

## The Standards Committee – Terms of Reference

The general functions of the Standards Committee are:

- Promoting and maintaining high standards of conduct by Members and co-opted Members; and
- Assisting Members and co-opted Members to observe the Code of Conduct.

The terms of reference for the Committee are:

- Promoting, monitoring and reviewing the rules controlling the behaviour of Councillors and Officers (Code of Conduct);
- **Recommending improvements to the relevant sections of the Constitution covering Councillor conduct and ethical standards;**
- To initially assess and review complaints against West Berkshire Councillors and Parish and Town Councillors in West Berkshire and to decide what action (if any) to take;
- To consider the results of any investigation into the behaviour of Councillors and decide whether their behaviour has broken the rules described above. If the Councillor is found to have broken the rules, the Committee decide what punishment to impose;
- To provide advice and guidance to Members, Parish Councillors and Officers and to make arrangements for training them on standards issues; and
- To advise the Council about changes which need to be made to the code of conduct for Members and Officers and to promote, monitor and review these codes.

Each of the Standards Committee's Sub Committees (Assessment Sub-Committee, Review Sub-Committee and Hearing Panel) also has their own Terms of Reference which are available on request from the Democratic Services Manager.