

Standards Advisory Committee



Thursday, 25 November 2021 at 6.30 p.m.

Committee Room One - Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Full Agenda Pack

Chair: John Pulford MBE

Members

Vice-Chair: Fiona Browne

Denzil Johnson, Nafisa Adam, Mike Houston, Councillor Rajib Ahmed, Councillor Mufeedah Bustin, Councillor Rabina Khan, Councillor James King and Councillor Abdal Ullah

Observers (Independent Persons):

Elizabeth Marshall MBE (Independent Person) and Rachael Tiffen (Independent Person)

Substitutes:

Councillor Marc Francis, Councillor Denise Jones and Councillor Puru Miah

[The quorum for Standards Advisory Committee is 3 Members including one Councillor and one Co-optee]

Further Information

Reports for consideration, meeting contact details, public participation and more information is available on the following pages.



Public Information

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The public are welcome to view this meeting through the Council's webcast system.

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Meeting Webcast

The meeting is being webcast for viewing through the Council's webcast system.

<http://towerhamlets.public-i.tv/core/portal/home>

Contact for further enquiries:

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Web:<http://www.towerhamlets.gov.uk/committee>

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Standards Advisory Committee

Thursday, 25 November 2021

6.30 p.m.

**PAGE
NUMBER(S)**

APOLOGIES FOR ABSENCE

1. DECLARATIONS OF INTEREST

5 - 6

Members are reminded to consider the categories of interest in the Code of Conduct for Members to determine whether they have an interest in any agenda item and any action they should take. For further details, please see the attached note from the Monitoring Officer.

Members are reminded to declare the nature of the interest and the agenda item it relates to. Please note that ultimately it's the Members' responsibility to declare any interests and to update their register of interest form as required by the Code.

If in doubt as to the nature of your interest, you are advised to seek advice prior to the meeting by contacting the Monitoring Officer or Democratic Services

2. MINUTES OF THE PREVIOUS MEETING(S)

7 - 12

To confirm as a correct record the minutes of the meeting of the Standards Advisory Committee held on Thursday 30 September 2021.

3. REPORTS FOR CONSIDERATION

3.1 Code of Conduct Complaint Monitoring

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3.2 Draft Member Induction Plan 2022

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3.3 Register of Gifts and Hospitality - Quarterly Update

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3.4 Dispensations under Section 33 of the Localism Act 2011

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3.5 Review of the Effectiveness of the Standards Advisory Committee

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4. **WORK PLAN**

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

To consider any other unrestricted business that the Chair considers to be urgent.

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

In view of the contents of the remaining items on the agenda the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972.”

NOTE: EXEMPT/CONFIDENTIAL SECTION (Pink Papers)

The exempt committee papers in the agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

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

To consider any other exempt/ confidential business that the Chair considers to be urgent.

Next Meeting of the Committee:

Thursday, 10 February 2022 at 6.00 p.m. to be held in the Committee Room One - Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Agenda Item 1

DECLARATIONS OF INTERESTS AT MEETINGS– NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Code of Conduct for Members at Part C, Section 31 of the Council's Constitution

(i) Disclosable Pecuniary Interests (DPI)

You have a DPI in any item of business on the agenda where it relates to the categories listed in **Appendix A** to this guidance. Please note that a DPI includes: (i) Your own relevant interests; (ii) Those of your spouse or civil partner; (iii) A person with whom the Member is living as husband/wife/civil partners. Other individuals, e.g. Children, siblings and flatmates do not need to be considered. Failure to disclose or register a DPI (within 28 days) is a criminal offence.

Members with a DPI, (unless granted a dispensation) must not seek to improperly influence the decision, must declare the nature of the interest and leave the meeting room (including the public gallery) during the consideration and decision on the item – unless exercising their right to address the Committee.

DPI Dispensations and Sensitive Interests. In certain circumstances, Members may make a request to the Monitoring Officer for a dispensation or for an interest to be treated as sensitive.

(ii) Non - DPI Interests that the Council has decided should be registered – (Non - DPIs)

You will have 'Non DPI Interest' in any item on the agenda, where it relates to (i) the offer of gifts or hospitality, (with an estimated value of at least £25) (ii) Council Appointments or nominations to bodies (iii) Membership of any body exercising a function of a public nature, a charitable purpose or aimed at influencing public opinion.

Members must declare the nature of the interest, but may stay in the meeting room and participate in the consideration of the matter and vote on it **unless:**

- A reasonable person would think that your interest is so significant that it would be likely to impair your judgement of the public interest. **If so, you must withdraw and take no part in the consideration or discussion of the matter.**

(iii) Declarations of Interests not included in the Register of Members' Interest.

Occasions may arise where a matter under consideration would, or would be likely to, **affect the wellbeing of you, your family, or close associate(s) more than it would anyone else living in the local area** but which is not required to be included in the Register of Members' Interests. In such matters, Members must consider the information set out in paragraph (ii) above regarding Non DPI - interests and apply the test, set out in this paragraph.

Guidance on Predetermination and Bias

Member's attention is drawn to the guidance on predetermination and bias, particularly the need to consider the merits of the case with an open mind, as set out in the Planning and Licensing Codes of Conduct, (Part C, Section 34 and 35 of the Constitution). For further advice on the possibility of bias or predetermination, you are advised to seek advice prior to the meeting.

Section 106 of the Local Government Finance Act, 1992 - Declarations which restrict Members in Council Tax arrears, for at least a two months from voting

In such circumstances the member may not vote on any reports and motions with respect to the matter.

Further Advice contact: Janet Fasan, Divisional Director, Legal Services and Monitoring Officer,
Tel: 0207 364 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	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	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— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
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	Any tenancy where (to the Member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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.

LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE STANDARDS ADVISORY COMMITTEE

HELD AT 6.05 P.M. ON THURSDAY, 30 SEPTEMBER 2021

**COMMITTEE ROOM ONE - TOWN HALL, MULBERRY PLACE, 5 CLOVE
CRESCENT, LONDON, E14 2BG**

Members Present at the meeting:

Councillor Rajib Ahmed

Member In Attendance remotely

Councillor Rabina Khan

Co-opted Members Present at the meeting:

John Pulford MBE (Chair)
Fiona Browne (Vice-Chair)

Co-opted Members In Attendance remotely

Nafisa Adam
Mike Housing

Apologies:

Denzil Johnson (Co-optee)
Councillor Mufeedah Bustin
Councillor James King
Councillor Abdal Ullah

Others Present at the meeting:

Janet Fasan – (Director of Legal and Monitoring Officer)
Matthew Mannion – (Head of Democratic Services)

Officers In Attendance remotely:

Patricia Attawia – (Democratic Services Team Leader (Civic and Member))

1. DECLARATIONS OF INTEREST

There were no Declarations of Disclosable Pecuniary Interests.

2. MINUTES OF THE PREVIOUS MEETING

RESOLVED

1. That the unrestricted minutes of the meeting held on 1 July 2021 be approved and signed by the Chair as a correct record of proceedings.

3. REPORTS FOR CONSIDERATION

3.1 Update on the new Member Code of Conduct

Janet Fasan, Director of Legal and Monitoring Officer, introduced the report on progress developing the new Member Code of Conduct. She reminded the Committee that previous versions had been presented at recent meetings and that the previous meeting in July had agreed a potential final draft of the new Code. The only outstanding matter was to await the Local Government Association's published guidance to see if any changes should be made following that.

The guidance had now been published and had been incorporated into the Code with links to the relevant sections of the guidance spread throughout the document. However, no substantive text changes were seen as necessary. With the agreement of the Chair, the draft Code had therefore been circulated to the political groups asking for comment.

Only limited feedback had been received (and any that was received was generally positive) and so it was now proposed, subject to the agreement of the Committee, to submit the final Code to Council for adoption.

It was suggested that Council should be asked to adopt the new Code from the May 2022 local elections to avoid causing confusion in the short period before the elections were due to take place.

Following discussion, the Committee welcomed the new Code and thanked the Members of the working group for their efforts in preparing the new version. It was unanimously agreed that the proposed Code should be approved and forwarded to Council for adoption.

RESOLVED

1. That the new Member Code of Conduct be approved and forwarded to Council for adoption, with the date of adoption to be set at Friday 6 May (following the 2022 local elections).

3.2 Member Learning and Development Update

Matthew Mannion, Head of Democratic Services, introduced the annual update report on Member Learning and Development. He highlighted that the report covered three main areas:

- Listing training and development which had taken place over the last year and plans for the next few months.
- Begins the discussion on plans for the Member Induction programme after the 2022 local elections.
- Notes the new Member email bulletin had launched and how that can be developed in future.

The Committee discussed the report and noted a number of points including:

- There had only been a few responses to the Member survey on learning and development needs which was disappointing. It was agreed that officers would follow this up.
- It would be good to ensure that co-opted Members were invited to the relevant Member Induction training sessions.
- Whether some training, such as council finance, should be mandatory for Members in certain positions/roles.
- It was useful to attend the Member Induction sessions regardless of how long the Member had been serving.
- A draft of the new Induction plan will be brought to the next Standards Advisory Committee meeting.

RESOLVED

1. That the report be noted.

3.3 Register of Gifts and Hospitality - Quarterly Update

Patricia Attawia, Democratic Services Team Leader (Civic and Member), introduced the regular update on Member declarations of gifts and hospitality. She informed the Committee that a reminder, emails and phone calls had recently been sent out to Members to check their declarations list. Only one Member had yet to provide an update within the last six months but the team would be continuing to chase after this meeting.

The Chair noted that there were only two declarations in the report due to Covid although it was explained that a few had been submitted more recently which would be listed in the next report.

The Committee discussed the report and, in particular, noted the modern tradition of a very fancy cake being donated for the Speaker's Reception.

RESOLVED

1. That the report be noted.

3.4 Review of the Member / Officer Protocol

Janet Fasan, Director of Legal and Monitoring Officer, introduced the report proposing the establishment of a working group to review the Member/Officer Relations Protocol. She explained that this document was in effect a supplement to the Code of Conduct and now that the new Code was complete it was the appropriate time to review the Member / Officer relations protocol. The existing protocol was attached at Appendix 1 to the report.

The Chair noted that the Protocol was in need of an update and welcomed the opportunity to set up a working-group to look at it. During discussion it was noted:

- The protocol was now in an older 'style' compared to the new Code of Conduct.
- The Member to Member Relations Section should be improved.
- It wasn't clear in the protocol who had accountability for which decisions.
- The referenced Member Service Guide needed considering
- The section on Political Assistants should include a description of that role.
- It wasn't always appropriate for officers to seek informal resolution of issues with Members.
- It was worth considering the best way of dealing with issues around the Chief Executive role.

The Monitoring Officer thanked everyone for their contributions and agreed to establish the working group.

RESOLVED

1. That a working group be established to review the Member / Officer Relations Protocol and to report back to the Committee on the conclusion of its work.

4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

Work Plan

Matthew Mannion, Head of Democratic Services, took the Committee through their workplan.

He explained that two reports had not been included on the agenda for this meeting:

- Effectiveness of the Standards Advisory Committee – deferred to the next meeting.
- Update on Member Enquiries – this will follow on from a planned discussion at the General Purposes Committee.

For the next meeting there were a number of potential reports including on:

- Strengthening local democracy
- Member induction planning
- Guidance on serving on outside bodies

As well as a number of regular reports.

Discussions would take place with the Chair on an appropriate final agenda list.

Matthew Mannion also provided a couple of other updates:

- The General Purposes Committee would be receiving a report proposing to make the Constitution clearer that the Standards Advisory Committee has the ability to submit reports to Council on matters of concern should it so wish.
- Full Council the previous week had approved extensions to the appointments of four Co-optees (John Pulford, Fiona Browne, Mike Houston, Nafisa Adam) to 30 September 2025.

The Chair updated the Committee on a couple of matters:

- He had provided an update to July Council on the last year's Standards Advisory Committee Annual Report. He provided this through a virtual arrangement although the technology was not as strong as hoped.
- He and Elizabeth Hall, the Independent Person (IP), had met with the Chief Executive to discuss the recent Senior Leadership Review. The Chair and IP were happy with the response content and tone from the Chief Executive and welcomed his engagement with their concerns.

Janet Fasan, Monitoring Officer, updated the Committee that the Council had run an initial recruitment exercise for a new Independent Person but this had not been successful. A second round was being planned and the Communications Team were helping draft a more eye-catching advert.

Finally, the Monitoring Officer was asked to report back on the question of what role the Council had on monitoring the activities of election candidates, especially independent candidates.

5. EXCLUSION OF THE PRESS AND PUBLIC

Nil items.

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

The meeting ended at 7.00 p.m.

Chair,
Standards Advisory Committee

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<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 25th November 2021</p>		 <p>TOWER HAMLETS</p>
<p>Report of: Director of Legal and Monitoring officer</p>		<p>Classification: Open (Unrestricted)</p>
<p>Code of Conduct for Members - Complaint Monitoring</p>		
<p>Originating Officer(s)</p>	<p>Janet Fasan – Director of Legal & Monitoring Officer</p>	
<p>Wards affected</p>	<p>(All Wards)</p>	

Special Circumstances Justifying Urgent Consideration

The report was not ready for circulation with the agenda due to the need to collate some additional information in relation to the list of cases. However, this report is just for noting, no decision is required and it is important that the Committee have sight of progress on code of conduct complaints against Members.

Executive Summary

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:

Note the content of this report and 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 1st July 2021. Since that report there have been **5** new complaints of alleged breach of the Code of Conduct, of which **1** has been closed. A breakdown of the complaints is contained in Appendix 1.

4.0 EQUALITIES IMPLICATIONS

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

5. OTHER STATUTORY 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 details the framework used by the Monitoring Officer to provide quarterly reporting of Members complaints via the Advisory Committee and the number and nature of complaints, as per para 1.1
- 6.2 There are no financial implications arising from this report. However in the event that the Council agrees further action in response to this report, then approval for any further resources will need to be approved using existing financial regulatory rules prior to the making of any financial commitment.

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.

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

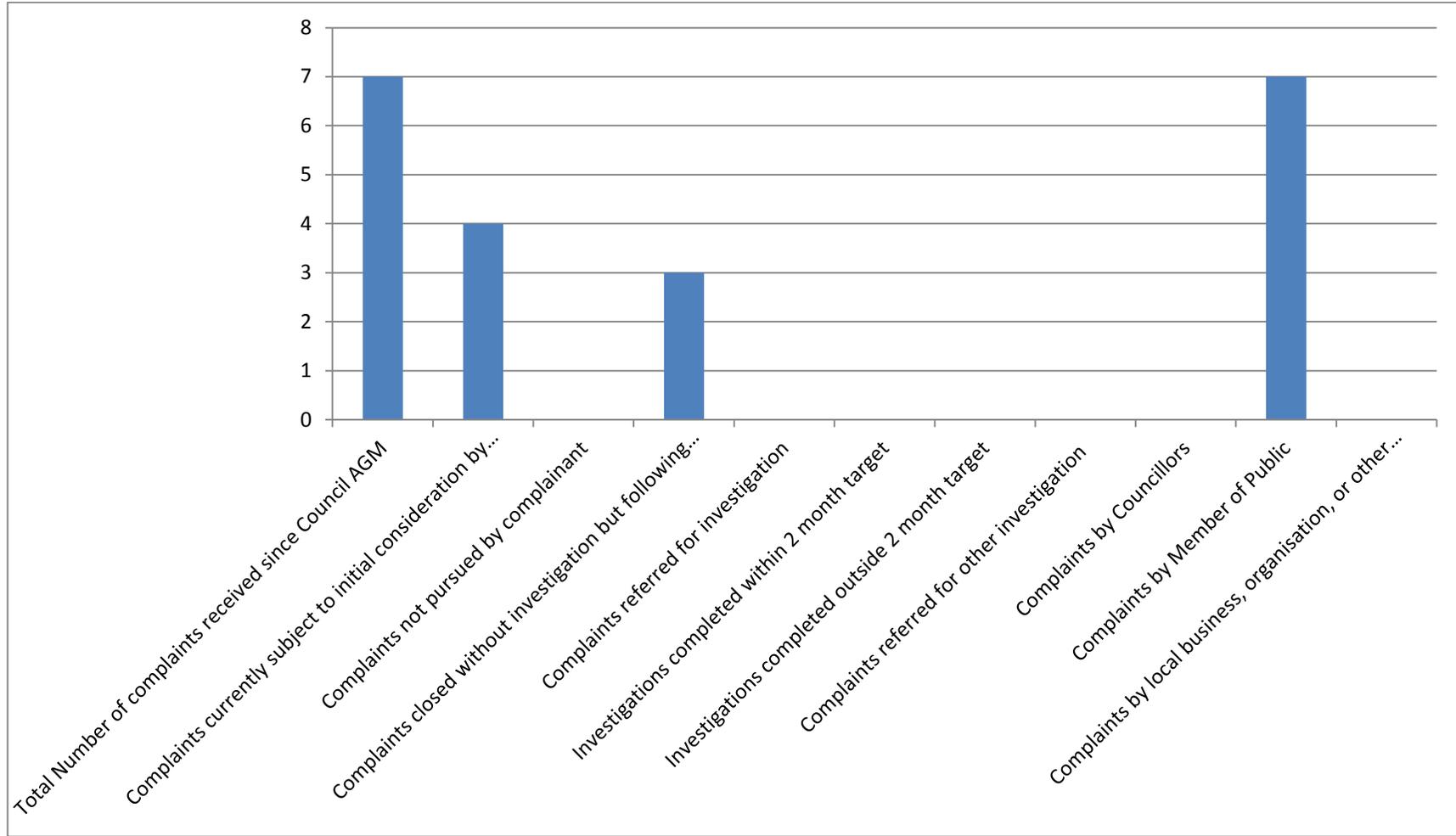
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APPENDIX 1

Code of Conduct for Members - complaints and investigation monitoring information – municipal year 2021

Complaints since May 2021:	07
Complaints currently subject to initial consideration by MO and IP:	04
Complaints not pursued by complainant:	00
Complaints closed without investigation but following consultation with IP:	03
Complaints referred for investigation as potential breach of the Code:	00
Investigations completed within 2 month target:	00
Investigations completed outside 2 month target:	00
Complaints referred for other investigation (police, audit etc.)	00
<u>Complainants</u>	
Councillors:	00
Member of Public:	07
Local business, organisation, or other body:	00

Code of Conduct Complaints 2020/2021



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
001/2021	20/05/2021	Member of Public	Elected Member	Alleged complaint – Cllr’s failure to respond to residents emails and calls. All emails are being ignored by the Cllr.	Target Date: 03/06/2021 21/05/2021 – Acknowledgment email sent to complainant. 16/06/2021 – Email sent to Cllr to provide Initial response to MO. 22/06/2021 – Chaser email sent to Cllr. 01/07/2021 – SMSO spoke to Cllr on the phone requesting a			Closed	

response of emails sent on 16/06/2021.

01/07/2021 Initial response received from Cllr.

05/08/2021 Further clarification requested from the Cllr in regard to emails sent from the complainant.

23/09/2021 After many chasers Interim Monitoring Officer managed to discuss matter with Cllr over the phone.

29/09/2021
Consulted
with I.P

01/10/2021
Outcome sent
via email to
complainant.

Cllr
apologised for
not
responding
directly to the
emails as the
correspon-
den-
ce had other
members
including the
late Ward
member who
would usually
respond to
these queries.

IMO has
reminded Cllr
to check and
acknowledge
correspon-
den-
ce that is sent

number	by Monitoring Officer		opted Member(s)	and potential breach(es) of the Code of Conduct	outcome of consultation with IP	investigation commenced and investigation status	and outcome	status	up
002/2021	12/06/2021	Member of Public	Elected Member	<p>Alleged complaint – Not responding professionally to a query sent by the complainant's solicitor.</p> <p>Complainant alleges that it is due to the Cllr sharing a personal relationship with the party in question.</p>	<p>Target Date: 25/06/2021</p> <p>22/06/2021 – Email sent to complainant to confirm the details of the 'incident' and provide details of the party in question.</p> <p>23/06/2021 – response from complainant received with details relating to an incident with neighbour.</p> <p>01/07/2021 – Official acknowledge ment email</p>			Closed	

					<p>sent to complainant.</p> <p>01/07/2021 – Initial response received from Cllr.</p> <p>03/08/2021 – Outcome letter sent to both complainant and Cllr.</p> <p>Cllr acted appropriately in declining to look into the incident because of confliction of interest. In reaching this conclusion, The IMO has also taken into account the fact that alternative sources of</p>				
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number	by Monitoring Officer		opted Member(s)	and potential breach(es) of the Code of Conduct	outcome of consultation with IP	investigation commenced and investigation status	and out-come	status	up
003/2021	16/09/2021	Member of the Public	Elected Member	<p>Alleged complaint – Queries raised during a meeting held on 14 Sep 2021 for residents.</p> <p>Complainant found the meeting hostile and raised concerns via email with Cllr who was present at the meeting.</p> <p>Complainant has alleged to have found some of the response inappropriate and therefore in their opinion the Cllr has breached Code of Conduct in regard to duty when representing constituents.</p>	<p>Target Date: 30/09/2021</p> <p>22/09/2021 Request sent to Cllr for an Initial response.</p> <p>23/09/2021 Initial response received from Cllr</p> <p>01/10/2021 Consultation with IP</p> <p>21/10/2021 – Further details of the event requested from both complainant and Cllr.</p>			Open	

					<p>21/10/2021 – Details received from Cllr.</p> <p>24/10/2021 – Details received from Complainant</p> <p>27/10/2021 – Consultation with IP</p> <p>28/10/2021 – Additional Information requested from Complainant & Cllr</p> <p>17/11/2021 – Request for further details from complainant & Cllr.</p> <p>17/11/2021 – Responses</p>				
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					<p>from both Complainant & Cllr received.</p> <p>18/11/2021 – Correspondences received on 17/11 forwarded to I.P to review and request made to arrange a time to meet MO for consultation.</p>				
Reference number	Date received by Monitoring	Complainant	Elected/Co-opted	Nature of Complaint and potential	Date and outcome of	Date investigation	Hearing and out-	Current status	Follow up

	Officer		Member(s)	breach(es) of the Code of Conduct	consultation with IP	commenced and investigation status	come		
004/2021	22/09/2021	Member of the Public	Elected Member	<p>Alleged Complaint – Cllr not acted with integrity and honesty.</p> <p>Has breached data protection by going to a private company engaged by the council to consult and implement road closures and has encouraged them to ignore my enquiries in regard to the 'consultation'</p>	<p>Target Date: 06/10/2021</p> <p>24/09/2021 Acknowledgment email sent to complainant. IMO also requested additional information mentioned in the original complaint.</p> <p>08/10/2021 – Chaser email sent to complainant.</p> <p>08/10/2021 – A response was received by complainant, however it was in relation</p>			Open	

to another matter

14/10/2021 – SMSO responded to email received on 8/10 and clarified that DMO is awaiting additional information and the email received on 8/10 relates to another matter.

25/10/2021 – Chaser email sent to complainant.

25/10/2021 – Further details received from complainant as requested.

05/11/2021 –

					<p>Request of an update received from complainant.</p> <p>18/11/2021 – Initial response from Cllr requested. Cllr provided with extract of complaint form and additional documents received from complainant.</p> <p>18/11/2021 – Response to complainant sent advising matter under investigation and MO will be in contact with next steps.</p>				
Reference number	Date received by Monitoring	Complainant	Elected/Co-opted	Nature of Complaint and potential	Date and outcome of	Date investigation	Hearing and out-	Current status	Follow up

	Officer		Member(s)	breach(es) of the Code of Conduct	consultation with IP	commenced and investigation status	come		
005/2021 (Potentially related to an old case – SMSO to check archive)	28/09/2021	Member of the Public	Elected Member	Alleged complaint – Cllr’s behaviour against disability. Not following the equality act 2010 legislation regarding disabled people including the care act 2014 Legislation.	Target Date: 12/10/2021 30/09/2021 – Acknowledgment email sent. 30/09/2021 – Request for initial response sent to Cllr 26/10/2021 – Consultation with I.P 28/10/2021 – Outcome letter sent to complainant Complaint does not demonstrate a breach of the code.			Closed	

					01/11/2021 – Outcome Letter sent to Cllr.				
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	Hearing and outcome	Current status	Follow up

						investigation status			
006/2021	27/09/2021	Member of Public	Elected Member	<p>Alleged complaint – Breach of GDPR by Cllr with a social media feed.</p> <p>Cllr refusing to remove analytics that was posted.</p>	<p>Target date: 11/10/2021</p> <p>30/09/2021 – Acknowledgment email sent.</p> <p>30/09/2021 – Request for initial response sent to Cllr.</p> <p>13/10/2021 – Initial response received from Cllr.</p> <p>15/11/2021 – Correspondences sent to I.P to review and then set-up a consultation meeting.</p>			Open	

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
007/2021	9 Nov 2021	Member of	Elected	Alleged complaint –	Target Date:			Open	

		Public	Member	Cllr failing to register that they own an HMO in the borough.	<p>23/11/2021</p> <p>15/11/2021 – Acknowledgment email sent.</p> <p>15/11/2021 – Request for Initial response sent to Cllr</p> <p>16/11/2021 – Telephone meeting between Director of Legal & MO and Cllr.</p> <p>19/11/2021 – Consultation meeting with IP.</p>				
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<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 25 November 2021</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Janet Fasan, Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>Draft Member Induction Plan 2022</p>	

Originating Officer(s)	Matthew Mannion, Head of Democratic Services
Wards affected	(All Wards);

Executive Summary

Following an initial discussion at the last Standards Advisory Committee meeting, this report allows the Committee to review and comment on an early draft of the 2022 Member Induction plan.

The plan covers all aspects of inducting Councillors following the May 2022 local elections from administrative tasks such as collecting IDs and updating the website through to a programme of seminars to introduce Councillors to the main aspects of the Council's work.

The plan also notes those seminars which could potentially be opened up to relevant co-opted Members.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review and comment on the report and attached appendices.

1. REASONS FOR THE DECISIONS

- 1.1 The Standards Advisory Committee receives an annual report on Member Learning and Development. As the Member Induction Programme is a key feature of the Learning and Development Programme it was agreed to present a stand-alone report on this topic to allow the Committee to review and comment in more detail as part of the wider consultation exercise taking place in respect of the Induction planning.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee are welcome to make any suggestions as to the content and nature of the Member Induction Programme.

3. DETAILS OF THE REPORT

- 3.1 Planning has begun on the Member Induction programme for 2022, with a cross directorate working group being set up to identify the areas that need to be covered. Councillors, officers and the Standards Advisory Committee are also being consulted for their feedback and suggestions.

- 3.2 Key criteria for developing the plan include:

- Ensuring statutory requirements are met quickly.
- Giving directorates an opportunity to introduce themselves and their services to Members.
- Creating a timetable that provides information efficiently without overloading Members with too much information too early.
- Ensuring the exercise is valuable to Members and isn't just about the Council passing on data/information.
- Considering how new technology can help support the programme in ways that were not possible in 2018.

- 3.3 The key elements of the 2018 programme and current good practice around member induction will inform the programme for next year.

- 3.4 In general, feedback from 2018 was good and it is intended to use the 2018 plan as the basis for this year. The plan will though be updated and the following have already been highlighted as beneficial changes:

- Discussions and training with the London Member Development Network has highlighted that best practice is to not rush to include all the seminars and briefings in the first few weeks as it is very difficult for new Councillors to take in all that information so quickly. It is seen as much better to provide the absolute essentials straight away and then gradually work through the rest of the content over the next few months.
- New technology not available in 2018 means that it will now be possible to run briefings and seminars virtually through Teams rather than always requiring attendance at the town hall. This should help to encourage attendance and better fit in with the Councillors' other commitments.
- The plan considers those sessions which would be relevant for co-opted Members.
- The introduction of sessions led by Members is being looked at, including an 'introduction to being a councillor' seminar run by experienced councillors as well as a 'meet the Mayor' opportunity for

new Members to talk to the Mayor and gain a better understanding of how they engage with the Elected Mayor position.

Covid-19 Pandemic

- 3.5 Any potential impact of the Covid-19 pandemic is being monitored but for the moment the plans work on the basis that key parts of the programme will be able to take place in person at the town hall.

Consultation

Preparing the plan / consultation

- 3.6 A cross-directorate working group of officers is leading the review of the Induction Plan. This groups is meeting regularly and is currently working through different aspects of the plan until everything is covered.
- 3.7 In addition feedback has been sought from Member Seminars (for information, the PowerPoint slides used at those Seminars are included as Appendix 3 to this report) and reports are being presented to DLTs and CLT. CLT in particular play and important role in reviewing and signing off the Induction Plan. The final programme will be signed off by the General Purposes Committee with a report to its January 2022 meeting, and if necessary to its March 2022 meeting.
- 3.8 This report to the Standards Advisory Committee is also part of the consultation exercise.
- 3.9 Feedback from the Member Seminars: a lot of useful feedback was provided at the Member seminars which will be incorporated into the final plan. Highlights include:
- Strong support for spacing out the seminar programme.
 - Important that some functional training (e.g. in how to submit Member Enquiries) is provided straight away.
 - Think about the information made available in advance of the election such as a rough guide to being a councillor. Think about expectation management.
 - Think about running basic 'how to' sessions early and then follow up with 'how to do it well' type sessions later. A session on Councillor safety should also be planned for early in the programme.
 - Ensure Public Health and Adult Services are properly covered.
 - Hybrid training may be the most useful option
 - How to best keep Members in touch with how services operate, maybe include 'shopfloor' visits to help them understand how services operate as opposed to just seeing outcomes.
 - Think about how to use Members to help present sessions.

Elements of the Induction Plan

- 3.10 The Induction Plan has a number of elements:

- Admin and setup – IDs cards, laptops, emails, website, forms, etc
- Statutory – Register of Interests, Code of Conduct, certain committee training, Acceptance of Office etc.
- Orientation and Introductions – welcome evening, meet CLT, Mayor etc
- Training and Seminars – the largest section involves the seminar programme and training on topics such as ICT and using the Member Enquiries portal.

3.11 The Appendices to this report cover the elements of the Induction programme. Appendix 1 sets out the seminar programme and this is the main segment for discussion at the Committee meeting.

3.12 Appendix 2 then sets out the remainder of the plan including administrative and other tasks.

Feedback and next steps

3.13 Having reviewed the content of this report and appendices, the Committee are asked to comment on the plans set out. Any feedback received will be considered alongside feedback from officers and Members generally to help finalise the plan for eventual agreement by the General Purposes Committee.

4. EQUALITIES IMPLICATIONS

4.1 A strong Member Induction programme is important in helping to ensure that Members from all communities and backgrounds are able to undertake their role effectively.

4.2 Specific training will also be included to help Members consider equalities issues whilst undertaking their roles including when taking decisions or dealing with constituents.

5. OTHER STATUTORY 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.
- Data Protection / Privacy Impact Assessment.

5.2 There is a Best Value risk to the Council and a risk to its decision making and leadership capabilities if the Member Induction plan is not effectively.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 Any associated costs will be minimal and accommodated within existing budgets.

7. COMMENTS OF LEGAL SERVICES

7.1 Section 111 of the Local Government Act 1972 permits local authorities to do anything which is calculated to facilitate the discharge of any of their functions. The matters referred to in this report comply with the above legislation.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – Draft Seminar Programme 2022
- Appendix 2 – Draft Programme for all other aspects of the Member Induction plan
- Appendix 3 – Powerpoint slides from the Member Seminar consultation exercise

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:

N/A

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Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees ?
C/E	Communications	Media and Communications & Social Media Comms overview	Functional	Seminar	What Comms do, Comms strategy, how to plug into it, website, social media etc also include social media policy, dos and don'ts etc.	Mandatory (for all Members)	?
Resources/Governance	Democratic Services	So you've become a Councillor...	Functional	Seminar	An introductory seminar led by two experienced Councillors looking at the reality of being a Councillor, what to expect, the pitfalls to watch out for etc.	For new Members (not mandatory)	N
C/E	Strategy	Promoting equalities & Diversity	Service	Seminar		Mandatory (for all Members)	Y
C/E	Strategy	Effective Scrutiny	Functional	seminar	In addition to the more technical aspects of the function, this session will cover the growing importance and impact scrutiny has and will continue to have beyond the town hall and on communities and services as a whole. It would cover: <ul style="list-style-type: none"> · The role of scrutiny, arrangements at LBTH, skills, etc. · What is scrutiny and how it works in Tower Hamlets · An opportunity for members to raise possible areas for scrutiny for inclusion in 2022/23 work programmes. · How to interpret data · Effective questioning · Following the corporate thread – strategy-> plan -> KPIs 	Mandatory (for all Members)	Y
Children's	Children's	Corporate Parenting and Safeguarding Children	Service	Seminar	<ul style="list-style-type: none"> · Corporate Parenting · Child protection · Children safeguarding issues 	Mandatory (for all Members)	P
HAC	Adult Social Care	An Introduction to Safeguarding Vulnerable Adults	Service	Seminar	<ul style="list-style-type: none"> · Adults safeguarding issues 	Mandatory (for all Members)	P
HAC	Civil Protection Unit	PREVENT and Civil Contingencies	Service	Seminar		Mandatory (for all Members)	N
HAC	Public Health	Public Health	Service	Seminar	<ul style="list-style-type: none"> · Delivering public health in Tower Hamlets 	All Members	P
Place	Public Realm	dealing wih Noise, Planning and Parking Issues waste	Service	Seminar		All Members	P

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees ?
Place	Housing	Housing	Service	Seminar	· Key contact numbers for priority service areas (e.g., Homelessness, Noise Nuisance etc) and coping strategies for urgent cases	All Members	P
Resources/ Governance	Customer Services	Customer Services	Service	Seminar		All Members	N
Resources/ Governance	Democratic Services	Chairing Skills	Functional	Seminar	· This session is for those members who are going to be chairing meetings. It will be run by an external provider with a history of working with Members. It will cover: · Why effective chairing is important · In-between meetings – the bigger picture · The key roles of the chair · Creating a presence in the room · Handling conflict · Effective communication	Mandatory for: -Speaker -all Committee Chairs	P
Resources/ Governance	Democratic Services Legal	Licensing Committee	Statutory	Seminar	· Licensing best practice and Code of Conduct · The licensing act · The gambling act · Licensing hearings	Mandatory (for all members of the Licensing Committee)	N
Resources/ Governance	Democratic Services	The Council Meeting	Functional	Seminar	Practical and interactive session going through the decision making process and the effective running of the Council meeting.	All Members	N
Resources/ Governance	Democratic Services Legal	How democracy works	Service	Seminar	· How democracy works: o Decision Making process in LBTH o Mayoral Model – how it works o Intro to the Constitution How policy is developed and how actions are taken (e.g. manifesto to policy to strategy to contract/procurement (how do you procure something like extra police) to action - time, challenges, who does what etc) Meet the Mayor - end the session with an opportunity for new Members to sit down with the Mayor and discuss how the role works and how they will interact with the Mayor (particularly encouraged for new Members of opposition groups).	Mandatory (for new Members)	N
Resources/ Governance	Democratic Services Legal	Development / Strategic Development Committee	Statutory	Seminar	· Planning: Principles and best practice; · Code of Conduct; · probity	Mandatory (for all Members of Planning Committee)	N

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees ?
Resources/ Governance	Democratic Services	Audit Committee	Statutory	Seminar		Mandatory (for all Members of Audit Committee)	N
Resources/ Governance	Democratic Services	Pensions Committee / Pension Board ?	Statutory	Seminar		Mandatory (for all Members of Pensions Committee / Pension Board)	N
Resources/ Governance	Finance	Understanding Council Finances	Service	Seminar		All Members	N
Resources/ Governance	Finance	Risk, Control & Fraud and Audit Committee	Service	Seminar	This session will provide an overview of the mechanisms in place to support and monitor good governance at Tower Hamlets and how Members could interact with these. It also covers how to mitigate risk and key role audit plays in the council. It would cover: <ul style="list-style-type: none"> · Governance framework · Risk management and Tower Hamlets · Implications · Internal audit · Anti-fraud · Whistleblowing · Training to be practical and include 'what to look for' 	Mandatory (for all Members)	N
Resources/ Governance	ICT	ICT Security and Internet policies	Functional	Seminar	<ul style="list-style-type: none"> · ICT Security and internet policies · Use of Council E-mail address and systems · Bespoke training depending on ability/knowledge 	Mandatory (for all Members)	N
Resources/ Governance	Information Governance	Information Security	Service	Seminar	<ul style="list-style-type: none"> · Information Security (include in Information Governance and 'need to know' sessions?) 	All Members	
Resources/ Governance	Information Governance	Right to information and 'need to know	Functional	Seminar	<ul style="list-style-type: none"> · Members' Rights to information/"need to know" and responsibilities re confidentiality 	Mandatory (for all Members)	
Resources/ Governance	Information Governance	GDPR and Data Protection	Service	Seminar	<ul style="list-style-type: none"> · Overview of Access to Information, GDPR/DPA, Freedom of Information Act 	Mandatory (for all Members)	N

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees ?
Resources/ Governance	Information Governance	MEs and casework management system Input of MEs and what is an ME ME and Complaints Protocol	Functional	Seminar	<ul style="list-style-type: none"> · A session to introduce and guide Members through the casework management system for member's enquiries and demonstrate the Members portal. · Hands-on input of enquiries to Members' Portal · How to frame questions Managing members' enquiries and complaints protocol	Mandatory (for new Members)	
Resources/ Governance	Legal	(Code of Conduct) Ethics and Probity	Functional	Seminar	It would cover <ul style="list-style-type: none"> · Legal context & ethical framework · Introduction to the Constitution and Code of Conduct/Member conduct, corporate responsibility/risk management/Member Officer Protocol · The role of standards advisory committee and the impact on members · DPI /G&H · Complaints and Investigations · Role of representatives on outside organisations · Procurement (code of conduct issues) · Working effectively with officers This practical and interactive session introduces Members to the Tower Hamlets code of conduct that guides and protects Members in their role	Mandatory (for all Members)	Y
Resources/ Governance	Democratic Services Legal	Outside Bodies	Functional	Seminar	What is O/B and the roles members to perform	All Members	N
Place	New Town Hall Project Team	Tour of the new Town Hall	Service	Seminar	A tour of the new Town Hall so Members can see the nearly completed building in advance of the move across	All Members	N
All	All	Q&A with the Directorates	Service	Seminar	A number of optional sessions to allow Members to ask questions of directorates and delve into areas as required following the completion of the main seminar programme.	All Members	?

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)
All	All	Setting the Scene at Tower Hamlets Meeting CLT Welcome Reception	Essential	Welcome evening	<ul style="list-style-type: none"> Elected Members and the Community Leadership role. Core Values, priorities and the story of Tower Hamlets Informal networking opportunity with Corporate Directors and Divisional Directors. 	Mandatory (for all Members)
ALL	All	Directorate Briefings - role, achievements, challenges & priorities -	Service	Welcome evening	Very brief introduction to: <ul style="list-style-type: none"> Successes, challenges and the financial outlook 	Mandatory (for all Members)
C/E	Communications	Adding Teams backdrops	Admin	Open afternoon Drop-in session	Teams backdrops for online meetings	Mandatory (new Members)
C/E	Communications	Official photos	Essential	Open afternoon Drop-in session	Have photograph taken	All Members
External		London New Councillor's Welcome Reception	Social	Reception	<ul style="list-style-type: none"> Presented by London Councils and held at London Guildhall give members an opportunity to network with other newly elected councillors learn about the pan-London local government scene Speakers from London Councils, the London Assembly and the City of London Corporation. The Mayor of London will also be invited. 	All Members
Place	Facilities	ID Cards	Essential	Open afternoon Drop-in session	Issue ID Cards -ID Card room access	Mandatory (new Members)
Place	Facilities	Tour of Town Hall	Service	Open afternoon Drop-in session	<ul style="list-style-type: none"> Tour of Town Hall (as applicable) Tour of New Town Hall (to be held later in the programme) 	New Members
Place/ Governance	Facilities Democratic Services	Room allocations	Admin	Preparation/Admin	Depending on election results, determine arrangements for group rooms etc.	n/a
Place	Facilities	Lockers and group room set up	Admin	Preparation/Admin	Work out how to clear out old members and allocate for new members	n/a
Resources/ Governance	Democratic Services	Signing of Acceptance of Office	Essential	Open afternoon Drop-in session	signing Acceptance of Office - if not completed at the Count	Mandatory (new Members)
Resources/ Governance	Democratic Services	Code of Conduct	Admin	Preparation/Admin	Code of Conduct – forwarded to all candidates	All Candidates
Resources/ Governance	Democratic Services	Welcome letter	Admin	Preparation/Admin	***need welcome letter, key dates and contacts	All Members

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)
Resources/ Governance	Democratic Services	Council AGM	Statutory	Committee	Including confirmation of Cabinet and Committee memberships.	New Members
Resources/ Governance	Democratic Services	Meeting DS and completing online forms	Essential	Open afternoon Drop-in session	· Meeting the CST (Councillor Support Team and Committee Team. Team members to assist Member in online completion of enrolments	Mandatory (new Members)
Resources/ Governance	Democratic Services	Introduction to essential apps Members' Casework Portal	Statutory	Open afternoon Drop-in session	· Demonstrations of essential Apps/websites and adding quick links - Members' hub (online handbook) · Mod.gov 1:1 for new + returning cllrs Members' Casework Portal	All Members
Resources/ Governance	Democratic Services	Surgeries	Functional	Open afternoon Drop-in session	· Members' Surgery – personal discussion re venues and personal safety and review the protocol	New Members
Resources/ Governance	Democratic Services	Induction timetable Induction training schedule Pre-advice to Candidate	Admin	Preparation/Admin	· Induction Timetable · Provide list of training and agree which ones they attend, i.e. choose date option for required sessions Letter to all Candidates advising re:	n/a
Resources/ Governance	Democratic Services	Training needs and signposting to external training	Admin	Open afternoon Drop-in session	Taking Members through the various online information and training courses such as the Hub, LGiU, LGA etc and finding out more about what training needs the Member may have.	Mandatory (new Members)
Resources/ Governance	Democratic Services	Members Hub	Admin	Preparation/Admin	collate info from all the directorates	
Resources/ Governance	Democratic Services	Signing of Acceptance of Office	Essential	Preparation/Admin	Constitutional Requirement	Mandatory (for all Members)
Resources/ Governance	Democratic Services ICT	ICT - Making Your Equipment Work for You	Functional	Open afternoon Drop-in session		All Members
Resources/ Governance	Democratic Services Legal	How democracy works	Functional	Welcome evening	· How democracy works: (in brief - main session in the seminar programme) o Decision Making process in LBTH o Mayoral Model – how it works o Intro to the Constitution	Mandatory (for new Members)

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)
Resources/ Governance	Democratic Services	Speaker's Reception	Social	reception	After the AGM an opportunity to socialise together and with the new Speaker of the Council.	All Members
Resources/ Governance	Democratic Services	Parking permits	Admin	Open afternoon Drop-in session	Complete Parking Permit Application (admin buildings)	Mandatory (new Members)
Resources/ Governance	HR	DBS Checks	Admin	Preparation/Admin	Complete DBS Check (if required) - TBC	New Members
Resources/ Governance	ICT	ICT Code of Conduct	Essential	Open afternoon Drop-in session	Sign ICT Code of Conduct	Mandatory (for all Members)
Resources/ Governance	ICT	Distribution of ICT Kit	Essential	Open afternoon Drop-in session	<ul style="list-style-type: none"> · Select/Distribute ICT kit: - distribute – 11 or 17/19 May? - Ensure pre-loaded with Members hub, ICW shortcut, Mod.gov, key documents - Set up outlook account on Cllrs mobile phones 	Mandatory (new Members)
Resources/ Governance	ICT	New Cllr details	Essential	Preparation/Admin	IT to provide new councillor login details to DS for open afternoon.	n/a
Resources/ Governance	Democratic Services	On street parking	Admin	Open afternoon Drop-in session	Complete Parking Permit Application (on street)	Mandatory (new Members)
Place	New Town Hall Project Team	Tour of the new Town Hall	Service	Seminar	A tour of the new Town Hall so Members can see the nearly completed building in advance of the move across	All Members
All	All	Q&A with the Directorates	Service	Seminar	A number of optional sessions to allow Members to ask questions of directorates and delve into areas as required following the completion of the main seminar programme.	All Members

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Member Induction Programme 2022

Consultation with Members



Member Induction 2022



- Aims of the Seminar:
 1. Set out the purpose of the Member Induction Programme
 2. Identify key criteria for its development and comparison to 2018
 3. Present a draft programme
 4. Take feedback and suggestions from Members



1 – Purpose of the Member Induction Programme



The programme covers all aspects of support for Members following the May 2022 elections, including:

- Admin and setup (logins, IDs, forms, access, emails, laptops, payment details etc)
- Statutory (Acceptance of Office, Code of Conduct, Declarations)
- Orientation and introductions (meeting key officers, tour of the Town Hall, learning about Council meetings)
- Training and Seminars (a set of seminars and training to introduce general issues and council services) – e.g. Housing, Social Care, Equalities, Scrutiny.
- **Sessions for New and Returning Members are included**



2a – Key Criteria for developing the Plan



Some of the key considerations when developing the Plan:

1. Ensuring that statutory requirements are met quickly.
2. Giving all Directorates an opportunity to introduce themselves to Members
3. Balancing the pressure to provide information early with the need not to overload Members
4. Ensuring the exercise is valuable to Members and isn't just about the Council 'telling them what they need to know'
5. The value of holding events 'in person' against the availability of virtual tools making attendance easier



2b – Comparison to 2018



- The 2018 Member Induction Plan received good feedback and was also noted favourably by governance reviewers.
- The 2022 Plan is therefore based on the structure of the 2018 programme.
- However, there are a few differences to note:
 - The Seminar programme is being reviewed to see if changes are appropriate
 - London Member Development Network feedback is to slow down the rate of seminars so that Members have time to digest each session
 - New technology means ICT training is particularly important
 - The intention is to also direct Members to various online training portals (e.g. LGC, Microsoft etc)
 - In Person sessions are still important but they must be well structured to be worth while.
 - Thinking about the role of Members in presenting some sessions.



2c – Online Information Sources



- Members Hub
 - Local Government Sector sites (LGA, LGC, CfPSG, LGiU etc)
 - Microsoft
 - Members Bulletin
-
- We will signpost Members to a lot of additional sources of information to explore in their own time.



2d – Ongoing training including individual Member requirements



Feedback will be sought following the Member Induction programme which will be used to develop the continuing Member Learning & Development programme.

In addition, where useful, Members may be directed to training just for them.

- Members can complete training needs assessments to identify useful courses.
- This can include external training/courses where useful.



3 – Draft Programme

A summary of the draft programme is as follows:

1. Pre-election – notify all candidates of Induction Programme
2. Thursday 5 May – elections (sign acceptance of office)
3. Wednesday 11 May – Induction Day (IDs, laptops, tour, welcome evening with CLT etc)
 - (additional days available if needed for equipment, signing forms etc)
4. Wednesday 25 May – Annual Meeting of Council (including selecting Committee Chairs/Members)
5. Late May – June – statutory training – required training before Members take decisions
6. Late June to Autumn – seminar programme (draft version circulated at this seminar for comment)



Feedback and Suggestions



Break out into groups to answer the following questions and provide feedback:

1. Do you remember anything particularly good or bad from 2018?
2. Looking at the seminar programme – what is missing / unnecessary?
3. Do you have views on online/in person seminars or use of online training tools/portals?
4. Is there anything else we should consider?



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<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 25 November 2021</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>Register of Gifts and Hospitality - Quarterly Update</p>	

Originating Officer(s)	Matthew Mannion, Head of Democratic Services Patricia Attawia, Democratic Services Team Leader (Civic and Members)
Wards affected	

Executive Summary

This report provides an update on Members' declarations of gifts and hospitality received since the previous report to the committee on 30 September 2021.

The Council Code of Conduct requires Members to register any offer of gift or hospitality with an estimated value of at least £25.

The Standards Advisory Committee are receiving this report as it monitors compliance with this requirement.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review, comment on and note the report.

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 25) requires a Member to register the offer of 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 This is a noting report.

3. DETAILS OF THE REPORT

3.1 During the period 1 September to 31 October a total of 13 declarations were made. These declarations were made on time within the 28 day notification period.

The table below provides a copy of the Register of Gifts and Hospitality for this period and details of each declaration.

Name	Date offered	Type	Accepted/ Declined	Date declared	On time	Provided by	Estimated value	Description
Cllr Asma Begum	25/09/21	Hospitality	Accepted	27/09/21	Yes	Canary Wharf	£50.00	Labour conference, Leader's dinner hosted by Canary Wharf.
Cllr Danny Hassell	07/09/21	Hospitality	Accepted	09/09/21	Yes	Steve Partridge, Director Savills, 33 Margaret Street, London W1G 0JD	£45.00	Dinner offered by Savills, at conference (Chartered Institute of Housing)
	08/09/21	Hospitality	Accepted	09/09/21	Yes	Plumis Ltd, Unit 4, Phoenix Trading Estate, Bilton Rd, Perivale, UB6 7DZ	£45.00	Dinner at conference (Chartered Institute of Housing) by Plumis.
Cllr Mohammed Pappu	25/09/21	Hospitality	Accepted	25/09/21	Yes	Canary Wharf	£50.00	Canary wharf dinner at Labour conference on 25th September
Cllr Motin Uz-Zaman	25/09/21	Hospitality	Accepted	01/10/21	Yes	Canary Wharf Group	£50.00	Dinner with London Leaders
Cllr Peter Golds	04/10/21	Hospitality	Accepted	12/10/21	Yes	City of London Corporation	£50.00	Attended dinner - Conservative Party Conference. Do not drink alcohol, only consumed water.
	05/10/21	Hospitality	Accepted	12/10/21	Yes	Fleischman Hillard	£55.00	Attended dinner - Conservative Conference. Do not drink alcohol, only consumed water.
Cllr Rachel Blake	25/09/21	Hospitality	Declined	30/09/21	Yes	Canary Wharf Group	£50.00	Canary Wharf Group Dinner
	26/09/21	Hospitality	Accepted	30/09/21	Yes	Labour Friends of Bangladesh	£25.00	Labour Friends of Bangladesh Dinner
Cllr Sabina Akhtar	25/09/21	Hospitality	Accepted	30/09/21	Yes	Canary Wharf	£30.00	Canary Wharf Dinner at Labour Party conference
Cllr Shad Chowdhury	14/09/21	Hospitality	Accepted	30/09/21	Yes	Mr Azmal Hussain	£30.00	Mayor of Croydon's Charity Event
Cllr Tarik Khan	25/09/21	Hospitality	Accepted	30/09/21	Yes	Canary Wharf Group	£50.00	Dinner
Mayor John Biggs	20/09/21	Hospitality	Accepted	21/09/21	Yes	Yang Xiaokun - Minister Council	£25.00	Mid-Autumn Festival/Moon Festival offered by Yang Xiaokun - Minister Council

3.2 The impact of the Pandemic appears to be diminishing as the number of gifts and hospitality being received is rising. More events are taking place with Members attending, and this is likely to continue to increase as Christmas approaches, if no further restrictions are put in place.

3.3 A reminder to declare any offers of gifts or hospitality was included in the Members' Bulletin in November.

Register updates

3.4 Following quarterly reminders, all Members registers of interests have been updated or confirmed as unchanged within the last 6 months.

4. EQUALITIES IMPLICATIONS

4.1 None specific to this report.

5. OTHER STATUTORY 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.
- Data Protection / Privacy Impact Assessment.

5.2 None specific to this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

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

7. COMMENTS OF LEGAL SERVICES

7.1 Section 27 of the Localism Act 2011 requires a local authority to promote and maintain high standards of conduct by Members and co-opted Members of the authority. To that end, a local authority is required to adopt a Code of Conduct.

7.2 The Code of Conduct adopted by the Council requires Members to register any gift or hospitality valued over £25 offered to them, whether accepted or not, within 28 days.

7.3 This report demonstrates compliance with the above requirements.

Linked Reports, Appendices and Background Documents

Linked Report

- Gifts and Hospitality updates at each Standards Advisory Committee meeting

Appendices

- None

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:

N/A

Non-Executive Report of the: Standards Advisory Committee Thursday, 25 November 2021	
Report of: Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	Classification: Open (Unrestricted)
Dispensations under section 33 of the Localism Act 2011	

Originating Officer(s)	Matthew Mannion – Head of Democratic Services
Wards affected	(All Wards)

Executive Summary

This bi-annual report informs the Advisory Committee of dispensations in relation to disclosable pecuniary interests (DPI's) under section 33 of the Localism Act 2011.

Recommendations:

That the Advisory Committee note the content of this report.

1. REASONS FOR THE DECISIONS

- 1.1 This is a bi-annual noting report informing members of the Advisory Committee of the dispensations granted by the Monitoring Officer (if any) and the general dispensations which are applicable in relation to DPI's.

2. ALTERNATIVE OPTIONS

- 2.1 Not applicable.

3. DETAILS OF REPORT

- 3.1 The Code of Conduct for Members requires that the Mayor, Councillors and Co-opted Members register any disclosable pecuniary interest (DPI) and other specified interests in the Register of Members Interests. If a Member has a DPI in relation to any matter to be discussed at a meeting they must:

- Not participate in any discussion of the agenda item, not vote on the matter and leave the room whilst the agenda item is discussed and voted on.

- 3.2 However, a Member who has a DPI in a matter to be discussed at a forthcoming meeting of the authority may make a written request before the meeting to the Monitoring Officer for a dispensation to enable them to participate in the discussion and vote.
- 3.3 A dispensation may be granted where the Monitoring Officer is satisfied that:
- (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
 - (b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
 - (c) granting the dispensation is in the interests of persons living in the authority's area; or
 - (d) it is otherwise appropriate to grant a dispensation.
- Any grant of a dispensation must specify the duration of the dispensation up to a maximum of 4 years.
- 3.4 **Specific Dispensation:** No Specific dispensations have been granted since the last report to the Committee on 1 July 2021.
- 3.5 **General Dispensation:** There is a continuing General Dispensation to all Members to be present, speak and vote where they would otherwise have a DPI in the following matters:
- (a) Housing: where the Councillor (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not relate to the particular tenancy or lease of the Councillor (their spouse or partner);
 - (b) Council Tax: setting the council tax and related matters including setting precepts and agreeing council tax reduction schemes; and
 - (c) Determining an allowance, travelling expense, payment or indemnity for Councillors
 - (d) It was agreed at the Committee meeting on 30 January 2020 to extend the above dispensation (c) to allow discussion of pay for Council officers. This is in relation to the link between annual pay increases for staff and related increases in allowances for Members.
- 3.6 Guidance issued by DCLG in September 2013 (Openness and transparency on personal interests) stated the DCLG view is that Members do not need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support because this is a decision affecting the generality of the public in the area rather than Members as individuals. Nonetheless the Monitoring Officer considers it prudent for the sake of completeness to include Council Tax in the General Dispensation.
- 3.7 The dispensation for Council Tax relates to a Member's DPI and does not affect a Member's obligation under Section 106 of the Local Government

Finance Act 1992 to declare and not vote if they are 2 months or more in arrears with their Council Tax when voting on setting the Council's budget.

- 3.8 The General Dispensation will apply until the next Mayoral and local elections in May 2022.

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 Monitoring Officer has introduced a standard application form for Members to complete when seeking a dispensation in order to make the process more efficient and transparent.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 There are no financial implications arising from the recommendation in this report.

7. LEGAL COMMENTS

- 7.1 Section 31(4) of the Localism Act 2011 provides that a Member who has a disclosable pecuniary interest in any matter to be considered at a meeting may not participate in any discussion, or vote on the matter. However, by virtue of section 33, an authority may, on a written request by a Member, grant a dispensation relieving the member from either or both of the restrictions in Section 31(4). This is reflected in paragraphs 32 and 33 of the Code of Conduct for Members.

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

<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 25 November 2021</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>Review of the Effectiveness of the Standards Advisory Committee</p>	

Originating Officer(s)	Jill Bayley, Legal Services
Wards affected	(All Wards);

Special Circumstances Justifying Urgent Consideration

This report was not ready for publication with the agenda due to ongoing discussions about the number of responses received. However, it is a noting report being presented at the request of the Committee.

Executive Summary

As part of the ongoing commitment to ensuring the effectiveness of the Standards Advisory Committee, a questionnaire was circulated to Members on 5 and 12 November 2021.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review and note the outcome of the survey and make any comments on increasing the effectiveness of the Committee.

1. REASONS FOR THE DECISIONS

- 1.1 Ensuring the Committee is effective supports the work of the Committee. This in turn helps ensure high standards are maintained by the Council’s Members.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee could decide not to make any changes to the Standards Advisory Committee.

3. DETAILS OF THE REPORT

- 3.1 A survey to establish Members' perception of the effectiveness of the Standards Advisory Committee was circulated to Members on 5 and 12 November 2021.
- 3.2 An initial five responses have been received which are presented in Appendix 1 – any further responses will be provided in time for the meeting (not being ready in time for circulation of the report).
- 3.3 All initial respondents indicated that they felt they understood the role of the Standards Advisory Committee, and all respondents felt the current balance between elected and co-opted members of the Committee was about right. In answer to the question about how awareness of the Committee's role could be raised, one response was received. This response suggested that more reference to the committee's work could be made in the Members' Bulletin. In answer to the question asking for any comments, one response was received. This response said that it was a useful committee and the time of the co-opted members was particularly appreciated.
- 3.4 In general, the responses to the survey indicated that Members were generally happy with the effectiveness of the committee and did not feel the need for change.

4. EQUALITIES IMPLICATIONS

- 4.1 None specific to this report.

5. OTHER STATUTORY 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.
 - Data Protection / Privacy Impact Assessment.
- 5.2 None specific to this report but an effective Standards Advisory Committee supports the Council's desire to ensure high standards are maintained by Members.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

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

7. COMMENTS OF LEGAL SERVICES

- 7.1 A local authority is required by Section 27 of the Localism Act 2011 to promote and maintain high standards of conduct by members and co-opted members of that authority. An effective committee considering standards is a method of meeting this requirement.
-

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – Initial responses to the survey.

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

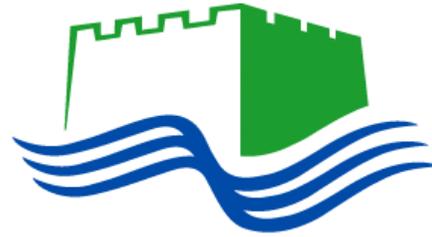
Officer contact details for documents:

N/A

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ID	Start time	Completion time	Total points	Quiz feedback	Do you feel you understand the role of the Standards Advisory Committee?	Points - Do you feel you understand the role of the Standards Advisory Committee?	Feedback - Do you feel you understand the role of the Standards Advisory Committee?
1	10/29/21 14:13:34	10/29/21 14:14:10			Yes		
2	10/29/21 16:19:27	10/29/21 16:21:09			Yes		
3	10/30/21 13:52:30	10/30/21 13:52:53			Yes		
4	10/31/21 11:44:03	10/31/21 11:44:18			Yes		
5	11/1/21 15:39:11	11/1/21 15:40:07			Yes		

What could the Standards Advisory Committee do to raise awareness of its work?	Points - What could the Standards Advisory Committee do to raise awareness of its work?	Feedback - What could the Standards Advisory Committee do to raise awareness of its work?	The Standards Advisory Committee is currently made up of five elected members (maximum 1 member of Cabinet and not including the Mayor) and up to 5 co-opted members. Do you think the balance bet...	Points - The Standards Advisory Committee is currently made up of five elected members (maximum 1 member of Cabinet and not including the Mayor) and up to 5 co-opted members. Do you think the balance bet...	Feedback - The Standards Advisory Committee is currently made up of five elected members (maximum 1 member of Cabinet and not including the Mayor) and up to 5 co-opted members. Do you think the balance bet...	If you answered 'no' to question 3 above, what do you think would be the right balance between elected and co-opted members of the Standards Advisory Committee?	Points - If you answered 'no' to question 3 above, what do you think would be the right balance between elected and co-opted members of the Standards Advisory Committee?	Feedback - If you answered 'no' to question 3 above, what do you think would be the right balance between elected and co-opted members of the Standards Advisory Committee?	If you have any other comments on the effectiveness of the Standards Advisory Committee please insert below.	Points - If you have any other comments on the effectiveness of the Standards Advisory Committee please insert below.	Feedback - If you have any other comments on the effectiveness of the Standards Advisory Committee please insert below.
			Yes								
Possibly include more references to its work in the Members' Bulletin.			Yes						A useful committee and I particularly appreciate the time put in by the co-opted members.		
			Yes								
			Yes								
			Yes								



TOWER HAMLETS

STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2021/22

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Contact Officer:	Matthew Mannion Democratic Services matthew.mannion@towerhamlets.gov.uk
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Agenda Item 4

ACTIONS LIST

To list actions from previous meetings (or elsewhere) which will require the attention of the Committee at a future meeting.

Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
1.	Reports as required on Ethics matters from elsewhere including government and other local authorities.	Janet Fasan, Director of Legal and Interim Monitoring Officer	Ongoing	Date to be determined.
2.	Annual Review of the Code of Conduct	Janet Fasan, Director of Legal and Interim Monitoring Officer		Schedule for one year after implementation of the new Code (May/June 2023)
3.	Member / Officer Protocol – review and update.	Janet Fasan, Director of Legal and Interim Monitoring Officer		To be reviewed by the Code of Conduct Working Group once the Member Code of Conduct has been agreed. Ongoing.
4.	Confirm membership renewals for co-opted Members / look at Independent Person recruitment	Janet Fasan, Director of Legal and Interim Monitoring Officer		COMPLETED
5.	Circulate audit committee workplan	Matthew Mannion, Head of Democratic Services		COMPLETED
6.	Risk on ethical governance			COMPLETED
7.	Updates on the recommendations of the Committee on Standards in Public Life	Janet Fasan, Director of Legal and Interim Monitoring Officer		As required (maybe an update in the autumn?)

Standards Advisory Committee WORK PLAN 2020/21

Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
8.	Following on from the Strengthening Local Democracy Project	TBC		To provide updates on any replacement to the previous Strengthening Local Democracy Project. As required.
9.	Code of Conduct Complaints – case monitoring	DMO - tbc	1 July 2021	A proposal to hold an exempt session looking in more detail at specific cases to ensure appropriate actions/responses had taken place.
10.	Meeting attendance rules for co-optees	Matthew Mannion, Head of Democratic Services (liaise with SPP)	1 July 2021	Look at rules and/or guidance around expected meeting attendance levels by co-optees.
11.	The Monitoring Officer note to Whip re Member attendance	Janet Fasan, Director of Legal and Interim Monitoring Officer	1 July 2021	MO to write to the chief whip highlighting where there were lower levels of meeting attendance and passing on the committees concerns.
12.	Governance at Council owned bodies	Matthew Mannion, Head of Democratic Services	1 July 2021	As required – provide an update on the review work relating to governance at council owned bodies.
13.	Submit New Code of Conduct to November Council for approval (with implementation set for May 2022)	Matthew Mannion, Head of Democratic Services	30 September 2021	COMPLETED
14.	Look to include co-opted Members in relevant training sessions (with particular reference to the Member Induction Programme)	Matthew Mannion, Head of Democratic Services	30 September 2021	Being discussed at SAC meetings and as part of Member Induction Planning up to May 2022
15.	Consider making some Member Induction training mandatory for Members in certain positions (e.g. finance)	Matthew Mannion, Head of Democratic Services	30 September 2021	Ongoing

Standards Advisory Committee WORK PLAN 2020/21

Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
16.	Present a draft of the new Member Induction Plan at the next SAC meeting	Matthew Mannion, Head of Democratic Services	30 September 2021	Presented in the agenda
17.	Agree constitution change to make it clearer that SAC could present reports to Council should it need to.	Matthew Mannion, Head of Democratic Services	30 September 2021	COMPLETED
18.	Question asked on the role the Council plays in monitoring the activities of election candidates.	Janet Fasan, Monitoring Officer	30 September 2021	Ongoing
19.	Notes – consider as possible topics – Member Address publication and Employee Assistance Programme (in relation to Members)			

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N.B. once concluded - actions should remain on the list marked 'complete' for the remainder of the municipal year.

WORK PLAN

The workplan itself is a standing agenda item

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
1 JULY 2021			
1. Annual Administrative Reports		Matthew Mannion, Head of Democratic Services	
2. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
3. Member Attendance Statistics	Report on Member attendance for the previous year.	Matthew Mannion, Head of Democratic Services	
4. Dispensations under Section 33 of the Localism Act 2011	6-monthly update on any dispensations granted under the Act and any related matters.	Janet Fasan, Director of Legal and Monitoring Officer	
5. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	
6. Draft Annual Report to Council	To consider the draft Annual Standards Advisory Committee report to Council.	Janet Fasan, Director of Legal and Interim Monitoring Officer	Council – July 2020
7. Member Code of Conduct	To agree updated Member Code of Conduct	Janet Fasan, Director of Legal and Monitoring Officer	GPC and Council dates tbd
8. Confirmation of Co-optee Appointments	To propose extension of appointment terms to relevant Co-opted Members (noting report for Standards, decision report for Council)	Matthew Mannion, Head of Democratic Services	Council
9. Governance at Council owned bodies	To provide an update on a CSPL recommendation in relation to governance at Council owned bodies.	Matthew Mannion, Head of Democratic Services	

Standards Advisory Committee WORK PLAN 2020/21

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
30 SEPTEMBER 2021			
1. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Quarterly update report	Janet Fasan, Director of Legal and Interim Monitoring Officer	Error – 6 monthly report next up in November
3. Member Learning and Development Programme Update	Yearly update on the Member Learning and Development programme and associated matters.	Matthew Mannion, Head of Democratic Services	
4. Member Code of Conduct (if required)	Dependent on consideration of the national guidance on the new Model Code of Conduct. A report may be required to consider updates to the draft new code.	Janet Fasan, Director of Legal and Interim Monitoring Officer	
5. Effectiveness of the Standards Advisory Committee	To continue the work of evaluating the effectiveness of the Committee (including but not limited to its Terms of Reference) To be rescheduled	Janet Fasan, Director of Legal and Interim Monitoring Officer Matthew Mannion, Head of Democratic Services	
6. Member Enquiries Update	To report back on work being undertaken with the General Purposes Committee to review ME policy and process To be scheduled when required	Information Governance	
25 NOVEMBER 2021			
1. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Dispensations under Section 33 of the Localism Act 2011	6-monthly update on any dispensations granted under the Act and any related matters.	Janet Fasan, Director of Legal and Monitoring Officer	

Standards Advisory Committee WORK PLAN 2020/21

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
3. Strengthening Local Democracy	Update report on the Strengthening Local Democracy-Project This project has concluded.	Janet Fasan, Director of Legal and Interim-Monitoring Officer	
4. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	
5. Guidance for Members serving on Outside Bodies	To continue the review of the guidance provided to Members who are appointed to serve on outside bodies. To be rescheduled.	Janet Fasan, Director of Legal and Interim-Monitoring Officer Matthew Mannion, Head of Democratic Services	
6. Update on Governance at Council Owned Bodies	To provide an update on compliance with the recommendation of the Committee on Standards in Public-Life – to be scheduled once updated report is available.	Matthew Mannion, Head of Democratic Services	
7. Member Induction Planning	A report to consider planning for the Member Induction programme post the May 2022 elections	Matthew Mannion, Head of Democratic Services Patricia Attawia, Democratic Services Team Leader (Civic and Members)	
8. Effectiveness of the Standards Advisory Committee	To provide an update on work to explore this issue. Rescheduled from September meeting.	Jill Bailey, Head of Legal Safeguarding & Deputy Monitoring Officer	
10 FEBRUARY 2022			
1. Register of Gifts and Hospitalitys	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Annual Report to Council	To review the draft Annual Report to Council	Janet Fasan, Director of Legal and Monitoring Officer	
3. Member Induction Planning	(If required) a follow up report on preparation for the Member Induction programme	Matthew Mannion, Head of Democratic Services	

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Standards Advisory Committee WORK PLAN 2020/21

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
		Patricia Attawia, Democratic Services Team Leader (Civic and Members)	
4. Practical Guidance for Members handling confidential information	To reiterate the existing rules and provide any additional required guidance	Agnes	
5. Member / Officer Relations Protocol Update	Update on the project to review the Member / Officer relations protocol	Agnes Adrien, Head of Legal	
6. Guidance to Members serving on Outside Bodies		Janet Fasan, Director of Legal and Monitoring Officer	
7. Effectiveness of the Standards Advisory Committee	A further update on this work area.	Jill Bailey, Head of Legal Safeguarding & Deputy Monitoring Officer	