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Our Ref: CMW

Contact: Mrs Woods

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Your Ref:

Date: 27 May 2005

Dear Mr Muckle

STANDARDS TRAINING – FOR CUMBRIAN AUTHORITIES

I am writing to find out if your Authority would be interested in attending a joint training session on Friday, 22 July 2005. Eversheds will be the training provider. As well as providing training for Standards Committees in relation to their new responsibilities, Eversheds have advised a number of Local Authorities on Standard Committee matters and also carried out investigations on behalf of Authorities.

The session will last about four and a half hours approximately and will start at 1.00 p.m. It will cover the role of the Standards Committee and enforcing the Code of Conduct (including the carrying out of investigations, writing the report, and the hearing process). This will include a short mock hearing.

The cost of this training is £350 for each participating authority (subject to a minimum total cost of £1,050) + VAT and travelling expenses of the providers. In addition, there will be a cost for room hire and refreshments. A venue has not yet been selected as this will be dependent on numbers. However, if you are aware of any suitable venue, please let me know.

In addition, we have negotiated the delivery of a short session (two hours approximately) on Corporate Governance and Probity on the same day at **no additional cost for those authorities undertaking the Standards training event**. This session will take place at 10.00 a.m. followed by lunch, for those who are staying for the afternoon session on Standards.

The Corporate Governance and Probity session will cover recent policy developments about the delivery of public services; the basic requirement in relation to governance within the Comprehensive Performance Assessment and the linkage between the maintenance of effective Corporate Governance systems and the delivery of quality service; and the emerging experience of the operation of new constitution arrangements with the Local Government Act 2000.



Eversheds have suggested that this session would be of interest to the Senior Officers, Cabinet Members, the Chairman of Standards Committee and Chairman and Vice Chairman of the appropriate Overview and Scrutiny Committee.

Should you wish to attend the Corporate Governance and Probity session only, this will be subject to availability, with preference being given to those Authorities attending the Standards training. There will also be a cost of £200 per authority (with a minimum total cost of £600) + VAT + contribution towards accommodation costs and refreshments.

Enclosed with this letter you will find an acceptance sheet. Please complete one sheet for each participant, photocopying additional sheets as necessary, and return to me by Friday, 10 June. Thank you.

Yours sincerely

Chris Woods

Member Services Officer

