

City Of York Council

Appointment of Independent Person

Role specification

Please note that a person may not be appointed as an Independent Person if that person:

- (a) is a member or co-opted member or officer of the Council or a parish/town council in the Council's area, or
- (b) is a relative, or close friend of such a person, or
- (c) has been a member or co-opted member or officer of the Council or a parish/town council in the Council's area in the previous 5 years.

Essential Requirements

1. To demonstrate a keen interest in promoting high ethical standards in local government, and to have a general understanding of the principles behind the members' Code of Conduct.
2. To have good communication and interpersonal skills, and to be able to operate with tact and diplomacy.
3. To have a desire to serve the local community and uphold local democracy.
4. To be able to demonstrate an understanding of the standards of accountability and objectivity demanded of public authorities, and the continuous scrutiny under which they are placed.
5. To have an awareness of the importance of ethical behaviours.
6. To be able to use logical reasoning and bring qualities of open-mindedness and impartiality.
7. To have sound decision making skills.
8. To be able to deal with substantial documentation and to analyse, interpret and absorb information and evidence effectively and quickly.
9. To understand and comply with confidentiality requirements.
10. To be a person of good standing in whose impartiality and integrity elected members and the general public can have confidence.

11. To be able to attend meetings and be available for telephone or email consultation, sometimes at short notice.
12. Not to be a member of any political party or have a public profile in relation to political activities.
13. To be willing to disclose to the Council any matter which, if it became public, might cause the Council to reconsider the appointment.
14. To be a resident of York.

Desirable Requirements

1. To have a knowledge and/or experience of Local Government or other public service and/or of large complex organisations and awareness of and sensitivity to the political process.
2. To have knowledge and/or understanding of judicial/quasi-judicial or complaints processes.

The Independent Person will need to be contactable at all times during normal working hours by telephone or by email and will need to be available to attend Committee meetings or hearings which may be held in the day time and at relatively short notice.

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

Means of assessment will be by application form and by interview.

Eligibility for Appointment

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

- (a) A member, or co-opted member or officer of City of York Council,
- (b) A member, or co-opted member or officer of a Town or Parish Council within the area of City of York Council,

or, if they have a relative or close friend of a person in (a) or (b) above.

An Independent Person must not be a member of any political party or have a public profile in relation to political activities.