# North Herts Council

## Independent Person and Reserve Independent Person Application Form

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| **1. Personal Details** | | | |
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| **Are you applying for the Independent Person or one of the Reserve Independent Person roles (confirm below)? – it is possible to apply and be considered for more than one of these role** | | | |
| I am apply for the Independent Person role – Yes/ No  I am applying for the Reserve Independent role – Yes/ No | | | |
| Character Reference It would assist the Council in considering your application if your good character could be vouched for by someone who knows you. The Council will contact your referee immediately and any offer of appointment will be conditional upon a satisfactory reference being supplied (as well as Full Council approval). | | | |
| Name :    Address :        Occupation :  Telephone No : | | | |
| **2. Occupation/Last Employment**  Please give details, including start and leaving/ retirement dates as relevant. If current state “Current” | | | |
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| **3. Relevant experience:**  Please outline any relevant experience to demonstrate that you meet the **essential** and, where applicable, the **desirable** selection criteria in Appendix A of the Recruitment pack in the box below. | | | |
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| **4. Analytical and presentation skills:**  You may be required to give your views on a complaint against a Councillor at a Sub-Committee hearing. What mechanisms would you use to examine the evidence in an independent and unbiased way and present your views this effectively? | | | |
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| **5. Political Affiliations**  The Council needs to be satisfied that, politically speaking, the independent person is just that. You should disclose any membership of, affiliation to, or connection with, any political party established in the United Kingdom within the last five years. Positions of office, such as membership of the management committee of a political party or of a committee which selects candidates to contest local government or national election, or acting as an electoral agent, must be declared. If you do become an Independent Person or Reserve Independent Person, and at any time in the future develop political affiliations or decide to stand for local or national election, you would be expected to declare this at the time and the appointment will cease. Please state any affiliations below:- | | | |
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| **6. Business, Social and Community Affiliations**  Your interests or those of your spouse or partner may affect or influence your judgement. This is not necessarily a bar to the role. Indeed, active membership in organisations that play a part in the business, social and cultural life of our community may be considered an advantage. However, public confidence in the role of the independent person will require open disclosure of the interests and affiliations that you or your spouse/partner have.  Therefore, please give details of the following: exercises functions of a public nature; or  is directed to charitable purposes; or includes as one of its principal purposes the influence of public opinion or policy (including any political party or trade union).  Detail: Date of appointment & position (i.e. Director, Trustee, member/ representative/ non-voting observer). | | | |
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| **7. Financial Assistance from the Council**  To your knowledge, in the last 12 months, has any Association/ Club/Society/Community Group of which you are a member ever made an application for or received a grant or other financial assistance from the Council? | | | |
| Yes / Not to my knowledge. (Delete as appropriate) | | | |
| **8. Significant business dealings with the Council**  You should not have any significant business dealings with North Herts Council, please disclose below any significant financial dealings with the Council – if unsure, disclose. | | | |
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| **9. Grievance, complaint or legal action against the Council, North Hertfordshire District Area Councillors or Officers within the last 12 months**  The above may affect or influence your judgement or ability to undertake one of the Independent Person roles effectively; therefore disclose below whether in the last 12 months you have or are party to any outstanding grievance, complaint or legal action against the Council, Councillors, or Officers. | | | |
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| **10. Criminal Convictions/Cautions**  Have you ever been convicted of or received a caution in respect of a Criminal Offence?  Yes / No (Delete as appropriate  If the answer is “Yes” unless the conviction or caution relates to a minor traffic offence or is “spent” by virtue of the Rehabilitation of Offenders Act 1974, you must declare it below. | | | |
| Nature of Offence | Date of Conviction/ Formal Caution | Convicting Court / Police Station at which caution was administered | Penalty imposed (including imprisonment or community sentence and/or fine |
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*Please note that the appointment is subject to the legal and special conditions below and you cannot be appointed or continue to be appointed if you:*

*Legal conditions*

1. are a Councillor, co-opted Councillor or officer of North Herts Council or a Parish, Town, or Community Councillor within the North Hertfordshire District Council area;
2. are related to, or be a close friend of (i) above;
3. have been a Councillor or co-opted Councillor or officer of North Herts Council or a Parish, Town, or Community Councillor within the North Hertfordshire District Council area at any time during the last 5 years;

*Special conditions*

1. have any significant business dealings with North Herts Council. ***[If unsure, disclose any within the application form that you have and these will be considered as part of the application process]****;*
2. are an active member of a political party;
3. *[whilst not a Councillor] fail, following the recommendation to Council to appoint,* to sign an undertaking to comply with the requirements of the North Herts Council’s Code of Conduct for Councillors, effective if appointed. See Section 17 of the Constitution [[CLICK HERE](https://www.north-herts.gov.uk/council-constitution)];
4. *[whilst not a Councillor]* fail to disclose Interests (see ***Appendix C***) within 28 days of the appointment, or update those within 28 days of change of Interest. [*NB These are akin to those disclosed by Councillors to the Monitoring Officer];*
5. have within the last 12 months, or are party to: any grievance, complaint, or legal action against the Council, Councillors, or Officers. *[NB if appointed there is an ongoing requirement to disclose if this applies to the Monitoring Officer if this situation arises].*

*Please also note that you must not canvass any Councillor or North Herts Council officer to attempt to influence the application process as it will lead to the disqualification of the application.*

***DECLARATION***

*To the best of my knowledge and belief, the information provided above is correct. In submitting this application, I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will mean that any appointment as Reserve Independent Person (or Independent Person) will cease immediately.*

*Signed :................................................................………... Dated :.................………………...*

***PLEASE EMAIL THE COMPLETED APPLICATION TO*** [Monitoring.officer@north-herts.gov.uk](mailto:Monitoring.officer@north-herts.gov.uk)

***Data Protection***

*North Herts Council complies with the Data Protection Act 2018. The information given in this form will only be used for the purposes for which it was compiled. We will not copy or disclose it to any person outside the Council without your consent unless required by law to do so. Your name, a summary of previous relevant experience will, however, be confirmed to Full Council as part of the application process (and therefore public information in Council reports, on its website). If you are unsuccessful in your application, this information, and all copies of it will be destroyed within 12 months.*