

Task	Sub Task	Steps	Completed
Code of Conduct	Secure approval to Interim arrangements	SC 16/3/12	
		Council 29/3/12	
	Model code to SC	When produced	
	Code approved by Council	Council July 2012	
Registers of Interest	Electronic arrangements in place	By July 2102. Review April 2012	
	Advise Councillors and PC's of arrangements	June 2012	
	Confirm all registers completed	July 2012	
Complaints handling			
	Secure agreement to process	SC 16/3/12	
	Secure delegated powers to MO	Council 29/3/12	
	Confirm panel arrangements		
	Draft assessment criteria	TBC	
	Draft investigation procedure	TBC	
	Draft hearing procedure	TBC	

Establish Committee	Secure agreement of SC	SC 16/3/12	
	Report to Council	Council 29/3/12	
Possible Joint Committee	Draft terms of reference	SC	
	Confirm to YALC	After 29/3/12	
	Secure nominations from PC's	By 1 st week May	
	Formal agreement to JC and appointments	Annual Council 24/5/12	
Independent members			
	Agreement to number	SC 16/3/12	
		Council 29/3/12	
	Role description to be approved by SC		
	Advertisement	April/May 2012	
	Interviews	Early May 2012	
	Appointment	Council 24/5/2012	
Dispensations	Secure appointment of MO as Proper Officer	Council 24/5/12	
Training/Awareness raising	Ongoing.		