

## Standards Committee Work Programme – 31 October 2024

13 March 2025

| <b>Report</b>   | <b>Purpose</b>   | <b>Report Author</b>                 | <b>Related Document/Procedure/Protocol</b>    |
|---|--|--------------------------------------|---|
| Annual Governance Statement (AGS) TBC                           | To consider the AGS insofar as relates to matters within the remit of the Standards Committee  | City Treasurer                       | Annual Governance Statement (AGS)             |
| Annual Standards Report   | To note and review the work done in the last year to promote and maintain high standards of conduct by members.  | City Solicitor                       |   |
| 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.   | City Solicitor                       |   |
| Social Media Guidance for Members                               | To consider any updates/ revisions to the guidance and the efficacy of the guidance.   | City Solicitor                       | Social Media Guidance for Members             |
| Member Training   | To update Standards Committee on the operation and efficacy of the Member Development Strategy; report on training delivered in the current municipal year and update on the proposals in relation to the next municipal year. | City Treasurer                       | Member Development Strategy / Member Training |
| Ethical Guidance Update   | To consider any updates/ revisions to the guidance   | City Solicitor                       |   |
| Standing item - Work Programme                                  | To review and amend (if necessary) items to be considered at future meetings of the Committee.   | Governance and Scrutiny Support Unit |   |

**June 2025 meeting (tbc)**

| <b>Report</b> | <b>Purpose</b> | <b>Report Author</b> | <b>Related Document/Procedure/Protocol</b> |
|---------------|----------------|----------------------|--|
|---------------|----------------|----------------------|--|

## Standards Committee Work Programme – 31 October 2024

|   |  |                                      |   |
|---|--|--------------------------------------|---|
| Planning Protocol                                 | To review the operation and efficacy of the Protocol.  | City Solicitor                       | Planning Protocol                                 |
| Gifts and Hospitality Guidance for Members        | To review the operation and efficacy of the Guidance.  | City Solicitor                       | Gifts and Hospitality Guidance for Members        |
| The Member/Officer Relations Protocol             | To review the operation and efficacy of the Protocol.  | City Solicitor                       | The Member/ Officer Relations Protocol            |
| The Use of Council Resources Guidance for Members | To review the operation and efficacy of the Guidance.  | City Solicitor                       | 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. | Governance and Scrutiny Support Unit |   |

### October 2025 (tbc)

| <b>Report</b>   | <b>Purpose</b>   | <b>Report Author</b> | <b>Related Document/Procedure/Protocol</b>  |
|---|--|----------------------|---|
| 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. | City Solicitor       |   |
| Process for Dispensations                                       | To review the operation and efficacy of the process for granting dispensations.  | City Solicitor       |   |
| Register of Members Interests                                   | To consider the operation and efficacy of the Operation of the Register of Members' Interests.   | City Solicitor       | Register of Members Interests   |
| Complaints made under the Members' Code of Conduct              | Arrangements for Investigating Complaints made under the Members' Code of Conduct  | City Solicitor       |   |
| Arrangements for Investigating Complaints made under            | To consider the operation and efficacy of the Arrangements for Investigating Complaints made under the Members' Code of Conduct              | City Solicitor       | Arrangements for Investigating Complaints made under the Members' Code of Conduct |

## Standards Committee Work Programme – 31 October 2024

|                                |  |                                      |  |
|--------------------------------|--|--------------------------------------|--|
| the Members' Code of Conduct   |  |                                      |  |
| Standing item - Work Programme | To review and amend (if necessary) items to be considered at future meetings of the Committee. | Governance and Scrutiny Support Unit |  |

| <b>Unscheduled Items</b>  |   |
|---|---|
| Procedure for the Local Hearing of Allegations of Misconduct by Members of the Council (Report of City Solicitor) | To be scheduled after the next hearing has taken place. |

### Documents/Procedures/Protocols – within the remit of the Committee

| Document/Procedure/Protocol      | Last Reviewed   | Date Due for Review by Standards Committee  | Comments  |
|----------------------------------|---|---|---|
| The Code of Corporate Governance | October 2024  | October 2026 to October 2027<br>(Anticipated that CCG will require updating every 2 to 3 years) | Standards Committee to retain responsibility of CCG (as agreed June 2021) |
| The Annual Governance Statement  | April 2024  | March 2025  | Standards Committee to retain responsibility of AGS (as agreed June 2021) |
| Members' Code of Conduct         | By Full Council May 2024<br><br>By Standards Committee October 2024 | October 2025  | Reviewed annually as part of the review of the Council's Constitution.    |

## Standards Committee Work Programme – 31 October 2024

|   |   |  |   |
|---|---|--|---|
| Arrangements for Investigating Complaints made under the Members' Code of Conduct | October 2024  | October 2025   |   |
| Gifts and Hospitality Guidance for Members  | By Full Council May 2024<br>By Standards Committee June 2024    | June 2025 (or earlier where there is a change in the law or circumstances warrant an earlier review)     | Reviewed annually as part of the review of the Council's Constitution |
| The Member/ Officer Relations Protocol  | By Council May 2024<br>By Standards Committee June 2024         | June 2025 (or earlier where there is a change in the law, or circumstances warrant an earlier review)    | Reviewed annually as part of the review of the Council's Constitution |
| The Use of Council Resources Guidance for Members                                 | By Full Council May 2024<br>By Standards Committee October 2024 | October 2025 (or earlier where there is a change in the law, or circumstances warrant an earlier review) | Reviewed annually as part of the review of the Council's Constitution |
| Social Media Guidance for Members   | March 2024  | March 2025 (or earlier where there is a change in the law, or circumstances warrant an earlier review)   |   |
| The Planning Protocol for Members   | By Full Council May 2024<br>By Standards Committee June 2024    | June 2025  | Reviewed annually as part of the review of the Council's Constitution |
| Member Development Strategy / Member Training                                     | March 2024  | March 2025   |   |
| Procedure for the Local Hearing of Allegations of Misconduct by Members of        | June 2021   | TBC when next utilised   |   |

## Standards Committee Work Programme – 31 October 2024

|                               |              |              |  |
|-------------------------------|--------------|--------------|--|
| the Council                   |              |              |  |
| Register of Members Interests | October 2024 | October 2025 |  |