**Independent Person for Swale Borough Council**

**Job Purpose**

The postholder will be the Council’s Independent Person for the purposes of s28 of the Localism Act 2011 and will assist the Council and its Members to deal with any allegation that a Member has breached the Council’s Code of Conduct. This does also include the Parish Councils within the Swale area.

**Principal Accountabilities**

**1.** To advise the Council before it takes its decision on any allegation that it has investigated that a Member has breached the Council’s Code of Conduct.

**2.** To advise the Council on any allegation that a Member has breached the Council’s Code of Conduct, in other circumstances at its request.

**3.** To advise any Member of the Council who is the subject of an allegation that he or she has breached the Council’s Code of Conduct, at the request of that Member.

**Job Context:**

The postholder’s duties are difficult to predict. He or she will be working essentially on a voluntary basis, but will be paid an annual retainer and reimbursed for travel expenses whenever required to carry out any duties.

The appointment will be for four years initially and may be renewed for further four-year terms by mutual agreement.

The applicant must not be at the time of application or have been at any time in the previous 5 years a Member, co-opted Member or employee of Swale Borough Council or a Parish Council for which Swale Borough Council is the principal authority, nor be a relative or close friend of a current Member or employee.

**Knowledge**

**Essential**

**1.** Good understanding of the ethical standards required of people holding public office and the impact of ethical issues within a local authority context.

**Desirable**

1. An understanding of the workings of the Council and its aims and objectives.

**Skills**

**1**. A calm, rational approach to problem solving which considers detailed evidence to reach a balanced judgement.

**2.** Good interpersonal skills, demonstrated through a considered, measured and consultative approach when dealing with potentially difficult or complex issues.

**Qualifications**

**1.** High degree of personal integrity.

**Experience**

**Essential**

**1.** Experience in dealing with difficult issues which need constructive and sensitive solutions.

**2.** Experience of partnership working, where politically or ethically sensitive issues have had to be considered.

**3.** Experience of dealing with issues of ethical conduct in employment or public service.

**Desirable**

**1.** Experience of working in or with local authority bodies.