

**Standards and Constitution Oversight Committee  
Working Group**

**Terms of Reference**

**Scope and Remit**

To review, examine and explore the ethical framework, including such options, procedures, arrangements considered necessary to enable the Council discharge its duties and obligations arising under the Localism Act 2011 in relation to promoting and maintaining high standards of Member conduct.

In particular, to:

1. Review the Council's existing ethical framework relating to Members' conduct;
2. Evaluate and examine the terms of reference of the Council's Standards Committee and its Panels;
3. Review and revise the Members' Code of Conduct (as appropriate);
5. Review the current Register of Interests to consider its effectiveness;
6. Review the arrangements and procedures set out in the Protocol for dealing with complaints;
7. Consider and review arrangements for dispensations;
8. Consider Member/Co-opted Member training needs;
10. Consider and undertake any other actions, steps or measures considered necessary/important to assist the Council promote and maintain high standards of conduct by Members.

The Working Group shall make recommendations to the Council's Standards and Constitution Oversight Committee in relation to the matters and issues mentioned above.

**Membership**

The Working Group shall consist of:

- The Chairperson of the Committee;
- Two Members from the Labour Group;
- Two Members from the Conservative Group;
- One Member from the Liberal Democrat Group; and
- At least one of the Independent Persons (none voting).

Any Member of the Working Group is entitled to nominate a deputy to attend meetings of the Working Group on his/her behalf providing the nominee is a Member of the Council's Standards and Constitution Oversight Committee.

### **Meetings**

The Working Group shall meet as frequently as considered necessary.

The meeting shall be chaired by the Standards and Constitution Oversight Committee chairperson.

Meetings shall be quorate providing the Chair (or his/her deputy) and at least one eligible Member from at least two of the political parties are in attendance.

Meetings of the Working Group shall be held in private and the provisions relating to Access to Information shall not apply.

### **Decision Making**

The Working Group shall only be permitted to make recommendations to the Council's Standards and Constitution Oversight Committee in relation to matters falling within its scope and remit.

### **Administration**

The Working Group shall be administered and supported by officers from the Council's Legal & Member Services Section.