

NEWTON PARISH COUNCIL

Terms of Reference for the Standards Committee

1. PURPOSE

This shall be called the Standards Committee with the purpose of the committee being to facilitate the discharge of Newton Parish Council's responsibilities as a corporate body concerning complaints received on council decisions and councillors' conduct.

2. MEMBERSHIP

The committee shall comprise of 3 councillors who will be elected at the Annual Meeting of Newton Parish Council in May and subsequent parish council meetings if the need arises. The quorum for the committee will be 3.

3. MEETINGS

Meetings will take place as required but at least once annually to review the council's complaints policy and procedures and the Terms of Reference for the Standards Committee.

4. COMMITTEE SERVICES

The committee will be serviced by the Clerk.

5. VOTING

Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

6. ROLES AND RESPONSIBILITIES

- 6.1 Review (annually) the complaints policy and procedures, recommending any necessary changes to the full Council.
- 6.2 Review (annually) the Terms of Reference of the Standards Committee recommending any necessary changes to the full Council.
- 6.3 Conduct formal procedures properly brought against a Parish Councillor under the Code of Conduct
- 6.4 Conduct formal procedures to handle any complaints properly brought against the Parish Council
- 6.5 Review and make recommendations to the full Council for the training status of all Parish Councillors and staff to ensure familiarity with correct practice.

7. DELEGATION

For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the full Council whichever is sooner.