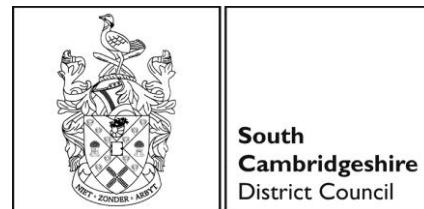


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25 October 2006

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To all clerks of Parish Councils in South Cambridgeshire

Dear Sir / Madam

Code of Conduct Training

The Government intends to publish a revised Code of Conduct very shortly following the review process. It should be in place for the Local Government Elections on 3 May 2007 for all Parish Councillors to sign up to.

There are expected to be significant changes in the revised Code of Conduct in particular relating to declaration of interests and what constitutes a personal and prejudicial interest. All Parish Councillors will need to be made aware of these changes and the District Council's Standards Committee is currently planning a training programme to ensure that this happens and the transition to the new Code goes smoothly.

At its last meeting in August the Standards Committee agreed a training plan for Parish Clerks and Chairmen to be run in association with the Cambridgeshire Association of Local Councils. It is anticipated that two days of training sessions would be held in the Council Chamber at South Cambridgeshire Hall here in Cambourne and that these two days of training would be held in different weeks. It is likely that this training will be organised to take place in March 2007, when the Revised Code should have been published. Although there will doubtless be a changeover of some Parish Councillors at the May election it was felt that if training was given to the two key positions of clerk and Chairman (or other nominated representative from the Parish Council) then guidance could be filtered down to all councillors.

It is important that as many people as possible are able to attend these sessions and therefore I would like to canvas which times of the day and week would suit each parish clerk and chairman best. If you are interested in attending a training session I would be grateful if you would fill in the attached form to indicate your first and second preferences, and whether your Parish Council would be willing to pay a small charge of £20 for each attendee to cover the costs of the training venue and materials. Please return to me as an attachment to an e-mail response or via the post. I will then endeavour to arrange the training on dates and at times which suit the majority of people.

I would also like to let you know in advance that the District Council will be publishing a quarterly Standards Committee newsletter shortly after the next meeting of the Standards Committee on 8 November. This will be sent to every Parish Council clerk via e-mail and will also be published on the Standards Committee webpage on the SCDC website. It is hoped that

all parish clerks will put this newsletter on the agenda of their Parish Council so the information contained in it can be dispersed to all parish councillors.

The newsletter will publish links to the agenda and minutes of the Standards Committee along with a summary from the Monitoring Officer of any key events, cases or general advice on the Code of Conduct. It is intended to have a section entitled Monitoring Officer's Problem Page where advice will be given in general terms (not on the facts of a specific case) on any areas where parish councils are encountering problems. If you have any particular problems on which you would like general advice please would you forward questions (couched in general terms) to myself at the e-mail address above?

I look forward to hearing from you.

Yours sincerely

Fiona McMillan
Deputy Monitoring Officer