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Parish Council Member of the Standards Committee – Person Specification

Means of assessment will be by consideration of application form and, for shortlisted candidates, by interview. To assist the shortlisting process, applicants should demonstrate in their application how they met the following criteria:

| | Essential | Desirable |
|--|--|-----------|
| Residency within South Cambridgeshire | ✓ | |
| Qualifications: | No specific qualifications or background required. | |
| Experience: | | |
| • A broad range of experience, preferably in public, private, voluntary or charitable sector employment or service including self-employed, employed and voluntary positions | ✓ | |
| • Knowledge / experience of committee work and procedures for meetings | ✓ | |
| • Working knowledge / experience of local government or some other aspects of the public service and / or of large, complex organisations at a senior level | | ✓ |
| • Substantial awareness and understanding of the political process | | ✓ |
| • A demonstrable interest in local issues | | ✓ |
| • Experience of dealing with matters of the kind which may be the concern of the Standards Committee in other contexts | | ✓ |
| Knowledge and skills: | | |
| • Good interpersonal skills, including good communication skills both written and oral and the ability to co-operate with others in a committee setting | ✓ | |
| • Assertive | ✓ | |
| • Inquisitive, open-minded and non-judgemental, demonstrating independence of mind, objectivity and impartiality | ✓ | |
| • A commitment to the general principles governing the conduct of Councillors generally and matters of probity and integrity in particular | ✓ | |
| • Understanding of the Standards Committee's main functions | ✓ | |
| • Understanding of the role of the Parish Council Member | ✓ | |
| • Tact and diplomacy in handling sensitive matters | ✓ | |
| • Good analytical skills and be able to demonstrate clarity of thought | ✓ | |
| • The ability to assimilate information quickly and arrive at balanced judgments | ✓ | |
| Competencies: | | |
| • A person in whose impartiality and integrity the public, and in particular the Parish Councils and Meetings, can have confidence | ✓ | |
| • Understand and comply with confidentiality requirements | ✓ | |
| • Able to make a significant contribution to the work of the committee | ✓ | |
| • Access to internet and e-mail | | ✓ |

Other requirements:

- To agree formally to observe the Local Code of Conduct for Members including completing a Declaration of Interests form. This register is available to be viewed by members of the public on request;
- Able to attend four programmed daytime meetings and ad hoc meetings as required, and devote preparation time for each meeting;
- Committed to the four-year term of office; and
- Will have disclosed to the council any matter in your background which, if it became public, might cause the council to reconsider the appointment.

Criteria which would disqualify an application:

- Having personal or professional relationships with South Cambridgeshire District Council or any of its members or officers, including co-opted members of the Standards Committee;
- Having currently, or entering into, any contractual relations with South Cambridgeshire District Council or with any other local authority within South Cambridgeshire under which you do or will gain personally (this includes, but is not limited to, receipt of benefits, Council tenancy and employment contracts with the District Council or parish councils or meetings within South Cambridgeshire or employment with firms having contractual relationships with the District Council or parish councils or meetings within South Cambridgeshire);
- Being employed by or otherwise connected with any organisation that relies on the District Council for funding or grant aid.

Any applicant who directly or indirectly seeks the support of any councillor, co-opted member of the Standards Committee, or officer of South Cambridgeshire District Council for any appointment will be disqualified.

Further information about the Standards Committee, including links to minutes and agendas, is available on the South Cambridgeshire District Council website: www.scambs.gov.uk/standards.

The closing date for applications is Friday 6 June 2008.