

STANDARDS (ADVISORY) COMMITTEE

Tuesday, 15 March 2016 at 7.30 p.m.
MP701, 7th Floor, Town Hall, Mulberry Place, 5 Clove Crescent,
London E14 2BG

This meeting is open to the public to attend

Members:

Chair: Matthew William Rowe
Vice-Chair: Eric Pemberton

John Pulford MBE,
Salina Bagum,
Nafisa Adam,
Mike Houston,
Daniel McLaughlin,
Councillor Shah Alam,
Councillor Marc Francis,
Councillor Sirajul Islam,
Councillor Abdul Mukit MBE,
Councillor Candida Ronald
Councillor Andrew Wood

Observers:

Elizabeth Hall (Independent Person)

Deputies:

Councillor Gulam Kibria Choudhury, Councillor David Edgar, Councillor Amy Whitelock
Gibbs and Councillor Danny Hassell

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:

Elizabeth Dowuona, Democratic Services
1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG
Tel: 020 7364 4207

Scan this code
for an
electronic
agenda:

E-mail: elizabeth.dowuona@towerhamlets.gov.uk
Web: <http://www.towerhamlets.gov.uk/committee>



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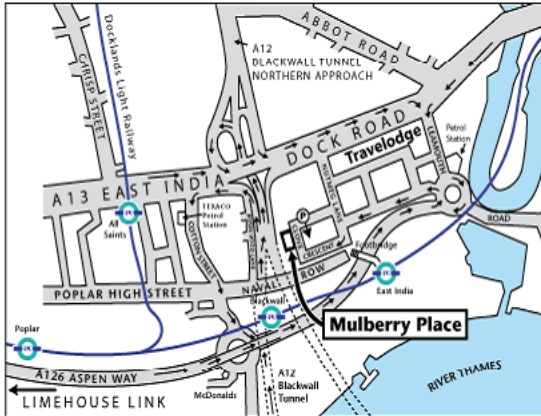
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APOLOGIES FOR ABSENCE**1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST 1 - 4**

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) 5 - 12

To confirm as a correct record the minutes of the meeting of the Standards (Advisory) Committee held on 24 November 2015.

3. REPORTS FOR CONSIDERATION**3.1 Committee Membership Update 13 - 16**

The report notes the resignation of Matthew Rowe as an independent co-opted member and Chair of the Advisory Committee and informs members of the current overall position regarding co-opted membership of the Committee.

3.2 Code of Conduct for Members - Complaints and Investigation Monitoring 17 - 22

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

3.3 Members' Attendance, Timesheets and Declaration of Interests: Monitoring Report 23 - 34

The report updates the Committee on a range of matters related to Councillors' attendance at formal meetings and training events, completion of timesheets and the register of interests.

4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

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

Next Meeting of the Committee: 30 June at 7.30pm to be held in the MP701, 7th Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG

Agenda Item 1

DECLARATIONS OF INTERESTS - NOTE FROM THE INTERIM MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 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 section 4.1 (a) of 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 Interim 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:-

Melanie Clay, Director of Law, Probity & Governance & Monitoring Officer, Telephone Number:
020 7364 4801

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	<p>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.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>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—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
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	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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.</p>

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LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE STANDARDS (ADVISORY) COMMITTEE

HELD AT 7.35 P.M. ON TUESDAY, 24 NOVEMBER 2015

**MP701, 7TH FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT,
LONDON E14 2BG**

Members Present:

Matthew William Rowe (Chair)
Eric Pemberton (Vice-Chair)
John Pulford MBE
Salina Bagum
Nafisa Adam
Mike Houston
Daniel McLaughlin
Councillor Marc Francis
Councillor Sirajul Islam
Councillor Abdul Mukit MBE
Councillor Candida Ronald

Apologies:

Councillor Andrew Wood

Officers Present:

Melanie Clay	– (Director, Law Probity and Governance)
Sayed Khan	– (Graduate Management Trainee, Human Resources)
Graham White	– (Interim Head of Legal Operations, Law Probity and Governance)
Matthew Mannion	– (Committee Services Manager, Democratic Services, Law, Probity and Governance)

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Disclosable Pecuniary interests.

2. MINUTES OF THE PREVIOUS MEETING(S)

RESOLVED

1. That the minutes of the meeting held on 15 September 2015 be approved and signed by the Chair as a correct record of proceedings.

3. REPORTS FOR CONSIDERATION

3.1 Complaints and Information Annual Report

Graham White, Interim Service Head, Legal Services, and Sayed Khan, Complaints and Information Officer, introduced the report setting out information regarding the Council's handling of complaints and information requests in the year 2014/15.

They took Members through the details in the report and highlighted a number of points including that, in relation to Freedom of Information Requests:

- Tower Hamlets had one of the highest volumes of information requests in London but that the figures showed the requests were generally well-handled.
- Only 3.1% of the requests resulted in an Internal Review. This figure was low but it was important to learn from them to ensure the same mistakes were not repeated.
- Only 5 cases were determined by the Information Commissioner which was a very good percentage. Of those, three were upheld due to the delay in answering the questions.

In relation to Corporate Complaints a 17% rise in cases was reported although this increase was in line with other authorities. Escalations to the final stage dropped from 5% to 4%.

It was also reported that:

- The personalised disabled parking bay review had resulted in a big increase in complaints in that area.
- There had been a reduced volume of complaints in adult social care.
- Turnaround in answering complaints had slipped a little.
- There had been a significant increase in Local Government Ombudsman issues but that this was common across London and the country.
- Overall the Council was ranked 13th out of 33 London Boroughs and the City of London.
- Housing Ombudsman cases were also noted.

During discussion it was noted that a couple of named individuals were listed in the reports. The Committee discussed this and it was considered that the names should be redacted from the reports as this was Exempt information.

RESOLVED

1. That the names of the individuals listed in the report be redacted.

Members made a number of comments during discussion of the report, including that:

- The general improvement in performance was welcome and officers should be thanked for supporting this improvement.

- It was important to ensure that lessons were learnt from the failures listed. Officers confirmed that they did look for patterns or issues to tackle and agreed to include information on lessons learnt in later reports.
- It could be useful if the next report included an extra column where the officers could comment on cases (e.g. 'no safeguarding issues', 'procedures altered following review' etc.)
- It would be useful for the Committee to have more information on the procedures used to review cases.
- It was important that responses were published on the website and that the next report should confirm the level of compliance with this.
- Some personal experiences had not been as successful as the overall statistics suggested.

In response to points raised, officers stated that:

- They would provide Members with advice on how the corporate targets were set each year and whether higher targets were set.
- There were performance monitoring systems to ensure that teams promptly reviewed issues that arose.
- They would look to circulate historical benchmarking information to provide longer term comparisons with other London Boroughs.
- The Corporate Management Team was looking to promote transparent and prompt engagement with issues raised by residents.

Significant concerns were expressed about the handling of housing complaints and the performance of the Housing Ombudsman. There was a discussion around what role the Council could play in ensuring complaints were dealt with effectively by local housing associations if the Housing Ombudsman was not able to deal with the volume it was receiving and in particular how to ensure that housing associations properly dealt with complaints. It may be that the Council needed to act more strongly with poorly performing housing associations.

It was recognised that Tower Hamlets Homes was performing better than many housing associations and it was felt it could have a role as looking to become a Beacon. Councillor Sirajul Islam (as Cabinet Member for Housing Management and Performance) agreed to discuss the general issue with the Chief Executive of Tower Hamlets Homes. He also undertook to discuss with officers how complaints data was collated by the Council. It was noted that the Council did monitor responses to Member Enquiries in relation to housing associations.

The Committee noted that there were opportunities here to promote the Council's transparency agenda in encouraging more information to be automatically available to residents.

It was suggested that tenants' panels may need to be improved and the borough-wide panel given more exposure so residents knew it was available.

Peabody were provided as an example of a well-run housing association who may be able to provide advice on this issue.

It was suggested that new legislation relating to housing associations' responsibilities to Councillors and Local Authorities were not being taken seriously.

The Committee recommended that a protocol should be developed on how housing associations should respond to complaints.

Finally, the Chair thanked Ruth Dowden, Complaints and Information Manager for producing a useful and comprehensive report and in particular the proposed improvement and development initiatives set out in section 8 which the Committee endorsed.

RESOLVED

1. To note the performance figures for 2014/2015 under the complaints procedures and for requests under the Freedom of Information Act and Data Protection Act.
2. To note the work of Council in relation to Information Governance matters.
3. To note that remedial action in respect of complaints and lessons learnt are will be drawn out further in the 6 month update report.

3.2 Report of Investigations under the Regulation of Investigatory Powers Act (RIPA)

Graham White, Interim Service Head, Legal Services, introduced the report. He explained that this was a regular update report to the Committee providing details on current investigations of which there was only one at this time.

In response to questions officers confirmed that the use of these powers was being considered as part of the review of enforcement policy. Officers also agreed to write to the Committee with information on how RIPA investigations linked to HM Revenue and Customs.

RESOLVED

1. To note the report.

3.3 Code of Conduct for Members - Complaints and Investigation Monitoring

Melanie Clay, Director, Law, Probity and Governance, introduced the report. She highlighted that there were five new complaints about Members, all of which had come from members of the public. The response times for dealing with complaints was improving and she was looking to improve this further.

During discussion it was noted that it could prove challenging to find dates where sufficient Members were available to hold an Investigation and Disciplinary Sub-Committee.

In relation to Declarations of Interest it was highlighted that the Council's constitution was more wide ranging than the Statutory rules and that this was causing confusion. It was suggested that Member development training on this issue would be useful. It was agreed that this would be pursued. It was suggested that the previous session run for Standards (Advisory) Committee Members could be used as a template. The training could cover a number of points including:

- The differences between different types of interests.
- When Members could speak or would have to leave the room.
- Dispensations.

In relation to paragraph 3.2 to the report, on the proposed amendments to the arrangements for dealing with Code of Conduct issues, Melanie Clay reported that she had met with the Mayor and the Independent Person. A report on this work would be presented to the Standards (Advisory) Committee within the next few months.

Finally, it was also reported that the Governance Review Working Group's focus was developing so that it was not just looking at how the constitution but instead at wider issues around how the Council operated. It was important to ensure that the group had cross-party support. The Standards (Advisory) Committee would receive reports on relevant issues as required.

RESOLVED

1. To note the report.

3.4 Transparency Protocol: A Transparent Mayor, an Open Council

Melanie Clay, Director, Law, Probity and Governance, introduced the report. She explained that the Mayor had recently agreed this report at Cabinet and she felt that it was important that it be brought to the Standards (Advisory) Committee now for noting.

She highlighted that the report had been the Mayor's own initiative and that it highlighted a number of issues such as:

- Improving internal and external communications.
- Clarity, speed and efficiency of decision making.
- Public engagement and the role of Scrutiny.

During discussion of the report Members of the Committee raised a number of issues including:

- Ensuring procurement was open and transparent with good opportunities for local businesses to get involved.
- Whether the Scrutiny process was being properly supported.

Officers responded to a number of points raised including that:

- They would look to find out whether the Tower Hamlets Safer Neighbourhood Board was attended by ward representatives and if so how those roles were appointed/selected.
- Scrutiny should be able to rely on officer advice that was consistent with the advice given to Executive Members and that whilst resources were important, it was also necessary for Scrutiny to choose the areas where it could be most effective.
- They would determine when a final decision had been taken on the status of the Local Area Partnerships (LAPs).

The Committee expressed the view that they wished to see regular progress updates in relation to the Transparency Protocol.

RESOLVED

1. That the report be noted.

4. REPORTS FOR DISCUSSION

4.1 Recruitment of a Reserve Independent Person

The Committee considered the report requesting views on whether the Council should recruit a new Reserve Independent Person.

Following discussion, the Committee agreed that it was useful to have a Reserve Independent Person. However, they noted that the previous Reserve had not been used. It was also noted that the Council would have to undertake a recruitment exercise for the main Independent Person in the summer of 2016 as the term of the current post holder expired at that point.

The Committee therefore took the view that it was not necessary to undertake a separate recruitment process at this stage for a Reserve Independent Person but that the Council should look to include this within the recruitment exercise for the main post in the summer of 2016.

RESOLVED

1. That the Council be advised to include the appointment of a Reserve Independent Person within the procedures to recruit the Independent Person when that position next requires filling.

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

Members requested that officers review the types of reports that were being presented to the Standards (Advisory) Committee to ensure that all the appropriate reports were being presented.


A number of co-opted Members also asked if a flow-chart could be provided setting out how Council processes like the Complaints system worked.

The meeting ended at 9.47 p.m.

Chair, Matthew William Rowe
Standards (Advisory) Committee

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Agenda Item 3.1

Non-Executive Report of the: Standards Advisory Committee 15 March 2016	 TOWER HAMLETS
Report of: Monitoring Officer	Classification: Unrestricted
Committee Membership Update	

<u>Originating Officer(s)</u>	Melani Clay, Director of Law, Probity & Governance
<u>Wards affected</u>	All wards

1. **SUMMARY**

- 1.1 This report notes the resignation of Matthew Rowe as an independent co-opted member and Chair of the Advisory Committee and informs members of the current overall position regarding co-opted membership of the Committee.

2. **RECOMMENDATIONS**

- 2.1 That the Committee note the content of this report and join with the Monitoring Officer in thanking Matthew Rowe for his hard work and dedication to public office.

3. BACKGROUND

- 3.1 Mr Matthew Rowe has served as a co-opted member of the Advisory Committee since 2009. He is a former vice chair of the Committee and was appointed Chair in 2012. Mr Rowe has recently permanently moved out of the borough and therefore decided to tender his resignation which was reluctantly accepted by the Monitoring Officer on 23 February 2016.
- 3.2 The membership of the advisory Committee is subject to the annual reconstitution of the Committee at the Council's AGM. The membership of the Committee includes councillors and up to seven voting co-opted members. Councillors are appointed to the Committee annually in accordance with the requirements of political proportionality. The Council has specified that the Chair and Vice-Chair of the Committee should be drawn from amongst the co-opted members. Article 9 of the Council's Constitution, provides that the appointment of co-opted members must be approved by full Council and such appointments will generally be for 4 years. Article 9 also provides co-opted members may serve as many terms of appointment as the Council considers appropriate.
- 3.3 Following Mr Rowe's resignation the Monitoring Officer will be arranging to recruit an additional co-opted member of the Committee and this appointment will be subject to the approval of full Council. There are six remaining co-opted members of the Advisory Committee whose terms of office are as follows:
- Mr Eric Pemberton (Vice Chair) – first appointed in 2008, current term expires in May 2016.
 - Ms Salina Bagum - first appointed in 2009, current term expires in May 2016.
 - Mr John Pulford MBE – appointed in 2013, term expires in September 2017.
 - Ms Nafisa Adam - appointed in 2015, term expires in February 2019.
 - Mr Michael James Houston - appointed in 2015, term expires in February 2019.
 - Mr Daniel Mc Laughlin - appointed in 2015, term expires in May 2019.
- 3.5 A report will therefore be prepared by the Monitoring Officer to inform full Council of the current position in respect of the co-opted membership of the Committee. Full Council will determine whether to offer to reappoint to and/or advertise for the two co-opted member positions which will become vacant in May 2016.

4. OBSERVATIONS OF THE CHIEF FINANCE OFFICER

- 4.1 There are no immediate financial implications arising out of this report.

5. LEGAL SERVICES COMMENTS

5.1 This report has been prepared by the Monitoring Officer and incorporates legal comments.

6. IMPLICATIONS FOR ONE TOWER HAMLETS

6.1 The co-opted members of the Standards (Advisory) Committee are drawn from a variety of communities represented within the borough. The Council seeks to attract applicants from all sectors and communities represented locally to ensure diversity within the Committee membership.

7. ANTI-POVERTY IMPLICATIONS

7.1 There are no anti-poverty implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

8.1 The Standards (Advisory) Committee plays a key role in ensuring the adequacy of the Council's Governance arrangements and the ethical and assurance framework.

9. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT (SAGE)

9.1 There are no SAGE implications arising from this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 There are no specific crime and disorder reduction implications arising out of this report.

11. EFFICIENCY STATEMENT

11.1 This report is not concerned with proposed expenditure, the use of resources or reviewing/changing service delivery and an efficiency statement is not therefore required.


**LOCAL GOVERNMENT ACT, 2000 (SECTION 97)
LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS
REPORT**

Brief description of "background paper"	Name and telephone number of holder and address where open to inspection
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No unpublished background papers were relied upon to a material extent in the preparation of this report.

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Agenda Item 3.2

Non-Executive Report of the: Standards Advisory Committee 15 March 2016	 TOWER HAMLETS
Report of: Monitoring Officer	Classification: Unrestricted
Code of Conduct for Members - Complaints and Investigation Monitoring	

<u>Originating Officer(s)</u>	Melanie Clay, Director of Law, Probity & Governance
<u>Wards affected</u>	All wards

1. **SUMMARY**

- 1.1 Appendix 1 to 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.
- 1.2 The last monitoring report to the Committee in November 2015, provided information relating to five new complaints. Members will see from Appendix 1 that of those five complaints, four have now been closed with no further action and one complaint has been independently investigated.

2. **RECOMMENDATION**

- 2.1 That Members of the Advisory Committee note the complaints and investigation monitoring information contained in Appendix 1 to this report.

3. BACKGROUND

- 3.1 The Council's arrangements for dealing with complaints of breach of the Code of Conduct for Members 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.
- 3.2 The arrangements as revised by full Council on 18 September 2013, also provide that in cases where the Monitoring Officer has extended the time period of investigations into complaints from two months to three months, s/he provide a report on the reasons to the Advisory Committee for noting.

4. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 4.1 There are no immediate financial implications arising out of this report.

5. LEGAL SERVICES COMMENTS

- 5.1 This report has been prepared by the Monitoring Officer and incorporates legal comments.

6. RISK MANAGEMENT IMPLICATIONS

- 6.1 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.

7. ONE TOWER HAMLETS CONSIDERATIONS

- 7.1 There are no specific anti-poverty or equal opportunity implications arising out of this report.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 This report has no immediate implications for the Council's policy of sustainable action for a greener environment.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 There are no specific crime and disorder reduction implications arising out of this report.

10. EFFICIENCY STATEMENT

- 10.1 This report is not concerned with proposed expenditure, the use of resources or reviewing/changing service delivery and an efficiency statement is not therefore required.

**LOCAL GOVERNMENT ACT 1972 (AS AMENDED) SECTION 100D
LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT**

Brief description of "background paper"	Tick if copy supplied for register	If not supplied, name and telephone number of holder
Standards (Advisory) Committee files		Melanie Clay 020 7364 4800


Appendix 1

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Date investigation commenced and investigation status	Current Position
01/2015	10/09/2015	Member of the public.	Failure to treat with respect.	No investigation required.	N/A	Complaint closed. Investigation & Disciplinary Sub-Committee agreed no further action on 24 November 2015.
02/2015	19/08/2015	Member of the public.	Failure to treat with respect.	No investigation required.	N/A	Complaint closed. Investigation & Disciplinary Sub-Committee agreed no further action on 24 November 2015.
03/2015	10/09/2015	Member of the public.	Failure to declare interest/predetermination	N/A	N/A	Complaint closed. Complaint related to a planning application which has been considered afresh by the Strategic Development Committee.

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Date investigation commenced and investigation status	Current Position
04/2015	12/10/2015	Member of the public.	Failure to treat with respect.	N/A	N/A	Complaint closed. Not accepted as an alleged breach of the Code. Complaint related to procedural/constitutional issues to which the complainant has received a response.
05/2015	11/09/2015	Member of the public.	Failure to treat with respect.	Complaint referred for independent investigation.	Investigation commenced on 14 December 2015.	Investigation completed. A draft investigation report has been circulated to the complainant and member complained about for comment. Final report awaited.

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Agenda Item 3.3

<p>Non-Executive Report of the: Standards Advisory Committee</p> <p>15 March 2016</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Director of Law, Probity & Governance</p>	<p>Classification: Unrestricted</p>
<p>Members' Attendance, Timesheets and Declaration of Interests</p>	

<p>Originating Officers</p>	<p>Beverley McKenzie, Members' Services, Law, Probity & Governance</p> <p>Matthew Mannion, Law, Probity & Governance</p>
<p>Wards affected</p>	<p>All wards</p>

1. SUMMARY

- 1.1 This report updates the Committee on a range of matters related to Councillors' attendance at formal meetings and training events, completion of timesheets and the register of interests.

2. RECOMMENDATIONS

- 2.1 That the Standards Advisory Committee:
- (i) Note the information set out in Appendices 1, 2 and 3 in relation to Councillors' submission of timesheets, attendance at formal meetings and training events, and completion of the register of interests during the previous and current municipal years;
 - (ii) Consider whether there is a need to ask the Chair to write to any Councillor(s) in connection with any of the monitoring information; and
 - (iii) Agree to receive further monitoring reports at six monthly intervals.

3. BACKGROUND

- 3.1 Since April 2004 the former Standards Committee and now the Standards Advisory Committee have received regular monitoring reports on the completion of Members' timesheets and attendance by Members at Council and other formal meetings.
- 3.2 Over that period, the Committees have discussed how to build on this good practice by incorporating additional information in the reports and presenting the information in the most suitable way to enhance transparency and accountability. These agreed changes and these are incorporated in this report.

4. MEMBERS' TIMESHEETS

- 4.1 Tower Hamlets Councillors have, since April 2002, completed monthly timesheets detailing the time spent on council duties, split into categories such as surgeries, casework, attendance at meetings/external bodies etc.
- 4.2 Members' timesheets are posted on the 'Find your Councillor' pages of the Council's website which also contain information on the ward represented, committee/external appointments, surgery arrangements, contact and other details. Councillors are personally responsible for the accuracy and timely submission of their timesheets.
- 4.3 Completion of timesheets is not a statutory requirement and does not affect the Basic and Special Responsibility Allowances paid to Members. However, the London Councils Independent Panel on the Remuneration of Councillors have emphasised the need for an accountable and transparent allowances scheme. In their 2001 report, the Independent Panel identified the tasks and responsibilities which they believed were the essential remit of a Councillor. In proposing a Basic Allowance to apply to all Councillors, they assumed a contribution of 40 hours per month on top of a "voluntary commitment" of 20 hours for each Member. Tower Hamlets has voluntarily developed the timesheet system to enhance transparency.
- 4.4 The Standards Advisory Committee and its predecessor Standards Committee have placed great importance on the timely and accurate completion of timesheets and the monitoring arrangements have placed Tower Hamlets at the forefront of best practice in this area as very few other local authorities have any such formal monitoring system in place. The Committee will note that new Committee software is now being used to upload the timesheets. This will have a number of benefits including a facility for direct input of timesheets by Members.

The current position – completion of timesheets

- 4.5 In relation to the submission of timesheets the current position, as at 4th March 2016 and set out in Appendix 1 attached, is that 11 Members (24.4% of the total) have completed their timesheets up to and including January 2016. Thirty-one Councillors (68.89%) are more than three months in arrears. An updated schedule will be tabled at the meeting, if necessary.
- 4.6 The Committee may wish to follow previous practice and ask the Chair to write to those Members who are significantly in arrears and/or their political group Leaders, drawing their attention to the need to maintain an up to date record.

5. MEMBERS' ATTENDANCE AT MEETINGS

- 5.1 As with timesheets, attendance at committee/panel meetings is not a statutory requirement - the law simply says that if a Councillor fails to attend any Council or other qualifying meeting for a period of six months, he/she shall cease to be a Member of the local authority - and it is accepted that many important Council duties take place outside formal meetings. Nevertheless, attendance at meetings to which he/she has been appointed does represent a key part of a Councillor's work and the combination of attendance and timesheet monitoring information in this report provides a useful picture of a Councillor's activity for the purpose of accountability.

The current position - attendance at meetings

- 5.2 The record of attendance by Councillors at formal constitutional meetings from 20th May 2015 to 29th February 2016. Where a Councillor has failed to attend a formal meeting but has submitted apologies in advance, this is noted in the report.

6. MEMBERS' DECLARATION OF INTERESTS AND ATTENDANCE AT MANDATORY TRAINING EVENTS

- 6.1 The Committee has previously requested that information be included in the report on two matters that are key to Councillor accountability and ethical governance – (i) Members' completion of the register of personal interests, and (ii) attendance at mandatory training events including seminars on the Code of Conduct and specific training for Councillors appointed to the quasi-judicial committees. This information is summarised in Appendix 3 attached and further explanatory information is below:-

Updates to the register of Members' interests Attendance at training events

- 6.2 Members are required to complete a register of their interests within 28 days of becoming a Councillor and subsequently they must notify any change to this within 28 days of becoming aware of the change. Members receive six-monthly reminders to update the register with any changes. The attached schedule lists the date of each Councillor's latest update to their register entry and a reminder exercise is about to be undertaken.
- 6.3 As a matter of good practice and for the purpose of clarity, Members are asked to provide a nil return if there are no changes to register at the six-monthly reminder. However failure to do so would not represent a breach of the Code of Conduct.
- 6.4 The Committee has also sought assurance regarding Councillors' attendance at relevant mandatory training events such as those on the Code of Conduct and the specific sessions arranged for members of the Development, Licensing and Appeals Committees and the Appointments Sub-Committee. This information is

now incorporated into the schedule at Appendix 3, together with the total number of attendances at other (non-mandatory) in-house Member seminars during the year to date.

7. OBSERVATIONS OF THE CHIEF FINANCIAL OFFICER

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

8. LEGAL SERVICES COMMENTS

8.1 The Localism Act 2011 introduced new arrangements to govern the Standards of Conduct for local authority members and co-optees. Seven guiding principles of conduct are set out:- selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

8.2 The information in this report supports these guiding principles and, in particular, enhances performance and openness in relation to members performance of their council duties.

9. ONE TOWER HAMLETS CONSIDERTIONS

9.1 There are no specific implications for One Tower Hamlets arising from the proposals in this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 This report has no immediate implications for Crime and Disorder.

11. RISK MANAGEMENT IMPLICATIONS

11.1 There are no risk management implications.

12. STRATEGIC ACTION FOR A GREENER ENVIRONMENT (SAGE)

12.1 There are no SAGE implications arising directly from this report.

LOCAL GOVERNMENT ACT, 2000 (SECTION 97) LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number
of holder and address where
open to inspection

Reports by the Independent Panel on the
Remuneration of Councillors in London

Melanie Clay
Town Hall, Mulberry Place,
5 Clove Crescent, London,
E14 2BG

Councillors timesheets and attendance files

MEMBERS MONTHLY TIMESHEETS – SUMMARY OF RETURNS – as of 4th March 2016
MADE FROM April 2015 to February 2016

Name	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15	Jul-15	Jun-15	May-15	Apr-15	Forms submitted current year
Khales Uddin Ahmed		10/02/2016	10/02/2016	03/12/2015	03/12/2015	12/10/2015	11/09/2015		02/07/2015	02/07/2015	02/07/2015	9
Ohid Ahmed												0
Rajib Ahmed										23/06/2015	23/09/2015	2
Suluk Ahmed												0
Sabina Akhtar									16/07/2015			1
Mahbub Alam		23/02/2016		21/12/2015	03/11/2015	16/10/2015				11/09/2015	18/06/2015	6
Shah Alam					18/11/2015	12/10/2015	09/10/2015	08/10/2015	08/10/2015	08/10/2015	08/10/2015	7
Amina Ali									03/07/2015	03/07/2015	03/07/2015	3
Shahed Ali												0
Abdul Asad						23/10/2015	23/10/2015	23/10/2015	23/10/2015	23/10/2015	23/10/2015	6
Craig Aston												0
Asma Begum		09/02/2016	09/02/2016	09/02/2016	09/02/2016	09/02/2016	22/09/2015	22/09/2015	09/07/2015	09/07/2015	09/07/2015	10
Rachael Blake		23/02/2016	05/01/2016	05/01/2016	05/01/2016	23/10/2015	23/10/2015	23/10/2015	14/07/2015	14/07/2015	14/07/2015	10
Chris Chapman												0
Dave Chesterton					06/11/2015	06/11/2015	06/11/2015	06/11/2015	08/07/2015	08/07/2015	26/05/2015	7
Kibria Choudhury					18/11/2015	18/11/2015	14/09/2015	14/09/2015	21/07/2015	21/07/2015	21/07/2015	7
Andrew Cregan			10/12/2015	10/12/2015	10/12/2015		10/12/2015	10/12/2015	01/07/2015	18/09/2015	18/06/2015	8
Julia Louise Dockerill												0
David Edgar				08/01/2016	08/01/2016	08/01/2016	08/01/2016	08/01/2016	14/07/2015	14/07/2015	14/07/2015	8
Marc Francis		12/02/2016	08/01/2016	21/12/2015	03/11/2015	12/10/2015	14/09/2015	06/08/2015	06/07/2015	16/07/2015	11/05/2015	10
Amy Whitelock-Gibbs	01/03/2016	01/03/2016	01/03/2016	01/03/2016	01/03/2016	01/03/2016	01/03/2016	01/03/2016	14/07/2015	14/07/2015	12/05/2015	11
Peter Golds												0
Shafiqul Haque						16/10/2015	15/10/2015	08/10/2015	08/10/2015	8/10/15	08/10/2015	5
Clare Harrisson		16/02/2016	07/01/2016	10/12/2015		06/10/2015	06/10/2015	04/08/2015	01/07/2015	02/09/2015	11/05/2015	9
Danny Hassell		01/02/2016	08/01/2016	10/12/2015	10/12/2015	07/10/2015	15/09/2015	04/08/2015	01/07/2015	24/09/2015	05/05/2015	10
Sirajul Islam		23/02/2016	03/02/2016	04/01/2016	13/11/2015	05/11/2015	29/09/2015	29/09/2015	10/07/2015	10/07/2015	10/07/2015	10
Denise Jones									14/07/2015	15/09/2015	15/06/2015	3
Aminur Khan												0
Rabina Khan						04/11/2015	04/11/2015	04/11/2015	04/11/2015	01/06/2015	11/05/2015	6

Shiria Khatun		24/02/2016		24/02/2016	20/11/2015	20/11/2015	20/11/2015	10/08/2015	14/07/2015	09/09/2015	09/06/2015	9
Ayas Miah					30/11/2015	13/11/2015	21/09/2015	30/11/2015	21/07/2015	13/07/2015	12/05/2015	7
Harun Miah			02/02/2016	02/02/2016	02/02/2016	30/11/2015	03/12/2015	14/09/2015	14/09/2015	14/09/2015	09/07/2015	9
MD. Maium Miah						16/10/2015	16/10/2015	16/10/2015	16/10/2015	16/10/2015	16/10/2015	6
Mohammed Mufti Miah			12/02/2016	12/02/2016	12/02/2016	12/02/2016	12/02/2016	12/02/2016	06/08/2015	06/08/2015	19/05/2015	9
Abjol Miah												0
Abdul Chunu Mukit, MBE									14/07/2015	14/07/2015	02/07/2015	3
Mohammed Mustaquim			20/01/2016	20/01/2016	24/11/2015	24/11/2015	09/09/2015	09/09/2015	09/09/2015	09/09/2015	08/09/2015	9
Joshua Peck	02/03/2016	23/02/2016	23/02/2016	23/02/2016	23/02/2016	23/02/2016	23/02/2016	01/02/2016	02/07/2015	02/09/2015	01/05/2015	11
John Pierce					13/11/2015				21/07/2015	21/07/2015	21/07/2015	4
Oliur Rahman											01/06/2015	1
Gulam Robbani												0
Candida Ronald					03/11/2015	03/11/2015	03/11/2015	03/11/2015	14/07/2015	14/07/2015	05/05/2015	7
Rachel Saunders				07/01/2016	07/01/2016	07/01/2016	07/01/2016		16/07/2015	16/07/2015	27/05/2015	7
Helal Uddin						30/10/2015	30/10/2015	30/10/2015	02/07/2015	02/07/2015	02/07/2015	6
Andrew Wood												0

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forms rec'd this month	2	11	13	17	22	26	26	24	31	31	33	
submission rate	4.44%	24.44%	28.89%	37.78%	48.89%	57.78%	57.78%	53.33%	68.89%	68.89%	73.33%	
Name	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15	Jul-15	Jun-15	May-15	Apr-15	Forms submitted current year

MEMBERS' ATTENDANCE – 20th May 2015 – 29th February 2016

APPENDIX 2

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee & Subs	***Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
Total Held	8	7	9	3	10	4	3	3	5	8	11	4	7	24	3
Ohid Ahmed	6 (2Ap)														
K. U. Ahmed	7 (1Ap)			3								2 (1 Ap) (1Ab)		13	
R. Ahmed	6 (2Ap)		7 (1Ap)	2 (1Ap)						3					
S. Ahmed	6 (2Ap)		4 (5Ap)					1 (1Ap) (1Ab)		(1Ab)					
S. Akhtar	8		8			2 (1Ap)				6	1	4			3
M. Alam	7 (1Ap)			1 (2Ap)	7 (3Ap)					1 (1Ab)				4	
S. Alam	8		2	3			1 (1Ab)			2				3	
A. Ali	8		1 (Dep)		7 (3Ap)	4								1	1(1Ap)
S. Ali	5 (1Ap) (1Ab)				1 (Dep)						1(1Ab)		2 (2Ap) (1Ab)		(1Ap) (1Ab)
A. Asad	6 (1Ap) (1Ab)					(3Ap)			1		1 (1Ap)	(1Ap) (1Ab)			
C. Aston	7 (1Ap)				1	(2Ap) (1Ab)						3 (1Ap)			
A. Begum	7 (1Ap)	5(2Ap)								(1Ab)			5 (1Ap)		
R. Blake	8	7							2 (3Ap)						(1Ap)
C. Chapman	7 (1Ap)		8 (1Ap)												
D. Chesterton	7 (1Ap)				1 (Dep)	2 (2Ap)			5	4 (1Ap)					
G. K. Choudhury	7 (1Ap)		6 (3Ap)	2 (1Ab)										2	
A. Cregan	8							3	2				6		
J. Dockerill	8								5		1		6 (1Ap)		
D. Edgar	8	7									1	3 (1Ap)			
M. Francis	8		9				1 (1Ap)			1 (Ab)		1 (Ab)	7		
A. Whitelock Gibbs	7 (1Ap)	7		1 (2Ap)		(1Ap)					1			6	
P. Golds	8			2 (1Ap)	9 (1Ap)						3			15	

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee & Subs	***Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
Total Held	8	7	9	3	10	4	3	3	5	8	11	4	7	24	3
S. Haque	5 (1Ap) (1Ab)								1 (2Ap) (1Ab)						
C. Harrisson	7 (1Ap)			1 (2Ap)				3	5	3				3	2
D. Hassell	8				10		1 (Dep)				1		6 (1Ap)		
S. Islam	8	6 (1Ap)	1 (Dep)				1 (1Ab)		2 (2Ap)		3				
D. Jones	7 (1Ap)			2 (1Ap)	10						2			1	
A. R. Khan	8											3 (1Ap)			
R. Khan	7 (1Ap)								2 (2Ap)		4				
S. Khatun	7 (1Ap)	6 (1Ap)	8 (1Ap)												
Abjol Miah	7 (1Ap)											1 (2Ap) (1Ab)			
Harun Miah	7 (1Ap)							(3Ap)		(1Ab)					
Ayas Miah	8	7									2	2 (1Ap) (1Ab)			
M. Mufti Miah	6 (2Ap)			(1Ab)			1	1		1(Ab)					(1Ap)
M. Maium Miah	7 (1Ap)			(3Ap)	9	(3Ap)				(1Ab)			1 (Dep)		
M. Mukit	7 (1Ap)						3	1 (2Ap)							
M. Mustaquim	7 (1Ap)			2 (1Ap)	1(Dep)						2		5 (1Ap) (1Ab)	6	
J. Peck	7 (1Ap)	6 (1Ap)		2 (1Ap)										1	
J. Pierce	8				10	3 (1Ap)									
O. Rahman	7 (1Ap)				7 (2Ap)				1		3	1 (1Ap)			
G. Robbani	7 (1Ap)										1	4 (1Ap) (1Ab)			
C. Ronald	8			1 (2Ap)	1 (Dep)		2 (1Ap)	2 (1Ap)			1			8	3
R. Saunders	8	7		2 (1Ap)							3			3	
H. Uddin	7 (1Ap)				8 (1Ap)					2	1		6 (1Ap)		
A. Wood	8						1 (2Ap)				1				2 (1Ap)

* Part of pool of Members to sit on Licensing Sub-Committees

** Part of pool of Members to sit on Appeals Committees

*** As required

Ap – Apologies

Ab – Absent

Dep – Deputy Member in Attendance

Record of attendance is for membership of the committees and deputies. All attendance is recorded and can be viewed on the Internet.

NB: Where a Member is appointed to a regulatory committee they may not serve on that committee until they have undertaken the relevant mandatory training

**APPENDIX 3: COMPLETION OF DECLARATION OF INTEREST FORMS AND
ATTENDANCE AT TRAINING EVENTS
(25th June 2015 to 29th February 2016)**

Group	Name	DOI updated	Mandatory Training for 2015/16					Seminars		
			Appeals	Planning & Probity	Scrutiny (TBC)	Licensing & Chairing skills 21 July 2015	Appointments	attended	Possible	Attendance %
Labour	Khales Uddin Ahmed	15/05/2014		yes	Yes	yes		2	8	25.00%
Labour	Rajib Ahmed	15/08/2014	yes	yes		yes			8	0.00%
Labour	Sabina Akhtar	21/10/2015	yes	yes			yes	2	8	25.00%
Labour	Amina Ali	25/07/2014		yes	Yes			1	8	12.50%
Labour	Asma Begum	18/09/2015		yes				5	13	38.46%
Labour	John Biggs	26/02/2016						10	13	76.92%
Labour	Rachael Blake	14/10/2015						6	13	46.15%
Labour	Dave Chesterton	21/10/2015	yes	yes	Yes			6	8	75.00%
Labour	Andrew Cregan	15/08/2014	yes	yes				2	8	25.00%
Labour	David Edgar	15/08/2014					yes	13	13	100.00%
Labour	Marc Francis	08/07/2014		yes					8	0.00%
Labour	Amy Whitelock-Gibbs	08/07/2014				yes	yes	10	13	76.92%
Labour	Clare Harrisson	25/11/2015				yes		2	8	25.00%
Labour	Danny Hassell	23/07/2015		yes	Yes			3	8	37.50%
Labour	Sirajul Islam	15/08/2014		yes				7	13	53.85%
Labour	Denise Jones	25/07/2014		yes	Yes	yes		1	8	12.50%
Labour	Shiria Khatun	24/02/2016		yes				3	13	23.08%
Labour	Ayas Miah	15/08/2014					yes	7	13	53.85%
Labour	Abdul Chunu Mukit, MBE	15/08/2014							8	0.00%
Labour	Joshua Peck	25/07/2014						2	8	25.00%
Labour	John Pierce	15/08/2014		yes	Yes			2	8	25.00%
Labour	Candida Ronald	06/02/2015					yes	3	8	37.50%
Labour	Rachel Saunders	15/08/2014				yes		8	13	61.54%
Labour	Helal Uddin	15/08/2014	yes	yes	Yes			1	8	12.50%
THIG	Suluk Ahmed	15/08/2014		yes					8	0.00%

		14								
THIG	Mahbub Alam	15/08/2014		yes	Yes	yes		1	8	12.50%
THIG	Shah Alam	08/04/2014	yes	yes	Yes			1	8	12.50%
THIG	Abdul Asad	25/07/2014							8	0.00%
THIG	Kibria Choudhury	15/08/2014		yes		yes		1	8	12.50%
THIG	Aminur Khan	06/11/2015							8	0.00%
THIG	Rabina Khan	07/01/2016							8	0.00%
THIG	Harun Miah	15/08/2014							8	0.00%
THIG	MD. Maium Miah	15/08/2014		yes	Yes				8	0.00%
THIG	Mohammed Mustaquim	15/08/2014		yes		yes		2	8	25.00%
THIG	Oliur Rahman	19/01/2016			Yes				8	0.00%
THIG	Gulam Robbani	05/08/2015		yes					8	0.00%
CON	Craig Aston	24/12/2014							8	0.00%
CON	Chris Chapman	25/07/2014		yes				1	8	12.50%
CON	Julia Louise Dockerill	24/12/2014		yes				1	8	12.50%
CON	Peter Golds	15/08/2014		yes	Yes	yes		2	8	25.00%
CON	Andrew Wood	15/08/2014						5	8	62.50%
IND	Ohid Ahmed	15/08/2014						2	8	25.00%
IND	Shahed Ali	24/12/2014		yes					8	0.00%
IND	Shafiqul Haque	15/08/2014							8	0.00%
IND	Mohammed Mufti Miah	19/01/2016						2	8	25.00%
IND	Abjol Miah	15/08/2014							8	0.00%
Group	Name	DOI updated	Appeals	Planning & Probity	Scrutiny (TBC)	Licensing & Chairing skills 21 July 2015	Appointments	attended	Possible	Attendance %