STANDARDS ADVISORY COMMITTEE

Thursday, 30 January 2020 at 6.00 p.m.

Committee Room 1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG

This meeting is open to the public to attend.

FULL AGENDA PACK

Members:
Chair: John Pulford MBE
Vice-Chair: Nafisa Adam

Fiona Browne, Mike Houston, 1 Vacancy, Councillor Sufia Alam, Councillor Mufeedah Bustin, Councillor Rabina Khan, Councillor James King and Councillor Abdal Ullah

Observers (Independent Persons):
Elizabeth Marshall (Independent Person) and Rachael Tiffen (Independent Person)

Deputies:
Councillor Denise Jones, Councillor Eve McQuillan and Councillor Abdul Mukit MBE

The quorum for this body is 3 of the total membership including at least one Councillor and one Co-opted member.

Contact for further enquiries:
Matthew Mannion, Democratic Services,
1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG
Tel: 020 7364 4881
E-mail: matthew.mannion@towerhamlets.gov.uk
Web: http://www.towerhamlets.gov.uk/committee

Scan this code for an electronic agenda:

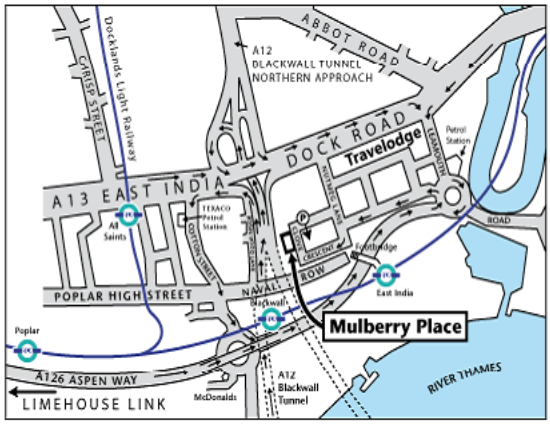
Public Information

Attendance at meetings.
The public are welcome to attend meetings of the Committee. However seating is limited and offered on a first come first served basis.

Audio/Visual recording of meetings.
Should you wish to film the meeting, please contact the Committee Officer shown on the agenda front page.

Mobile telephones
Please switch your mobile telephone on to silent mode whilst in the meeting.

Access information for the Town Hall, Mulberry Place.



Bus: Routes: D3, D6, D7, D8, 15, 108, and115 all stop near the Town Hall.
Docklands Light Railway: Nearest stations are East India: Head across the bridge and then through complex to the Town Hall, Mulberry Place Blackwall station. Across the bus station then turn right to the back of the Town Hall complex, through the gates and archway to the Town Hall.
Tube: The closest tube stations are Canning Town and Canary Wharf
Car Parking: There is limited visitor pay and display parking at the Town Hall (free from 6pm)

If you are viewing this on line:(http://www.towerhamlets.gov.uk/content_pages/contact_us.aspx)

Meeting access/special requirements.
The Town Hall is accessible to people with special needs. There are accessible toilets, lifts to venues. Disabled parking bays and an induction loop system for people with hearing difficulties are available. Documents can be made available in large print, Braille or audio version. For further information, contact the Officer shown on the front of the agenda

Fire alarm
If the fire alarm sounds please leave the building immediately by the nearest available fire exit without deviating to collect belongings. Fire wardens will direct you to the exits and to the fire assembly point. If you are unable to use the stairs, a member of staff will direct you to a safe area. The meeting will reconvene if it is safe to do so, otherwise it will stand adjourned.

Electronic agendas reports and minutes.
Copies of agendas, reports and minutes for council meetings can also be found on our website from day of publication.

To access this, click www.towerhamlets.gov.uk/committee and search for the relevant committee and meeting date.

Agendas are available at the Town Hall, Libraries, Idea Centres and One Stop Shops and on the Mod.Gov, iPad and Android apps.

QR code for smart phone users.

PAGE NUMBER(S)

APOLOGIES FOR ABSENCE

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST 5 - 8

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Monitoring Officer.

2. MINUTES OF THE PREVIOUS MEETING(S) 9 - 14

To confirm as a correct record the minutes of the meeting of the Standards (Advisory) Committee held on 17 October 2019.

3. REPORTS FOR CONSIDERATION

3 .1 Social Media Policy Update 15 - 18

3 .2 Development of the Members Hub and Members Bulletin 19 - 24

3 .3 Code of Conduct for Members - Complaint Monitoring 25 - 34

3 .4 Register of Gifts and Hospitalities Quarterly Update 35 - 42

3 .5 Dispensations under section 33 of the Localism act 2011 43 - 46

4. WORK PLAN 47 - 52

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

To consider any other unrestricted business that the Chair considers to be urgent.

6. EXCLUSION OF THE PRESS AND PUBLIC

In view of the contents of the remaining items on the agenda the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972.”

NOTE: EXEMPT/CONFIDENTIAL SECTION (Pink Papers)

The exempt committee papers in the agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

7. ANY OTHER EXEMPT/CONFIDENTIAL BUSINESS THAT THE CHAIR CONSIDERS URGENT

To consider any other exempt/ confidential business that the Chair considers to be urgent.

Next Meeting of the Committee:
Thursday, 30 April 2020 at 6.00 p.m. to be held in the Committee Room 1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part C of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Asmat Hussain, Corporate Director, Governance & Monitoring Officer,
Telephone Number: 020 7364 4800

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the Member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

This page is intentionally left blank

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE STANDARDS ADVISORY COMMITTEE

HELD AT 6.02 P.M. ON THURSDAY, 17 OCTOBER 2019

COMMITTEE ROOM 1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT, LONDON E14 2BG

Members Present:
John Pulford (Co-Optee) (Chair)
Nafisa Adam (Co-Optee) (Vice-Chair)
Mike Houston (Co-Optee)
Councillor Mufeedah Bustin
Councillor Rabina Khan

Apologies:

Fiona Browne (Co-Optee)
Councillor James King (Member)
Councillor Abdal Ullah (Member)
Elizabeth Marshall (Observer)
Racheal Tiffin (Observer)

Officers Present:

Janet Fasan	–	(Divisional Director, Legal, Governance)
Asmat Hussain	–	(Corporate Director, Governance and Monitoring Officer)
Matthew Mannion	–	(Head of Democratic Services, Governance)

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Disclosable Pecuniary Interest.

2. MINUTES OF THE PREVIOUS MEETING(S)

RESOLVED

1. That the minutes of the meeting held on Thursday 20 June 2019 be approved and signed by the Chair as a correct record of proceedings.

3. REPORTS FOR CONSIDERATION

3.1 Code of Conduct for Members - Complaint Monitoring

Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer, introduced the report providing the regular update to the Committee on recent complaints against Members in respect of the Code of Conduct.

She reported that only two complaints had been received since the last report to the Committee.

The first case related to a flyer which had been distributed. Following discussion with the Independent Person it had been determined that there was no issue to investigate and the case had been closed.

In the second case, which related to declarations of interest, it was determined (again following discussion with the Independent Person) that the Councillor was acting in a personal capacity and not as a Member of the Council and so the case had also been closed.

The Committee considered the report and discussed how the Council assured itself that all complaints were being processed correctly and that all cases were being reported to the Committee. The Monitoring Officer reported that the Council's audit function would regularly undertake audits of the complaints process and she agreed to ask them to undertake a new audit and to report the findings up to the Committee.

There was also a discussion in respect of people complaining about Members via social media. It was explained that for a complaint to be considered it would normally need to be submitted via the standard form and that the Communications team would direct social media users to that form when appropriate. It was agreed that Communications be asked to report to a future meeting on how this activity is undertaken and the frequency of online issues arising.

Subject to the above requests for information the Committee:

RESOLVED

1. To note the report.

3.2 Member Learning and Development Update

Matthew Mannion, Head of Democratic Services, introduced the report. He reminded Members that the Committee had received a report in October 2018 which had specifically looked at the Member Induction programme following the May 2018 elections. This report brought the committee up to date with training which had taken place since that time as well as planned training sessions for the next few months.

During discussion a number of points were noted:

- The first appendix was split into two parts, the first showing training arranged for specific members or as part of the formal member training programme, the second part showed member briefing sessions arranged by various council directorates and services.
- Attendance information was also provided.
- The second appendix set out planned member development training sessions for the rest of the municipal year and many of these had been specifically requested by Members.
- The groups would be made aware of the attendance details provided to the committee.

During discussion it was agreed that:

- Future reports would provide more clarity on the types of training delivered, such as in respect of mandatory training or externally provided training and associated costs.
- It was important to ensure that co-optees were invited to relevant training sessions.

Subject to the above actions, the Committee then:

RESOLVED

1. That the report be noted.

3.3 Register of Gifts and Hospitality Quarterly Update

Matthew Mannion, Head of Democratic Services, introduced the regular update report on Member declarations of gifts and hospitality. In particular he highlighted the appendix which set out the details of all the declarations which had been made.

As discussed at the last meeting, in order to highlight the importance of making these declarations, Democratic Services had sent reminders to all Members and the Chair of the Standards Advisory Committee had specifically referenced the issue when he addressed the July Council meeting with his annual report.

Officers were now planning to use the upcoming Speaker's Ball to remind Members of the need to declare interests when they attend such charity functions if they are provided with a free ticket by an individual or organisation as that person/body would have had to pay for the ticket in the first place.

The Committee welcomed the actions officers were taking to highlight the importance of making these declarations as they remained concerned that not all offers of gifts or hospitality were being declared.

The Committee then,

RESOLVED

1. That the report be noted.

3.4 Strengthening Local Democracy

Asmat Hussain, Corporate Director, Governance and Monitoring Officer, introduced the report informing Members about the Council's Strengthening Local Democracy project. The project had a number of aims but the key one was looking to see how the Council could strengthen support for Councillors in undertaking their various roles (such as Ward Councillor, community representative and similar).

She explained that, following work by officers through the first half of 2019, General Purposes Committee had approved a Ward Councillor support framework for action by the Council. She highlighted that this was a living document and would continue to develop over time.

During discussion, the Committee noted that:

- The Council had chosen a simple, officer led process to develop the framework as it was seen as an efficient way of collating ideas locally for a targeted project. However, it was noted that some Councils had undertaken more extensive reviews led by external experts and officers were keeping under consideration whether this could be a useful addition at a later date.
- The review had been targeted at particular issues and so had not covered other areas such as which type of governance model (such as the Mayoral model) the Council should be using.
- A number of Councils were developing interesting democratic engagement models such as the 'Place' model seen in Scotland and at Kirklees Council.

The Committee welcomed the report and asked that it continue to be provided with updates at appropriate intervals.

RESOLVED

1. That the report be noted.

4. WORK PLAN

The Committee discussed the Work Plan. A number of additions were proposed:

- To expand the report from Communications to include information on how Member Code of Conduct issues are dealt with and also looking at Councillor online safety and the support the Council is able to provide.
- To provide an update on the Strengthening Local Democracy project at a later meeting.

RESOLVED

1. That, subject to the above additions, the report be noted.

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

There Chair provided two updates to the Committee:

1. That he had presented his first Annual Report to the Council at its meeting on 17 July 2019. The report had been well received.
2. The Chair of the Committee on Standards in Public Life had published an open letter to all public office holders on the importance of maintaining high standards and implementing the Nolan Principles.

6. EXCLUSION OF THE PRESS AND PUBLIC

Nil items.

7. ANY OTHER EXEMPT/CONFIDENTIAL BUSINESS THAT THE CHAIR CONSIDERS URGENT

Nil items.

The meeting ended at 7.02 p.m.

Chair, John Pulford
Standards Advisory Committee

This page is intentionally left blank

Non-Executive Report of the: **Standards Advisory Committee** 30 January 2020	TOWER HAMLETS
Report of: Andreas Christophorou, Divisional Director, Communications and Marketing	**Classification:** Unrestricted
Social Media Policy	

Originating Officer(s)	Kerry Middleton, Head of External Communications Carmen Hurst, Digital Content Manager
Wards affected	All Wards

Special Circumstances Justifying Urgent Consideration

This report had not quite been finalised by the statutory deadline. However, it is a noting report for discussion and it is important that the Committee consider it at the same time as training is being offered to Members.

Summary

The Committee on Standards in Public Life (CSPL) advises the Prime Minister on ethical standards across the whole of public life in England. It monitors and reports on issues relating to the standards of conduct of all public office holders. In January 2019, the CSPL reported on the outcome of its review into local government ethical standards. The increased use of social media by councillors was considered as part of the CSPL review.

A report was presented to Standards Advisory Committee 25 April 2019 setting out a draft social media policy for discussion. This report provides an update to confirm the policy is now final and is being implemented in January 2020.

Recommendations:

That the Standards Advisory Committee

1. Note the council's social media policy and guidance is now final and being implemented.

1. REASONS FOR THE DECISIONS

1.1 Social media is a key platform that is used by staff and members in a range of ways. This activity is bound by a policy to minimise the risks associated with using social media, as well as to help leverage and make the most of opportunities for positive engagement. This will support staff and members to tell our story and to talk about Tower Hamlets, as a council and as a place, in a consistent tone that positively engages residents and stakeholders.

1.2 This policy need was further highlighted through the Standards Advisory Committee (SAC) following advice from the Government's Committee on Standards in Public Life report (CSPL) on Local Government Standards. The CSPL report identified that many local authorities fail to address adequately in their codes of conduct important areas of behaviour such as social media use. The policy addresses this need and reminds that when using social media, staff and members are bound by their respective codes of conduct in the same way as for any other written or verbal communications.

2. ALTERNATIVE OPTIONS

2.1 N/A.

3. DETAILS OF REPORT

3.1 Although the Code of Conduct for Members and the Employee Code of Conduct do not specifically address appropriate use of social media, the council has published policy guidance on the use of social media on its intranet.

3.2 The policy and guidance document has been drafted by the communications team following internal discussions (with HR, IT, legal and information governance) and presentation at a previous Standards Advisory Committee meeting. It updates and revises the existing guidance and provides consistency and clarity for members and staff. The policy also draws on best practice from those authorities that have already adopted specific social media use policies. These authorities include:

- East Devon District Council
- Wiltshire Council
- Chesham Town Council
- Salford City Council
- Royal Borough of Kingston upon Thames

3.3 The policy will be communicated with staff and members through induction processes, promoted on all internal communications channels and to managers and available on the intranet. (It will not be added to the constitution for members, in line with CSPL advice). Training sessions for members are taking place in the week commencing 20 January 2020.

3.4 The policy applies to all council employees (including contractors, temporary, agency or casual staff, and apprentices or trainees), members and anyone who has access to the council's network, systems and information. It covers the use of social media networks, online blogs, discussion forums and other digital activity to ensure consistent and appropriate use across the organisation. This includes (but is not limited to) Facebook pages and Facebook groups, Twitter, Instagram, LinkedIn, WhatsApp and Snapchat. It aims to support successful two-way engagement with our residents and communities, and ensure appropriate, effective and consistent use of social media, while reducing associated risks.

4. EQUALITIES IMPLICATIONS

4.1 The social media policy for members and officers contributes to the council's compliance with equalities legislation. Consideration has been given to prevent this policy from conflicting with an individual's right to freedom of expression.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.

5.2 The policy and guidance for staff and members will contribute towards the council's risk management and also affect Best Value implications.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no direct financial implications arising from this report.

7. LEGAL COMMENTS

7.1 The principal statutory provisions relating to standards of conduct for Members are contained in the Localism Act 2011. Section 27(1) of the 2011 Act provides that the council must promote and maintain high standards of conduct by Members and Co-opted Members of the authority.

7.2 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 encourage openness and scrutiny of government. The regulations provide public meetings may be filmed, tweeted

or blogged. Any social media policy must therefore not prohibit these activities.

Linked Reports, Appendices and Background Documents

Linked Report

- Committee on Standards In Public Life – Report on Local Government Ethical Standards

Appendices

- NONE

Local Government Act, 1972 Section 100D (As amended)
List of "Background Papers" used in the preparation of this report

- NONE

Officer contact details for documents:

- N/A

Non-Executive Report of the: **Standards Advisory Committee** Thursday, 30 January 2020	TOWER HAMLETS
Report of: Corporate Director, Governance and Monitoring Officer	**Classification:** Open (Unrestricted)
Development of the Members Hub and Members Bulletin	

Originating Officer(s)	Matthew Mannion, Head of Democratic Services, Kerry Middleton, Head of External Communications, Robert Wilson, Internal Communications Officer
Wards affected	(All Wards);

Executive Summary

The Standards Advisory Committee has a role in reviewing how the Council ensures good standards are maintained in respect of the work of Councillors.

Key tools the Council uses to engage with Members (Mayor, Councillors and Co-optees) include the Members Hub and the Member email Bulletin.

This report presents for comment work being undertaken by officers to continuously review and improve those tools to ensure the best resources are provided to support Members.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Note and comment on the contents of the report.

1. REASONS FOR THE DECISIONS

1.1 This is a noting report to allow the Standards Advisory Committee the opportunity to discuss ideas around improvements that could be made to the Members Hub and Members Bulletin information tools.

2. ALTERNATIVE OPTIONS

2.1 The Committee are free to propose alternative options to those set out in the report.

3. DETAILS OF THE REPORT

3.1 The Members Hub and Member Bulletin are two of the best methods the Council has to provide information and advice to Members (Mayor/Councillors and Co-Opted Members). The Hub is a website specifically focussed on Members and provides information and guides on the Council, Training notes, Casework and much more.

3.2 The Members Hub website was launched for the 2018 intake of Councillors and so is a new service. Tower Hamlets is one of the first Councils in London to offer this kind of bespoke site for Members and officers from a number of authorities have visited or otherwise sought information about how it has been put together.

3.3 The intention is to have a space where detailed guidance can be provided which Members have easy access to anytime they need it. The site is split into clear, self-contained sections including on training (providing documents from Member training sessions and briefings), casework and surgeries (for example health and safety at surgeries guides) and the Council (corporate structure and contacts).

3.4 The Hub has been specifically designed to work with the iPads distributed to Members and is made up of large icons and simple layouts. A shortcut to the Hub was set up on all iPads.

Review of the Members Hub

3.5 Whilst the Hub was launched well and seen as a good piece of work, it is important to keep it under review and always look for opportunities to improve content and design.

3.6 An initial review of text content has taken place over the summer which has refreshed information and added further content. For example:

- The page that previously held information about the Chief Executive and Corporate Leadership Team was expanded to include the Mayor and Cabinet.
- Photos were added and a link beneath to details of their area of responsibility.
- Pages are being developed to provide information for Co-Opted Members and access to forms they may need.
- Guidance note has been developed to assist members in completing their Register of Interest forms
- Links to information on documents are being replaced with links to websites where possible so that information is kept up to date.
- A 'Helpful Hints & Highlights' guide is being developed to bring different areas of the Hub to councillors' attention, as well as new features
- Factsheets were created on the areas that most member enquiries are raised about such as parking and ASB, and added to the casework tab to help councillors have a quick reference when assisting residents.
- Exploring the best way to provide archive information from the Members Bulletin.

3.7 There are three particular areas of focus for the next stages of this work:

- Site Design – looking at how the site should look on different types of devices and looking at how to highlight new content.
- Active content – how to bring in automatic information updates such as feeds from useful Council and other sources (such as Comms and Committee meetings).
- Partner Content – to what extent can the Council's Partners be engaged with the support content.

Site Design

3.8 The Members Hub is designed to work with iPads in particular but will also work ok through any other access tool such as desktop computers or mobile phones but it is not optimised for those hardware options. The software system used does allow for different designs/layouts to be automatically loaded when the site is accessed through different mediums. It is felt this is worth exploring to see if it can improve 'ease of use' for Members.

3.9 Another related issue is that when a Member accesses the site it isn't obvious if there is any new content that is worth exploring. Whilst key additions can be highlighted to Members via the Bulletin it would be helpful if officers were able to highlight important new updates via the front page of the site.

Active Content

3.10 All the information on the current site is added and updated manually. This works fine for content such as Training presentations but it does mean the site is quite static. The Council produces lots of content such as press releases, committee updates, web stories and more and many can potentially be fed into the Hub automatically without officers having to duplicate effort. In theory the same can be done for information from partner websites as well.

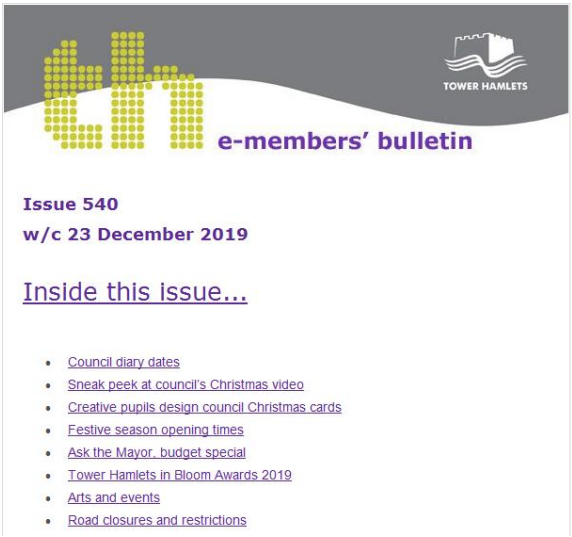
3.11 A small example of the above is how on the front of the Democratic Services part of the website is an automatically updated list (with links) of the 'latest updates' to that part of the site.

Partner Content

3.12 In general the Hub is focussed on content provided by the Council. Officers are exploring whether partners such as RSLs may have useful information that can also be held on the Hub to provide wider value to Members and to the Partners as they would have a new way of reaching Members.

Review of the Member Bulletin

3.13 The Member Bulletin is a weekly (Friday) email which is sent out to all Members. It sets out communications stories, committee dates and general items of interest to Members.



3.14 The above is an example from December and as can be seen from the Issue Number (Issue 540), this is a well-established method of communicating with Members.

3.15 However, opening rates are low which suggests more could be done to make this attractive to Members.

	opens				
	(84)	%		cllrs	%
20-Dec	17	20%		5	11%
13-Dec	21	25%		14	30%
06-Dec	20	24%		6	13%
29-Nov	7	8%		3	7%
22-Nov	8	10%		2	4%
15-Nov	8	10%		4	9%
08-Nov	12	14%		3	7%
01-Nov	14	17%		5	11%

3.16 Officers are exploring a number of options for improving the bulletin including:

- Generally refreshing the look and feel but also seeing if it can include pictures, video and other more immediate media.
- Better linking to the Member Hub so that long/detailed information can be held there with headlines/summaries in the bulletin.
- Looking to broaden the sources of information including using feeds from selected locations.

Member Survey

3.17 An online survey is being prepared which will be circulated to all Members to seek their views on how they would like to see the Hub and Bulletin improved and updated.

Conclusion

3.18 The Standards Advisory Committee are asked to review and comment on the above to help guide this project. Progress on the project can be reported back to the Committee at an appropriate later date.

4. EQUALITIES IMPLICATIONS

4.1 Providing good quality information to all Members helps enable them to perform their role more effectively.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,

- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

5.2 Members have an important role to play in supporting residents. This results in a number of potential compliance issues such as around GDPR and data protection. The Member Hub provides information and guidance to all Members on how to manage data to comply with these issues.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 This is a noting report to discuss ideas around improvements that could be made to the Members Hub and Members Bulletin information tools. There are no direct financial implications arising from this report.

7. COMMENTS OF LEGAL SERVICES

7.1 There are no legal implications arising from the contents of this report .

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- None

Local Government Act, 1972 Section 100D (As amended)
List of "Background Papers" used in the preparation of this report
List any background documents not already in the public domain including officer contact information.

- None

Officer contact details for documents:
N/A

Non-Executive Report of the: **Standards Advisory Committee** Thursday, 30 January 2020	TOWER HAMLETS
Report of: Corporate Director, Governance and Monitoring Officer	**Classification:** Open (Unrestricted)
Code of Conduct for Members - Complaint Monitoring	

Originating Officer(s)	Mark Norman – Legal Adviser & Deputy Monitoring Officer Janet Fasan – Divisional Director – Legal & Monitoring Officer
Wards affected	(All Wards)

Special Circumstances Justifying Urgent Consideration

This report had not quite been finalised by the statutory deadline. However, it is a noting report for discussion and it is important that the Committee receive regular updates on Complaint Monitoring to ensure it can effectively undertake its oversight role.

Executive Summary

This report updates the Advisory Committee on the quarterly monitoring information for complaints and investigations relating to alleged breaches Council's Code of Conduct for Members.

Recommendations:

The Standards (Advisory) Committee is recommended to:

Note the content of this report and the information contained in Appendix 1.

1. REASONS FOR THE DECISIONS

1.1 The Council's arrangements for dealing with complaints of breach of the Code of Conduct for Members (paragraph 11) provide for the Monitoring Officer to report quarterly (or less frequently if there are no complaints to report) to the Advisory Committee on the number and nature of complaints received and action taken as a result.

2. ALTERNATIVE OPTIONS

2.1 Not applicable.

3. DETAILS OF REPORT

3.1 The provision of quarterly reports relating to the number and nature of complaints assists the Advisory Committee in exercising its oversight role in terms of promoting and maintaining high standards of conduct.

3.2 The Advisory Committee last considered a monitoring report at its meeting on 17 October 2019. Since the last report to Committee there has been one new complaint of alleged breach of the Code of Conduct.

3.3 As detailed in Appendix 1 there have been three complaints in total during the current municipal year all of which have been dealt with and are closed.

4. EQUALITIES IMPLICATIONS

4.1 There are no specific equalities implications arising from this report.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.

5.2 The Council's arrangements for dealing with complaints of breach of the Code of Conduct for Members were revised in December 2016 to improve the transparency and efficiency of the process.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 This report details the framework used by the Monitoring Officer to provide quarterly reporting of Members complaints via the Advisory Committee and the number and nature of complaints, as per para 1.1

6.2 There are no financial implications arising from this report. However In the event that the Council agrees further action in response to this report, then approval for any further resources will need to be approved using existing financial regulatory rules prior to the making of any financial commitment.

7. LEGAL COMMENTS

7.1 The principal statutory provisions relating to standards of conduct are contained in the Localism Act 2011. Section 27(1) of the 2011 Act provides that the Council must promote and maintain high standards of conduct by Members and Co-opted Members of the authority.

7.2 Sections 27 and 28 of the Localism Act require the Council to adopt a Code of Conduct consistent with the Nolan principles of good governance and to appoint at least one Independent Person whose views must be sought and taken into account before the Council makes any decision about an alleged breach of the Code that has been investigated.

Linked Reports, Appendices and Background Documents

Linked Report

NONE.

Appendices

Appendix 1 Complaints and investigation monitoring information

Local Government Act, 1972 Section 100D (As amended)
List of "Background Papers" used in the preparation of this report

NONE

Officer contact details for documents:

N/A

This page is intentionally left blank

APPENDIX1

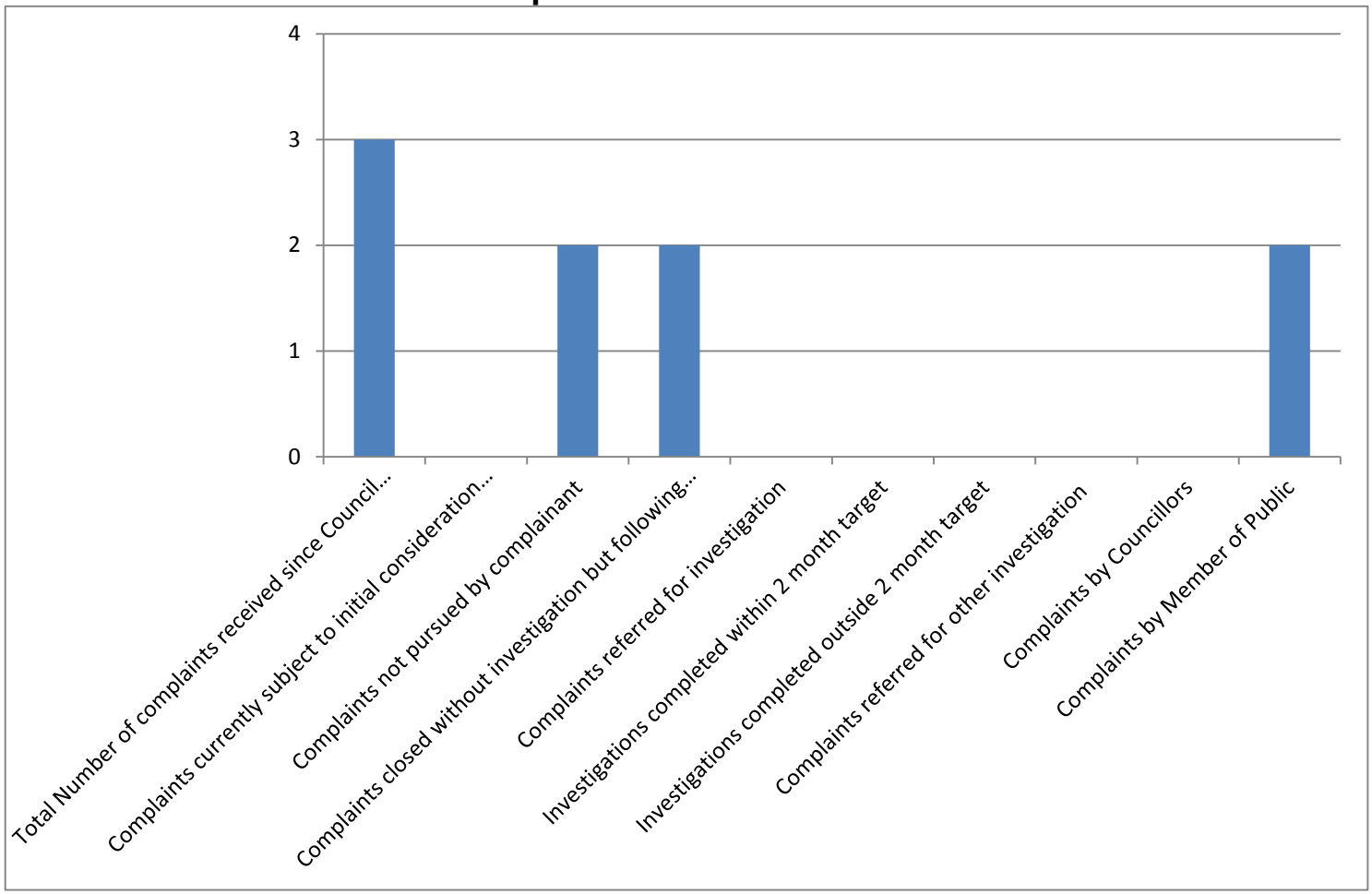
Code of Conduct for Members - complaints and investigation monitoring information – municipal year 2019/20

Complaints since 15 May 2019:	**03**
Complaints currently subject to initial consideration by MO and IP:	**00**
Complaints not pursued by complainant:	**01**
Complaints closed without investigation but following consultation with IP:	**02**
Complaints referred for investigation as potential breach of the Code:	**00**
Investigations completed within 2 month target:	**00**
Investigations completed outside 2 month target:	**00**
Complaints referred for other investigation (police, audit etc.)	**00**

Complainants

Councillors:	**00**
Member of Public:	**03**
Local business, organisation, or other body:	**00**

Code Complaints 2018/19 Calendar Year



Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
003/2019	30 May 2019	Member of Public	Elected Members x3	Alleged inappropriate conduct in responding to petition seeking the establishment of parish council resulting in potential contraventions of the Code: 2.1 Lack of honesty.	Target date: 13 June 2019 Initial consultation 18.06.19: Further Consultation: 11.09.19 Concluded insufficient evidence of breach of Code to warrant investigation.			Closed	NFA

Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
004/2019	16 June 2019	Member of Public	Elected Member	Alleged inappropriate conduct in property rental resulting in potential contraventions of the Code: 2.1 Lack of honesty. 2.7 Improper use of council resources. 2.9 Not treating another with respect and bullying.	Target date: 28.06.19 Complainant failed to provide further information required in order to properly consult IP. .			Closed	NFA

Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
005/2019	16 October 2019	Member of Public	Elected Member	Alleged inappropriate conduct in relation to tender exercise resulting in potential contraventions of the Code: Para 6: not acting in the public interest, not promoting equality and not treating others with respect. Para 10: not promoting high standards of conduct by leadership and example. Para 11: not making decisions on merit.	Target date: 31.10.19 Initial consultation 01.11.19 and further consultation 07.11.19 Concluded insufficient evidence of breach of Code to warrant investigation and complainant withdrew complaint.			Closed	NFA

Non-Executive Report of the: **Standards Advisory Committee** Thursday, 30 January 2020	TOWER HAMLETS
Report of: Asmat Hussain, Corporate Director, Governance and Monitoring Officer	**Classification:** Open (Unrestricted)
Register of Members' Gifts and Hospitality	

Originating Officer(s)	Matthew Mannion; Head of Democratic Services
Wards affected	(All Wards);

Executive Summary

This report provides an update on the declarations of gifts and/or hospitality received from Members since the previous report to the Committee on 17 October 2019.

Standards (Advisory) Committee are receiving this report as it monitors compliance with the requirement in the Council Code of Conduct for Members to register and gift or hospitality with an estimated value of at least £25.

Recommendations:

The Standards (Advisory) Committee is recommended to:

1. Note the declarations of Gifts and/or Hospitality offered as reported in Appendix 1.

1. REASONS FOR THE DECISIONS

1.1 There is a statutory requirement for the Council to adopt a Code of Conduct for Members. For the purpose of the Code a Member includes the Mayor, elected Councillors and Co-opted Members of the Authority.

1.2 The Council's Code of Conduct (paragraph 3.6) requires a Member to register any gift or hospitality with an estimated value of at least £25 and the person from whom it is received.

2. ALTERNATIVE OPTIONS

2.1 This is a noting report.

3. DETAILS OF THE REPORT

3.1 Appendix 1 provides a copy of the Register of Gifts and Hospitality declared from 1 October 2019 to 31 December 2019. A total of 15 declarations were made during this period. All the declarations bar one were made on time within the 28-day notification deadline. This is down from the 30 declarations made during the equivalent period for 2018.

Speaker's Ball

3.2 As discussed at the last meeting, Democratic Services worked to be extremely proactive in chasing declarations in relation to the Speaker's Ball as this was seen as a good opportunity to remind Members how attendance at these sorts of events as the guest of a third party was an interest that needed declaring. A final update will be provided at the meeting on declarations from the Speaker's Ball.

Next Steps

3.3 The next opportunity to highlight these issues to Members is likely to be the next Ethics and Probity Training which will be a required member development session for all Members.

4. EQUALITIES IMPLICATIONS

4.1 There are no equalities implications arising from this report.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

5.2 None arising from this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 This report recommends that the Standards Advisory Committee note the declarations of Gifts and/or Hospitality offered as reported in Appendix 1. There are no direct financial implications arising from this report.

7. COMMENTS OF LEGAL SERVICES

7.1 Section 29 of the Localism Act 2011 Act provides that the Council's Monitoring Officer must establish and maintain a register of interests of Members of the Authority.

7.2 Section 30 of the 2011 Act requires Members to register disclosable pecuniary interests within 28 days. Otherwise it is for the Council to determine what is entered in the register of interests and as indicated in this report that includes gifts and hospitality with an estimated value of at least £25.

Linked Reports, Appendices and Background Documents

Linked Report

- Previous update reports to Standards (Advisory) Committee meetings.

Appendices

- Appendix 1 – Register of Gifts and Hospitality declared – 1 October 2019 to 31 December 2019.

Local Government Act, 1972 Section 100D (As amended)
List of "Background Papers" used in the preparation of this report
List any background documents not already in the public domain including officer contact information.

- None.

Officer contact details for documents:
N/A

This page is intentionally left blank

Gifts and Hospitality Accepted 1 October 2019 – 31 December 2019

Name	Date offered/event	Type	Accepted or Declined	Date Declared	On Time?	Provided By	Estimated Value	Description
Councillor Asma Islam	04/12/2019	Hospitality	Accepted	5/12/19	Yes	Tower Hamlets Homes	£100	The Speaker's Charity Ball
Councillor Ayas Miah	04/12/19	Hospitality	Accepted	9.12.19	Yes	Telehouse/Aliur Rahman	£100	The Speaker's Charity Ball
Councillor Danny Hassell	29/11/2019	Hospitality	Accepted	09.12.19	Yes	Adecco and Grant Thornton	£150/pp	Sponsorship for two tables for Tower Hamlets Social Work teams for the 2019 Social Worker of the Year Awards. Sponsorship was accepted since Tower Hamlets was shortlisted for 6 awards. Cllr Hassell attended.
Councillor Dipa Das	4.12.19	Hospitality	Accepted	9.12.19	Yes	East End Homes	£100	Speaker's Charity Ball
Councillor John Pierce	4.12.19	Hospitality	Accepted	12.12.19	Yes	Tower Hamlets Homes	£100	Speaker's Charity Ball

Name	Date offered/event	Type	Accepted or Declined	Date Declared	On Time?	Provided By	Estimated Value	Description
Councillor Mohammed Ahbab Hossain	04.12.19	Hospitality	Accepted	09.12.19	Yes	Telly House	£100	Speaker's Charity Ball
Councillor Motin Uz-Zaman	04.12.19	Hospitality	Accepted	05.12.19	Yes	East End Homes	£100	Speaker's Charity Ball
Councillor Sirajul Islam	04.12.19	Hospitality	Accepted	05.12.19	Yes	Tower Hamlets Homes	£100	Speaker's Charity Ball
Councillor Tarik Khan	04.12.19	Hospitality	Accepted	5.12.19	Yes	Tower Hamlets Homes	£100	Speaker's Charity Ball
Mayor John Biggs	06.10.19	Hospitality	Accepted	14.10.19	Yes	Bajloor Rashid MBE, President UKBCCI	£85	UKBCCI Business & Entrepreneur Excellence Awards and Gala Dinner 2019
	05.12.19	Gift	Accepted	9.12.19	Yes	Harry Hickmore	£72	Two tickets to the Christmas Carol – A Fairy Tale (have donated the value of the tickets to the Speaker's Charity).
	09.12.19	Gift	Accepted	18.12.19	Yes	Robert, Jonny, Jane and Chris Team, London Community Agency.	£250	A photo framed, looking down at London Trafalgar Square
	30.10.19	Hospitality	Accepted	9.12.19	No	East London Business Alliance	£32	30th Anniversary / Hospitality

Name	Date offered/event	Type	Accepted or Declined	Date Declared	On Time?	Provided By	Estimated Value	Description
	19.12.19	Gift	Accepted	09.01.20	Yes	Embassy of the People's Republic of China	Under £25	Cabernet Sauvignon Wine.
	29.11.19	Hospitality	Accepted	04.12.19	Yes	Consultancy Group – Grant Thornton	£150	The Social Worker of the Year Awards

This page is intentionally left blank

Non-Executive Report of the: **Standards Advisory Committee** Thursday, 30 January 2020	TOWER HAMLETS
Report of: Corporate Director, Governance and Monitoring Officer	**Classification:** Open (Unrestricted)
Dispensations under section 33 of the Localism act 2011	

Originating Officer(s)	Mark Norman – Legal Adviser & Deputy Monitoring Officer Matthew Mannion – head of Democratic Services
Wards affected	(All Wards)

Executive Summary

This bi annual report informs the Advisory Committee of dispensations in relation to disclosable pecuniary interests (DPI's) under section 33 of the Localism Act 2011.

Recommendations:

That the Advisory Committee note the content of this report and the specific dispensation granted by the Monitoring Officer detailed in paragraph 3.4 of the report.

1. REASONS FOR THE DECISIONS

1.1 This is a bi annual noting report informing members of the Advisory Committee of the dispensations granted by the Monitoring Officer (if any) and the general dispensations which are applicable in relation to DPI's.

2. ALTERNATIVE OPTIONS

2.1 Not applicable.

3. DETAILS OF REPORT

3.1 The Code of Conduct for Members requires that the Mayor, Councillors and Co-opted Members register any disclosable pecuniary interest (DPI) and other specified interests in the Register of Members Interests. If a Member has a DPI in relation to any matter to be discussed at a meeting they must:

- Not participate in any discussion of the agenda item, not vote on the matter and leave the room whilst the agenda item is discussed and voted on.

3.2 However, a Member who has a DPI in a matter to be discussed at a forthcoming meeting of the authority may make a written request before the meeting to the Monitoring Officer for a dispensation to enable them to participate in the discussion and vote.

3.3 A dispensation may be granted where the Monitoring Officer is satisfied that:

(a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;

(b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;

(c) granting the dispensation is in the interests of persons living in the authority's area; or

(d) it is otherwise appropriate to grant a dispensation.

Any grant of a dispensation must specify the duration of the dispensation up to a maximum of 4 years.

3.4 **Specific Dispensation:** At the Council meeting held on 13 November 2019, the Monitoring Officer received requests for a dispensation from a large number of Members who had interests in agenda item 11.1, a Motion regarding restoring Fairness to the Leaseholder System. The Monitoring Officer agreed to grant a dispensation to Councillors with a leaseholder Interest in respect of the Item, under paragraph 3.3 (c) above. As a result,

Councillors with a DPI in this item did not need to declare this and were able to stay in the meeting room, participate in the discussion and vote on the item.

3.5 **General Dispensation:** There is a continuing General Dispensation to all Members to be present, speak and vote where they would otherwise have a DPI in the following matters:

(a) Housing: where the Councillor (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not relate to the particular tenancy or lease of the Councillor (their spouse or partner);

(b) Council Tax: setting the council tax and related matters including setting precepts and agreeing council tax reduction schemes; and

(c) Determining an allowance, travelling expense, payment or indemnity for Councillors.

3.6 Guidance issued by DCLG in September 2013 (Openness and transparency on personal interests) stated the DCLG view is that Members do not need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support because this is a decision affecting the generality of the public in the area rather than Members as individuals. Nonetheless the Monitoring Officer considers it prudent for the sake of completeness to include Council Tax in the General Dispensation.

3.7 The dispensation for Council Tax relates to a Member's DPI and does not affect a Member's obligation under Section 106 of the Local Government Finance Act 1992 to declare and not vote if they are 2 months or more in arrears with their Council Tax when voting on setting the Council's budget.

3.8 The General Dispensation will apply until the next Mayoral and local elections in May 2022.

4. EQUALITIES IMPLICATIONS

4.1 There are no specific equalities implications arising from this report.

5. OTHER STAUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.

5.2 The Monitoring Officer has introduced a standard application form for Members to complete when seeking a dispensation in order to make the process more efficient and transparent.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 This is a noting report informing members of the advisory committee of the conduct required of members, Councillors and Co-opted Members to register any disclosable pecuniary interest (DPI) and other specified interests in the Register of Members Interests. There are no financial implications arising from this report.

7. LEGAL COMMENTS

7.1 Section 31(4) of the Localism Act 2011 provides that a Member who has a disclosable pecuniary interest in any matter to be considered at a meeting may not participate in any discussion, or vote on the matter. However, by virtue of section 33, an authority may, on a written request by a Member, grant a dispensation relieving the member from either or both of the restrictions in Section 31(4). This is reflected in paragraphs 32 and 33 of the Code of Conduct for Members.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- NONE

Local Government Act, 1972 Section 100D (As amended)
List of "Background Papers" used in the preparation of this report

- NONE

Officer contact details for documents:

- N/A

STANDARDS ADVISORY COMMITTEE WORK PLAN 2019/20

(Update – January 2020)

Contact Officer:	**Matthew Mannion** Democratic Services
Email:	**matthew.mannion**@towerhamlets.gov.uk
Telephone:	020 7364 **4651**
Website:	www.towerhamlets.gov.uk/committee

STANDARDS ADVISORY COMMITTEE WORK PLAN 2019/20

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
20 JUNE 2019			
Appointment of Chair Appointment of Vice Chair	Appointments annual report	Democratic Services Officer	N/A
Terms of Reference & Housekeeping report	TOR annual report	Democratic Services Officer	N/A
Code of Conduct for Members - Complaint Monitoring and Associated Matters	Quarterly update	Deputy Monitoring Officer	
SAC Annual Report to Council	Replaces Annual IP report to Council. Report to be presented at July Council 2019.	Chair and Independent Person	
Dispensations Under Section 33 of the Localism Act 2011	Reported biannually	Deputy Monitoring Officer	
Members' Register of Gifts and Hospitality	Quarterly update	Head of Democratic Services	
Work Plan	Standing item		
17 OCTOBER 2019			
Code of Conduct for Members - Complaint Monitoring and Associated Matters	Quarterly update	Deputy Monitoring Officer	
Members' Register of Gifts and Hospitality	Quarterly update	Head of Democratic Services	

STANDARDS ADVISORY COMMITTEE WORK PLAN 2019/20

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
Member Training Update	Update on training programme and uptake since AGM	Head of Democratic Services	
Strengthening Local Democracy	To note the report agreed by the General Purposes Committee in June 2019 in respect of SAC's functions.	Head of Democratic Services / Head of Corporate Strategy and Policy	
Work Plan	Standing item		
30 JANUARY 2020			
Social Media Policy - Update	Update following actions arising from the meeting - 25 April 2019 (also information on public complaints against members through social media and also on how members are supported to keep safe online)	Senior Communications Officer - Projects	
Code of Conduct for Members - Complaint Monitoring and Associated Matters	Quarterly update	Deputy Monitoring Officer (Tony Qayum)	
Members' Register of Gifts and Hospitality	Quarterly update	Head of Democratic Services	
Dispensations Under Section 33 of the Localism Act 2011	Reported biannually	Deputy Monitoring Officer	
Effective Use of the Member Bulletin and the Member Hub	Action from meeting - 25 April 2019 – to be presented in relation to the planned revamp of the Member Bulletin	Head of Communications and Head of Democratic Svs	
Work Plan	Standing item		

STANDARDS ADVISORY COMMITTEE WORK PLAN 2019/20

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
30 APRIL 2020			
Code of Conduct for Members - Complaint Monitoring and Associated Matters	Quarterly update	Deputy Monitoring Officer	
Members' Register of Gifts and Hospitality	Quarterly update	Head of Democratic Services	
Practical guidance for Members handling confidential information	Title notified May 2019	Deputy Monitoring Officer	
Members Rights of Access to Information	Title notified May 2019	Head of Democratic Services	
Member Meeting Attendance	Title notified May 2019 – to be reported annually.	Head of Democratic Services	
Implementation of Best Practice Recommendations by CSPL	Update following report to SAC 25 April 2019	Deputy Monitoring Officer	
Standards Advisory Committee Annual Report	To review an initial draft of the Annual Report to Council	Deputy Monitoring Officer	
Work Plan	Standing item		
New Municipal Year			
June / July Meeting			
Appointment of Chair Appointment of Vice Chair	Appointments annual report	Democratic Services Officer	

STANDARDS ADVISORY COMMITTEE WORK PLAN 2019/20

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
Terms of Reference & Housekeeping report	TOR annual report	Democratic Services Officer	
Code of Conduct for Members - Complaint Monitoring and Associated Matters	Quarterly update	Deputy Monitoring Officer	
SAC Annual Report to Council	Replaces Annual IP report to Council. Report to be presented at July Council 2019.	Chair and Independent Person	
Dispensations Under Section 33 of the Localism Act 2011	Reported biannually	Deputy Monitoring Officer	
Members' Register of Gifts and Hospitality	Quarterly update	Head of Democratic Services	
Work Plan	Standing item		
September Meeting			
Code of Conduct for Members - Complaint Monitoring and Associated Matters	Quarterly update	Deputy Monitoring Officer	
Members' Register of Gifts and Hospitality	Quarterly update	Head of Democratic Services	
Member Training Update	Update on training programme and uptake since AGM	Head of Democratic Services	
Work Plan	Standing item		

STANDARDS ADVISORY COMMITTEE WORK PLAN 2019/20

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
REPORTS FOR FUTURE MEETINGS			
Revisions to Employee Code of Conduct	Reference - Constitution review. Added to work programme Jan 2019	Deputy Monitoring Officer	
Review Member Officer Protocol	Title notified Mar 2019	Head of Democratic Services	
DBS Checks	Title notified May 2019		
News on ethics matters elsewhere	Title notified May 2019 – as required.		
Strengthening Local Democracy	Update report at a suitable time.		