

Terms of Reference for the Governance Committee

As approved by Full Council on 29th July 2025.

Membership: All Councillors may be Members of the Governance Committee.

The Committee has six members who are elected councillors and who are appointed at the Annual Meeting of Full Council. The Committee will also have up to four independent non-voting persons co-opted to support the work of the Committee in relation to its Standards remit.

Areas of Work: Its role is to advise the Council on the operation of its Constitution, Governance and decision-making arrangements, on the adoption and revision of the Members Code of Conduct and for monitoring the operation of the code.

(a) Governance arrangements:

- To review the operation of the Constitution, its Standing Orders, conventions, codes, protocols, calendar of meetings and working practices;
- To make recommendations to the Council to make changes to the Constitution;
- To oversee the Council's programmes for member development and training;
- To make recommendations to the Council on its Scheme of Members' Allowances; and
- To consider findings of maladministration and Public Interest Reports issued by the Local Government and Social Care Ombudsman.

(b) Standards

In undertaking its responsibilities (below), the Committee may appoint sub-committees to deal with its business as follows:

- To promote and maintain high standards of conduct by Councillors and co-opted members;
- To advise the Council on the adoption or revision of the Members' Code of Conduct;

- To advise or train councillors, co-opted members and parish / town councillors on matters relating to the Members' Code of Conduct;
- To be responsible for the Council's procedures for investigating and responding to complaints.
- To deal with the local filtering of complaints (including in respect to parish and town councillors), advise on declarations of interests and grant dispensation requests (where these are not dealt with by the Monitoring Officer under delegated powers);
- To conduct local hearings and determination of sanctions should a breach of the code of conduct be found; and in such cases:
 - a) the sub-committee membership be limited to 3 members of the committee, selected to sit on the particular sub-committee according to their availability;
 - b) when dealing with complaints about a parish / town councillor, the sub-committee should also include a non-voting parish / town council representative; and
 - c) at least one independent person should be consulted by the sub-committee (or full committee as appropriate) prior to determination of any complaint or otherwise as required by law.