

Non-Executive Report of the:  <b>Standards (Advisory) Committee</b>  29 June 2017	
<b>Report of:</b> Matthew Mannion, Committee Services Manager	<b>Classification:</b> Unrestricted
<b>Terms of Reference, Quorum, Membership, Dates of Meetings and Establishment of Sub-Committees</b>	

<b>Originating Officer(s)</b>	Matthew Mannion
<b>Wards affected</b>	(All Wards);

### Summary

This report sets out the Terms of Reference, Quorum, Membership and Dates of meetings of the Standards (Advisory) Committee for the Municipal Year 2017/18 for the information of members of the Committee

### Recommendations:

The Standards (Advisory) Committee is recommended to:

- 1 Note its Terms of Reference, Membership, Quorum, Dates of future meetings and timing thereof, as set out in Appendices 1, 2 and 3 to this report;
  
- 2 Establish the following sub-committees for the municipal year 2017/18, to be convened as required on an ad hoc basis with membership agreed by the Monitoring Officer from amongst the members of the Standards(Advisory) Committee (SAC), including in each case a minimum of three members:-
  - Investigation and Disciplinary Sub-Committee
  - Hearing Sub-Committee

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

- 1.1 The decisions are required to enable Members to be aware of the arrangements of the Committee and to establish its Sub-Committees so that complaints against members can be investigated and where necessary answered.

## **2. ALTERNATIVE OPTIONS**

- 2.1 There are no alternative options applicable to this report

## **3. DETAILS OF REPORT**

- 3.1 At the Annual General Meeting (AGM) of the full Council held on 17 May 2017, the Authority approved the proportionality and establishment of the Committees and Panels of the Authority, including the Standards Advisory Committee (SAC) and appointment of Members thereto.
- 3.2 It is customary that following the full Council AGM that the committees that have been established note their Terms of Reference, Membership and Quorum for the duration of the Municipal Year. These are set out in Appendix 1 and 2 to the report respectively.
- 3.3 The dates of SAC meetings for the remainder of the Municipal Year, agreed by the full Council are set out in Appendix 3 to this report.
- 3.4 The Constitution provides that, the meetings will take place at 7.30pm unless the Chair otherwise decides. The Chair and Committee Members, last year agreed the meetings will take place at 7.00pm in accordance with the programme of meetings for principal committees as this time is deemed to be more convenient Members and public. Additionally any meetings that fall during the holy month of Ramadan are scheduled to commence at 5.30pm. Members may wish to determine their own meeting time in the forthcoming municipal year and are permitted to offer their views to the Chair.

## **4. MEMBERSHIP**

- 4.1 Full Council has agreed that the SAC shall comprise:
- Members of the Council (not including the Mayor or more than one Cabinet Member), appointed by the full Council in accordance with the requirements of political proportionality.
  - Up to seven persons who are not Members or officers of the Council or any other relevant authority (i.e. Co-opted members) who will be entitled to vote at meetings.
  - Co-opted members may serve as many terms of appointment as the full Council considers appropriate. A person may not be appointed as a co-opted member of the SAC or one of its sub-committees unless the appointment is approved by full Council.

The terms of office for current co-opted members of the SAC are as follows:-

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 McLaughlin	appointed in 2015, term expires in May 2019.
Fiona Browne	appointed in February 2017, term expires in February 2021
Vacancy	
Vacancy	

#### 4.2 *Observers:*

With respect to the 'Independent Person' (IP) role introduced nationally under the new 'standards regime resulting from the Localism Act 2011, a public recruitment exercise concluded in June 2013 with the recommendation to full Council (26 June 2013) to make appointments of an IP and Reserve IP. The appointments were approved by Full Council as required. Council has also agreed that the IP and Reserve IP be invited to all SAC meetings in the capacity of observers.

The appointed reserve IP stood down in 2016 and the term of office for IP Ms Elizabeth Hall ended in July 2016. To address this circumstance a report was presented to Council on 20 July 2016 her appointment was extended for two years.

#### 4.3 *Chairing the Committee*

The full Council has agreed that the Chair and the Vice Chair of the SAC will be appointed from the co-opted members of the SAC.

#### 4.4 *Quorum*

The quorum for meetings of the SAC and for each of its sub-committees is three of the total membership and this must include at least one councillor and one co-opted member. A co-opted member shall Chair the meeting.

### **5. SUB COMMITTEES**

5.1 SAC Sub-Committees are established at the beginning of each municipal year. Their function is to investigate allegations of misconduct made against Elected Members and, where necessary, to carry out a determination. Following the Localism Act 2011, the compulsory arrangements for standards committees in England were withdrawn. However, Tower Hamlets Council has chosen to maintain these arrangements on a voluntary basis to ensure that robust ethical arrangements for standards in public life can be continued.

5.2 Sub-Committee membership is drawn from the membership of the parent committee and meetings can be convened as required on an ad hoc basis with each sub-committee membership agreed by the Monitoring Officer. Each Sub-Committee convened shall comprise a minimum of three members in the following categories:

- Investigation and Disciplinary Sub-Committee
- Hearing Sub-Committee

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

6.1 Matters brought before the Committee under its terms of reference during the year will include comments on the financial implications of decisions provided by the Chief Finance Officer. There are no specific comments arising from this report.

## **7. LEGAL COMMENTS**

7.1 The information provided for the Committee to note is in line with the Council's Constitution and the resolutions made by Full Council on 17 May 2017.

## **8. ONE TOWER HAMLETS CONSIDERATIONS**

8.1 When drawing up the schedule of dates, consideration was given to avoiding school holiday dates and known dates of religious holidays and other important dates where at all possible.

## **9. BEST VALUE (BV) IMPLICATIONS**

9.1 There are no specific Best Value implications arising from this report.

## **10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

10.1 There are no specific sustainability implications arising from this report

## **11. RISK MANAGEMENT IMPLICATIONS**

11.1 The terms of reference for the Standards Advisory Committee and the accompanying appendices provides a means of ensuring the work of the Board and its sub committees is noted.

## **12. CRIME AND DISORDER REDUCTION IMPLICATIONS**

12.1 There are no specific crime and disorder implications arising from this report.

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

### **Linked Report**

- NONE.

### **Appendices**

- Appendix 1 – Standards Advisory Committee Terms of Reference
- Appendix 2 – Appointments to Committee
- Appendix 3 – Dates of Meeting

### **Local Government Act, 1972 Section 100D (As amended)**

#### **List of “Background Papers” used in the preparation of this report**

List any background documents not already in the public domain including officer contact information.

- NONE.

### **Officer contact details for documents:**

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