

## **Wiltshire Council**

### **Standards Committee**

**15 June 2021**

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#### **Appointment of Members to the Sub-Committees and Working Groups**

##### **Purpose of Report**

1. To appoint the membership of the Standards Assessment Sub-Committee for the forthcoming year.
2. To confirm the terms of reference for the Constitution Focus Group and the standards representative on the Focus Group for the forthcoming year.

##### **Background**

3. Under paragraph 2.5.8.1 of Part 3B of the Constitution sets out that the Standards Committee will appoint an Assessment Sub-Committee to assess complaints in respect of complaints regarding the conduct of Members of Wiltshire Council, or Members of city, town, or parish councils under the Council's arrangements.
4. Under paragraph 2.5.10 of Part 3B of the Constitution the Standards Committee will appoint the members of the above Sub-Committee annually. Following updates to the constitution by Council on 16 May 2023, the Sub-Committee will be responsible for electing its own Chair and Vice-Chair following its reappointment by the Committee.
5. The Constitution Focus Group is a cross party working group established by the Standards Committee to review the Constitution and make proposals for consideration by the Committee before they are recommended to Full Council.

##### **Main Considerations**

###### Assessment Sub-Committee

6. The Sub-Committee is comprised of five Members or Substitute Members of the Standards Committee, with all other Members or Substitute Members acting as substitutes for the Sub-Committee. Once appointed, up to two Co-opted Members of the Standards Committee attend the Sub-Committee on a rotating ad hoc basis.
7. The Sub-Committee is not subject to the requirements of political balance but is subject to a requirement of a maximum of four elected Members from any political group.
8. The terms of reference for the Sub-Committee are set out at Appendix A.
9. The current membership of the Sub-Committee is set out below:

Cllr Richard Britton  
Cllr Ernie Clark (Vice-Chair)  
Cllr Ruth Hopkinson (Chair)

Cllr Gordon King  
Cllr Sam Pearce-Kearney

10. On 17 May 2023 and 6 June 2023 all members of the Standards Committee were emailed requesting expressions of interest to serve on the Standards Assessment Sub-Committee.
11. The Committee will be updated on those who have submitted an interest to serve on the Assessment Sub-Committee at the meeting on 20 June 2023, and will then make appointments accordingly.

#### Constitution Focus Group

12. The updated terms of reference of the Focus Group are attached at Appendix B.
13. The membership continues to include representatives of each political group on the Council, as well as representatives of the Standards, Audit and Governance, and Overview and Scrutiny Management Committees, as well as the Chair of the Council.
14. The Committee is requested to confirm the terms of reference of the Focus Group, and to select a member or substitute of the Committee to serve as the representative on it.

#### **Safeguarding Implications**

15. There are no safeguarding issues arising from this report.

#### **Equalities Impact of the Proposal**

16. There are no equalities impacts arising from this report.

#### **Risk Assessment**

17. There are no risk issues arising from this report.

#### **Financial Implications**

18. There are no financial implications arising from this report.

#### **Public Health Impact of the Proposals**

19. There are no public health impacts arising from this report.

#### **Environmental Impact of the Proposals**

20. There are no environmental impacts arising from this report.

#### **Legal Implications**

21. There are no legal implications.

#### **Proposal**

22. **To appoint five members to the Standards Assessment Sub-Committee for the forthcoming year as follows.**
23. **To agree the terms of reference for the Constitution Focus Group, and appoint a Standards Committee representative.**

**Perry Holmes - Director, Legal and Governance**

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## **Appendices**

Appendix A – Terms of Reference of the Assessment Sub-Committee

Appendix B – Terms of Reference of the Constitution Focus Group

## **Background Papers**

[Protocol 11 of the Constitution](#)

## **Appendix A - Standards Assessment Sub-Committee Terms of Reference (Part 3B of the Constitution)**

### Assessment Sub-Committee

- 2.5.10 As it shall consider multiple complaints per meeting this Sub-Committee shall comprise 5 elected Members from among the Standards Committee and its substitutes, in case of conflicts arising. The Standards Committee will appoint the members annually. The Sub-Committee will elect a Chair and Vice-Chair at their first meeting following their reappointment by Standards Committee after the annual meeting of Council. The Sub-Committee may include up to 2 non-voting co-opted Members of the Standards Committee on an ad-hoc basis. All other members and substitutes of the Standards Committee will serve as substitutes for the Sub-Committee.
- 2.5.11 The above Sub-Committee is not subject to the requirements of political balance but is subject to a requirement of a maximum of 4 elected Members from any political group. The co-opted members serving on the Sub-Committee will be determined by the proper officer, who in this instance would be a Democratic Services Officer on behalf of the Monitoring Officer.
- 2.5.12 The above Sub-Committee shall meet on a monthly basis and make decisions on all Code of Conduct complaints in accordance with the Council's arrangements under [Protocol 11](#).
- 2.5.13 Members, including co-opted members, may not serve on the Hearing Sub-Committee for a complaint they have previously considered on the Assessment Sub-Committee.

## **Appendix B – Constitution Focus Group Terms of Reference**

### Function

To undertake the following:

- ongoing review work on the constitution as and when required;
- producing user friendly summaries of the relevant parts of the constitution for use by members of the public and members of the Council on request, and specifically to review the constitution in light of any changes in the legislation
- To consider the views of (as appropriate):
  - elected and co-opted members of the Council
  - officers
  - decision making bodies of the Council
  - town, parish and city councils and
  - members of the publicascertained through appropriate methods of communication and make appropriate recommendations
- To offer a councillor perspective on and accordingly to influence key issues within the constitution.
- To advise the Standards Committee of final recommendations on any changes to the constitution for consideration and onward recommendation to Council.

### Membership

- (i) a member from each political group on the Council nominated by group leaders;

**Conservative: Ashley O'Neill**  
**Liberal Democrat: Ian Thorn**  
**Independent: Graham Wright**  
**Labour: Ricky Rogers**

- (ii) a member or substitute of the Overview and Scrutiny Management Committee:  
**Jon Hubbard**

- (iii) a member or substitute of the Audit and Governance Committee: **Stuart Wheeler (TBC)**

- (iv) A member or substitute of the Standards Committee: **Richard Britton**

- (v) The Chairman of the Council: **James Sheppard**

And that appropriate Councillors and Officers are invited to attend as and when requested by the Focus Group or its Chair to assist it in its work.

### Chair

A Chair will be selected annually by the Focus Group from among its membership.