

Appendix 1

TERMS OF REFERENCE OF THE DISPENSATIONS (STANDARDS) WORKING PARTY

The Working Party will:

1. Review dispensations policy, procedures, guidance and any associated issues on behalf of the Standards Committee, in response to concerns raised by Members regarding consistency of decisions made on dispensation requests, and to enhance confidence in the processes to be followed on dispensation requests.
2. Consider possible improvements in relation to the above, considering especially means of enhancing consistency in determining dispensation applications.
3. Report to the Standards Committee in October 2018, with recommendations on its conclusions, including recommendations relating to:
 - Enhancements of policy relating to granting dispensations
 - Enhancements to the application process, including the application form
 - Enhancements to standard features of dispensation notifications
 - Any recommended changes to the composition of the dispensation-granting body
 - Any other matters relating to the consideration of applications for dispensations that the Working Group considers should be recommended to the Standards Committee
4. The Working Party will be chaired by the Chairman of the Standards Committee and will be regularly attended by:
 - The Deputy Chairman of the Standards Committee
 - 3 nominated Members of the Standards Committee (including a Co-opted Member)
 - The Comptroller and City Solicitor
 - The Town Clerk
5. The Working Party will meet as required.
