

Standards Advisory Committee



Thursday, 10 February 2022 at 6.30 p.m.

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

Agenda

Chair: John Pulford MBE

Members

Vice-Chair: Fiona Browne

John Pulford MBE, 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):

Rachael Tiffen (Independent Person) and Amanda Orchard (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.



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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, 10 February 2022

6.30 p.m.

**PAGE
NUMBER(S)**

APOLOGIES FOR ABSENCE

1. DECLARATIONS OF INTEREST

5 - 6

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

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

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

2. MINUTES OF THE PREVIOUS MEETING(S)

7 - 12

To confirm as a correct record the minutes of the meeting of the Standards Advisory Committee held on 25 November 2021.

3. REPORTS FOR CONSIDERATION

- | | | |
|------------|---|-----------|
| 3.1 | Draft Standards Advisory Committee Report to Council | To Follow |
| 3.2 | Member Induction Programme 2022 - update | 13 - 30 |
| 3.3 | Member / Officer Relations Protocol - Update Report | To Follow |
| 3.4 | Guidance to Members on Outside Bodies | To Follow |
| 3.5 | Register of Gifts and Hospitality - Quarterly Update | 31 - 34 |

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

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

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

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

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

NOTE: EXEMPT/CONFIDENTIAL SECTION (Pink Papers)

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

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

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

Next Meeting of the Committee:

To be confirmed at Council on 16 March 2022.

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 6.32 P.M. ON THURSDAY, 25 NOVEMBER 2021

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

Members Present at the meeting:

Councillor Rabina Khan

Members in Attendance Remotely:

Councillor Rajib Ahmed
Councillor Abdal Ullah

Co-opted Members Present at the meeting:

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

Co-opted Members In Attendance Virtually:

Mike Houston
Denzil Johnson

Apologies:

Nafisa Adam (Co-optee)
Councillor Mufeedah Bustin
Councillor James King

Officers Present at the meeting:

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

Officers in Attendance remotely:

Jill Bayley (Head of Legal Safeguarding)
Patricia Attawia (Democratic Services Team Leader, Civic & Members, Governance)

1. DECLARATIONS OF INTEREST

There were no Declarations of Disclosable Pecuniary Interests.

2. MINUTES OF THE PREVIOUS MEETING(S)

RESOLVED

1. That the unrestricted minutes of the meeting held on Thursday 30 September be approved and signed by the Chair as a correct record of proceedings subject to the correction of a spelling error in the attendance list.

3. REPORTS FOR CONSIDERATION

3.1 Code of Conduct Complaint Monitoring

Janet Fasan, Director of Legal and Monitoring Officer, introduced the latest monitoring report on complaints under the Member Code of Conduct. Appendix 1 listed the 7 complaints in the list (including 5 received since the last meeting).

All complaints were from the public as opposed to complaints from Members against each other. The Independent Person had been consulted in all cases.

The Committee were taken through each complaint in turn and a number of issues were raised including:

- How are complainants kept informed on the progress of their complaints, especially when they take a long time and whether further thought should be given to managing engagement with complainants.
- Whilst a couple of cases were still ongoing, most had been closed including with no further action required in some cases.
- Where cases close because the complainant stops responding, they can potentially be re-opened if the complainant re-appears.
- There was one further case which was not on the appendix which related to use of Council resources for party political purposes. The Member had been written to and asking them to take action. Further progress on this case will be reported later.

The Chair welcomed the update. He then reported that a Member had asked him to highlight that the Committee would be closely monitoring Member behaviour in the run up to the local elections. He asked that Members be reminded through the Member Bulletin of their rights and responsibilities.

Fiona Browne highlighted a recent standards seminar she had attended which had raised a number of interesting points including around the speed issues/complaints escalate especially on social media and how public expectations/views on standards are seen to have dropped, so public satisfaction with democratic processes falls.

There was also clear support for reintroducing tougher sanctions but that at the same time the more effective remedy was to work hard to encourage

respect for everyone involved in political work to support good behaviour and member/public engagement.

Finally, the Chair asked that the Appendix to the Complaint Monitoring report be redesigned to make better use of the space on the page.

RESOLVED

1. That the report be noted.

3.2 Draft Member Induction Plan 2022

Matthew Mannion, Head of Democratic Services, introduced a report on plans to support Member Induction following the May 2022 elections. This followed an initial discussion at the last meeting.

He explained that with a large number of new Councillors expected, it was important to ensure a programme was set up to support them in learning their new roles. This would mainly involve a number of subject area seminars but would also include sessions on use of systems, ICT, how the democratic processes worked and similar. Co-optees would be invited to seminars that were relevant to their area of work.

The draft plan was being circulated to officers and Members for consultation as well as coming to this Committee. The final Induction Plan would be signed off by the Corporate Leadership Team and the General Purposes Committee.

A number of particular issues were noted:

- Member feedback was strongly supportive of slowing down the Member Induction process in general but that ICT kit/Member Enquiry access etc needs to be up and running very quickly.
- It was important to integrate 'why' and 'how' questions involved in general training, for example linking code of conduct rules into general seminars.
- Would it be possible to record modules for those who couldn't attend in person?
- Member safety was very important and should be covered early in the programme.
- A political group buddy programme could be useful although it was noted that providing officer buddies had been tried previously without much success.
- Should co-opted Members also be involved in social media training? In particular for Standards co-optees who may be involved in complaints against Members.
- Should Members of the Conservation and Design Advisory Panel be involved in Planning Committee training?
- Remember to include a corporate and committee structure in initial training. Showing decision and information flows.
- Important to provide guidance to Councillors on all their roles.

The Committee were thanked for their feedback.

RESOLVED

1. That the report be noted.

3.3 Register of Gifts and Hospitality - Quarterly Update

Patricia Attawia, Democratic Services Team Leader (Civic and Member) introduced the quarterly update on Member gifts and hospitality. She highlighted that there had been 13 declarations listed, up from 2 last time which was an indication that social events were beginning to start up again following the pandemic lockdowns. More declarations could be expected in the run up to Christmas.

A reminder had recently been sent round to Members through the bulletin and all Members had provided an update in the last six months.

The Chair noted the increase and thanked Patricia Attawia for her update.

RESOLVED

1. That the report be noted.

3.4 Dispensations under Section 33 of the Localism Act 2011

Janet Fasan, Director of Legal and Monitoring Officer, introduced the regular update report on Dispensations granted to Members under the Localism Act 2011. She reported that, apart from the standard, blanket, exemptions listed, no individual dispensations had been granted since the last report to the Committee or indeed in the year before that.

RESOLVED

1. That the report be noted.

3.5 Review of the Effectiveness of the Standards Advisory Committee

Jill Bayley, Head of Legal Safeguarding and Deputy Monitoring Officer, introduced the report on progress in relation to the review of the effectiveness of the Standards Advisory Committee.

She explained this was a brief update highlighting a new survey that had been sent to Members asking for their views on the effectiveness of the committee. There had been extremely limited responses to date. There were no significant comments to take forward. This would at least suggest that there wasn't a high level of dissatisfaction with the work of the Committee.

The Chair commented that Members were very busy and if they didn't have strong concerns they may not respond. Councillor Rabina Khan noted that at Council she had heard positive comments to the work of the Committee and that personally she had found being on the committee to be a very valuable experience. When the new Code of Conduct had recently been presented to Council there had also been no negative comments on the work of the Committee.

Finally, the Chair noted that it was important to make sure the work of the Committee was signposted during the Member Induction programme.

RESOLVED

1. That the report be noted.

4. WORK PLAN

The Committee reviewed its workplan and noted a number of points including that:

- The new Code of Conduct had been approved by Council and would come into effect in May.
- The draft agenda for the February meeting was listed including the draft annual report to Council and an update on Member Induction planning.
- A report on Practical Guidance on Members handling confidential information was due.
- A report should be available on progress on the new Member / Officer relations protocol.
- A number of other reports were also listed. Discussions would continue on an appropriate number for the agenda.
- Officers would also work to close off as many of the listed 'actions' as possible before the end of the municipal year.

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

There was none.

6. EXCLUSION OF THE PRESS AND PUBLIC

Nil items.

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

Nil items.

The meeting ended at 7.20 p.m.

Chair, John Pulford
Standards Advisory Committee

<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 10 February 2022</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Janet Fasan, Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>Member Induction Programme 2022 - update</p>	

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

Executive Summary

In readiness for the May 2022 local elections, the Council is preparing a Member Induction Programme for all Members (both new and returning).

The draft plan is undergoing extensive consultation with officers and Members and has been worked up in reference to plans at other London authorities.

Following the earlier presentation of the draft Induction Plan, the Standards Advisory Committee is invited to review the current version and make any final comments before the Plan is presented to the Corporate Leadership Team and the General Purposes Committee for final sign-off.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review and comment on the report and attached final draft Induction Plan and propose any amendments as required.

1. REASONS FOR THE DECISIONS

- 1.1 The Standards Advisory Committee's role in supporting Member Learning and Development includes a role in reviewing plans for the Member Induction Programme for after the 2022 local elections.
- 1.2 The Member Induction programme plays a vital part in ensuring that Members are able to undertake their roles under the constitution and it is therefore important to ensure that Members have a say in its development.

2. ALTERNATIVE OPTIONS

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

3. DETAILS OF THE REPORT

- 3.1 Planning is well underway for the Member Induction Programme 2022, with a cross directorate working group set up to identify the areas that need to be covered. Councillors, officers and the Standards Advisory and General Purposes Committees have also been consulted for their feedback and suggestions.

- 3.2 Key criteria for developing the plan include:

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

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

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

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

experienced councillors as well as a 'meet the Mayor' opportunity for new Members to talk to the Mayor and gain a better understanding of how they engage with the Elected Mayor position.

Covid-19 Pandemic

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

Preparing the plan / consultation

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

Elements of the Induction Plan

- 3.10 The Induction Plan has a number of elements:
- Admin and setup – IDs cards, laptops, emails, website, forms, etc

- Statutory – Register of Interests, Code of Conduct, certain committee training, Acceptance of Office etc.
- Orientation and Introductions – welcome evening, meet CLT, Mayor etc
- Training and Seminars – the largest section involves the seminar programme and training on topics such as ICT and using the Member Enquiries portal. This programme will run from May through to November.

3.11 The Appendix to this report sets out the current draft Induction plan covering the seminar programme and the main administrative actions required.

Training and Seminars

3.12 The Induction Plan includes three broad types of training and seminar sessions:

Statutory Training	Member-focussed development	Information Gathering
Training required under our statutory and constitutional requirements. Also includes sessions to fill in Register of Interest and similar forms.	Training looking at how Members can best perform their many roles.	Sessions set up to help Members learn how the Council operates its key services and the main goals/issues faced by those services.
Examples include Ethics and Probity training and committee specific sessions	Examples include How decisions are taken, Member Enquiries, ICT (including collection of equipment), Communications & Social Media	Examples include Housing, Social Care, Health.
Training led by relevant officers. External trainers used where useful.	A focus on ensuring a variety of training leads including external experts, senior Councillors, etc.	Sessions supported by the relevant services. Where relevant the Cabinet Member will also be asked to be present.
Mandatory for all Members (or Mandatory for all Members of the specific Committee)	Mandatory for new Members – other Members encouraged to attend.	All Members encouraged to attend.
Full List: <ul style="list-style-type: none"> • How democracy works (committee procedures, decision making, interests etc) 	Full List: <ul style="list-style-type: none"> • ICT and collecting equipment (plus additional training if required) • Session to sign 	Full List: <ul style="list-style-type: none"> • Public Health • Planning and Infrastructure • Schools and

<ul style="list-style-type: none"> • Ethics and Probity • Committee Specific Training • Corporate Parenting and Prevent • Safeguarding Adults • Promoting Equalities and Diversity 	<p>forms, get ID cards etc.</p> <ul style="list-style-type: none"> • So...you've become a Councillor (and follow up session) • MEs, Information Governance etc. (and follow-up session) • How policy is developed / what Members can and can't do • Chair's Training (mandatory for Chairs) • What is Scrutiny (and follow up good scrutiny sessions) • Council Finance (two sessions) • Media, Communications and Social Media (including online safety) • Outside Bodies 	<p>Education</p> <ul style="list-style-type: none"> • Performance and Partnerships • Housing • Waste and Street Cleaning • Civil Contingencies • Customer Services • Regeneration • Adult Social Care and Community Safety • Employment Support • Highways, Transport and Parking • Climate Emergency • Community Buildings and Capital Programme • Workforce • Culture and Sport
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- 3.13 Timings – the timetable has been established with the aim that, at least after the initial training, two topics are chosen each week with them both being available during the day and evening. For example, during the day on Tuesday and in the evening on Thursday. A different course would then operate the reverse (i.e. evening Tuesday, daytime Thursday). This gives Members some flexibility on when to attend and also means that a member can complete the training programme whilst only devoting one day a week to training.
- 3.14 For the second half of the programme most of the training is 'information gathering' so Members could choose to only attend the courses that were of interest to them. This will help balance workload as committee and other responsibilities start to increase.
- 3.15 Committee Calendar – the new Committee calendar begins following the Annual Meeting on 25 May. However, where possible, first meetings of committees have been moved to later June/July to allow Members time to familiarise themselves with their new role before committee responsibilities fully take over. The calendar is being prepared alongside the Member Induction planning to try and avoid difficult clashes we possible.

Guides, Member Hub and Member Bulletin

- 3.16 The Members Hub is being updated ready for the elections and will perform the role of an electronic 'Handbook' to all Members. It will include key information on how the Council operates, contact details, guidance on surgeries and similar.
- 3.17 The weekly Member Bulletin email will include reminders about upcoming seminars as well as highlighting key areas of information on the Hub and other useful notes. The content in the bulletin can easily be adjusted depending on feedback and to react to any issues that arise.

Feedback and next steps

- 3.18 Having reviewed the content of this report and appendices, the Committee are asked to comment on the plans set out. Reports will then be presented to the Corporate Leadership Team and the General Purposes Committee to complete the process.
- 3.19 In advance of the elections, all candidates will be written to and given information on how the induction programme will take place as well as links to relevant web-based information on the role of Councillor.

4. EQUALITIES IMPLICATIONS

- 4.1 A strong Member Induction programme is important in helping to ensure that Members from all communities and backgrounds are able to undertake their role effectively.
- 4.2 Specific training will also be included to help Members consider equalities issues whilst undertaking their roles including when taking decisions or dealing with constituents.
- 4.3 Following the election, Democratic Services will work with the political groups to ensure appropriate attendance at all the relevant sessions.

5. OTHER STATUTORY IMPLICATIONS

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
 - Consultations,
 - Environmental (including air quality),
 - Risk Management,
 - Crime Reduction,
 - Safeguarding.

- Data Protection / Privacy Impact Assessment.

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

6. COMMENTS OF THE CHIEF FINANCE OFFICER

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

7. COMMENTS OF LEGAL SERVICES

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

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – Draft Seminar Programme 2022

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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Appendix 1 – Draft Induction Plan

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Thu 5/5	Election Day		
Fri 6/5	Election Counts (sign acceptances of office)		
Mon 9/5	<p>PM – Early Access for new Members (visit the town hall for tea/coffee /orientation/basic admin etc)</p>		
Tue 10/5		<p>(Repeat) Eve – Early Access for new Members (visit the town hall for tea/coffee /orientation/basic admin etc)</p>	
Wed 11/5	<p>All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)</p>		
Thu 12/5	<p>(New Members in person – all Members will have some tasks) All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)</p>	<p>Welcome evening – introduction by CE, meet the Senior Leadership team etc. (Encouraged for All Members)</p>	
Fri 13/5	<p>(New Members in person – all Members will have some tasks) Mop up sessions as required (collection of kit, sign forms etc)</p>		
Mon 16/5		<p>Space for political group AGMs etc</p>	
Tue 17/5	<p>How local democracy works - session led</p>	<p>So...you've become a Councillor? (session</p>	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
	<p>by Dem Servs and legal on Constitution, different roles of officers, members, how meetings work, brief bit on code/allowances etc Plus expectations of Members.</p> <p>(All Members)</p>	<p>on what being a cllr is all about partly led by some experienced cllrs) (includes Member safety)</p> <p>Concluding with 'Meet the Mayor' session.</p> <p>(New Members)</p>	
Wed 18/5			
Thu 19/5	<p>(Repeat) So...you've become a Councillor? (session on what being a cllr is all about partly led by some experienced cllrs) (includes Member safety)</p> <p>Concluding with a 'Meet the Mayor' session.</p> <p>(New Members)</p>	<p>(Repeat) How local democracy works - session led by Dem Servs and legal on Constitution, different roles of officers, members, how meetings work, brief bit on code/allowances etc</p> <p>Plus expectations of Members.</p> <p>(All Members)</p>	
Fri 20/5			
Mon 23/5	<p>ICT Drop-ins (additional ICT support slots – Pre-Book)</p>	<p>Space for political group meetings</p>	
Tue 24/5	<p>Ethics and Probity – full Code of Conduct training session</p> <p>(All Members)</p>	<p>MEs, Information governance and security, handling data, use of systems, confidentiality etc - social media basics</p> <p>(New Members)</p>	
Wed 25/5		<p>Annual Meeting of Council – election of Members to Special Responsibility Posts</p>	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
		Also Speaker's Reception	
Thu 26/5	(Repeat) MEs, Information governance and security, handling data, use of systems, confidentiality etc - social media basics (New Members)	(Repeat) Ethics and Probity – full Code of Conduct training session (All Members)	
Fri 27/5	ICT Drop-ins (additional ICT support slots – Pre-Book)		
Mon 30/5		Pensions Committee Training (All welcome – mandatory for Committee Members)	
Tue 31/5		Licensing Committee Training and Licensing Committee meeting (All welcome – mandatory for Committee Members)	
Wed 1/6		Planning Training (All welcome – mandatory for Committee Members)	
Thu 2/6	Bank Holiday		
Fri 3/6	Bank Holiday		
Mon 6/6		Monthly Open Door (opportunity for Members to pop in to Democratic Services to ask questions/ raise issues etc)	
Tue 7/6	How policy is developed / members roles in the above (what can and can't members do)	Chair's Training (Mandatory for new Chairs but others welcome – must pre-	Licensing Sub-Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
	(New Members)	book)	
Wed 8/6			Strategic Development Committee
Thu 9/6	(Repeat) Chair's Training (Mandatory for new Chairs but others welcome – must pre-book)	(Repeat) How policy is developed / members roles in the above (what can and can't members do) (New Members)	
Fri 10/6			
Mon 13/6	Pensions Board	Co-optee Session on how the Council works (Seminar specifically for co-optees) (Evening left free for political groups to have their own meetings/training)	
Tue 14/6			Development Committee
Wed 15/6	Corporate Parenting, Safeguarding and Prevent (All Members)	Safeguarding Adults (All Members)	
Thu 16/6	(Repeat) Safeguarding Adults (All Members)	(Repeat) Corporate Parenting, Safeguarding and Prevent (All Members)	
Fri 17/6			
Mon 20/6		(Space for political group meetings/training)	
Tue 21/6			General Purposes Committee Licensing Sub-

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
			Committee
Wed 22/6	ICT Drop-ins (additional ICT support slots – Pre-Book)	What is scrutiny? (an introduction to the role of Scrutiny) (New Members) (Space for Cabinet training)	
Thu 23/6	(Repeat) What is scrutiny? (an introduction to the role of Scrutiny) (New Members)	ICT Drop-ins (additional ICT support slots – Pre-Book)	Standards Advisory Committee
Fri 24/6			
Mon 27/6			Overview and Scrutiny Committee Pensions Committee
Tue 28/6	Media, Communications and Social Media (including online safety) (New Members)	Finance 1 (basic introduction to Council finance) followed by mandatory training for Audit Committee Members	
Wed 29/6	(Repeat) Finance 1 (basic introduction to Council finance)	(Repeat) Media, Communications and Social Media (including online safety) (New Members)	Cabinet King George's Field Board
Thu 30/6			
Fri 1/7			
Mon 4/7		Monthly Open Door	
Tue 5/7	Public Health	Promoting Equalities and Diversity (All Members)	Licensing Sub-Committee


Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Wed 6/7			Health and Adults Scrutiny Sub-Committee Grants Sub-Committee
Thu 7/7	(Repeat) Promoting Equalities and Diversity (All Members)	(Repeat) Public Health	
Fri 8/7			
Mon 11/7		(Space for political groups to offer training)	
Tue 12/7			Children's Scrutiny Sub-Committee Development Committee
Wed 13/7	What makes a good ME? – an opportunity to look at early experiences of MEs, and think about how to generate good MEs/FOIs etc (New Members)	Planning and Infrastructure	
Thu 14/7	(Repeat) Planning and Infrastructure	(Repeat) What makes a good ME? – an opportunity to look at early experiences of MEs, and think about how to generate good MEs/FOIs etc (New Members)	Housing Scrutiny Sub-Committee
Fri 15/7			
Mon 18/7	(Space for Groups to offer training)		
Tue 19/7	Schools and Education	Performance and Partnerships	Licensing Sub-Committee
Wed 20/7		(Early access to the	Council

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
		Council chamber for reminder on Council processes etc.)	
Thu 21/7	(Repeat) Performance and Partnerships	(Repeat) Schools and Education	Strategic Development Committee
Fri 22/7			
Mon 25/7			Overview and Scrutiny Committee
Tue 26/7	Housing	Waste and Street Cleaning	Health and Wellbeing Board Licensing Sub-Committee
Wed 27/7			Cabinet
Thu 28/7	(Repeat) Waste and Street Cleaning	(Repeat) Housing	Audit Committee
Fri 29/7			
AUGUST BREAK			
Tue 30/8			
Wed 31/8	Civil Contingencies		Licensing Sub-Committee
Thu 1/9		(Repeat) Civil Contingencies	
Fri 2/9			
Mon 5/9		Monthly Open Door	
Tue 6/9	Finance Part 2 (including process for agreeing the budget)	Customer Services	Development Committee
Wed 7/9		(Space for Cabinet training)	Licensing Committee (SEV)
Thu 8/9	(Repeat) Customer Services	(Repeat) Finance Part 2 (including process for agreeing the budget)	Strategic Development Committee
Fri 9/9			
Mon 12/9	Pensions Board		Overview and Scrutiny Committee
Tue 13/9	Regeneration	Adult Social Care and Community Safety	Licensing Sub-Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Wed 14/9			Cabinet
Thu 15/9	(Repeat) Adult Social Care and Community Safety	(Repeat) Regeneration	
Fri 16/9			
Mon 19/9	Tour of the New Town Hall (pre-book required)	Tour of the New Town Hall (pre-book required)	
Tue 20/9	Employment Support	Highways, Transport and Parking	
Wed 21/9		(Space for Cabinet training)	Grants Sub- Committee
Thu 22/9	(Repeat) Highways, Transport and Parking	(Repeat) Employment Support	Standards Advisory Committee
Fri 23/9			
Mon 26/9			Pensions Committee
Tue 27/9			Licensing Sub- Committee Health and Wellbeing Board
Wed 28/9			Council
Thu 29/9			
Fri 30/9			
Mon 3/10		Monthly Open Door	
Tue 4/10	Ethics and Probity follow-up (allow further Q&A etc on the Code of Conduct etc) (New Members)	Effective Scrutiny (looking at Scrutiny in more depth)	Development Committee And Licensing Committee
Wed 5/10			
Thu 6/10	(Repeat) Effective Scrutiny (looking at Scrutiny in more depth)	(Repeat) Ethics and Probity follow-up (allow further Q&A etc on the Code of Conduct etc) (New Members)	Audit Committee
Fri 7/10			
Mon			

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
10/10			
Tue 11/10	Community Buildings and Capital Programme	Climate Emergency	Licensing Sub-Committee
Wed 12/10			
Thu 13/10	(Repeat) Climate Emergency	(Repeat) Community Buildings and Capital Programme	Children and Education Scrutiny Sub-Committee General Purposes Committee
Fri 14/10			
Mon 17/10			
Tue 18/10	So...you've been a Councillor for nearly 6 months (follow up to early session led by experienced Councillors)	Outside Bodies	Health and Adults Scrutiny Sub-Committee
Wed 19/10			Strategic Development Committee
Thu 20/10	(Repeat) Outside Bodies	(Repeat) So...you've been a Councillor for nearly 6 months (follow up to early session led by experienced Councillors)	Housing and Regeneration Scrutiny Sub-Committee
Fri 21/10			
Mon 24/10			Overview and Scrutiny Sub-Committee
Tue 25/10	Workforce	Culture and Sport	Licensing Sub-Committee
Wed 26/10			Cabinet King George's Field Charity Board
Thu 27/10	(Repeat) Culture and Sport	(Repeat) Workforce	
Fri 28/10			

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Mon 31/10			
Tue 1/11			Development Committee
Wed 2/11	Q&A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration) (Pre-Book)	Q&A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration) (Pre-Book)	

<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Thursday, 10 February 2022</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 updates the Committee on declarations of gifts and hospitality submitted by Members since the previous report to the committee on 25 November 2021.

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

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review, comment and note the report.

1. REASONS FOR THE DECISIONS

- 1.1 The Council is required by statute 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 A Member is required under the Council's Code of Conduct (paragraph 25) to register the offer of any gift or hospitality, whether accepted or not, with an estimated value of at least £25. They must also include the person from whom it is received.

2. ALTERNATIVE OPTIONS

- 2.1 This is a noting report.

3. DETAILS OF THE REPORT

During the period 1 November to 31 January a total of 10 declarations were received, which is slightly less than the previous reporting period. Seven were not declared on time within the 28-day notification period, with two of these only late by a couple of days.

3.1 A copy of the Register of Gifts and Hospitality for this period can be seen in the table below, with details of each declaration.

Name	Date offered	Type	Accepted/ Declined	Date declared	On time	Provided by	Estimated value	Description
Cllr Asma Islam	17/12/2021	Gift	Accepted donated to Speaker's Charity	12/01/2022	Yes	Embassy of the People's Republic of China	£27.00	Bottle of red wine – Chateau Lolande, Saint Julien 2016.
Mayor John Biggs	17/12/2021	Gift	Accepted	17/12/2021	Yes	Embassy of the People's Republic of China	£29.00	Chateau Lolande wine
Cllr Asma Begum	07/12/2021	Hospitality	Accepted	31/01/2022	No	Tower Hamlets Homes	£100.00	Speaker's Charity Ball ticket
Cllr Dan Tomlinson	07/12/2021	Hospitality	Accepted	24/01/2022	No	Cllr Zenith Rahman	£100.00	Ticket to Speaker's Charity Ball
Cllr Eve McQuillan	07/12/2021	Hospitality	Accepted	14/01/2022	No	East End Homes – Board member	£100.00	Speaker's Charity Ball Ticket
Cllr Motin Uz-Zaman	07/12/2021	Hospitality	Accepted	09/01/2022	No	East End Homes	£100.00	Speaker's Charity Dinner (EEH directors table)
Cllr Sabina Akhtar	07/12/2021	Hospitality	Accepted	31/01/2022	No	London Tea Exchange	£100.00	Speaker's Charity Ball ticket
Cllr Tarik Khan	07/12/2021	Hospitality	Accepted	31/01/2022	No	Tower Hamlets Homes	£100.00	Speaker's Charity Ball ticket
Cllr Victoria Obaze	07/12/2021	Hospitality	Accepted	31/01/2022	No	London Tea Exchange	£100.00	Speaker's Charity Ball ticket
Mayor John Biggs	07/12/2021	Hospitality	Accepted £100 donation made to Speaker's Charity	13/12/2021	Yes	Office of the Speaker	£100.00	Speaker's Charity Ball

The Impact of the Pandemic

3.2 A number of offers of gifts and hospitality were made to Members around the Christmas period, which is not unexpected. Although there was a spike in Covid-19 cases due to the Omicron variant, many community events and festive celebrations still went ahead.

Register updates

- 3.3 The regular request to Members to review and update their Registers of Interests was included in both the December and January issues of the Members' Bulletin, with a link to the online form. This form includes a field to declare any gifts and hospitality that may not have been declared individually.
- 3.4 Following the reminders, only one Member has not provided an update to their Register of Interests in the last 6 months, or confirmed that there are no changes. We will continue to chase for an update.

4. EQUALITIES IMPLICATIONS

- 4.1 None specific to this report.

5. OTHER STATUTORY IMPLICATIONS

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

- 5.2 None specific to this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 There are no significant financial implications arising from 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:

Or state N/A



TOWER HAMLETS

STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2021/22

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Agenda Item 4

ACTIONS LIST

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

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

Standards Advisory Committee WORK PLAN 2020/21

Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
8.	Following on from the Strengthening Local Democracy Project	TBC		To provide updates on any replacement to the previous Strengthening Local Democracy Project. As required.
9.	Code of Conduct Complaints – case monitoring	DMO - tbc	1 July 2021	A proposal to hold an exempt session looking in more detail at specific cases to ensure appropriate actions/responses had taken place.
10.	Meeting attendance rules for co-optees	Matthew Mannion, Head of Democratic Services (liaise with SPP)	1 July 2021	Look at rules and/or guidance around expected meeting attendance levels by co-optees. Bring forward to 2022/23
11.	The Monitoring Officer note to Whip re Member attendance	Janet Fasan, Director of Legal and Interim Monitoring Officer	1 July 2021	Member attendance discussed with the whip on a number of occasions. COMPLETED (but continued monitoring)
12.	Governance at Council owned bodies	Matthew Mannion, Head of Democratic Services	1 July 2021	As required – provide an update on the review work relating to governance at council owned bodies.
13.	Submit New Code of Conduct to November Council for approval (with implementation set for May 2022)	Matthew Mannion, Head of Democratic Services	30 September 2021	COMPLETED
14.	Look to include co-opted Members in relevant training sessions (with particular reference to the Member Induction Programme)	Matthew Mannion, Head of Democratic Services	30 September 2021	Being discussed at SAC meetings and as part of Member Induction Planning up to May 2022
15.	Consider making some Member Induction training mandatory for Members in certain positions (e.g. finance)	Matthew Mannion, Head of Democratic Services	30 September 2021	Ongoing

Standards Advisory Committee WORK PLAN 2020/21

Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
16.	Present a draft of the new Member Induction Plan at the next SAC meeting	Matthew Mannion, Head of Democratic Services	30 September 2021	Presented in the agenda (presented November meeting – next version due in February)
17.	Agree constitution change to make it clearer that SAC could present reports to Council should it need to.	Matthew Mannion, Head of Democratic Services	30 September 2021	COMPLETED
18.	Question asked on the role the Council plays in monitoring the activities of election candidates.	Janet Fasan, Monitoring Officer	30 September 2021	Ongoing
19.	Provide Member Bulletin update highlighting the Committee's role in monitoring member behaviour in the run up to the local elections	Matthew Mannion, Head of Democratic Services	25 November 2021	COMPLETED
20.	Redesign the Code of Conduct Complaint Monitoring Appendix to make better use of the space.	Janet Fasan, Monitoring Officer	25 November 2021	For the 2022/23 workplan
21.	Notes – consider as possible topics – Member Address publication and Employee Assistance Programme (in relation to Members)			For the 2022/23 workplan

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

WORK PLAN

The workplan itself is a standing agenda item

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

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Standards Advisory Committee WORK PLAN 2020/21

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

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Standards Advisory Committee WORK PLAN 2020/21

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

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Standards Advisory Committee WORK PLAN 2020/21

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
		Patricia Attawia, Democratic Services Team Leader (Civic and Members)	
4. Practical Guidance for Members handling confidential information	To reiterate the existing rules and provide any additional required guidance. Deferred to the next meeting.	Agnes Adrien, Head of Legal Enforcement and Litigation & Deputy Monitoring Officer	
5. Member / Officer Relations Protocol Update	Update on the project to review the Member / Officer relations protocol	Agnes Adrien, Head of Legal Enforcement and Litigation & Deputy Monitoring Officer	
6. Guidance to Members serving on Outside Bodies		Janet Fasan, Director of Legal and Monitoring Officer	
7. Effectiveness of the Standards Advisory Committee	A further update on this work area. Not required at this time.	Jill Bailey, Head of Legal Safeguarding & Deputy Monitoring Officer	