

TOOLKIT FOR INDEPENDENT MEMBERS OF THE STANDARDS COMMITTEE FOR  
UNDERTAKING VISITS TO TOWN AND COMMUNITY COUNCIL MEETINGS

NB – As the remit of the Standards Committee is to promote and maintain high standards of conduct by Councillors, including Town and Community Councillors, and in particular to promote and maintain conduct that is accordance with the Code of Conduct, visits to Town and Community Councils may assist in promoting these standards. However, it is those matters that are relevant for the purposes of reporting a Committee Member's experience of those meetings, as opposed to matters of process and procedure surrounding how the meetings are run (e.g. whether an agenda has been publicised in accordance with the relevant legislative requirements is not a relevant matter for members of the Standards Committee).

Below is a list of matters that it may be useful to report back the Committee and to assist Members of the Standards Committee to take relevant notes of the meetings.

There is also a suggested introduction for members' use if they require it.

**Introduction**

My name is XXXX and I am an Independent Member of Flintshire County Council's Standards Committee.

I am simply here as an observer in the same way as a member of the public is able to attend the open meetings of the Council.

One of the areas that the Standards Committee focuses upon is reinforcing awareness of the Members' Code of Conduct and we are keen to support local Councils and their members to enable them to understand their obligations under the Code and maintain high standards of conduct and to provide or organise appropriate training.

Attendance at Town and Community Council meetings is also an opportunity to raise the Committee's profile and try to avoid being perceived as a remote body, but rather to be seen as one that is in touch with local democratic issues.

Any feedback we provide to the Standards Committee highlights the positive experiences of the meetings we have attended, as well as giving suggestions on further training that the Standards Committee may organise or propose in order to offer to support Councillors to carry out their roles in accordance with their Code of Conduct. Unless we are specifically requested to attend a meeting by a clerk or Chair, we randomly select the Community/Town Council meetings to attend and observe so please feel do proceed as you would normally.

**Council name**

**Date, start time and venue**

**Members Present (numbers only)**

**Public Present (numbers only)**

**Were expressions of interest invited near to the start of the meeting, and before the substantive items of the agenda were considered?**

**How many declarations of interest were made?**

**Were declarations of interest clear in setting out what the interest was, and whether it was personal only or personal and prejudicial, and was the Member's intended participation in the relevant item of business made clear (e.g. that they would leave the room when the matter was debated or that they would remain and vote as the interest was personal only)?**

**Did the members who declared interests act in accordance with their declaration?**

**Meeting closed at (time)?**

**Additional notes/explanation or expansion on the above matters:-**