

Standards Advisory Committee



Thursday, 30 September 2021 at 6.00 p.m.

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

Meeting Webcast

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Agenda

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

Viewing or Participating in Committee Meetings

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Contact for further enquiries:

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

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Standards Advisory Committee

Thursday, 30 September 2021

6.00 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

7 - 14

To confirm as a correct record the minutes of the meeting of the Standards Advisory Committee held on 1 July 2021.

3. REPORTS FOR CONSIDERATION

3.1 Update on the new Member Code of Conduct

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3.2 Member Learning and Development Update

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3.3 Register of Gifts and Hospitality - Quarterly Update

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3.4 Review of the Member / Officer Protocol

To Follow

4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

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

5. 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.

6. 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, 25 November 2021 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, 1 JULY 2021

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

Members Present in Person:

Councillor James King

Co-opted Members Present in Person:

John Pulford MBE (Chair)
Denzil Johnson

Members In Attendance Virtually

Councillor Rajib Ahmed
Councillor Mufeedah Bustin
Councillor

Co-opted Members In Attendance Virtually

Fiona Browne (Vice-Chair)
Nafisa Adam

Observers:

Elizabeth Marshall MBE – Independent Person
Rachael Tiffen – Independent Person

Apologies:

Mike Houston (Co-Optee)
Councillor Rabina Khan (Member)
Councillor Abdal Ullah (Member)

Officers Present:

Janet Fasan – (Director of Legal & Monitoring Officer)
Jill Bayley – (Head of Legal Safeguarding)

Patricia Attawia – (Democratic Services Team Leader, Civic &
Members, Governance)

Matthew Mannion – (Head of Democratic Services, Governance)

1. ELECTION OF CHAIR FOR 2021-22

It was suggested by Nafisa Adam that John Pulford MBE be proposed as Chair and Fiona Browne as Vice-Chair. Committee Members indicated support for this and so it was formally Proposed by Councillor James King and Seconded by Denzil Johnson. With no other nominations it was:

RESOLVED

1. That John Pulford MBE be elected as Chair of the Standards Advisory Committee for the 2021-22 municipal year.

2. ELECTION OF VICE-CHAIR FOR 2021-22

It was suggested by Nafisa Adam that John Pulford MBE be proposed as Chair and Fiona Browne as Vice-Chair. Committee Members indicated support for this and so it was formally Proposed by Councillor James King and Seconded by Denzil Johnson. With no other nominations it was:

RESOLVED

1. That Fiona Browne be elected as Vice-Chair of the Standards Advisory Committee for the 2021-22 municipal year.

3. DECLARATIONS OF INTEREST

There were no Declarations of Disclosable Pecuniary Interests.

4. MINUTES OF THE PREVIOUS MEETING(S)

RESOLVED

1. That the minutes of the meeting held on 27 April 2021 be approved as a correct record of proceedings.

5. REPORTS FOR CONSIDERATION

5.1 Standards Advisory Committee - Terms of Reference

Matthew Mannion, Head of Democratic Services, introduced the regular noting report on the Committee's Terms of Reference, Membership and dates of meetings. He explained that it was usual practice for each Committee to note this information at its first meeting of the municipal year.

RESOLVED

1. That the report be noted.

5.2 Draft Standards Advisory Committee Annual Report

Janet Fasan, Director of Legal and Interim Monitoring Officer, introduced the report. Following first consideration of the draft annual report at its April meeting, the final draft was now presented to the Committee for approval to submit to Council.

The Committee discussed the report and noted the large amount of good work set out. The Chair highlighted that he would present the report to Council so Members of the Committee were welcome to request areas they would like him to focus on in his speech.

RESOLVED

1. That the Standards Advisory Committee Annual Report be approved and submitted to Council for their consideration.

5.3 New Member Code of Conduct - update report

Janet Fasan, Director of Legal and Interim Monitoring Officer, introduced the report on work to prepare a new Member Code of Conduct. She explained that the sub-group set up by the Committee had now met three times and had produced a nearly complete draft Code as set out in the agenda papers.

Paragraph 3.7 of the report sets out the most significant areas looked at by the sub-group including on gift declaration thresholds, expectations of public behaviour, dealing with bullying and on explaining different types of interest.

The Code was nearly ready to sign off for consultation with the political groups but it was proposed to hold off from this action until the Local Government Association had published their guidance on the new model Code (which was expected imminently) in case there was anything in there which needed to be considered.

It was also hoped that the guidance would include some examples and case studies which could then be added to the annexes to the Code. It was noted that if this wasn't the case then examples would be sought from elsewhere to incorporate into the Code.

The Committee discussed the draft Code and welcomed the work the sub-group had undertaken to improve the flow of the document and tidy up the last sections which needed work. A number of specific comments were also noted including:

- The hyperlinks in the document were useful and there may be more places they could be included such as linking to the Social Media Policy.
- In relation to the guidance on dealing with difficult members of the public, the Code was trying to tread the line between protecting Members whilst ensuring all residents could access Council services.

The Chair welcomed the report and thanked everyone for their hard work on developing the draft Code. He agreed that, subject to a review of the LGA guidance, it was appropriate now to move to the next stage. It was:

RESOLVED

1. To approve Draft Member Code of Conduct.
2. That the Council wait for the publication of the LGA Guidance before proceeding with the next steps.
3. That once the guidance had been published, and following consultation with the Chair of the Committee, the Monitoring Officer submit the Draft Code to the Political Groups for consultation and/or presents an update to the next Standards Advisory Committee meeting as appropriate.

5.4 Code of Conduct Complaint Monitoring

Janet Fasan, Director of Legal and Interim Monitoring Officer, introduced the six-monthly update on complaints received in relation to potential breaches of the Member Code of Conduct.

In particular, she highlighted those complaints received since the last report to the Committee in February. There had been six since that time, three of which were now closed. No serious issues had been raised, they were generally more about speed of responses or lack of information in responses to residents. The complaints had been discussed with the Independent Person but had not been considered serious enough to launch formal complaint procedures.

One complaint listed was not really a complaint against the Code and had instead been referred to the internal audit team to review in relation to potential fraud but no evidence was found by the audit team to suggest a detailed review was necessary and the case was closed.

A couple of cases were still open, including one regarding the potential use of abusive language, and updates on these would be included in the next report.

The Committee discussed the report and noted a number of issues including whether the Committee ever received examples of complaints and conclusion letters. It was agreed that this could be a useful discussion but that it would have to be part of the exempt/restricted part of the meeting. The Monitoring Officer agreed to consider this item for a future meeting of the Committee.

RESOLVED

1. That the report be noted.

5.5 Member attendance update 2020/21

Matthew Mannion, Head of Democratic Services, introduced the yearly Member Attendance information report. This set out Councillor and Co-optee attendance at formal Council Committees. He noted that attendance was generally very good and averaged over 90%. There had also been a near 10% increase in attendance since the previous year and it was thought this was at least in part due to the greater accessibility offered through virtual committee meetings.

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

- That the Council had responded to the Government's consultation on expanding the ability of Council's to hold virtual committee meetings.
- Currently, the 1972 Local Government Act currently prevented the Council from holding virtual meetings.
- That the group whip was aware of the lower attendance levels for some Members and that the Committee agreed it would like to highlight its own concerns where there were lower attendance levels.
- In respect of co-optees it was noted that there was no specific 'whip' but that it would be worth exploring what rules could be enforced around attendance at meetings. It was agreed to explore this idea.

RESOLVED

1. That the report be noted.
2. That officers write to the Chief Whip making him aware of their concern where lower attendance levels were noted by Councillors.

5.6 Register of Gifts and Hospitality - Quarterly Update

Matthew Mannion, Head of Democratic Services, introduced the quarterly update report on declarations of gifts and hospitality. He highlighted that there were no declarations of interest made in the period of the report up to when the agenda was published but that one declaration had been made since then from Cllr Gabriella Salva-Macallan who had declined £30 tickets for a vegan summer feast.

He also noted that the team were currently undertaking the 6-monthly check with Members on whether they had any updates to their registers or any gifts and hospitality to declare. All Councillors had now responded. There were a couple of declarations outstanding from Co-opted Members and these were still being chased up.

RESOLVED

1. That the report be noted.

5.7 Dispensations under Section 33 of the Localism Act 2011

Matthew Mannion, Head of Democratic Services, introduced the six-monthly update report on the granting of dispensations under Section 33 of the Localism Act 2011. He reported that there were no new dispensations to note so in effect this was a 'nil return' report.

RESOLVED

1. That the report be noted.

5.8 Governance at Council owned bodies

Matthew Mannion, Head of Democratic Services, introduced the report. He explained that this report set out in writing the verbal update he had provided at the last meeting in relation to the Committee on Standards in Public (CSPL) recommendation that the Council report on any bodies it owned in its Annual Governance Statement and that those bodies should transparently report on their activities including through publishing board information and annual reports.

It was noted that the Annual Governance Statement included information on all the relevant bodies and that Tower Hamlets Homes met the requirements for operating transparently. All the other bodies were covered in a governance review and the officers undertaking the review had been made aware of the requirements of the CSPL recommendation. The Committee will receive a further update report once this review has progressed.

RESOLVED

1. That the report be noted.

5.9 Co-opted Member Appointments

Matthew Mannion, Head of Democratic Services, introduced the report. He explained that this was a noting report to formally inform the Committee that, as the terms of office of four co-optees were due to expire shortly, and that as they had all expressed a desire to continue on the committee, a report would be presented to an upcoming meeting of Council asking it to agree to appoint the four members to a new four-year term of office.

The four co-optees were:

- John Pulford MBE
- Nafisa Adam
- Fiona Browne
- Mike Houston

RESOLVED

1. That the report be noted.

6. WORK PLAN

The Committee examined their workplan including noting:

- The update on Member Enquiries may come to a different meeting depending on when officers concluded their consultation process being led by the General Purposes Committee.
- The action around governance risks could be removed as this related to the circulation of the audit committee workplan which had been actioned.

7. FEEDBACK FROM THE INDEPENDENT PERSON

Note – the Chair agreed to take this item after Agenda Item 5.5 (Member Attendance Update 2021-22). For clarity the minutes are set out in the order the items appeared on the agenda.

Elizabeth Marshall had been the Council's Independent Person since 2013. This was to be her last meeting before her term of office expired. The Chair therefore invited her to address the Committee to provide reflections on her time as Independent Person.

Elizabeth Marshall then addressed the Committee. She highlighted that she had been involved in Standards for around 15 years right back to being a director of the former statutory Standards Board for England. The Board had a big role in changing the culture at Local Authorities and expectations around Councillors. Following the abolition of the Standards Board, the Council had set up its own Standards Advisory Committee and, as required, set up the role of the Independent Person which she had taken on at Tower Hamlets in 2013.

In the early days there were many trivial and vexatious complaints being submitted but the system had improved enormously since then. It was now on a good, settled setup with a good understanding amongst Members of their duties around standards. The new Code that the Committee were developing would further embed this new culture.

One point she thought the Committee should consider was whether it should on occasion initiate its own investigations in certain circumstances.

She thanked everyone for a very interesting time working with the Committee, Members and officers. She felt that standards were now safe under the monitoring of this committee.

The Committee spoke to thank Elizabeth for her work, insight and support to the authority and Members over these years and wished her well in future.

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

The Chair noted that he had not yet been given a date to meet with the Chief Executive to discuss his concerns around the senior leadership reorganisation.

The Monitoring Officer noted that Mark Norman, a long-standing Deputy Monitoring Officer was retiring and so Jill Bayley and Agnes Adrian were stepping into the Deputy Monitoring Officer role and would be supporting the Committee in the future.

The Committee wished Mark Norman well in his retirement.

9. EXCLUSION OF THE PRESS AND PUBLIC


Nil items.

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

Nil items.

The meeting ended at 7.15 p.m.

Chair,
Standards Advisory Committee

Non-Executive Report of the: Standards Advisory Committee Thursday, 30 September 2021	 TOWER HAMLETS
Report of: Janet Fasan, Director of Legal and Monitoring Officer	Classification: Open (Unrestricted)
Update on the new Member Code of Conduct	

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

Executive Summary

This report presents the final draft New Member Code of Conduct to the Committee. Members are asked to review it and determine whether they are content to forward the Code to Council for adoption.

This follows the conclusion of the work of the sub-group and also a period of consultation with the political groups on the Council.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Consider the draft New Member Code of Conduct as set out in Appendix 1 and agree that it be forward to Council for adoption.
2. To delegate authority to the Monitoring Officer, following consultation with the Chair of the Committee, to make any final minor changes to the Code prior to submission to Council.

1. REASONS FOR THE DECISIONS

- 1.1 This report enables the committee to steer the development work on the draft new Code of Conduct.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee may propose alternative options or agree to retain the existing Code of Conduct.

3. DETAILS OF THE REPORT

- 3.1 As set out in the Committee report dated 4 February 2021, the new Model Code of Conduct was produced by the Local Government Association following a consultation period which ran through the summer of 2020.
- 3.2 The new Code is very similar in effect to the existing Tower Hamlets Code but it has updated much of the language and increased emphasis on some areas where that was felt appropriate.
- 3.3 The Standards Advisory Committee established an informal sub-group to meet and discuss the development of the new Code.
- 3.4 That group has met a number of times and presented back to the last Standards Advisory Committee (1 July 2021) a proposed draft Code for circulation.
- 3.5 At that time, it was noted that the Local Government Association (LGA) were due to publish guidance on the Code and that it may be necessary to incorporate changes following review of that guidance. In particular it was hoped that the guidance would include good examples and case studies which would be helpful to Members and officers on the application of the Code.
- 3.6 Following publication of that guidance, the Monitoring Officer reviewed the documentation. It was agreed that the best option would be to include relevant examples through web links to the guidance within the new Code.
- 3.7 After consulting with the Chair of the Committee, the Monitoring Officer then circulated the new Code to the political groups for consultation. The deadline for submissions has now closed and no negative comments or proposed amendments have been received.
- 3.8 This report therefore proposes that the Committee agree to submit the final Code to Council for adoption.

4. EQUALITIES IMPLICATIONS

- 4.1 Equalities considerations are important as part of the consideration of the Code and have been included in the discussions. The Committee should ensure they are satisfied that the Code covers all relevant equalities issues.

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 Nil items.

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 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 2011 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 the alleged breach of the Code that has been investigated.

7.3 Under the Council's Constitution, the Standards Advisory Committee's terms of reference include advising the Council on the adoption or revision of the Council's Code of Conduct for Members

Linked Reports, Appendices and Background Documents

Linked Report

- Reports on the Code of Conduct to the last three Standards Advisory Committee meetings.

Appendices

- Appendix 1 – final draft New Model Code of Conduct

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

31 Code of Conduct for Members

Introduction and Purpose of the Code

1. This Code has been developed to support the high standards of leadership and performance of members, and the openness and accountability necessary to ensure public confidence in the way in which you conduct your public duties.
2. The Code applies to the Mayor, Councillors, and Co-opted members of the Council, collectively referred to as member(s) in the remainder of this document.
3. A “Co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who
 - a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority;and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.
4. Some Co-opted Members of the Council’s Scrutiny Committees are not caught by the above definition as they do not have the right to vote, however all Scrutiny Co-optees are expected to abide by the terms of this Code of Conduct.
5. The Code does not apply to Independent Persons, Observers and other persons involved in the Council’s Committees, Boards, and Panels. They are expected to take into account the Code and to follow any rules set out by their own organisations and act appropriately. This includes those members of bodies such as the Health and Wellbeing Board who are appointed by other organisations.
6. The purpose of this Code of Conduct is to assist you, as a Member, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

7. In addition to the Member Code of Conduct, the Council's governance arrangements include a number of further Codes and Protocols set out in the Constitution which provide additional guidance or obligations which Members must consider. These include, but are not limited to, the Planning and Licensing Codes of Conduct and the Member / Officer relations protocol.
8. As Members you are also required to adhere to the Council's Social Media policy in your role as a Member.
9. The Member Code of Conduct has been set within the context of the Tower Values of 'Together, Open, Willing, Excellent, and Respect' which we all hold [Council's TOWER values \(towerhamlets.gov.uk\)](https://towerhamlets.gov.uk).
10. This Code of Conduct has been developed from the Model Code of Conduct published by the Local Government Association (LGA). The LGA has also produced guidance to accompany its Model Code. This guidance is a useful reference point for Members and officers on the application of the Code.
11. The relevant sections of the guidance are referenced throughout this Code as a useful guide on the application of the code. The full guidance is available here: <https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>
12. Although the guidance is a useful reference for officers and Members, it will be for the Monitoring Officer in consultation with the Independent Person and/or Standards Advisory Committee as appropriate, (applying the Code), to determine whether a Member has breached it.

General principles of councillor conduct

13. Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles. The Nolan Principles are set out in Appendix A to the Code of Conduct.
14. In accordance with the public trust placed in me, on all occasions:
 - I act with integrity and honesty
 - I act lawfully
 - I treat all persons fairly and with respect; and
 - I lead by example and act in a way that secures public confidence in the role of councillor.
15. In undertaking my role:
 - I impartially exercise my responsibilities in the interests of the local community

- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Local Government Association Guidance on the Model Code of Conduct
 – General Principles of Councillor Conduct

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#general-principles-of-councillor-conduct>

Application of the Code of Conduct

16. This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Mayor/Councillor or on appointment as a co-opted member and continues to apply to you until you cease to be a member.
17. This Code of Conduct applies to you when you are acting in your capacity as a member which may include, but is not limited to, when:
- You are acting on council business
 - Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;
 - You misuse your position as a Councillor
18. The Code applies to all forms of communication and interaction, including:
- at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements and
 - comments.
19. You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.
20. Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Local Government Association Guidance on the Model Code of Conduct
– Application of the Model Councillor’s Code of Conduct

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#application-of-the-model-councillors-code-of-conduct>

Standards of member conduct

21. This section sets out your obligations. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

General Conduct

A - Respect

22. As a Member:

- a. **I promote and support high standards of conduct through my leadership and example.**
- b. **I treat other Members and members of the public with respect.**
- c. **I treat local authority employees, and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**
- d. **I take account of the views of others, including where applicable my political group, but I reach my own conclusions and act in accordance with those conclusions.**

23. Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

24. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public’s confidence in councillors.

Local Government Association Guidance on the Model Code of Conduct
– Respect

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#respect>

Public Behaviour

25. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online
26. If you wish to raise concerns about the behaviour of a member of the public you can seek advice from the Monitoring Officer in the first instance.
27. Where you have stopped engaging or refused to engage with any member of the public who could reasonably be perceived as being abusive, threatening, intimidatory or otherwise displaying unacceptable behaviours you should direct them to other communication channels within the council.
28. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the member / officer protocol.

B – Bullying, harassment and discrimination

29. As a Member:

- a. **I do not bully any person**
- b. **I do not harass any person**
- c. **I promote equalities and do not discriminate unlawfully against any person**

30. The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.
31. The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.
32. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability,

gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

33. The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

Local Government Association Guidance on the Model Code of Conduct – Bullying, Harassment and Discrimination

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#bullying>

C – Impartiality of officers of the council

34. As a Member:

- a. **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

35. Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you cannot require or coerce them to act differently, change their advice, or alter the content of that report.

Local Government Association Guidance on the Model Code of Conduct – Impartiality of Officers

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#impartiality-of-officers->

D - Confidentiality and access to information

36. As a Member:

- a. **I do not disclose information:**

- i. **Given to me in confidence by anyone**
- ii. **Acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - 1. **I have received the consent of a person authorised to give it;**
 - 2. **I am required by law to do so;**
 - 3. **The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - 4. **The disclosure is:**
 - a. **Reasonable and in the public interest; and**
 - b. **Made in good faith and in compliance with the reasonable requirements of the local authority;**
 - c. **And I have consulted the Monitoring Officer prior to its release.**

37. I do not improperly use knowledge gained solely as a result of my role as a Member for the advancement of myself, my friends, my family members, my employer or my business interests.

38. I do not prevent anyone from getting information that they are entitled to by law.

39. Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Local Government Association Guidance on the Model Code of Conduct – Confidentiality and Access to Information

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#confidentiality-and-access-to-information->

E – Disrepute

40. As a Member:

- a. **I do not bring my role or local authority into disrepute**

41. As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.
42. Members collectively are able to hold the local authority and fellow Members to account and where appropriate you can constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct. Members should not make trivial or malicious allegations against each other.

**Local Government Association Guidance on the Model Code of Conduct
– Disrepute**

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#disrepute->

F – Use of position

43. As a Member:

- a. **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

44. Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

**Local Government Association Guidance on the Model Code of Conduct
– Misuse of Position**

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#misuse-of-position>

G – Use of local authority resources and facilities

45. As a Member:

- a. **I do not misuse council resources.**

- b. I will, when using the resources of the local authority or authorising their use by others;**
- i. Act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

46. You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use and are not to be used for business or personal gain.

- Examples include:
 - office support
 - stationery
 - equipment such as phones, and computers
 - transport
 - access and use of local authority buildings and rooms.

**Local Government Association Guidance on the Model Code of Conduct
– Misuse of resources and facilities**

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#misuse-of-resources-and-facilities->

H – Complying with the Code of Conduct

47. As a Member:

- a. I undertake Code of Conduct training provided by my local authority.
- b. I cooperate with any Code of Conduct investigation and/or determination
- c. I do not intimidate or attempt to influence any person who is likely to be involved with the administration of any investigation or proceedings.
- d. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

48. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

49. Any alleged breach of this code will be dealt with in accordance with the arrangements set out in Appendix C to the Code.

NB: a breach of any of the statutory requirements relating to the registration and declaration of disclosable pecuniary interests may result in prosecution. If you need advice you should contact the Monitoring Officer.

**Local Government Association Guidance on the Model Code of Conduct
– Complying with the Code of Conduct**

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#complying-with-the-code-of-conduct>

Protecting your reputation and the reputation of the local authority

I – Interests

50. As a Member:

a. I register and disclose my interests.

51. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.
52. An example of an interest is something which is of value to you which you may have through personal, professional or other private reasons. For example, your job, home or other property. Your main financial interests are called Pecuniary Interests.
53. You should note that failure to register or disclose a Disclosable Pecuniary Interest as set out in Table 1 of Appendix B, is a criminal offence under the Localism Act 2011 for which you can be prosecuted.
54. You need to register your interests so that the public, local authority employees and fellow Members know which of your interests might give rise to a conflict of interest.
55. An example of a conflict of interest is ‘a situation where your interests (or responsibility to another organisation) could be (or could be seen to be) in conflict with your responsibilities as a Councillor’. This is especially important in relation to your role as a decision maker at the Council. Table 3 of Appendix B sets out how different types of declarations should be dealt with at meetings.
56. If in doubt, always seek advice from your Monitoring Officer.

57. The register of interests maintained by the Monitoring Officer is a public document that can be consulted when (or before) an issue arises. Your interests will be published on your Council web page.
58. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

**Local Government Association Guidance on the Model Code of Conduct
– Declarations of Interest**

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>

J – Gifts and hospitality

59. As a Member:

- a. **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- b. **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**
- c. **I register with the Monitoring Officer any gift or hospitality that I have been offered but have refused to accept.**
- d. **I will also declare repeated smaller hospitality/gifts which, when combined, would likely exceed £25 within any three-month period.**
- e. **I will consider donating any gifts to the Speaker's Charity or other charitable causes.**

60. In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor.

61. It would be expected that you would accept normal gifts and hospitality in relation to your work. However, if the gift or hospitality was valued at over £100 you would normally only accept it if it directly related to your role as a Member. You should make the reasons for acceptance clear in your declaration.
62. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.
63. However, you do not need to register gifts and hospitality which are not related to your role as a member and that you would have received anyway such as:
- gifts from your friends and family,
 - gifts/hospitality primarily in relation to your employment, voluntary work or similar which are not related to your role as a Member,
 - invitations to weddings and similar events from family and friends,
 - small gifts or hospitality received as part of weddings, life-events, religious festivals and celebrations that you would in any case have attended in a personal capacity (Christmas, Eid, Hannukah, Ramadan etc).

Local Government Association Guidance on the Model Code of Conduct
– Registration of gifts, hospitality and interests

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#registration-of-gifts-hospitality-and-interests>

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

Type A "Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Nonparticipation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Type B - Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. **Type C** - Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. **Type D** - Where a matter arises at a meeting which ***affects*** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest. To determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter ***affects*** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of most inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make

sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

No.	Subject	Description
1	Employment, office, trade, profession or vocation	Any employment, office, trade, profession, or vocation carried on for profit or gain. Any unpaid directorship.
2	Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
3	Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
4	Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
5	Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
6	Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil

		partners is a partner of or a director* of or has a beneficial interest in the securities* of.
7	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 council; 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 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 member, or his/ her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

No.	Subject
	Any body of which you are in a general control or management and to which
8.	You are nominated or appointed by your authority
9.	Any body exercising functions of a public nature
10.	Any body directed to charitable purposes
11.	Any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Note

There is no definitive list of bodies exercising functions of a public nature, but those bodies which:-

- carry out a public service,
- or take the place of local/central government (including through outsourcing);
- or carry out a function under legislation or in pursuit of a statutory power;
- or can be judicially reviewed,

are likely to be bodies carrying out functions of a public nature. They include bodies such as government agencies, other councils, health bodies, council owned companies and school governing bodies.

Table 3: Summary of Rules around Participation at Meetings

11. This table sets out a summary of the general rules around participation at meetings with respect to interests. This is only a summary and does not replace more specific guidance available from the Monitoring Officer.

Type Code	Interest Type	Declare on Register	Declare at Meetings ¹	Participate Normally	Only speak with same rights as public and leave meeting after speaking ²	Must leave the meeting entirely
A	Disclosable Pecuniary Interests (Lines 1-7 of the ROI form)	Y	Y	N	N	Y
B	Other Registerable Interests (Lines 8 – 11 of the ROI form)	Y	Y	N	Y	N
C	Other Non-Registerable Interests (direct financial or well-being interest of you or close relative/friend that is not on the ROI form)	N	Y	N	Y	N
D1	Other Non-Registerable Interests (affects financial or well-being interest of you or close relative/friend that is not on the ROI form or affects a body listed on the ROI form) Affects you/relative/friend more than most people affected	N	Y	N	Y	N
D2	Other Non-Registerable Interests (affects financial or well-being interest of you or close relative/friend that is not on the ROI form or affects a body listed on the ROI form) Affects you/ relative/ friend the same or less than most people affected	N	Y	Y	N	N

Notes

1 – Interests must be declared at all meetings or other situations where you come into contact with the issue, this includes informal internal discussions in advance of formal decision-making meetings.

2 – If the public do not have a right to speak then you may not speak.

General Note – where not straight-forward, apply the precautionary principle and in all cases apply the test of whether a reasonable member of the public knowing all the facts would believe you were taking the correct course of action.

Local Government Association Guidance on the Model Code of Conduct
– Interests flowchart

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#appendix-1-interests-flowchart>

LONDON BOROUGH OF TOWER HAMLETS
ARRANGEMENTS FOR DEALING WITH COMPLAINTS OF BREACH OF THE
CODE OF CONDUCT FOR MEMBERS
Arrangements agreed by Council on 5th December 2016.

Introduction

The Council has adopted a Code of Conduct for Members which is available on the Council's website and on request from the Monitoring Officer.

In accordance with section 28 of the Localism Act 2011, these arrangements set out how an allegation may be made that the Mayor, an elected Member or a Co-opted Member of the London Borough of Tower Hamlets has failed to comply with the Council's Code of Conduct for Members and how the Council will deal with such allegations.

These arrangements also require that the Monitoring Officer shall ensure that the Council appoints at least one Independent Person and at least one reserve Independent Person for the purposes of meeting the statutory requirements of the Localism Act 2011.

Any reference in these arrangements to the Monitoring Officer shall include a deputy Monitoring Officer. The timelines set out are for guidance and shall be observed where practicable but may be extended by the Monitoring Officer as necessary if they cannot be complied with by any relevant party due to sickness, holidays or other reasonable cause.

Complaints

1. Allegations concerning possible breaches of the Code of Conduct for Members should be made in writing to the Monitoring Officer.
2. On receipt of a complaint the Monitoring Officer shall within five working days acknowledge receipt to the complainant. The Monitoring Officer will also within five working days and on a confidential basis, inform the subject Member of the substance of the complaint and the identity of the complainant (unless the Monitoring Officer considers that such notification would prejudice the proper consideration and investigation of the complaint).
3. Complainants must provide their name and postal address when submitting a complaint. Anonymous complaints will not be considered unless the Monitoring Officer decides (after consultation with the Independent Person) that the complaint raises a serious issue affecting the public interest which is

capable of investigation without the need to ascertain the complainant's identity.

4. A complainant when making an allegation should specify the identity of the person(s) alleged to have breached the Code, the conduct that is alleged to give rise to the breach, the evidence that supports the allegation and the names (and contact details) for any potential witnesses able to give direct evidence of the events complained about.

Assessment of Complaints

5. The Monitoring Officer shall, after consultation with the Independent Person and within ten working days of receiving the complaint:
 - a) Decide whether or not a complaint merits formal investigation and where appropriate arrange for an investigation; OR
 - b) Decide to attempt to facilitate informal resolution of the complaint (such attempt shall be subject to a four-week time limit).
6. In making this determination the Monitoring Officer may at their discretion report the matter to the Investigation & Disciplinary Sub-Committee (IDSC) of the Standards Advisory Committee for consideration and/or consult other persons as appropriate.
7. The Monitoring Officer may decide not to refer the matter for investigation where:
 - (a) The allegation does not demonstrate any potential breach of the Code (because for example it relates to dissatisfaction with a Council decision/service or relates to events which occurred when the person complained about was not acting in an official capacity).
 - (b) The event(s) complained about took place more than six months ago and there are no valid reasons for the delay in bringing the complaint, such as fresh evidence not available at the earlier date or only recently discovered.
 - (c) The allegation is about someone who is no longer the Mayor or a Member/Co-opted Member.
 - (d) The complainant failed to provide the information specified in paragraph 4 above or any other information reasonably requested by the Monitoring Officer.
 - (e) The same or a similar allegation has been investigated and determined.
 - (f) The Mayor, Member or Co-opted Member has already accepted they made an error in their conduct and/or has apologised for their conduct and the Monitoring Officer considers the matter would not warrant a more serious sanction.
 - (g) The allegation is politically motivated and/or 'tit for tat'.

- (h) The allegation is not considered sufficiently serious to merit the cost to the public of carrying out an investigation.
 - (i) The Monitoring Officer has facilitated an informal resolution of the complaint (see below) and the Mayor or Member/Co-opted Member complained about has offered to take remedial action that the Monitoring Officer considers appropriate in all the circumstances (for example by apologising to the complainant and/or undertaking training or issuing a statement of factual correction).
8. Where the Monitoring Officer decides to reject a complaint, they shall inform the complainant in writing giving the reasons for rejection.

Investigation and Monitoring of Complaints

9. If a complaint of failure to comply with the Code is referred for investigation the Monitoring Officer shall appoint an investigator or complete the investigation themselves. Such investigation should whenever possible be completed within two months of the decision to refer the matter for investigation. The Monitoring Officer may extend this period by up to a further two months where they feel it is necessary to ensure a proper and adequate investigation. The Monitoring Officer may refer a complaint for investigation to the Monitoring Officer in a different authority where they have a conflict of interest.
10. The Monitoring Officer will keep the complainant and the subject Member informed as to progress at appropriate intervals and shall inform them of any extension to the period for the investigation.
11. The Monitoring Officer will report every six months to the Standards Advisory Committee on the number and nature of complaints received and action taken as a result. This will include details of complaints that have been rejected by the Monitoring Officer and any extension made to the period for an investigation of a complaint.
12. Where any investigation into a complaint of breach of the Code finds no evidence of failure to comply with the Code of Conduct, the Monitoring Officer shall within four weeks of receipt of the investigation report, consult with the Independent Person and decide whether the matter should be closed without reference to a Hearings Sub-Committee. The Monitoring Officer shall provide a copy of the report and findings of the investigation which shall be kept confidential to the complainant and to the Member concerned and shall report the matter as part of the quarterly report to the Standards Advisory Committee for information. The Monitoring Officer may also seek advice from the IDSC before deciding that a matter should be closed without reference to the Hearings Sub-Committee.

13. Where an investigation finds evidence of a failure to comply with the Code of Conduct, the Monitoring Officer following consultation with the Independent Person, may seek local resolution of the complaint. If local resolution succeeds the Monitoring Officer shall report the matter as part of the quarterly report to the Standards Advisory Committee. If local resolution does not succeed or if following consultation with the Independent Person, the Monitoring Officer considers that it is not appropriate to seek local resolution, the Monitoring Officer shall report the investigation findings to a Hearings Sub-Committee of the Standards Advisory Committee for local hearing and determination. The Hearings Sub-Committee will whenever practicable be convened within one month of the Monitoring Officer receiving the investigation report.

Hearings Sub-Committee

14. The Hearings Sub-Committee will consider the investigation report and any submissions from the subject Member and determine:

- (a) If there has been a breach of the Code of Conduct having taken into account the views of the Independent Person; and if so
- (b) Whether any sanction is appropriate having considered the views of the Independent Person.

15. Possible sanctions may include any of the following:-

- (a) Publication of the Sub-Committee's decision.
- (b) Reporting the Sub-Committee's decision to Council.
- (c) Requesting the Monitoring Officer to arrange training for the Member (subject to the Member's agreement).
- (d) Issuing a censure or reprimand which may also be reported to Council.
- (e) Requiring the Member to contact the Council and officers via specified point(s) of contact.
- (f) Withdrawing facilities provided to the Member by the Council, such as a computer or internet access.
- (g) Excluding the Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Executive, Committee and Sub-Committee meetings (as appropriate).
- (h) Recommending to the Member's Group Leader that they be removed from any or all Committees or Sub-Committees of the Council.
- (i) Recommending to the Mayor that the Member be removed from the Executive, or removed from a particular portfolio responsibility.
- (j) Recommending to Council or the Mayor as appropriate the removal from outside appointments to which the Member has been appointed or nominated.
- (k) Recommending to Council that the Member be removed from any or all Council Committees or Sub-Committees.

16. In determining any recommended sanction the Hearings Sub-Committee may take into account any previous breach by the Member concerned and/or their compliance with any previous sanction applied.

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<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 30 September 2021</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>Member Learning and Development Update</p>	

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

Executive Summary

The Learning and Development Programme is the Council’s professional development programme for Members. It provides access to training in relation to personal skills, professional development, council policies and local issues.

The Standards Advisory Committee is provided with annual updates to allow it to review and comment on the programme as part of its role in ensuring Members are able to properly undertake their role as set out in the Member Code of Conduct.

Given we are now in the lead up to the local elections in May 2022, the report has a focus on early planning for the Member Induction programme and the Committee are particularly asked to focus on providing comment on this area of work.

The Committee is asked to review and comment on this update report which follows on from the last report presented on 15 October 2020.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review and comment on the report and appendices including recent and planned Member Learning and Development options.
2. Review and comment on draft plans for Member Induction in 2022
3. Note the changes to the Members’ Bulletin

1. REASONS FOR THE DECISIONS

- 1.1 Member Learning and Development is provided to enhance a Councillor’s knowledge and skills to ensure they are equipped to undertake their role.

1.2 The Council's Constitution notes that the Standards Advisory Committee is responsible for ensuring high standards of Member conduct which is facilitated by the provision of a good quality Member Learning and Development programme.

2. ALTERNATIVE OPTIONS

2.1 This is a noting report. The committee may wish to propose alternative learning and development programme arrangements.

3. DETAILS OF THE REPORT

3.1 The Council's ongoing Member Learning and Development Programme continues to provide opportunities for Members to expand on their knowledge and keep up to date with changes.

3.2 These opportunities are generally in the form of:

- **Committee or specific training** targeted at certain councillors such as those on development or licensing committees, or Scrutiny.
- **Training and development sessions** scheduled as part of the annual learning and development plan, or identified as a training area during the year, offered to most/all Members
- **Member briefing sessions** on policy areas/developments usually offered to all Members and provided ad-hoc when required.
- **Programmes run by the LGALGIU** for councillors, often free of charge covering a variety of areas. These are advertised in the Members' Bulletin so Members can let us know if they are interested in attending.

3.3 Members are invited to sessions using calendar invites which include details of what each session will cover. Reminders are issued nearer the time and either on the day of the training or the day before a text message is sent.

3.4 Specific training is also arranged for councillors on certain committees such as Licensing or Planning. Councillors sitting on Audit and Pensions committees also receive additional training to increase their knowledge.

3.5 Any presentations or training materials to be used in the sessions will be uploaded onto the Members' Hub so they can be accessed during the training and at any time afterwards.

3.6 Appendix 1 to the report sets out the training and briefing sessions, and Member attendance (where the information has been provided) from the period of October 2020 when the Committee received its last report.

Member Learning and Development 2020-21 – including the impact of the Covid-19 Pandemic and Elections

3.7 The 15 October 2020 Committee meeting was provided with a list of training sessions planned for the year ahead, the table below sets out a summary of these:

Title	Date	Notes
<p>Social Media Policy:</p> <ul style="list-style-type: none"> • The role of the media in Local Government • Using social media as an elected member • The impact of social media/ tips & tricks • Tower Hamlets Our East End as a tool to reach communities 	12 November 2020	As planned
<p>Strengthening Local Democracy</p> <p>Following the recent project to improve information provision to Members, a look at what should come next.</p>	30 September 2021	Scheduled
<p>The Corporate Parent and working with Schools:</p> <p>Information on the above and the role of Members.</p>	TBC	
<p>Elections:</p> <p>Looking at how elections operate and an opportunity for Members to ask questions.</p>	TBC – after referendums have taken place	Delayed due to Elections and referendums in May, recent By-election and upcoming referendums
<p>Information Governance:</p> <ul style="list-style-type: none"> • An overview of the General Data Protection Regulation 2016 and Data Protection Act 2018 • An overview of the Freedom of Information Act 2000 • The Council's Information Governance & Complaints Teams 	20 & 21 April 2021	<p>As planned.</p> <p>Another session is planned for the autumn – dates being arranged now</p>

<p>Local Government Finance:</p> <ul style="list-style-type: none"> • How LG is financed • Funds the council is responsible for • Tower Hamlets Capital Programme • Annual budget setting • Annual Accounts • The role of the Section 151 Officer and the Member role 	4 & 7 October	Scheduled
<p>Directorate Meet and Greets</p> <p>These were opportunities to meet with senior Directorate officers and discuss key issues</p>	Cancelled	These will now take place as part of the Member Induction programme.
<p>Ethics and Probity:</p> <ul style="list-style-type: none"> • New Code of Conduct • Member/Officer Protocol and related protocols • Register of Interests • Gifts and Hospitality • Social media use 	TBC – after September Council	Postponed until after new Code of Conduct is agreed by Full Council

Some of the training did take place, however some was delayed due to Covid and Elections

Training offers in the Members' Bulletin

3.8 In recognition of this the team has included regular opportunities for online courses in the Members' Bulletin run by external providers, such as the Local Government Association (LGA) and the Local Government Information Unit (LGIU). There are a growing number of online resources for councillors and the following examples are some of the courses that have been offered:

- Advanced Chairing Skills (LGIU)
- Leadership Academy Programmes (LGA)
- Effective Social Media
- Restart after Covid with Emotional Intelligence
- New Learning Platform for Cllrs with multiple online courses (LGA):
 - Cllr Introduction to Digital and Data Training Series
 - Equality, Diversity and Inclusion
 - Holding council meetings online
 - Effective ward councillor
 - Scrutiny
 - Influencing skills
 - Local government finance

- Supporting mentally healthier communities

As mentioned in the last report, feedback from Members suggested that overall, they are in favour of the greater flexibility created by holding training

online. It is, however, still recognised that there will be occasions when physical attendance is preferable when possible.

Member Briefings 2020-21

3.9 As in previous years there have also been regular and varied briefings either included in the Members' Bulletin or as scheduled virtual sessions run by officers (full details are in Appendix 1), such as:

- Tall Buildings Supplementary Planning Document
- Sharing the findings of the BAME Commission
- Update on the Council's Leasehold Portfolio
- Ramadan, Covid 19 and Vaccination
- Member/Officer relations & Code of Conduct
- Analysis of Safeguarding Adults Review

Attendance at Training Sessions

3.10 Various factors can affect the levels of attendance at training sessions including the topic, notice period, date/time etc. Where attendance details have been provided these can be seen at Appendix.

3.11 Attendance at these virtual meetings is still higher than previously experienced at physical meetings but has dropped slightly from last year's virtual meetings. Figures are set out below:

	Physical	Virtual 2019-20	Virtual 2020-21
	Total of 37 at 5 sessions	Total of 78 at 4 sessions	Total of 111 at 8 sessions
Average Attendance	7.4	19.5	13.8

Notes:

- Only sessions for all members have been included
- Where two sessions were offered on the same topic the attendance figures have been combined.
- Only sessions where services were able to confirm attendance have been included.
- Mandatory sessions have not been included as they would skew the figures.

Learning and Development Plan 2021-22

- 3.12 The programme for 2021-22 will be included in the 2022 Induction Plan, the draft plans for which are set out below.

Member Induction 2022

- 3.13 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 will also be consulted for their feedback on the previous induction; in particular what they found especially useful, and what was not included that perhaps should have been.
- 3.14 The Corporate Leadership Team always play an important part in agreeing and implementing the Member Induction Programme and will be involved in planning for 2022 to ensure that the training is effective and meets the individual needs of all elected Members.
- 3.15 The key elements of the 2018 programme and current good practice around member induction will inform the programme for next year. See Appendix 2 for an outline of the 2018 programme. We would send a copy of this with a covering letter to all Members immediately following the election.

Members' Bulletin Function

- 3.16 The Members' Bulletin function has recently moved from Communications to Democratic Services, which means the team will now be responsible for producing the weekly bulletin and what is included.
- 3.17 Updates, training offers, and items of interest have always been circulated in the Members' Bulletin, but we will now have an opportunity to tailor the newsletter more fully to what Members would like to see included.
- 3.18 The look of the Bulletin has been refreshed to look updated and new, with the addition of pictures being possible to increase interest. Further updates to the layout will be looked at in January.
- 3.19 The team is working with communications to look at ways of increasing interest in the Bulletin. Adding items of interest in each edition to the subject line rather than the standard 'Members Bulletin' each time, is one consideration which will help to draw in the reader.

- 3.20 The reporting section of the software used to produce the bulletin will also be able to tell us which areas were 'clicked' on the most so that we can see what is being looked at and use this to inform future bulletins.

The image shows a digital bulletin layout for Tower Hamlets. At the top, a teal banner contains the text "Members' bulletin" in white and blue. To the right is the Tower Hamlets logo, which features a green castle icon above blue wavy lines and the text "TOWER HAMLETS". Below the banner, a yellow-green headline reads "Stay up to date with your weekly news", followed by the date "6 - 12 September 2021". A purple bar contains the text "Dear members, Welcome to your new refreshed members' bulletin - we hope you enjoy reading this edition." Below this is a teal bar with the heading "Coronavirus update". The main content area is divided into two columns. The left column has a heading "Weekly update from Director of Public Health" and a paragraph: "Each week our Director of Public Health, Dr Somen Banerjee, publishes a Covid-19 update to keep residents and partners informed about Covid-19 locally in Tower Hamlets." Below this is another paragraph: "Last week, the Tower Hamlets rate was 233 cases of Covid-19 per 100,000 and this week it is 206 per 100,000. The fall in cases in young adults continues although levels in over 60s remain similar to last week." A "Read more »" button is at the bottom of this section. To the right of the text is a blue graphic with "Covid-19 updates" and an illustration of a hand holding a megaphone. Below the text is a "Like (0)" icon. The right column has a teal bar with the heading "Weekly news" and a sub-heading "Afghanistan Briefing". Below this is a paragraph: "Briefing from Corporate Director, Health, Adults & Community & Deputy Chief Executive on support for Afghan Citizens." A "Read more »" button is at the bottom of this section. To the right of the text is the Tower Hamlets logo.

Members' bulletin

Stay up to date with your weekly news
6 - 12 September 2021

Dear members,
Welcome to your new refreshed members' bulletin - we hope you enjoy reading this edition.

Coronavirus update

Weekly update from Director of Public Health

Each week our Director of Public Health, Dr Somen Banerjee, publishes a Covid-19 update to keep residents and partners informed about Covid-19 locally in Tower Hamlets.

Last week, the Tower Hamlets rate was 233 cases of Covid-19 per 100,000 and this week it is 206 per 100,000. The fall in cases in young adults continues although levels in over 60s remain similar to last week.

[Read more »](#)

Like (0)

Weekly news

Afghanistan Briefing

Briefing from Corporate Director, Health, Adults & Community & Deputy Chief Executive on support for Afghan Citizens.

[Read more »](#)

TOWER HAMLETS

Figure 1 New Look Members' Bulletin

Monday 20th September 2021 | 10:00 AM
 Starting at 10:00 AM on Monday 20th September 2021
 The following will be held:

Matters' bulletin

Stay up to date with your news

20 - 25 September 2021

Local news

Welcome to your one-stop local news bulletin, all from one page starting the page.

Coronavirus update

Weekly update from Director of Public Health

Cases of Covid-19 remain high but have since again decreased.

Last week, the Tower Hamlets rate saw 228 cases of Covid-19 per 100,000 and this week it is 188 per 100,000. The number of patients in hospital with Covid-19 is also falling gradually.

[Read more >](#)

Covid-19 updates

Covid-19 vaccination

All young people aged 12 to 15, under the Pfizer vaccine, followed by AstraZeneca vaccine, should be offered one dose of the Covid-19 vaccine, just 4 months ago.

[Read more >](#)

Weekly news

Briefing and statement on recent serious incidents in Tower Hamlets

The purpose of this briefing is to provide an update on several serious violent incidents that occurred in Tower Hamlets and to provide information on the current status. This will allow you to understand the coordinated response.

[Read more >](#)

Polling Places Review

On Monday 20 September, a review of polling places will be held in Tower Hamlets.

[Read more >](#)

Freedom of the Borough - Wednesday 13 October 2021 (save the date)

The Freedom of the Borough Ceremony will be held on the evening of Wednesday 13 October at the Tower of London.

[Read more >](#)

Click Map

Figure 2 - Click Map

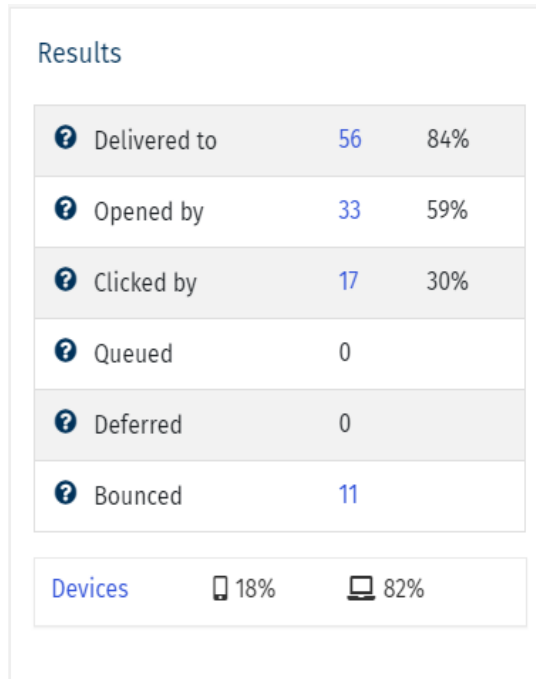


Figure 3: Statistics

3.21 By the time of the next Learning and Development update report it will be possible to present readership information to encourage a discussion as to the best uses of the bulletin.

Member Survey

3.22 A Member Learning & Development Survey was carried out in April 2021. The survey was in three sections with the following headings:

- Learning and Development Feedback and Comment
- Personal Development
- Any other Learning and Development (External training opportunities)

3.23 8 responses were received, with all but one confirming that they had attended non mandatory training sessions.

3.24 An indication of some of the feedback under the headings in 3.22 is set out below:

Learning and Development Feedback and Comment

- Nobody disagreed with the statement, 'I much prefer online sessions'; with 37.5 % indicating mixed views and 62.5% either agreeing or strongly agreeing.
- 88% agreed external trainers should only be used either when absolutely necessary (25%), or when they have a particular expertise (63)
- Suggestions for other training that would benefit Members have been taken on board with sessions having taken place, been scheduled into

the current Learning and Development Plan or being offered online by external providers, such as Members' Enquiries, Scrutiny, and Finance.

Personal Development

- Councillors were asked to rate their skills across seven different areas such as communication skills, scrutiny and challenge, local leadership etc. The average score submitted for each area was 3.63-4 stars out of 5.
- Some ideas for further development were put forward and have been taken on board to see what can be included in future plans. Some have already been scheduled/offered such as influencing skills offered online by the LGA and community engagement which will be covered through upcoming Strengthening Local Democracy and Equalities training.

Any other Learning and Development (External training opportunities)

- Councillors were asked how far they had considered the external training opportunities circulated in the Members' Bulletin, and all had looked at the those provided by the LGA. Some had booked courses either occasionally or regularly whilst others did not find anything of particular interest to them.
- 75% had looked at the courses offered by the LGIU, with the same results as above.

4. EQUALITIES IMPLICATIONS

- 4.1 Important considerations when planning the Member Learning and Development programme include ensuring best accessibility to the training sessions allowing for the various demands placed on Members, including any family or caring responsibilities.

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 the Member Learning and Development Programme generally plays an important role in supporting Members in their decision-making and scrutinising roles which in turn help protect the Council against the various risks set out above.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 Learning and development for Members is provided within existing budgets and staffing resources.

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 proposed in this report comply with this legislation.

Linked Reports, Appendices and Background Documents

Linked Report

- Previous annual reports to the Standards Advisory Committee

Appendices

- Appendix 1 – Learning and Development Activity 2020-21
- Appendix 2 – **2018** Induction Training Programme

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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	Ethics & Probity	Pensions Committee Training - Sustainable Equity	Mandatory Licensing Training	Audit Committee Training	Local Infrastructure Fund	Local Infrastructure Fund	Relationships & Sex Education	Relationships & Sex Education	Sharing the findings of the BAME Commission	Sharing the findings of the BAME Commission	Audit Committee Training	Food Poverty Update	Update on the Council's Leasehold Portfolio	Update on the Council's Leasehold Portfolio	Food Poverty Update	Ramadan, Covid-19 & Vaccination	Audit Committee Training	New Town Hall	Scrutiny Awayday Session	Pensions Committee Training - Responsible Investment	Scrutiny Awayday Session 2	Licensing Committee Training	Strategic Development/Development Committee Training	Adult Social Care	Pensions Committee Training - Investment Strategy	Overview & Scrutiny Report Session	Audit Committee Training - Internal Audit	Audit Committee Training	Members' Enquiries	Members' Enquiries
	Oct 27 2020 6:00PM	Oct 29 2020 4:00PM	Nov 2 2020 5:15PM	Nov 9 2020 5:30PM	Nov 26 2020 6:00PM	Dec 2 2020 1:00PM	Dec 14 2020 2:00PM	Dec 17 2020 5:00PM	Jan 12 2021 6:00PM	Jan 14 2021 1:00PM	Jan 14 2021 5:30PM	Mar 9 2021 3:00PM	Mar 9 2021 6:00PM	Mar 23 2021 2:00PM	Mar 29 2021 6:00PM	Mar 30 2021 7:00PM	Mar 31 2021 5:35PM	Apr 12 2021 6:00PM	Apr 17 2021 10:00AM	Apr 22 2021 6:00PM	Apr 24 2021 10:30AM	May 25 2021 5:30PM	Jun 7 2021 6:00PM	Jun 9 2021 6:00PM	Jun 24 2021 5:00PM	Jul 22 2021 6:00PM	Jul 27 2021 5:30PM	Jul 29 2021 6:30PM	Aug 24 2021 4:00PM	Aug 25 2021 3:00PM
Councillor Abdal Ullah					Y																									
Councillor Abdul Mukit MBE	Y																													
Councillor Amina Ali	Y		Y		Y													Y				Y		Y						
Councillor Andrew Wood					Y				Y	Y	Y	Y					Y	Y	Y		Y				Y					
Councillor Asma Begum									Y	Y																				
Councillor Asma Islam							Y	Y																	Y					
Councillor Ayas Miah	Y		Y								Y						Y					Y								
Councillor Bex White							Y		Y				Y		Y				Y											
Councillor Candida Ronald																		Y												
Councillor Dan Tomlinson											N					Y	Y	Y				Y								
Councillor Danny Hassell							Y	Y	Y				Y		Y									Y						
Councillor David Edgar			Y								Y						Y											Y		
Councillor Denise Jones					Y				Y	Y			Y					Y			Y					Y				
Councillor Dipa Das																														
Councillor Eve McQuillan			Y		Y		Y		Y				Y		Y							Y		Y						
Councillor Faroque Ahmed					Y		Y					Y	Y		Y			Y									Y			
Councillor Gabriela Salva Macallan					Y					Y		Y	Y						Y		Y					Y				
Councillor Harun Miah	Y																													
Councillor Helal Uddin																														
Councillor James King					Y											Y			Y		Y			Y						
Councillor John Pierce					Y		Y																							
Councillor Kahar Chowdhury			Y																					Y						
Councillor Kevin Brady							Y		Y							Y						Y		Y				Y		

Members Induction Seminars

A series of Members Seminars have been arranged to support new and returning Councillors in their Council duties. The details of these are as follows:

Date / time	Session to include:
Weds, 09 May 2:00 – 6:00 pm Mulberry Place – Committee Office	Open Afternoon – (Mandatory for All) <ul style="list-style-type: none"> • Signing of the register (if not done at count) • Meeting the CST (Councillor Support Team and Committee Team. Team members to assist Member in online completion of enrolments • Member to access PC in Mulberry place and complete necessary documentation, including declaration of interests, payroll enrolment, photographs, website information, ID cards, ICT Code of conduct, parking permit applications, ico registration, DBS ... • Demonstrations of Members’ hub (online handbook) • Brief introduction to casework and Members’ portal, managing members’ enquiries and complaints protocol • Members’ Surgery – personal discussion re venues and personal safety and review the protocol • Tour of Town Hall (as applicable) • Select/Distribute ICT kit - loaded with Members hub, ICW shortcut, key documents (distribute – 9 or 15/17 May??) • Provide list of training and agree which ones they attend, i.e., choose date option for required sessions
Weds, May 09, 6:30 pm Council Chamber	Setting the Scene at Tower Hamlets- (Mandatory for All) <ul style="list-style-type: none"> • Elected Members and the Community Leadership role. • Core Values, priorities and the story of Tower Hamlets • Member behaviour – intro (more detail at ethics session) • Decision making and the Council calendar – Local Government/Council Governance arrangements, i.e. Executive/Non-Executive split & respective responsibilities, the elected Mayoral system • How the council works (not in detail), its functions and those of other agencies (PCT, Home Office etc)
Thurs, 10 th May, 6:30pm MP702	Governance <ul style="list-style-type: none"> • How democracy works:
Tues, 15 th May 5:00pm-6:30pm (repeated- Thurs, 17 th May) (Room-TBD)	ICT –issuing equipment and signing of user acceptance. DROP IN
Tues, 15 th May-6:30 pm - MP702	Information Governance & ICT - (Mandatory for All) <ul style="list-style-type: none"> • ICT Security and internet policies
Thurs, 17 th May, 6:30pm MP704	ICT Security and internet policies <ul style="list-style-type: none"> • Use of Council E-mail address and systems • Bespoke training depending on ability/knowledge • Intro to Members’ Portal / VDI • Intro to paperless meetings • how to get ‘help’ • Members’ Rights to information/”need to know” and responsibilities re confidentiality • Overview of Access to Information, GDPR/DPA, Freedom of Information Act • A session to introduce and guide Members through the casework management system for member’s enquiries and demonstrate the

	<p>Members portal.</p> <ul style="list-style-type: none"> • Fact Sheets for Common issues – see Members' Hub • Hands-on input of enquiries to Members' Portal • How to frame questions
Weds, 16 th May-6:30pm (Council Chamber)	<p>Ethics & Probity (Mandatory for All)</p> <p>This practical and interactive session introduces Members to the Tower Hamlets code of conduct that guides and protects Members in their role It would cover</p> <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) <p>Working effectively with officers</p> <p>The Council Meeting</p> <p>Practical and interactive session going through the decision making process and the effective running of the Council meeting</p>
Tues, 22 nd May 6:30 pm MP701	<p>Corporate Parenting and Safeguarding of Children (Mandatory for All)</p> <ul style="list-style-type: none"> • Corporate Parenting • Child protection • Children safeguarding issues
Weds, 23 May – 7:00pm	<p>Council AGM</p>
Thurs 24th May 6:30	<p>Licensing Committee (Mandatory for Licensing Committee Members), other members are encouraged to attend)</p> <ul style="list-style-type: none"> • Licensing best practice and Code of Conduct • The licensing act • The gambling act • Licensing hearings
Tues 29th May, 6:30pm MP702	<ul style="list-style-type: none"> • Chairing Skills (Mandatory for Committee Members) <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Effective communication</p>
Weds, 30 th May-6:30pm MP 702	<p>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:</p> <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 2018/19 work programmes. • How to interpret data • Effective questioning

	<ul style="list-style-type: none"> • Following the corporate thread – strategy-> plan -> KPIs
Thurs, 31 st May, 6:30PM MP 702	<p>Development / Strategic Development Committee- (Mandatory for Committee Members)</p> <ul style="list-style-type: none"> • Planning: Principles and best practice • Code of Conduct • probity
Mond, 11 th June, 5:00pm MP701	ICT - Making Your Equipment Work for You – (Recommended for All members)
Weds, 13 th June, 6:30pm-MP702	Place - dealing with Noise, Planning and Parking Issues (Recommended for All members)
Tues, 19 th June-6:30pm London Guildhall	London New Councillor's Welcome Reception (Recommended for All members)
Tues, 26 th June-6:30pm MP701	<p>An Introduction to Safeguarding Vulnerable Adults (Mandatory for All)</p> <ul style="list-style-type: none"> • Adults safeguarding issues
Tues, 26 th June-7:30pm MP701	<p>Public Health- (Mandatory for new Members)</p> <ul style="list-style-type: none"> • Delivering public health in Tower Hamlets
Weds, 04 JUL, 6:30pm MP704	<p>Risk, Control & Fraud and Audits (Mandatory for All)</p> <p>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.</p>
Mond, 09JUL, 6:30pm MP701	Promoting Equalities & Diversity- (Mandatory for All)
Mond, 16JUL, 6:30pm MP701	<p>Media and Communications & Social media- (Recommended for All members)</p> <p>This session will inform members about the role of the media in local government and how Members can deal with the local press and Tower Hamlets' communications and press office. It will also provide guidance on how we communicate with different communities in Tower Hamlets.</p> <p>It would cover:</p> <ul style="list-style-type: none"> • Role of media in local government • How to respond to requests from the press • The role of communications and the press office in Tower Hamlets • Our EastEnd and Communicating with Tower Hamlets' communities • How Tower Hamlets' corporate communications can help you in your role • How to use Social Media • Questions and answers
Thurs, 19 th Jul-7:00 MP702	Understanding Council Finances - (Recommended for All members)
TBD	Personal Development Plans

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<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 30 September 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	(All Wards);

Executive Summary

This report provides an update on the declarations of gifts and/or hospitality received from Members since the previous report to the committee on 1 July 2021.

Standards Advisory Committee are receiving this report as it monitors compliance with the requirement in the Council Code of Conduct for Members to register any offer of gift or hospitality with an estimated value of at least £25.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review, comment on and note the report.

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 The table below provides a copy of the Register of Gifts and Hospitality declared from 1 July to 31 August. If additional declarations are received after this date the details will be brought to the meeting. A total of 2 declarations were made during this period, which were declared on time within the 28 day notification period.

Name	Date offered	Type	Accepted/ Declined	Date declared	On time	Provided by	Estimated Value	Description
Cllr Mohammed Ahbab Hossain	03.08.21	Gift	Accepted	23.08.21	Yes	Asik Rahman	£150	Cake for Speaker's Reception
Cllr Candida Ronald	24.08.21	Hospitality	Declined	24.08.21	Yes	Canary Wharf Group	£50	Dinner

The Impact of the Pandemic

3.2 The impact of the pandemic can still be seen on the limited number of gifts and hospitality being received. The continuing threat of the Covid-19 pandemic has kept the number of events and occasions that Members might attend very low, reducing the number of related declarations of gifts and hospitality.

Register updates

3.3 A reminder was sent to all Members at the beginning of September to ensure their registers of interests and declarations of gifts and hospitality were up to date. Members were asked to complete any outstanding declarations (links to the forms being provided) or respond confirming they had nothing to declare. Any updates received will be recorded and published where appropriate.

3.4 The Committee will be provided with an update as to how many Members have responded to this reminder.

3.5 The next reminder on updating registers of interest and gifts and declarations will be sent towards the end of the year and will be reported to an upcoming meeting as appropriate.

4. **EQUALITIES IMPLICATIONS**

4.1 There are no 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.
- Data Protection / Privacy Impact Assessment.

5.2 None arising from this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

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

7. COMMENTS OF LEGAL SERVICES

7.1 Section 27 of the Localism Act 2011 requires local authorities to have a code of conduct and Section 28 of the same Act sets out the matters which the code must address. The Code of Conduct for members is part of the Constitution. Paragraph 25 requires all offers of gifts or hospitality worth over £25 to be declared within 28 days, whether or not accepted.

7.2 The matters set out in this report comply with the above legislation and with the Constitution.

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