

Annex 1

The Standards Committee

General

A Committee of the Council established to make recommendations in relations to ethics and the standards of conduct expected of elected and co-opted members of Thanet District Council and the Town and Parish Councils established in the administrative area of Thanet District Council.

Membership, Chairmanship and Quorum

Number of Members	Twelve members comprising seven District Councillors, two Independent (non councillor) Members and three Town/Parish Representatives
Substitute Members Permitted	No
Political Balance Rules apply	Yes- to the seven District Councillors
Appointments/Removals from Office	By resolution of full Council.
Restrictions on Membership	Cabinet Leader ineligible
Restrictions on Chairmanship/Vice-Chairmanship	None.
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub Committees	Standards Assessment Working Party and Standards Hearing Sub Committee

Terms of Reference

1. Recommending to Council for approval the terms of the Code of Conduct for Members and any alterations or amendments thereto.
2. Recommending to Council for approval the terms of the Code of Conduct for Officers and any alterations or amendments thereto.
3. Recommending to Council for approval the terms of any other codes or protocols relating to matters of conduct, ethics or propriety, including without limitation the Protocol on Member/Officer Relations and the Protocol on the Guidance of Planning Committee Members and Officers and any alterations or amendments thereto.
4. Receiving the recommendations of the Constitution Review Working Party and recommending to Council the terms of the Constitution for the Governance of Thanet District Council

5. Promoting and maintaining high standards of conduct by elected and co-opted members.
6. Monitoring and keeping under review the codes and protocols referred to in sub - paragraphs 1 to 3 above.
7. Assisting elected and co-opted members to observe the codes and protocols referred to in sub-paragraphs 1 and 3 above.
8. Advising on training or arranging training for elected and co-opted members on matters relating to the adopted Members Code of Conduct.
9. On the request of the Monitoring officer and so far as permitted by law, to grant dispensations to elected and co-opted members from the requirements relating to interests set out in the adopted Members Code of Conduct or in relevant regulations .
10. Responsibility for establishing the following Sub Committees to carry out the following functions:-
 - 10.1 A Standards Assessment Working Party with responsibility for making recommendations to the Monitoring Officer on whether or not further action or other action should be taken in respect of a complaint alleging a failure to comply with the Members Code of Conduct or whether such complaint should be the subject of an investigation.
 - 10.2 A Standards (Hearings) Sub Committee with responsibility for conducting a hearing into a complaint referred to it by the Monitoring Officer or the Standards Committee to determine whether there has been a failure by a member to comply with the Members Code of Conduct and in the event of a finding of failure to comply to determine what action to take in relation thereto.
11. The exercise of the responsibilities set out in Sub-Paragraph 1 and Paragraphs 3 to 10 above in relation to the Town and Parish Councils established in the administrative area of Thanet District Council and the elected and co-opted members of those Councils and for this purpose any reference in these Terms of Reference to the 'Members Code of Conduct' shall where the context so requires include any of the Members Codes of Conduct from time to time adopted by any of the Town and Parish Councils established in the administrative area of Thanet District Council.
12. Responsibility for the overview of the Council's complaints procedure including ombudsman investigations.

Delegations

1. The matters referred to in sub-paragraphs 5 to 12 (inclusive) above.

STANDARDS ASSESSMENT WORKING PARTY

General

A Working Party of the Standards Committee established to make recommendations to the Monitoring Officer on whether no further action or other action should be taken in respect of a complaint alleging a failure to comply with the Members Code of Conduct or whether such complaint should be the subject of an investigation. .

Membership, Chairmanship and Quorum

Number of Members	Three members of the Standards Committee including in all cases an Independent Member and in the case of a complaint against a town or parish councillor, at least one Town/Parish Representative
Substitute Members Permitted	No
Political Balance Rules apply	No
Appointments/Removals from Office	The Monitoring Officer is has delegated authority to appoint members on a per meeting basis
Restrictions on Membership	Reserved to members of the Standards Committee.
Restrictions on Chairmanship	No.
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required

Terms of Reference

1. When required to do so to conduct an initial assessment of a complaint alleging that an elected or co-opted Member of the Council or of a Town or Parish Council established in the administrative district of Thanet failed to comply with the Code of Conduct for elected and co-opted Members adopted by their Council and make a recommendations to the Monitoring Officer that:
 - (i) No further action be taken in respect of the complaint; or
 - (ii) Other Action should taken in respect of the complaint; or
 - (iii) The complaint should be the subject of an investigation.
2. To produce a written summary of its consideration of a complaint to include the main points considered, its conclusion on the complaint and the reasons for that conclusion and to make arrangements to ensure that such summary is available

for inspection by members of the public at the Council Offices for a period of six years beginning with the date of the meeting that considered the complaint

Delegations

All matters in the Terms of Reference are fully delegated.

STANDARDS HEARINGS SUB COMMITTEE

General

A Sub Committee of the Standards Committee established to conduct hearings into allegations referred to it by the Monitoring Officer or the Standards Committee that a district, town or parish council or a co-opted members of a district, town or parish council failed to comply with the terms of the Code of Conduct for elected or co-opted Members or that a district councillor or co-opted member of the Council failed to comply with an adopted local or non-statutory Code or Protocol governing the ethical conduct of elected or co-opted members.

Membership, Chairmanship and Quorum

Number of Members	Three
Substitute Members Permitted	No
Political Balance Rules apply	No
Appointments/Removals from Office	The Monitoring Officer has delegated authority to appoint members on a per meeting basis.
Restrictions on Membership	Reserved to elected members of the Standards Committee
Restrictions on Chairmanship/Vice-Chairmanship	None A chairman will be elected at each meeting on a per meeting basis
Quorum	Three.
Number of ordinary meetings per Council Year	Meetings will be called as required

Terms of Reference

1. To hold a hearing and make a determination in relation to a complaint referred to it by the Monitoring Officer or the Standards Committee alleging a breach of any local or non-statutory Code or Protocol governing the ethical conduct of elected or co-opted members from time to time adopted by the Council
2. In any case where the Sub Committee determines that a member has failed to comply with the Members Code of Conduct or with any local or non-statutory Code or Protocol governing the ethical conduct of elected or co-opted members, to determine what action to take in respect thereof including the power to make recommendations to the Council of which the subject member is a member and the power to instruct the Monitoring Officer to publicise its decision on the

Council's web site and/or a newspaper circulating in the locality (whether a paid for or free newspaper)

3. To give notice in writing of any of its determinations including the reasons for such determination.

Delegations

All matters in the Terms of Reference are fully delegated.

Notes

1. An Independent Person shall be entitled to attend any hearing and make representations to the Sub Committee before it makes any determination as to whether there has been a failure to comply with the Members Code of Conduct or in the event of such failure, what action to take in relation thereto.