

Positive about towns and parishes (Councillor Michael Elsmore, Silsden Town council)

Appendix 6

Standards committee arrangements

1. The terms of reference of the standards committee of Bradford Council provide for two members of the committee (the 'parish members') to be parish councillors of parish councils wholly or mainly in the council's area.
2. The parish members will be appointed to the standards committee by the council on the nomination of the parish councils.
3. Nomination shall follow a selection process by the parish councils collectively in which each parish council may, if it wishes, submit a name of a councillor for nomination. In the event of more than two names being submitted, a ballot shall be conducted, each parish council having a vote.
4. Bradford Council shall seek to secure that the selection process is undertaken independently, for example, by the Yorkshire Local Councils' Association.
5. The parish members shall not be members of the same parish council.
6. The parish members should expect to serve on the standards committee for more than one year.
7. In the event of Bradford Council inviting nominations each year, a parish member may be nominated for re-appointment.
8. A parish member of the standards committee should not serve for more than four consecutive years.

Bradford District and Parish and Town Councils Liaison Group

These arrangements provide the framework for the operation of the Group.

1. Title

The group shall be called the Bradford District and Parish and Town Councils Liaison Group.

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2. Objectives

The objectives of the group are:

- to provide a means for liaison between Bradford Council and parish and town councils on matters of common interest
- to co-ordinate local networking and joint activity, including training and development
- to support the development of working relationships between Bradford Council and parish and town councils
- to provide a means for sharing and discussing information that is relevant to both Bradford Council and parish and town councils
- to create a reliable dialogue between group members that ensures parish, town and district issues inform strategic decision and policy making on both sides

3. Bradford Council representatives

The Bradford Council representatives shall be the Executive member of Bradford Council having portfolio responsibility for parish and town council liaison and such other members as the Executive member may nominate, but not exceeding two in number.

4. Parish and town council representatives

Each parish and town council shall be represented on the Group by their chair or other nominee. Representatives may be accompanied by parish clerks.

5. Chair

The Group shall be chaired by the Executive member of Bradford Council or her/his nominee.

6. YLCA

A representative of YLCA shall be entitled to attend meetings of the Group.

7. Meetings of the Group

Meetings of the Group shall take place at least quarterly and additional meetings shall be called as necessary. Dates for meetings shall be fixed for the year (as far as practicable) at the first meeting in each municipal year. The dates of meetings shall be fixed to avoid coinciding with the dates of parish and town council meetings as far as practicable.

A meeting of the Group shall take place as soon as practicable on a request being made and supported by six parish or town councils.

8. Agenda and minutes

Agendas for meetings shall be circulated at least ten clear working days before meetings and minutes shall be circulated as soon as practical after meetings of the Group. Preparation and circulation of agendas and minutes shall be undertaken by Bradford Council's parish Council Link Officer.

Parish and town councils can submit items for inclusion on the agenda.

9. Bradford Council officers

Bradford Council shall arrange the attendance of relevant officers at meetings of the Group (subject to availability) to reflect the matters on the agenda.

10. Sub-groups

The Group may appoint sub-groups to undertake specific tasks and to report thereon to the Group.

11. Review of arrangements

The Group shall review these arrangements annually with a view to considering their development and improvement.