

## APPLICATION FOR APPOINTMENT AS AN INDEPENDENT (LAY) MEMBER OF THE STANDARDS COMMITTEE

*Before completing this form please read the background information carefully. Please complete in black ink.*

**NOTE: This role is only open to those who are not an elected member Cornwall Council or a Town and Parish Councillor and applicants cannot have held such roles in the past five years.**

Title	Date of birth
Surname	First names(s)
Forename(s)	
Home address	
Postcode	
Home telephone number	Mobile telephone number
E-mail address	

Are there any arrangements which we can make for you if you are called for interview to assist with any disability or for any other reason? YES/NO

If Yes, please specify

Please give details of any recent work-related, professional or academic qualifications, which are considered relevant to the role and when and where they were obtained.

Are you:

Employed       Self-employed       Not in paid employment

Retired       Other (please specify)

What is your present occupation? *(if applicable)*

When did you start this occupation?

Name of employer's business (or own if self-employed), address, telephone number and the name of a person to whom any correspondence should be addressed *(if applicable)*.

Any employment history since completing full-time education that you consider is relevant to the role. *Please continue on another sheet and attach, if necessary.*

From (Dates if known)	To (Dates if known)	Occupation	Employer and Address

Please give details of spare time and recreational interests and activities:

***Please attach additional sheets if necessary***

Membership of organisations and clubs:

Voluntary work: ***Please indicate any position of responsibility you hold.***

Describe briefly in the space provided why you wish to become an Independent (Lay) Member of the Standards Committee, and what you can contribute to the work of the Committee:

Is there anything in your private life, current or past, which, if it became generally known, might bring you or the Council into disrepute, or call into question your integrity, authority or standing as a member of the Standards Committee? (If so, please specify):

Have you ever been involved in a dispute with the Cornwall Council, or have you been involved in a dispute with any other public authority, within the last five years? (If yes, please provide details):

<b>REFEREE 1</b>
Title
Name
Address
Telephone Number
Occupation

<b>REFEREE 2</b>	
Title	
Name	
Address	
Telephone Number	
Occupation	
<b>Declaration</b> I have read the information provided with this application form and consider myself qualified to submit this application. If appointed, I will be able to carry out my share of the responsibilities of the Committee and its Sub-Committees and undertake any required training. The information which I have given is true and complete to the best of my knowledge and belief.	
<b>Signed</b>	<b>Date</b>

Please return your completed form no later than 12.00 (midday) on 15 August 2022 to:-

Mr Simon JR Mansell MBE  
Assurance Service  
4th Floor, North Wing  
Cornwall Council  
Treyew Road  
Truro  
TR1 3AY

Please mark the envelope "Confidential – Standards Committee Membership"

Or email the completed form to [simon.mansell@cornwall.gov.uk](mailto:simon.mansell@cornwall.gov.uk)

## **STANDARDS COMMITTEE - BACKGROUND INFORMATION**

Cornwall Council has a Standards Committee which is charged with dealing with issues relating to standards and the conduct of Councillors. The matters dealt with by the Committee are set out in Appendix A.

The Committee normally meets on at least four occasions each year, and there will be a need to attend a number of sub-committee meetings with these meetings held during working hours.

Attendance at training on the Code of Conduct and the ethical standards regime as a whole will be an essential requirement of the role. We will provide this training for you, along with necessary support.

As from May 2013 the Standards Committee has consisted of eight elected voting Members of Cornwall Council and ten non-voting 'co-opted' members, with five of these members being Town and Parish Representatives and four Lay Members and 1 currently serving Clerk.

Whilst the changes brought about to the ethical standards regime by the Localism Act 2011 prevent the co-opted members on the Committee from voting, the Council considers it important that a small number of representatives of the 214 Town and Parish Council in Cornwall are members of the Standards Committee alongside the Lay Members, who represent the views of the public, as well as the Cornwall Council Members.

The persons appointed may receive a small allowance of £1,352 per year and travelling and subsistence expenses for attendance at meetings.

The role of the Lay Member is set out in Appendix B and a person specification is attached at Appendix C. It is important that anyone applying for the position can meet the criteria set out therein. The ability or willingness to use electronic communications is desirable but training will be provided where necessary.

The timetable for appointment is as follows:-

- (a) An open advertisement will be sent out to all Towns and Parishes w/c 27 June 2022.
- (b) Written applications to be received by 15 August 2022.
- (c) The appointments panel will meet as soon as possible after the closing date and select a shortlist of candidates for interview.
- (d) Interviews to be held in Truro during early September 2022 please advise in your application form if you are unable to make any date during this week.
- (e) Appointments of Members recommended to the Standards Committee on 4 November 2022.

References will be taken up for the shortlisted candidates, where possible prior to interview. One of the referees should be the candidate's employer if the candidate is employed. Referees should not be officers or elected Members of Cornwall Council. Referees who are not the candidate's employer should have recent knowledge of the candidate and have known the candidate for at least three years.

Applicants should note that the intention is that initial appointments will be for a period of three or four years.

## **APPENDIX A**

### **Standards Committee Role and Function**

Summary of the roles and functions of the Standards Committee (full details are set out in the Responsibility for Functions section of the Council's Constitution):-

- (a) promoting and maintaining high standards of conduct by Councillors and co-opted members;
- (b) assisting Councillors and co-opted members to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption, revision and promotion of the Members' Code of Conduct;
- (d) monitoring the operation of the Members' Code of Conduct;
- (e) advising, training or arranging to train Councillors and co-opted members on matters relating to the Members' Code of Conduct;
- (f) considering and determining requests for dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- (g) dealing with matters referred to it by the Monitoring Officer in relation to breaches or perceived breaches of the Code of Conduct;
- (h) dealing with any reports from the Monitoring Officer including an annual report on the functioning of the ethical standards regime with a view to the report being forwarded to Council with recommendations from the Committee relating to the regime;
- (i) the exercise of (a) to (e), (g) and (h) above in relation to the Town, Parish and City Councils wholly or mainly in its area and the members of those Councils;
- (j) to have an overview of the whistle blowing policy;
- (k) to conduct periodic reviews of complaints considered by the Local Government Ombudsman, including the outcome of any investigations and, where appropriate, to make recommendations regarding the handling of such complaints by the Council;
- (l) to receive and review the annual report of the Local Government Ombudsman before forwarding the report to Council with the Committee's recommendations;
- (m) to determine whether complainants should be declared as persistent or vexatious complainants in line with Council policy and to periodically review such declarations;
- (n) power to make payments or otherwise make settlements where maladministration has been found by the Local Government Ombudsman which power is further delegated to the Monitoring Officer;



(o) with the Monitoring Officer, to contribute to the review of the Constitution with any recommendations for change being reported to the Constitutional Review Panel.

## **APPENDIX B**

### **STANDARDS COMMITTEE: INDEPENDENT (LAY) MEMBERS ROLE PROFILE**

1. To attend, where practicable, all meetings of the Standards Committee.
2. To participate, when required, as a member of a Standards Committee Panel to consider if there has been a breach of the Code of Conduct or to take part as a non-voting member of a Standards (Hearings) Sub-Committee.
3. To take part in Sub Committees and Working Groups which consider matters that come under the remit of the Standards Committee.
4. To draw from experiences and knowledge to ensure that the public perspective is taken into account during debate on the issues considered by the Committee and its Sub-Committees or one of its Working Groups;
5. To exercise fair, independent and impartial judgement on conduct issues and the setting of local standards through the sorting and weighing of evidence presented;
6. To undertake appropriate training and development to help fulfil the requirements of the role and develop a sound understanding of the ethical and wider regulatory framework within which the Council operates;
7. To maintain the highest personal standards of conduct and ethics and show respect for Members, officers and the community;
8. To provide a view on the governance of the Council from an external perspective which will better enable the Committee to advise the Council on constitutional, conduct and regulatory issues.
9. To contribute to the overall effectiveness of the full scope of the work of the Committee.
10. To be aware of the views of the local community on ethical standards.

**APPENDIX C**  
**STANDARDS COMMITTEE: INDEPENDENT (LAY) MEMBERS**  
**Person Specification**

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> <li>• No specific qualifications or background are required</li> </ul>		
Knowledge and Skills: <ul style="list-style-type: none"> <li>• A good communicator with questioning skills</li> <li>• Assertive</li> <li>• Inquisitive, open-minded and non-judgemental perception of the potential contribution of a lay member appointed to the Committee</li> <li>• Understanding of the Standards Committee's main functions</li> <li>• General understanding of the principles behind the Members' Code of Conduct</li> <li>• Awareness of the current ethical standards framework for local government</li> <li>• Awareness of the proposed changes to the ethical standards framework in local government</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	✓
Experience: <ul style="list-style-type: none"> <li>• A demonstrable interest in local issues</li> <li>• Experience in committee working/weighing evidence and dealing with ethical issues</li> <li>• An interest in public service and local government in particular</li> </ul>	✓	✓ ✓
Competencies: <ul style="list-style-type: none"> <li>• A person in whose impartially and integrity the public can have confidence</li> <li>• Understand and comply with confidentiality requirements</li> <li>• Able to make a significant contribution to the work of the committee</li> </ul>	✓ ✓ ✓	
Other requirements: <ul style="list-style-type: none"> <li>• To formally agree to observe the Code of Conduct for Members.</li> <li>• Able to attend programmed and ad hoc meetings when required, and devote preparation time for each meeting</li> <li>• 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</li> <li>• Must not currently have, and must not enter into, any contractual relations with the Council under which he/she will gain personally</li> <li>• Must not be an elected member or officer of Cornwall Council or a Town and Parish Council and must not have been for the last five years</li> <li>• 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</li> <li>• Will not be an active member of any political party or have a public profile in relation to political activities</li> <li>• Committed to the term of office</li> <li>• Live and/or work in the area</li> </ul>		