

**ROLE OF INDEPENDENT PERSON AND RESERVE INDEPENDENT PERSONS – NORTH HERTFORDSHIRE DISTRICT COUNCIL**

**ROLE DESCRIPTION**

Appointed by: The Council

Liaison with: Monitoring Officer, members of the Standards Committee, officers and members of the District Council and Town and Parish Councillors within the district, key stakeholders within the community.

Reference to the IP includes the Independent Person and Reserve Independent Persons

1. To assist the Council in promoting high standards of conduct by elected and co-opted members of North Hertfordshire District Council and town and parish councillors and in particular to uphold the Code of Conduct adopted by the Council and the seven principles of public life, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To assist the Council by acting as advocate and ambassador in promoting ethical behaviour and by developing a sound understanding of the ethical framework as it operates within North Hertfordshire District Council and its town and parish councils.
3. To be available for ad hoc consultation by the Monitoring Officer where the Monitoring Officer is dealing with a matter that has not reached the stage of a formal complaint.
4. To be available for consultation by the Monitoring Officer and/or the Standards Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
5. To be consulted by the Council through the Monitoring Officer and/or the Standards Committee before it makes a decision on an allegation that has been investigated and to be available to attend meetings of the Hearing Panel of the Standards Committee for an Initial Hearing or for an Appeal for this purpose.
6. If attending a meeting of the Hearing Panel of the Standards Committee for an Initial Hearing or on Appeal pursuant to paragraph (5) above, the IP's views as to whether a breach of the Code of Conduct has occurred and any subsequent penalty will be taken into account.
7. To be available for consultation by any Member, including town and parish councillors, who is the subject of a standards complaint, unless the IP is

involved in the consultation set out at paras 3-6 above in which case another IP shall undertake this function.

8. To participate in training events to develop skills, knowledge and experience and in any networks developed for Independent Persons operating outside the District Council's area. To share information and promote debate and discussion amongst the Standards Committee following such training. To attend training events organised and promoted by the Council's Standards Committee and Monitoring Officer