

# STANDARDS (ADVISORY) COMMITTEE

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Tuesday, 21 October 2014 at 7.30 p.m.

Committee Room 1, 1st Floor, Town Hall, Mulberry Place, 5 Clove  
Crescent, London E14 2BG

## SUPPLEMENTAL AGENDA 1

This meeting is open to the public to attend.

**Contact for further enquiries:**

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**3 .6 Members' Attendance and Timesheets Monitoring**

**1 - 10**

To note the monitoring information set out in the report and consider whether any further action is required by the SAC Chair in connection with it.

# Agenda Item 3.6

Committee <b>Standards Advisory</b>	Date <b>21<sup>st</sup> October 2014</b>	Classification <b>UNRESTRICTED</b>	Agenda Item No.
Report of <b>Service Head, Democratic Services</b>	Title <b>Members' Attendance, Timesheets and Declaration of Interests: Monitoring Report</b>		
Originating Officer(s): <b>John Williams</b>	Wards affected <b>ALL</b>		

## 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. In April 2009 the Standards Committee agreed a number of 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. 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. However, in the short-term it does unfortunately mean that the more detailed monitoring information of dates of submission of each timesheet and the average total hours recorded is not available at this stage. This will be addressed in future reports.

#### **The current position – completion of timesheets**

- 4.5 In relation to the submission of timesheets the current position, as at 9<sup>th</sup> October 2014 and set out in Appendix 1 attached, is that 19 Members (42.2% of the total) have completed their timesheets up to and including September 2014. 10 Councillors (33.3 %) 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 chart at Appendix 2 shows the record of attendance by Councillors at formal constitutional meetings from 23<sup>rd</sup> May 2014 to 30<sup>th</sup> September 2014 . 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**

- 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 failure to do so would not represent a breach of the Code of Conduct.

### **Attendance at training events**

- 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.

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### **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 JUNE 2014 TO SEPTEMBER 2014**

Councillor	APRIL 2014	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2015	FEB	MAR
Ohid Ahmed	-	-	✓	✓	✓	✓						
K. U. Ahmed	-	-	✓	✓	✓	✓						
R. Ahmed	-	-										
S. Ahmed	-	-										
M. Alam	-	-	✓	✓	✓							
S. Alam	-	-										
A. Ali	-	-	✓	✓	✓	✓						
S. Ali	-	-	✓									
A. Asad	-	-	✓	✓	✓	✓						
C. Aston	-	-										
A. Begum	-	-	✓	✓	✓	✓						
R. Blake	-	-	✓	✓	✓							
C. Chapman	-	-										
D. Chesterton	-	-	-	✓	✓	✓						
A. Choudhury	-	-	✓	✓	✓	✓						
G. K. Choudhury	-	-										
A. Cregan	-	-	✓									
J. Dockerill	-	-										
D. Edgar	-	-	✓	✓	✓							
M. Francis	-	-	✓	✓								
P. Golds	-	-										
S. Haque	-	-	✓	✓	✓	✓						
C. Harrisson	-	-	✓	✓	✓	✓						
D. Hassell	-	-	✓	✓	✓	✓						
S. Islam	-	-	✓	✓	✓							
D. Jones	-	-										
A. R. Khan	-	-	✓	✓	✓							
R. Khan	-	-	✓	✓	✓	✓						
S. Khatun	-	-										
A. Miah	-	-										
H. Miah	-	-	✓	✓	✓							
M. A. Miah	-	-										
M. Mufti Miah	-	-	✓	✓	✓	✓						

Councillor	APRIL 2014	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2015	FEB	MAR
M. Maium Miah	-	-										
M. Mukit	-	-	✓	✓	✓	✓						
M. Mustaquim	-	-	✓	✓	✓							
J. Peck	-	-	✓	✓	✓	✓						
J. Pierce	-	-	✓	✓	✓							
O. Rahman	-	-	✓	✓	✓	✓						
G. Robbani	-	-										
C. Ronald	-	-	-	✓	✓	✓						
R. Saunders	-	-										
H. Uddin	-	-	✓	✓	✓	✓						
A. Whitelock Gibbs	-	-	✓	✓	✓	✓						
A. Wood	-	-				✓						



MEMBERS' ATTENDANCE – 30<sup>TH</sup> MAY – 30<sup>TH</sup> SEPTEMBER 2014

## APPENDIX 2

(14/15 municipal year)

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee	***Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
<b>Total Held</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1 (+1 cancelled)</b>	<b>1</b>	<b>0</b>	<b>1 (+1 cancelled)</b>	<b>3</b>	<b>*9</b>	<b>2</b>
Ohid Ahmed	3	2(1Ap)													1(1Ap)
K. U. Ahmed	3			1					1				1(dep)	*5	
R. Ahmed	3		1(dep) 1(1)(Ap)	0(1Ap)				1(1Ap)				1		*3	
S. Ahmed	3		3(1Ab)	1	2(2)	1(1Ab)							3	*1	
M. Alam	3			1	2(1Ap)	1(1Ap)							1(1)	*1	
S. Alam	3		4	0(1Ap)										*1	
A. Ali	3			1									3		2
S. Ali	3	3													
A. Asad	3	3						0(2Ap)							
C. Aston	3				1(dep)							1			0(1)(1Ap)
A. Begum	3		2(dep)		3	1(1Ap)				**1					
R. Blake	3			1					1					*1	1(1Ap)
C. Chapman	2 (2)		3(3)												
D. Chesterton	2 (2)				0(1)(1Ap)				1						
A. Choudhury	3	3							1			0(1Ap)			0(2Ap)
G. K. Choudhury	3		3(1Ap)	1			1						1(dep)	*1	
A. Cregan	3			1				2						*2	
J. Dockerill	3								1				3		
D. Edgar	3					1(1Ap)						0(1Ap)			
M. Francis	3		3(1Ap)				1(dep)			**1					
A. Whitelock Gibbs	3			1			1						1(dep)	*2	
P. Golds	3			1	2(1Ap)									*7	
S. Haque	3	3						0(2Ap)							
C. Harrisson	3			1				2	1						
D. Hassell	3					2	1					1(dep)	3		
S. Islam	3		3(1Ap)										3		
D. Jones	3				3	1(1Ap)									

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

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

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

\*\*\* As required

**MEMBERS' ATTENDANCE – 30<sup>TH</sup> MAY – 30<sup>TH</sup> SEPTEMBER 2014**

**(14/15 municipal year)**

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee	***Apts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
<b>Total Held</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1 (+1 cancelled)</b>	<b>1</b>	<b>0</b>	<b>1 (+1 cancelled)</b>	<b>3</b>	<b>*9</b>	<b>2</b>
A. R. Khan	3	2(1Ap)										1			
R. Khan	3	3													
S. Khatun	3		2(2Ap)									1			
A. Miah	3				3		0(1Ap)			**1					
H. Miah	2 (1Ap)							1(1Ap)		**0(1Ap)			1(dep)		
Md. A. Miah	3							2							2
M. Mufti Miah	3			1		0(1Ap)	1								
M. Maium Miah	3				3					**0(1Ap)			1 (1Ab, 1Ap)		
M. Mukit	3														
M. Mustaquim	3			1						**1			2(1Ap)	*3	
J. Peck	3				3		0(1Ap)								
J. Pierce	3				3			1(dep)		**1			1(2) (1Ap)	*1	
L. Rahman (Mayor)	3	3													
O. Rahman	3	3							1			0(1Ap)			
G. Robbani	3	3													1(1Ap)
C. Ronald	2(2)														
R. Saunders	3				1(dep)										
H. Uddin	3			0(1Ap)						**1			2(2)		
A. Wood	3		1(1)				1			**1					1(1)

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

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

\*\*\* As required

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  
(28<sup>TH</sup> MAY 2013 – 30<sup>TH</sup> SEPTEMBER 2014)**

	Declaration of Interest Update Received & updates:	Mandatory Training for 2014/15								Non-mandatory Learning & Development Seminars attended 29/05/13 – 30/09/14 Max = 4 )
		Induction Day	Info Gov & ICT	Media Awareness & Ethics & Standards	Appeals	Planning & Probity	Scrutiny	Licensing & Chairing skills	Appointments (NOT YET HELD)	
Ohid Ahmed	28.5.14	Yes	No	No						0
K. U. Ahmed	28.5.14	Yes	Yes	Only E&S				Yes		0
R. Ahmed	5.6.14	Yes	Yes	Only MA&C		??		TBA		0
S. Ahmed	28.5.14	Yes	No	No	Yes	Yes	Yes	Yes		2
M. Alam	28.5.14	Yes	Yes	No		Yes	Yes	Yes		1
S. Alam	11.6.14	Yes	Yes	Only MA&C		Yes	No	TBA		3
A. Ali	22.6.14	Yes	Yes	Only MA&C		Yes		Yes		1
S. Ali	11.6.14	Yes	No	Only E&S						0
A. Asad	20.6.14	Yes	No	Only MA&C						0
C. Aston	22.6.14	Yes	Yes	Only E&S			TBA			0
A. Begum	28.5.14	Yes	Yes	Only E&S	Yes	Yes	Yes	Yes		0
R. Blake	7.6.14	Yes	No	No				Yes		0
C. Chapman	9.7.14	N/A	N/A	N/A	Yes	Yes				0
D. Chesterton	7.7.14	N/A	N/A	N/A	Yes		TBA			2
A. Choudhury	22.6.14	Yes	No	Only MA&C						0
G. K. Choudhury	10.6.14	Yes	Yes	No		Yes		Yes		1
A. Cregan	2.6.14	Yes	Yes	Only E&S		Yes		Yes		0
J. Dockerill	28.5.14	Yes	Yes	No	TBA	Yes				1
D. Edgar	28.5.14	Yes	Yes	Only E&S						1
M. Francis	11.6.14	Yes	No	No	Yes	Yes				0
A. Whitelock Gibbs	20.6.14	Yes	No	No		Yes		Yes		0
P. Golds	21.6.14	Yes	No	No	Yes		Yes	Yes		1
S. Haque	28.5.14	Yes	No	Only MA&C						0
C. Harrisson	28.5.14	Yes	Yes	Only E&S				Yes		1
D. Hassell	1.9.14	Yes	Yes	Only E&S		Yes		Yes		1

	Declaration of Interest Update Received & updates:	Mandatory Training for 2014/15								Non-mandatory Learning & Development Seminars attended 29/05/13 – 30/09/14 <b>Max = 4</b> )
		Induction Day	Info Gov & ICT	Media Awareness & Ethics & Standards	Appeals	Planning & Probity	Scrutiny	Licensing & Chairing skills	Appointments (NOT YET HELD)	
S. Islam	9.6.14	No	No	Only E&S		Yes		Yes (chairing)		0
D. Jones	20.6.14	No	Yes	No		Yes				2
A. R. Khan	28.5.14	Yes	Yes	Yes						0
R. Khan	28.5.14	Yes	No	No						0
S. Khatun	28.5.14	Yes	Yes	Only E&S		Yes				0
A. Miah	22.6.14	Yes	Yes	No	Yes		Yes			2
H. Miah	23.6.14	No	No	No		Yes				0
Md. A. Miah	28.5.14	Yes	Yes	Only MA&C	TBA					0
M. Mufti Miah	28.5.14	Yes	Yes	Only E&S				Yes		1
M. Maium Miah	16.8.14	Yes	Yes	Only MA&C	TBA	Yes	Yes			0
M. Mukit	28.5.14	Yes	Yes	No	Yes					0
M. Mustaquim	11.6.14	Yes	Yes	No	Yes	Yes	TBA	Yes		2
J. Peck	20.6.14	No	No	No			Yes			0
J. Pierce	28.5.14	No	No	Only E&S	Yes	Yes	Yes			0
L. Rahman (Mayor)	22.7.14	N/A	N/A	N/A						0
O. Rahman	20.6.14	No	No	No						0
G. Robbani	28.5.14	Yes	No	No						2
C. Ronald	24.7.14	N/A	N/A	N/A						2
R. Saunders	28.5.14	Yes	No	Only E&S			TBA			1
H. Uddin	2.6.14	Yes	Yes	Only MA&C	Yes			TBA		1
A. Wood	28.5.14	Yes	Yes	Yes	Yes	Yes	Yes			1