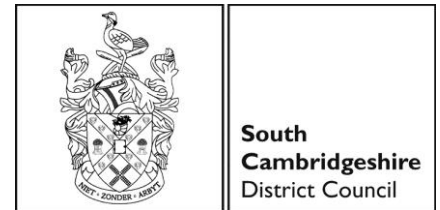


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standards committee

QUESTIONNAIRE FOR PARISH COUNCILS

from the Standards Committee's Parish Liaison Working Group

Parish / Community Council:
Total number of Councillors:
Number of current vacancies:

Code of Conduct

How many Councillors have received formal Code of Conduct training?
Have the Chairman and the Clerk received formal Code of Conduct training? **Yes** **No**
When was this training given?
Are Declarations of Interest clearly identified as an item on the agenda? **Yes** **No**
Are Declarations of Interest recorded precisely, and referenced to the appropriate item in the minutes? **Yes** **No**
Is the difference between personal or prejudicial interest fully understood by all members? **Yes** **No**
What aspects of the code of conduct you have found difficult to embrace in your village?

Training and Support

What arrangements are made for induction and training of councillors?

Who provides your training?

- SCDC
- CPALC
- Society of Local Council Clerks
- External provider

Would you like training to be provided annually by SCDC? **Yes** **No**

Public Access

Are all your meetings held in a venue accessible to the public? **Yes** **No**
Have public meetings ever had to be held in a private house? **Yes** **No**
If so, why?

How do you make agendas and minutes available to the public?

- Notice Board
- Website
- Other (please specify below)

Do you have a parish website? **Yes** **No**
Please give the address:

Has the Parish Council adopted rule 12.2 in the rules of procedure in allowing the public to speak at Parish meetings? **Yes** **No**

What is the frequency of public speaking opportunity at meetings?

- Monthly
- Quarterly
- Six Monthly
- Yearly

Standing Orders

Does your council have Standing Orders? **Yes** **No**

Are they based on the NALC model? **Yes** **No**

What is the timetable for review?

Financial Regulations

Note – It is obligatory for all Parish Councils to adopt Financial Regulations

Are Financial Regulations reviewed on a regular basis? **Yes** **No**

If so, at what frequency are they reviewed?

Audit Arrangements

Note – External audit is mandatory and is preceded by an internal audit

What are the qualifications of your internal auditor?

How are your accounts monitored during the year?

Does your internal audit provide an annual audit and ongoing advice and monitoring? **Yes** **No**

Clerks

Do you have a Parish Clerk? **Yes** **No**

Are they paid / unpaid? **Paid** **Unpaid**

Has the clerk obtained a qualification under CiLCA (Certificate in Local Council Administration) training? **Yes** **No**

Councillor Toolkit / Good Meetings Checklist

Is the councillor toolkit used by the Chairman / Clerk / or other Councillors? **Yes** **No**

In what ways has it been useful?

What suggestions have you for any improvement?

General

What additional support would you like to receive from the Standards Committee?

What else would you like to tell us about what you do?

What do you do well, and is there anything that you'd like to share with us as best practice for other Parish Councils to learn from?

Is the standards newsletter helpful?

Yes **No**

How could it be improved on?

Thank you for your time and responses. Please return completed questionnaire to the Monitoring Officer at the address above. Electronic forms can be sent to monitoring.officer@scambsgov.uk.

The deadline for completed questionnaires is ...