STANDARDS SUB-COMMITTEE TERMS OF REFERENCE

5.12 Standards Sub-Committee

5.12.1 The CJC shall establish a sub-committee known as the Standards Sub-Committee. Its terms of reference are set out below and those terms of reference may be amended by the CJC from time to time.

5.12.2 The membership of the Standards Sub-Committee shall consist of 7 Members appointed by the CJC 4 of whom shall be independent members appointed in accordance with the provisions of the Standards Committee (Wales) Regulations 2001 as amended.

5.12.3 The chairperson of the sub-committee will play a key role in providing leadership and key relations with Welsh Government and the UK Government about the work of the sub-committee.

5.12.4 The sub-committee will be advised by Officers of the CJC and its Statutory Officers or their duly appointed representatives or deputies.

STANDARDS SUB-COMMITTEE TERMS OF REFERENCE
Functions to be exercised by the Standards Sub-Committee

The Standards Sub-Committee shall be responsible for exercising the following functions in relation to the CJC:

i. Promoting and maintaining high standards of conduct by its members and co-opted members;
ii. Assisting its members and co-opted members to observe the CJC's code of conduct;
iii. Advising the CJC on the adoption and revision of a code of conduct;
iv. Monitoring the operation of the CJC's code of conduct:
v. Advising, training or arranging to train its members and co-opted members on matters relating to the CJC's code of conduct;
vi. Overseeing the Members' Register of Interests;
vii. Granting dispensations to members from requirements relating to interests set out in the Members' Code of Conduct;
viii. Dealing with any reports from a case tribunal or interim case tribunal or the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales; and
ix. Determining appropriate action on matters referred to it by the Public Services Ombudsman for Wales.

Where a matter relates to a Member's conduct in general, and not specifically to CJC activities, the Standards Committee of that Member's Principal Authority shall be the responsible body.

MEMBERSHIP OF THE STANDARDS SUB-COMMITTEE

The membership of the CJC's Standards Sub-Committee is comprised of 7 members appointed by the CJC.

3 members shall be drawn from the constituent authorities or National Park Authority, but not co-opted members, nor members of the CJC or any of its other sub-committees.

4 members shall be Independent Members.

The following are not eligible to serve as Independent Members of the CJC's Standards Sub-Committee:

i. A person who is an elected member, co-opted member or officer of the Corporate Joint Committee, or any of its Constituent Authorities or National Park Authority, or the spouse or civil partner of that member, co-opted member or officer;
ii. A person who has been, in the preceding 12 months but is no longer an elected member or officer of the CJC's constituent authorities or National Park Authority;
iii. A former elected member of the CJC or any of its other sub-committees
iv. A former officer of the CJC
v. A person who is an elected member or an officer, or the spouse or civil partner of a member or officer of a Relevant Authority*

A "Relevant Authority" means a relevant authority as defined in section 49 of the Local Government Act 2000, namely:

- A County Council in Wales
- A County Borough Council
- A Corporate Joint Committee
- A Community Council
- A Fire & Rescue Authority in Wales
- A National Park Authority

TERM OF OFFICE

Independent Members are appointed for a period of not less than four or more than six years. The CJC shall determine the term of office when making the appointment.

An Independent Member of the Standards Sub-Committee of a Relevant Authority shall serve no more than one term of office.

The term of office of a member of the CJC's Standards Sub-Committee who is a member of a constituent authority of the CJC shall be no longer than:

a. Four years; or
b. The period until the ordinary government elections for the CJC whichever is shorter.

Such a member shall cease to be a member of the CJC's Standards Sub-Committee if they cease to be a member of the Constituent Authority of the CJC. Subject to this provision, a member of the CJC's Standards Sub-Committee who is a member of a constituent authority may be reappointed for one further consecutive term.

MEETINGS

The Standards Sub-Committee must meet at least once during every period of 12 months after it was established. Additional meetings may be arranged as required.

QUORUM

No business shall be transacted at a meeting of the Standards Sub-Committee unless

- At least 3 members are present including the Chairperson
- At least half the members present (including the Chairperson) are independent members.

VOTING

All Members, including independent members, will be entitled to vote at meetings
A question to be decided by the Standards Sub-Committee shall be decided by a majority of the votes cast by those members present at the meeting and eligible to vote. If the votes cast are equal, the person presiding at a meeting of the Standards Sub-Committee shall have a second, casting vote

CHAIRING THE STANDARDS SUB-COMMITTEE

Only an Independent Member of the Standards Sub-Committee may be the Chair or Deputy Chair. The Members of the Standards Sub-Committee shall elect a Chair and Deputy Chair from amongst the Independent Members of that sub-committee, and this shall be the first business to be transacted at the first meeting of the Standards Sub-Committee.

If the Chair is absent from a meeting of the Standards Sub-Committee, then the Deputy Chair of the sub-committee, if present, shall preside.

If both the Chair and the Deputy Chair are absent from a meeting, an Independent Member (as chosen by those members of the Standards Sub-Committee present) shall preside.The Chair and Deputy Chair will be elected by the Standards Sub-Committee for the period until their term of office comes to an end.

REPORTING

As soon as reasonably practicable after the end of each financial year, the Standards Sub-Committee will make an annual report to the CJC setting out the following:

a. How the Standards Sub-Committee's functions have been discharged;
b. Reports and recommendations made or referred to the Sub-Committee by the Ombudsman;
c. Action taken by the Sub-Committee following its consideration of such reports and recommendations;
d. Notices given to the Sub-Committee by the Adjudication Panel for Wales
e. Such other matters as the Sub-Committee may wish to draw to the attention of the CJC in relation to the Standards Sub-Committee's functions.