

**RECRUITMENT PACK FOR
APPOINTMENT OF
CO-OPTED PARISH MEMBERS**



APPOINTMENT OF CO-OPTED PARISH MEMBER - BACKGROUND INFORMATION

Under the provisions of the Localism Act 2011 the way that an authority will deal with complaints about the conduct of its elected members and town and parish councillors in its area has changed.

The current statutory regulatory framework has been abolished and each council or authority is responsible for deciding how to deal with standards issues at a local level, including adopting its own local code of conduct for members. Milton Keynes Council is also responsible for determining what arrangements it will adopt to deal with complaints in respect of town and parish councillors in their area as well as their own members.

At the same time, each authority and council will adopt a code of conduct, consistent with what are known as the Nolan Principles, by which the conduct of their members will be judged. As part of that code, members will also be required to complete a register of personal interests for publication and take steps to ensure that a conflict of interest does not arise between those personal interests and the public interest that they serve as a councillor, which will be supported in addition by a number criminal offences if they fail in those steps.

The Nolan Principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

DRAFT

CO-OPTED PARISH MEMBER

SELECTION CRITERIA - SKILLS AND COMPETENCIES

Co-opted parish members will:

- be a current elected member of a Parish/Town/Community Council in the Borough of Milton Keynes.
- have a keen interest in standards in public life.

Co-opted parish members will:

- be a people in whose integrity the public can have confidence.
- understand and comply with confidentiality requirements.
- have a demonstrable interest in local issues.
- have an awareness of the importance of ethical behaviours.
- be a good communicator.

Desirable additional criteria are:

- working knowledge/experience of the previous and new standards regime.
- knowledge and understanding of judicial/quasi-judicial or complaints processes.

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.

NOTE: You will be required to attend ordinary Standards Committee meetings (approximately 5 per year) which take place in the evening.

You may be invited to attend Sub-Committee meetings which will also take place in the evenings, or hearings, which may take place in the day.

ROLE OF CO-OPTED PARISH MEMBER

ROLE DESCRIPTION

Responsible to: The Authority

Liaison with: Monitoring Officer, members of the Standards Committee, officers and members of the Authority and Town and Parish Councillors within the Authority's area, key stakeholders within the community.

1. To assist the Authority in promoting high standards of conduct by elected and co-opted members Milton Keynes Council and in particular to uphold the Code of Conduct and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be consulted by the Authority through the Standards Committee both on matters of policy and specific Conduct matters involving Parish Council members.
3. To develop a sound understanding of the ethical framework as it operates within the authorities listed and its town and parish councils.
4. To attend training events organised and promoted by the Milton Keynes Council Standards Committee.
5. To act as advocate and ambassador for the Authorities in promoting ethical behaviour.

Co-opted Parish member for Standards – Person Specification

CRITERIA	Essential / Desirable
Skills and Abilities	
Ability to actively contribute to a meeting effectively	E
Ability to remain calm under pressure	E
Inclusive and empathetic approach to making enquiries	E
Experience	
Experience of hearing and adjudicating cases in a judicial or quasi-judicial capacity.	D
Experience of working closely with local government officers or councillors	E
Knowledge	
Ability to obtain or hold a sound knowledge of the administrative framework of local government	D
Sound knowledge of the role of councillors and officers within a local authority	E
Other Requirements	
Demonstrate a desire to serve the local community and uphold democracy.	E
Ability to demonstrate your personal integrity.	E
A current elected councillor at a parish/town/community council in the Milton Keynes Borough	E

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 assessment of application form and by interview.

APPLICATION FOR THE POSITION OF CO-OPTED PARISH MEMBER

Individuals who wish to be considered for appointment as co-opted parish member at Milton Keynes Council are requested to provide the following information to support their application. All information provided will be treated in the strictest confidence and will only be used for the purposes of selection. Please feel free to use a separate continuation page if you wish to expand upon your answer to any question outlined below.

1. PERSONAL DETAILS

Name:

Address:

Postcode:

Contact Details:

Daytime Telephone Number:

Email Address:

2. CURRENT ROLE

3. SUMMARY OF EXPERIENCE

(Please give a brief account of your experience including public and voluntary work)

4. RELEVANT EXPERTISE/SKILLS

(Please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as an co-opted parish member having regard to the selection criteria and role description)

5. ADDITIONAL INFORMATION

(Please provide any additional information you may wish to give in support of your application)

[Empty box for drawing or notes]

7. References will be taken up for all applicants who are invited for interview

1. Name:	2. Name:
.....
Address:	Address:
.....
.....
.....
.....
Telephone No.	Telephone No.
Email:	Email

Signed

Date

Please return this application form to the addressee below form by:
No later than 23 January 2017

Sharon.Bridglasing@milton-keynes.gov.uk

**Standards Committee
c/o The Monitoring Officer
Legal & Democratic Services
Milton Keynes Council
Civic Offices
1, Saxon Gate East
Milton Keynes
MK9 3EJ**

DRAFT