



STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2024/25

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ACTIONS LIST

SAC WORK PLAN 2024/25

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Public webpage on standards in public life	Matthew Mannion	March 2024	Complete
2.	LGA Consultation on best practice guidance for standards committees	Matthew Mannion	April 2024	Complete
3.	Annual Report to Council	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Complete
4.	Annual Review of the Code of Conduct	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Complete
5.	Register of Interests, Gifts and Hospitality Declarations Update	Matthew Mannion, Head of Democratic Services	March 2024	Complete
6.	Code of Conduct for Members – Complaint Monitoring and Associated Matters	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Complete
7.	LGA Peer Review feedback	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Complete
8.	Acronym in complaints report	Linda Walker, Director of Legal and Monitoring Officer	June 2024	Complete - Members queried the acronym SMSO. This stands for Senior Management Support Officer.
9.	Outside bodies training	Matthew Mannion, Head of Democratic Services	September 2024	Details and slides to be provided to members of the Advisory Committee.
10.	Members Communications bulletin	Matthew Mannion, Head of Democratic Services	September 2024	To establish if the communications bulletin is still sent to elected members.

SAC WORK PLAN 2024/25

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

WORK PLAN

16 JANUARY 2025			
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	
5. Government consultation on standards	To report the government consultation on standards	Matthew Mannion, Head of Democratic Services	

SAC WORK PLAN 2024/25

3 APRIL 2025			
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	