



# STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2024/25

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SAC WORK PLAN 2024/25

## ACTIONS LIST

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Public webpage on standards in public life	Matthew Mannion	March 2024	
2.	LGA Consultation on best practice guidance for standards committees	Matthew Mannion	April 2024	To determine a response to the LGA consultation following a request to the MO from Hoey Ainscough Associates Ltd
3.	Annual Report to Council	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
4.	Annual Review of the Code of Conduct	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
5.	Register of Interests, Gifts and Hospitality Declarations Update	Matthew Mannion, Head of Democratic Services	March 2024	Originally listed for March 2024 in 2023/24 work plan.
6.	Code of Conduct for Members – Complaint Monitoring and Associated Matters	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
7.	LGA Peer Review feedback	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
8.	Acronym in complaints report	Linda Walker, Director of Legal and Monitoring Officer	June 2024	Members queried the acronym SMSO. This stands for Senior Management Support Officer.

## SAC WORK PLAN 2024/25

**N.B. once concluded** - actions should remain on the list marked 'complete' for the remainder of the municipal year.

SAC WORK PLAN 2024/25

## WORK PLAN

<b>18 SEPTEMBER 2024</b>			
1. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Linda Walker, Director of Legal and Monitoring Officer	
3. Public webpage on standards in public life	Public webpage on standards in public life	Matthew Mannion	
4. Annual Review of the Code of Conduct	Linda Walker, Director of Legal and Monitoring Officer	Linda Walker, Director of Legal and Monitoring Officer	

**SAC WORK PLAN 2024/25**

<b>16 JANUARY 2025</b>			
1. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Dispensations under Section 33 of the Localism Act 2011	6-monthly update on any dispensations granted under the Act and any related matters.	Linda Walker, Director of Legal and Monitoring Officer	
3. LGA Member Learning and Development Charter	Update on work done and planned to achieve the Charter.	Matthew Mannion, Head of Democratic Services	
4. Annual Report on Member Training	To present the annual report, to include lessons and feedback from Co-opted member training sessions.	Matthew Mannion, Head of Democratic Services	

**SAC WORK PLAN 2024/25**

<b>3 APRIL 2025</b>			
1. Annual Report to Council	To review the draft Annual Report to Council	Linda Walker, Director of Legal and Monitoring Officer	Council 14 May 2025
2. Annual Review of the Code of Conduct	To conduct the annual review of the Council's code of conduct for Members	Linda Walker, Director of Legal and Monitoring Officer	
3. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
4. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Linda Walker, Director of Legal and Monitoring Officer	