


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

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

1. SUMMARY

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

2. RECOMMENDATIONS

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

3. BACKGROUND

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

4. MEMBERS' TIMESHEETS

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

The current position – completion of timesheets

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

5. MEMBERS' ATTENDANCE AT MEETINGS

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

The current position - attendance at meetings

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

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

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

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

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

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

7. OBSERVATIONS OF THE CHIEF FINANCIAL OFFICER

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

8. LEGAL SERVICES COMMENTS

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

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

9. ONE TOWER HAMLETS CONSIDERTIONS

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

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

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

11. RISK MANAGEMENT IMPLICATIONS

11.1 There are no risk management implications.

12. STRATEGIC ACTION FOR A GREENER ENVIRONMENT (SAGE)

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

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

Brief description of "background paper"

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

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

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

Councillors timesheets and attendance files

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

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

Shiria Khatun		24/02/2016		24/02/2016	20/11/2015	20/11/2015	20/11/2015	10/08/2015	14/07/2015	09/09/2015	09/06/2015	9
Ayas Miah					30/11/2015	13/11/2015	21/09/2015	30/11/2015	21/07/2015	13/07/2015	12/05/2015	7
Harun Miah			02/02/2016	02/02/2016	02/02/2016	30/11/2015	03/12/2015	14/09/2015	14/09/2015	14/09/2015	09/07/2015	9
MD. Maium Miah						16/10/2015	16/10/2015	16/10/2015	16/10/2015	16/10/2015	16/10/2015	6
Mohammed Mufti Miah			12/02/2016	12/02/2016	12/02/2016	12/02/2016	12/02/2016	12/02/2016	06/08/2015	06/08/2015	19/05/2015	9
Abjol Miah												0
Abdul Chunu Mukit, MBE									14/07/2015	14/07/2015	02/07/2015	3
Mohammed Mustaquim			20/01/2016	20/01/2016	24/11/2015	24/11/2015	09/09/2015	09/09/2015	09/09/2015	09/09/2015	08/09/2015	9
Joshua Peck	02/03/2016	23/02/2016	23/02/2016	23/02/2016	23/02/2016	23/02/2016	23/02/2016	01/02/2016	02/07/2015	02/09/2015	01/05/2015	11
John Pierce					13/11/2015				21/07/2015	21/07/2015	21/07/2015	4
Oliur Rahman											01/06/2015	1
Gulam Robbani												0
Candida Ronald					03/11/2015	03/11/2015	03/11/2015	03/11/2015	14/07/2015	14/07/2015	05/05/2015	7
Rachel Saunders				07/01/2016	07/01/2016	07/01/2016	07/01/2016		16/07/2015	16/07/2015	27/05/2015	7
Helal Uddin						30/10/2015	30/10/2015	30/10/2015	02/07/2015	02/07/2015	02/07/2015	6
Andrew Wood												0
forms rec'd this month	2	11	13	17	22	26	26	24	31	31	33	
submission rate	4.44%	24.44%	28.89%	37.78%	48.89%	57.78%	57.78%	53.33%	68.89%	68.89%	73.33%	
Name	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Sep-15	Aug-15	Jul-15	Jun-15	May-15	Apr-15	Forms submitted current year

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

APPENDIX 2

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

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

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

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

*** As required

Ap – Apologies

Ab – Absent

Dep – Deputy Member in Attendance

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

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

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

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

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