

# ITEM 10 – Appendix 4

## Extract from Council Constitution – Part 3 – Articles of the Constitution

### Article 9 - The Standards Committee

#### 9.1 Standards Committee

The Council will establish and appoint members to a Standards Committee.

#### 9.2 Composition

- a. **Membership.** The Standards Committee will be composed of
  - one councillor from each political party, with a substitute allowed if required;
  - four Independent Persons
- b. **Independent Person.** Independent members will not be entitled to vote at meetings but will play an active role liaising with the Monitoring Officer in the process following receipt of complaints.
- c. **Chairing the Committee.** A councillor will chair the committee.

#### 9.3 Role and Function

- a) Promoting and maintain high standards of conduct by councillors, co-opted members and church and parent governor representatives;
- b) Assisting councillors, co-opted members and church and parent governor representatives to observe the Councillors' Code of Conduct;
- c) Monitor the effectiveness of the Councillors' Code of Conduct;
- d) Advising Council on the adoption or revision of related codes or protocols;
- e) Advising the Council on the adoption or revision of related codes or protocols;
- g) Advising, training or arranging to train councillors and co-opted members and church and parent governor representatives on matters relating to the Councillors' Code of Conduct; and
- h) **Ongoing** assessment **and** review **and determine** of complaints about councillors.

The Monitoring Officer will have the following roles and functions:

- a) To carry out initial assessments of complaints, in consultation with the Independent Person appointed by the Council, about alleged breaches of the Members' Codes of Conduct.

- b) To appoint investigators to investigate complaints about Members' alleged breach of the Code of Conduct and issue a report of their findings.
- c) to consider, with an Independent Person, the findings of an Investigator's report and decide if the complaint should be considered by the ~~Standards Committee~~ Hearings Panel Sub Committee.

#### **9.4 Hearings Panel Sub Committee**

The Hearings Panel Sub Committee will determine the outcome of investigations into complaints about members, following a referral by the Monitoring Officer.

##### Composition and function

- a) Membership will be comprised of a maximum of five councillor members of the Standards Committee or a nominated substitute, appointed by the Monitoring Officer.
- b) Hearings will be conducted in accordance with the committee procedure rules set out at Part 4 of this Constitution and the procedure for the assessment and review of allegations of breaches of the Councillors' Code of Conduct.
- c) Upon referral of a complaint to the Sub Committee, the Monitoring Officer will appoint a Chair for the hearing following consultation with members of the Hearings Panel.

## **Extract from Council Constitution – Part 3 – Scheme of Delegations**

### **Standards Committee**

The Standards Committee is established to:

- 1) Promote and maintain high standards of conduct by councillors, co-opted members and church and parent governor representatives;
- 2) Assist councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- 3) Advise the council on the adoption or revision of the Members' Code of Conduct;
- 4) Monitor the effectiveness of the Members' Code of Conduct;
- 5) Advise the council on the adoption or revision of related codes or protocols;
- 6) Monitor the effectiveness of related codes or protocols;
- 7) Advise on training for councillors, co-opted members and church and parent governor representatives on matters relating to the Members Code of Conduct; and
- 8) Assess **and** review **and determine** complaints about members.

### **Hearings Panel Sub Committee**

In accordance with Article 9 of the Council Constitution and the Councillor Complaints Procedure, the Hearings Panel Sub Committee will determine the outcome of alleged breaches of the Councillors' Code of Conduct.

The Hearings Panel Sub Committee will be convened following a referral of a complaint by the Monitoring Officer, following the completion of an investigation.

The membership of the Hearings Panel Sub Committee will be determined by the Monitoring Officer and will comprise of a maximum of five councillor members of the Standards Committee or a nominated substitute.