

## Item 4 - Appendix

### CONSTITUTION AND STANDARDS COMMITTEE

#### FUNCTIONS:

In summary, the Committee's main responsibilities relate to updating the Council's Constitution and the policies and procedures in relation to standards of conduct.

#### Constitutional matters:

The Committee is responsible for:

- (a) Maintaining an effective, up to date and legally compliant Constitution.
- (b) Considering proposals from Council committees for changes to the constitutional arrangements of the Council.
- (c) Approving in-year changes to individual parts of the Constitution and submitting an annual report to the Council recommending a revised Constitution for approval to the Council's Annual General Meeting. See notes below.
- (d) Taking all required decisions in respect of the County Council elections;
- (e) Overseeing the Council's input and response to boundary reviews as required by the Boundary Commission.

Notes: The delegation set out in (c) above exclude approval of:

- Any changes to the operational arrangements of the Council including the Committee structure – which will be referred to Council for approval as a recommendation
- The Scheme of Members' Allowances which is approved by the Council on the recommendation of the Joint Independent Remuneration Panel;
- The Council's executive arrangements , which are the responsibility of the Leader of Council;
- Any change to the Council's model of democratic governance under the Localism Act 2011;

#### Conduct matters:

The Committee:-

- (a) Has responsibility for promoting high standards of conduct by Members, Co-opted Members and Officers and for the policies and processes which support this aim.
- (b) Advises on the induction and training of Members and Co-opted Members on standards of conduct ;
- (c) Monitors the operation of the Members' Code of Conduct and recommends any changes considered necessary to the Code to the Council for approval.
- (d) Has responsibility for overseeing the Standards of Conduct for officers and recommending any changes considered necessary to the Council for approval
- (e) Manages the members' and officers' registers of interests and gifts / hospitality;

- (f) Monitors the Council's Whistleblowing Policy and make recommendations to the Council in respect of any proposed changes.

The Committee will have no role in considering or determining member complaints.

**FORM AND COMPOSITION:** The Constitution and Standards Committee comprises of 1 elected member per political group (currently 5 elected Members) [but no Cabinet Members] and 5 Co-opted Members without voting rights. Substitutes will be permitted for the elected members appointed to the Committee. The Chairman is appointed by the Council on an annual basis. Council has agreed to waive the political proportionality requirements for appointments to the Committee to enable all of the political groups on the Council to be represented.

**QUORUM:** The minimum number of members required for a valid meeting of the Committee is 3 elected Members.

**COMMITTEE BUSINESS:** The following can include items on the Committee's agenda:

- (a) The Committee itself
- (b) Full Council
- (c) The Leader
- (d) The Chairman of any Committee
- (e) A member of the Committee including a co-opted member
- (f) The Chief Executive
- (g) The Chief Finance Officer / Section 151 Officer
- (h) The Monitoring Officer
- (i) The County Solicitor.

**REPORTING:** The Committee shall make an annual report to Council and shall report as necessary outside of these occasions. To reflect the importance of the Committee its reports to Council always appear at the beginning of the Council agenda before any other reports.