

Chair of Standards Committee Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

▪ Providing leadership and direction

- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
 - the exercise of these functions in relation to community councils and the members of those community councils.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect

- Equality and fairness
- Appreciation of cultural differences
- Sustainability

1	Accountabilities	<ul style="list-style-type: none"> • To set within technical, legal and procedural requirements to oversee the functions of the committee fairly and honestly
2	Role Purpose and Activity	<ul style="list-style-type: none"> • To ensure transparency and objectivity in the committee, including and responding to professional advice on the Code of Conduct • To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements • To provide consistent and effective management of meetings to facilitate inclusivity, participation and clear decision making • To lead the committee in its work

3	Values	<ul style="list-style-type: none"> • To be committed to the values of the council and the following values in public office: <ul style="list-style-type: none"> • Openness and transparency • Integrity and honesty • Respect and respect
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4	Monitoring and Reporting	<ul style="list-style-type: none"> • Monitoring and maintaining high standards of conduct by Councilors and elected members • Assisting the Councilors and elected members to observe the Member's Code of Conduct • Advising the Council on the adoption or revision of the Member's Code of Conduct • Monitoring the conduct of the Member's Code of Conduct • Advising, training or arranging to train Councilors and elected members on matters relating to the Member's Code of Conduct • Granting dispensations to Councilors and elected members • Dealing with any reports from a case officer or within case officer, and any report from the Monitoring Officer on any matter referred to their office by the Public Services Ombudsman for Wales • The exercise of their functions in relation to community councils and the members of those community councils
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5	Other	<ul style="list-style-type: none"> • To be committed to the values of the council and the following values in public office: <ul style="list-style-type: none"> • Openness and transparency • Integrity and honesty • Respect and respect
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Member of a Standards Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Standards Committee

2 Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its functions by:**
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Standards committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council

- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability