

## STANDARDS COMMISSION GLOSSARY

TERM	ABBREVIATION	DEFINITION
Standards Commission for Scotland	SCS Standards Commission	Independent public body, responsible for encouraging high standards of behaviour by councillors and those appointed to boards of devolved public bodies. Role is to: <ul style="list-style-type: none"> <li>• Encourage high ethical standards in public life; including the promotion and enforcement of the Codes of Conduct and to issue guidance to councils and devolved public bodies.</li> <li>• Adjudicate on alleged breaches of the Codes of Conduct, and where a breach is found, to apply a sanction.</li> </ul>
Ethical Standards Commissioner	ESC The Commissioner	Investigate complaints about the behaviour of MSPs, local authority councillors, board members of public bodies and lobbyists. Also regulates how people are appointed to the majority of boards of public bodies in Scotland. Refers reports on investigations into any complaint that a councillor or member of a devolved public body has breached their respective Code of Conduct to the Standards Commission for adjudication.
Devolved public bodies	DPBs	Organisations who deliver public services in Scotland, as listed in Schedule 3 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 Act.
Members of devolved public bodies	DPB members	Persons appointed or otherwise nominated to the boards of devolved public bodies.
The Ethical Standards in Public Life etc. (Scotland) Act 2000	2000 Act	Legislation governing the work of the Standards Commission and the Ethical Standards Commissioner. The Act also provides that that Scottish Minister, with the approval of the Scottish Parliament, should issue Codes of Conduct for councillors and members of devolved public bodies.
Ethical Standards Framework	ESF	The 2000 Act created a framework whereby councillors and members of devolved public bodies are required to comply with Codes of Conduct.

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Councillors' Code of Conduct	Councillors' Code	Issued by Scottish Ministers, with the approval of the Scottish Parliament, as required by the 2000 Act. The purpose of the Code is to set out the conduct expected of elected members (councillors) of all local authorities in Scotland.
Model Code of Conduct for Members of Devolved Public Bodies	Model Code	Issued by Scottish Ministers, with the approval of the Scottish Parliament, as required by the 2000 Act. The purpose of the Code is to set out the conduct expected of those who are appointed on the boards of public bodies in Scotland.
Standards Commission Convener	Convener	The Convener is appointed by the SPCB.
Standards Commission Members	Members	Members are appointed by the SPCB for six years.
Executive Team		Staff members of Standards Commission.
Audit & Risk Committee	A&R Committee	Committee of the Standards Commission (comprising two members of the Standards Commission) with delegated powers to consider matters relating to audit and risk.
Human Resources Committee	HR Committee	Committee of the Standards Commission (comprising two members of the Standards Commission) with delegated powers to consider human resources related matters.
Senior Investigating Officer	SIO	A Senior investigating Officer working at the office of the ESC.
Case		A complaint (or complaints about the same matter) that has been investigated by the ESC and referred to the Standards Commission for adjudication.
Respondent		The councillor or member of a devolved public body who is the subject of the complaint.
Complainer		Individual(s) who has submitted a complaint to the ESC.
Section 16 decision	S16 decision	On receipt of a case referral from the ESC, the Standards Commission is required to make a decision, under Section 16 of the 2000 Act, to either: <ol style="list-style-type: none"> <li>1. direct the ESC to undertake further investigation</li> <li>2. hold a Hearing or</li> </ol>

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		3. do neither (i.e. to take no further action).
Section 19 decision	S19 decision	Following a finding of breach at a Hearing, a decision on sanction made by a Hearing Panel in terms of Section 19 of the 2000 Act.
Hearing		A Hearing convened by Standards Commission, in terms of Section 16 of the 2000 Act, to determine whether a Respondent has breached their Code of Conduct. Hearings are usually held in public.
Pre-Hearing meeting	PHM	A meeting held in advance of a Hearing by the Chair of the Hearing Panel to which the ESC and the respondent (and any representatives they have appointed) are invited. The purpose of the meeting is to identify and hopefully resolve any procedural issues in advance of the Hearing.
Hearing Panel	The Panel	A panel consisting of three Standards Commission Members that is convened for the purpose of holding a Hearing. The Panel will make a decision on whether there has been a breach of the applicable Code of Conduct by the Respondent and will determine the sanction to be imposed if so.
Hearing Rules	The Rules	Rules issued and published by the Standards Commission setting out its procedure for holding Hearings to determine whether a councillor or member of a devolved public body has breached their respective Code of Conduct.
Complaint		An allegation submitted to the ESC that a councillor or member of a devolved public body has contravened a provision(s) in the applicable Code of Conduct.
Witnesses		Individual(s) required to give evidence at a Hearing. Can include the Respondent and/or complainer.
Parties		The parties to a Hearing are the ESC and the Respondent.
Productions		Documentary evidence, case law, statements, submissions and other documentation, recordings or videos as

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		submitted by the parties to a Hearing and considered by the Hearing Panel.
Oath / affirmation		Each witness at a Hearing must take an oath or affirmation prior to giving evidence. Oath - a solemn promise, usually calling upon God or a god to witness, to tell the truth. Affirmation - solemn undertaking to tell the truth.
Submissions		Arguments made by the ESC and respondent at a Hearing to support their case as to whether or not there was a breach of the relevant Code.
Evidence		Facts or information presented or led at a Hearing by the ESC or a Respondent.
Sanction		When the Hearing Panel finds there has been a breach of the Code it must apply a sanction. The Sanctions available are: <ul style="list-style-type: none"> <li>• censure (being a formal reprimand)</li> <li>• suspension (this can be full or partial for up to one year)</li> <li>• disqualification (or up to five years).</li> </ul>
Evidence in mitigation	Mitigation	Information, evidence or submissions a Respondent may ask a Hearing Panel to consider before deciding on sanction, to reduce the seriousness of the sanction.
Impact Statement		Written statement from the complainer or person affected by the conduct of a Respondent. After a finding of breach has been made, a Hearing Panel can consider any impact statement at a Hearing before deciding on the sanction to be applied.
Monitoring Officer	MO	Statutory officer post established under the Local Government and Housing Act 1989. The Monitoring Officer is responsible for ensuring the council observes its constitution and operates legally. This includes reporting on the legality of matters, mal-administration, and the conduct of councillors and officers.
Standards Officer	SO	Employee of a devolved public body who is responsible for ensure training, advice and support is provided to board members on the ethical standards framework, the Model Code and the Standards Commission's Guidance.

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		Note – the individual may not have formal title of ‘Standards Officer’.
Advice Notes		Advice Notes, on various topics relating to the Codes of Conduct and ethical standards framework, issued and published by the Standards Commission to assist councillors and members of devolved public bodies in complying with the Codes and in meeting the standards of conduct expected of them.
Guidance		Guidance issued and published by the Standards Commission to assist councillors, members of devolved public bodies and other stakeholders to interpret the provisions in the Councillors' and Model Codes of Conduct.
Standards Update		Quarterly update issued and published by the Standards Commission with news and information about its work, events and projects. The Standards Update also contains information about the Standards Commission’s case decisions, including the outcome of any Hearings held.
Scottish Parliamentary Corporate Body	SPCB	The Parliament’s corporate body. Ensures the Parliament is provided with the property, services and staff it requires. Also has a role in provision of services to commissioners and other statutory appointments made by the Parliament.
Officeholders’ Services		<p>The SPCB supports independent officeholders. An officeholder is a person who has been appointed to a public position.</p> <p>There are currently 7 officeholders:</p> <ul style="list-style-type: none"> <li>• Standards Commission for Scotland</li> <li>• Commissioner for Ethical Standards in Public Life in Scotland</li> <li>• Scottish Biometrics Commissioner</li> <li>• Scottish Commissioner for Children and Young People</li> <li>• Scottish Human Rights Commission</li> <li>• Scottish Information Commissioner</li> <li>• Scottish Public Services Ombudsman</li> </ul>
Scottish Parliament’s Business and Information Technology Team	BIT	Provide IT support and equipment for the Scottish Parliament. Also provides support and equipment to the

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		Standards Commission under a shared services agreement.