

## **Committee on Standards in Public Life**

### **Expectations of Committee Members and the Secretariat**

#### **Members Attendance at Meetings**

1. Meetings are usually held on the third Thursday of the month (except August). Meetings begin at 10.00am and normally last around 2 hours. When the Committee is involved in an inquiry and discussing draft reports, meetings can be substantially longer. On occasion, additional meetings will be scheduled to meet tight publication deadlines or to respond to an emerging issue.

#### **Apologies for Committee Meetings**

2. Members are expected to attend each Committee meeting wherever possible. Where that is not possible, apologies and reasons should be given.

#### **External Meetings**

3. Members are expected to read briefings and attend external meetings as part of the Committee's work programme. Where they have agreed to be a lead member with the Chair on a particular report, they are expected to attend all evidence gathering meetings.

#### **Meeting Agenda and Papers**

4. Agenda take the following order:
  - Apologies for absence
  - Register of interests
  - Agreement to minutes of previous meeting
  - Other matters
  - Standards check
  - Any other business

#### **Expectations of Members**

5. Engage fully in collective consideration of issues, taking account of the full range of relevant factors.
6. Take collective responsibility for the operation and decisions of the Committee, reaching consensus decisions. Should a consensus not be possible, members may record a dissenting view.
7. Where practicable and appropriate, attend meetings with those giving evidence to a review.
8. Ensure that the Committee does not exceed its powers or functions.
9. Ensure that other current roles, relationships or interests do not conflict with this role and declare, register and resolve any actual or perceived conflicts of interest as appropriate.

10. Uphold the letter and spirit of the Code of Practice.

**Expectations of the Secretariat**

11. Support the Committee by advising, carrying through decisions, protecting and maintaining its public image.

12. Support the Committee in maintaining an authoritative reputation at home and abroad.

13. Provide policy and administrative support.

14. Ensure value for money in deploying the Committee's budget.

15. Respond appropriately and in a timely manner to all correspondence, including requests for information under the Freedom of Information Act and complaints.

CSPL Secretariat  
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