

Job Description – Independent Person

Role

The Independent Person (I.P.) is appointed to work with the Monitoring Officer, as and when required, to provide an I.P. view in respect of any complaints/allegations made about Members of Merseyside Fire & Rescue Authority

Remuneration

The I.P. will be paid travelling expenses and an hourly rate for their work in respect of complaint investigations under the Members Code of Conduct, as follows:

Travel Expenses

Hourly rate for work including Interviewing, attending meetings, Reading and drafting reports (but excluding travel time)	£25 per hour
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Travel Time	£12.50 per hour (pro rata)
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Job Description

1. To provide an independent view as to any allegations/complaints brought under the Members Code of Conduct for Merseyside Fire and Rescue Authority (MFRA) before any decision is made by the Audit Sub Committee or the Appeals Committee under local MFRA procedure.
2. In doing the I.P. must:
 - i) Have discussions with the Authority's Monitoring Officer either by telephone/email or face to face, when an allegation is received.
 - ii) Read and carefully consider all correspondence in relation to any complaint/allegation.
 - iii) Provide a written view of the action recommended by the I.P. before any matter is decided by the Audit Sub Committee.
 - iv) Attend any meeting, upon request by the Monitoring Officer, of the Audit Sub Committee, to advise the sub committee in relation to a written view.

- v) To provide a further written view as to the recommended sanctions, upon request by the Monitoring Officer, if the Appeals Committee is concerned under local procedures.

Person Specification – Independent Person

1. Commitment to the maintenance of high standards of conduct in Local Government.
2. Understanding of the work of MFRA
3. Understanding and knowledge of the legislation surrounding Member Standards in Local Government.
4. Understanding of the appointment and role of elected Members of MFRA.
5. Excellent communication skills (written & oral)
6. Ability to deal sensitively with conduct issues.
7. Ability to communicate effectively with a wide range of people.
8. Ability to drive would be desirable.