

Standards Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	26 January 2018 25 January 2019	<u>Code of Conduct</u> Ease of access to code / visibility on website	Town Clerk	As soon as possible – by May 2019 latest	<p>UPDATE: The Cttee requested that the Town Clerk follow up what progress, if any, had been made on this matter to date with the Clerk to the PRED Sub Committee.</p> <p>Following discussion with both the Clerk to PRED and the 'Digital Publishing & Content Strategy Lead' in Town Clerk's it has been confirmed that the Code has been listed in the index under both 'M' and 'C' as the Committee requested – this has been the case for some time now. In addition to this, as a result of the issues around the visibility of the Code flagged by Standards Committee and followed up by PRED, details of how the public can make a complaint under the Code are now also easier to locate on the website. The Code of Conduct has been featured on the scrolling news on the public website homepage in recent months and is scheduled to be featured again in a few months' time. If you enter 'members code of conduct' in the search function, the landing page for all related information is brought up</p>

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
					<p>in the search results first, followed by the code itself. In addition, the landing page has been made clearer, including the header and text accompanying the Member complaints policy. An extra link has also been added from the main corporate feedback and complaints page.</p> <p>As an aside, the Corporate website is set to be revamped entirely in the future and one of the features of this will be a better search function which should serve to further improve the visibility of these documents.</p>
2.	<p>April 2018- annual reminder sent</p> <p>October 2018 – Cttee requested follow up action on those who failed to respond</p>	<u>Annual reminder to Members on updating registered interests</u>	Town Clerk	March 2019.	<p>UPDATE: Chairman of Standards approved letters, letters sent January 2019 giving Co-opted Members 28 days from the date of the letter to respond.</p> <p>As of 6 March 2019 all of the previously outstanding declarations of interest forms from co-opted members of Court appointed committees have been completed and received by the Town Clerk and are publicly available.</p> <p>The annual reminder for 2019 will be sent to all elected and Co-opted Members in May 2019.</p>

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
4.	May 2018 October 2018	<u>Dispensations Guidance for Chairmen</u>	Comptroller and City Solicitor/Town Clerk		<p>Delayed by subsequent work on review of dispensations policy, etc</p> <p>UPDATE – Note to Cttee Chairman re: importance of timely applications for dispensations distributed by Town Clerk on 11 Jan 2019.</p>