

APPENDIX 1

Document request

Copies of the following documents will be needed before we commence the audit

- Council constitution
- Code of conduct
- Standards Committee terms of reference
- Standards Committee papers, i.e. Agendas, minutes and supporting papers
- Schedule of proposed activities for the following year
- Appointment of independent members to Standards Committees (details including any related job descriptions, person specifications etc)
- Standards, protocols and procedures for handling investigations
- Member training in this area – details, and any evaluations
- Work undertaken by external bodies with the Standards Committee – details
- Complaints to The Standards Board for England – details and any outcomes
- Resident and staff surveys – full results
- Any other relevant documentation