Item	Action	By Whom?	Latest Position
New Committee Chair (Agenda Item 1)	Liaise with Business Secretary to secure slot for motion to elect new Chair	Chair/Secretariat	Completed.
Minutes of STD01-99 (Agenda Item 1)	Reference to non-attendance by Christine Humphreys to be amended to reflect mix-up over notification.	Secretariat	Actioned; record amended and published.
Cardiff County Club (Agenda Item 2)	Paper to be brought to next meeting, drawing on comparative experiences in other legislatures and organisations.	Secretariat	Discussed at meeting with other Assemblies/ Parliaments on 7 <sup>th</sup> February 2000.  Oral report by Secretariat.
Register of Members' Interests (Agenda Item 2)	Note to be included in the Introduction to future publications of the Register to make the point that some Members choose to register more than is necessary.  Detailed guidance to be formulated and circulated to Members setting out the practical application of the requirements on	Secretariat	In hand for February report.
Declaration of Interests (Agenda Item 2)	declaration of interests.  Research to be undertaken into the declaration arrangements in other organisations eg local government; Westminster, etc. Paper to be presented at next meeting.  Secretariat to seek definitive legal opinion on "sponsorship of election expenses" for inclusion in guidance to Members.	Secretariat/Office of the Counsel General	Agenda Item 3 for STD03-99
		Secretariat/Office of the Counsel General	Agenda Item 3 for STD03-99
		Secretariat/Office of the Counsel General	Agenda Item 3, STD03-99

Independent Adviser	Draft advertisement to be circulated to Committee Members.	Secretariat	Actioned. Progress to be reported under Agenda Item 4,
(Agenda Item 3)	Comments to be submitted to Secretariat.		STD03-99.
			Comments received.
		Committee Members	
Complaints Procedure (Agenda Item 3)	Consideration to be given to the scope for including an "informal" procedure for complaints within	Office of the Counsel General/Secretariat	Actioned; "informal" procedure drafted.
	the proposed system.  Members to be consulted on the draft complaints procedure; note to include the full context of standing orders and flow diagram.		
		Secretariat	Consultation paper issued 16.12.99, incorporating the "informal" procedure.
			Oral report by Secretariat on outcome of consultation under Agenda Item 4, STD03-99.
Job Specification for Independent Adviser	Permanent Secretary to be deleted from Sift/Interview Panel.	Secretariat	Actioned.
(Agenda Item 3)	Panel to include more Members from the Committee (possibly up to 4).		
	(0 4).	Secretariat	See separate note.
Assembly Resolution on the appointment of an Independent Adviser	Slot to be secured before end of November; Motion to be tabled in the name of the Chair & Committee Members.	Secretariat	Actioned; Assembly resolution passed on 24.11.99
(Agenda Item 3)			
Interim Meeting (Agenda Item 4)	Scope for an additional meeting, before 10 <sup>th</sup> February, to be explored.	Secretariat	Explored but has not proved possible because of the already heavy timetable commitments.

**Standards Committee Secretariat** 

Office of the Presiding Officer 23<sup>rd</sup> January 2000