

Independent Adviser (Agenda Item 3)	Draft advertisement to be circulated to Committee Members. Comments to be submitted to Secretariat.	Secretariat Committee Members	Actioned. Progress to be reported under Agenda Item 4, STD03-99. Comments received.
Complaints Procedure (Agenda Item 3)	Consideration to be given to the scope for including an "informal" procedure for complaints within the proposed system. Members to be consulted on the draft complaints procedure; note to include the full context of standing orders and flow diagram.	Office of the Counsel General/Secretariat Secretariat	Actioned; "informal" procedure drafted. 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 (Agenda Item 3)	Permanent Secretary to be deleted from Sift/Interview Panel. Panel to include more Members from the Committee (possibly up to 4).	Secretariat Secretariat	Actioned. See separate note.
Assembly Resolution on the appointment of an Independent Adviser (Agenda Item 3)	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
Interim Meeting (Agenda Item 4)	Scope for an additional meeting, before 10 th 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 23rd January 2000