

Committee Standards Advisory	Date 16th April 2013	Classification UNRESTRICTED	Agenda Item No. 4.4
Report of Service Head, Democratic Services	Title Members' Attendance, Timesheets and Declaration of Interests: Monitoring Report		
Originating Officer(s): John Williams	Wards affected ALL		

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. Some amendments to the format and content of the report have been made and additional information included, as requested by the former Standards Committee.

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 received regular monitoring reports on the completion of Members' timesheets and attendance by Members at Council and other formal meetings.
- 3.2 At recent meetings the Committee has 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. In April 2009 the Committee agreed a number of proposed changes to the monitoring regime 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 'Meet 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. In accordance with the Committee's previous request, the table at Appendix 1 now includes, in addition to a snapshot of timesheets completed as at the date of the Committee meeting, information on when each timesheet was submitted and a figure at the bottom of each column showing the average number of total hours recorded on each of the timesheets submitted in respect of that month.

The current position – completion of timesheets

- 4.5 In relation to the submission of timesheets the current position, as at 10th April 2013 and set out in Appendix 1 attached, is that 20 Members (39.2 % of the total) have completed their timesheets up to and including February 2013. 17 Councillors (33.33%) 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, 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.
- 5.2 In April 2009 the Committee asked that where a Councillor has failed to attend a formal meeting but has submitted apologies in advance, this should be noted in the report. The attached schedule has been amended to incorporate these changes.

The current position - attendance at meetings

- 5.3 The chart at Appendix 2 shows the record of attendance by Councillors at formal constitutional meetings during the current municipal year (i.e. from 16th May 2012 to 31st March 2013).

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 further 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

- 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.
- 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 it is important to note that failure to do so would not represent a breach of the Code of Conduct.

Gifts and hospitality register

- 6.4 The Committee has previously requested information on the recording of gifts and hospitality received by Members.
- 6.5 The Code of Conduct provides that a Councillor shall have a personal interest in any business of the authority that relates to the interests of any person from whom he/she has received a gift or hospitality with an estimated value of at least £25. Any such gifts or hospitality must be registered and, if they were received during the previous three years, must be declared at any relevant meeting. Gifts and hospitality are now recorded as part of the main register of Members' interests form.

Attendance at training events

- 6.6 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.

7. OBSERVATIONS OF THE CHIEF FINANCIAL OFFICER

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

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)

- 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.

9. IMPLICATIONS FOR ONE TOWER HAMLETS

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

10. ANTI-POVERTY IMPLICATIONS

- 10.1 There are no specific anti-poverty issues arising from the proposals in this report.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 There are no risk management implications.

12. SUSTAINABLE 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

John Williams 020 7364 4204
Town Hall, Mulberry Place,
5 Clove Crescent, London,
E14 2BG

Councillors timesheets and attendance files

MEMBERS MONTHLY TIMESHEETS – SUMMARY OF RETURNS
MADE FROM MAY 2012 TO MARCH 2013

Councillor	MAY 2012	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2013	FEB	MAR	APR
Helal Abbas	13.7.12	13.7.12	3.9.12	4.9.12	11.10.12	8.11.12	12.12.12	9.1.13	27.2.13	28.2.13		
Kabir Ahmed	25.6.12	27.11.12	27.11.12	27.11.12	27.11.12	27.11.12						
Khales U. Ahmed	2.6.12	Yes	13.8.12	3.9.12	Yes	Yes	Yes	7.1.13	Yes	4.3.13		
Ohid Ahmed	6.7.12	4.7.12	8.10.12	8.10.12	8.10.12	14.1.13	14.1.13	14.1.13	Yes			
Rajib Ahmed	Yes	Yes	23.11.12	23.11.12	23.11.12	23.11.12	14.12.12					
Rofique Ahmed	6.6.12	3.7.12	22.8.12	29.7.12	21.11.12	21.11.12	5.12.12	10.1.13	5.2.13	5.3.13		
Shahed Ali	9.7.12	Yes										
Timothy Archer	11.7.12	11.7.12		14.9.12	22.10.12	14.11.12	10.1.13	Yes	26.2.13	15.3.13	3.4.13	
Abdul Asad	4.6.12	3.7.12	2.7.12	4.9.12	3.10.12	1.11.12	7.12.12	7.1.13	1.2.13	1.3.13		
Craig Aston		22.8.12	22.8.12	23.1.13	23.1.13	23.1.13	15.3.13	28.2.13	15.3.13			
Lutfa Begum	4.3.13	5.3.13	5.3.13	Sick	5.3.13	5.3.13	5.3.13	5.3.13	5.3.13			
Mizanur Chaudhury												
Alibor Choudhury	8.6.12	16.7.12	31.8.12	3.9.12	8.10.12	15.1.13	14.1.13	14.1.13	18.2.13			
Zara Davis	10.7.12	10.7.12	5.9.12	12.9.12	22.10.12	14.11.12	10.1.13	Yes	26.2.13	19.3.13		
Stephanie Eaton	10.7.12											
David Edgar	2.7.12	2.7.12	18.9.12	2.10.12	11.10.12	5.12.12	18.12.12	23.1.13	18.2.13	19.3.13		
Marc Francis	28.8.12	28.8.12	23.8.12	Yes	Yes	Yes	3.12.12	25.2.13	25.2.13	15.3.13	4.4.13	
Judith Gardiner												
Carlo Gibbs	16.7.12	16.7.12	15.1.13	15.1.13	15.1.13	15.1.13	15.1.13	15.1.13				
Peter Golds	Yes	11.7.12	22.8.12	12.9.12	22.10.12	14.11.12	10.1.13	10.1.13	26.2.13	15.3.13		
Shafiqul Haque	18.6.12	3.8.12	3.8.12	11.9.12	2.11.12	2.11.12	6.12.12	6.2.13	6.2.13	9.4.13	9.4.13	
Carli Harper-Penman	2.7.12	2.7.12	25.9.12	25.9.12	3.10.12	Yes	30.11.12	15.3.13	15.3.13	20.3.13		
Sirajul Islam	4.7.12	2.7.12	Yes	Yes	5.1.13	5.1.13	5.1.13	5.1.13				
Ann Jackson												
Denise Jones	1.6.12	24.9.12	24.9.12	24.9.12	9.1.13	9.1.13	9.1.13	Yes	Yes			
Emma Jones	10.7.12	10.7.12	23.8.12	12.9.12	22.10.12	14.11.12	10.1.13	10.1.13	26.1.13	15.3.13		
Aminur Khan	25.3.13	25.3.13	25.3.13	25.3.13	25.3.13	25.3.13	25.3.13	25.3.13	25.3.13	25.3.13		
Anwar Khan												
Rabina Khan	11.6.12	16.7.12	15.8.12	8.10.12	8.10.12	Yes	14.1.13	14.1.13				
Rania Khan	29.11.12	29.11.12	29.11.12	29.11.12	29.11.12	29.11.12						
Shiria Khatun												
Fozol Miah	12.10.12	12.10.12	12.10.12	12.10.12	12.10.12	9.4.13	9.4.13	9.4.13	9.4.13	9.4.13	9.4.13	
Harun Miah	3.8.12	3.8.12	3.8.12	11.2.13	13.2.13	11.2.13	11.2.13	11.2.13				

Councillor	MAY 2012	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2013	FEB	MAR	APR
Maium Miah	14.6.12											
Md. Abdul Mukit MBE	3.7.12	3.7.12	Yes	20.12.12	20.12.12	20.12.12	20.12.12	20.12.12				
Ahmed Omer												
Lesley Pavitt	5.6.12	2.7.12	13.8.12		2.10.12	12.11.12	5.12.12	7.1.13	6.2.13	1.3.13	2.4.13	
Joshua Peck	1.6.12	18.9.12	3.8.12	3.9.12	5.4.13	3.12.12	3.12.12	2.1.13	5.4.13	5.3.13	5.4.13	
John Pierce	4.7.12	4.7.12										
Oliur Rahman	25.6.12	16.7.12	3.8.12	3.9.12	2.10.12	14.11.12	3.12.12	7.1.13	4.2.13	12.3.13	3.4.13	
Zenith Rahman								Yes	Yes	28.3.13		
Gulam Robbani												
Rachael Saunders	6.6.12	20.7.12	5.8.12	11.12.12	10.12.12	11.12.12	10.12.12	23.1.13				
David Snowdon	12.7.12	13.7.12										
Gloria Thienel	Yes	10.7.12	23.8.12	14.9.12	22.10.12	14.11.12	10.1.13	Yes	26.2.13	15.3.13	2.4.13	
Bill Turner												
Helal Uddin	3.7.12	3.7.12	8.1.13	8.1.13	8.1.13	8.1.13	8.1.13	8.1.13				
Kosru Uddin									26.2.13	Yes		
Abdal Ullah											9.4.13	
Motin Uz-Zaman	None	30.1.13	30.1.13	30.1.13	30.1.13	30.1.13	11.12.12	11.12.12	29.1.13			
Amy Whitelock	12.7.12	12.7.12	14.1.13	14.1.13	14.1.13	14.1.13	14.1.13	14.1.13				
AVERAGE HOURS RECORDED FOR MONTH	67.38	68.52	76.33	58.28	70.49	65.60	74.39	61.07	63.04	64.30	53.37	

MEMBERS' ATTENDANCE – 16 MAY 2012 – 31 MARCH 2013

APPENDIX 2

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards & Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	Appeals Cttee	Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	Licensing Sub-Cttee	Audit Cttee
Total Held	10	10	10	3	14	4	1 (SC) + 2 (SAC)	4	5	3	4	4	8	46	4
H. Abbas	10		10										8		
K. Ahmed	10														
K. U. Ahmed	10		2 (dep)	2 (1Ap)	2 (dep)					**1		2 (dep)		*31	1 (1)
O. Ahmed	10	9 (1Ap)													
R. Ahmed	10			2 (1 Ap)					2 (3 Ap)					*12	
R. U. Ahmed	10	8 (2Ap)													
S. Ali	10	8 (2Ap)											5 (6) (1Ab)		
T. Archer	10				12 (2Ap)								1(dep)		
A. Asad	10	10													
C. Aston	9 (1Ap)		8 (2Ap)					4				2 (dep)	2(dep)		2 (1 Ap) (1Ab)
L. Begum	9 (1Ap)			1 (2 Ab)								(1 Ap) (3 Ab)		*2	
M. Chaudhury	10			2 (1 Ap)						**1				*11	
A. Choudhury	10	10							3 (1Ap)(4)						
Z. Davis	8 (2Ap)						1 - SC 1 (1 Ap) SAC						7 (1Ap)		
S. Eaton	9 (1Ap)				8 (5Ap) (1 Ab)								7 (1Ap)		3 (1 Ap)
D. Edgar	9 (1Ap)						2 - SAC					4			2 (1 Ap) (1 Ab)
M. Francis	10			2 (1 Ap)				3 (1 Ap)						*6	
J. Gardiner	10				2(2)						2 (1 Ap)		7 (1Ap)		
C. Gibbs	10												3 (dep)		4
P. Golds	10		4 (dep)	2 (1 Ap)	2 (dep)		1 - SC	1 (dep)	1 (dep)			2 (2 Ap)		*23	
S. Haque	10	9 (1Ap)													
C. Harper-Penman	7 (3Ap)			2 (1 Ap)			(1 Ap) – SC 1 (1 Ap) - SAC							*7	1 (dep)
S. Islam	10			1 (2 Ap)	11 (3Ap)									*9	
A. Jackson	8 (2Ap)				13 (1Ap)					**2					
D. Jones	10			1 (1 Ap) (1 Ab)		3 (1 Ap)							3 (dep)	*0	
E. Jones	10					3 (1 Ap)							7 (1Ap)		

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

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

MEMBERS' ATTENDANCE – 16 MAY 2012 – 31 MARCH 2013

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards & Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	Appeals Cttee	Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	Licensing Sub-Cttee	Audit Cttee
Total Held	10	10	10	3	14	4	1 (SC) + 2 (SAC)	4	5	3	4	4	8	46	4
Aminur Khan	10											1 (1 Ap) 2 (Ab)			
Anwar Khan	9 (1Ap)		5 (5 Ap)	(1 Ap)(1)										*1 (14)	3 (1 Ap)
Rabina Khan	10	9 (1 Ap)													
Rania Khan	10	7 (3 Ap)					(2 Ab) - SAC	(1 Ap) (1)	1 (2Ap) (2Ab)						
S. Khatun	9 (1Ap)		7 (3Ap)									4			
F. Miah	8 (2Ap)				2 (7 Ap) (5Ab)		1 (1) - SAC								
H. Miah	9 (1Ap)														
M. Miah	9 (1Ap)		5 (5Ap)												
M. A. Mukit	9 (1Ap)					2 (1Ap) (1 Ab)			4 (1 Ap)		3 (1 Ap)				
A. Omer	8 (2Ap)											1 (2 Ap) (1Ab)			
L. Pavitt	8 (2Ap)					4				**2					
J. Peck	8 (1Ap, 1Ab)						1 (dep)		2 (dep)		3	2 (2 Ap)			
J. Pierce	9 (1Ap)								5						
L. Rahman	10	10													
O. Rahman	10	9 (1Ap)							(2 Ap) (1Ab) (3)						
Z. Rahman	10						1 - SC	3 (1Ap)	4 (1 Ab)						
G. Robbani	10			(3 Ab)		(4 Ab)								*5	
R. Saunders	10				11 (3Ap)	4	1 - SC 2 - SAC								
D. Snowdon	8 (2Ap)			3										*23	1 (dep)
G. Thienel	9 (1Ap)								4 (1 Ap)	**2	4				
B. Turner	10									**2	1		7 (1Ap)		
H. Uddin	10				12 (2Ap)								5 (3Ap)		
K. Uddin	9 (1Ap)		10												
A. Ullah	8 (2Ap)					(1 Ab)		4							2 (2 Ap)
M. Uz-Zaman	10							3 (1Ap)			3				1 (dep)
A. Whitelock	10			2 (1 Ap)	9 (5 Ap)									*9	

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

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

**APPENDIX 3: COMPLETION OF DECLARATION OF INTEREST FORMS AND ATTENDANCE AT TRAINING EVENTS
(16 MAY 2012 – 31 MARCH 2013)**

	Declaration of Interest Update received:	Mandatory Training					Non-mandatory Learning & Development Seminars attended 2012/13 (Max = 5)
		Planning & Probity	Appeals		Licensing	Appointments	
H. Abbas	14.3.12	Y – 12/13					0
K. Ahmed	5.9.12						0
K. U. Ahmed	26.9.11		Y – 12/13		Y – 12/13		2
O. Ahmed	28.6.12						1
R. Ahmed	26.6.12				Y – 12/13		0
R. U. Ahmed	8.2.12						0
S. Ali	18.8.10	Y – 12/13					0
T. Archer	18.6.12	Dep – N- 12/13					0
A. Asad	9.2.12						0
C. Aston	23.1.13	Y – 12/13					2
L. Begum	31.1.12				Y – 12/13		0
M. Chaudhury	20.7.10				Y – 12/13		0
A. Choudhury	7.2.12						1
Z. Davis	26.2.12	Y – 12/13					1
S. Eaton	28.3.12	Y – 12/13					0
D. Edgar	5.8.11						3
M. Francis	27.2.13				Y - 12/13		2
J. Gardiner	9.7.12	Y – 12/13					2
C. Gibbs	3.7.12	Y – 12/13	Dep – Y – 12/13				0
P. Golds	11.10.12	Dep – Y – 12/13	Dep Y – 12/13		Y – 12/13		2
S. Haque	14.2.12						0
C. Harper-Penman	13.2.12		Y – 12/13		Y – 12/13		0
S. Islam	29.8.12				Y – 12/13		1
A. Jackson	11.7.12		Y – 12/13				1
D. Jones	16.7.12	Dep – Y – 12/13			Y – 12/13		1

	Declaration of Interest update received:	Mandatory Training				Non-mandatory Learning & Development Seminars attended 2012/13 (Max = 5)
		Planning & Probity	Appeals		Licensing	
E. Jones	9.9.11	Y – 12/13	Dep - Y – 12/13			0
Aminur Khan	5.12.11					0
Anwar Khan	27.6.11	Y – 12/13	Dep – N - 12/13			0
Rabina Khan	24.1.12					0
Rania Khan	16.1.12					1
S. Khatun	3.7.12	Y - 12/13				0
F. Miah	25.4.12					0
H. Miah	16.9.11					0
M. Miah	22.9.11	Y – 12/13				1
M. A. Mukit	26.3.12					1
A. Omer	1.9.10					0
L. Pavitt	29.6.12		Y – 12/13			3
J. Peck	8.7.12					1
J. Pierce	29.6.12		Y – 12/13			1
O. Rahman	8.2.12					0
Z. Rahman	16.5.12					3
G. Robbani	23.4.12		Y – 12/13		Y – 12/13	1
R. Saunders	16.7.12					0
D. Snowdon	17.5.10				Y – 12/13	1
G. Thienel	3.7.12		Y – 12/13			0
B. Turner	7.11.11	Y – 12/13	Y- 12/13			0
H. Uddin	11.7.12	Y – 12/13				0
K. Uddin	22.2.12	Y – 12/13				0
A. Ullah	25.3.12					0
M. Uz-Zaman	17.1.13					0
A. Whitelock	12.7.12				Y – 12/13	0
L. Rahman (Mayor)	28.6.12					0

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