

# STANDARDS (ADVISORY) COMMITTEE

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Wednesday, 24 October 2018 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.

**Members:**

Chair: John Pulford MBE

Vice-Chair: Nafisa Adam

Fiona Browne, Mike Houston, Daniel McLaughlin, 2 Vacancies, Councillor Amina Ali, Councillor Ruhul Amin, Councillor Mohammed Ahabab Hossain, Councillor Gabriela Salva Macallan, Councillor Puru Miah, Councillor Leema Qureshi and Councillor Rabina Khan

**Observers (Independent Persons):**

Elizabeth Hall (Independent Person) and Rachel Tiffen (Independent Person)

**Deputies:**

Councillor Muhammad Harun, Councillor Shah Ameen and Councillor Shad Chowdhury

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:**

Antonella Burgio, Democratic Services,  
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Web: <http://www.towerhamlets.gov.uk/committee>

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## **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 - 16**

To confirm as a correct record the minutes of the meeting of the Standards (Advisory) Committee held on 21 June 2018.

### **3. REPORTS FOR CONSIDERATION**

#### **3.1 Code of Conduct for Members - Complaint Monitoring 17 - 38**

#### **3.2 Councillors Safety - update 39 - 42**

#### **3.3 Member Induction 2018 43 - 50**

#### **3.4 Register of Members' Gifts & Hospitality 51 - 58**

#### **3.5 Work Plan 59 - 62**

### **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:**

Thursday, 17 January 2019 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

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# Agenda Item 1

## **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 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 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	<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 6.00 P.M. ON THURSDAY, 21 JUNE 2018**

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

**Members Present:**

John Pulford MBE (Chair)  
Nafisa Adam (Vice-Chair)  
Fiona Browne  
Councillor Ruhul Amin  
Councillor Gabriela Salva Macallan  
Councillor Puru Miah  
Councillor Leema Qureshi  
Councillor Shad Chowdhury

**Observers:**

None present

**Officers Present:**

Asmat Hussain – (Corporate Director, Governance and Monitoring Officer)  
Mark Norman – (Legal Adviser & Deputy Monitoring Officer)  
Antonella Burgio – (Democratic Services)

**Apologies:**

Daniel McLaughlin (Co-Optee)  
Councillor Amina Ali (Member)  
Councillor Rabina Khan (Member)

**1. ELECTION OF CHAIR OF STANDARDS ADVISORY COMMITTEE**

Fiona Brown nominated and Councillor Gabriela Salva Macallen seconded that John Pulford be appointed Chair of Standards (Advisory) Committee for the duration of the municipal year. There being no other nominations, it was

**RESOLVED**

That John Pulford be appointed Chair of the Standards Advisory Committee for the duration of the municipal year.

**2. APPOINTMENT OF VICE-CHAIR OF STANDARDS ADVISORY COMMITTEE**

John Pulford nominated and Fiona Browne seconded that Nafisa Adam be appointed Vice-Chair of the Standards (Advisory) Committee (SAC) for the duration of the municipal year. There being no other nominations, it was

**RESOLVED**

That Nafisa Adam be appointed Vice-Chair of SAC for the duration of the municipal year.

**3. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest.

**4. MINUTES OF THE PREVIOUS MEETING(S)**

**RESOLVED**

That the minutes of the meeting held on 14 March 2018 were approved as a correct record of proceedings.

**5. STANDARDS (ADVISORY) COMMITTEE TERMS OF REFERENCE, AND DATES OF MEETINGS 2018-19**

The Corporate Director, Governance introduced the report informing the Committee that the current Terms of Reference (TOR) set out the powers and the role of the Committee; these were to ensure that the Council's ethics and probity framework are monitored. She had examined the current TOR and felt that it was appropriate that they should be reviewed to ensure that the role of the Committee as guardians of the Council's ethics and probity framework properly reflected. The proposal was discussed and the Committee noted the following:

- The review would involve, update, consideration of good practice in other authorities and the character of Tower Hamlets as a local authority and the framework that would be best suited to it.
- Draft TOR would be drawn up and consulted upon with SAC and General Purposes Committee, following which the revision would be presented to Council for approval.

Members were invited to contribute their comments and suggestions and the following suggestions were made:

- That the roles and duties of SAC Members should be defined, together with the requirements of discharging their role.
- That relevant matters arising from the Committee on Standards in Public Life's Review of Local Government Ethical Standards - public consultation should be incorporated into the TOR review and that the Council's response to the consultation should be shared with the Members of SAC.

- That SAC sub-committees for the investigation and determination of complaints alleging Member breaches of the Member Code of Conduct should be established in order to continue to deal with complaints under existing arrangements, pending the TOR review.

A Co-opted Member queried whether sufficient co-opted members were appointed to enable investigations and determinations to be undertaken without encountering conflicts of interests. The Committee was informed that, historically the investigations that had been undertaken had rarely led to the necessity of a determination by a Hearing Sub-Committee. Additionally, the arrangements had been reviewed and it had been found that these did not give rise to conflicts of interest.

During the consideration of the item, the Chair invited the Co-opted Members present to introduce themselves, to outline their background and expertise and how these contributed to their role as Members of SAC.

## **RESOLVED**

1. That's the Terms of Reference; dates of future meetings and timings thereof as set out in appendices 1, 2 and 3 to the report be noted.
2. That an Investigation and Disciplinary Sub-Committee and Hearing Sub-Committee be established for the municipal year 2018/19 in order to continue to deal with complaints under existing arrangements, pending the TOR review.

**ACTION BY:** M Norman, Legal Adviser and Deputy Monitoring Officer  
A Burgio, Democratic Services Officer

## **6. REPORTS FOR CONSIDERATION**

### **6.1 Code of Conduct for Members - Complaint Monitoring**

The Legal Adviser and Deputy Monitoring Officer introduced the report which updated SAC on complaints and investigations relating to alleged breaches of the Code of Conduct for Members. The Committee heard:

- That a full record of complaints since January 2017 had been presented to appraise members of the status of reports that were currently under investigation and those that had been concluded.
- Three complaints were currently under investigation –  
*Complaint 005/2017* – following investigation, local resolution was recommended. The proposed remedy was initiated. However both members that were the subject of the complaint were not returned at the local election (May 2018), neither have these parties pursued resolution. The situation was considered by the Independent Person and the Monitoring Officer, and in view of the circumstances, it was deemed that pursuing the resolution would not present effective use of public money since there was likely to be no conclusive outcome. Accordingly it was determined that the matter should not be taken

further and the complainant be informed in writing following consideration of the matter by SAC.

*Complaint 008/2017* - local resolution was recommended after investigation; however since the subject of the complaint was not returned at election (May 2018) and for the same reasons as above it was recommended also that the matter be not pursued. The decision and reasons will be taken up with the complainant and a report back made to SAC in due course.

*Complaint 004/2018* - concerned the conduct of two Members during the election campaign. The Independent Person has been consulted on the matter and, since the matter is also the subject of a Police investigation, it was deemed that the authority's investigation should be paused until Police investigations have been concluded. A further report will be made to SAC in due course.

Responding to Members' questions the Committee was informed that:

- There was effective monitoring of complaints, although some were resolved through informal action (for example by raising the matter with the Group Leader or party whip) which may not be recorded as a formal complaint raised using the electronic complaint form.
- There was no distinction between complaints made regarding backbench councillors or senior councillors. All were monitored in the same way. However complaints concerning the Executive Mayor were dealt with separately, but subject to the same processes and procedures.
- The public are able to access information on how to make complaints related to Member conduct in the following ways:  
via the Council's website; via Google internet search; and via the Council's corporate complaints procedure. Additionally complaints could be made in person via councillor surgeries. Officers had observed that, generally, complaints had been made by members of the public who were well informed. Therefore it was felt that there was no barrier to access.
- Data related to complaints was retained for one year. In regards to fulfilling its obligations under GDPR, including whether or not SAC had a right to know about the complaint history of an elected member, SAC was informed that this would be checked and confirmed.

SAC noted the scope of breaches reported and in discussion:

- Requested data on the comparative performance of Tower Hamlets in relation to other boroughs around the types of complaints and the solutions applied. Officers agreed to research and report back to SAC at a future meeting.
- Welcomed the data provided in the spreadsheet and requested that summary information in the form of a dashboard also be provided, summarising the numbers of cases open, those closed and recent activity.

- Requested that an item be added to the SAC Forward Plan for Members to discuss the process for investigating complaints. Additionally, for learning, the Committee was advised that a mock investigation would be included.

## **RESOLVED**

That the content of the report and the discussion of the information contained in Appendix 1 be noted.

**ACTION BY:** M Norman, Legal Adviser and Deputy Monitoring Officer  
B McKenzie, Head of Member Support  
A Burgio, Democratic Services Officer

## **6.2 Dispensations under section 33 of the Localism Act 2011**

The Corporate Director, Governance introduced the report which was to be presented biannually. The report will enable the Committee to oversee and monitor dispensations which, the Monitoring Officer is empowered to grant in relation to disclosable pecuniary interests (DPI's) under Section 33 of the Localism Act 2011.

The Committee heard that, as a matter of prudence, the Corporate Director, Governance had granted a general dispensation to all Members for their current four year term of office (May 2018-April 2022) to be present, to speak and vote where they would otherwise have a DPI when discussing and/or voting on the following matters:

- (a) Housing: where the Councillor or spouse/partner holds a tenancy or lease with the Council and where the matter does not relate to the particular tenancy or lease of those affected;
- (b) Council Tax: setting the Council Tax or a precept: and
- (c) Determining an allowance, travelling expense, payment or indemnity for Councillors.

## **RESOLVED**

1. That the report outlining the framework for reporting and monitoring the grant of dispensations under Section 33 of the Localism Act 2011 be noted.
2. That the dispensations granted by the Monitoring Officer detailed in paragraph 3.4 of the report be noted.

### 6.3 Members' Induction Update

The Corporate Director, Governance apologised that the Head of Member Support was unable to attend the meeting and introduced the report which provided an update on the delivery of the Induction Programme for new and returning Members. The Corporate Director thanked staff involved in delivering this programme for their work and Members also thanked staff for their work facilitating member attendance. The Committee noted the following information:

- Member training had been an issue highlighted by Commissioners during their tenure at the Council.
- Attendance was highlighted at paragraph 3.4 and it was noted that turnout had been very good;
- At the time of publication, only one Member had been unable to attend training on ethics and probity.
- The programme incorporated mandatory training for quasi-judicial and regulatory committees.
- Five sessions remained to be delivered in the current post-election induction timetable.
- In the autumn it was intended to develop e-learning for Members beginning with Ethics and Probity training.

SAC noted the data reported and in discussion:

- Requested that SAC Co-optees might also attend training to support the delivery of their role. It was agreed that training dates be circulated to co-optees.
- Noted that there appeared to be disparity between compulsory and optional sessions. The Committee was informed that additional sessions for compulsory sessions would be scheduled to allow access for members who may have been unable to attend.
- Noted that any failure to attend training would be referred to the Group Whips. Additionally where Member felt that they did not require training or refresher training, this would be considered in discussion with the Monitoring Officer.
- Noted that it was intended that a Members Personal Development Plan be developed, incorporating diverse methods/styles of learning to empower Members to deliver their roles and develop their skills.
- Asked if a module on how to run a Councillor surgery could be provided. It was agreed that this matter would be referred to the Head of Member Support.
- Noted that should a shortfall be identified, an investigation will be undertaken by the Corporate Director.

**RESOLVED**

1. That the progress of the member induction programme be noted.
2. That the current completion level of statutory committee training be noted.

**ACTION BY:** B. McKenzie, Head of Member Support  
A. Burgio, Democratic Services Officer

**6.4 Forward Plan**

The Corporate Director, Governance introduced the SAC Forward Plan which set out the proposed schedule of work for the forthcoming municipal year.

The Corporate Director requested that the following be added to the schedule of reports for the following Committee meetings

- 24 October 2018 - Terms of Reference Review, Mock Code of Conduct Investigation; Commissioning of and external review of the scheme of delegation, Update on Member Training and Update on Member Timesheets including confirmation of what directive has been given by Council in regard to members' requirement to maintain and submit them.
- 17 January 2019 - a high level report on the delivery of Members Personal Development Plans.

The Committee also considered the following matters:

- the Member Safety Protocol (24 October 2018) and Members noted:
  - That this was available via the Member Hub suite of webpages.
  - That newly elected Members wished to receive more detailed guidance on what were appropriate levels of engagement for delivering Ward surgeries.
- An enquiry to extend/share the Member Code of Code with other organisations such as the Council's Conservation and Design Advisory Panel.

**RESOLVED**

1. That the Committee's forward plan be noted.
2. That the additions and modifications requested be noted.

**ACTION By:** A Burgio, Democratic Services Officer

**7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

Nil items

**8. EXCLUSION OF THE PRESS AND PUBLIC**

Nil items


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

Nil items

The meeting ended at 7.10 p.m.

Chair, John Pulford MBE  
Standards (Advisory) Committee



Non-Executive Report of the:  <b>Standards (Advisory) Committee</b>  24 October 2018	
<b>Report of:</b> Asmat Hussain - Corporate Director, Governance	<b>Classification:</b> Unrestricted
<b>Code of Conduct for Members - Complaint Monitoring</b>	

<b>Originating Officer(s)</b>	Mark Norman – Legal Adviser & Deputy Monitoring Officer
<b>Wards affected</b>	(All Wards);

## Executive Summary

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.

## Recommendations:

The Standards (Advisory) Committee is recommended to:

1. Note the content of this report and consider 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 21 June 2018. Since the last monitoring report was prepared one additional complaint has been received and the updated monitoring information is contained in Appendix 1 to this report.

## **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 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 updates the Advisory Committee on the quarterly monitoring information for complaints and investigations relating to alleged breaches Council's Code of Conduct for Members.
- 6.2 There are no financial implications arising from this report.

**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.

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**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



**Appendix 1: Code of Conduct for Members - complaints and investigation monitoring information**

<b>Total complaints since 1 January 2017:</b>	<b>21</b>
<b>Complaints subject to initial consideration by MO and IP:</b>	<b>02</b>
<b>Complaints closed without investigation but following consultation with IP:</b>	<b>11</b>
<b>Complaints referred to or subject to separate external investigation:</b>	<b>02</b>
<b>Complaints referred to IDSC for decision with NFA recommendation as part of clear up project:</b>	<b>03</b>
<b>Complaints closed without investigation but subject to action by MO:</b>	<b>01</b>
<b>Complaints referred for investigation:</b>	<b>02</b>
<b>Investigations completed within 2 month target:</b>	<b>00</b>
<b>Investigations completed outside 2 month target:</b>	<b>02</b>
<b>Complainants by Councillors:</b>	<b>04</b>
<b>Complaints by Member of Public:</b>	<b>11</b>
<b>Complaints by local business, organisation, or other body:</b>	<b>02</b>
<b>Complaints part of clear up project:</b>	<b>04</b>

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 outcome	Current status	Follow up
001/2017	April 2017	Clear Up Project Board	Elected Member	Failure to declare interests and potential housing benefit irregularities.	N/A			Referred by internal auditors to DWP	<b>Closed</b>
002/2017	April 2017	Clear Up Project Board	Elected Member	Alleged purchase of meals using Council budget without prior approval. Possible contravention of previous Code: 3.4 Disrepute. 3.5 (b) Improper use of Council resources.	20.07.17 agreed with IP letter to councillor and no further investigation but MO also to report to IDSC for view	N/A	N/A	IDSC 21.09.17 agreed with proposal for letter and no further investigation.	Letter sent 27.09.17 <b>Closed</b>
003/2017	April 2017	Clear Up Project Board	Elected Member	Alleged undue influence of audit failure to register interests. Possible contravention of previous Code: 3.4 Disrepute. 8.1 Failure to register interests.	20.07.17 agreed with IP letter to councillor and no further investigation but MO also to report to IDSC for view.	N/A	N/A	IDSC 21.09.17 agreed with proposal for letter and no further investigation.	Letter sent 27.09.17 <b>Closed</b>

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 outcome	Current status	Follow up
004/2017	3 July 2017	Member of Public	Elected Member	Alleged inappropriate conduct at meeting between local resident and councillor after a fire in residential block. Possible contravention of the Code: 2.2 Seeking to disadvantage complainant. 2.9 Not promoting equality and not treating complainant with respect.	08.09.17 agreed with IP further preliminary enquiries required of potential witnesses.  19.10.17 Further meeting with IP to discuss outcome of preliminary enquiries and agreed NFA.	N/A	N/A	<b>Closed</b>	<b>Closed</b> 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 outcome	Current status	Follow up
005/2017	13 July 2017	Poplar HARCA	Elected Members x2	Alleged inappropriate conduct of councillors after fire in residential block. Possible contravention of the Code: 2.9 Failure to treat local residents with respect. 2.10 Failure to promote high standards by leadership and example.	IP potential conflict and withdrew from considering the complaint. Referred for investigation by MO following discussion with Deputy MO.	Investigation commenced 02.10.17. Investigation reports completed.		Councillors are no longer Members of the authority. Investigator found a breach of the Code and recommended local resolution. This was agreed with the IP and attempted prior to the local elections on 3 May 2018 without success.	Neither councillor has participated in further attempt to resolve the matter locally since election  NFA agreed by S(A)C 21 June 2018  <b>Closed</b>



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 outcome	Current status	Follow up
006/2017	25 August 2017	Member of Public	Elected Member	Alleged inappropriate content and circulation of video. Potential contravention of the Code: 2.9 Failure to treat with respect. 2.10 Failure to promote high standards by leadership and example.	08.09.17 agreed with IP explore potential for local resolution of complaint.	N/A	N/A	Local resolution pursued emails sent by MO to complainant 09.10.17 and 23.10.17. Further email and letter sent on 02.11.17. No replies.	<b>Closed</b> NFA
007/2017	5 April 2017	Clear Up Project Board	Elected Member	Alleged failure to register interests in contravention of the current Code and the previous Code of Conduct.	06.12.17 agreed with IP letter to councillor and no further investigation but MO also to report to IDSC for view.			IDSC 17.01.18 agreed with proposal for letter and no further investigation.	Email sent 31.01.18 <b>Closed</b>

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 outcome	Current status	Follow up
008/2017	8 September 2017	Local Business	Elected Member	Alleged inappropriate conduct in communications with local business. Potential contravention of the Code: 2.2 Seeking to disadvantage complainant and confer advantage on another business. 2.7 Improper use of Council resources.	11.10.17 MO met with councillor and obtained initial comments on complaint 19.10.17 MO agreed with IP to refer complaint for investigation.	16.11.17  Legal Services Team Leader – Enforcement & Litigation investigator.		Investigation completed.	

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 outcome	Current status	Follow up
009/2017	16 October 2017	Elected Member	Elected Member	Alleged inappropriate conduct and potential contravention of the Code: 2.9 Not promoting equality and not treating another with respect. 2.10 Failure to promote high standards by leadership and example.	30.01.18 agreed with IP further enquiries required of potential witness.  05.02.18 Agreed NFA with IP in light of outcome of enquiries.			<b>Closed</b>	<b>Closed</b> 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 outcome	Current status	Follow up
010/2017	13 November 2017	Elected Member	Elected Member	N/A conduct complaint form not submitted.	N/A conduct complaint form not submitted.			22.11.17 MO email acknowledged complaint and asked complainant to complete conduct complaint form. No reply. 08.12.17 MO email repeated request to complete form. No reply.	<b>Closed</b> 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 outcome	Current status	Follow up
011/2017	20 November 2017	Member of Public	Elected Member	Inappropriate circulation of election leaflet. Potential contravention of the Code: 2.1 Lack of integrity 2.2 Not acting solely in the public interest 2.3 Not-operating fully and honestly with any scrutiny appropriate to the office of councillor.	06.12.17 MO and IP initial discussion pending initial response from councillor. 30.01.18 MO and IP discussed initial response received from councillor and agreed NFA.			<b>Closed</b>	<b>Closed</b> 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 outcome	Current status	Follow up
012/2017	12 December 2017	Member of Public	Elected Member	N/A conduct complaint form not completed.	30.01.18 MO and IP agreed NFA if conduct complaint form not completed.			13.12.17 MO email acknowledged complaint and asked complainant to complete conduct complaint form. No reply. 31.01.18 MO email repeated request to complete form. No reply.	<b>Closed</b> 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 outcome	Current status	Follow up
013/2017	10 December 2017	Member of Public	Elected Member	Alleged inappropriate conduct at a local consultation meeting. Potential contravention of the Code: 2.2 Not acting solely in the public interest. 2.9 Not promoting equality and not treating complainant with respect. 2.10 Failure to promote high standards by leadership and example.	30.01.18 MO and IP discussed initial response received from councillor. Agreed Deputy Monitoring Officer to obtain further background information. Agreed NFA with IP on 13.04.18.			<b>Closed</b>	<b>Closed</b> 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 outcome	Current status	Follow up
014/2017	14 December 2017	Member of the Public	Elected Member	Alleged inappropriate conduct at a local consultation meeting. Potential contravention of the Code: 2.2 Not acting solely in the public interest. 2.9 Not promoting equality and not treating another with respect. 2.10 Failure to promote high standards by leadership and example.	30.01.18 MO and IP discussed initial response received from councillor. Agreed Deputy Monitoring Officer to obtain further background information. Agreed NFA with IP on 13.04.18.			<b>Closed</b>	<b>Closed</b> 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 outcome	Current status	Follow up
015/2017	23 December 2017	Member of Public	Elected Member	N/A conduct complaint form not completed.	30.01.18 MO and IP agreed NFA if conduct complaint form not completed.			08.01.18 MO email acknowledged complaint and asked complainant to complete conduct complaint form. No reply. 31.01.18 MO email repeated request to complete form. No reply.	<b>Closed</b> 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 outcome	Current status	Follow up
001/2018	2 January 2018	Member of Public	Elected Member	Alleged inappropriate handling of constituency issue. Potential contravention of the Code: 2.2 Not acting solely in the public interest. 2.9 Not treating another with respect. 2.10 Failure to promote high standards by leadership and example.	30.01.18 MO and IP discussed initial response received from councillor and agreed NFA.			<b>Closed</b>	<b>Closed</b> NFA
002/2018	9 January 2018	Elected Member	Elected Member	Alleged inappropriate text messaging. Potential contravention of the Code: Code of Conduct: 2.2 Not acting solely in the public interest. 2.9 Not treating another with respect.	MO obtained initial response from councillor and agreed NFA in consultation with IP			<b>Closed</b>	<b>Closed</b> 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 outcome	Current status	Follow up
003/2018	30 January 2018	Member of Public	Elected Member	Improper use of Council resources contrary to paragraph 2.7 of the Code.	N/A			Reported as agenda item to the Advisory Committee meeting on 14.03.18	<b>Closed</b> NFA
004/2018	01 March and 09 March 2018	Elected Member (mutual complaint)	Elected Member (mutual complaint)	Alleged inappropriate conduct and potential contravention of the Code: 2.2 Not acting solely in the public interest. 2.9 Not treating another with respect and bullying. 2.10 Failure to promote high standards by leadership and example.	21.03.18 Deputy MO agreed in consultation with IP that it would be premature to take further action pending police investigation of the mutual complaints which might result in the matter being referred for prosecution.			Awaiting outcome of police investigation.	

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 outcome	Current status	Follow up
005/2018	05 July 2018	Member of Public	Elected Member	Alleged inappropriate conduct and potential contravention of the Code: 2.2 Not acting solely in the public interest. Seeking financial or other benefit for themselves.					
002/2018	11 September 2018	Member of Public	Elected Members x8	Alleged inappropriate conduct and potential contravention of the Code including: 2.1 Lack of integrity. 2.2 Not acting solely in the public interest. 2.4 Not making decisions on merit. 2.5 Not co-operating fully with appropriate scrutiny. 2.6 Failure to be open about decisions and give reasons. 2.7 Improper use of council resources.					

				<p>2.8 Failure to reach own conclusions. 2.9 Not treating another with respect and bullying. 2.10 Failure to promote high standards by leadership and example. 3.4 Disrepute. 3.5 (b) Improper use of Council resources</p>					
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<p>Non-Executive Report of the:</p> <p><b>Standards Advisory Committee</b></p> <p>24 October 2018</p>	
<p><b>Report of:</b> Asmat Hussain</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Councillor Safety Update</b></p>	

<b>Originating Officer(s)</b>	Beverley McKenzie, Head of Members' Support
<b>Wards affected</b>	All wards

## Executive Summary

An important role of Councillors is to interact with members of the local community and represent constituents. Councillors often act as a bridge between their community and the Council, both representing residents in their dealings with the Council and in representing the Council at ward level.

Guidance has been provided and reviewed with Councillors to ensure their safety when working in the local community, with an emphasis on the Councillor' surgery.

## Recommendations:

The Standards Advisory Committee is recommended to note:

1. The progress on ensuring Councillors are advised of the personal safety guidelines.
2. To note the safety measure implemented to mitigate the risks to Councillors when conducting surgeries.

## **1. REASONS FOR THE DECISIONS**

- 1.1 Councillors may on rare occasions find themselves in situations where they become anxious for their safety.
- 1.2 Personal safety guidance has been published on the Members hub and provided to all Councillors to ensure they are reminded of good practice and where appropriate take preventative action to reduce the likelihood of these situations occurring.
- 1.3 In the unlikely event that a Councillor experiences difficulty the guidance provides information on reporting incidents and sets out the further assistance available from the Council.

## **2. ALTERNATIVE OPTIONS**

- 2.1 Members were previously provided with guidance in March 2018. The Standards Advisory Committee could recommend that there is no need to provide further guidance.

## **3. DETAILS OF THE REPORT**

- 3.1 The Personal Safety Guidance as agreed by the SAC has been published on the Members hub and has again been made available to all Councillors, following the Council elections in May 2018.
- 3.2 All Councillors have been reminded of the safety practices at the initial open afternoon of the induction programme.
- 3.3 Many of the Councillors have identified new venues for holding their Councillor surgery, and others have confirmed an ongoing requirement. Updated risk assessments have been requested and completed by 53 of the 73 proposed venues. Of these 23 have been approved and 32 have been approved with conditions. Follow up action is being done regarding the outstanding risk assessments, however it is noted that most of these are Council venues or Community venues that have previously completed risk assessments and been used for Councillor surgeries.
- 3.4 Councillors are advised of the outcome of the risk assessment and the measures recommended to ensure their safety at the venue.

## **4. EQUALITIES IMPLICATIONS**

- 4.1 This report is for noting and there are no equality implications arising.



## **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 The Council has a duty of care to the Councillors to ensure their safety. Measures have been taken to support Councillor's surgery activities and ensure that the venues utilised provide adequate safety and security.
- 5.2 Safe operating practices have been provided to Councillors and these have also been highlighted as part of the Induction programme.

## **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 6.1 This is a noting report and there are no financial implications arising from this report.

## **7. COMMENTS OF LEGAL SERVICES**

- 7.1 As indicated in this report the Member Induction Programme has been used to reinforce the need for safe operating practices.

In addition, section 12 of the personal safety guidance, issued to Councillors provides that requests by Councillors for assistance from Legal Services in dealing with personal safety issues will be considered by the Corporate Director Governance or the Divisional Director – Legal.

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### **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

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<p>Non-Executive Report of the:</p> <p><b>Standards Advisory Committee</b></p> <p>24 October 2018</p>	
<p><b>Report of:</b> Asmat Hussain</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Member Induction Update</b></p>	

<p><b>Originating Officer(s)</b></p>	<p>Beverley McKenzie, Head of Members' Support</p>
<p><b>Wards affected</b></p>	<p>All wards</p>

## Executive Summary

This report outlines the Member Induction Programme that was held for the 28 newly elected and 27 returning Councillors. The final programme was agreed following consultation with Councillors, the General Purposes Committee and Directorate Leadership Teams.

The induction programme was delivered during the first few months of the current administration, with a focus on mandatory training and knowledge/skills required to perform as an elected Councillor.

## Recommendations:

The Standards Advisory Committee is recommended to note:

1. The completion of mandatory training for Ethics & Probity, Licensing and Planning for all affected members.
2. The successful completion of induction sessions; the ongoing 'mop up' sessions, to ensure all councillors attend the required sessions.
3. The positive feedback reported by the Corporate Peer Challenge.
4. The ongoing personal development plan process to identify the existing developmental needs and enable these to contribute to the overall Learning and Development plan for the remainder of the administration.

## **1. REASONS FOR THE DECISIONS**

- 1.1 Member learning and development is provided to enhance knowledge of the Councillors and ensure that they receive up to date information on services and are equipped with the training required to undertake their role as a Councillor.
- 1.2 The Council's Constitution notes that the Standards Advisory Committee is responsible for ensuring that Councillors receive training on the requirements of the Code of conduct which they are required to observe in carrying out their duties and responsibilities as Members.

## **2. ALTERNATIVE OPTIONS**

- 2.1 The Committee could choose to not receive the report and note the progress on the members' induction.

## **3. DETAILS OF THE REPORT**

- 3.1 The elections in May 2018, resulted in 28 new Councillors being elected in Tower Hamlets. An extensive induction programme was developed in consultation with Councillors, the General Purposes Committee and all Directorates. The programme ensured that the mandatory training was conducted in a timely manner and that all Members attended.
- 3.2 The Corporate Peer Challenge held from 19<sup>th</sup>-22<sup>nd</sup> June 2018, noted positively the Member induction programme, and quoted the feedback: "Excellent Member Induction". Further, Officers from other councils have been in contact to learn about the induction programme.
- 3.3 An internal audit has been conducted on the induction programme and has given substantial assurance. Learning points included formalising a waiver process and improving the collection of training evaluations; these are currently being put into action.
- 3.4 The Ethics and Probity training session was delivered to all Councillors prior to the Annual General Meeting on 23<sup>rd</sup> May 2018. Councillors that were re-elected and had attended an Ethics & Probity sessions in the autumn 2017, were granted a waiver from attending the Ethics & Probity Session. Cyclical Ethics and Probity Training will be arranged for the start of the new financial year, with a focus to ensure all Councillors receive refresher training on an annual basis.
- 3.5 Mandatory training for licensing was provided by Simon O'Toole of 5 Pump Court on 24<sup>th</sup> May 2018. All Members of the Licensing Committee completed

their required training.

- 3.6 Mandatory training for planning was provided for the Development Committee and Strategic Development Committee. All Members completed their required training.
- 3.7 There have been an additional 20 session topics provided to enable all Councillors to have a sound knowledge of the Council services and equip them to effectively perform their role as a Councillor. For all sessions that were required for new Councillors, a “mop-up” (i.e. repeat) session has been made available.
- 3.8 At the time of writing the Councillors have been invited to complete a Personal Development Plan (PDP) and meet with the Head of Members Support. Completion of a PDP is not mandatory however is encouraged as it will facilitate the future plans for Learning and Development. It is anticipated that the PDP forms and interviews will be completed before the end of November.

#### **4. EQUALITIES IMPLICATIONS**

- 4.1 This report is for noting and there are no equality implications arising.

#### **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 Councillors must receive adequate training to perform their roles. This report confirms that the required training has been undertaken by all Councillors.

#### **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 6.1 The inductions were carried out primarily through internal resources and any external costs were minimal and funded through existing budgets within democratic services.

#### **7. COMMENTS OF LEGAL SERVICES**

- 7.1 This report informs Members of the outcome of the Member Induction Programme following the local elections in May this year.
- 7.2 The Localism Act 2011 Act provides that the Council must promote and maintain high standards of conduct by Members and Co-opted Members of the authority. In discharging this duty the Council is required by section 27(2) of the 2011 Act to adopt a Code of Conduct which applies to all Members and Co-opted Members when acting in an official capacity.

- 7.3 The successful completion of the Member Induction Programme will assist the authority in discharging this statutory responsibility and contribute to improving the Council's governance arrangements .
- 

## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

- none

### **Appendices**

- Appendix 1 – Training Attendance Summary

### **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

	Mandatory Committee Training			
	Ethics & Probity	Licensing	Development Committee/Strategic Development	Development Committee/Strategic Development (Mop-Up)
Councillor	May 16 2018 6:30PM	May 24 2018 5:00PM	Jun 5 2018 6:30PM	Jun 19 2018 5:00PM
Councillor Abdal Ullah	✓			
Councillor Abdul Mukit MBE	Waiver		✓	
Councillor Amina Ali	✓			
Councillor Andrew Wood	✓		✓	
Councillor Asma Begum	Waiver			✓
Councillor Asma Islam	✓			
Councillor Ayas Miah	Waiver	✓		
Councillor Bex White	✓		✓	
Councillor Candida Ronald	✓			
Councillor Dan Tomlinson	✓	✓	✓	
Councillor Danny Hassell	Waiver			
Councillor David Edgar	✓			
Councillor Denise Jones	✓			
Councillor Dipa Das	✓	✓	✓	
Councillor Ehtasham Haque	✓	✓		
Councillor Eve McQuillan	✓	✓		
Councillor Faroque Ahmed	✓	✓		
Councillor Gabriela Salva Macallick	✓		✓	
Councillor Helal Uddin	Waiver		✓	
Councillor James King	✓			
Councillor John Pierce	Waiver		✓	
Councillor Kahar Chowdhury	✓			
Councillor Kevin Brady	✓			✓
Councillor Kyrsten Perry	✓		✓	
Councillor Leema Qureshi	✓	✓		
Councillor Marc Francis	Waiver			✓
Councillor Mohammed Ahabab Hossain	✓	✓		
Councillor Mohammed Pappu	✓			
Councillor Motin Uz-Zaman	✓			
Councillor Mufeedah Bustin	✓		✓	
Councillor Muhammad Harun	✓			
Councillor Peter Golds	✓	✓		✓
Councillor Puru Miah	✓	✓		
Councillor Rabina Khan	Waiver			✓
Councillor Rachel Blake	Waiver			
Councillor Ruhul Amin	✓			✓
Councillor Sabina Akhtar	Waiver	✓		
Councillor Shad Chowdhury	✓	✓		
Councillor Shah Ameen	✓	✓		
Councillor Sirajul Islam	✓			
Councillor Sufia Alam	✓			
Councillor Tarik Khan	✓	✓		
Councillor Val Whitehead	✓	✓	✓	
Councillor Victoria Obaze	✓	✓	✓	
Councillor Zenith Rahman	✓	✓	✓	
Mayor John Biggs	Waiver			

	Setting the Scene	Governance & Decision Making	ICT Equipment Issue	ICT Equipment Issue	ICT Security and Internet Policies, Information Governance, FOIA, ME,	ICT Security and Internet Policies, Information Governance, FOIA, ME,	Safeguarding Children and Corporate Parenting	Chairing Skills	Effective Scrutiny	PREVENT and Civil Contingencies	ICT-Making your Equipment Work for you	Place-Dealing with Noise, Homelessness, Planning and Parking	
Councillor	May 9 2018 7:00PM	May 10 2018 6:30PM	May 15 2018 5:00PM	May 17 2018 5:00PM	May 15 2018 6:30PM	May 17 2018 6:30PM	May 22 2018 6:30PM	May 29 2018 6:30PM	May 30 2018 6:30PM	May 31 2018 6:30PM	Jun 11 2018 5:00PM	Jun 13 2018 6:30PM	
Councillor Abdal Ullah	✓	✓		✓		✓	✓		✓	✓			
Councillor Abdul Mukit MBE	✓			✓				✓		✓	✓		
Councillor Amina Ali	✓	✓			✓		✓			✓			
Councillor Andrew Wood	✓			✓		✓	✓						
Councillor Asma Begum	✓		✓		✓		✓			✓		✓	
Councillor Asma Islam	✓	✓	✓		✓		✓						
Councillor Ayas Miah	✓			✓		✓		✓					
Councillor Bex White	✓			✓	✓							✓	
Councillor Candida Ronald	✓		✓		✓		✓			✓			
Councillor Dan Tomlinson	✓		✓		✓		✓		✓	✓		✓	
Councillor Danny Hassell	✓	✓	✓		✓		✓	✓		✓		✓	
Councillor David Edgar	✓		✓		✓		✓			✓	✓	✓	
Councillor Denise Jones	✓				✓					✓		✓	
Councillor Dipa Das	✓	✓	✓		✓		✓	✓		✓		✓	
Councillor Ehtasham Haque	✓	✓	✓		✓		✓			✓		✓	
Councillor Eve McQuillan	✓	✓		✓	✓		✓		✓	✓			
Councillor Faroque Ahmed	✓	✓		✓		✓	✓	✓		✓	✓	✓	
Councillor Gabriela Salva Macall	✓	✓		✓	✓		✓			✓	✓	✓	
Councillor Helal Uddin	✓				✓			✓		✓		✓	
Councillor James King	✓	✓	✓		✓		✓			✓		✓	
Councillor John Pierce	✓				✓			✓					
Councillor Kahar Chowdhury	✓	✓		✓	✓		✓	✓	✓	✓		✓	
Councillor Kevin Brady	✓	✓	✓		✓		✓		✓	✓			
Councillor Kyrsten Perry	✓	✓	✓		✓			✓	✓	✓	✓	✓	
Councillor Leema Qureshi	✓	✓	✓		✓		✓		✓	✓	✓	✓	
Councillor Marc Francis	✓												
Councillor Mohammed Ahabab Ho	✓	✓	✓		✓		✓			✓		✓	
Councillor Mohammed Pappu	✓	✓	✓		✓		✓	✓	✓	✓			
Councillor Motin Uz-Zaman	✓		✓		✓		✓	✓		✓	✓		
Councillor Mufeedah Bustin	✓	✓	✓		✓		✓		✓	✓	✓	✓	
Councillor Muhammad Harun	✓	✓	✓		✓		✓	✓	✓	✓		✓	
Councillor Peter Golds	✓			✓		✓							
Councillor Puru Miah	✓	✓		✓	✓		✓			✓	✓	✓	
Councillor Rabina Khan													
Councillor Rachel Blake													
Councillor Ruhul Amin	✓	✓	✓		✓		✓			✓		✓	
Councillor Sabina Akhtar	✓				✓					✓		✓	
Councillor Shad Chowdhury	✓	✓	✓		✓		✓			✓			
Councillor Shah Ameen	✓	✓			✓		✓			✓		✓	
Councillor Sirajul Islam	✓			✓		✓	✓			✓		✓	
Councillor Sufia Alam	✓	✓		✓		✓	✓	✓		✓		✓	
Councillor Tarik Khan	✓	✓	✓		✓		✓			✓		✓	
Councillor Val Whitehead	✓	✓		✓		✓		✓	✓	✓	✓	✓	
Councillor Victoria Obaze	✓	✓	✓		✓		✓			✓		✓	
Councillor Zenith Rahman	✓	✓	✓		✓		✓	✓		✓			
Mayor John Biggs	✓				✓		✓						



	Introduction to Safeguarding Vulnerable Adults and Public Health	Risk, Control & Fraud and Audit	Promoting Equalities & Diversity	Promoting Equality & Diversity (Mop-Up)	Understanding Council Finances	Understanding Council Finances (Mop-Up)	Criminality and Sexual Exploitation	Development Viability and Developer Contributions	Performance Challenge Training	Children's Safeguarding (1 Of 2)	Social Media and Communications	Emergency Planning	New Town Hall Briefing
Councillor	Jun 26 2018 6:30PM	Jul 4 2018 6:30PM	Jul 9 2018 6:30PM	Oct 3 2018 6:30PM	Jul 19 2018 6:30PM	Sep 17 2018 6:30PM	Aug 9 2018 6:30PM	Aug 16 2018 6:30PM	Sep 3 2018 6:30PM	Sep 18 2018 6:30PM	Sep 25 2018 6:30PM	Sep 28 2018 6:30PM	Oct 9 2018 6:30PM
Councillor Abdal Ullah	✓		✓				✓		✓				
Councillor Abdul Mukit MBE		✓	✓					✓		✓			
Councillor Amina Ali	✓	✓	✓			✓	✓						
Councillor Andrew Wood	✓								✓				
Councillor Asma Begum	✓	✓	✓										
Councillor Asma Islam	✓	✓		✓			✓						
Councillor Ayas Miah													
Councillor Bex White	✓		✓			✓				✓			
Councillor Candida Ronald	✓		✓		✓								
Councillor Dan Tomlinson			✓			✓		✓					✓
Councillor Danny Hassell	✓	✓		✓			✓						
Councillor David Edgar		✓											✓
Councillor Denise Jones	✓	✓		✓			✓						
Councillor Dipa Das	✓	✓				✓			✓	✓			
Councillor Ehtasham Haque		✓	✓										
Councillor Eve McQuillan	✓			✓	✓		✓						
Councillor Faroque Ahmed	✓	✓	✓								✓		✓
Councillor Gabriela Salva Macal		✓	✓			✓	✓	✓					
Councillor Helal Uddin	✓	✓	✓										
Councillor James King	✓	✓							✓				✓
Councillor John Pierce								✓					
Councillor Kahar Chowdhury	✓	✓	✓			✓							
Councillor Kevin Brady	✓	✓	✓		✓			✓					✓
Councillor Kyrsten Perry	✓	✓	✓					✓					
Councillor Leema Qureshi	✓	✓	✓										
Councillor Marc Francis					✓				✓				
Councillor Mohammed Ahabab Ho	✓	✓	✓			✓							
Councillor Mohammed Pappu	✓		✓				✓						
Councillor Motin Uz-Zaman	✓	✓	✓				✓						
Councillor Mufeedah Bustin	✓					✓			✓	✓			
Councillor Muhammad Harun	✓	✓	✓		✓		✓	✓					✓
Councillor Peter Golds		✓											
Councillor Puru Miah	✓	✓	✓		✓		✓				✓		
Councillor Rabina Khan				✓						✓			
Councillor Rachel Blake	✓			✓									
Councillor Ruhul Amin	✓	✓	✓										
Councillor Sabina Akhtar	✓	✓											
Councillor Shad Chowdhury	✓	✓		✓			✓				✓		
Councillor Shah Ameen		✓	✓										
Councillor Sirajul Islam	✓	✓	✓		✓								
Councillor Sufia Alam	✓		✓			✓			✓	✓			
Councillor Tarik Khan		✓	✓			✓					✓		✓
Councillor Val Whitehead		✓	✓		✓		✓	✓					
Councillor Victoria Obaze	✓	✓	✓		✓								✓
Councillor Zenith Rahman	✓	✓	✓					✓			✓		
Mayor John Biggs	✓	✓	✓				✓						

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<p>Non-Executive Report of the:</p> <p><b>Standards Advisory Committee</b></p> <p>24<sup>th</sup> October 2018</p>	 <p><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Asmat Hussain, Corporate Director, Governance</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Register of Gifts &amp; Hospitality</b></p>	

## **Executive Summary**

This report provides an update on the declarations of gifts and/or hospitality received by Members.

## **Recommendations:**

The Standards Advisory Committee is recommended to:

1. Note the declarations of Gifts and/or hospitality received 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 Members continue to register receipt of any gift or hospitality without providing further clarification or notification to the Standards Advisory Committee.

## **3. DETAILS OF THE REPORT**

- 3.1 Appendix 1 provides a copy of the Register of Gifts and Hospitality declared from 1<sup>st</sup> October 2017 to 30<sup>th</sup> September 2018. A total of 29 declarations were made during this period.
- 3.2 The management of the Gifts and hospitality procedures has recently been subject to an internal audit. This has resulted in substantial assurance being recorded. The audit revealed concerns regarding late declarations, as 8 of the 28 declarations were registered beyond the 28-day time frames. Additionally, it was noted that there was an absence of declarations for gifts and/or hospitality refused.
- 3.3 All Members have been made aware of the requirement of such declarations during the initial induction programme. Furthermore, members are reminded of this on a regular basis, with the most recent reminder in the Members Bulletin, issue 475 – distributed on the 14th September 2018, which stated the requirement to make the declaration within 28 days of the receipt, acceptance or refusal.

## **4. EQUALITIES IMPLICATIONS**

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

## **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 The Localism Act 2011, section 27, provides the Council must promote and maintain high standards of conduct by Members and adopt a code of conduct setting out the conduct that is expected of Members when acting in that capacity. Section 28 of the 2011 Act, provides that the Code of Conduct adopted by the Council must be consistent with the seven Nolan principles. These are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

## **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 6.1. This is a noting report. There are no 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**

- None

#### **Appendices**

- Appendix 1 – Register of Gifts and Hospitality declared  
– 1 Oct. 2017 to 30 September 2018

#### **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

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Register of Gifts and Hospitality offered to Members					Period:	1 October 2017 to 30 September 2018		
Name	Date offered	Type	accepted or declined	Date Declared	ON TIME?	Provided By	Estimated Value	Description
Councillor Rachel Blake	15-Sep-18	Gift	Declined	15-Sep-18	YES	Berkeley Foundation	£50	Dinner to be held on 11 Oct 2018 at British Museum to celebrate Berkeley Foundation
Mayor John Biggs	30-Aug-18	Gift	Accepted	07-Sep-18	YES	Freida Green (For Adam Dant), Pavilion Books, 43 Great Ormand Street, WC1N 3HZ	£30	Maps of London & Beyond - Adam Dant
Councillor Zenith Rahman	02-Aug-18	Gift	Accepted	12-Sep-18	NO	Patli Union - Welfare Trust UK	£30	Patli Union - Welfare Trust UK
Mayor John Biggs	18-Jul-18	Gift	Accepted	18-Jul-18	YES	Judith Serota	£36	Book - The Architecture of Hope - Maggie's Cancer Caring Centres Charles Jencks
Councillor Zenith Rahman	17-Jul-18	Gift	Accepted	20-Jul-18	YES	Jogaathpur Upozila Unayun Shongsta	£25	a recognition award plaque
Councillor Amina Ali	10-Jul-18	Hospitality	Accepted	25-Jul-18	YES	Canary Wharf Group PLC	£30	Lunch at Canary Wharf
Councillor Dan Tomlinson	26-Jun-18	Hospitality	Accepted	25-Jun-18	YES	AEG	£120	All Points East Festival: 2 VIP Tickets
Councillor Motin Uz-Zaman	26-Jun-18	Gift	Accepted	27-Jun-18	YES	Residents of Stepney	£35	Crest presented to celebrate achievement as councillor
Councillor Eve McQuillan	24-Jun-18	Hospitality	Accepted	18-Jul-18	YES	Friends United	£25	Post-election Celebration Event
Councillor Zenith Rahman	24-Jun-18	Gift	Accepted	20-Jul-18	YES	Proshanti	£25	a glass award for supporting vulnerable women and children
Mayor John Biggs	30-May-18	Hospitality	Accepted	07-Jun-18	YES	English National Ballet: Markova House, 39 Jay Mews, SW7 2ES	£138	2x tickets to swan lake
Councillor Amina Ali	26-May-18	Hospitality	Accepted	22-May-18	YES	LCD Soundsystem Events	£60	VIP concert tickets to Points East Music Events for The XX
Councillor Eve McQuillan	26-May-18	Gift	Accepted	29-May-18	YES	LCD Sound Systems	£300	VIP Tickets to All Points East
Councillor Kevin Brady	26-May-18	Hospitality	Accepted	03-Jun-18	YES	LCD Soundsystem Events	£60	All Points East Festival
Mayor John Biggs	25-May-18	Hospitality	Accepted	08-Jun-18	YES	London Legacy Development committee-24 Montfichet Rd, London, E15 1AZ	£990	3 X tickets for Rolling Stones Concert at Queen Olympic Park
Councillor Dipa Das	24-May-18	Hospitality	Accepted	13-Jun-18	YES	All Points East	£60	All Points East Festival VIP Concert Tickets

Register of Gifts and Hospitality offered to Members					Period:	1 October 2017 to 30 September 2018		
Name	Date offered	Type	accepted or declined	Date Declared	ON TIME?	Provided By	Estimated Value	Description
Mayor John Biggs	24-May-18	Gift	Accepted	24-May-18	YES	Peter Dazeley-The Studio-5 Heathmans Road, Parsons Green, London, SW6 4TJ	£30	Book-Photographs by Peter Dazeley, Unseen London
Mayor John Biggs	22-May-18	Hospitality	Accepted	08-Jun-18	YES	AEG Presents Ltd.	£160	2 VIP tickets for All Points East
Councillor James King	21-May-18	Hospitality	Accepted	11-Jun-18	YES	LCD Sounds System	£60	VIP Tickets to All points East Festival
Mayor John Biggs	24-Dec-17	Gift	Accepted	09-Jan-18	YES	Lansbury Estate Muslim Association	£12	Box of Ferrero Collection Chocolated donated to the Mayor's Office Staff
Councillor Rachel Blake	07-Dec-17	Hospitality	Declined	10-Jan-18	NO	Mount Anvil-140 Aldersgate Street, EC1A 4HY	£0	Invite to London Planning Awards
Councillor Abdul Mukit MBE	04-Dec-17	Gift	Accepted	08-Dec-17	YES	London Tea Exchange	£100	Speaker's Charity Ball
Mayor John Biggs	01-Dec-17	Gift	Accepted	09-Jan-18	NO	Directors and Staff at Universal Stone-Grange Farm Business Centre, Woodham Road, Battlesbridge, Wickford Essex SS11-doubt future interactions-may tender -specialist ecclesiastical contractor	£10	Universal Stone 2018 Diary/Planner
Mayor John Biggs	01-Dec-17	Gift	Accepted	11-Jan-18	NO	Zhu Qin, Minister & Deputy Head of Mission From Embassy of the People's Republic of China-49/51 Portland Place, London, W1B 1JL	£25	Bottle of Reserve Mouton Cadet 2015-Saint- Emilion-to be donated to the speaker's Charity
Mayor John Biggs	01-Dec-17	Gift	Accepted	09-Jan-18	NO	High Commissioner from Embassy of the People's Republic of China 49/51 Portland Placen, London W1 B 1JL	£75	Bottle of Champagne Bollinger La Grande Annee to be
Mayor John Biggs	21-Nov-17	Gift	Accepted	10-Jan-18	NO	Far East Consortium	£25	Portable Power Pack Far East Consortium Ltd.



Register of Gifts and Hospitality offered to Members					Period:	1 October 2017 to 30 September 2018		
Name	Date offered	Type	accepted or declined	Date Declared	ON TIME?	Provided By	Estimated Value	Description
Mayor John Biggs	06-Nov-17	Gift	Accepted	06-Nov-17		Rohan Silva	£27	Obama: An Intimate Portrait by Pete Souza
Mayor John Biggs	15-Oct-17	Hospitality	Accepted	19-Jan-18	NO	UK Bangladesh Catalysts of Commerce and Industry (UKBCCI)-unit-S1, The Montefiore Centre, Hanbury Street, London, E1 5HZ	£25	A catered event for UKBCCI Annual Business and Entrepreneur Excellence Awards and Gala Dinner 2017
Mayor John Biggs	10-Oct-17	Hospitality	Accepted	17-Oct-17	YES	London Chamber of Commerce and Industry-33 Queen Street, London, EC4R 1AP-	£50	Dinner for London Borough Leaders
Councillor Andrew Wood	03-Oct-17	Hospitality	Accepted	05-Feb-18	NO	Canary Wharf Group 1 Canada Square	£40	Dinner in Manchester
Councillor Peter Golds	03-Oct-17	Hospitality	Accepted	03-Oct-17	YES	The Canary Wharf Group	£50	Conservative Party Conference 2017
Councillor Peter Golds	03-Oct-17	Hospitality	Accepted	03-Oct-17	YES	The City of London Corporation	£50	Conservative Party Conference 2017
Mayor John Biggs	03-Oct-17	Hospitality	Accepted	17-Jan-18	NO	Queen Mary University London	£20	A catered event by Queen Mary University London (QMUL) for the Annual Hennessy Lecture and Dinner

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# STANDARDS ADVISORY COMMITTEE WORK PLAN 2018/19

(16 October 2018 update)

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Website:	

**STANDARDS ADVISORY COMMITTEE WORK PLAN 2018/19**

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
<b>24 OCTOBER 2018</b>			
Code of Conduct for Members - Complaint Monitoring and Associated Matters		Deputy Monitoring Officer	N/A
Update on Gifts and Hospitality Forms and Guidance		Head of Members' Support	N/A
Update – Member Safety Protocol		Head of Members' Support	N/A
Member Induction	Update on Member Induction and Roll Out of Electronic Devices	Head of Members' Support	
Work Plan		Democratic Services Officer	N/A
<b>17 JANUARY 2019</b>			
Constitution Review		CDG	
Code of Conduct for Members - Complaint Monitoring and Associated Matters		Deputy Monitoring Officer	
Dispensations Under Section 33 of the Localism Act 2011		Monitoring Officer	

**STANDARDS ADVISORY COMMITTEE WORK PLAN 2018/19**

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
Members Register of Interests		Head of Members' Support	
Member Induction and Training – update/monitoring		Head of Members' Support	
Revisions to the Code of Conduct		Deputy Monitoring Officer	
Workplan		Democratic Services Officer	
<b>14 MARCH 2019</b>			
Code of Conduct for Members - Complaint Monitoring and Associated Matters		Deputy Monitoring Officer	
SAC Report to Council		Chair and Independent Person	
Update on Gifts and Hospitality Forms and Guidance		Head of Members' Support	
Workplan		Democratic Services Officer	
<b>SUGGESTED TOPICS FOR DISCUSSION</b>			
Maintenance and accessibility of the Register			

**STANDARDS ADVISORY COMMITTEE WORK PLAN 2018/19**

REPORT TITLE	BRIEF SUMMARY/ACTIONS	LEAD OFFICER	OTHER CTTEE MEETINGS
of Members' Interests and any other registers of interest established by the Council			
Review of contents of Register of interests			