

## Terms of Reference Template

<p><b>Portfolio</b></p> <p><i>Insert the name of the Committee / portfolio body</i></p>	<p>GMCA Standards Committee</p>
<p><b>Function/Purpose</b></p> <p><i>Include here where functions have been given to the Committee through Government legislation, or where a joint purpose has been agreed.</i></p>	<p>The GMCA has delegated to the Standards Committee the following powers to deal with matters of conduct and ethical standards, and the GMCA's Standards Committee has the following role and functions:</p> <ul style="list-style-type: none"><li>(a) to promote and maintain high standards of conduct by GMCA Members;</li><li>(b) to assist GMCA Members to observe the GMCA's Code of Conduct for Members;</li><li>(c) to advise the GMCA on the adoption, revision or replacement of the GMCA's Code of Conduct for Members and the GMCA's Arrangements for Dealing with Complaints that GMCA Members have failed to comply with the GMCA's Code of Conduct for Members ("the GMCA's Arrangements");</li><li>(d) to monitor the operation of the GMCA's Code of Conduct for Members and the GMCA's Arrangements;</li><li>(e) to advise, train or arrange to train GMCA Members to observe the GMCA's Code of Conduct for Members;</li></ul>

(f) to determine, or to delegate to a Standards (Hearings) Sub-Committee to determine, in accordance with the GMCA's Arrangements whether a GMCA Member has failed to comply with the GMCA's Code of Conduct for Members and, if so, to determine, or to delegate to a Standards (Hearings) Sub-Committee to determine, what action (if any) to take in respect of the GMCA Member, such actions to include –

- publication of the findings of the GMCA's Standards (Hearings) Sub-Committee in respect of the Subject Member's conduct;
- reporting the findings of the GMCA's Standards (Hearings) Sub Committee to the GMCA for information;
- recommendation to the GMCA that the Subject Member should be censured;
- instructing the GMCA's Monitoring Officer to arrange training for the Subject Member;
- recommendation to the GMCA that the Subject Member should be removed from all appointments to which the Subject Member has been appointed or nominated by the GMCA;
- placing such restrictions on the Subject Member's access to staff, buildings or parts of buildings provided for the use of the GMCA as may be reasonable in the circumstances.

(g) to determine appeals against the GMCA Monitoring Officer's decision on the grant of dispensations.

<p><b>Delegations</b></p> <p><i>Include here where delegations have been given through legislation or directly by the GMCA or GM Mayor.</i></p>	<p>(a) to overview the GMCA's whistle blowing policy;</p> <p>(b) to consider the GMCA's Code of Corporate Governance and the Annual Governance Statement.</p>
<p><b>Accountability</b></p> <p><i>Include here how the committee or portfolio body is made up, to where it directly reports etc.</i></p>	<p>The Standards Committee is a Committee of the GMCA, its minutes are noted by them. The Standards Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions. Any such subcommittee shall be chaired as determined by the Committee and shall have a quorum of three.</p>
<p><b>Statutory/Decision Making/Informal</b></p> <p><i>Include here whether the committee or portfolio body is statutory i.e. legally required.</i></p>	<p>Statutory</p>
<p><b>Membership</b></p>	<p>The Standards Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Five members of the GMCA (none of whom shall be the Chair);</li> </ul> <p>and</p>

<p><i>Detail here the membership of the committee or portfolio body, the required number of (and type of) members i.e. those who are elected members. In listing officers, ensure that these are referenced by job title/organisation.</i></p>	<ul style="list-style-type: none"> <li>• One person appointed by the GMCA who is not a Member or officer of the GMCA or an elected member or officer of any of the Constituent Councils (Co-opted Independent Member).</li> </ul>
<p><b>Appointment of Chair (and Vice Chair)</b></p> <p><i>Explain how the Chair is appointed and whether there is a legal requirement to appoint a certain person to Chair, also whether there is a designated length of term.</i></p>	<p>The GMCA will appoint the Co-opted Independent Member as Chair of the Committee. In the absence of the appointed Chair, the Committee will be chaired as determined by the Committee.</p>
<p><b>Quoracy</b></p>	<p>The quorum for the Standards Committee shall be three (and in relation to the matters referred to in paragraph 4.3 (f) and (g) of whom at least one must be the Co-opted Independent Member), provided that the Co-opted Independent Member is not prevented or restricted from</p>

<p><i>Detail how many members of the Committee or portfolio body are required to be present before a meeting can take place, and whether there are any specifications as to the breakdown of these members.</i></p>	<p>participating by virtue of the GMCA's Code of Conduct.</p>
<p><b>Voting</b></p> <p><i>Set out here how a vote will be taken, if there is a majority vote, any casting vote etc.</i></p>	<p>The Co-opted Independent Member will not be entitled to vote at Meetings.</p> <p>Decisions will be taken by a simple majority.</p>
<p><b>Meeting arrangements</b></p> <p><i>Detail here the current meeting arrangements, i.e. frequency, location etc</i></p>	<p>The Standards Committee shall meet at least once per year, other meetings to be held as the Work Programme demands.</p>
<p><b>Lead contact</b></p>	<p>Gillian Duckworth, GMCA Monitoring Officer</p>

<i>Include here who is the main point of contact for the Committee / portfolio body</i>	
<b>Date TOR were approved</b> <i>Detail the date that these terms of reference were approved</i>	September 2019 by the Committee, although approved by the GMCA in June 2022.