

## **JOB DESCRIPTION**

Responsible to: Full Council and the Standards and Conduct Committee

Liaison with: Monitoring Officer, Deputy Monitoring Officer(s), members of the Standards and Conduct Committee, officers and members of the Council.

### Duties and Responsibilities

1. To assist the Council in promoting high standards of conduct by elected and co-opted members of the Council and in particular to uphold the Members' Code of Conduct adopted by the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be consulted by the Council through the Monitoring Officer, Deputy Monitoring Officer(s), and/or the Standards and Conduct Committee before it makes a decision on an investigated allegation and to be available to attend local hearings as necessary.
3. To be available for consultation by the Monitoring Officer, Deputy Monitoring Officer(s), and/or the Standards and Conduct Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
4. To remain impartial and fair at all times.
5. To comply with the duties, obligations and responsibilities arising under the Localism Act 2011, statutory instruments, Secretary of State Guidance and applicable caselaw.
6. To be available for consultation by any elected member or co-opted member who is the subject of a standards complaint.
7. To develop a sound understanding of the ethical framework as it operates within the Council.
8. To participate in training and networking events to develop skills, knowledge and experience.
9. To act as advocate and ambassador for the Council in promoting ethical behaviour.

10. To be available to sit on the Independent Panel in the event that disciplinary action is required in respect of a statutory officer (in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015).