

 <b>Standards Committee</b> 16 February 2011		<b>Agenda Item No.</b> <b>5</b>
<b>Title</b>	Appointment of Parish & Town Council representatives	
<b>For further information about this report please contact</b>	Graham Leach, <a href="mailto:graham.leach@warwickdc.gov.uk">graham.leach@warwickdc.gov.uk</a> (01926 456114)	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant Deputy Chief Executive, Head of Service, Finance, Monitoring Officer and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		Andrew Jones
Head of Service		
CMT		
Section 151 Officer		
Monitoring officer		
Finance		Marcus Miskinis
Portfolio Holder(s)		
<b>Consultation Undertaken</b>		
Please insert details of any consultation undertaken with regard to this report.		
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

1. **SUMMARY**

- 1.1 The report provides an outline of the procedure to be followed for the appointment of Parish & Town Council representatives following the elections in May 2011.

2. **RECOMMENDATION**

- 2.1 The report is noted.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The report is brought at the request of the Committee for information.

4. **ALTERNATIVE OPTION CONSIDERED**

- 4.1 The Committee could suggest alternative arrangements for making these appointments.

5. **BUDGETARY FRAMEWORK**

- 5.1 There are no budget implications for this report.

6. **POLICY FRAMEWORK**

- 6.1 The appointment of Parish and Town Council representatives to the Standards Committee is a legal requirement.

7. **BACKGROUND**

- 7.1 At the last meeting of the Standards Committee the members asked for a report on the process and timetable for the appointment to the four Parish & Town Council posts on the Standards Committee.
- 7.2 The Council is legally required to have a Standards Committee and when considering matters which effect Parish or Town Councils have a representative appointed to that Committee present. The Warwick District Council Standards Committee is made up of 16 members; 8 Warwick District Councillors, 4 Independent members and 4 Representatives of Town or Parish Councils from those Councils within Warwick District.
- 7.3 The Parish or Town Council representatives cannot be a also a District Councillor. While Warwick District Council appoints the Parish or Town Council representatives to the Committee, nominations are sought from all Parish and Town Councils from within the District and all these Councils are asked to vote for their favourite candidate(s).
- 7.4 All Parish and Town Councils will be written to in April 2011 (see Appendix 1) setting out the timetable for appointments to the Committee and asking for their nominations by no later than 12noon on 31 May 2011.
- 7.5 Those nominated will be informed of the timetable as the nominations arrive (Appendix 2). The nominations will be reported to Standards Committee on 1 June 2011.

- 7.6 All Parish and Town Councils will be written to on 31 May 2011 asking for their votes for a preferred candidate by 12 noon on 29 June 2011 (Appendix 3). The preferred options (i.e. those with the most votes) will be reported to Warwick District Council that evening for appointment.
- 7.7 However if only four nominations are received these will be reported directly to Council on 29 June 2011 for appointment to the Committee and those nominated will be informed of this.
- 7.8 It would be possible to extend the time period for voting however the next Warwick District Council meeting is not until 31 August 2011 by which time the Standards Committee will have met again and there could be cases under the Local Standards Framework which need to be considered by an Assessment Sub-Committee within an average of 20 days of receipt.

Dear Sir/Madam

**APPOINTMENT OF PARISH & TOWN COUNCIL REPRESENTATIVES**

Following the election in May 2011 Warwick District Council will need to appoint four representatives of the Parish and Town Council's within the District to its Standards Committee.

The Standards Committee would appreciate nominations to these four positions from your Council before 12 noon on 31 May 2011. Please note that those nominated cannot be a Warwick District Councillor, even if they are also a Parish or Town Councillor.

I will write to you on 31 May 2011 outlining the nominations that we have received and asking your Council to nominate its preferences for first, second, third and fourth representatives by 12 noon on 29 June 2011.

The nominations will then be considered by Warwick District Council that evening and all parties informed of the decision in writing the following day.

I am sure that you are aware of the potential changes in legislation affecting the Standards Committee and Code of Conduct however for now we are still required to appoint to carry out this role.

I would also like to take this opportunity to provide you with a copy of the attached guidance on Declarations of Financial & Other Interests. I am sure you all appreciate the need for Councillors to complete these forms within 28 days of election and I look forward to receiving copies of them for your Council.

## Appendix 2

Dear Councillor ??,

### **WARWICK DISTRICT COUNCIL STANDARDS COMMITTEE**

You have been nominated by ??? to serve on the District Council's Standards Committee as a Town/Parish representative.

The District Council has four representatives on its Standards Committee.

?? nominations have been received and it will be necessary for the District Council to adopt some form of selection process. Therefore, the Town and Parish Councils have been asked to indicate their preferred four choices for nominations. The deadline for this is 12 noon on 29 June 2011.

The nominations with the most votes will be recommended to Council for appointment to the Standards Committee on 29 June 2011. I will write to you again after this date to let you know the Council's decision.

The appointment will be for the four year Council term and will therefore, end in May 2015. The successful nominees and substitute will also be required to sign the Council's code of conduct and declare their financial interests. If you require more information on this, please contact Graham Leach, the Council's Deputy Monitoring Officer on 01926 456114.

For your information, meetings of the Standards Committee from May 2011 to May 2013 are scheduled for 1 June 2011, 20 July 2011, 2 November 2011, 1 February 2012, 3 June 2012, 21 November 2012, 19 February 2013, 3 April 2013

Yours sincerely,

Appendix 3

Dear Sir/Madam,

**PARISH/TOWN REPRESENTATION ON WARWICK DISTRICT COUNCIL'S STANDARDS COMMITTEE**

Further to our previous correspondence regarding Parish/Town Council representatives on the Council's Standards Committee, the Council received five nominations.

The nominations are as follows:-

Please could you consult with your Parish/Town Council and write back to me no later than 12 noon on 29 June 2011 with your TWO preferred candidates and the appointments can then be made at the meeting Warwick District Council on 29 June 2010