County Council and Essex Fire Authority Joint Standards Committee from requirements relating to interests contained in the Members' Code of Conduct.
- To consider allegations made against Essex County Council and Essex Fire Authority Joint Standards Committee Councillors in accordance with the guidance issued by Standards for England.
- To consider any reports referred from an Ethical Standards Officer of Standards for England or the Monitoring Officer relating to an alleged breach of the Members' Code of Conduct and to determine what if any sanctions are deemed appropriate.
- To consider any other matter that may be determined by the Essex County Council and Essex Fire Authority Joint Standards Committee as forming part of its terms of reference from time to time.

Education, Training and Experience

- An understanding of and empathy with public service delivery and Public Sector ethical standards (D)
- A good standard of education (E)
- Previous experience of Committee/Local Government procedures (E)
- Previous experience of chairing committee meetings (D)
- Ability to demonstrate effective communication skills, in particular verbal (E)
- Ability to interpret and apply procedures (E)
- Proven sound judgement in decision taking (E)
- Ability to demonstrate experience of dealing with confidential matters (E)
- Ability to acquire knowledge quickly (E)
- Ability to understand complex issues quickly (E)
- Ability to remain level headed (E)
- Ability to work with others (E)
- Willingness to undertake any necessary training (E)
- Ability to maintain a high level of personal integrity (E)
- Availability to attend meetings during the working day (E)

D - Desirable

E - Essential



PRIVATE & CONFIDENTIAL

APPLICATION FORM INDEPENDENT MEMBER OF THE ESSEX COUNTY COUNCIL AND ESSEX FIRE AUTHORITY STANDARDS COMMITTEE

This form may be typed or handwritten in **BLACK** ink (to facilitate photocopying).
Please use BLOCK LETTERS.

This form should be filled in by the person applying for appointment to the Standards Committee and returned to:

Colin Ismay
Governance Manager
Member Support and Governance
County Hall
Chelmsford CM1 1LX
Tel: 01245 430396
Fax: 01245 280180
Email: colin.ismay@essex.gov.uk

Preferred Title (Mr/Mrs/Ms or other – please specify) :

Surname:

Previous Name(s)(if appropriate):

Forename(s):

Address and postcode where you can normally be contacted:

Occupation (former occupation if retired or currently out of work)

Home Telephone No:

Day time Telephone No:

Mobile Telephone No:

Fax No:

Please explain your reasons for wanting to become an Independent Member of the Standards Committee, what you feel you can contribute, and what relevant skills you have to support your application. Please relate this to the information contained in the Role Profile for an Independent Member.

Further Information (Please give us any further information which you feel is relevant to support your application)

References

References are an important check to ensure that the prospective candidate has not misrepresented or omitted information on their application. Two references will be required in relation to your application covering a minimum of five years.
Please note: you will be contacted before we undertake any reference activity.
Please confirm you are happy for us to take up references should your application be progressed.

Signature: Date:



Standards Committee

DECLARATION

1. During the past five years I have not been a Councillor or Co-opted Member of Essex County Council (the Council)
2. During the past five years I have not been employed by the Council
3. I am not a donor to, nor member of, any political party
4. I am not related to, nor a close friend of, a Councillor, a co-opted Member or an employee of the Council
5. I am not a current member or employee of any local authority
6. I have no other connections which would place in doubt my political impartiality
7. I have no criminal convictions (minor motoring offences such as SP30 speeding fines are excluded).
8. If selected, I am willing to take part in periodic training for the Council's Standards Committee.
9. If selected, I am willing to sign-up to the Council's Code of Conduct and to observe other Council procedures, codes or protocols as required.

Signed:	
Name (BLOCK LETTERS):	
Date:	