

### Appendix 3

#### Standards Committee Members Feedback Form

<b>Name of Member in attendance:</b>	
<b>Council name:</b>	
<b>Date of attendance:</b>	

**Pre meeting observations**

Council website check	
Clerk contact details up to date?	
Public Notice visible	
Accessibility/ease of finding meeting venue	
Councillor contact details	
Bilingual	

**Meeting Observations**

Standing item on Declarations of Interest:
Chairing:
General observations on conduct at the meeting:
Any recommendations in respect of training and skills:
Good practice observations:

Any other comments :

**Feedback to Clerk**

Letter to be sent

YES/ NO

Standards Members - Please email or hand in this form to the Monitoring Officer to retain and keep a central record of attendances across the County. Guidance on the completion of this form is available from the Monitoring Officer, in particular the use of anonymised personal information.