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Parish Council Members of the Standards Committee – Application Form

Introduction

Please read the job description and person specification before completing your application. A copy of the Members' Code of Conduct and a description of the appointments process are enclosed for your information.

Individuals who wish to be considered for appointment as a Parish Council Member of the Standards Committee of South Cambridgeshire District Council are requested to provide the following information to support their application. Even if you are newly elected as a parish councillor, you are not precluded from applying. Means of assessment will be by consideration of application form and, for shortlisted candidates, by interview. To assist the shortlisting process, applicants should demonstrate in their application how they meet the criteria set out in the person specification. If required, please use separate sheets to complete your responses. You are welcome to include any additional information or statement which you feel would be relevant. The optional Recruitment Monitoring Form is for statistical purposes only and the details will not be disclosed to members of the Appointments Panel.

All information provided will be treated in the strictest confidence and will only be seen by members of the Standards Committee Appointments Panel, who will conduct the shortlisting and appointments process, and those officers from Legal and Human Resources and a representative from the Cambridgeshire and Peterborough Association of Local Councils providing advice to the panel, and will be used only for the purposes of selecting committee members. Further information about the Standards Committee, including links to minutes and agendas, is available on the South Cambridgeshire District Council website:

www.scambs.gov.uk/standards.

Application forms will be retained for six months from the latest stage in the appointments process reached by each applicant:

- receipt of application but not shortlisted;
- shortlisted but not appointed; or
- appointed but declined to accept appointment.

After six months forms will be shredded and disposed of confidentially. Forms for successful applicants who accept appointment will be retained for their entire tenure on the Standards Committee.

Please complete the application clearly using black ink as it will be photocopied (typed or word processed text pasted in, or a form completed electronically, is also acceptable). Please mark the envelope "Private and Confidential" and address the application to:

Mr SJ Hampson, Monitoring Officer
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge CB23 6EA
steve.hampson@scambs.gov.uk

The closing date for applications is Friday 6 June 2008.

**Application for Parish Council Member
of Standards Committee**

PRIVATE AND CONFIDENTIAL

Please feel free to use a separate continuation page if you wish to expand upon your answer to any question outlined below.

Personal Details:

Surname:

Forename(s):

Title:

Address:
(must be a South
Cambridgeshire
resident)

Post Code:

Telephone:

E-mail:

Occupation (if any):

Place of work:

Qualifications:

Please list in particular any of your qualifications which you think are relevant to the position of Parish Council Member of the Standards Committee:

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Experience:

Please give a brief account of any experience including career, public and voluntary work together with the nature of your current or most recent occupation, which you feel may assist the Council in assessing your suitability for this position:

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Knowledge and Skills

Please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as a Parish Council Member of the Standards Committee having regard to the selection criteria for the position:

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Competencies and Understanding the role of the Standards Committee:

Why do you wish to be considered for membership of the Standards Committee and what particular attributes do you believe you would bring to the work of the Committee?

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Additional Information:

Please provide any additional information you may wish to give in support of your application:

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Availability to Attend Meetings:

Please indicate below any factors which would limit your availability to attend meetings.

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References:

Please give below the name and address of a person who would be willing to act as a personal referee in respect of your application (references will be taken up for all applicants who are invited for interview).

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In submitting this application, I confirm that (please tick):

- I am willing to agree formally to observe the Local Code of Conduct for Members including completing a Declaration of Interests form, which would be available to be viewed by members of the public upon request
- I am able to attend four programmed **daytime** meetings and ad hoc meetings as required, and devote preparation time for each meeting, including mandatory training
- I understand that this appointment is to a four-year term of office
- I will disclose to the council any matter in my background which, if it became public, might cause the council to reconsider my appointment
- I do not have personal or professional relationships with South Cambridgeshire District Council or any of its members or officers, including co-opted members of the Standards Committee;
- I do not have currently, or plan to enter into, any contractual relations with South Cambridgeshire District Council or with any other local authority within South Cambridgeshire under which I do or will gain personally (this includes, but is not limited to, receipt of benefits, Council tenancy and employment contracts with the District Council or parish councils or meetings within South Cambridgeshire or employment with firms having contractual relationships with the District Council or parish councils or meetings within South Cambridgeshire);
- I am not employed by or otherwise connected with any organisation that relies on the District Council for funding or grant aid.
- I have not and will not directly or indirectly seek the support of any councillor, co-opted member of the Standards Committee, or officer of South Cambridgeshire District Council for appointment.
- I consent to release of the personal information in this application form only to members of the Standards Committee Appointments Panel, who will conduct the shortlisting and appointments process, and those officers from Legal and Human Resources and a representative from the Cambridgeshire and Peterborough Association of Local Councils providing advice to the panel.

I confirm that the above information is true and accurate.

Signed

Dated