

### Observations of Independent Member of Standards Committee

Name of Independent Member observing:
Meeting observed:
Date of Meeting:
Time of Meeting:
Location of Meeting:
Location of Member observing:

Were you welcomed by the Chair / Monitoring Officer?
Were Members of the Committee advised that you were observing the Meeting?
Did Members and Officer(s) have name cards identifying who they were?
Were copies of the agenda available on the website and were any copies available for the public (if attending in person)?
Did the meeting commence on time?
Does the Authority have a procedure for public speaking or is there an opportunity to suspend Standing Orders to allow a person to speak?
Were motions moved and seconded? Decisions were mostly taken on the basis of consensus
If there wasn't agreement by the meeting as a whole was the motion voted on?
Were any amendments moved and seconded?
Did the meeting follow the agenda?
Were rulings by the Chair adhered to?

If Exempt items appeared on the agenda, did Members agree to move into closed session for this part of the agenda?
Were Members of the Public (including the Independent Standards Committee Member) asked to leave the meeting room prior to the discussion of exempt matters?
Were there any other items discussed at the meeting without a report being available and no prior notice given?
Did Members show respect and consideration for others?
If a Member declared a personal interest, did the Member explain the nature of the interest?
If a Member declared a personal and prejudicial interest in a report did they leave the Meeting during the consideration of the relevant report?
What time did the Meeting end?

Any additional general comments