

## Standards Committee – Terms of Reference

### **Composition:**

The Standards Committee will comprise 6 Elected Members, currently on the following basis:

- 2 Labour Members
- 2 SNP Members
- 2 Conservative Members

The Standards Committee will have an Independent Chair whose appointment will be made by the Council on the submission of a report from the Chief Executive.

### **Business:**

The Standards Committee will be responsible for the following:-

- (i) Promoting the observance by Members and employees of high standards of conduct, including appropriate training.
- (ii) Assisting Members and employees to observe relevant codes of conduct, for example by issuing advice on the interpretation of codes and general best practice.
- (iii) Liaising with the Standards Commission for Scotland and other bodies.
- (iv) Monitoring, reviewing and updating codes of conduct maintained by the Council.
- (v) Investigating and reporting to the Council on alleged breaches of standards by Members (other than those which are to be the subject of investigation by the Public Standards Commissioner for possible report to the Standards Commission for Scotland).
- (vi) Considering issues raised by the Risk and Audit Manager relating to (a) codes of conduct; and (b) ethical standards.
- (vii) Liaising with the Ombudsman and the External Auditor on appropriate matters relating to conduct, ethical standards etc.

### **Frequency of meetings:**

The Standards Committee will meet as required and determined by the Chair in consultation with the Director, Resources.

### **Quorum:**

The quorum for meetings of the Standards Committee will be 3 Councillors (plus the Independent Chair when appointed).

### **Minutes:**

The Minutes of the Standards Committee will be recorded by the Officer clerking the meeting and submitted to the next ordinary meeting of the Committee for approval. They will also be submitted to the Council both for information and to allow the Council to consider any recommendations contained in them. Meetings of the Standards Committee will also be audiocast subject to the exemptions contained within the Local Government (Scotland) Act 1973.