

**Procedure for Appointing a Town & Community Council Representative to the Standards Committee**

(1) The Monitoring Officer will write to all Town and Community Council Clerks inviting applications to be submitted for the position, allowing at least 1 month for applications to be made.

(2) The Monitoring Officer and Chair of the Standards Committee will short list applications prior to interview.

(3) Short listed candidates will be interviewed by a panel consisting of:

- The Chair of the Council
- The Chair of the Standards Committee
- The Monitoring Officer

(4) The name of the preferred candidate will be reported to the Standards Committee for recommendation to Council.

(5) The name of the preferred candidate will also be notified to all Town and Community Councils and Associations representing them, seeking comments prior to appointment by Council.

(6) The County Council will consider any comments before appointing the Town / Community Council representative.