

## Standards and Training Committee Terms of Reference

To discharge the functions as set out in Part 1, Chapter 7 of the Localism Act 2011 including:

1. To promote and maintain high standards of conduct by Members and Co-opted Members of the Borough Council and to make recommendations to Council on improving standards.
2. To advise and assist Parish/Town Councils and Parish/Town Councillors to maintain high standards of conduct and to make recommendations to Parish/Town Councils on improving standards.
3. To advise the Borough Council on the adoption of or revisions to its Code of Conduct.
4. To advise, train or arrange to train Borough Members, Co-opted Members and Parish/Town Councillors on matters relating to the Code of Conduct.
5. To assist the Borough Councillors, Co-opted Members and Parish/Town Councillors to observe their respective Codes of Conduct.
6. To monitor and assess the operation and effectiveness of the Code of Conduct and to review and manage the Arrangements for dealing with Code of Conduct Complaints.
7. To advise on local ethical governance protocols and procedures.
8. To maintain oversight of the Borough Council's arrangements for dealing with Code of Conduct complaints.
9. To act as an advisory body in respect of any ethical governance matter.
10. To monitor and review the procedures for the Register of Members' Interests and declaring gifts and hospitality.
11. To receive quarterly reports (or less frequently if there are no complaints to report) from the Monitoring Officer on the number and nature of complaints received and action taken as a result in consultation with the Independent Person.
12. To receive an annual report on the Borough Council's ethical governance arrangements.
13. To appointment a sub-committee to deal with Code of Conduct complaints, following investigation.
14. To grant dispensations pursuant to section 33(2) of the Localism Act 2011 and paragraph 8 of the adopted code of conduct where:
  - (i) without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter.
  - (ii) that the Committee considers that the dispensation is in the interests of persons living in its area; or
  - (iii) where the Committee considers that it is otherwise appropriate to grant a dispensation.