

Title of Report	Standards Committee Terms of Reference and Work Programme for 2023/2024
For Consideration By	Standards Committee
Meeting Date	11 July 2023
Classification	Open
<u>Ward(s) Affected</u>	N / A
Director	Dawn Carter-McDonald, Director of Legal, Democratic and Electoral Services

1. **Introduction**

- 1.1. In line with established good practice, every year the Standards Committee notes its Terms of Reference and sets out a work programme for the forthcoming municipal year to help it focus its attention on promoting and maintaining high ethical standards among Members of the Council.
- 1.2. The report therefore invites the Committee to note its Terms of Reference and agree the work programme for the year.

2. **Recommendations**

- 2.1. **That the Terms of Reference for the Standards Committee as detailed in Appendix 1 be noted.**
- 2.2. **That the work programme for 2023/2024 as detailed in Appendix 2 be approved.**

3. **Background**

- 3.1. The Localism Act 2011 places an obligation on the Council to ensure that high ethical standards are promoted and maintained among its Members. At the Council meeting on 28 March 2012, the Council appointed the Standards Committee to assist with promoting and maintaining high ethical standards in the Council and set its terms of reference accordingly.
- 3.2. The Council has been undertaking a review of its Constitution, including how the various terms of reference for each Committee etc are presented. The

changes do not affect the substance of the role and responsibility of any of the Council's Committees. The revised Constitution will be presented to Full Council for adoption at its meeting on 26 July. A copy of the 'new look' terms of reference for this Committee is included at Appendix 3 of this report as an 'advanced look'. Assuming Full Council adopts the new Constitution, with or without amendment, the revised terms of reference will be presented to the next meeting of the Committee for formal adoption.

- 3.3. The suggested work programme, attached as Appendix 2, is intended to help the Committee to focus attention on its responsibilities and duties, with particular attention on ensuring all Members receive appropriate training, complete their register of interests forms and continue to uphold high ethical governance standards. There is flexibility to add items to the work programme subject to time and resources.
- 3.4. Complaints received in the year may necessitate additional meetings being held by a Sub-Committee of the Standards Committee.

4. Comments of the Group Director of Finance and Corporate Resources.

- 4.1. This report asks the Committee to note its terms of reference and those of its Sub-Committees and seeks approval of the work programme of the Standards Committee for the forthcoming year. There are no financial implications outside of the approved budget of the Council.

5. Comments of the Director of Legal, Democratic and Electoral Services

- 5.1. The Committee's terms of reference are approved by Full Council, should any amendments be proposed to the terms of reference these would need to be referred to Full Council.
- 5.2. The work programme enables the Council to discharge its legal obligation under the Localism Act 2011, to promote and maintain high standards in public office.
- 5.3. There are no legal implications arising directly from this report.

Appendices

Appendix 1 - Terms of Reference

Appendix 2 - Work Programme 2023/2024

Appendix 3 - Draft Terms of Reference under new Constitution

Background documents

None

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