

# Standards Advisory Committee



Thursday, 22 September 2022 at 6.30 p.m.

Committee Room 1, 1st Floor, 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, Mike Houston, Rachael Tiffen, Amanda Orchard, Councillor Shafi Ahmed, Councillor Sabina Akhtar, Councillor Amin Rahman, Councillor Sirajul Islam, Councillor Abu Chowdhury and Justina Bridgeman

### Observers (Independent Persons):

### Substitutes:

Councillor Asma Begum and Councillor Amina Ali

[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

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

Physical Attendance at the Town Hall is not possible at this time.

### Meeting Webcast

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

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

### Contact for further enquiries:

Matthew Mannion, Democratic Services,,

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Tel: 020 7364 4881

E-mail: [matthew.mannion@towerhamlets.gov.uk](mailto:matthew.mannion@towerhamlets.gov.uk)

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

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## Standards Advisory Committee

Thursday, 22 September 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 22 June 2022.

#### **3. REPORTS FOR CONSIDERATION**

##### **3.1 Register of Interests and Gifts and Hospitality Quarterly Update**

##### **3.2 Guidance and training for Members serving on Outside Bodies**

##### **3.3 Update on review of Member Officer Protocol**

To Follow

##### **3.4 Update - Implementation of best practice recommendations by CSPL**

13 - 22

##### **3.5 Local Government Association report: Abuse and Intimidation of Members & Member Addresses**

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

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

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

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

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

**NOTE: EXEMPT/CONFIDENTIAL SECTION (Pink Papers)**

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

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

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

**Next Meeting of the Committee:**

Thursday, 8 December 2022 at 6.30 p.m. to be held in the Committee Room 1, 1st Floor, 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.



**1. TO ELECT A CHAIR FOR 2022-23**

Matthew Mannion, Head of Democratic Services Governance, requested nominations for the position of Chair of the Standards Advisory Committee from amongst the Co-opted Members for the municipal year 2022/2023.

Fiona Browne proposed John Pulford for the position. This was seconded by Councillor Shafi Ahmed and Councillor Amin Rahman.

There were no further nominations.

The Standards Advisory Committee;

RESOLVED

That John Pulford was elected as Chair of the Standards Advisory Committee for the municipal year 2022-23.

**2. TO ELECT A VICE-CHAIR FOR 2022-23**

The Chair requested nominations for the position of Vice-Chair of the Standards Advisory Committee from amongst the Co-opted Members for the municipal year 2022-23.

John Pulford nominated Fiona Browne as Vice-Chair. This was seconded by Councillor Amin Rahman.

There were no further nominations.

The Standards Advisory Committee;

RESOLVED

That Fiona Browne was re-elected as Vice-Chair of the Standards Advisory Committee for the municipal year 2022-23.

**3. DECLARATIONS OF INTEREST**

There were no declarations of disclosable pecuniary interests.

**4. MINUTES OF THE PREVIOUS MEETING(S)**

That the minutes of the 25 November 2021 and notes of the informal meeting 10 February 2022 were approved by the Chair as correct records of proceedings

## **5. REPORTS FOR CONSIDERATION**

### **5.1 Standards Advisory Committee - Terms of Reference**

Matthew Mannion, Head of Democratic Services, Governance, introduced the report, which detailed the Committee's Terms of Reference, Quorum, Membership and Dates of Meetings for the year 2022-23. The report requested Members approval of its Sub-Committees to consider complaints relating to breaches of the Member Code of Conduct.

Fiona Browne requested clarification on the Committee procedures rules 3.1 (a) Roles and Functions with regards to the complaints screening process. The Committee procedures will be added to the work plan for review.

RESOLVED

1. That any additions or amendments be noted.

### **5.2 Standards Advisory Committee Report to Council**

The Committee reviewed the annual report to Council submitted by Jill Bayley, Head of Safeguarding, which detailed the activities of the Committee over the last year, highlighting any relevant issues to Council. The Committee were asked to consider the draft annual report and feedback on any last updates before the report is presented to Council in July 2022.

Fiona requested an amendment to the report, as it named Nafisa Adam as vice-chair which was incorrect. The Committee approved the report for submittance to the next Council meeting pending amendments.

RESOLVED

1. That the Standards Advisory Committee Report be added to the Council meeting agenda.
2. That the report be noted.

### **5.3 Register of Gifts and Hospitality - Quarterly Update**

Patricia Attawia, Democratic Services Team Leader, Civic & Members Governance, introduced the update on Member gifts and hospitality, submitted by Members since the previous report on 10 February 2022. There were no declarations received during 1 February to 31 May 2022 due to the purdah period before the local elections and was similar to the pattern seen in 2018.

RESOLVED

1. That the report be noted.

#### **5.4 Member Attendance Update**

Matthew Mannion, Head of Democratic Services, Governance, introduced the update on Member and Co-optee attendance at formal Council and Committee meetings for comment and review.

Following the presentation, the Committee noted:

- Clarification of the co-opted Members for scrutiny committee meetings.
- Clarification on the recruitment of co-opted members of the Standards Advisory Committee.
- Concerns were raised with the number of Members not attending mandatory seminars, such as Ethics and Probity.
- Recommended that the Code of Conduct should be linked into all training and Members should make themselves available.
- Clarification on attendance expectations for co-optees and Members.

Matthew confirmed that recruitment is currently underway for co-opted Scrutiny Committee members. Further details on timings for recruiting Standards Advisory Committee co-optees will be submitted for review.

Training for co-optees will be arranged once recruitment has completed. Matthew said that a number of induction sessions are specific to new Members. He requested formal confirmation of the request to consult with Overview and Scrutiny on adding co-optee member Attendance Expectations to the Code of Conduct. This can then be considered by the Committee as part of its annual review of the Code.

RESOLVED

1. That the report be noted.

#### **5.5 Dispensations under Section 33 of the Localism Act 2011**

Janet Fasan, Director of Legal and Monitoring Officer, introduced the report on dispensations in relation to disclosable pecuniary interests (DPI's) under section 33 of the Localism Act 2011. The Committee were requested to note the general dispensations granted by the Monitoring Officer specified in Paragraph 3.5 of the report.

RESOLVED

1. That the report be noted.

#### **5.6 Code of Conduct for Members - Complaint Monitoring and Associated Matters**

Janet Fasan next introduced the report on the quarterly monitoring information for complaints and investigations, which related to alleged breaches of the Council's Code of Conduct for Members. A brief overview of the complaints

process was provided for new Members of the Committee, including possible breaches.

Following the presentation, the Committee noted;

- Clarification on any guidance to Members regarding Penalty Charge Notice (PCN) complaints.
- Clarification on the roles, responsibilities and purpose regarding the complaints process and how clear this is for Members.

Matthew Mannion said that guidance on handling penalty charge notice complaints will be added to the Members Hub for review. Janet said the complaints process has an educational objective in nature for Members to be aware of public perception. Amanda Orchard said the process is designed to be fair and transparent, rather than punitive. If complaints start to rise a review may be necessary.

Agnes Adrien, Head of Litigation, gave an overview of the PCN complaint received. The complainant has yet to respond to letters from the Council and is still pending. They will be sent further requests to reply, if none are forthcoming an official request to close the complaint will be made. Jill Bayley, Head of Safeguarding and Deputy Monitoring Officer, gave an overview of the allegation of mishandling a racially motivated incident. This complaint has now been closed.

RESOLVED

1. To add guidance on PCN complaints to the Members Hub.
2. That the report be noted.

## **6. WORK PLAN**

Matthew Mannion presented details of the work plan for the new municipal year 2022-23. Further comments and suggestions should be forwarded to Matthew for review.

RESOLVED

1. That the report be noted.

## **7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

There was none.

## **8. EXCLUSION OF THE PRESS AND PUBLIC**

Nil items.

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

None noted.

The meeting ended at 7.37 p.m.

Chair, John Pulford MBE  
Standards Advisory Committee

Non-Executive Report of the:  <b>Standards Advisory Committee</b>  Thursday, 22 September 2022	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Director of Legal and Monitoring Officer	<b>Classification:</b> Open (Unrestricted)
<b>Update - Implementation of best practice recommendations by CSPL</b>	

**Proposed Decision Path (indicate) – Delete Section Before Publication:**

	Step [Delete as applicable]	Date
DLT Level (Tier One)	DLT / CD	
CLT Level (Tier Two)	CLT / CE	
Member Level (Tier Three)	MAB / 121	
Decision (Tier Four)	Formal Committees	

**Proposed Decision Path (indicate) – Delete Section Before Publication:**

<b>Originating Officer(s)</b>	Jill Bayley
<b>Wards affected</b>	(All Wards);

**Executive Summary**

The Committee on Standards in Public Life (CSPL) advises the Prime Minister on ethical standards across the whole of public life in England. It monitors and reports on issues relating to the standards of conduct of all public office holders. The CSPL is an advisory non-departmental public body, sponsored by the Cabinet Office. This report informs members of the Government’s response to the Committee on Standards in Public Life’s review of Local Government Ethical Standards published in January 2019, and updates Members on the progress of LBTH in implementing these.

**Recommendations:**

The Standards Advisory Committee is recommended to consider and note the content of the report.

## THIS SECTION TO BE DELETED BEFORE PUBLICATION

### Guidance Documents

Further details on the procedure for Urgent Decisions can be found in the [Intranet Library](#) and the Guide to Report Writing [guidance note](#).

### Specific Issues for Pre-Decision Meetings

(Officers may use the following table to add points of note for internal meetings such as CLT, MAB or DMTs. Content can be deleted at any stage and, in any case, will be before publication for the decision making meeting.)

<b>Directorate Leadership Team</b>
<b>Corporate Leadership Team</b>
<b>Mayor's Advisory Board</b>
<b>Communications</b>

## THIS SECTION TO BE DELETED BEFORE PUBLICATION

### 1. REASONS FOR THE DECISIONS

- 1.1 This report does not require a decision.

## **2. ALTERNATIVE OPTIONS**

2.1 This report does not require a decision.

## **3. DETAILS OF THE REPORT**

3.1 The CSPL review of local government ethical standards, published in January 2019, considered all levels of local government in England and its terms of reference were to:

- Examine the structures, processes and practices in local government in England for:
  - Maintaining codes of conduct for local councillors;
  - Investigating alleged breaches fairly and with due process;
  - Enforcing codes and imposing sanctions for misconduct;
  - Declaring interests and managing conflicts of interest;
  - Whistleblowing
- Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government;
- Make any recommendations for how they can be improved;
- Note any evidence of intimidation of councillors and make recommendations for any measures that could be put in place to prevent and address such intimidation.

3.2 LBTH noted progress on the best practice recommendations (aimed at local government) in a report submitted to the Standards Advisory Committee in October 2020.

3.3 The Government has now responded to the Recommendations in the review (which were aimed at central government). Appendix A sets out the Government's responses to the recommendations, with comments, where appropriate, on the LBTH position. It also includes an update on the LBTH responses to the best practice recommendations.

## **4. EQUALITIES IMPLICATIONS**

4.1 Ethical governance arrangements ensure proper decision making and contribute to the Council's compliance with equalities legislation.

## **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 Robust ethical governance arrangements ensure the proper, efficient and effective discharge of the Council's functions and contribute to compliance with the requirement to achieve best value.

## 6. **COMMENTS OF THE CHIEF FINANCE OFFICER**

6.1 There are no 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*. S.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 S.27 and s.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.

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## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

- List any linked reports
- 
- State NONE if none.

### **Appendices**

- List any appendices [if Exempt, Forward Plan entry MUST warn of that]
- State NONE if 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.

- These must be sent to Democratic Services with the report

- State NONE if none.

**Officer contact details for documents:**  
Or state N/A

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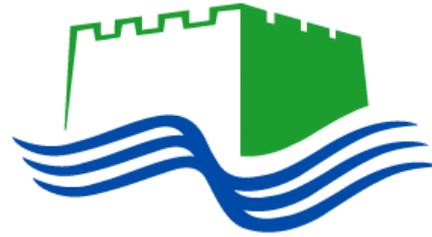
**Committee Standards on Public Life - Best Practice Recommendations**

<b>Recommendation</b>	<b>Progress of LBTH</b>	<b>Actions still to be taken</b>
<p><b>(1)</b> <i>Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.</i></p>	<p>The current code of conduct for members contains a prohibition on bullying and this was updated to include harassment in the revised code as part of a wider review of the council's constitution in 2019. It is proposed to include Bullying and harassment in both the Offer/Member Relations Protocol and the Member's Code of Conduct (but not in great detail).</p>	<p>A definition and list of examples of these behaviours will be prepared for consideration by the Advisory Committee and incorporated into the code when it is next reviewed.</p>
<p><b>(2)</b> <i>Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial and malicious allegations by councillors.</i></p>	<p>The council's arrangements for dealing with complaints of the breach of code contain provisions designated to prohibit trivial and malicious allegations. The revised Code was updated to include a requirement to comply with any formal standards investigation as part of the wider review of the council's constitution in 2019.</p>	<p>NA (met).</p>
<p><b>(3)</b> <i>Principle authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.</i></p>	<p>Code of conduct was reviewed as part of the wider review of the council's constitution in 2019.</p>	<p>A revision to the Code of conduct (to cover bullying and harassment) is due to be reviewed by SAC on 15th October 2020. Thereafter, there will be a rolling annual review of the code on SAC workplan.</p>
<p><b>(4)</b> <i>An authority's code should be readily accessible to both councillors and the public, in a prominent position on the council's website and available at the council's premises.</i></p>	<p>The code is easily accessible on the Members' Hub and the council website.</p>	<p>NA (met).</p>
<p><b>(5)</b> <i>Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.</i></p>	<p>Gifts and hospitality are published online when they are received in a Word document. This is done as soon as they arrive and happens every quarter.</p>	<p>The SAC receive quarterly updates on Gifts and Hospitality.</p>

<b>(6)</b> <i>Councils should publish a clear and straightforward public interest test against which allegations are filtered.</i>	There is currently a section on the website explaining why some complaints may not be dealt with.	
<b>(7)</b> <i>Local authorities should have access to at least two independent persons.</i>	The council has two independent persons.	NA (met).
<b>(8)</b> <i>An independent person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious or trivial.</i>	The council's arrangements for dealing with complaints of breach of the code require the monitoring officer to consult the independent person when deciding what action (if any) should be taken in respect of the complaint. This includes where complaints are referred for local resolution, formal investigation or closed without further action.	NA (met).
<b>(9)</b> <i>Where the local authority makes a decision on the allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the independent person, the reasoning of the decision maker and any sanction applied.</i>	The council's arrangements for dealing with breach of the code contain provision for the publication of decisions taken by the hearings sub-committee following consideration of an investigation report.	
<b>(10)</b> <i>A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process of handling complaints, and estimated timescales for investigations and outcomes.</i>	The council's arrangements for dealing with complaints of the breach of code set out the process for handling complaints and contain estimated timetables for investigations and outcomes. The arrangements are easily accessible on the council's website.	The wording in the guidance is being updated and will include a process map to assist understanding of the process
<b>(11)</b> <i>Formal standard complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.</i>	RECOMMENDATION DOES NOT APPLY - NO PARISH COUNCIL	RECOMMENDATION DOES NOT APPLY - NO PARISH COUNCIL

<p><b>(12)</b> <i>Monitoring officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches of parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.</i></p>	<p>RECOMMENDATION DOES NOT APPLY - NO PARISH COUNCIL</p>	<p>RECOMMENDATION DOES NOT APPLY - NO PARISH COUNCIL</p>
<p><b>(13)</b> <i>A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the monitoring officer from a different authority to undertake the investigation.</i></p>	<p>This has not yet been addressed.</p>	<p>The council's arrangements for dealing with complaints of breach of the code will be revised to include a specific provision to address conflicts of interest. This will be considered by SAC on.....( add to workplan)</p>
<p><b>(14)</b> <i>Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.</i></p>	<p>This has not yet been addressed.</p>	<p>The Head of Democratic Services and the Head of Audit wil consider this recommendation and bring a report to SAC in November.</p>
<p><b>(15)</b> <i>Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.</i></p>	<p>The council's Monitoring officer(MO) and S.151 officer meet twice a month and standards issues are addressed at these meetings. The MO alos meets the group leader and whip to discuss any standard issues.</p>	<p>NA (met).</p>

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**TOWER HAMLETS**

# **STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2022/23**

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Contact Officer:	<b>Matthew Mannion</b> Democratic Services <a href="mailto:matthew.mannion@towerhamlets.gov.uk">matthew.mannion@towerhamlets.gov.uk</a>
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Telephone:	<a href="http://www.towerhamlets.gov.uk/committee">www.towerhamlets.gov.uk/committee</a>
Website:	

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.	Updates on the recommendations of the Committee on Standards in Public Life	Janet Fasan, Director of Legal and Interim Monitoring Officer		As required
3.	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.

**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
<b>23 JUNE 2022</b>			
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 (Tricia)	
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 [ <a href="#">link to review session on how we handle complaints?</a> ]  <i>Redesign the Code of Conduct Complaint Monitoring Appendix to make better use of the space.</i>	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.	Jill Bayley, Head of Legal Safeguarding and Deputy Monitoring Officer	Council – July 2022
7. <i>Notes – consider as possible topics – Member Address publication and Employee Assistance Programme (in relation to Members)</i>			For the 2022/23 workplan

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**Standards Advisory Committee WORK PLAN 2022/23**

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
<b>22 SEPTEMBER 2022</b>			
1. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Patricia Attawia, Democratic Services Team Leader, Civic & Members, Governance	
2. Guidance and training 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. (check timings re Member Induction session)	Janet Fasan, Director of Legal and Interim Monitoring Officer Matthew Mannion, Head of Democratic Services	
3. Update on review of Member Officer Protocol	(note – include specific member to member protocol) - AA	Agnes Adrien, Head of Legal Enforcement and Litigation & Deputy Monitoring Officer	
4. CSPL	Government response to it. Table with government responses to each item - JB	Jill Bayley, Head of Legal Safeguarding	
5. LGA abuse and intimidation of Members & Member Addresses		Matthew Mannion, Head of Democratic Services ( <i>simple cover report</i> )	
<b>8 DECEMBER 2022</b>			
1. Register of Interests, Gifts and Hospitality	Quarterly update report	Matthew Mannion, Head of Democratic Services (Tricia)	

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Declarations Update			
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	
3. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	
4. EAP type support?	LBLA ask legal heads what they do for their members. (put on their form and ADSO forum?) JF ask LBLA, MM do ADSO	<b>(moved from September)</b>	
5. Meeting attendance rule for co-optees	Consider whether to implement a meeting attendance rule for co-optees (include Scrutiny in this review) – moved from Dec	Matthew Mannion, Head of Democratic Services	
6. Meeting attendance rule for co-optees	Consider whether to implement a meeting attendance rule for co-optees (include Scrutiny in this review)	Matthew?	
7. Member Learning and Development Programme Update	Yearly update on the Member Learning and Development programme and associated matters.(December Meeting)	Matthew Mannion, Head of Democratic Services	
8. Evaluation of Member Inductions and Training Programmes	Add to the Annual Report on Member Training for this meeting (December meeting with above as Induction ends in November.		
9. Practical Guidance for Members handling confidential information	To reiterate the existing rules and provide any additional required guidance. Deferred from October.	Agnes Adrien, Head of Legal Enforcement and Litigation & Deputy Monitoring Officer	
<b>23 MARCH 2023</b>			
1. Register of Interests, Gifts and Hospitality	Quarterly update report	Matthew Mannion, Head of Democratic Services (Tricia)	

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Declarations Update			
2. Annual Report to Council	To review the draft Annual Report to Council	Janet Fasan, Director of Legal and Monitoring Officer	
3. Review of Work Plan	Make sure the work plan agenda item includes opportunity to review and prepare for 2023/24	Matthew Mannion, Head of Democratic Services	
4. Annual Review of the Code of Conduct	Annual review to follow implementation in May 2022 so maybe last meeting of municipal year (or first meeting of new one?)		
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