

## Annex D

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

## Annex D

<b>Establish Committee</b>	Secure agreement of SC	SC 16/3/12	<b>Completed</b>
	Report to Council	Council 29/3/12	<b>Completed</b>
<b>Possible Joint Committee</b>	Draft terms of reference	SC	
	Confirm to YALC	After 29/3/12	<b>Completed</b>
	Secure nominations from PC's	By 1 <sup>st</sup> week May	
	Formal agreement to JC and appointments	Annual Council 24/5/12	Deferred to 19/7/12
<b>Independent members</b>			
	Agreement to number	SC 16/3/12	<b>Completed</b>
		Council 29/3/12	
	Role description to be approved by SC		
	Advertisement	April/May 2012	Delayed due to lack of clarity re transitional provisions
	Interviews	Early May 2012	
	Appointment	Council 24/5/2012	
<b>Dispensations</b>	Secure appointment of MO as Proper Officer	Council 24/5/12	
<b>Training/Awareness raising</b>	Ongoing.		