

Independent Person – London Borough of Waltham Forest

Waltham Forest Council is seeking to appoint one Independent Person (Conduct/Standards) to support the Council in promoting and maintaining high standards of conduct among elected and co-opted members. This statutory position, created under Section 28(7) of the Localism Act 2011, forms a crucial part of the Council's Ethical Governance Framework.

The Independent Person provides impartial advice to the Monitoring Officer, the Audit & Governance Committee, and its Sub-Committee on matters relating to the Members' Code of Conduct. They may also be consulted during the assessment of complaints against councillors, including by the councillor who is the subject of the complaint.

This appointment is for a four-year term, subject to review by Annual Council, and carries an annual allowance of **£1,109.49**.

Person Specification

Essential Criteria

- A strong interest in promoting high ethical standards in local government, with an understanding of the principles underlying the Members' Code of Conduct.
- Excellent communication and interpersonal skills, with the ability to work effectively and confidently with elected members and senior officers.
- A clear understanding of accountability, objectivity, and the public scrutiny applied to those in public office.
- Strong analytical, questioning and evaluative skills, including the ability to use logical reasoning, demonstrate open-mindedness, and make impartial, evidence-based judgements.
- Ability to review, interpret and absorb substantial and sometimes complex information quickly and accurately.
- A reputation for integrity, impartiality and confidentiality, inspiring confidence from councillors and the public.
- Experience of dealing with confidential and sensitive matters.
- Ability to attend meetings (sometimes at short notice) and be available for consultation via phone or email.
- Commitment to equality, inclusion, and awareness of the issues affecting the local community.

- Not a member of any political party and without a public political profile.
- Willingness to disclose any matter that could call into question independence or suitability for the role.

Desirable Criteria

- Experience in complaints handling, investigative panels, regulatory decision-making, or similar quasi-judicial processes.
- Understanding of the role of elected councillors, ethical governance, and standards in public life.
- Prior experience in legal, governance, or comparable professional environments where impartial judgement is required.

Please note that Section 28 of the Localism Act 2011 provides that a person may not be appointed as an Independent Person if that person:

- (a) is a member or co-opted member or officer of Waltham Forest Council or
- (b) is a relative, or close friend of such a person, or
- (c) has been a member or co-opted member or officer of Waltham Forest Council within the previous 5 years.

Background Information:

Under Section 28 of the Localism Act 2011, all local authorities must appoint at least one Independent Person to support the Council in promoting and maintaining high standards of conduct among elected and co-opted Members. The London Borough of Waltham Forest may consult the Independent Person at key stages of the Code of Conduct complaints process and, where required, as part of statutory officer disciplinary procedures.

Commented [HB1]: I think this is the case?

Commented [EW2R1]: Yep!!