

Standards Committee Work Programme – 2 November 2023

2 November 2023

Member Code of Conduct	To consider the adoption of the LGA Code of Conduct	Poornima Karkera/ Fiona Ledden	
Members Disclosure and Barring Services (DBS) checks and completion	To receive an update report on the process for members to complete Disclosure and Barring Services (DBS) checks and the follow up work to ensure completion	Heather Graham (Strategic Head of Human Resources) and Leigh Page (Head of HR Operations)	
Process for Dispensations	To review the operation and efficacy of the process for granting dispensations.	Poornima Karkera	
Register of Members Interests	To consider the operation and efficacy of the Operation of the Register of Members' Interests.	Poornima Karkera / Ian Mark	Register of Members Interests
Complaints made under the Members' Code of Conduct	Arrangements for Investigating Complaints made under the Members' Code of Conduct	Poornima Karkera	
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

14 March 2024

Annual Standards Report	To note and review the work done in the last year to promote and maintain high standards of conduct by members.	Poornima Karkera/ Peter Hassett	
Standing item, if needed - Members Update on Ethical Governance	To update Members on any national issues regarding ethical governance which may impact on the Council's arrangements for ethical governance.	Poornima Karkera	
Social Media Guidance for Members	To consider any updates/ revisions to the guidance and the efficacy of the guidance.	Poornima Karkera	
Member Training	To update Standards Committee on the operation and efficacy of the Member	Jonathan Kershner	

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	Development Strategy; report on training delivered in the current municipal year and update on the proposals in relation to the next municipal year.		
Ethical Guidance Update	To consider any updates/ revisions to the guidance	Yasmin Siddiq	
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

June 2024 (TBC)

Annual Governance Statement (AGS)	To consider the AGS insofar as relates to matters within the remit of the Standards Committee	Sean Pratt/Liz Collier	Annual Governance Statement (AGS)
Planning Protocol	To review the operation and efficacy of the Protocol.	Robert Irvine / Julie Roscoe	Planning Protocol
Gifts and Hospitality Guidance for Members	To review the operation and efficacy of the Guidance.	Poornima Karkera	Gifts and Hospitality Guidance for Members
The Member/ Officer Relations Protocol	To review the operation and efficacy of the Protocol.	Poornima Karkera	The Member/ Officer Relations Protocol
The Use of Council Resources Guidance for Members	To review the operation and efficacy of the Guidance.	Poornima Karkera	The Use of Council Resources Guidance for Members
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

Unscheduled Items

Procedure for the Local Hearing of Allegations of Misconduct by Members	
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of the Council	
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Documents/Procedures/Protocols – within the remit of the Committee

Document/Procedure/Protocol	Last Reviewed	Date Due for Review	Comments
The Code of Corporate Governance	November 2022	November 2024 TBC if required	Standards Committee to retain responsibility of CCG (June 2021)
The Annual Governance Statement	June 2023	June 2024	Standards Committee to retain responsibility of AGS (June 2021)
Members' Code of Conduct	Updated annually as needed as part of annual review of constitution	November 2023	Under consideration by Monitoring Officer.
Arrangements for Investigating Complaints made under the Members' Code of Conduct	November 2023	November 2024	
Gifts and Hospitality Guidance for Members	By Full Council February 2023 By Standards Committee June 2023	June 2024 (or earlier where there is a change in the law or circumstances warrant an earlier review)	Reviewed annually as part of the Council's Constitution
The Member/ Officer Relations Protocol	By Council February 2023 By Standards Committee June 2023	June 2024 (or earlier where there is a change in the law or circumstances warrant an earlier review)	Reviewed annually as part of the Council's Constitution
The Use of Council Resources Guidance for Members	By Standards Committee June 2023	June 2024 (or earlier where there is a change in the law or circumstances warrant an earlier review)	Reviewed annually as part of the Council's Constitution

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Social Media Guidance for Members	March 2022	March 2024 (or earlier where there is a change in the law or circumstances warrant an earlier review)	
The Planning Protocol for Members	June 2023	June 2024	Reviewed annually as part of the Council's Constitution
Member Development Strategy / Member Training	March 2023	March 2024	
Procedure for the Local Hearing of Allegations of Misconduct by Members of the Council	June 2021	TBC when next utilised	
Register of Members Interests	June 2022	November 2024	