

Subject Area	Action	Officer responsible	Target Date	Date completed
Specific Areas:				
New Code of Conduct	To consider the new Code of Conduct and issue Guidance	Monitoring Officer	When issued from HM Government	New code not issued
Protocol for Members on Partnership working and Outside Bodies	To consider matters and issues arising and consider adopting a Code of Practice To consider and issue Guidance with any Code of Practice adopted	Monitoring Officer MO with DSM	By April 2010 Follows any adoption of a Code	New protocol adopted
Publicity for the Standards Committee	Raising the profile of the Committee	Monitoring Officer		Resolutions made 10.12.09
Independent members	To consider training needs of newly appointed members	Monitoring Officer	May 2009	Refresher briefing 19.10.09
Preparing for the May 2010 elections New district members	To consider Guidance for Candidates at the district elections To consider Guidance for issue with the Induction Programme to newly elected members	Democratic Services Manager	March 2010	March 2010
Annual Report to Council	To consider a draft report to be presented by the Chairman of the Committee to full council. Agreement for approval of the Annual Report will need to be considered	Monitoring Officer with the Chairman of the Committee	March 2010	March 2010

General Areas:				
Any district council by-elections	To receive details of the completion by new councillors of their Code and Register of Interests	Democratic Services Manager	as and when necessary	N/A
Lancing Parish Council	To receive details of the completion by new councillors of their Code and Register of Interests To ensure that the Parish Councillors have completed their Code and Register of Interest Forms	Democratic Services with information supplied by the Parish Clerks	As and when necessary	N/A
Sompting Parish Council	To receive details of the completion by new councillors of their Code and Register of Interests To ensure that the Parish Councillors have completed their Code and Register of Interest Forms	Democratic Services with information supplied by the Parish Clerks	As and when necessary	N/A
Promote and maintain high standards of conduct by councillors and co-opted members (KLOE)	<ul style="list-style-type: none"> • On going • Undertake an ethical governance audit of the council? 	Monitoring Officer with Project Management Board Monitoring Officer	No specific topics identified.	Ethical Governance Audit Postponed
Assisting Councillors/co-optees to observe the Code of Conduct (KLOE)	Advisory role - commissioning training offering guidance, seeking out and disseminating best practice	Monitoring Officer with the Standards Committee	As and when required	Training commissioned, guidance to co-optees issued

Monitoring operation of the Code of Conduct	Receiving details of alleged breach, seeking feedback	Monitoring Officer	As and when required	Ongoing
Grant/seek dispensation(s)	None – dependent on applications	Monitoring Officer to report to the Standards Committee with applications received	As and when received	No applications received
Dispensations - advice to members on	With the Monitoring Officer to issue advice to members on dispensations (including how and when to apply)	Monitoring Officer	December 2009	Guidance on process provided
Parish council members sitting at committee on district council matters	Consider guidance as and when issued	Monitoring Officer	As and when received	
Changes to Members Interests – revised advice	Follows the adoption of any new Code of Conduct (and any local additions)	Monitoring Officer	Next meeting after the adoption of the Code	New Code due May 2010
Issuing guidance to members on Government Changes to the Code or Interests	Report to Committee following issuing of any revisions by the Government	Monitoring Officer	When any Statutory Instrument or Guidance has been received.	New Code due May 2010