

2 November 2009

Our ref: Standards 10.11.09
Contact: Ian Gourlay
Direct Dial No.: 01462 474403
Email:ian.gourlay@north-herts.gov.uk

To: The Chairman and Members of the Standards Committee of North Hertfordshire District Council

Mr N. Moss (Chairman), Mr P. Chapman (Vice-Chairman), Mr S. Gillies and Mr P. Joester; District Councillors Mrs A.G. Ashley, A. Bardett, Judi Billing, Sal Jarvis, David Kearns, Bernard Lovewell, M.R.M. Muir and L.W. Oliver; Parish Councillors M. Goddard, B. Hillan and R. Wornham + 1 vacancy.

(Substitute: Councillor Martin Stears-Handscomb)

You are invited to attend a

MEETING OF THE STANDARDS COMMITTEE

To be held in the

**COUNCIL CHAMBER, COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH**

on

TUESDAY, 10 NOVEMBER 2009 at 7.30p.m.

Yours sincerely,



David Miley
Democratic Services Manager

AGENDA
PART I

ITEM	PAGE
1. APOLOGIES FOR ABSENCE	-
2. MINUTES To take as read and approve as a true record the Minutes of the meeting of the Standards Committee held on 22 June 2009.	-
3. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether the item(s) raised will be considered.	-
4. CHAIRMAN'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a prejudicial interest can speak on the item, but must leave the room before the debate and vote.	-
5. UPDATE FROM ANNUAL STANDARDS CONFERENCE ORAL PRESENTATION OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE <i>To receive a presentation from the Chairman and Vice-Chairman of the Committee on the Annual Standards Conference.</i>	1
6. UPDATE ON PROGRESS AND WORK PROGRAMME REPORT OF THE ACTING MONITORING OFFICER <i>To consider a report updating the Committee on progress and its Work Programme.</i>	3 APPENDIX 2 TO FOLLOW
7. SELECTION CRITERIA TO BE FOLLOWED TO APPOINT PARISH AND TOWN COUNCIL REPRESENTATIVES TO THE STANDARDS COMMITTEE REPORT OF THE ACTING MONITORING OFFICER <i>To consider a report on proposed selection criteria to be followed to appoint Parish and Town Council representatives to the Standards Committee.</i>	15 REPORT TO FOLLOW

Future Meetings of the Standards Committee:

Tuesday, 2 March 2010

TITLE OF REPORT: UPDATE ON PROGRESS AND WORK PROGRAMME

REPORT OF THE ACTING MONITORING OFFICER

1. SUMMARY

- 1.1 To update the members on the Work Programme agreed by the Standards Committee at the meeting on 22 June 2009 and other outstanding matters.

2. FORWARD PLAN

- 2.1 This report does not contain matters referred to in the Forward Plan

3. BACKGROUND

- 3.1 Following the approval of the draft Work Programme by the Standards Committee at its last meeting, the Acting Monitoring Officer considered it appropriate to ensure that the Committee is updated on progress, changes in priority and matters outstanding.

4. ISSUES

4.1 Work Programme

- 4.1.1 Members will recall from the Committee meeting on 22 June 2009 a Report from the Acting Monitoring Officer recommending development of a work programme which would operate similar to the Forward Plan, to ensure that members are adequately able to monitor and review the work of the Monitoring Officer.

- 4.1.2 Members were advised that they would be requested to review and add to the work programme at each meeting of the Committee.

- 4.1.3 The Role and Functions of the Standards Committee derives from primary and secondary legislation and the Council's Constitution. The Work Programme for the Standards Committee must therefore link to these roles and functions. These references have therefore been inserted into the Work Programme for clarity and ease of reference. An updated version of the Work Programme is attached at Appendix 1 showing this information and also a new column which explains the progress made for the individual items of work.

- 4.1.4 The Standards Committee is requested to consider and approve this.

4.2 The role of the Standards Board

- 4.2.1 The referral of member complaints to local Standards Committees was introduced on 8 May 2008. The Standards Board for England became the regulator for the local referrals process and it requires each Council to submit quarterly and annual returns to the Standards Board. To date all quarterly and annual returns have been submitted on time.

4.2.2 A copy of the Council's quarterly return for July – September 2009 is attached as Appendix 2.

4.3 *Training*

4.3.1 Members of the Standards Committee underwent training on the Code of Conduct and the local referrals process in June 2009. As part of that training, it was agreed that the Standards Board DVD entitled 'The Code Uncovered' should be shown to all members of the Council either immediately before or following a full Council meeting. This is included in the work programme for the interim Monitoring Officer from 1 July 2009, although it is recommended that the scheduling and detail of this be reviewed to ensure that it obtains maximum exposure to as many members as possible. Consideration could be given to this being shown at Area Committees.

4.3.2 Some members of the Standards committee participated in joint training with Broxbourne Borough Council on 28th July 2009. The Monitoring Officer has been discussing opportunities for other joint standards training with the Head of Legal from Broxbourne. A verbal update will be made at the meeting.

4.3.3 A joint training session for Committee members was offered at Hertsmere Borough Council on 4 November 2009.

4.4 *Members Interests Checklist*

4.4.1 The Monitoring Officer has produced a 'checklist' for all members to decide if they should declare an interest. This was reported to the last meeting of the Standards Committee, but preparation of the Checklist had at that time been delayed. This is now attached at Appendix 3 for approval by the Members of the Standards Committee.

4.4.2 In the event that the Committee are able to agree this Checklist, it will be included with all NHDC Committee agenda papers, and a copy of the checklist will be sent to all Parish/Town Clerks with a request that they do the same in accordance with the resolution of the Standards committee meeting on 22 June 2009, (Minute number 7.1).

4.5 *Revision of the Constitution*

4.5.1 The Monitoring Officer is the guardian of the Constitution and has to ensure that it adequately reflects the governance arrangements of the Council.

4.5.2 Members will be aware that last year it was involved in a review of the Planning Code of Good Practice. This year the Acting Monitoring Officer has identified that the Member / Officer Protocol requires a review. This is included in the work programme. Members will note from the Work Programme that the work to review this will be included as part of the Constitution Review.

4.5.3 It is therefore an opportune time to advise members that work on the Constitution Review has commenced.

4.6 *Consultation on changes to the Code of Conduct*

4.6.1 Members will recall that a consultation response to proposed changes to the Code of Conduct was approved by the Committee on 15 December 2008 and submitted to DCLG. The consultation closed on the 24 December and DCLG indicated that a revised Code could be expected in May 2009.

4.6.2 The Code changes have not yet been announced and there has been no clear timetable advised.

4.6.3 The draft Code will be reported to Committee when available.

5. LEGAL IMPLICATIONS

5.1 There are no specific legal implications arising from this report. Legal implications will be dealt with when each of the work programme matters are brought back to the Committee.

6. FINANCIAL AND RISK IMPLICATIONS

6.1 None.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

7.1 None.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

8.1 None, although clerks of the parish councils will receive copies of this report.

9. RECOMMENDATIONS

9.1 That Members note the updates in this report and agree the Work Programme.

10. REASONS FOR RECOMMENDATIONS

10.1 To ensure good governance within the Council.

11. ALTERNATIVE OPTIONS CONSIDERED

11.1 None.

12. APPENDICES

12.1 Appendix 1 – Work Programme.

12.2 Appendix 2 - Quarterly return.

12.3 Appendix 3 - Interests Checklist.

13. CONTACT OFFICERS

13.1 Katie White x 4315
Acting Monitoring Officer

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WORK PROGRAMME FOR STANDARDS COMMITTEE

The Role and Functions of the Standards Committee derives from primary and secondary legislation and the Council's Constitution. The Work Programme for the Standards committee must therefore link to these roles and functions.

Statutory Authority

The Council is required to operate a Standards Committee pursuant to s53 of the Local Government Act 2000. These requirements are expanded within the Standards Committee (England) Regulations 2008. The legislation sets out the general functions of a Standards Committee as being:

- (a) promoting and maintaining high standards of conduct by the members and co-opted members of the authority, and
- (b) assisting members and co-opted members of the authority to observe the authority's code of conduct.
- (c) advising the authority on the adoption or revision of a code of conduct,
- (b) monitoring the operation of the authority's code of conduct, and
- (d) advising, training or arranging to train members and co-opted members of the authority on matters relating to the authority's code of conduct.

The Act states that the Council may arrange for their standards committee to exercise such other functions as it considers appropriate.

Council's Constitution

The Council's Constitution outlines the roles and functions of the Standards committee. These roles and functions are;

- a) Promoting and maintaining high standards of conduct by Councillors and co-opted Members;
- b) Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct, as contained within Part 5 of this Constitution;
- c) Advising the Council on the adoption or revision of the Code of Conduct for Councillors;
- d) Monitoring the operation of the Code of Conduct for Councillors;
- e) Advising, training or arranging to train Councillors and co-opted Members on matters relating to the Code of Conduct for Councillors;
- f) Granting dispensations to Councillors and co-opted Members from requirements relating to interests set out in the Code of Conduct for Councillors;
- g) Dealing with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer;
- h) The exercise of paragraphs (a) to (g) above in relation to the Parish Councils wholly within the District of North Hertfordshire and the members of those Parish Councils;

i) To determine local initial assessments into allegations of misconduct by local district and parish councillors etc., by way of a system of Assessment, Review and Hearing Sub-Committees.

k) To provide advice and guidance to Councillors and co-opted Members and to make arrangements for training on any matter within these Terms of Reference.

l) To deal with applications for exemption from political restriction or to consider whether to include a post within the list of politically restricted posts.

Additional Roles of the Standards Committee

a) Submission of recommendations to the Council on Codes and protocols;

b) Oversight of the Register of Members' Interests;

c) Overview of the Whistle Blowing Policy;

d) Overview of complaints handling and Ombudsman investigations.

The Monitoring Officer is required to contribute to the promotion and maintenance of high standards of conduct through the provision of support to the Standards Committee.

This work programme for the Standards Committee comprises:

- Table of regular agenda items which will be brought to the Committee annually
- Table of ongoing work subject to review at each Committee meeting

Annual Calendar of regular items for the Standards Committee

Timescale	Work Action	Update
January - March	Recruitment of parish and independent members (tri-annually, and when any vacancies rise)	
	Review of list of politically restricted posts	This is currently being discussed at Statutory Officer Group and will be updated to the Committee in due course
April – June	Review of Code of Conduct complaints	
	Indemnity confirmation for independent members	
	Annual report to full Council on the work of the Standards Committee	
	Quarterly and Annual Returns to Standards Board to be completed and reported to Standards Committee	All returns completed on time

July – September	Review of Confidential Reporting code	This was reviewed by the previous Monitoring Officer
	Review of Gifts and Hospitality policy and register for members	This has been reviewed and it is anticipated that an amended policy will be considered as part of the Constitution Review. However there is also a need to consider the Officers Policy in relation to this area to ensure some consistency. When this is ready it will be put before Standards committee for approval prior to adoption by full Council.
	Review of Register of Interests and training for members	The review of the Register of Interests is currently outstanding. It has been delayed due to other workload
October - December	Review of Conflicts of Interest policy	
	Review of Code of Conduct complaints	

Forward planning: Matters for consideration at Standards Committee 2009-2010

Timescale	Work Action	Updated Position
June 2009 – June 2010	Ongoing updating to Council as necessary / liaison between Members and the Chair of Standards Committee Training for: Standards Committee Members District Council Members Parish and Town Councils	Ongoing Joint training for Standards Committee members was offered on 27 th July 2009 with Broxbourne Borough Council. More joint training with Broxbourne is to be planned for early 2010. Training on Standards Hearings has been offered

	<p>Meetings with Parish/Town Councils in the future to consider the introduction of local complaints processes to curtail the number of Code of Conduct complaints</p> <p>Code of Conduct Complaint Handling (Assessment Sub Committee, Review Sub Committee etc)</p> <p>Reporting of new draft Code when available</p>	<p>by Hertsmere Borough Council on 4 November 2009</p> <p>There has been no training arranged or offered for all members and this will need to be carried forward as current workload does not permit this to be addressed at present.</p> <p>The Chair and Vice chair of the Committee have attended the Standards Board Annual Conference</p> <p>It is intended to show Members a Standards Board DVD</p> <p>The volume of complaints made under the code of conduct has significantly decreased. The Standards Committee has requested that this area of work be de-prioritised. Training will be arranged on the new Code of Conduct</p> <p>This is ongoing</p> <p>Pending publication of the new Code</p>
July – September 2009	<p>New Declarations of Office and Registers of Interest to be received within 28 days</p> <p>Recruitment to vacant parish seat on Standards Committee</p> <p>Draft selection protocol on recruitment of parish members to be approved by Standards and referred to Council</p>	<p>Ongoing monitoring continues</p> <p>Report to Standards Committee November 2009 As above</p> <p>Report to Standards Committee regarding this on 10 November 2009.</p>

	<p>MO to work with Audit Manager to produce protocols for processing of confidential reports under Confidential Reporting Policy</p> <p>Standards Board training DVD to be shown prior to or after full Council meeting.</p>	<p>This has not been completed in the timeframe suggested due to other workload. The Monitoring Officer has approached the Audit Manager to assess an alternative timescale for undertaking this work.</p> <p>It had previously been considered to show this after full Council. Standards Committee is requested to discuss whether there is an alternative approach</p>
October – December 2009	<p>Revise and approve the Member / Officer protocol and refer to Council to amend the Constitution</p> <p>Advice/Guidance on publication of members interests and other registers on the Council's website</p>	<p>The work on the Annual Constitution Review has commenced. The Monitoring Officer is part of the Working Group for this and this will be considered as part of that Review</p> <p>Work has commenced on this and a Report will be brought to the next meeting of the Standards Committee</p>
January – March 2010	Revise and approve Members Induction Pack	
April – June 2010	<p>Annual Report to Council</p> <p>Annual Return to Standards Board to be completed and reported to Standards Committee</p> <p>Review local authorities who have been acknowledged by Standards Board to consider whether any methods used by them can be considered by NHDC</p>	

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GUIDANCE IN RELATION TO THE DISCLOSURE OF INTERESTS:

Do I have a Personal Interest to declare?

A. You must declare an Interest at the start of an item of business :

1. if it relates to:
 - a. your employment/business
 - b. anyone who employs or has appointed you
 - c. anyone who has made a contribution to your election or other expenses
 - d. a business in which you have a financial interest
 - e. a contract between the Council and you/firm in which you have a interest
 - f. anyone who has given you a gift or hospitality of more than £25
 - g. land in the Council's area in which you have an interest
 - h. land of which the Council is the landlord and you/your firm is the tenant
 - i. land in the Council's area where you are the Tenant for 28 days or more; or

2. if the decision might reasonably be regarded as affecting your well-being or financial position more than most other people, or that of:
 - a. a relative/close associate,
 - b. any person/body that has employed/appointed your relatives/close associates,
 - c. any firm in which you are a partner/director,
 - d. any person/body in which your relatives/close associates have a financial interest
 - e. a body mentioned in B below.

B. You need only declare an Interest when you speak on business

If it relates to a body of which you are a member or are in a position of control :

- a. to which the Council appointed or
- b. which is of a public nature, directed to charitable purposes or influences public opinion or policy.

Are there any exemptions:

An interest under 1 (f) above need not be disclosed if it has been registered for 3 years before the meeting. Also if the interest relates to `sensitive` information you need only declare that you have the interest but not what it is.

Do I have a Prejudicial Interest to declare?

If a member of the public with knowledge of the facts could reasonably conclude that your personal interest is likely to prejudice your judgement of the public interest then you have a **prejudicial interest**.

You must declare its existence and leave the meeting room. Before doing so you are permitted to make representations, answer questions or give evidence provided the public are able to be in attendance for the same purpose.

Are there any exemptions

You do not have a prejudicial interest if the business:

- a. does not affect the financial position or determination of any licence, permission, consent etc relating to a person or body mentioned in A or B above

- b. relates to the functions of the Council in respect of housing, allowances or setting the Council Tax.

You need not leave the meeting if you have a dispensation from the Standards Committee.

The above is a summary of the content of the Code of Conduct. It is a Member's personal responsibility to declare relevant interests. The Monitoring Officer is available to advise with the application of the Code to assist Members in understanding their responsibilities.

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*PART 1 – PUBLIC DOCUMENT	<p style="text-align: center;">AGENDA ITEM No.</p> <p style="text-align: center; font-size: 2em;">7</p>
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TITLE OF REPORT: SELECTION CRITERIA TO BE FOLLOWED TO APPOINT PARISH AND TOWN COUNCIL REPRESENTATIVES TO THE STANDARDS COMMITTEE

REPORT OF THE ACTING MONITORING OFFICER

1. SUMMARY

1.1 To update the members on the procedure for appointment of a Parish or Town Council member onto the Standards Committee.

2. FORWARD PLAN

2.1 This report does not contain matters referred to in the Forward Plan.

3. BACKGROUND

3.1 Following Agenda Item 7 at the Standards Committee meeting on 22 June 2009, members requested that the Monitoring Officer return to the next meeting of the Committee with a summary of the consideration by Council of the issue of the procedure for the appointment of a town or parish council member to the Standards Committee.

4. ISSUES

4.1 *Appointment of Town/Parish Council members*

4.1.1 Members will recall that one town and one parish council member were appointed to the Standards Committee to comply with the requirements of the new local referrals process. This is because at least one parish member is required to sit on an assessment or review or hearing sub-committee whenever parish matters are being considered.

4.1.2 A referral was made by the Standards Committee to Council on 16th September 2008 requesting an amendment to the Constitution to permit the Standards Committee to adopt its own selection procedures for future appointments of parish members. At Council on the 25th September 2008 the matter was the subject of debate and the Council expressed a preference that the Hertfordshire Association of Local Councils should be asked to propose appointments to the Committee.

4.1.3 The amendment to the Constitution requested by the Standards Committee was not agreed by the Council on the 25th September, and instead it was recommended that a selection protocol should be considered and drawn up by the Standards Committee for referral to and approval by Council.

- 4.1.4 Members might be aware that one of the existing parish members did not stand for office at the elections in May 2009 and therefore there is a vacancy on the Standards Committee for a new parish member. However recruitment to this vacant post is not urgent. It was expected that the Regulations governing the local complaints process would require specific members to be allocated to each Sub-Committee, requiring the Council therefore to have a minimum of 4 parish members. As it transpired the Regulations and Guidance permit members of the Sub-Committee to be taken from a pool and also permit members on the assessment or review sub-committee to sit on the hearing sub-committee. Therefore there is no immediate requirement to ensure the vacancy is filled although it would be preferable to deal with this matter expeditiously.
- 4.1.5 A draft Selection Protocol to use when selecting suitable candidates for appointment to the Standards Committee is attached at Appendix 1, and includes such things as:
- the recruitment and selection process
 - term of office
 - facilities, induction, training and support
- 4.1.6 The process that the Standards Committee suggested on the 16th September 2008 involved all the applicants being invited to attend an interview with the Standards Committee with the Chairman of the Committee taking the lead with any interview. The Committee resolved to use this procedure for all future appointments of parish/town Councillors to the Standards Committee. The Committee will note that a slightly different approach is suggested in the draft Selection Protocol.
- 4.1.7 In the event that the Standards Committee are able to agree the recommendation at para 9.2, the Acting Monitoring Officer will refer this to the Council as part of the current Constitution Review.

5. LEGAL IMPLICATIONS

- 5.1 There are no specific legal implications arising from this report. Any arising have been dealt within the body of the report.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 None.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

- 7.1 The Council recognises the changing nature of equality legislation and incorporates national legislation and regulations into its scheme and services as appropriate, as set out in the Corporate Equality Strategy. The Race Relations (Amendment) Act 2000 marked a very significant innovation in the legal framework. It placed much of what was previously only advisory and voluntary on to a statutory footing. The Act extends the provisions of the Race Relations Act 1976 to cover all the activities of all public authorities. It makes important extensions to public authority duties. Equivalent statutory duties have been created for disability by the Disability Discrimination Act 2005 and for gender by the Equality Act 2006. These duties divide into a general duty and specific duties.

7.2 The draft Selection Protocol contains the relevant considerations on diversity and will reflect equalities good practice.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

8.1 None, although clerks of the parish councils will receive copies of this report.

9. RECOMMENDATIONS

9.1 That Members note the updates in this report.

9.2 That Members consider the draft and agree the Selection Protocol at Appendix 1.

10. REASONS FOR RECOMMENDATIONS

10.1 To ensure good governance within the Council.

11. ALTERNATIVE OPTIONS CONSIDERED

11.1 None.

12. APPENDICES

12.1 Appendix 1 – Draft Selection Protocol

13. CONTACT OFFICERS

13.1 Katie White x4315
Acting Monitoring Officer

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APPENDIX 1

DRAFT PROTOCOL ON THE APPOINTMENT OF PARISH/TOWN COUNCILLOR MEMBERS OF THE STANDARDS COMMITTEE

1 RECRUITMENT AND SELECTION PROCESS

1.1 Commencing the recruitment process

The Monitoring Officer will be responsible for initiating the process of recruitment and selection of Parish/Town Councillor Members of the Standards Committee. Where possible this will be prior to the term/s of office of the current incumbent/s coming to an end.

1.2 Advertisement

The Monitoring Officer should arrange for an advertisement of the vacancy/ies to be placed in a newspaper circulating in the area and on the Council's website inviting applications for the appointment of Parish/Town Councillor Member/s. Displays could be made in public buildings. Job adverts will include the phrase "positively welcoming applications from all parts of the community." A short news item in one of the local papers might be a useful way of attracting people who are not necessarily looking at job advertisements. A letter could be sent to all the parish clerks of each of the town and parish councils within the District of North Hertfordshire asking them whether they are aware of any potentially suitable candidates if appropriate.

1.3 Shortlisting

Once applications have closed, a panel of the Standards Committee will meet to consider the applications and select a short-list of applicants for the interview panel. The panel will consider the suitability of candidates for appointment and their ability to contribute to the work of the Standards Committee, having regard to the criteria set out in this protocol, by reference to the candidate's application form, and information provided by their referees. Short listing will have regard for the Council's interview guarantee scheme for people with a disability. Those candidates who appear to the panel most clearly to meet the requirements for appointment will be invited to interview with the panel.

1.4 Interview

The interview panel will consist of the Council's Monitoring Officer, Chairman of the Standards Committee and 3 Members, drawn from the Standards Committee at least one of whom will have attended the Council's Corporate Recruitment and Selection course. Notes will be taken of the interview.

Selection shall be made with reference to the following criteria:

Attributes:

- Awareness of the background to the introduction of the new ethical framework for local government
- General understanding of the principles behind the Members Code of Conduct
- Understanding of the Standards Committee's main functions
- Perception of the potential contribution of Town/Parish Members appointed to the Committee
- Experience in Committee work/weighing evidence and dealing with ethical issues.

- A person in whose impartiality and integrity the public can have confidence.
- Assertive
- A demonstrable interest in local issues
- Ability to attend meetings
- An enquiring mind
- A good communicator with questioning skills
- Understand and comply with confidentiality requirements
- Able to make a significant contribution to the work of the Committee

1.5 Diversity

Subject to the eligibility criteria indicated above, the Council welcomes applications from candidates irrespective of age (subject to a minimum of 18 years), disability, ethnic origin, gender or sexual orientation. The recruitment process must reflect equalities good practice.

1.6 Appointment

Upon the selection of the most suitable candidate from those applicants interviewed, the Panel will submit a report to the Standards Committee, which will then report to the Council, recommending the appointment of that person. The District Council will formally appoint the Parish/Town Councillor Member/s to the Standards Committee, approval for which will be required by a majority of members of the Council.

2 TERM OF OFFICE

It is proposed that Parish/Town Councillor Members on North Hertfordshire District Council's Standards Committee shall serve for a period of four years subject to remaining in office in that period.

3 FACILITIES, INDUCTION, TRAINING AND SUPPORT

Parish/Town Councillor Members will have a range of training needs including in relation to:

- the structure and operation of local government;
- the operation of Standards Committees;
- the Code of Conduct;
- the hearing process for alleged breaches of the Code.

An introduction for new Parish/Town Councillor Members joining the Standards Committee will be the same as is offered to District Councillors.

The Monitoring Officer will be available to offer training and support.