

A description of the role of the Chair of the Standards Committee

(The Committee promotes, maintains and protects standards of conduct of Members within the Council and the appropriateness of all of the Council's discussions).

An external independent member chairs the Standards Committee not a Gwynedd Council Councillor.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

1 Accountability

- To the Full Council

2 Role, purpose and activities

2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and communicable environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that the meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

2.2 Manage meetings effectively

- Work with officials to agree a programme with the aims and objectives being clear to every meeting
- Manage the way the meeting is run, ensuring that the objectives of the meeting are being achieved and that everyone adheres to the code of conduct for members, the rules of procedure and other constitutional requirements (bearing in mind that some Committee will be Web broadcast)

- Ensure that the appropriate preparatory work is being done in advance (which includes, as appropriate, preparatory meetings or briefing, clarify the roles of Committee members, officials and other attendees, scheduling)
- Ensure that all participants in the meeting will have the opportunity to contribute appropriately, and accept appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

2.4 Lead the Committee in achieving their role regarding the following:-

- promoting and maintaining high standards of conduct by councillors and co-opted members
- assisting the councillors and co-opted members to adhere to the Members' Code of Conduct
- advising the Council on the adoption or amendment of the Members' Code of Conduct
- Monitor the course of Members' Code of Conduct
- advising and training councillors and co-opted members (or arrange for them to be trained) on matters that are relevant to the Members' Code of Conduct
- allow dispensations for councillors and co-opted members
- dealing with tribunal reports or interventional tribunals and the reports of the Council's Monitoring Officer regarding any matter that the officer has submitted to the Public Services Ombudsman for Wales.
- achieve roles regarding the Community Councils and their members.

Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

3. To fulfil their role according to the description, the Chair of the Standards Committee will need to:

3.1 Understand the function of the Standards Committee

- Understand the purpose and function of the Council, the Standards Committee and the procedure to report complaints.
- Understand the function of the Committee.
- Understand the law and the Constitution in relation to behaviour.
- Understand the roles of the Councillors and officers.
- Understand the seven principles of Nolan.
- Leadership skills.
- Ability to manage the work of the Committee.

- Show objectivity by making independent decisions on the basis of evidence and the legal responsibility.
- Willing to be accountable to the public.
- Attend relevant training.

3.2 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Ability to steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

3.3 The involvement and development of the Committee Members

- Understand the function of the Standards Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and participate in them.

3.4 Promote the function of the Standards Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Understand technical, procedural and legal matters to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in practicing its roles

NOTE: The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: _____

Signed: _____

Date: _____