



Tyne and Wear Integrated Transport Authority - Standards Committee

Meeting to be held following the conclusion on the Tyne and Wear Integrated Transport Authority's Audit Committee on Friday 5 July 2013 in a Committee Room, Civic Centre, Newcastle upon Tyne, NE1 8QH

Membership:

Independent Members: Mr Scrimshaw and Mr Clark

Councillors: Curran, Lambert, Maughan, Smith and vacancy

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AGENDA

Page

1. Appointment of Chair

The Chair must be an Independent Member.

2. Appointment of Vice-Chair

3. Apologies for absence

4. Declarations of interest of members and officers in any matter to be discussed at the meeting

Please remember to declare any personal interest where appropriate both verbally and by recording it on the relevant form (to be handed to the Democratic Services Officer).

Please also remember to leave the meeting where any personal interest requires this.

5. Minutes of the previous meeting

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6. Appointment of Independent Members - A Verbal Update

7. Committee Terms of Reference - Annual Review

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8. Work Programme

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For review.

9. Date and time of next meeting

Wednesday, 18 September 2013 following the conclusion of the Tyne and Wear Integrated Transport Authority's Audit Committee.



Tyne and Wear Integrated Transport Authority - Standards Committee

22 February 2013
(3.55 - 4.00 pm)

Present:

Independent Member: Mr Scrimshaw (Chair)
Independent Members: Mr Atkinson, Mr Clark and Ms Green
Councillors: Curran, Lawson, O'Shea and Smith

In attendance:

Newcastle City Council:

P Woods - Acting Clerk and Treasurer to the ITA
H Wilson - Solicitor, Legal Services
L Scott - Head of Democratic Services
V Miller - Democratic Services

18. **APOLOGIES FOR ABSENCE**

Councillor Maughan.

19. **DECLARATIONS OF INTEREST OF MEMBERS AND OFFICERS IN ANY MATTER TO BE DISCUSSED AT THE MEETING**

None declared.

20. **MINUTES OF THE PREVIOUS MINUTES**

The minutes of the previous meeting held on 14 September 2012 were approved as a correct record and signed by the Chair.

Matters Arising

(a) New Standards Regime – Update

(Minute 15 refers)

It was noted that the written arrangements for dealing with standards complaints, as approved by the Committee at the September 2012 meeting, had been published on the Authority's website.

(b) Work Programme

(Minute 16 refers)

H Wilson advised members that officers had considered the Terms of Reference of the Committee and these remained fit for purpose. She also explained that it was not long since the Term of Reference had been updated – they had been agreed by the Authority in July 2012. In appreciating the advice, members indicated that it was the duty of the Committee to review its Terms of Reference annually and requested that they should be reviewed at the July 2013 meeting.

21. DRAFT ANNUAL REPORT OF STANDARDS COMMITTEE

Submitted: A report of the Legal Advisor and Monitoring Officer (previously circulated and copy attached to Official Minutes).

H Wilson introduced the report which invited members to consider and approve the proposed text for the inclusion in the Authority's Annual Report and Accounts.

Comments/points raised

- The Chair acknowledged that the Annual Report and Accounts generally looked back, but asked for the text to include a reference to the Committee's work programme for future meetings.
- Members asked for the text to include a reference to the schedule of meetings held in 2012/13, the Committee's Terms of Reference and information on members of the Committee. Members asked whether it would be appropriate to include attendances at meetings and whether members had registered their interests.
- It was noted that those members who wished to provide an updated photograph for the Annual Report and Accounts would let officers have the photograph.

RESOLVED – That subject to the inclusion of the information outlined above, as requested by members, and any further comments received from members by 31 March 2013, the proposed text, as in the report, be endorsed for the inclusion in the Authority's Annual Report and Accounts.

22. WORK PROGRAMME

Submitted: The Committee's Work Programme (previously circulated and copy attached to Official Minutes).

Members considered the work programme.

It was noted that officers would check whether the Authority required monthly member's gifts and hospitality forms and, if so, whether they were up to date.

RESOLVED – That the review of the Committee's Terms of Reference be added to the work programme for the next meeting.

23. **DATE AND TIME OF NEXT MEETING**

RESOLVED – That in the Municipal Year 2013/14 the Committee would meet on Friday 19 July 2013, Wednesday 18 September 2013 and Friday 21 February 2014, all following the conclusion of the ITA Audit Committee, subject to approval by the Authority at its annual meeting in May 2013.

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STANDARDS COMMITTEE

DATE: 5 July 2013
SUBJECT: Committee Terms of Reference – Annual Review
REPORT OF: Legal Adviser and Monitoring Officer

PURPOSE OF REPORT

To consider and review the Committee's Terms of Reference, agreed by the Authority at its Annual Meeting on 23 May 2013, and to see if members have any concerns.

RECOMMENDATIONS

The Committee is recommended to:

- (a) Note this report and
- (b) Make any recommendations to the Authority if the Committee has any concerns about its Terms of Reference

BACKGROUND DOCUMENTS

None

CONTACT OFFICER

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IMPACT ON OBJECTIVES

To support economic development and regeneration	Neutral
To address climate change	Neutral
To support safe and sustainable communities	Neutral



1 Executive Summary

- 1.1 This report asks members to consider the Committee's Terms of Reference and, if members have any concerns about them, to make appropriate recommendations to the Authority.

2 Background information

- 2.1 The Authority agreed the Committee's Terms of Reference at its Annual Meeting on 23 May 2013.

A copy is attached.

- 2.2 The Committee's work programme includes the following item: "Annual Review of the Terms of Reference." This item was scheduled for the meeting on 22 February. At that meeting, officers advised that, having reviewed the Terms of Reference (which were previously agreed by the Authority in May 2012), they did not think any changes were required. However, the Committee specifically requested that the Terms of Reference be brought to the July meeting so that members could consider them.

3 Proposals

- 3.1 The Committee is invited to consider and review the Terms of Reference.
- If members have any concerns, or wish to suggest any amendments, the Committee will need to make appropriate recommendations to the Authority.

4 Potential impact on objectives

- 4.1 Neutral

**Extract from Terms of Reference of the Committees and Working Groups
2013/14**

Standards Committee

Terms of Reference

1. To promote and maintain high standards of conduct by councillors and co-opted members;
2. To assist the councillors and co-opted members to observe the Members' Code of Conduct;
3. To advise the Authority on the adoption or revision of the Members' Code of Conduct;
4. To monitor the operation of the Members' Code of Conduct;
5. To advise, train or arrange to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
6. To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct so far as not delegated to the Monitoring Officer;
7. To deal with written allegations that a councillor or co-opted member (or former councillor or co-opted member) of the Authority has failed, or may have failed, to comply with the Members' Code of Conduct;
8. To deal with complaints that a councillor or co-opted member of the Authority has failed, or may have failed, to comply with one of the Authority's local protocols.

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**Tyne and Wear Integrated Transport Authority
Standards Committee
Work Programme**

			2013/14		
	Terms of Reference item	Details	5 Jul 2013	18 Sept 2013	21 Feb 2014
1	1-8	Consider and determine allegations of members' misconduct (if any)	Scheduled	Scheduled	Scheduled
2	1-8	Consider any general conduct issues arising	Scheduled	Scheduled	Scheduled
3	1-8	Annual Review of the Terms of Reference	Scheduled		Scheduled
4	1-8	Agree Annual Report to the Authority			Scheduled

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