

HALSALL PARISH COUNCIL

Clerk to the Council
D G Dalgoutte
61 Swanpool Lane
Aughton
Ormskirk
Lancs. L39 5AY
Tel 01695 424720
E-mail dalgoutte@lineone.net

14th March 2006

Ms G Rowe
West Lancashire District Council
52 Derby Street
Ormskirk
Lancs
L32 2DF



Dear Ms Rowe,

Your letter re Standards Committee Resolution in Relation to
SBE 11605.05

Thank you for your letter of the 21st December 2005. My apologies for the delay in replying to you but it has only been possible to recently discuss the Committee's recommendations at a recent meeting of the Council.

The Council has made good progress since the middle of last year in establishing formal procedures.

It reviewed and adopted a set of Standing Orders and Financial Regulations at its meeting on the 14th September and at the same meeting approved a formal contract of employment for the Clerk.

Both the Financial Regulations and the Clerk's contract set out the expenses which can be claimed by the Clerk and the method of their approval. Other expenses have to be approved by the Council but the Clerk has delegated authority to expend certain amounts in an emergency.

These procedures are operating satisfactorily and Council believes address points 3(b) and (c) of your letter.

In relation to dealing with employees 3(d), the Clerk's contract sets out the basis for formal appraisal and also the handling of Grievance and Discipline - Dispute Resolution. The Council did not feel that additional formal training in handling employees was required.

In relation to point 3(a), training in roles and responsibilities and standards expected of them... the Council considered this and made reference to the Good Councillor's Guide which was felt to set out clearly

the roles and responsibilities of Councillors. The Council members also agreed to consider attendance at future training events organised by WLDC.

In conclusion the Council agreed that it should move forward on a positive basis.

Council hopes this addresses the recommendations made by the Investigating Officer and endorsed by the Standards Committee.

Yours sincerely,

A handwritten signature in black ink, appearing to read "David G Dalgoutte". The signature is written in a cursive style with a large, stylized initial 'D'.

David G Dalgoutte
Clerk to the Council