



## Legal and Democratic Services

**Terry Broderick**  
**Borough Solicitor**

PO Box 16, 52 Derby Street  
Ormskirk, West Lancashire L39 2DF  
Telephone: 01695 577177  
Website: [www.westlancs.gov.uk](http://www.westlancs.gov.uk)  
E-mail:  
[susan.griffiths@westlancs.gov.uk](mailto:susan.griffiths@westlancs.gov.uk)

*Date:*

*Your ref:*

*Our ref:*

*Please ask for:* Sue Griffiths

*Direct Dial no:* 01695 585097

*Extension:* 5097

**To: All Parish Council Clerks**

Dear Sir/Madam

### **PARISH COUNCIL REPRESENTATION ON THE STANDARDS COMMITTEE**

As you will be aware the Council has recently considered inviting Parish Council representatives to serve on its Standards Committee.

The Standards Committee's membership includes Borough Councillors and two Parish Council representatives. The Independent Person and the Reserve Independent Person are also invited to attend meetings.

I would like to invite your Parish Council to submit the name of one of your Members that they would wish to see appointed to serve on the Standards Committee. Please note that the Member you nominate should not be a Borough Councillor and ideally should not be a close friend of any Member or officer of the Borough Council. The nominee will also be required to prepare a brief personal profile, which is attached to this letter.

Upon receipt of your response to this letter, I will contact you further to ask your Parish Council to vote for two candidates from the list of nominations that I will forward to you. The two candidates with the highest number of votes will then be appointed to serve on the Standards Committee for three years ending May 2023. Please consider the length of the term of office when putting forward your candidates for nomination.

The Council would be looking to make the appointments at the Council meeting on 26 February 2020. To meet this deadline, could I ask you to submit your Parish Council's nomination by 18 November 2019. This will then give me time to invite and receive your votes in the second stage of the appointments process prior to this meeting.

**Kim Webber BSc (Hons) MSc**  
**Chief Executive**

If you have any queries in relation to this matter please do not hesitate to contact me on 01695 585097 or e-mail [susan.griffiths@westlancs.gov.uk](mailto:susan.griffiths@westlancs.gov.uk).

Yours faithfully

Sue Griffiths  
Principal Member Services Officer

**Enc.**

1. Timetable
2. Nominees personal profile proforma.

## TIMETABLE

<u>DATE</u>	<u>DETAILS</u>
18 September 2019 (At least 4 months prior to appointment date)	Letter sent out to Parish Clerks requesting 1 nominee from each Parish Council.
18 November 2019 (2 months after nominee letter)	Deadline for the return of nominee and personal profile proforma.
22 November 2019	Letter to be sent to Parish Clerks with list of nominees along with personal profiles requesting each Parish Council to vote for one candidate.
22 January 2020 (2 months after voting letter)	Deadline for receipt of votes from Parish Councils.
26 February 2020	The Council will appoint the two candidates with the highest number of votes to serve on the Standards Committee for a three year term ending in May 2023.
4 March 2020	The Borough Solicitor will write to Parish Councils giving details of the appointments made and the appointed representatives will be invited to the next meeting of the Standards Committee on 17 March 2020.

\*In the event of a tie between candidates a further ballot will take place and no appointments will be made until two clear candidates emerge.



**NOMINATION FOR APPOINTMENT AS PARISH  
COUNCIL REPRESENTATIVE ON THE  
STANDARDS COMMITTEE**

**1 NAME**

PARISH COUNCILLOR:

**2 PARISH COUNCIL**

**3. BRIEF PERSONAL PROFILE**

**4. ARE YOU A MEMBER OF WEST LANCASHIRE BOROUGH COUNCIL?**

YES/NO (please delete as appropriate)

**5 ARE YOU A RELATIVE OR CLOSE FRIEND OF A MEMBER OR OFFICER OF THE COUNCIL?**

YES/NO (please delete as appropriate)

**DETAILS**

**6 ADDRESS (including Post Code)**

**7 TELEPHONE NUMBER**

Work:	Home:
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**8. E-MAIL ADDRESS**

**(Please note that page 1 of this proforma will be circulated to all Parish Councils, page 2 will remain confidential.)**