

Appendix 1

30 September 2008



website: www.wiltshire.gov.uk

To Clerks to all Town and Parish Councils in Wiltshire

Dear Colleague

Terms of Reference and Composition of Wiltshire Council's Standards Committee

I am writing to ascertain your Council's views on proposals concerning the terms of reference and composition of the Standards Committee following the reorganisation of local Government in Wiltshire to create one unitary authority for Wiltshire, Wiltshire Council.

As you are aware, on 1 April 2009, the four district councils in Wiltshire will cease to exist with their functions and responsibilities passing to Wiltshire Council.

One of those responsibilities will be that Wiltshire Council will assume responsibility for the Code of Conduct for members of town and parish councils in its area. This will give rise to statutory changes to the terms of reference and composition of the Standards Committee.

On consideration of a report, the Standards Committee at its meeting on 24 September 2008 agreed draft proposals for the terms of reference and composition of the Committee for the purposes of consultation with relevant stakeholders including district, town and parish councils. The proposals were drawn up having regard to the views expressed by representative of Standards Committees of the County and District Councils who attended a Seminar in January 2008, the Standards Committee (England) Regulations 2008 and guidance from the Standards Board for England.

I would point out that these are merely proposals at this stage, to commence a process of consultation and that the Standards Committee of Wiltshire County Council is very keen to receive your feedback to help shape the future of the Standards Committee.

I enclose a copy of the report considered by Wiltshire County Council's Standards Committee and appendices for your consideration and comment together with an extract of the minutes relating to this item for your information.

In order to hopefully make it easier for your Council to respond, I would be grateful if you would complete and return the attached questionnaire by 22nd October 2008. Your comments will be considered by the Standards Committee at a special meeting on 10 November 2008 at 2.00pm. We will be inviting the Wiltshire District Councils' Standards Committees to this meeting which include town and parish council representatives who will no doubt be able to give a town and parish council perspective.

Yours sincerely

Mr Keith Shipman
Independent Member and Chairman of the
Standards Committee of Wiltshire County Council

cc Wiltshire Association of Local Councils

Questionnaire on the Terms of Reference and Composition of the Standards Committee of Wiltshire Council

To: Yamina Rhouati, Wiltshire County Council

From: _____ *Parish/Town Council

Contact details of person completing questionnaire:

Name: _____ Designation: _____

Tel. No. _____ Email address: _____

- Q.1 The proposed membership is:
6 elected members of Wiltshire Council
8 Independent members and
8 town/parish councillors

How many town/parish council representatives do you think there should be? _____

Please comment on your response

- Q.2 How long should town/parish councillors serve on the Standards Committee? _____

Please comment on your response

- Q.3 What is your Council's preferred method on how town/parish Councillors should be appointed to the Standards Committee to ensure the process is fair?

Please comment

Q.4 Are you happy with the proposed terms of reference of the Standards Committee? *Yes/No

Q.5 What aspects of the terms of reference do you particularly LIKE?

Please comment

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Q.6 What aspects of the terms of reference do you particularly DISLIKE?

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Any other comments :

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Please use additional sheets if required.
*Please delete as appropriate

Please return your completed questionnaire **to be received by 22 October 2008** as follows:

To: Yamina Rhouati
Principal Democratic Services Officer
Wiltshire County Council
Bythesea Road
Trowbridge BA14 8JN

Tel: 01225 718024

Email: yaminarhouati@wiltshire.gov.uk

Alternatively, an electronic copy of this questionnaire can be accessed on the following link:

<http://194.72.162.210/documents/dscqi/ds.py/View/Collection-1539>

(2nd Item – ‘consultation with Parishes’)

Thank you very much for taking the time to complete this questionnaire.

You might find the following links useful:

WCC website – agenda and minutes of the Standards Committee:

<http://194.72.162.210/documents/dscqi/ds.py/View/Collection-12>

Standards Board for England website:

<http://www.standardsboard.gov.uk/>

The Standards Committee (England) Regulations 2008:

http://www.opsi.gov.uk/si/si2008/pdf/uksi_20081085_en.pdf