

Standards Advisory Committee



Wednesday, 18 September 2024 at 6.30 p.m.

Committee Room - Tower Hamlets Town Hall, 160

Whitechapel Road, London E1 1BJ

Agenda

Chair: John Pulford MBE

Members

Vice-Chair: Fiona Browne

John Pulford MBE, Fiona Browne, Mike Houston, Elizabeth Marshall MBE, Faham Sinan-Katamba, Councillor Abu Chowdhury, Councillor Iqbal Hossain, Councillor Asma Islam, Councillor Sirajul Islam and Councillor Harun Miah

Observers (Independent Persons):

Rachael Tiffen (Independent Person) and Amanda Orchard ((Independent Person))

Substitutes:

Councillor Marc Francis and Councillor Bodrul Choudhury

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

Further Information

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



Public Information

Viewing or Participating in Committee Meetings

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Meeting Webcast

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Contact for further enquiries:

Joel West, Democratic Services,,
Town Hall, 160 Whitechapel Road, London, E1 1BJ

Tel: 020 7364 4207

E-mail: joel.west@towerhamlets.gov.uk

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

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160 Whitechapel Road
London E1 1BJ

Standards Advisory Committee

Wednesday, 18 September 2024

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 - 14

To confirm as a correct record the minutes of the meeting of the Standards Advisory Committee held on 26 June 2024.

3. REPORTS FOR CONSIDERATION

3.1 Register of Interests and Gifts and Hospitality Quarterly Update

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3.2 LGA Standards Committee Guidance

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3.3 Standards in Public Life webpage

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3.4 Annual Review of the Member Code of Conduct

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3.5 Standards Advisory Committee - report on Code of Conduct matters for the year 2024-2025 (to date)

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

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

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

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

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

NOTE: EXEMPT/CONFIDENTIAL SECTION (Pink Papers)

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

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

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

Next Meeting of the Committee:

Thursday, 16 January 2025 at 6.30 p.m. to be held in the Committee Room - Tower Hamlets Town Hall, 160 Whitechapel Road, London E1 1BJ



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: Linda Walker, Interim Director, Legal and Monitoring Officer, Tel: 0207 364 4348.

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 6.30 P.M. ON WEDNESDAY, 26 JUNE 2024

**COMMITTEE ROOM - TOWER HAMLETS TOWN HALL, 160 WHITECHAPEL
ROAD, LONDON E1 1BJ**

Members Present in Person:

Councillor Abu Chowdhury
Councillor Sirajul Islam
Councillor Bodrul Choudhury (deputising for Councillor Iqbal Hossain)

Co-optees Present in Person:

John Pulford MBE Chair
Fiona Browne Vice-Chair
Elizabeth Marshall MBE
Faham Sinan-Katamba

Apologies:

Councillor Iqbal Hossain
Councillor Asma Islam

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. TO ELECT A CHAIR FOR 2024-25

Nominated by Fiona Browne and seconded by Councillor Sirajul Islam is was:

RESOLVED that John Pulford is elected as Chair of the Advisory Committee for 2024/25.

3. TO ELECT A VICE-CHAIR FOR 2024-25

Nominated by John Pulford and seconded by Councillor Abu Chowdhury it was:

RESOLVED that Fiona Browne is elected as Vice-Chair of the Advisory Committee for 2024/25.

4. MINUTES OF THE PREVIOUS MEETING(S)

RESOLVED

1. That the minutes of the meeting held on 7 December 2023 be approved as a correct record of proceedings, subject to correction of some minor typographical errors.

5. REPORTS FOR CONSIDERATION

5.1 Standards Advisory Committee - Terms of Reference

Joel West, Democratic Services Team Leader (Committees) introduced the report that asked the Advisory Committee to consider and note its terms of reference and delegated powers. The report also set out the members and dates of scheduled Advisory Committee meetings for the year. Joel informed members that since the report's publication, the Aspire Group had nominated an additional substitute member, Councillor Bodrul Choudhury, which had since been approved by the Monitoring Officer under delegated powers.

Joel explained the report also proposed a minor change to the Advisory Committee's procedure rules to remedy a mis-alignment between elements of the procedure rules covering investigation of standards complaints and related provisions in the Code of Conduct for Members.

RESOLVED that the Standards Advisory Committee

1. Note the Advisory Committee's Terms of Reference (including quorum requirements), Membership, dates/times of meetings and current procedure rules as set out in Appendices 1, 2, 3 and 4 to the report, subject to an additional substitute member in Appendix 2, Councillor Bodrul Choudhury.
2. Agree to establish the following sub-committees for the municipal year 2024/25, to be convened as required on an ad-hoc basis with membership drawn from amongst the Members of the Standards Advisory Committee, including in each case a minimum of three members:-
 - Investigation and Disciplinary Sub-Committee
 - Hearings Sub-Committee.
3. Recommend the change to the Advisory Committee's procedure rules as set out in paragraph 3.16 of the report be progressed via the most appropriate governance route.

5.2 Register of Interests and Gifts and Hospitality Quarterly Update

Patricia Attawia, Democratic Services Team Leader (Member and Civic Support) introduced the report that updated the Committee on the Members'

Register of Interests and declarations of gifts and hospitality submitted by Members. Patricia also explained the background to the proposal in the report that the Advisory Committee endorse the decision to remove all Members' addresses from the Council website.

Further to questions from members, Patricia explained that any request to access information restricted from publication, such as address details, would be subject to the normal access to information rules.

RESOLVED that the Standards Advisory Committee:

1. Notes the report.
2. Endorses the decision to remove all Members' addresses from the Council website.

5.3 Dispensations under section 33 of the Localism Act 2011

Jill Bayley, Head of Safeguarding introduced the report that informed the Advisory Committee of dispensations in relation to disclosable pecuniary interests (DPI's) under section 33 of the Localism Act 2011. Jill asked the Advisory Committee to note there had been no specific or general dispensations agreed since the previous report.

RESOLVED that the Standards Advisory Committee:

1. Note the update on Dispensations as set out in Paragraphs 3.4, 3.5 and 3.6 of the report.

5.4 Standards Advisory Committee - report on Code of Conduct matters for the year 2023-2024

Jill Bayley, Head of Safeguarding introduced the report that updated the Advisory Committee on the monitoring information for complaints and investigations relating to alleged breaches of the Council's Code of Conduct for Members for the municipal year May 2023 – May 2024. It also updated the Advisory Committee on quarterly monitoring information on alleged breaches of the Council's Code of Conduct to the end of May 2024.

Further to questions from members of the Advisory Committee, Jill explained:

- Why there is sometimes an extended delay before MO discussion with IP. This is often due to complaints lacking clarity and the need to seek further input from the complainant before it can be progressed.
- That there is currently no oversight or assessment of investigations. Resources available to do so would be limited.
- Members expressed some confusion regarding the assessment of one complaint that concluded that 'the councillor was not acting as a Member at the time of the incident' as they had received advice that a Councillor could be considered as acting as such 24/7. Jill explained that associated legislation is very clear that codes of conduct cannot

cover actions when not acting as an elected member and common law makes express provision to an expectation of a private life for elected persons.

- The implications should a member of the Council be successfully prosecuted for a crime.
- She was unsure what the acronym 'SMSO' referred to in the report.

Further to questions, the Advisory Committee made the following comments and observations:

- Delays caused by Councillor non-co-operation are inexcusable. All involved need to understand importance of co-operating with the process. It was noted that non-cooperation could itself be seen as grounds for a code of conduct complaint.
- Involvement of group structures could assist reducing delays from Councillor non-co-operation.
- Asked officers to explore if the format of the report could be reviewed to improve readability.
- The Committee indicated concern that it had not been sufficiently updated on the serious allegation regarding bribery, misconduct in a public office and malfeasance of a public official and the progress and related settlement in that matter.
- Some of the information in the column 'Date and outcome of consultation with IP' appeared to be out of sequence in some complaints.

RESOLVED that the Advisory Committee:

1. Note the content of the report and the information contained in Appendix 1 and Appendix 2.

5.5 LGA Best Practice Guidance for Standards Committees

Matthew Mannion, Head of Democratic Services introduced the report that updated the Advisory Committee on the proposed creation of new LGA Best Practice Guidance for Standards Committees. Matthew explained that a draft paper from LGA would be made available to members on request to help them understand the direction of travel of this important work.

The Chair indicated he would welcome a brainstorming session to discuss survey responses.

RESOLVED that the Advisory Committee

1. Notes the report.
2. Requests a session to brainstorm ideas at an appropriate time.

5.6 Progress against relevant LGA Peer Review Actions

Matthew Mannion, Head of Democratic Services introduced the report that, following a request at the previous meeting, provided an update on progress against any actions arising from the Council's 2023 LGA Peer Review which were relevant to the work of the Advisory Committee for information and comment.

In response to a question from members, Matthew indicated that he had interpreted an action relating to the handling of complaints as being about complaints of services and, this not being of direct relevance to the Advisory Committee, had not been included in the noting report.

RESOLVED that the Standards Advisory Committee:

1. Notes the update.

5.7 Effectiveness of the Standards Advisory Committee

Linda Walker, interim Director of Legal and Monitoring Officer introduced the report that informed of proposed arrangements for improving the effectiveness of the Committee following discussions between the Chair and Vice Chair of the Advisory Committee, the Chief Executive and the Interim Monitoring Officer. Linda summarised progress made against some of the actions.

The Chair indicated he welcomed the proposed regular meetings between himself and the Council's Chief Executive. He indicated he felt it was important that another member of the SAC attended also, to ensure contingency.

Further to the proposal in paragraph 3.2 of the report regarding media articles, the Chair indicated he would prefer to receive all articles relating to LBTH without the need for any pre-assessment as to relevance.

The Advisory Committee members welcomed the report and proposals.

RESOLVED that the Advisory Committee:

1. Note the report.

5.8 Standards Advisory Committee Annual Report to Council

Jill Bayley introduced the report proposing the Advisory Committee's annual report to Council. Jill noted the report was largely factual in nature, but indicated she would welcome any feedback on it. She indicated she would circulate for comments outside of the meeting before final submission to Council.

RESOLVED that the Advisory Committee:

1. Notes the activities of the Standards Advisory Committee for the municipal year May 2023 – May 2024 as set out in the Annual Report of the Standards Advisory Committee at Appendix 1 to the report.

5.9 Member Attendance Update 2023-24

Joel West, Democratic Services Team Leader, introduced the report that provided an update on Member and Co-optee attendance at formal Council and Committee meetings.

The Advisory Committee discussed the attendance records of members and co-optees. Regarding co-optees of the Advisory Committee identified in the report for poorer attendance, members indicated they would welcome the chair having a discussion with them outside the meeting, but to otherwise take no further action at the current time.

RESOLVED that the Standards Advisory Committee:

1. Notes the attendance statistics of Members of the Council as set out in Appendices 1 and 2 to the report.
2. Notes the attendance record and mitigating information relating to co-opted members of the Advisory Committee as set out in paragraphs 3.11 and 3.12 and exempt Appendix 3 to the report and asks the Chair to make contact with those co-optees to discuss their attendance prior to the next meeting.

6. WORK PLAN

The Advisory Committee noted the potential of a new government following the upcoming 5 July General Election, which could have implications for its work planning in 2024/25.

RESOLVED that the work plan is noted.

7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

There was none.

8. EXCLUSION OF THE PRESS AND PUBLIC

A resolution to exclude the press and public was not required.


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

None.

The meeting ended at 7.50 p.m.

Chair,
Standards Advisory Committee

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Non-Executive Report of the: Standards Advisory Committee Wednesday, 18 September 2024		 TOWER HAMLETS
Report of: Linda Walker, Interim Director of Legal and Monitoring Officer		Classification: Open (Unrestricted)
Register of Interests and Gifts and Hospitality Quarterly Update		
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 the Members’ Register of Interests and declarations of gifts and hospitality submitted by Members since the previous report to the Committee on 26 June 2024.

The Standards Advisory Committee is receiving this report as it monitors compliance with the requirement in the Council Code of Conduct for Members to register and disclose their interests, and to declare 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 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 50) to register and disclose their interests. This must be done within 28 days of becoming a member or being re-elected to office
- 1.3 Members must ensure their register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

- 1.4 A member is also required under the Council's Code of Conduct (paragraph 59) to register the offer of any gift or hospitality, whether accepted or not, with an estimated value of at least £25. They must include the person from whom it is received.
- 1.5 Repeated smaller gifts and hospitality which, when combined, would likely exceed £25 within any three-month period should also be declared.

2. ALTERNATIVE OPTIONS

- 2.1 This is a noting report.

3. DETAILS OF THE REPORT

Register of Interests

- 3.1 In order to maintain an accurate register of Members' interests, Democratic Services send quarterly reminders to all Members via the Members' Bulletin to ensure that their declarations are up to date.
- 3.2 Two of these reminders (January and July), request that Members respond to officers to confirm that their current register of interests is correct.
- 3.3 The reminder in July was followed by an email to all Members asking them to confirm that their register of interests was up to date. At the time of writing, confirmation has been received from all but one Co-opted Member. Officers will continue to seek confirmation from this Member.
- 3.4 Fortnightly reports have been provided by Committee Services detailing Members' declarations made at meetings, which have been checked against each Member's register of interests to ensure it is accurate.

Gifts and Hospitality

- 3.5 The email sent to all Members in July also included a reminder to ensure any offers of gifts and hospitality were declared.
- 3.6 During the period 1 June to 31 August, one declaration was received. The details are set out in Table 1 below.

Name	Date received	Type	Accepted/declined	Date declared	On time	Provided by	Estimated value	Description
Cllr Mufeedah Bustin	25.08.24	Gift	Accepted	26.08.24	Yes	All Points East – AEG Head Office, 240 Blackfriars Road, EE1 8NW	£200	Two tickets to All Points East on 25 August 2024

Table 1

3.7 The declaration was received within the 28 day deadline.

3.8 The timetable for reminders over the next 12 months is set out in Table 2 below.

Timetable	
Quarterly reminder – Members’ Bulletin	October 2024
Quarterly reminder – Members’ Bulletin and email requesting confirmation that registers are up to date and all gifts and hospitality have been declared.	January 2025
Quarterly reminder – Members’ Bulletin	April 2025
Quarterly reminder – Members’ Bulletin and email requesting confirmation that registers are up to date and all gifts and hospitality have been declared.	July 2025

Table 2

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.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

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

7. COMMENTS OF LEGAL SERVICES

- 7.1 Section 27 of the Localism Act 2011 requires a local authority to adopt a code of conduct for Members and Co-opted Members. Section 28 of the Localism Act 2011 requires the code of conduct adopted by a local authority to include a requirement for Members and Co-opted Members to register and disclose pecuniary interests and interests other than pecuniary interests.
- 7.2 Paragraphs 50 and 59 (respectively) of the Council's Code of Conduct for Members require the disclosure of interests (both pecuniary and non-pecuniary) and the registration of gifts and hospitality, whether or not accepted.
- 7.3 This report demonstrates the Council's compliance with the above legislation and with the Council's own constitution.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- NONE

Local Government Act, 1972 Section 100D (As amended)

List of "Background Papers" used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- NONE

Officer contact details for documents:

Matthew Mannion, (Head of Democratic Services) ,

<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>Wednesday, 18 September 2024</p>	
<p>Report of: Linda Walker, Interim Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>LGA Standards Committee Guidance</p>	

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

Executive Summary

This report provides an update on the responses provided to Hoey Ainscough Associates in relation to the work to prepare new LGA Guidance for Standards Committees.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Note the report.

1. REASONS FOR THE DECISIONS

- 1.1 The report keeps the Committee up to date with the submissions relating to the draft LGA Guidance and allows for discussion of any matters arising.

2. ALTERNATIVE OPTIONS

- 2.1 Not applicable to this discussion report.

3. DETAILS OF THE REPORT

- 3.1 Hoey Ainscough Associates (HAA) have been tasked by the Local Government Association (LGA) with looking into the possibility of creating new best practice guidance for Standards Committees.
- 3.2 As reported to the Committee at its June meeting, Tower Hamlets were approached to provide initial comment/thoughts as we have previously worked with Hoey Ainscough Associates on Standards matters.
- 3.3 Should any guidance be created, the next stage would be for training material to be developed to work alongside the guidance.

- 3.4 At this stage it is just a scoping exercise and there are no set timescales for the development of the project.
- 3.5 Some early questions HAA have were whether:
- the council has a 'stand-alone' or combined standards committee (or indeed no committee overseeing standards),
 - what its composition is (does it reflect proportionality, or has it been waived and does it have any co-opted members, is there an executive member if appropriate who leads on the issue)
 - what are its terms of reference
 - Where you have parish councils what if any relationship is there between the committee and its parishes (other than individual cases) – Note – not applicable to Tower Hamlets.
 - any examples of good (or indeed bad!) practice you might have. We are particularly interested in the proactive role of promoting and maintaining high standards as opposed to the reactive complaint handling aspects.

Feedback submitted – key points

- 3.6 The Chair and Vice-Chair and the Monitoring Officer all submitted comments to Hoey Ainscough and these have been circulated to Members for information. Some of the key points that were raised included:
- It was important that Standards Committees were proactive in their support of high standards and did not just react to complaints received.
 - There was support for keeping Standards Committees separate from other Committee work but acknowledgement that linking with committees such as Audit Committee could be valuable.
 - The existing complaints process involving various steps and sub-committee meetings etc was long-winded/slow given the potential sanctions available. Are other methods/processes available and better suited e.g. restorative justice, shorter decision processes, other ideas for sanctions. Can a new process better support systems learning and ensuring that lessons are learnt.
 - The parity of co-opted Members compared to Councillors on the Committee was seen as important and the independence of the Chair was particularly seen as helpful. There was also support for having the same number of Co-opted Members as Councillors on the Committee.
 - Should the Committee focus more widely, e.g. more formally on Member development.
 - The points raised in the draft guidance about better links between the Committee and the rest of the Council and with the Executive were interesting.
 - In relation to the Terms of Reference, guidance would be welcome on how much that should be expanded beyond Code of Conduct matters and if there were references to areas such as working stakeholders or residents, more clarity on what that meant.

- The draft guidance highlighted the importance of relationships with key officers but only really talked about the Monitoring Officer, it was suggested that other relevant officers be considered.

Structure/Membership of the Standards Committee

- 3.7 A traditional Standards Committee would be made up exclusively of Councillors or maybe with one or two co-opted Members.
- 3.8 Tower Hamlets appears to be more unusual in having a Committee made up of 50% co-opted Members. The officer and Chair/Vice-Chair submissions were all very supportive of the Tower Hamlets model seeing it as an excellent way of demonstrating the independence of the Committee relative to the political groups and ensuring that no one party would ever have a majority on the Committee.
- 3.9 It was noted that the current arrangements here were potentially in contention with the regulations on the formation of committees (this was picked up in the Association of Democratic Services Officers recent review of the Constitution and is in the process of being considered). Therefore, Tower Hamlets may have to amend its arrangements which was not seen as desirable.
- 3.10 Hoey Ainscough Associates are interested in the current Tower Hamlets model and have asked for more information, and it is possible the review will recommend that the Tower Hamlets model (or a variation) should be considered by the LGA.

Next steps

- 3.11 The drafting process for the LGA guidance continues and should further requests for responses be received these will be forwarded to the Committee for information.
- 3.12 Where this report identifies areas for the Committee to explore more widely, they can be added to the Committee's workplan.

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 This is a noting report in relation to LGA guidance for standards committees and as such there are no financial implications of noting the report.

7. COMMENTS OF LEGAL SERVICES

7.1 Section 27 of the Localism Act 2011 requires local authorities to promote and maintain high standards of conduct by members and co-opted members of the authority.

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

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- None.

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None.

Officer contact details for documents:

N/A

Non-Executive Report of the: Standards Advisory Committee Wednesday, 18 September 2024	
Report of: Linda Walker, Interim Director of Legal and Monitoring Officer	Classification: Open (Unrestricted)
Standards in Public Life webpage	

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

Executive Summary

'Standards in Public Life' refers to the general principles which underpin expectations of ethical standards on those working in the public sector (including Members as well as officers).

In particular the seven standards set out in the Nolan Report in 1995 are often quoted as the core principles to adhere to. These are, for example, listed as an Appendix to the Code of Conduct for Members set out in the Constitution.

The Committee on Standards in Public Life state: "The Seven Principles of Public Life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services."

The Council is now considering whether there should be a specific web page on the Council site that highlights these principles as a way of making them more accessible and to underline how important the Council takes this subject.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Consider the report and feedback its views on the proposal to create a new web page.

1. REASONS FOR THE DECISIONS

- 1.1 Good Standards in Public Life are a vital assurance that the public sector is operating in the best interests of the country and the public. The Council

fully supports these principles and is looking at ways of better highlighting their importance.

2. ALTERNATIVE OPTIONS

- 2.1 This is a discussion paper for the Committee to consider. The Committee are free to propose alternative options.

3. DETAILS OF THE REPORT

- 3.1 'Standards in Public Life' refers to the general principles which underpin expectations of ethical standards on those working in the public sector (including Members as well as officers).
- 3.2 In particular the seven standards set out in the Nolan Report in 1995 are often quoted as the core principles to adhere to. These are, for example, listed as an Appendix to the Code of Conduct for Members set out in the Constitution.
- 3.3 The Council is now considering whether there should be a specific web page on the Council site that highlights these principles as a way of making them more accessible and to underline how important the Council takes this subject.

Committee on Standards in Public Life

- 3.4 The national 'Independent Committee on Standards in Public Life' advises the Prime Minister on arrangements for upholding ethical standards of conduct across public life in England. It is not a regulator instead offering advice and guidance.
- 3.5 The Committee on Standards in Public Life state: "The Seven Principles of Public Life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services."
- 3.6 The Committee website (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>) includes many useful reports and commentary. In particular, it sets out the seven Nolan Principles with commentary. <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

Building a Council web page

- 3.7 Although the Council could just link to the website for the Committee on Standards in Public Life, it is felt that it better underlines the importance the Council places on this issue if a full web page is created (which can then link to the Committee for those who would like more information).
- 3.8 Initial discussions suggest that the web page should be reasonably succinct and should focus on the Nolan principles with some additional notes and then refer to the Committee. A draft suggestion has been attached as Appendix 1 to this report.
- 3.9 The Standards Advisory Committee are asked to consider this report and appendix and make suggestions for improvements.

4. EQUALITIES IMPLICATIONS

- 4.1 None specific to this report but application of the Nolan Principles is key to ensuring the Council considers its equalities responsibilities.

5. OTHER STATUTORY IMPLICATIONS

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

- 5.2 Nothing specific to this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 The creation of a Standard in Public Life webpage will be delivered from existing resources.

7. COMMENTS OF LEGAL SERVICES

- 7.1 Non-statutory guidance 'The Seven Principles of Public Life' (May 1995) sets out the seven principles and states that they apply to everyone who works as a public office-holder, including elected members, co-opted members and local government officers.

- 7.2 Section 27 of the Localism Act 2011 requires a local authority to promote and maintain high standards of conduct by members and co-opted members of the authority.
- 7.3 The matters set out in this report comply with the above legislation and guidance.
-

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – Draft Standards in Public Life web page.

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

Draft Standards in Public Life Web Page For discussion

Standards in Public Life

Introduction

The **Nolan Principles** represent the ethical standards expected of individuals in public life. These principles provide a foundation for maintaining integrity, accountability, and transparency. As a UK local authority, it is essential to uphold these standards to serve the public effectively.

The Principles were first published in the first report of the Committee on Standards in Public Life in 1995.

The Principles apply to civil servants, local government officers, politicians (local and national) and anyone else involved in the provision of public services.

The Seven Nolan Principles

1. **Selflessness:** Act solely in the public interest, avoiding personal gain or bias.
2. **Integrity:** Uphold honesty and avoid conflicts of interest.
3. **Objectivity:** Base decisions on evidence, not personal preferences.
4. **Accountability:** Be answerable for actions and decisions.
5. **Openness:** Promote transparency and share information.
6. **Honesty:** Always be truthful and forthright.
7. **Leadership:** Set an example by adhering to these principles.

Application in Local Authorities

The Nolan Principles apply to all local authorities in general and, more specifically, authorities are encouraged to integrate the Nolan Principles into their codes of conduct for elected members which Tower Hamlets has done.

More widely Tower Hamlets Council would expect all staff, Members and service providers to adhere to the Principles and considers adherence to be a core foundation to everything it does.


[Quote from the Chief Executive]

[Quote from the Chair of Standards]

[Quote from the Mayor?]

To find out more information about the Committee on Standards in Public Life as well as their regular reports and updates, please visit their website

<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>

Non-Executive Report of the: Standards Advisory Committee Tuesday, 16 April 2024	 TOWER HAMLETS
Report of: Linda Walker, Interim Director of Legal and Monitoring Officer	Classification: Open (Unrestricted)
Annual Review of the Member Code of Conduct and related procedures	

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

Executive Summary

The Code of Conduct for Members (The Code), commits the Standards Advisory Committee and the Monitoring officer to undertake an annual review of the Code. This report invites the Committee to review and identify any changes they consider should be made to the Code.

The current Code was originally adopted by full council in November 2021 and came into force following the local elections in May 2022. Members will be aware that the current code largely reflects the version drawn up and recommended by the Local Government Association (LGA).

A number of bespoke changes were made to suit the council’s local circumstances prior to its recommendation to full council in November 2021. These were proposed by a working group constituted from members of the Committee, including the chair.

The Code was reviewed in April 2023 where minor amendments were made.

If substantive changes are proposed then these will need to be presented to Council for final agreement.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Review the Code of Conduct for Members as set out in Appendix 1 and consider what (if any) changes need to be made.
2. If required, delegate authority to the Monitoring Officer, following consultation with the Chair of the Advisory Committee, to make any such changes to the Code prior to submission to Council.

1. REASONS FOR THE DECISIONS

- 1.1 This report enables the committee to undertake the annual review of the Code of Conduct as required under the Code.

2. ALTERNATIVE OPTIONS

- 2.1 The Advisory Committee may consider that the existing Code of Conduct does not require review.
- 2.2 The Advisory Committee may consider that the Code should operate for another year before review as that will allow more time to understand its impact.

3. DETAILS OF THE REPORT

- 3.1 The current Model Code of Conduct was produced by the Local Government Association in 2021. It was adopted by Full council in November 2021 with some bespoke amendments that were proposed by a working group constituted from members of the Committee.
- 3.2 The new Code came into force in May 2022. The Code was provided to all Members at the election and promoted at the Member Induction training sessions and its provisions are reinforced whenever possible. The number of complaints for breaches of the code has remained at a consistent and low level throughout the year.
- 3.3 The Code was last reviewed by the Committee in April 2023. In the last year, officers have been monitoring the Code and do not, at this stage, have any changes to propose to the main body of the Code itself.
- 3.4 However, in reviewing the Code's Appendices (in particular Appendix C setting out procedures for dealing with complaints) and the Committee's Procedures set out in Part D, it is clear that there are potential duplications/clashes of text and also that it would generally be useful to review both documents.
- 3.5 Officers are also mindful of recommendations made by the Association of Democratic Services Officers (ADSO) when they recently reviewed the Constitution more widely on behalf of the Constitution Working Party. One of their key recommendations was to consider how appendices and procedures were set out in the Constitution to reduce duplication and avoid the possibility of conflicting guidance.
- 3.6 From the above it is clear that Appendix C to the Code of Conduct and the Standards Advisory Committee procedures set out in Part D do cover some of

the same ground especially around the work of any sub-committees handling complaints.

- 3.7 Having considered various options, officers are proposing that the Committee review whether Appendix C should be removed and the content merged with the Committee procedure rules in Part D.
- 3.8 The existing Code of Conduct (including its Appendices) is set out at Appendix 1 to this report, the existing Part D Standards Advisory Committee procedures are set out in Appendix 2 and a first draft of a possible combined guidance note is set out in Appendix 3 to this report.
- 3.9 The Committee are asked to consider this draft and make any comments they see fit.
- 3.10 Note that whilst merging the content, officers have also tweaked sections that were not felt to be clear or which needed reviewing. These are set out as track changes. The Committee are also welcome to review these suggestions and comment as necessary.
- 3.11 The ADSO reviewers also suggested that new protocols could be created around the process for managing gifts & hospitality and on use of social media. If the Committee thought these would be useful they could be created although it should be noted that currently Members are required to adhere to the Council's existing Social Media policies.

Other considerations

- 3.12 In the last year an updated Member/Officer Relations Protocol has been agreed. The Committee may therefore wish to review the Code alongside the new Protocol and consider whether any subsequent changes to the Code would be beneficial.

4. EQUALITIES IMPLICATIONS

- 4.1 None specific to this report although the Code of Conduct has an important role in highlighting the need to consider equalities issues to Members in their various roles.

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 This report deals with a review and changes to the Members' Code of Conduct. There are no financial implications arising from this as it is a routine governance process.

7. COMMENTS OF LEGAL SERVICES

7.1 Section 27 of the Localism Act 2011 requires the Council to promote and maintain high standards of conduct by Members and Co-opted Members of the Council, and to adopt a Code of Conduct governing the behaviour of such Members. Section 28 of the same Act sets out the matters which must be covered by the Code of Conduct.

7.2 The matters set out in this report demonstrate the Council's compliance with the above duties.

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – The Member Code of Conduct (including its Appendices)
- Appendix 2 – The current Standards Advisory Committee procedures (Part D of the Constitution).
- Appendix 3 – a draft revised/combined Standards Advisory Committee Procedure including the procedure for handling Code of Conduct complaints. (To follow)

Local Government Act, 1972 Section 100D (As amended)

List of "Background Papers" used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None.

Officer contact details for documents:

N/A

31 Code of Conduct for Members

Introduction and Purpose of the Code

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

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

General principles of Member conduct

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

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

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

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

Application of the Code of Conduct

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

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

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

Standards of member conduct

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

General Conduct

A - Respect

22. As a Member:

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

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

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

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

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

Public Behaviour

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

B – Bullying, harassment and discrimination

29. As a Member:

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

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

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

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

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

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

C – Impartiality of officers of the council

34. As a Member:

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

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

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

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

D - Confidentiality and access to information

36. As a Member:

- a. **I do not disclose information:**
- i. **Given to me in confidence by anyone**

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

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

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

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

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

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

E – Disrepute

40. As a Member:

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

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

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

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

F – Use of position

43. As a Member:
- a. **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**
44. Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

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

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

G – Use of local authority resources and facilities

45. As a Member:
- a. **I do not misuse council resources.**
 - b. **I will, when using the resources of the local authority or authorising their use by others;**

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

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

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

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

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

H – Complying with the Code of Conduct

47. As a Member:

- a. **I undertake Code of Conduct training provided by my local authority.**

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

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

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

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

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

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

Protecting your reputation and the reputation of the local authority

I – Interests

50. As a Member:

- a. I register and disclose my interests.**

51. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

52. An example of an interest is something which is of value to you which you may have through personal, professional or other private reasons. For example, your job, home or other property. Your main financial interests are called Pecuniary Interests.
53. You should note that failure to register or disclose a Disclosable Pecuniary Interest as set out in Table 1 of Appendix B, is a criminal offence under the Localism Act 2011 for which you can be prosecuted.
54. You need to register your interests so that the public, local authority employees and fellow Members know which of your interests might give rise to a conflict of interest.
55. An example of a conflict of interest is ‘a situation where your interests (or responsibility to another organisation) could be (or could be seen to be) in conflict with your responsibilities as a Member’. This is especially important in relation to your role as a decision maker at the Council. Table 3 of Appendix B sets out how different types of declarations should be dealt with at meetings.
56. If in doubt, always seek advice from your Monitoring Officer.
57. The register of interests maintained by the Monitoring Officer is a public document that can be consulted when (or before) an issue arises. Your interests will be published on your Council web page.
58. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

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

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

J – Gifts and hospitality

59. As a Member:

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

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

61. It would be expected that you would accept normal gifts and hospitality in relation to your work. However, if the gift or hospitality was valued at over £100 you would normally only accept it if it directly related to your role as a Member. You should make the reasons for acceptance clear in your declaration.

62. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

63. However, you do not need to register gifts and hospitality which are not related to your role as a member and that you would have received anyway such as:

- gifts from your friends and family,
- gifts/hospitality primarily in relation to your employment, voluntary work or similar which are not related to your role as a Member,
- invitations to weddings and similar events from family and friends,
- small gifts or hospitality received as part of weddings, life-events, religious festivals and celebrations that you would in any case have attended in a personal capacity (Christmas, Eid, Hannukah, Ramadan etc).

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

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

1. The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness

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

1.2 Integrity

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

1.3 Objectivity

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

1.4 Accountability

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

1.5 Openness

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

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

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

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

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

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

Nonparticipation in case of disclosable pecuniary interest

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

Type B - Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

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

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

7	Securities	Any beneficial interest in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/ her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registerable Interests

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

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

Note

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

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

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

Table 3: Summary of Rules around Participation at Meetings

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

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

Notes

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

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

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

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

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

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

Introduction

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

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

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

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

Complaints

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

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

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

Assessment of Complaints

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

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

Investigation and Monitoring of Complaints

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

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

Hearings Sub-Committee

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

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

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

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

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

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Standards Advisory Committee Procedures

1. Composition

1.1 The Standards Advisory Committee shall be comprised of 5 Members of the Council (not including the Mayor or more than 1 Cabinet Member) and each political group may appoint up to 3 substitutes, appointed by the Council in accordance with the requirements of political proportionality; and up to 5 persons who are not Members or officers of the Council or any other relevant authority (i.e. Co-opted members).

1.2 The Co-opted member(s) will be entitled to vote at meetings under the provisions of section 13(4)(e) of the Local Government and Housing Act 1989. The Standards Advisory Committee shall be chaired by a Co-opted member.

1.3 The Committee shall establish Hearings and other Sub-Committees in accordance with its terms of reference and these procedures.

2. Appointment of Co-Opted Members

2.1 A person may not be appointed as a Co-opted member of the Standards Advisory Committee or one of its sub-committees unless the appointment is approved by Full Council. The term of appointment shall be for 4 years unless otherwise determined by Council or the Co-optee does not continue to fulfil any required conditions as may be determined by the Authority from time to time. Co-opted members may serve as many terms of appointment as the Council considers appropriate.

3. Roles and Functions

3.1 The Standards Advisory Committee has the following roles:

(a) To recommend to the Monitoring Officer whether or not any complaint of a breach by the Mayor, a Councillor or a co-opted member of the Members Code of Conduct should be referred for investigation by the Monitoring Officer or an investigator appointed by the Monitoring Officer; and where a complaint has been subject to such investigation, to recommend whether or not the complaint should proceed to hearing. Where the Monitoring Officer considers that a complaint should not be subject to investigation or should not proceed to hearing, they shall convene an Investigation and Disciplinary Sub-Committee of the Standards Advisory Committee comprising at least 3 different Members of the Standards Advisory Committee (comprising 2 of the co-opted members and 1 Councillor) which shall make the final decision on the matter;

(b) To receive regular quarterly reports from the Monitoring Officer on the numbers of complaints of the Code received, the decisions taken by the Monitoring Officer (in consultation with the Independent Person) on such complaints and investigation outcomes where the investigation determines there was no evidence of a failure to comply with the code or where the investigation outcome recommends a local resolution;

(c) To convene a Hearings Sub-Committee of 3 Members of the Standards Advisory Committee comprising 2 of the co-opted members and 1 Councillor to consider any matter where the investigation finds evidence of a failure to comply with the Code and a local resolution is not possible or appropriate;

(d) To make such recommendations to Council in respect of the matter as the Hearings Sub-Committee considers appropriate as a result of any matter referred including;

(i) Reporting its findings to Council for information;

(ii) Recommending to the member's Group Leader (or in the case of ungrouped members, recommend to Council or to Committees) removal from any or all Committees or Sub-Committees of the Council;

(iii) Recommending to the Mayor removal from the Executive, or from particular Portfolio responsibilities;

(iv) Recommending the Monitoring Officer arrange training for the member;

(v) Recommending removal from outside appointments to which they have been appointed or nominated;

(vi) Recommending withdrawing facilities provided to the member by the Council, such as a computer, website and/or email and Internet access;

(vii) Recommending excluding the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Executive Committee and Sub-Committee meetings;

(viii) Recommending the Member to contact the Council via specified point(s) of contact;

(e) To convene a Hearings (Appeal) Sub-Committee of at least three different Members of the Standards Advisory Committee (comprising 2 of the co-opted members and 1 Councillor) to consider any appeal against a finding of, or sanction recommended by, the Hearings Sub-Committee;

(f) To receive reports on compliance with any recommendation(s) made for sanctions to be applied in respect of any member;

(g) Promoting and maintaining high standards of conduct by the Mayor, Members of the Council, co-opted members including church and parent governor representatives and where the Committee considers that there may be issues of concern recommending that the Monitoring Officer considers and reports on the issues raised;

(h) Assisting the Mayor, Members of the Council, co-opted members including church and other faiths and parent governor representatives to observe the Council's Code of Conduct for Members;

(i) Advising the Council on the adoption or revision of the Code of Conduct for Members;

(j) Monitoring the operation of the Code of Conduct for Members;

(k) Advising, training or arranging to train the Mayor, Members of the Council and co-opted members including church and other faiths and parent governor representatives on matters relating to the Code of Conduct for Members;

(l) To act as an advisory body in respect of any matters referred to the Standards Committee by the Local Strategic Partnership (LSP) or Community Forums in respect of probity issues arising out of the codes and protocols applicable to relevant members of the LSP and Community Forums as set out in the Community Forum handbook and as may be amended from time to time;

(m) To advise on allegations of Member breaches of the Protocols set out in the constitution as may be referred to the Committee by the Monitoring Officer and to make recommendations with regard to such allegations as maybe so referred;

(n) Advising on local protocols for both Officer and Member governance;

(o) To monitor and review Member and Officer Procedures for registering interests and declaring gifts and hospitality;

(p) To receive periodic reports on the Council's Ethical Governance arrangements, on whistle blowing arrangements and complaints; and

(q) As requested by the Monitoring Officer, to establish a Dispensations Sub-Committee to advise on any applications for dispensations in relation to participation at a meeting by a member with a Disclosable Pecuniary Interest.

4. Validity of proceedings

4.1 A meeting of the Standards Advisory Committee or one of its sub-committees shall only be quorate where at least three members of the Committee or Sub-Committee are present for its duration and such quorum must include at least one councillor and at least one co-opted member.

4.2 Part VA of the Local Government Act 1972 applies in relation to meetings of the Standards Advisory Committee or its Sub-Committees as it applies to meetings of the Council.

5. Hearings Sub-Committee and Hearings (Appeal) Sub-Committee

5.1 Any Hearings Sub-Committee or Hearings (Appeal) Sub-Committee shall comprise a minimum of three Members of the Standards Advisory Committee at least two of whom shall be co-opted members.

5.2 The Hearings Sub-Committee shall consider complaints referred to it that the Mayor, an elected or co-opted Member of the Council may have failed to comply with the Council's Code of Conduct for Members or local protocol where the complaint has been subject to an investigation arranged by the Monitoring Officer and shall make recommendations accordingly. The Hearings Sub-Committee shall decide at the outset of the meeting whether it is in the public interest that the Hearing is held in a public or private session in accordance with relevant statutory guidance as advised by the Monitoring Officer.

5.3 The membership of the Hearings (Appeal) Sub-Committee shall not include any member who served on the Hearings Sub-Committee that considered the same complaint.

5.4 The Independent Person, or if that person is unable to act a reserve Independent Person, shall have the right to attend all meetings of the Hearings Sub-Committee or Hearings (Appeal) Sub-Committee as an observer but may not vote or participate in the decision making.

6. Attendance Requirements

6.1 In the event that any Member of the Committee does not attend three or more consecutive meetings of the Committee, the Committee may draw the attention of the Council to such non-attendance and may recommend that the member concerned be replaced on the Committee.

6.2 The Committee shall not do so without first giving the absent Member an opportunity to make representations (which may be made in writing) as to their non-attendance and any matters they wish the Committee to take into account.

7. Procedures


7.1 The Committee shall maintain these procedures to enable it to discharge the arrangements under its Terms of Reference.

8. Confidentiality

8.1 The Committee and any of its Sub-Committees may meet in private in accordance with the relevant legislation as advised by the Monitoring Officer. Any meeting or part of a meeting that considers whether or not a complaint should be referred for investigation or, following an investigation should proceed to hearing,

shall be held in private and all papers relating to that consideration shall remain confidential.

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<p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>18 September 2024</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Linda Walker, Interim Director of Legal and Monitoring Officer</p>	<p>Classification: Open (Unrestricted)</p>
<p>Standards Advisory Committee - report on Code of Conduct matters for the year 2024-25</p>	

Originating Officer(s)	Jill Bayley, Head of Safeguarding and Deputy Monitoring Officer
Wards affected	(All Wards)

Executive Summary

This report updates the Standards Advisory Committee on the monitoring information for complaints and investigations relating to alleged breaches of the Council’s Code of Conduct for Members from 1 May 2024 to 16 August 2024.

Recommendations:

The Standards Advisory Committee is recommended to:

1. Note the contents of this report and the information contained in Appendix 1.

1. REASONS FOR THE DECISIONS

- 1.1 The Council’s ‘Arrangements for dealing with complaints of breach of the Code of Conduct for Members’ (paragraph 11), set out at Appendix C of the

Code of Conduct for Members, provide for the Monitoring Officer to report every six months to the Standards Advisory Committee on the number and nature of complaints received and action taken as a result.

2. ALTERNATIVE OPTIONS

2.1 No applicable.

3. DETAILS OF THE REPORT

- 3.1 The provision of six-monthly reports relating to the number and nature of complaints assists the Advisory Committee in exercising its oversight role in terms of promoting and maintaining high standards of conduct. The information in this report is up to date as at 16 August 2024.
- 3.2 The Advisory Committee last considered a monitoring report at its meeting on 26 June 2024. Since that report there have been no new complaints of alleged breach of the Code of Conduct.
- 3.3 At the time of the previous monitoring report, five complaints remained open – three from the previous municipal year and two from the current municipal year. Both the complaints from the current municipal year have been closed after an initial investigation concluded and consultation with the Independent Person concluded that they did not warrant further investigation.
- 3.4 Of the complaints made during the previous municipal year, two have been closed and one remains open.
- 3.5 One of the matters which has been closed went to full investigation. A report made findings against the councillor, but the Monitoring Officer decided that no further action should be taken. The other matter has been closed after an initial investigation and consultation with the Independent Person concluded that it did not warrant further investigation.
- 3.6 The matter which remains open dates from the municipal year 2023-24. A meeting with the Independent Person is being arranged, in order to discuss it with a view to closure.

4. EQUALITIES IMPLICATIONS

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

5. OTHER STATUTORY IMPLICATIONS

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

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

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no financial implications arising from the noting of the complaints report.

7. COMMENTS OF LEGAL SERVICES

7.1 The principal statutory provisions relating to standards of conduct are contained in the Localism Act 2011. Section 27(1) of the 2011 Act provides that the Council must promote and maintain high standards of conduct by Members and Co-opted Members of the authority.

7.2 Sections 27 and 28 of the Localism Act require the Council to adopt a Code of Conduct consistent with the Nolan principles of good governance and to appoint at least one Independent Person whose views must be sought and taken into account before the Council makes any decision about an alleged breach of the Code that has been investigated.

7.3 The matters in this report demonstrate the Local Authority's compliance with the above legislation.

Linked Reports, Appendices and Background Documents

Linked Report

NONE

Appendices

- Appendix 1 – Details of all complaints live during the municipal year 2024-25.

Local Government Act, 1972 Section 100D (As amended)

List of "Background Papers" used in the preparation of this report

NONE

Officer contact details for documents:

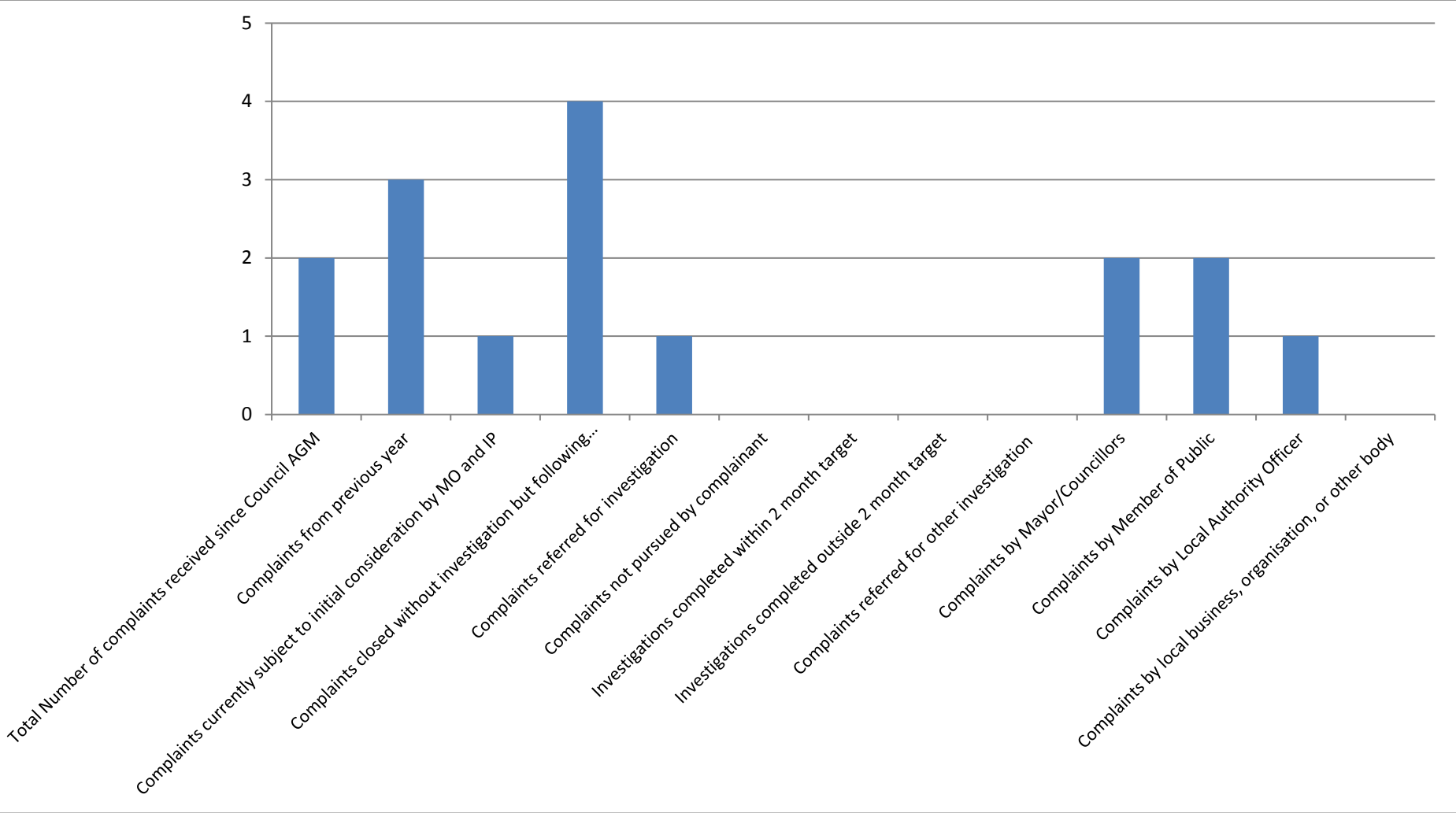
N/A

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Code of Conduct for Members - complaints and investigation monitoring information – municipal year 2024

Complaints since May 2024:	02
Complaints from previous year:	03
Complaints currently subject to initial consideration by MO and IP:	01
Complaints closed without investigation but following consultation with IP:	04
Complaints referred for investigation as potential breach of the Code:	01
Complaints not pursued by complainant:	00
Investigations completed within 2 month target:	00
Investigations completed outside 2 month target:	00
Complaints referred for other investigation (police, audit etc.)	00
<u>Complainants</u>	
Mayor/Councillors:	02
Member of Public:	02
Local Authority Officer	01
Local business, organisation, or other body:	00

Code of Conduct Complaints 2024/2025



Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
002/2023	13/06/2023	LA - Officer	Elected Member	Alleged complaint – Cllr's behaviour during a recent HR committee meeting was hostile and intimidating. The way the Cllr behaved fell below the standards expected of members when conducting themselves with officers.	<p>Target date: 27/06/2023</p> <p>16/06/2023 – Acknowledgment email sent to complainant.</p> <p>16/06/2023 - Email sent to Cllr to provide initial response.</p> <p>23/06/2023 – Cllr requesting further information from DMO.</p> <p>03/07/2023 – DMO provided information as requested by the Cllr.</p> <p>04/07/2023 – Initial response including supporting correspondence provided by Cllr.</p> <p>21/07/2023 – DMO consulted IP.</p> <p>26/07/2023 – Complainant notified the matter will proceed to a full investigation.</p> <p>14/08/2023 – Meeting with complainant.</p> <p>08/09/2023 - DMO has received 1 witness statement and a statement from the complainant. DMO Awaiting a further witness</p>	26/07/2023 – Full Investigation		Closed	

				<p>statement before arranging a meeting with the Cllr.</p> <p>22/09/2023 – Email sent to Cllr from DMO to arrange an interview. Cllr to confirm availability.</p> <p>29/09/2023 – – Email sent from DMO to Cllr with an invitation to meeting on 05/10/2023. Acknowledgment email received by Cllr.</p> <p>6/10/2023 - DMO emails Cllr with an update on investigation.</p> <p>6/10/2023 - Cllr emails DMO – requesting timescales of expected outcome as due to leave the organisation at the end of year</p> <p>9/10/2023 - DMO discussed with IP today to discuss complaint.</p> <p>10/10/2023- Cllr emailed DMO that they leave the council this week, appreciate if any final report/outcome from my complaint is sent to my personal email address, personal email provided.</p> <p>10/10/2023 - DMO emailed confirmation that draft report will be sent to personal email once drafted.</p> <p>Report written & approved by MO- draft report sent to 17/11/23 with IP</p>				
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					<p>for approval – Once approved to be sent out to Cllr & complainant</p> <p>20/11/2023 – IP approves draft report.</p> <p>20/11/2023 – draft report sent out to Cllr and complainant.</p> <p>20/11/2023 - Complainant responded to DMO</p> <p>2/2/2024 - DMO sent email to Cllr regarding the informal resolution proposal, requesting a response by 9th Feb 24</p> <p>16/2/24 - DMO sent IP full report with appendices</p> <p>21/02/24 - IP advised that the matter should go to a hearing, as the councillor had not responded to the offer of an informal resolution.</p> <p>21/02/24 - DMO sent copy of final version of the report with appendices to Cllr & informed them that due to not having agreed to the proposed informal resolution by the date which Cllr gave (16 February 2024) the matter will proceed to a hearing</p> <p>21/02/24 - DMO requested arrangements for a hearing committee to be set up</p>				
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5/03/24 - Awaiting decision from MO

25/03/2024 - Complainant updated

20/04/2024 - Discussion to be held between DMO & MO

29/04/2024- Complainant has provided comments on report to be discussed with monitoring officer

31/05/2024 – MO writes to both complainant and councillor advising that no further action is proposed and matter now closed

7/06/2024 - Complainant has now referred to LGSCO

Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
012/2023	04/03/2024	Member of Public	Elected Member	Failed to effectively support Tenants and residents living on an Estate about damp & mould issue inside many resident's homes	<p>05/03/2024 - logged complaint received</p> <p>05/3/2024 - DMO requested email to be sent to complainant for requested documents stated in the complaint</p> <p>5/03/2024 - Email sent to complainant for requested documents/emails.</p> <p>6/03/2024 - Email received from complainant with attached requested proof of documentation/emails.</p> <p>11/03/2024 – All documentation sent to Environmental department to address this complaint</p> <p>25/03/24 complainant says issue is lack of response from Cllr</p> <p>28/3/24 meeting between DMO and IP</p> <p>28/03/2023 - Email sent to Cllr requesting further information</p> <p>03/04/2023 - Email sent to complainant that DMO are</p>	05/03/2024	Closed		

					<p>awaiting Cllr response to complaint.</p> <p>23/04/2023 - Reminder email sent to Cllr for response to complaint</p> <p>07/05/2024 - Contacted Cllr via Teams with a request to the complaint. Cllr confirmed will look at the complaint and respond after work.</p> <p>08/05/2024 - Response to complaint received from Cllr</p> <p>10/05/2024 - email sent to Cllr requesting email chain they refer to in their response email.</p> <p>16/05/2024 – Cllr sends email chain</p> <p>31/05/2024 – DMO requests meeting with IP</p> <p>03/06/2024 - DMO discussion with IP</p> <p>7/06/2024 - Decision letter - has now been closed.</p>				
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Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
013/2023	14/04/2023	Member of public	Elected Member	contacted the member on several occasions on local issues of excessive speeding and dangerous driving	<p>15/04/2024 - Email sent to Cllr with request to respond to complaint received</p> <p>23/04/2024 - Email sent to Cllr with request to respond to complaint received.</p> <p>08/05/24 - Email & teams message sent to Cllr with regards to a request to respond to complaint.</p> <p>15/05/2024 - Email & Teams message sent to Cllr with request to respond to complaint received.</p> <p>20/05/2024 - Email & Teams message sent to Cllr with request to respond to complaint received.</p> <p>23/05/2024 - DMO spoke to Cllr and reminded them of complaint and requested an urgent response. This was followed up by another email request sent 23/05/24</p> <p>05/06/2024 - 5th email sent to Cllr with regards to obtaining a response to the complaint</p> <p>14/06/2024 & 18/06/2024 - MO set up two meetings with Cllr to discuss searching inbox for email</p>	14/03/2023		Open	

					<p>from the complainant in this matter- Cllr did not attend.</p> <p>18/06/2024 - Email sent to Complainant informing them that MO is chasing Cllr for response</p> <p>24/06/2024 – Response from Cllr received. SMSO arranging a meeting between MO & IP to discuss matter.</p> <p>04/07/2024- MO emailed Cllr requested copy of email that Cllr had sent Complainant.</p> <p>Chaser emails sent to Cllr on 15 July, 5 August.</p> <p>09/08/2024 – Email sent to Deputy Mayor to assist with response. DM advised Cllr currently has been on leave and will chase up upon Cllr's return.</p> <p>14/08/2024 – Cllr forwarded email sent out to complainant. MO to review and discuss matter with IP.</p>				
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Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
001/2024	03/05/2024	Cllr	Elected Cllr	conducted an interview that was published & stated inappropriate & defamatory comments	08/05/24 - Email sent to Cllr for comments. 12/05/2024 - Email response received from Cllr in regard to complaint 31/05/2024 DMO requests meeting with IP 06/06/2024- DMO & IP meeting today 07/06/2024 – MO writes to both complainant and councillor advising that no further action proposed and matter now closed	08/05/2024		Closed	

Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
002/2024	17/05/2024	Elected Member	Elected Member	Untrue allegations against the council and administration during previous term in office made	<p>07/06/2024 - Email sent to Cllr for comments</p> <p>15/06/2024 - Second email sent to Cllr for comments</p> <p>19/06/2024 - Email received from Cllr in response to complaint stating seeking advice and will revert back with response soon</p> <p>21/06/2024 – Initial response received from Cllr and forwarded to MO to review.</p> <p>27/06/2024 - MO & IP had a discussion</p> <p>08/08/2024 – Outcome letter sent to complainant and Cllr.</p>	20/05/2024		Closed	



STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2024/25

Contact Officer:	Joel West Democratic Services joel.west@towerhamlets.gov.uk
Email:	020 7364 4207
Telephone:	www.towerhamlets.gov.uk/committee
Website:	

ACTIONS LIST

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Public webpage on standards in public life	Matthew Mannion	March 2024	
2.	LGA Consultation on best practice guidance for standards committees	Matthew Mannion	April 2024	To determine a response to the LGA consultation following a request to the MO from Hoey Ainscough Associates Ltd
3.	Annual Report to Council	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
4.	Annual Review of the Code of Conduct	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
5.	Register of Interests, Gifts and Hospitality Declarations Update	Matthew Mannion, Head of Democratic Services	March 2024	Originally listed for March 2024 in 2023/24 work plan.
6.	Code of Conduct for Members – Complaint Monitoring and Associated Matters	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
7.	LGA Peer Review feedback	Linda Walker, Director of Legal and Monitoring Officer	March 2024	Originally listed for March 2024 in 2023/24 work plan.
8.	Acronym in complaints report	Linda Walker, Director of Legal and Monitoring Officer	June 2024	Members queried the acronym SMSO. This stands for Senior Management Support Officer.

SAC WORK PLAN 2024/25

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

WORK PLAN

18 SEPTEMBER 2024			
1. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Linda Walker, Director of Legal and Monitoring Officer	
3. Public webpage on standards in public life	Public webpage on standards in public life	Matthew Mannion	
4. Annual Review of the Code of Conduct	Linda Walker, Director of Legal and Monitoring Officer	Linda Walker, Director of Legal and Monitoring Officer	

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SAC WORK PLAN 2024/25

16 JANUARY 2025			
1. Register of Interests, Gifts and Hospitality Declarations Update	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.	Linda Walker, Director of Legal and Monitoring Officer	
3. LGA Member Learning and Development Charter	Update on work done and planned to achieve the Charter.	Matthew Mannion, Head of Democratic Services	
4. Annual Report on Member Training	To present the annual report, to include lessons and feedback from Co-opted member training sessions.	Matthew Mannion, Head of Democratic Services	

SAC WORK PLAN 2024/25

3 APRIL 2025			
1. Annual Report to Council	To review the draft Annual Report to Council	Linda Walker, Director of Legal and Monitoring Officer	Council 14 May 2025
2. Annual Review of the Code of Conduct	To conduct the annual review of the Council's code of conduct for Members	Linda Walker, Director of Legal and Monitoring Officer	
3. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
4. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Linda Walker, Director of Legal and Monitoring Officer	