

## **JOB DESCRIPTION**

### **For Members of the Standards Committee**

#### **Main Role**

1. To give the Council advice on adopting a local Code of Conduct.
2. To monitor the effectiveness of the Code.
3. To train Members on the Code or to arrange for such training.
4. To promote and maintain high standards of conduct for Members.
5. To help Members to follow the Code of Conduct.
6. To assist the Monitoring Officer to determine whether allegations of breaches of the Code of Conduct should be the subject of an investigation.
7. To be available to be consulted by Councillors who are subject to allegations that they have breached the Code of Conduct
8. To attend meetings of the Standards Committee on a regular basis.
9. To participate in hearings to consider allegations of a breach of the Code of Conduct; to determine whether or not there has been a breach and in the event of a breach to determine what sanction (if any) to impose.
10. To undertake the above referred to functions with regard to Town and Parish Councils within the District.

## **PERSON SPECIFICATION**

For independent representatives of the Standards Committee

### **Essential Requirements**

A person may be an independent representative on a Standards Committee only if he or she:

1. has not been a Member or employee of the Council within the five years immediately before the date of appointment.
2. is not a relative or close friend of a Member or employee of the Council.
3. is not a Member or Officer of any local authority.
4. is able to make objective judgements concerning allegations of misconduct against Council Members.
5. has a positive commitment to high standards of conduct in local government and to assist Council Members to work within the ethical framework.

### **Desirable Criteria**

1. Familiarity with ethical dilemmas.
2. Experience of Committee work.
3. Questioning skills.
4. An assertive nature
5. Not a member of any political party.
6. Experience of working in an advisory capacity.
7. Experience of working in a regulatory capacity or within such a framework.