| Item | Action | By Whom? | Latest Position |
| :---: | :---: | :---: | :---: |
| New Committee Chair <br> (Agenda Item 1) | Liaise with Business Secretary to secure slot for motion to elect new Chair | Chair/ Secretariat | Completed. |
| Minutes of STD01-99 <br> (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 <br> (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 7th February 2000. <br> Oral report by Secretariat. |
| Register of Members' Interests <br> (Agenda Item 2) <br> Declaration of Interests | 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. <br> Detailed guidance to be formulated and circulated to Members setting out the practical application of the requirements on declaration of interests. | Secretariat | In hand for February report. Agenda Item 3 for STD03-99 |
| Declaration of Interests <br> (Agenda Item 2) | Research to be undertaken into the declaration arrangements in other organisations eg local government; Westminster, etc. Paper to be presented at next meeting. <br> Secretariat to seek definitive legal opinion on "sponsorship of election expenses" for inclusion in guidance to Members. | Secretariat/ Office of the Counsel General |  |
|  |  | 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 <br> (Agenda Item 3) | Draft advertisement to be circulated to Committee Members. <br> Comments to be submitted to Secretariat. | Secretariat <br> Committee Members | Actioned. Progress to be reported under Agenda Item 4, STD03-99. <br> Comments received. |
| :---: | :---: | :---: | :---: |
| Complaints Procedure <br> (Agenda Item 3) | Consideration to be given to the scope for including an "informal" procedure for complaints within the proposed system. <br> 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 <br> Secretariat | Actioned; "informal" procedure drafted. <br> Consultation paper issued 16.12.99, incorporating the "informal" procedure. <br> Oral report by Secretariat on outcome of consultation under Agenda Item 4, STD03-99. |
| J ob Specification for Independent Adviser <br> (Agenda Item 3) | Permanent Secretary to be deleted from Sift/ Interview Panel. <br> Panel to include more Members from the Committee (possibly up to 4). | Secretariat <br> Secretariat | Actioned. <br> See separate note. |
| Assembly Resolution on the appointment of an Independent Adviser <br> (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 <br> (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

