



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	To consider a proposal for a dedicated Council webpage on good standards in public life and what that means. Now scheduled for 18 September 2024 meeting.
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. Included on the agenda for this meeting.
3.	Annual Report to Council	To review the draft Annual Report to Council	March 2024	Originally listed for March 2024 in 2023/24 work plan. Included on the agenda for this meeting.
4.	Annual Review of the Code of Conduct	To conduct the annual review of the Council's code of conduct for Members	March 2024	Originally listed for March 2024 in 2023/24 work plan. Now scheduled for 18 September 2024 meeting.
5.	Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	March 2024	Originally listed for March 2024 in 2023/24 work plan. Included on the agenda for this meeting.
6.	Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	March 2024	Originally listed for March 2024 in 2023/24 work plan. Included on the agenda for this meeting.
7.	LGA Peer Review feedback	To provide an update on Peer Review feedback and implementation	March 2024	Originally listed for March 2024 in 2023/24 work plan. Included on the agenda for this meeting.

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

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
26 JUNE 2024			
1. Annual Administrative Reports	To note the Committee's terms of reference, membership and meetings for 24-25.	Matthew Mannion, Head of Democratic Services	
2. Attendance 23/24	Report on Member attendance for the previous year and to note any co-opted members of the Advisory Committee whose attendance in 2023/24 was below the expected threshold and decide appropriate action.	Matthew Mannion, Head of Democratic Services	
3. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
4. 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	
5. LGA Consultation on best practice guidance for standards committees	Update on the proposed creation of new LGA Best Practice Guidance for Standards Committees.	Matthew Mannion	
6. Annual Report to Council	Linda Walker, Director of Legal and Monitoring Officer	Linda Walker, Director of Legal and Monitoring Officer	
7. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Linda Walker, Director of Legal and Monitoring Officer	Linda Walker, Director of Legal and Monitoring Officer	

SAC WORK PLAN 2024/25

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
8. LGA Peer Review feedback	To provide an update on Peer Review feedback and implementation	Linda Walker, Director of Legal and Monitoring Officer	
9. Effectiveness of work of SAC	To provide an update on work to address improvement initiatives for the Advisory Committee.	Mark Norman, Legal Officer	

SAC WORK PLAN 2024/25

18 SEPTEMBER 2024			
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	To consider a proposal for a dedicated Council webpage on good standards in public life and what that means.	Matthew Mannion	
4. 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	

SAC WORK PLAN 2024/25

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	

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	