



County Durham and Darlington
Fire and Rescue Authority

COUNTY DURHAM AND DARLINGTON FIRE AND RESCUE AUTHORITY

INDEPENDENT PERSONS

We are looking to appoint two Independent Persons to assist the Durham and Darlington Fire Authority in maintaining high standards of conduct. The Independent Persons will assist with the handling of complaints against councillors, and will be required to attend at least 3 meetings per year of the Fire Authority.

The Authority is responsible for handling complaints against its Members and is required to take into account the views of at least one Independent Person before making a decision on a complaint it has decided to investigate. Fire Authority Members who are subject to complaints are also entitled to consult the Independent Person for their views.

We are looking to appoint two Independent Persons with a tenure until 30 April 2023.

Ideally you should:-

- have a keen interest in standards in public life
- wish to serve the local community and uphold democracy
- be able to demonstrate high standards of personal integrity
- be objective, independent and impartial
- Have direct experience of implementing and upholding standards and/or dealing with complaints and customer care issues.

Interviews are planned to be held on 26 April 2019.

These positions are voluntary and unpaid. Travelling and subsistence allowances will be paid in respect of attendance at meetings and training will be provided.

Application forms are available from Ian Croft, Legal and Democratic Services, County Hall, Durham, telephone 03000 269702 or email ian.croft@durham.gov.uk Further information on the work of the Fire Authority can be found at the following link <https://www.ddfire.gov.uk/combined-fire-authority>

The closing date for receipt of completed applications is **22 March 2019**.

**COUNTY DURHAM AND DARLINGTON
FIRE AND RESCUE AUTHORITY
APPOINTMENT OF INDEPENDENT PERSONS**



County Durham and Darlington
Fire and Rescue Authority

BACKGROUND INFORMATION

The Fire and Rescue Authority

The Fire and Rescue Authority for County Durham and Darlington came into force on 20 November 1996 and was established under The Durham Fire Services (Combination Scheme) Order 1996.

The Authority consists of 25 Members (21 Durham and 4 Darlington councillors). These figures are proportionate to the number of local government electors in its area. The Fire and Rescue Authority:

- Determines policy and strategy relating to the objectives of the authority and its priorities
- Approves the Integrated Risk Management Plan (IRMP)
- Approves the Authority's revenue and capital budget strategy, revenue and capital budgets, level of precept and statement of accounts
- Receives reports and recommendations from Authority Committees and reviews the structure and remit of Committees
- Ensures the Authority fulfils its statutory duties including those under the Fire and Rescue Service Act 2004 and National Framework
- Fosters continuous service improvement
- Appoints the Chief Fire Officer and Principal Officers of the Fire and Rescue Service and the Treasurer, Clerk and Monitoring Officer of the Authority.

Ethical Framework

The Localism Act 2011 provides the framework intended to secure high standards of conduct in public office. It requires each Relevant Authority to appoint at least one Independent Person who will be consulted on alleged breaches of the Members Code of Conduct which the Authority has decided to investigate before the Authority reaches a decision.

The Independent Persons may also be consulted on allegations referred by the Authority in deciding whether to investigate. Members who are the subject of complaints are also entitled to seek the views of the Independent Person. The Independent Person is not however a member of the Authority. The Fire Authority has delegated to its Audit and Finance Committee the responsibility for handling complaints.

Personal Requirements

Applicants should have a good general education. They should be of good character and able to demonstrate the highest standard of personal integrity and conduct. Experience of working in the public sector and/or in relation to ethical conduct is desirable. Applicants should have sound common sense and the ability to absorb, understand and analyse written and verbal information and be capable of reaching objective and reasoned decisions. They should be available to be consulted on the handling of complaints, and would be required to attend at least 3 meetings per year of the Fire Authority.

Helen Lynch

Clerk to the County Durham and Darlington Fire and Rescue Authority

INDEPENDENT PERSON
PERSONAL REQUIREMENTS

In view of the nature of the role the law restricts eligibility to certain persons. Please take into account the restrictions set out below.

CATEGORY	ESSENTIAL	PREFERRED/DESIRABLE
Education	<ul style="list-style-type: none"> • A good general level of education, sufficient to enable the member to deal with relevant paperwork and discussions. 	
Work Experience		<ul style="list-style-type: none"> • Experience within a similar role that has involved the promotion of high ethical standards.
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Ability to analyse complex issues in a logical way, and to arrive at practical ethical solutions. 	<ul style="list-style-type: none"> • Knowledge of relevant public services.
Personal attributes	<ul style="list-style-type: none"> • Must display the highest standards of integrity and conduct. 	
Motivation	<ul style="list-style-type: none"> • Must have a firm belief in the importance of public services to the community. • Must have a firm belief in the importance of high standards of conduct to the successful achievement of the Authority's objectives. 	
Restrictions	<ul style="list-style-type: none"> • Must not be a member or officer of the County Durham and Darlington Fire and Rescue Authority and must not have held such a position within the previous five years. • Must not be related to, or a close friend of, a member or officer of the Durham and Darlington Fire and Rescue Authority 	



County Durham and Darlington
Fire and Rescue Authority

**INDEPENDENT PERSON
 APPLICATION FORM**

Surname (block letters)			Title Mr/Mrs/Miss/Ms
Forenames (block letters) (please also give any other names by which you have been known)			
Date of Birth			
Address			
Post Code			
How long have you lived at this address			
If less than five years at this address, please give details of your previous address(es), and dates occupied			
Tel. No.	Home	Work	
Mobile:			
e-mail address			

Please say whether there are any reasonable adjustments we could try to make to help you attend an interview

1 Current Occupation		
Position	Organisation	From

2 Qualifications (Please list in particular any qualifications which you think are relevant to the position of Independent Person)	

3 Brief employment history			
Position	Organisation	From	To

4 Please explain your reasons for applying for the position, why you think you will be able to contribute towards maintaining high standards in public life and what skills, experience and qualities you would bring to the Council (use continuation sheet, if necessary).

5 REFERENCES: Please give details of two referees, not related to you, who have consented to be approached in relation to your application.			
Name		Name	
Address		Address	
Tel. No.		Tel. No.	
Position		Position	

6 EMPLOYMENT COMMITMENTS (Where applicable)	
Please confirm that your employer will release you to carry out the duties of an Independent Person Tick one box	YES <input type="checkbox"/> NO <input type="checkbox"/>

7 PUBLIC OR PRIVATE LIFE	
Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring your or the Authority into disrepute, or call into question your integrity, authority or standing as an Independent Person.	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details (this may not affect the success of your application).	

8 POLITICAL ACTIVITY
Are you actively engaged in local party political activity? YES <input type="checkbox"/> NO <input type="checkbox"/>

9 MEMBER OR OFFICER OF ANY AUTHORITY CONCERNED
Have you been at any time in the preceeding five years a member or officer of:
Durham and Darlington Fire and Rescue Service or <input type="checkbox"/>
Durham and Darlington Fire and Rescue Authority <input type="checkbox"/>
If YES, state whether member or officer

10 RELATIONSHIP TO MEMBERS OR OFFICERS OF ANY AUTHORITY CONCERNED

Are you a relative or close friend of a member or officer of (please circle):

		If YES, state nature of relationship		
(a)	Durham and Darlington Fire and Rescue Service	YES	NO	
(b)	Or Durham and Darlington Fire and Rescue Authority	YES	NO	

(Relative means a partner (a spouse, civil partner or someone a person lives with in a similar capacity), a parent, a parent of a partner, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of a partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, the partners of any of the aforementioned).

11 SIGNATURE AND DATE

I declare that the information I have given is true and complete.

Signed: **Date:**.....

Please return the completed Application Form to Helen Lynch, Clerk to Durham and Darlington Fire and Rescue Authority , County Hall, Durham, DH1 5UL.