

MCC Constitution approved by Council on 19th May 2022 (Extract)

11 THE STANDARDS COMMITTEE

11.1 Composition

11.1.1 Membership. The Standards Committee will be composed of 9 members. Its membership will include:

(a) 5 independent members, who are not either a councillor or an officer or the spouse of a councillor or an officer of this council or any other relevant authority as defined by the Act, appointed in accordance with the procedure set out in the Standards Committees (Wales) Regulations 2001 (as amended);

(b) 3 county councillors other than the Leader and not more than one member of the executive;

(c) one member of a town or community council wholly or mainly in the Council's area (a 'community committee member').

11.1.2 Term of office:

(a) independent members are appointed for a period of not less than 4 nor more than 6 years and may be reappointed for one further consecutive term not exceeding 4 years;

(b) members of the local authority who are members of the Standards Committee will have a term of office of no more than 5 years or the period until the next ordinary local government election following their appointment, whichever is the shorter. They may be reappointed for one further term;

(c) a community committee member will have a term of office of no more than 5 years or the period until the next ordinary local government election following their appointment, whichever is the shorter. They may be reappointed for one further term.

11.1.3 Quorum. A meeting of the standards committee shall only be quorate when:

(a) at least 3 members, including the Chair, are present, and

(b) at least half the members present (including the Chairman) are independent members.

11.1.4 Voting. Independent members and community committee members will be entitled to vote at meetings.

11.1.5 Community committee members. A community committee member shall not take part in the proceedings of the standards committee when any matter relating to their town or community council is being considered.

11.1.6 Chairing the Committee:

(a) only an independent member of the standards committee may be the Chair;

- (b) the Chairman will be elected by the members of the standards committee for a period not exceeding one year. The Chairman is eligible for re-election;
- (c) the election of a Chairman will be the first item of business for the standards committee at the commencement of each municipal year.

11.2 Role and Function

11.2.1 The Standards Committee will have the following roles and functions:

- (a) promoting and maintaining high standards of conduct by councillors and co-opted members;
- (b) assisting the councillors and co-opted members to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring and from time to time reviewing the operation of the Members' Code of Conduct and protocols which apply to members of the Council, employees, contractors and other parties or organisations associated with Council activity;
- (e) advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- (f) granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- (g) 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;
- (h) mentoring and supporting the Council's Monitoring Officer in the discharge of their role;
- (i) receiving and investigating (where statute permits) reports and complaints relating to the Members' Code of Conduct and protocols approved by the Council from time to time;
- (j) the exercise of (a) to (i) above in relation to the town and community councils wholly or mainly in its area and the members of those town and community councils;
- (k) monitoring compliance by leaders of political groups on the council with their duties to:
 - (i) take reasonable steps to promote and maintain high standards of conduct by the members of the group, and
 - (ii) co-operate with the council's standards committee (and any sub-committee of the committee) in the exercise of the standards committee's functions.
- (l) advising, training or arranging to train leaders of political groups on the council about matters relating to their duties under 11.2.1 (k)

11.3 Annual Report

11.3.1 As soon as reasonably practicable after the end of each financial year, the standards committee must make an annual report to Full Council in respect of that year.

11.3.2 The annual report must describe how the committee's functions have been discharged during the financial year.

11.3.3 In particular, the report must include a summary of:

- (a) what has been done to discharge the general and specific functions conferred on the committee;
- (b) reports and recommendations made or referred to the committee;
- (c) action taken by the committee following its consideration of such reports and recommendations;
- (d) notices given to the committee;

11.3.4 The annual report must include the committee's assessment of the extent to which leaders of political groups on the council have complied with their duties under 11.2.1(k);

11.3.5 The annual report may include recommendations to the authority about any matter in respect of which the committee has functions.

11.3.6 Council must consider each annual report made by its standards committee before the end of 3 months beginning with the day on which it receives the report.