

Somerset Council
Standards Committee
Action Sheet



Actions	By Whom	When
1-Matters Arising – 19 April 2023		
1.1 Comparison Document (from Melanie Wellman) to be circulated	AH	Comparison document circulated 28/6/2023
1.2 Co-opted member vacancy – Job Specification to be circulated Update on progress	MO MO	In progress – Draft Job Specification & Timetable circulated 9/8/2023
2 - Agenda item 5 – Media Plan		
(a) Media Plan – Report back on Costings Options - (P1)	MO	30 August 23
3-Agenda Item 6 – Committee & Sub-Committee Process		
(a) Agreed no changes to current Sub-Committee Hearings but to be kept under review		Add to Work Programme – date to be agreed
(b) P2 to look at committee/sub-committee membership - (P2)	FN/RH/AH	
(c) Speed of responding to be monitored. Info to (P1)	MO	Monthly
4-Agenda Item 7 - Model Code of Conduct Adoption by City, Town & Parish Councils		
(a) Officers to undertake on-line survey with all C/T/P Councils to ascertain current CoC and link (or copy) -(P2)	MO / AM	Draft survey circulated. Survey underway 14/8/2023. Results to be submitted to committee 25 October 2023
Agenda Item 7 - Officer Code of Conduct		
(b) Service Director to share with Union reps and update committee. AH offered to support	MO	30 August 23
5- Agenda Item 8 - Future Business		
(a) Gifts & Hospitality	AM	30 August 23
(b) Organisational Chart (Democratic Services) requested	MO/AM	30 August 23
(c) Cttee Members to be advised of Complaints rather than hear in local press – all Standards Committee members should be advised of Sub-Committee Hearing agenda	ST	System now amended so Co-optees will receive the agenda notifications.
6 - Agenda Item 9 – Code of Conduct complaints update		
Monthly figures of Complaints rec'd and if dealt with to be made available to SC Members (see 3a above)	MO	Monthly

Appendix B

7 -Whistleblowing – Standards Committee to be advised if this matter is within its remit	MO	Constitution & Governance Committee responsibility
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Note - Brackets show proposed responsibility in the future eg (P1)