

ASSESSMENT AND HEARING SUB-COMMITTEES: TERMS OF REFERENCE	
STANDARDS COMMITTEE MEETING DATE (2021/22) 8 December 2021	CLASSIFICATION: OPEN
WARD(S) AFFECTED N/A	
DIRECTOR Dawn Carter-McDonald, Director of Legal and Governance Services	

1. SUMMARY

- 1.1 As part of the ongoing review of the Constitution of the Council, The Standards Committee is asked to approve terms of reference for its two Sub-Committees.

2. RECOMMENDATIONS:

Standards Committee is recommended:

- i) to approve the terms of reference for the Assessment Sub-Committee
- ii) to approve the terms of reference for the Hearing Sub-Committee

3. BACKGROUND

- 3.1 The terms of reference for Council committees, sub-committees and other boards are set out in Part 3 of the Constitution
- 3.2 The Council is currently conducting the second phase of its current constitution review. This identified a number of areas for future development, including committee terms of reference. As part of this work it was noted that the two established Sub-Committees of the Standards Committee did not have written terms of reference, although their remit was included in the Procedure Guide to dealing with Complaints under the Code of Conduct (see **Appendix 1**). The opportunity has therefore been taken to prepare terms of reference for each Sub-Committee and these are included in **Appendix 2**.
- 3.3 The Committee is invited to consider these proposed terms of reference. Comments will be referred back to the CRG as required.

4. COMMENTS OF THE GROUP DIRECTOR, FINANCE AND CORPORATE RESOURCES

- 4.1 The establishment of these Sub-Committees has no financial impact for the Council as the administration of meetings will be contained within existing budgets for Legal and Governance Services.

5. COMMENTS OF THE DIRECTOR OF LEGAL AND GOVERNANCE SERVICES

- 5.1 Under s27 Localism Act 2011, the Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council and must adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity. The Council has delegated responsibility for matters pertaining to the Code of Conduct to the Standards Committee and its role is defined in Article 8 of the Constitution as well as the terms of reference for the Committee in Part 3. The Committee has the power to establish Sub-Committees to assist with its duties and has established an Assessment Sub-Committee and a Hearing Sub-Committee.

APPENDICES

Appendix 1 - Member Code of Conduct Complaints - Procedure Guide

Appendix 2 - Standards Assessment Sub-Committee and Hearing Sub-Committee - Draft Terms of Reference

BACKGROUND PAPERS (as defined by Local Government (Access to Information) Act 1985)

None.

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