

STANDARDS (ADVISORY) COMMITTEE

Tuesday, 18 March 2014 at 7.30 p.m.
**Committee Room 1, 1st Floor, Town Hall, Mulberry Place, 5 Clove
Crescent, London E14 2BG**

This meeting is open to the public to attend.

Members:

Chair: Matthew William Rowe

Vice Chair: Eric Pemberton

Grenville Mills, John Pulford MBE, Patrick (Barry) O'Connor, Salina Bagum and Barry Lowe

Councillor David Edgar, Councillor Judith Gardiner, Councillor Zara Davis, Councillor Sirajul Islam, Councillor Fozol Miah, Councillor Abdul Asad and Councillor Motin Uz-Zaman

Observer:

Elizabeth Hall (Independent Person) and Ezra Zahabi (Reserve Independent Person)

Deputies:

Councillor Harun Miah, Councillor Gloria Thienel, Councillor Dr. Emma Jones, Councillor Rofique U Ahmed, Councillor Mizan Chaudhury, Councillor Ann Jackson and Councillor M. A. Mukit MBE

The quorum for this body is 3 of the total membership including at least one Councillor and one Co-opted member.

Contact for further enquiries:

Matthew Mannion, Democratic Services,
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Web: <http://www.towerhamlets.gov.uk/committee>

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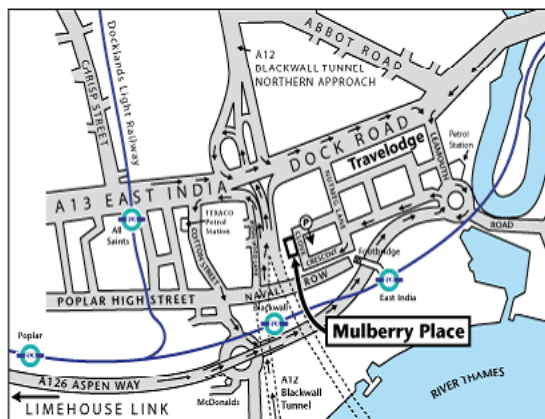
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QR code for smart phone users.

APOLOGIES FOR ABSENCE

**PAGE
NUMBER(S)**

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Interim Monitoring Officer.

1 - 4

2. MINUTES OF THE PREVIOUS MEETING(S)

To confirm as a correct record the minutes of the meeting of the Standards (Advisory) Committee held on 14 January 2014.

5 - 10

3. REPORTS FOR CONSIDERATION

3.1 Code of Conduct for Members - Complaints and Investigation Monitoring

11 - 16

To note the monitoring information contained in the report.

3.2 Members' Attendance and Timesheets Monitoring

17 - 28

To note the monitoring information contained in the report.

4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

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

5. EXCLUSION OF THE PRESS AND PUBLIC

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

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

EXEMPT/CONFIDENTIAL SECTION (Pink Papers)

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

6. EXEMPT/CONFIDENTIAL MINUTES

Nil items.

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

Date of the next meeting to be confirmed by Council on 26 March 2014.

Agenda Item 1

DECLARATIONS OF INTERESTS - NOTE FROM THE INTERIM MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Interim Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Interim Monitoring Officer following consideration by the Dispositions Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Interim Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Mark Norman, Interim Monitoring Officer, 0207 364 4801

John Williams, Service Head, Democratic Services, 020 7364 4204

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

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LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE STANDARDS (ADVISORY) COMMITTEE

HELD AT 7.30 P.M. ON TUESDAY, 14 JANUARY 2014

**COMMITTEE ROOM 1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5
CLOVE CRESCENT, LONDON E14 2BG**

Members Present:

Matthew William Rowe (Chair)	(Co-opted Member)
Eric Pemberton (Vice-Chair)	(Co-opted Member)
Grenville Mills	(Temporary Co-opted Member)
John Pulford MBE	(Co-opted Member)
Salina Bagum	(Co-opted Member)
Councillor David Edgar	
Councillor Judith Gardiner	
Councillor Zara Davis	

Observer:

Elizabeth Hall	Independent Person
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Officers Present:

John Williams	(Service Head, Democratic Services, Chief Executive's)
David Galpin	(Service Head, Legal Services, Directorate Law Probity and Governance)
Zoe Folley	(Committee Officer, Directorate Law, Probity and Governance)

Apologies.

Patrick (Barry) O'Connor, Councillor Sirajul Islam, Councillor Motin Uz-Zaman and Ezra Zahabi

Apologies for lateness from Councillor David Edgar.

Order of Business

The order of business was changed at the meeting so that that agenda items 5-7 relating to the Exempt/Confidential business were considered ahead of agenda items 3-4. However, for ease of reference the items are set out in agenda order in these minutes.

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

No declarations of disclosable pecuniary interests were made.

2. MINUTES OF THE PREVIOUS MEETING(S)

The Chair **moved** and it was agreed that the minutes of the Standards Advisory Committee held on 24th October 2013 be approved, without amendment, as a correct record of proceedings and the Chair be authorised to sign them accordingly.

Action by:

Zoe Folley (Committee Officer, Democratic Services, CE's)

3. REPORTS FOR CONSIDERATION

3.1 Covert investigation under the Regulation of Investigatory Powers Act 2000

The Head of Legal Services (Community) presented the report regarding the Regulation of Investigatory Powers Act 2000 (RIPA).

The Committee noted the new authorisation to investigate underage and illegal tobacco sales and the key dates for the surveillance work.

The Committee also noted the decision to cancel the authorisation granted regarding test purchases around Brick Lane. The authorisation was cancelled in November 2013. This was now subject to further enforcement work.

Both authorisations had been taken to court and judged as an appropriate use of the legislation. It was intended that an Annual Report regarding use of the RIPA powers would be submitted to the Committee at the end of the year with details on the outcomes.

In response, Members asked whether the issue of electoral fraud and illegal subletting of Council properties could be investigated under the legislation as Members felt that these were important areas to address. The Head of Legal Services (Community) undertook to look into use of the powers in relation to these areas and report back to the Committee. Members also asked to be provided with a map showing the location where investigations have been carried out.

In response to further questions, Officers outlined the process for investigating electoral offences. Officers highlighted the remit of the Police and the Council in such matters. The Council's prosecution offence related to non return of canvass forms, but fraud was dealt with by the Police.

The question of whether or not covert investigation powers could be used depended on the seriousness of an offence, measured by the maximum sentence. The Returning Officer undertook to inform the Electoral 'Silver' Group meetings, that were already ongoing with the Police, of the matters that the Committee had raised.

Resolved

That the report be noted:

Action by:

David Galpin, The Head of Legal Services (Community)

3.2 Code of Conduct for Members - Complaints and Investigation Monitoring

The Interim Monitoring Officer presented the report. He highlighted the key points in the monitoring information for this quarter. In response, Members commented on the timescale for some of the ongoing investigations and sought assurances on the process. In particular cases, IDSC/01/2013 that had been ongoing for 6 months and IDSC/07/2013. The Committee were advised of the progress with these investigations that were near completion.

Members also questioned progress with the two year long investigation (ASC/01/2012). Members were advised that the matter had been subject to an external investigation and that the Monitoring Officer had recently received the Counsels opinion on the case. Members were reassured that this investigation should be completed in advance of the May Elections in the event of any changes at that Election.

Members were also advised of the complexities and legal issues surrounding some of the investigations.

In view of the above, Members sought more information on the deadlines for completing the investigations. This needed to be made clearer in the reports. In response, the Monitoring Officer offered to provide information on this in the report. For example, he suggested that the report could specify the deadline, and the reasons for any extensions.

The Committee also noted the number of complaints from Councillors (7 out of the 9 cases) and the possible reasons for this such as greater awareness of the complaints process.

Members also commented on the perceived decline in complaints from Councillors and the possible reasons for this. Accordingly, a Member considered it helpful to carryout an analysis of complaints over a period of time to identify areas for action (possible after the May Elections).

The Chair also saw merit in collating benchmarking information on complaints under the new standards regime. The Chair considered that it might prove quite helpful to undertake such an exercise in the future.

Overall, the Committee were satisfied with the format of the information in the report.

Resolved

That the complaints and investigation monitoring information contained in the report be noted.

Action by:

Mark Norman (Interim Monitoring Officer)

3.3 Review of Member Timesheets

The Service Head Democratic Services presented the report. Members were invited to consider the proposed changes to the Members' timesheet, as attached to the report (Appendix 'B'), together with the current time sheet for comparison. The intention of the changes were to update the categories and terms in response to Member feedback.

The Committee noted the outcome of the consultation with the Political Groups and Independent Members on the suggested changes. (Tabled at the meeting). This feedback suggested that an additional category be added for Constituent's Home Visits and suggested a move to a 'tick box' format. A example of how this could look was attached to the tabled information.

In response, some Councillors questioned the need for the amount of detail in the proposed timesheet (Appendix 'B') in the interest of public accountability. Councillors drew attention to the pressure on Members time in collecting the information. As a result, support was expressed for the simplified 'tick box' option and, where possible, for the form to be populated with automated statistics from the Council's systems. It was suggested that this data could include statistics for Committee Meeting attendance (including the duration of meetings as well as numbers attended), Members training attendance and Members Enquiry information. Councillors would then simply complete the sections that Members alone could complete. It also should also be recognised that Councillors worked in different ways.

However, some Members expressed supported for the current level of detail in the timesheets (as revised in Appendix B) in the interests of transparency. As a result, some considered that the detailed categories should be maintained with the addition of the automated data, where possible.

A Councillor also questioned the value of the timesheet for comparison purposes (against other Councillors) given the lack of information on the

Councillors circumstances, such as their employment status, that could affect the amount of time they could devote to duties.

A Councillor also asked about the level of public interest in the timesheets and how many people viewed the timesheets on line.

In conclusion, it was agreed that, for the time being, that the proposed revised timesheet (Appendix 'B') be introduced with the longer term aim of introducing an on-line system with automated information from the Council's systems where possible.

Resolved

1. That the proposed amendments to the Members' Timesheet proforma as attached at Appendix 'B' be supported and introduced.
2. That in the slightly longer term, officers progress the introduction of online Member timesheets with the capacity to populate information (such as Meeting attendance, details of Members Enquires) where possible.

Action by:

John Williams, Service Head Democratic Services.

4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

Nil items

5. EXCLUSION OF THE PRESS AND PUBLIC

The Committee Resolved that the press and public be excluded from the meeting during the discussion of item 6 on the grounds that the minutes contained information classified as exempt under the provisions of Schedule 12A of the Local Government Act 1972, Paragraph 3.

6. EXEMPT/CONFIDENTIAL MINUTES

The Chair **moved** and it was agreed that the exempt/confidential minutes of the Standards Advisory Committee held on 24th October 2013 be approved, without amendment, as a correct record of proceedings and the Chair be authorised to sign them accordingly.

Action by:

Zoe Folley (Committee Officer, Democratic Services, CE's)

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

Nil items

The meeting ended at 9.00 p.m.

Chair, Matthew William Rowe
Standards (Advisory) Committee

Agenda Item 3.1

Committee: STANDARDS (ADVISORY) COMMITTEE	Date: 18 March 2014	Classification: Unrestricted	Report No.	Agenda Item No.3.1
Report Of: Interim Monitoring Officer		Title: Code of Conduct for Members – Complaints and Investigation Monitoring		
Originating Officer: Meic Sullivan-Gould		Wards Affected: N/AI		

1. SUMMARY AND BACKGROUND

- 1.1 The Council's arrangements for dealing with complaints of breach of the Code of Conduct for Members provide for the Monitoring Officer to report quarterly (or less frequently if there are no complaints to report) to the Advisory Committee on the number and nature of complaints received and action taken as a result.
- 1.3 The arrangements as revised by full Council on 18 September 2013 also provide that in cases where the Monitoring Officer has extended the time period of investigations into complaints from two months to three months, s/he provide a report on the reasons to the Advisory Committee for noting.

2. RECOMMENDATIONS

- 2.1 That Members of the Advisory Committee note the complaints and investigation monitoring information contained in this report.

**LOCAL GOVERNMENT ACT 1972 (AS AMENDED) SECTION 100D
LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT**

Brief description of "background paper"	Tick if copy supplied for register	If not supplied, name and telephone number of holder
Standards (Advisory) Committee file	<input type="checkbox"/>	Meic Sullivan – Gould 020 7364 4800

3. NEW COMPLAINTS

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Date investigation commenced and investigation status
IDSC/07/2013	17 and 23/11/2013	Councillor	Disclosing confidential information and disrepute	Referred for investigation	Investigation included as part of on going investigation into complaint reference IDSC/01/2013
IDSC/08/2013	08/11/2013	Member of the public and a Councillor	Failure to treat with respect, bullying/intimidation and disrepute	Referred for investigation	Investigation commenced 05/12/2013 and is currently on going
IDSC/09/2013	12/11/2013	Councillor	Failure to treat with respect, bullying/intimidation and disrepute	Referred for investigation	Investigation commenced 05/12/2013 and is currently on going

4. ON-GOING AND PREVIOUS COMPLAINTS

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Date investigation commenced and investigation status
IDSC/01/2013	14/03/2013	Councillor	Failure to treat with respect, bullying, compromising the impartiality of those who	Referred for investigation	Investigation commenced 30/04/2013. The investigation has been delayed due to the need to seek specialist external legal

			work for the Authority, disclosing confidential information, disrepute, using position as a Member to improperly secure an advantage/disadvantage		advice and the need to appoint an alternative investigator following the appointment of Mr Norman as Interim Monitoring Officer on 18 September 2013. An external investigator was appointed on 25 September 2013 and she is in the process of preparing a draft investigation report. Also there have been further additional related complaints -IDSC07/2013 which have been included in this investigation
IDSC/02/2013	10/05/2013	Councillor	Failure to treat with respect and bullying	Informal local resolution of complaint attempted without success. Matter referred for advice to IDSC on 11/12/2013	On 11/12/13 IDSC recommended that a further attempt at local resolution is sought in consultation with the IP. It has not been possible to resolve the complaint on an informal basis and in accordance with the wishes of the IDSC, the Deputy Monitoring Officer is now investigating the matter. The two Councillors have identified a number of witnesses and these are being asked for statements. Once all statements are received a report will be submitted to the IDSC

IDSC/ 03/2013	10/05/2013	Councillor	Improper use of Council resources	Not referred for investigation	N/A complaint closed
IDSC/ 04/2013	20/05/2013	Member of public	Bullying	Not referred for investigation	N/A complaint closed
IDSC/ 05/2013	11/07/2013	Councillor	Failure to treat with respect, bullying, disrepute, using position as a Member to improperly secure an advantage/disadvantage, improper use of Council resources	Referred for investigation	Investigation commenced 09/09/2013. The investigation has been delayed due to the need to appoint an alternative investigator following the appointment of Mr Norman as Interim Monitoring Officer on 18 September 2013. An external investigator was appointed on 25 September and she is in the process of preparing a draft investigation report.
IDSC/ 06/2013	06/09/2013	Anonymous complainant referred by a Councillor	Failure to treat with respect and bullying	In order for the complaint to be investigated the Councillor was informed that the anonymous complainant would need to be identified and interviewed as a potential witness	The anonymous complainant was not identified and no investigation was commenced

ASC/ 01/2012	16/11/2011	Councillor	Disclosing confidential information, disrepute, using position as a Member to improperly secure an advantage/disadvantage	26/01/2012 Referred for investigation by former statutory Assessment Sub-Committee	The investigation was completed on 07/06/2012 under the previous statutory arrangements for standards complaints which applied up until 1 July 2012. As previously reported to the Advisory Committee it had been envisaged that a Hearings Sub-Committee would consider the outcome of the investigation into this complaint and associated procedural issues. However, advice has now been obtained from leading counsel that these matters should be considered by the IDSC rather than a Hearings Sub-Committee of the Advisory Committee and arrangement are being made to progress the matter on this basis
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5. COMMENTS OF THE CHIEF FINANCIAL OFFICER

5.1 There are no immediate financial implications arising out of this report.

6. LEGAL SERVICES COMMENTS

6.1 This report has been prepared by the Interim Monitoring Officer and incorporates legal comments.

7. RISK MANAGEMENT IMPLICATIONS

7.1 The provision of quarterly reports relating to the number and nature of complaints assists the Advisory Committee in exercising its oversight role in terms of promoting and maintaining high standards of conduct.

8. ONE TOWER HAMLETS CONSIDERATIONS

8.1 There are no specific anti poverty or equal opportunity implications arising out of this report.

9. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

9.1 This report has no immediate implications for the Council's policy of sustainable action for a greener environment.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 There are no specific crime and disorder reduction implications arising out of this report.

11. EFFICIENCY STATEMENT

11.1 This report is not concerned with proposed expenditure, the use of resources or reviewing/changing service delivery and an efficiency statement is not therefore require

Agenda Item 3.2

Committee Standards Advisory	Date 18th March 2014	Classification UNRESTRICTED	Agenda Item No. 3.2
Report of Service Head, Democratic Services	Title Members' Attendance, Timesheets and Declaration of Interests: Monitoring Report		
Originating Officer(s): John Williams	Wards affected ALL		

1. SUMMARY

- 1.1 This report updates the Committee on a range of matters related to Councillors' attendance at formal meetings and training events, completion of timesheets and the register of interests.

2. RECOMMENDATIONS

- 2.1 That the Standards Advisory Committee:

- (i) Note the information set out in Appendices 1, 2 and 3 in relation to Councillors' submission of timesheets, attendance at formal meetings and training events, and completion of the register of interests during the current municipal year;
- (ii) Consider and advise on any changes that should be made to the monitoring regime going forward; and on the information to be provided to Councillors elected in May 2014 regarding completion of timesheets and associated matters.

3. BACKGROUND

- 3.1 Since April 2004 the former Standards Committee and now the Standards Advisory Committee have received regular monitoring reports on the completion of Members' timesheets and attendance by Members at Council and other formal meetings.
- 3.2 Over that period, the Committees have discussed how to build on this good practice by incorporating additional information in the reports and presenting the information in the most suitable way to enhance transparency and accountability. In April 2009 the Standards Committee agreed a number of changes to the monitoring regime and these are incorporated in this report.

4. MEMBERS' TIMESHEETS

- 4.1 Tower Hamlets Councillors have, since April 2002, completed monthly timesheets detailing the time spent on council duties, split into categories such as surgeries, casework, attendance at meetings/external bodies etc.
- 4.2 Members' timesheets are posted on the 'Meet your Councillor' pages of the Council's website which also contain information on the ward represented, committee/external appointments, surgery arrangements, contact and other details. Councillors are personally responsible for the accuracy and timely submission of their timesheets.
- 4.3 Completion of timesheets is not a statutory requirement and does not affect the Basic and Special Responsibility Allowances paid to Members. However, the London Councils Independent Panel on the Remuneration of Councillors have emphasised the need for an accountable and transparent allowances scheme. In their 2001 report, the Independent Panel identified the tasks and responsibilities which they believed were the essential remit of a Councillor. In proposing a Basic Allowance to apply to all Councillors, they assumed a contribution of 40 hours per month on top of a "voluntary commitment" of 20 hours for each Member. Tower Hamlets has voluntarily developed the timesheet system to enhance transparency.
- 4.4 The Standards Advisory Committee and its predecessor Standards Committee have placed great importance on the timely and accurate completion of timesheets and the monitoring arrangements have placed Tower Hamlets at the forefront of best practice in this area as very few other local authorities have any such formal monitoring system in place. In accordance with the Committee's previous request, the table at Appendix 1 now includes, in addition to a snapshot of timesheets completed as at the date of the Committee meeting, information on when each timesheet was submitted and a figure at the bottom of each column showing the average number of total hours recorded on each of the timesheets submitted in respect of that month.

The current position – completion of timesheets

- 4.5 In relation to the submission of timesheets the current position, as at 13th March 2014 and set out in Appendix 1 attached, is that only 7 Members (13.73% of the total) have completed their timesheets up to and including February 2014. 30 Councillors (58.82%) are more than three months in arrears. An updated schedule will be tabled at the meeting.
- 4.6 Following previous reports the Committee has asked the Chair to write to those Members who are significantly in arrears. At the October 2013 meeting, 23 members were more than three months in arrears with their timesheets. Of these, 18 had completed no timesheets in the current municipal year and those members received a letter from the Chair, drawing their attention to the need to maintain an up to date record and inviting the Member to explain whether there

were any particular issues that had led to their failure to do so. The letters were copied to each Councillor's group leader or whip where relevant.

- 4.7 Only one reply was received, from Councillor Rabina Khan who explained that she had completed her timesheets prior to the deadline for the committee meeting but that due to an administrative oversight, officers had not processed the documents in time for inclusion. Cllr Khan's timesheets were in fact posted on the website shortly after the committee's meeting.
- 4.8 Of the other 17 Members who were written to, four submitted their missing timesheets in a timely manner after receiving the letter.
- 4.9 Given the imminent end of the current Council term, it would probably be of limited value to send further letters at this point. However, the Committee is invited to consider and advise on any changes that should be made to the monitoring regime going forward; and on the information to be provided to Councillors elected in May 2014 regarding completion of timesheets and associated matters.

5. MEMBERS' ATTENDANCE AT MEETINGS

- 5.1 As with timesheets, attendance at committee/panel meetings is not a statutory requirement - the law simply says that if a Councillor fails to attend any Council or other qualifying meeting for a period of six months, he/she shall cease to be a Member of the local authority - and it is accepted that many important Council duties take place outside formal meetings. Nevertheless, attendance at meetings to which he/she has been appointed does represent a key part of a Councillor's work and the combination of attendance and timesheet monitoring information in this report provides a useful picture of a Councillor's activity for the purpose of accountability.

The current position - attendance at meetings

- 5.2 The chart at Appendix 2 shows the record of attendance by Councillors at formal constitutional meetings from 22nd May 2013 to 7th March 2014 . Where a Councillor has failed to attend a formal meeting but has submitted apologies in advance, this is noted in the report.

6. MEMBERS' DECLARATION OF INTERESTS AND ATTENDANCE AT MANDATORY TRAINING EVENTS

- 6.1 The Committee has previously requested that information be included in the report on two matters that are key to Councillor accountability and ethical governance:-
- (i) Members' completion of the register of personal interests; and
 - (ii) attendance at mandatory training events including seminars on the Code of Conduct and specific training for Councillors appointed to the quasi-judicial committees. This information is summarised in Appendix 3 attached and further explanatory information is below:-

Updates to the register of Members' interests

- 6.2 Members are required to complete a register of their interests within 28 days of becoming a Councillor and subsequently they must notify any change to this within 28 days of becoming aware of the change. Members receive six-monthly reminders to update the register with any changes. The attached schedule lists the date of each Councillor's latest update to their register entry.
- 6.3 As a matter of good practice and for the purpose of clarity, Members are asked to provide a nil return if there are no changes to register at the six-monthly reminder. However failure to do so would not represent a breach of the Code of Conduct.

Attendance at training events

- 6.4 The Committee has also sought assurance regarding Councillors' attendance at relevant mandatory training events such as those on the Code of Conduct and the specific sessions arranged for members of the Development, Licensing and Appeals Committees and the Appointments Sub-Committee. This information is now incorporated into the schedule at Appendix 3, together with the total number of attendances at other (non-mandatory) in-house Member seminars during the year.

7. OBSERVATIONS OF THE CHIEF FINANCIAL OFFICER

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

8. LEGAL SERVICES COMMENTS

- 8.1 The Localism Act 2011 introduced new arrangements to govern the Standards of Conduct for local authority members and co-optees. Seven guiding principles of conduct are set out:- selflessness; integrity; objectivity; accountability; openness; honesty and leadership. The information in this report supports these guiding principles and, in particular, enhances performance and openness in relation to members performance of their council duties.

9. ONE TOWER HAMLETS CONSIDERTIONS

- 9.1 There are no specific implications for One Tower Hamlets arising from the proposals in this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 This report has no immediate implications for Crime and Disorder.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 There are no risk management implications.

12. STRATEGIC ACTION FOR A GREENER ENVIRONMENT (SAGE)

12.1 There are no SAGE implications arising directly from this report.

LOCAL GOVERNMENT ACT, 2000 (SECTION 97)

LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number
of holder and address where
open to inspection

Reports by the Independent Panel on the
Remuneration of Councillors in London

John Williams 020 7364 4204
Town Hall, Mulberry Place,
5 Clove Crescent, London,
E14 2BG

Councillors timesheets and attendance files

MEMBERS MONTHLY TIMESHEETS – SUMMARY OF RETURNS
MADE FROM MAY 2013 – FEBRUARY 2014

Councillor	MAY 2013	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2014	FEB	MAR
Helal Abbas	20.6.13	2.7.13	1.8.13	18.9.13	29.10.13	29.10.13					
Kabir Ahmed	14.8.13	14.8.13	14.8.13								
Khales U. Ahmed	4.6.13	Yes	6.8.13	Yes	Yes	12.11.13					
Ohid Ahmed	17.6.13										
Rajib Ahmed	Yes										
Rofique Ahmed	7.6.13	5.7.13	3.8.13	5.9.13	3.10.13	4.11.14	Yes	Yes	Yes	Yes	
Shahed Ali	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Timothy Archer	4.6.13	Yes	4.10.13	4.10.13	Yes	Yes	Yes				
Abdul Asad			24.9.13	24.10.13	24.10.13						
Craig Aston	18.6.13	4.10.13	4.10.13	4.10.13	27.2.14	27.2.14	27.2.14	27.2.14			
Lutfa Begum											
Mizanur Chaudhury											
Alibor Choudhury	7.6.13	15.8.13	22.10.13	21.10.13	21.10.13	13.1.14	12.1.14	13.1.14			
Zara Davis	3.6.13	22.8.13	13.9.13	26.9.13	27.2.14	27.2.14	28.2.14	28.2.14	28.2.14		
Stephanie Eaton		25.10.13	25.10.13	25.10.13	25.10.13						
David Edgar	Yes	Yes	6.9.13	6.9.13							
Marc Francis	12.7.13	11.7.13	30.9.13	9.9.13	24.10.13	18.11.13	2.1.14	2.1.14	13.3.14		
Judith Gardiner											
Carlo Gibbs	26.6.13	8.8.13	8.8.13	2.1.14	2.1.14	2.1.14	2.1.14	2.1.14			
Peter Golds	19.6.13	Yes	13.9.13	4.10.13	10.3.14	10.3.14	10.3.14	10.3.14	10.3.14		
Shafiqul Haque	18.6.13	15.8.13	15.8.13	4.9.13	3.10.13	Yes	Yes	Yes	Yes	Yes	
Carli Harper-Penman	5.6.13										
Sirajul Islam	13.6.13	10.10.13	10.10.13	10.10.13	10.10.13	12.1.14	12.1.14	12.1.14			
Ann Jackson											
Denise Jones	4.9.13	4.9.13	4.9.13	4.9.13							
Emma Jones	4.6.13	23.8.13	29.9.13	4.10.13	27.2.14	27.2.14			27.2.14		
Aminur Khan	Yes	12.3.14	12.3.14	12.3.14	12.3.14	12.3.14	12.3.14	12.3.14	12.3.14	12.3.14	
Anwar Khan											
Rabina Khan	12.6.13	21.10.13	21.10.13	21.10.13	21.10.13	Yes	13.1.14	14.1.14			
Rania Khan											
Shiria Khatun											
Fozol Miah											
Harun Miah	26.9.13	26.9.13	19.12.13	19.12.13	31.1.14						

Councillor	MAY 2013	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2013	FEB	MAR
Maium Miah	6.3.14	6.3.14	6.3.14	6.3.14				6.3.14	11.3.14	11.3.14	
Md. Abdul Mukit MBE	13.1.14	16.7.13	13.1.14	13.1.14	13.1.14	13.1.14	13.1.14	13.1.14			
Ahmed Omer											
Lesley Pavitt	4.6.13	2.7.13	23.7.13	Yes	3.10.13	1.11.13	9.12.13			3.3.14	
Joshua Peck	Yes	2.7.13	23.8.13	10.9.13	31.10.13	1.11.13	19.12.13	21.1.14			
John Pierce				21.10.13	21.10.13	18.11.13					
Oliur Rahman		Off sick	Off sick	Off sick	Off sick						
Zenith Rahman	10.7.13	10.7.13	12.9.13	12.9.13							
Gulam Robbani											
Rachael Saunders	1.8.13	1.8.13	1.8.13								
David Snowdon	Yes	Yes	Yes	Yes							
Gloria Thienel	4.6.13	22.8.13	13.9.13	2.9.13	2.10.13	4.11.13	2.12.13	2.1.14	3.2.14	3.3.14	
Bill Turner											
Helal Uddin	Yes	21.8.13	21.8.13	13.9.13	21.1.14	21.1.14	21.1.14	21.1.14			
Kosru Uddin											
Abdal Ullah	1.6.13										
Motin Uz-Zaman	2.9.13	2.9.13	2.9.13	Yes							
Amy Whitelock Gibbs	26.6.13	7.8.13	7.8.13	2.1.14	2.1.14	2.1.14	2.1.14	2.1.14			
AVERAGE HOURS RECORDED FOR MONTH	67.82	63.69	64.64	47.20	59.01	68.55	71.12	64.76	61.36	74.47	

MEMBERS' ATTENDANCE – 22ND MAY 2013 – 7TH MARCH 2014

APPENDIX 2

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee	***Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
Total Held	7	10	8	3	12	4	3	4	6	4	4	3	6	27	3
H. Abbas	7		8								1		6		
K. Ahmed	7												6		
K. U. Ahmed	(5 (2Ap)			2 (1Ap)						2				16	
O. Ahmed	7	9 (1Ap)													
R. Ahmed	7		3(dep)	1 (2Ap)								2 (1 Ab)	4 (2Ap)	9	
R. U. Ahmed	7	9 (1Ap)													
S. Ali	7	9 (1Ap)													
T. Archer	7		7 (1Ap)												
A. Asad	7	10					1 (1Ap) (Ab)				1				
C. Aston	6 (1Ap)							2 (2Ab)				23			1 (1Ap) (1Ab)
L. Begum	5 (2Ap)					(4Ab)				0					
M. Chaudhury	5 (1Ap) (1Ab)									1					1 (2Ap)
A. Choudhury	7	10							6		1	3			
Z. Davis	7						2 (1Ap)						5 (1Ap)	1	
S. Eaton	7				7 (4Ap) (1Ab)										3
D. Edgar	7			1 (2Ap)		3 (1Ap)	2 (1Ap)		6					3	
M. Francis	7			1 (2Ap)								3	4 (2 Ap)	7	
J. Gardiner	6 (1Ap)		7 (1Ap)		(1 dep)		2 (1Ap)	4					1 (dep)		1 (2Ap)
C. Gibbs	7								6				1(dep)		3
P. Golds	7		1(dep)	3	1(dep)	1(dep)							4(dep)	15 (1Ap)	1 (dep)
S. Haque	7	9 (1Ap)													0 (3 Ap)
C. Harper-Penman	4 (3Ap)			2 (1Ap)									2 (4Ap)	3	
S. Islam	6 (1Ap)						1 (2Ap)		1(dep)						
A. Jackson	6 (1Ap)			3				4			1			7	
D. Jones	7		2(dep)	3		1(1)					1		3 (3Ap)	2	
E. Jones	6 (1Ap)					2 (1Ap) (1Ab)							4 (2Ap)		

* Part of pool of Members to sit on Licensing Sub-Committees

** Part of pool of Members to sit on Appeals Committees

*** As required

MEMBERS' ATTENDANCE – 22ND MAY 2013 – 7TH MARCH 2014

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee	***Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
Total Held	7	10	8	3	12	4	3	4	6	4	4	3	6	27	3
Aminur Khan	7											3			
Anwar Khan	6 (1Ap)		7 (1Ap)												
Rabina Khan	6 (1Ap)	7 (3Ap)													
Rania Khan	6 (1Ap)	5 (5Ap)					(1Ab) (1)				1				
S. Khatun	5 (2Ap)								2 (3Ap) (1Ab)			2 (1Ap)			
F. Miah	5 (2Ap)				(12 Ab)		0 (3 Ab)								
H. Miah	6 (1Ap)		4 (4)												
M. Miah	7			0 (3Ap)									6	3	
M. A. Mukit	7					2 (1Ap) (1Ab)	1 (dep)					1 (dep)			2 (1Ap)
A. Omer	3 (2Ap) (2Ab)														
L. Pavitt	7					2 (dep)				1 (dep)	1				
J. Peck	7			0 (3Ap)									2 (dep)	5	
J. Pierce	7								6	0		2 (1Ap)			
L. Rahman (Mayor)	7	10													
O. Rahman	6 (1Ap)	1 (9Ap)						0 (2Ap) (2Ab)	0 (3Ap) (3Ab)						
Z. Rahman	7					2 (2Ab)		4							1 (dep)
G. Robbani	7		8			(4Ab)									
R. Saunders	7				12	4	1 (1)								
D. Snowdon	5 (2Ap)			2 (1Ap)	10 (2Ap)									12	
G. Thienel	7						1 (dep)		6	2	2				
B. Turner	7									4	1				
H. Uddin	47				12					1					
K. Uddin	4 (2Ap) (1Ab)		2 (6Ap)												
A. Ullah	6 (1Ap)				7 (2 Ap) (3Ab)						1				
M. Uz-Zaman	7				11 (1Ap)		1 (2Ap)								
A. Whitelock Gibbs	6 (1Ap)				7 (5Ap)						1				

* Part of pool of Members to sit on Licensing Sub-Committees

** Part of pool of Members to sit on Appeals Committees

*** As required

**APPENDIX 3: COMPLETION OF DECLARATION OF INTEREST FORMS AND ATTENDANCE AT TRAINING EVENTS
(1st APRIL 2013 – 7th MARCH 2014)**

	Declaration of Interest Update received:	Mandatory Training for 2013/14					Non-mandatory Learning & Development Seminars attended 01/04/13 – 7.3.14 Max = 4)
		Planning & Probity	Appeals		Licensing	Appointments	
H. Abbas	14.8.13	Yes				Yes	1
K. Ahmed	12.8.13	Yes					0
K. U. Ahmed	8.8.13		Yes		Yes		0
O. Ahmed	28.6.12						0
R. Ahmed	19.11.13	Yes			Yes		1
R. U. Ahmed	8.2.12						0
S. Ali	14.8.13	Yes					0
T. Archer	10.2.14	Yes					0
A. Asad	6.12.13					Yes	0
C. Aston	12.8.13						1
L. Begum	21.10.13		No - TBA				0
M. Chaudhury	20.7.10		Yes				1
A. Choudhury	11.9.13					Yes	0
Z. Davis	30.8.13	Yes	Yes				0
S. Eaton	22.1.14						1
D. Edgar	28.11.13				Yes		0
M. Francis	18.9.13	Yes			Yes		0
J. Gardiner	9.7.12	Yes					1
C. Gibbs	16.10.13	Yes					0
P. Golds	3.10.13	Yes			Yes		1
S. Haque	9.9.13						1
C. Harper-Penman	12.8.13	Yes			Yes		0
S. Islam	16.10.13						1
A. Jackson	23.8.13				Yes		0 (+1 as Trustee of Council Pension Fund)
D. Jones	17.4.13	Yes			Yes		1

	Declaration of Interest update received:	Mandatory Training for 2013/14				Non-mandatory Learning & Development Seminars attended 01/04/13 – 07/03/14 (Max = 4)
		Planning & Probity	Appeals	Licensing	Appointments	
E. Jones	7.8.13	Yes				0
Aminur Khan	5.12.11					1
Anwar Khan	27.6.11	Yes				0
Rabina Khan	12.11.13					1
Rania Khan	21.10.13					0
S. Khatun	12.10.13					1
F. Miah	25.4.12	Dep - TBA				0
H. Miah	31.8.13	Yes				0
M. Miah	27.8.13	Yes		Yes		1
M. A. Mukit	11.10.13					1
A. Omer	1.9.10					1
L. Pavitt	28.8.13		Yes		Yes	1
J. Peck	2.9.13	Yes	No - TBA	Yes		2
J. Pierce	16.10.13		Yes			1
O. Rahman	30.10.13		No - TBA			0
Z. Rahman	16.11.13					1 (+1 as Trustee of Council Pension Fund)
G. Robbani	11.12.13	Yes				1
R. Saunders	21.10.13					1
D. Snowdon	1.11.13			Yes		0
G. Thienel	12.8.13		Yes		Yes	1
B. Turner	7.11.11		Yes		Yes	0
H. Uddin	11.10.13	Yes	Yes			1
K. Uddin	12.8.13	Yes	No - TBA			0
A. Ullah	15.10.13					0
M. Uz-Zaman	23.8.13					0
A. Whitelock Gibbs	28.8.13				Yes	0
L. Rahman (Mayor)	14.8.13					0

NB: Where a Member is appointed to a regulatory committee they may not serve on that committee until they have undertaken the relevant mandatory training

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