



# Liverpool City Council

## Constitution and Standards Committee

### Appointment of Co-opted Member of the Committee

#### Application Pack

December 2025



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# LIVERPOOL CITY COUNCIL CONSTITUTION AND STANDARDS COMMITTEE

## APPOINTMENT OF CO-OPTED MEMBER

### This application pack includes

- Background to Liverpool City Council
- The terms of reference for the council's Constitution and Standards Committee
- Applicant information; role description and role specification
- Liverpool City Council Code of Conduct for Councillors and Co-opted members
- Application process

### Expectations of applicants

Liverpool City Council is currently recruiting one co-opted member of the Constitution and Standards Committee.

The successful applicant will need to be available to attend approximately 6 meetings of the Committee in any year and any associated training and development events as well as time required for preparation of meetings.

In the event that a Hearings sub-committee is convened, the successful applicant will be required to attend and chair the sub-committee and act as the chair.

We expect that applicants will need to be able to attend meetings in person.

Applicants will need to be contactable throughout the year. The appointment will be made for 3 years.

Applicants must disclose to the Council any matter that might damage the reputation of the Council, or indicate a real or perceived conflict of interest with the role of the Constitution and Standards Committee.

Previous experience of council committees and/or ethical standards in public office in the context of a large urban local authority is desirable.

## Application Pack – Constitution and Standards Committee co-opted member

Co-opted members should not be (or have been, within the last 3 years) an elected member or employee of Liverpool City Council; or any of its wholly owned companies.

Co-opted members should not be affiliated with any political party, or have been affiliated, within the last 5 years.

The council seeks to reflect and represent all of its residents and welcomes applications from the Liverpool community or the City Region

The co-opted member role is not a job vacancy; should you be appointed you will not be an employee of the Council. The successful applicant will receive specific training to enable them to undertake their new role effectively.

**The closing date for receipt of applications is midnight on 2 February 2026.**

## 1 Liverpool City Council

Liverpool City Council comprises of 85 Councillors, representing 64 electoral wards. Councillors were elected in May 2023 for a 4-year term. The political composition of the Council is as follows:

- 61 Labour Councillors
- 14 Liberal Democrat Councillors
- 3 Green Party Councillors
- 3 Liberal Party Councillors
- 3 Liverpool Community Independent Councillors
- 1 Independent

As well as representing their wards, these 85 Councillors sit together to collectively form 'The Council' and are responsible for setting the Council's Budget and Policy Framework. Councillors receive a basic allowance for undertaking this role; the amount is to be confirmed with an indication of £600 per annum.

The Council operates a Leader and Executive model. This means that the Leader of the Council is elected by Full Council to lead the Council for a 4-year term. The Leader is then responsible for appointing an Executive body (referred to as the Cabinet) and the current Cabinet is made up of 10 members. The Cabinet is responsible for implementing the budget and policy framework approved by the Council. The Leader, Deputy Leader and Cabinet receive Special Responsibility Allowances for undertaking these roles.

## 2 Constitution and Standards Committee

The Constitution and Standards Committee is a key component of the Council's arrangements to support good governance and good standards of ethical behaviour at Liverpool City Council. The committee was formed in May 2025.

The main purpose of the committee is to review and advise the council on the Council's ethical framework and determine complaints about councillor conduct, as well as considering and reviewing the council's Constitution and governance arrangements. This includes the promotion of the highest

standards of behaviour by councillors, independent members and co-opted members in accordance with the Nolan Principles on standards in public life.

The Constitution and Standards Committee, like all of the council's Committees, must be politically balanced. However, the success of the committee depends upon its ability to remain apolitical. It must adopt a non-political approach to its meetings and discussions at all times.

On occasion, a sub-committee is convened comprising the co-opted member and 3 elected members committee for the purposes of determining a standards complaint against a member or co-opted member of the council.

The terms of reference for the committee are set out in appendix 1.

### 3 Co-opted member Role Profile

To promote and support the good governance of the Council and its affairs

To promote and support open and transparent government

To provide support and encouragement to new councillors

To be committed to the values of the Council

To be committed to the values expected of those in public office, established in the Seven Principles of Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

## 4 Person Specification

The successful candidate will be able to demonstrate the following

- Good advocacy skills; able to present relevant and well-reasoned arguments, and provide effective and constructive challenge
- Ability to set aside own views and, at all times, remain open-minded, objective and impartial and act with integrity
- Ability to analyse, interpret and absorb information and evidence effectively and quickly
- Good communication and interpersonal skills; a confident public speaker
- Ability and willingness to challenge ideas and contribute positively to policy development
- Understanding the role of officers, members and other agencies and ability to have constructive and challenging dialogue with other Members and Officers
- Respect for, and desire to work with different groups and individuals with a commitment to supporting continual improvement and development within the Council
- Practical experience within the public or private sector
- Understanding and compliance with confidentiality requirements
- Develop a sound understanding of the ethical framework as it operates within the council.
- Participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons operating outside the Authority's area.
- Attend training events organised and promoted by the council and its Constitution and Standards Committee.
- Act as advocate and ambassador for the Authority in promoting ethical behaviour.

Demonstrating the following would be desirable:

- Knowledge and understanding of meeting law, rules and conventions
- Understanding of delegated powers
- Understanding of strategic, policy and service contexts for decisions, focusing on material issues
- Knowledge of and commitment to the values of the Council

## 5 Behaviour and Code of Conduct

Liverpool City Council operates a Code of Conduct for Councillors and Co-opted Members. Whilst operating as a co-opted member of the Constitution and Standards Committee, co-opted members are expected to follow the Nolan Principles of Standards in Public Life, which form the basis of the Code of Conduct.

For information, a copy of the current code of conduct can be found here;

[4.2 Code of Conduct for Councillors and Co-opted Members.pdf](#)

## 6 Application Process

### Closing Date

The closing date for receipt of applications is **midnight on 2 February 2026**.

Selection of candidates will be strictly in accordance with the role description and role specification outlined in this pack and will be based on the information contained in your application only, as supported by references.

### Acknowledgements

Receipt of your application will be acknowledged and you will be advised as to whether you have been selected for interview or not in due course.

### Selection

Shortlisting for this appointment will be based upon an assessment of how applicants meet the criteria in the 'Person Specification' as evidenced by the application.

It is suggested therefore that you include information on how you meet the criteria.

The Interview Panel will comprise of

- The chair of the Constitution and Standards Committee
- The Director of Law and Governance (or their nominee)

### **Referees**

Please note that your 2 referees will be contacted without further notice to you unless you indicate to the contrary.