

### Standards Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	26 January 2018	<u>Code of Conduct</u> Ease of access to code / visibility on website	Town Clerk / Comptroller and City Solicitor		<p>Revised copy of Code and guidance on it circulated to all Members of Court of Common Council as part of agenda for Court's meeting in March and then separately by email on 20 March with confirmation of approval. Revised complaints procedure sent to all Members in July 2018 (see above).</p> <p>Revised Code, guidance and complaints procedure available on website.</p> <p>Resolution from Standards Committee to PRED in June 2018 regarding ease of access to Code, etc on CoL website and that Committee:-</p> <p><b>RESOLVED</b>, that:</p> <p>The visibility of the Members' Code of Conduct and associated documents on the City Corporation's website be improved to make them easy to find and readily accessible; and,</p> <p>Details of how the public make a complaint under the Code also be easy to locate on the website.</p>

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
2.	April 2018	<u>Annual reminder to Members on updating registered interests</u>	Town Clerk		<p>Annual reminder process on updating interests for Members and Co-optees undertaken in Spring 2018.</p> <p>Co-optees who have not previously submitted a register of interests form advised that a form should be returned in 28 days and details would be published online. Publication of received declarations from co-optees in August 2018.</p> <p>Following an update to Standards Committee in October 2018, C&amp;CS undertook to confirm those Ctees/Sub-Cttees subject to the Code and to then write to those relevant Co-optees informing them they are in breach of the CoL Corporation's Code of Conduct and that outstanding forms should be returned within 28 days from the date of the letter or further action may be taken by the Assessments Sub (Standards) Committee.</p> <p>Chairmen of relevant Cttees/Sub Cttees to also be contacted with a request to raise the matter with the co-optees concerned.</p> <p>December 2018 – C&amp;CS confirmed those captured by the</p>

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
					<p>code. Letter drafted to relevant Chairmen and to individual Co-opted Members yet to return an RoI.</p> <p>Chairman of Standards approved letters, letters sent January 2019 giving Co-opted Members 28 days from the date of the letter to respond.</p>
3.	May 2018	<u>Recruitment of Co-opted Member of the Committee</u>	Town Clerk		<p>Position advertised and closing date for applications 28 September 2018.</p> <p>Shortlisting took place in October 2018 (8 applications received).</p> <p>Interviews (x 3 candidates) took place in December 2018.</p> <p>Recommendation for appointment is the subject of a report elsewhere on the agenda for onward submission to the Court of Common Council in March 2018.</p>
4.	May 2018	<u>Dispensations Guidance for Chairmen</u>	Comptroller and City Solicitor		<p>Delayed by subsequent work on review of dispensations policy, etc</p>

