

**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.