

# STANDARDS (ADVISORY) COMMITTEE

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Tuesday, 14 July 2015 at 6.00 p.m.  
MP701, 7th Floor, Town Hall, Mulberry Place, 5 Clove Crescent,  
London E14 2BG

**This meeting is open to the public to attend.**

**Members:**

Matthew William Rowe, John Pulford MBE, Daniel McLaughlin, Nafisa Adam, Eric Pemberton, Mike Houston, Salina Bagum, Councillor Marc Francis, Councillor Sirajul Islam, Councillor Abdul Mukit MBE, Councillor Candida Ronald, Councillor Mohammed Mufti Miah, Councillor Shah Alam and Councillor Andrew Wood

**Observers:**

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

**Deputies:**

Cllr Amy Whitelock Gibbs, Councillor Danny Hassell and Councillor David Edgar (1 Vacancy)

**Please Note**

**A training session for Members and Deputies will be held immediately before the Standards Advisory Committee meeting, from 5.00pm to 6.00 p.m.**

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:**

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5 Clove Crescent, London E14 2BG  
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Web: <http://www.towerhamlets.gov.uk/committee>

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QR code for smart phone users.

**1. ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2015/16**

To elect a co-opted member to serve as Chair of the Standards (Advisory) Committee for the Municipal Year 2015/16.

**2. ELECTION OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2015/16**

To elect a co-opted member to serve as Vice-Chair of the Standards (Advisory) Committee for the Municipal Year 2015/16.

**3. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (Pages 1 - 4)**

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.

**4. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**5. MINUTES OF THE PREVIOUS MEETING(S) (Pages 5 - 10)**

To confirm as a correct record the minutes of the meeting of the Standards (Advisory) Committee held on 27<sup>th</sup> January 2015.

**6. REPORTS FOR CONSIDERATION**

**6.1 Standards (Advisory) Committee - Terms of Reference, Membership, Quorum, Dates of Meetings and Establishment of Sub-Committees 2015/16 (Pages 11 - 24)**

To note the SAC Terms of Reference, Membership, Quorum, Dates of future meetings and establish SAC Sub-Committees for the Municipal Year 2015/16.

**6.2 Annual Report of Investigations under the Regulation of Investigatory Powers Act (RIPA) (Pages 25 - 34)**

Consider and comment upon the information provided in the report.

**6.3 Code of Conduct for Members - Complaints and Investigation Monitoring (Pages 35 - 40)**

To note the monitoring information contained in the report.

**6.4 Code of Conduct for Members - Revised Code and Complaint Handling Arrangements (Pages 41 - 56)**

To consider and approve the Revised Code of Conduct and Complaint Handling Arrangements for consultation with the Mayor, the Speaker and Group Leaders.

**6.5 Review of Member Timesheets (Pages 57 - 66)**

To 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 previous and current municipal years

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

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

**8. 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.

**9. EXEMPT/CONFIDENTIAL MINUTES (Pages 67 - 72)**

To confirm as a correct record the Exempt/Confidential minutes of the meeting of the Standards (Advisory) Committee held on 27<sup>th</sup> January 2015.

10. **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:**

Tuesday, 15 September 2015 at 7.30 p.m. to be held in the MP701, 7th Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG

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# Agenda Item 6.3

Committee: <b>STANDARDS (ADVISORY) COMMITTEE</b>	Date: <b>14 July 2015</b>	Classification: <b>Unrestricted</b>	Report No.	Agenda Item No.
Report Of: <b>Interim Monitoring Officer</b>  Originating Officer:  Meic Sullivan-Gould		Title: <b>Code of Conduct for Members – Complaints and Investigation Monitoring</b>  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.
  
- 1.2 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.
  
- 1.3 During the present quarter there have been no new complaints accepted by the Monitoring Officer and/or referred for investigation. In addition, all outstanding complaints (4 in total) were determined at a meeting of the Investigation & Disciplinary Sub-Committee held on 23 June 2015.

## 2. RECOMMENDATIONS

- 2.1 That Members of the Advisory Committee note the content of this report.

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**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. PREVIOUS COMPLAINTS**

- 3.1 The position in respect of the previous outstanding four complaints determined by the Investigation & Disciplinary Sub-Committee (IDSC) on 23 June 2015 is set out in the table attached as Appendix 1 to this report. Members will be aware that the Interim Monitoring Officer had been seeking to convene a meeting of the IDSC since September of last year but that attempts to secure dates acceptable to nominated Members of the IDSC failed on a number of occasions. More recently it was not possible to convene a meeting of the IDSC during the pre - election period for the general election in May 2015 and the subsequent Tower Hamlets mayoral and ward elections in June 2015.

### **4. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

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

### **5. LEGAL SERVICES COMMENTS**

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

### **6. RISK MANAGEMENT IMPLICATIONS**

- 6.1 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.

### **7. ONE TOWER HAMLETS CONSIDERATIONS**

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

### **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

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

### **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

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

### **10. EFFICIENCY STATEMENT**

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



## Appendix 1

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Complaint status and history
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.	<p><b>Closed:</b></p> <p>An investigation was commenced on 9 September 2013. The investigation was delayed due to the need to appoint an alternative investigator. The investigation was completed in July 2014. The independent investigator found that there was no failure to comply with the Code of Conduct for Members. The IDSC considered the matter on 23 June 2015. The Sub-Committee agreed the recommendation of the Interim Monitoring Officer (following consultation with the Independent Person) that in light of the finding of the independent investigator, the complaint should be closed.</p>

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Complaint status and history
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.	<p><b>Closed:</b></p> <p>An investigation was commenced on 5 December 2013. The investigation was completed in July 2014. The independent investigator found that there was no evidence of a failure to comply with the Code of Conduct for Members. The IDSC considered the matter on 23 June 2015. The Sub-Committee agreed the recommendation of the Interim Monitoring Officer (following consultation with the Independent Person) that in light of the finding of the independent investigator, the complaint should be closed.</p>

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Complaint status and history
IDSC/09/2013	12/11/2013	Councillor	Failure to treat with respect, bullying/intimidation and disrepute.	Referred for investigation.	<p><b>Closed:</b></p> <p>An investigation was commenced on 5 December 2013. The investigation was completed in July 2014. The independent investigator found that there was no evidence of a failure to comply with the Code of Conduct for Members. The IDSC considered the matter on 23 June 2015. The Sub-Committee agreed the recommendation of the Interim Monitoring Officer (following consultation with the Independent Person) that in light of the finding of the independent investigator, the complaint should be closed.</p>

Complaint reference number	Date complaint received by Monitoring Officer	Complainant	Alleged breach(es) of the Code of Conduct	Outcome of consultation with IP	Complaint status and history
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.	<p><b>Closed:</b></p> <p>An investigation was completed on 7 June 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 was obtained from leading counsel that these matters should be considered by the IDSC rather than a Hearings Sub-Committee of the Advisory Committee. The IDSC considered the matter on 23 June 2015 and decided that the complaint should not be referred for hearing.</p>

# Agenda Item 6.4

Committee: <b>STANDARDS (ADVISORY) COMMITTEE</b>	Date: <b>14 July 2015</b>	Classification: <b>Unrestricted</b>	Report No.	Agenda Item No.
Report Of: <b>Interim Monitoring Officer</b>		Title: <b>Code of Conduct for Members – Revised Code and Complaint Handling Arrangements</b>		
Originating Officer:  Meic Sullivan-Gould		Wards Affected: N/AI		

## 1. SUMMARY AND BACKGROUND

- 1.1.** In October 2014, the Advisory Committee received a report from Hoey Ainscough Ltd which provided a critique of the Council's current Code of Conduct and Complaint Handling Arrangements. The Advisory Committee discussed areas for improvement in the Council's Code and requested the Interim Monitoring Officer, in consultation with the Chair and Independent Person, to provide a draft of a Revised Code and Complaint Handling Arrangements.
- 1.2.** The proposed Revised Code of Conduct is based on the restatement of the Committee for Standards in Public Life's Seven Principles (January 2013) and the principle that Elected Persons should comply with the same standards of behaviour that they require of the staff that they employ.
- 1.3.** Since the implementation of the Localism Act 2011, the sanctions available to Councils in respect of misbehaviour are very limited and more proportionate processes are required to deal effectively and quickly with allegations of breach of Code.

## 2. RECOMMENDATIONS

- 2.1** That Members of the Advisory Committee approve the Revised Code of Conduct and Complaint Handling Arrangements for consultation with the Mayor, the Speaker and Group Leaders.

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**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		Meic Sullivan-Gould 020 7364 4800

### **3. REVISED CODE**

- 3.1 Members will appreciate that the Revised Code (attached as Appendix 1) is a radical departure from the format that has previously been adopted by the Council. The principal change is that there is a single statement of the standard of expected behaviour and that there is a fundamental obligation on the people subject to the Code that they demonstrate their compliance with that standard, rather than that they avoid breaching rules that are derived from the standard required (as in the past).
- 3.2 Members will also recall that since the Localism Act 2011, the range of sanctions available to Councils in the event of them finding that there has been a breach of the Code of Conduct is substantially narrower than under the previous Standards Regime. Under the old regime there was a potential for people to be disqualified from public office but now the most significant sanction is a Council resolution that rebukes a person for their misbehaviour. The arrangements for handling allegations of a breach of the Code can therefore be more proportionate to the issue at stake: which is the reputation of that person and, by extension, the reputation of their political group and of the Council as a whole. A suggested revised process for the handling of complaints is therefore proposed (at Appendix A to Appendix 1). The principal changes are that the Speaker or Chairs of Meetings can introduce sanctions for breaches of Code at meetings without any new formal processes; that Group Leaders (or the Speaker) will be involved in seeking early resolutions of allegations; that timescales for response at various stages is shorter and that the Council is the arbiter of the behaviour of its Members.
- 3.3 The revised code and procedures will apply from a date to be agreed by the Council but it is suggested that the Standards Advisory Committee consults with those who are going to be subject to the Code before making a recommendation to Council.

### **4. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

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

### **5. LEGAL SERVICES COMMENTS**

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

### **6. RISK MANAGEMENT IMPLICATIONS**

- 6.1 None

### **7. ONE TOWER HAMLETS CONSIDERATIONS**

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

**8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

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

**9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

9.1 There are no specific crime and disorder reduction implications arising out of this report. However, there is now a new provision which deals with behaviour which may not only be a breach of Code but could be unlawful or illegal otherwise.

**10. EFFICIENCY STATEMENT**

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

## Appendix 1

### LONDON BOROUGH OF TOWER HAMLETS: REVISED CODE OF CONDUCT 2015

#### **1. INTRODUCTION**

- a. The Council is required by the Localism Act 2011 to promote and maintain high standards of conduct by members of the authority. In particular it is required to adopt a Code dealing with the conduct of those members when they are acting in that capacity and must secure that the Code is consistent with seven specified principles. These principles have been defined by the Committee on Standards in Public Life. The Code must also provide for the registration and disclosure of the pecuniary and other interests by the persons subject to it.
- b. This Code applies to the Executive of the Council, the elected ward councillors and persons who have been co-opted to the Council.
- c. This Code was adopted by the Council on xx xxxxx 2015 and applies to conduct that occurs after XX XXXX 2015.

#### **2. ARRANGEMENTS FOR DEALING WITH ALLEGED BREACHES OF THE CODE**

- a. Allegations of a failure to comply with the Code must be dealt with in accordance with the arrangements contained in Appendix A to this Code.
- b. Where requirements are marked with an asterisk “\*”: this indicates that behaviour may also be conflict with criminal law and that councillors may be open to prosecution, conviction and possible disqualification from office if the punishment exceeds a three month prison sentence. It will normally be the case that criminal investigations and proceedings will have to be completed before any alleged breach of code is addressed by the Council’s own arrangements.



### 3. THE REQUIRED STANDARD OF CONDUCT

**Whenever you are acting in an official capacity, you are expected to be able to show that you are complying with the Seven Principles of Public Life as defined by the Committee on Standards in Public Life (January 2013)**

PRINCIPLE	DEFINITION	EXAMPLES OF COMPLIANCE
<b>SELFLESSNESS</b>	You should act solely in terms of the public interest.	<b>Fiduciary Duty:</b> In respect of the resources of the Council, you must act in good faith and avoid situations where your personal interests could conflict with your duty to act in the public interest. <b>Misconduct in Public Office:</b> You carry out your duties for the benefit of the public as a whole. If you act with neglect or misconduct in the course of those duties this may lead to a breach or abuse of the public's trust.*
<b>INTEGRITY</b>	You must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence you in your work. You should not act or take decisions in order to gain financial or other material benefits for yourself, your family, or your friends. You must declare and resolve any interests and	<b>Bribery Act:</b> You may not request, accept or agree to accept any financial or other advantage, in exchange for improperly performing your public duties.* <b>Registration &amp; Declaration of Interests:</b> You must deal with your personal interests in accordance with Article 4 of this Code.*

	relationships.	
<b>OBJECTIVITY</b>	You must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.	<p><b>Rules of Natural Justice:</b> When you are making decisions that affect the rights of citizens, you will act fairly if you listen impartially to all points of view and make a decision on the merits of what you learn.</p> <p><b>Reasonableness:</b> When making any decision, you will act reasonably if you have regard to all relevant considerations and exclude all irrelevant matters and only come to a conclusion that would be regarded as a reasonable one for the Council to reach.</p> <p><b>Equalities:</b> When carrying out public functions, to comply with the Equalities Act 2010, you will have due regard to the need to eliminate discrimination, victimisation and other behaviour prohibited by the Act and to the needs to advance equality of opportunity and to foster good relations between persons who share a protected characteristic under the Act and persons who do not share it.</p> <p><b>Appointments:</b> You are required to make appointments on merit.</p>
<b>ACCOUNTABILITY</b>	You are accountable to the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this.	<p><b>Rule of Law – Judicial Review:</b> You will acknowledge that the existence and powers of the Council depend on the provisions of Acts of the UK Parliament and that every action or decision that you make is subject to possible challenge in judicial review proceedings in the High Court.</p> <p><b>Overview and Scrutiny:</b> You will acknowledge that the Council has established Overview and Scrutiny arrangements under the Localism Act 2011 and will comply with the Council's Overview and Scrutiny Procedure Rules.</p> <p><b>Questions:</b> You will respond to questions as required by the Council's Procedure Rules.</p>
<b>OPENNESS</b>	You should act and take decisions in an open and transparent manner. Information should not be	<b>Access to Information:</b> You will only seek information held by the Council in the public interest and you will uphold the legitimate rights of individuals and bodies to have similar such access while respecting the rights of confidentiality for individuals and bodies that have been established by law.

	withheld from the public unless there are clear and lawful reasons for so doing.	<p><b>Freedom of Information:</b> You will acknowledge that information that you hold in connection with your public duties may be subject to requests for disclosure and may only be withheld if a statutory exemption applies to it.</p> <p><b>Data Protection:</b> You will acknowledge that any personal data that you receive as part of your public duties must be used fairly and lawfully, only for the purpose for which it was received and not retained for any longer than necessary for that purpose. Personal data will be completely deleted or put beyond use when no longer required for the purpose for which it was received and or retained. You will acknowledge that individuals may make Subject Access Requests to check what personal data is held about them.*</p>
<b>HONESTY</b>	You should be truthful.	You will have evidence that on a reliable and honestly held ground for believing that what you say is true, accurate and corresponds with reality.*
<b>LEADERSHIP</b>	You should exhibit these principles in your own behaviour. You should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.	<p>You will show your own compliance with the standards of behaviour that you expect of officers of the Council or its contractors.* You will use the appropriate complaints processes if you have reliable grounds for believing that such standards have not been met.</p> <p>NOTE: The Council's expectations of officers and procedures for protecting them from verbal abuse and threats are available at <a href="http://towernet/staff_services/hr_workforce_development/people_management">http://towernet/staff_services/hr_workforce_development/people_management</a></p> <p>The expectations of behaviour of contractors will depend on the terms of the contract agreed by the Council.</p>

#### 4. THE REGISTRATION AND DISCLOSURE OF PERSONAL INTERESTS

**Whenever you are acting in an official capacity, you are expected to be open and honest about your personal interests and to resolve any conflict between them and the public interest by acting solely in the public interest.**

INTEREST	DEFINITION	EXAMPLES OF COMPLIANCE
<b>YOUR EMPLOYMENT, OFFICE TRADE OR VOCATION</b>	<p>Any employment, office, trade, profession or vocation carried out by you or your domestic partner for profit or gain.</p> <p><u>Note:</u> “Domestic partner” is your spouse or civil partner or any other person with whom you are living as husband and wife or as if you are civil partners.</p>	<p><b>Your interest is registered as a Disclosable Pecuniary Interest.</b></p> <p><b>Your interest is disclosed on any occasion when it may be affected by the discussion or decision.</b></p> <p><b>You withdraw from any meeting where your interest may be affected by the discussion or decision.</b></p> <p><b>You do not exercise any executive powers in relation to a matter where your interest may be affected.*</b></p>
<b>YOUR SPONSORSHIP</b>	<p>Any payment or provision of any other financial benefit (other than from the Council) made or provided to you or your domestic partner in respect of your expenses in carrying out your Council duties or towards your election expenses. This includes any payment or financial benefit from a trade union.</p>	<p><b>Your interest is registered as a Disclosable Pecuniary Interest.</b></p> <p><b>Your interest is disclosed on any occasion when the interests of your Sponsor may be affected by the discussion or decision.</b></p> <p><b>You withdraw from any meeting where the interests of your Sponsor may be affected by the discussion or decision.</b></p> <p><b>You do not exercise any executive powers in relation to a matter where the interests of your Sponsor may be affected.*</b></p>

<b>YOUR CONTRACTS</b>	Any contract which is made between you or your domestic partner (or between a body in which you or your domestic partner have a beneficial interest) and the Council under which goods or services are to be provided or works undertaken which has not been fully discharged.	<p><b>Your interest is registered as a Disclosable Pecuniary Interest.</b></p> <p><b>Your interest is disclosed on any occasion when it may be affected by the discussion or decision.</b></p> <p><b>You withdraw from any meeting where your interest may be affected by the discussion or decision.</b></p> <p><b>You do not exercise any executive powers in relation to a matter where your interest may be affected.*</b></p>
<b>YOUR LAND</b>	Any beneficial interest in land which is within the Council's area and held by you or your domestic partner.	<p><b>Your interest is registered as a Disclosable Pecuniary Interest.</b></p> <p><b>Your interest is disclosed on any occasion when it may be affected by the discussion or decision.</b></p> <p><b>You withdraw from any meeting where your interest may be affected by the discussion or decision.</b></p> <p><b>You do not exercise any executive powers in relation to a matter where your interest may be affected.*</b></p>
<b>YOUR LICENCES OF LAND</b>	Any licence to occupy land which is within the Council's area and held by you or your domestic partner (alone or jointly with others).	<p><b>Your interest is registered as a Disclosable Pecuniary Interest.</b></p> <p><b>Your interest is disclosed on any occasion when it may be affected by the discussion or decision.</b></p> <p><b>You withdraw from any meeting where your interest may be affected by the discussion or decision.</b></p> <p><b>You do not exercise any executive powers in relation to a matter where your interest may be affected.*</b></p>

<b>YOUR CORPORATE TENANCIES</b>	Any tenancy where the landlord is the Council and the tenant is a body in which you or your domestic partner have a beneficial interest.	<b>Your interest is registered as a Disclosable Pecuniary Interest.</b> <b>Your interest is disclosed on any occasion when it may be affected by the discussion or decision.</b> <b>You withdraw from any meeting where your interest may be affected by the discussion or decision.</b> <b>You do not exercise any executive powers in relation to a matter where your interest may be affected.*</b>
<b>YOUR SECURITIES</b>	Any beneficial interest held by you or your domestic partner in securities of a body where it has a place of business or land in the Council's area and either (i) the total nominal value of the interest 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 interest in shares of any one class exceeds one hundredth of the value of that class.	<b>Your interest is registered as a Disclosable Pecuniary Interest.</b> <b>Your interest is disclosed on any occasion when it may be affected by the discussion or decision.</b> <b>You withdraw from any meeting where your interest may be affected by the discussion or decision.</b> <b>You do not exercise any executive powers in relation to a matter where your interest may be affected.*</b>
<b>NOTE 1: "Disclosable Pecuniary Interests"</b>	The above definitions are derived from the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI2012/1464)	<b>Section 34 of the Localism Act 2011 creates criminal offences of failing to register, failing to declare and participating in discussion or voting while having Disclosable Pecuniary Interests. Allegations of Criminal Behaviour under these provisions shall be referred to the Director of Public Prosecutions for investigation and institution of proceedings.*</b>

<p><b>NOTE 2: Other Personal Interests</b></p>	<p>The Standards (Advisory) Committee of the Council considers that the above listed interests do not adequately cover the range of interests that need to be disclosed in order for there to be public confidence that they are <u>not</u> being taken into account by decision-makers and that conflicts are being resolved solely in the public interest. The following categories of interest should also be dealt with appropriately in the public interest:</p>	<p>Allegations of failure to deal appropriately with Other Personal Interests at decision-making meetings should be referred immediately to the Monitoring Officer of the Council for consideration whether action is required under Section 5 or 5A of the Local Government Housing and Planning Act 1989 to prevent the Council from acting unlawfully or with maladministration causing injustice.</p>
<p><b>Note 2.1: Interests of a Relative</b></p>	<p>Any Interest that would be a Disclosable Pecuniary Interest of any of your relatives. The following people will be regarded as your relative:</p> <ul style="list-style-type: none"> <li>(a) Your grandparent;</li> <li>(b) Any lineal descendent of your grandparent;</li> <li>(c) The spouse or civil partner of a person identified in paras (a) &amp; (b) above;</li> <li>(d) A person living with a person identified in paras (a) &amp; (b) above as husband and wife or as if they were civil partners.</li> </ul> <p>The above definitions are derived from section 28(10) of the Localism Act 2011.</p>	<p>Where you are aware of the Interest, your Relative's Interest is disclosed on any occasion when it may be affected by the discussion or decision.</p> <p>You withdraw from any meeting where your Relative's Interest may be affected by the discussion or decision.</p> <p>You do not exercise any executive powers in relation to a matter where your Relative's Interest may be affected.</p>

<p><b>Note 2.2: Interests of a Close Associate</b></p>	<p>Any Interest that would be a Disclosable Pecuniary Interest of any of your close associates. The following people will be regarded as your close associate:</p> <ul style="list-style-type: none"> <li>(a) A Friend ie someone whom you make time to spend time with;</li> <li>(b) A person or organisation with whom you do business with personally and regularly (eg your corner shopkeeper but not the supermarket chain on your corner);</li> <li>(c) A person from whom you have received (or been promised to be given) any gift or hospitality of a value of more than £25.00.</li> <li>(d) A neighbour.</li> </ul>	<p>Where you are aware of the Interest, your Close Associate's Interest is disclosed on any occasion when it may be affected by the discussion or decision.</p> <p>You withdraw from any meeting where your Close Associate's Interest may be affected by the discussion or decision.</p> <p>You do not exercise any executive powers in relation to a matter where your Close Associate's Interest may be affected.</p> <p>Your receipt of the Gift or Hospitality has been registered as such by the Council.</p>
<p><b>Note 2.3: Interests of an Outside Body</b> (ie bodies that operate in the area of the Council other than for gain or profit.)</p>	<p>Any Interest that would be a Disclosable Pecuniary Interest of any Outside Body which you control either alone or jointly with others. Examples of control would be being a Director, Trustee, Executive Committee Member or General Manager of an Outside Body.</p>	<p>Your interest is registered as an Outside Body Interest.</p> <p>Where you are aware of the Interest, your Outside Body Interest is disclosed on any occasion when it may be affected by the discussion or decision.</p> <p>You withdraw from any meeting where your Outside Body interest may be affected by the discussion or decision except where it is an Outside Body to which you have been appointed by the Council when you may speak but not vote upon matters</p> <p>You do not exercise any executive powers in relation to a matter where your Outside Body interest may be affected.</p>



## Appendix A

### ARRANGEMENTS FOR DEALING WITH ALLEGED BREACHES OF THE CODE

#### 1. Alleged Breaches at Council Meetings:

- a. Conduct at meetings will only be dealt with under the following procedure.
- b. The Member presiding at the Meeting is expected to ensure that the business of the meeting is conducted in accordance with the law, the Council's Constitution and the Council's Code of Conduct.
- c. Allegations that a Member attending the Meeting has breached the Code of Conduct shall be raised immediately as a Point of Order. (Council Procedure Rule 15.13 applies).
- d. The Member presiding at the Meeting may accept the Point of Order and then shall move that the accused Member be excluded from the remainder of the meeting on the basis of their breach of the Council's Code of Conduct. If seconded, the motion will be voted upon without discussion.
- e. To be approved, the above mentioned motion must be agreed by a two-thirds majority of the voting Members present and voting on the motion.
- f. If approved, the Member who has been found to have breached the Code of Conduct shall immediately leave the room where the meeting is taking place and may not return to the meeting without the leave of the Member presiding at the Meeting.

#### 2. Other Alleged Breaches

- a. Any person may allege that the Mayor, an Elected Member or a Co-opted Member has breached the Council's Code of Conduct while they are carrying out their official activities in those roles. Allegations will only be processed if received in written form.
- b. Informants must provide their name and postal address and must set out their allegation in full. A full allegation will be clear as to the identity of the person who is alleged to have breached the Council's Code of Conduct ("the Subject of the Allegation"); the behaviour that is alleged to indicate such a breach; the evidence that the Informant can produce that indicates such a breach and the names and addresses of persons who would be able to give first-hand evidence about the behaviour concerned. Allegations should be sent to the Monitoring Officer of the Council.
- c. The Monitoring Officer may, if such is agreed by the Council's Independent Person, reject an allegation which is incomplete or which does not, on the face of it, amount to a breach of the Council's Code of Conduct. The Monitoring Officer will give written reasons to the Informant for such a rejection. A decision to reject an allegation may be subject

- to a Complaint under the Council's Corporate Complaints Procedure. The Monitoring Officer shall report such rejections of allegations to the Council's Standards Advisory Committee.
- d. Otherwise, the Monitoring Officer shall refer the allegation to the Subject of the Allegation and to the Leader of the political group of which that person is a member. Where the person alleged to have breached the Code of Conduct is a Leader, not a member of a group or is a co-opted Member, the allegation shall be also referred to the Speaker of the Council.
  - e. The Group Leader/Speaker is then expected to:
    - i. investigate the issue as appropriate;
    - ii. convene a meeting with the Subject of the Allegation to explore possible resolutions to the allegation (This will normally be done within two weeks of the referral of the allegation.);
    - iii. reply to the Monitoring Officer within a week of such a meeting either describing the action which they propose to take and the time-scale to resolve the allegation or that the Allegation is disputed and that they will co-operate with an investigation.
    - iv. If it is not possible to respond within these periods, the Group Leader/Speaker must give a written explanation to the Monitoring Officer of why, and told when a reply can be expected.
  - f. Not later than four weeks after the referral of the Allegation as above, the Monitoring Officer will publish and send to the Informants (unless agreed with the Independent Person otherwise) a notice of Current Allegations, categorised by:
    - i. Outstanding Allegation: Response Awaited
    - ii. Outstanding Allegation: Remedial Action being Undertaken
    - iii. Allegation Resolved.
    - iv. Allegation Disputed
  - g. Not later than two weeks after receiving a reply under e.iii above that the Allegation is Disputed, the Monitoring Officer shall, with the agreement of the Independent Person, commission an appropriate independent investigation into the allegation.
  - h. Investigators have four weeks in which to gather evidence which shall include an interview with the Informant and any other person who may have evidence about the Allegation; to interview the Subject of the Allegation (and any other person whom they think has relevant information about the Allegation) and produce a written report of their investigation and their conclusion as to whether the Allegation has been substantiated or not. Where the Investigator considers that the Allegation has been substantiated their report will include a recommendation as to an appropriate sanction to be imposed by the Council on the Subject of the Allegation.

- i. Where the Investigator's Report concludes that the Allegation is not substantiated, the Monitoring Officer will (unless agreed with the Independent Person otherwise) advise the Informant and the Subject of the Allegation that the Allegation was Not Substantiated and shall in due course publish that outcome in a Notice of Closed Allegations.
- j. Where the Investigator's Report concludes that the Allegation is substantiated then the Monitoring Officer will (unless agreed with the Independent Person otherwise) submit the Investigation Report to a Hearings Sub-Committee of the Standards Advisory Committee.
- k. A Hearings Sub-Committee will receive the Investigation Report and any submissions from the Subject of the Allegation and may either accept or reject the report:
  - i. Where the Hearings-Sub Committee accepts the report, it shall refer the Allegation to a full Meeting of the Council with a recommendation as to sanction for the Substantiated Breach of the Council's Code of Conduct.
  - ii. Where the Hearings Sub-Committee rejects the report, it shall refer the Allegation to the Standards Advisory Committee with its reasons for not accepting the report.
- l. The Monitoring Officer shall report the recent activity under this procedure to the Standards Advisory Committee each quarter.

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# Agenda Item 6.5

Committee <b>Standards Advisory</b>	Date <b>14<sup>th</sup> July 2015</b>	Classification <b>UNRESTRICTED</b>	Agenda Item No.
Report of <b>Service Head, Democratic Services</b>	Title <b>Members' Attendance, Timesheets and Declaration of Interests: Monitoring Report</b>		
Originating Officer(s): <b>John Williams</b>	Wards affected <b>ALL</b>		

## 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 previous and current municipal years;
- (ii) Consider whether there is a need to ask the Chair to write to any Councillor(s) in connection with any of the monitoring information; and
- (iii) Agree to receive further monitoring reports at six monthly intervals.

## 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. These agreed changes 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. The Committee will note that new Committee software is now being used to upload the timesheets. This will have a number of benefits including a facility for direct input of timesheets by Members. However, in the short-term it does unfortunately mean that the more detailed monitoring information of dates of submission of each timesheet is not available at this stage. This will be addressed in future reports.

#### **The current position – completion of timesheets**

- 4.5 In relation to the submission of timesheets the current position, as at 1<sup>st</sup> July 2015 and set out in Appendix 1 attached, is that 11 Members (24.4% of the total) have completed their timesheets up to and including June 2015. 12 Councillors (12.7%) are more than three months in arrears. An updated schedule will be tabled at the meeting, if necessary.
- 4.6 The Committee may wish to follow previous practice and ask the Chair to write to those Members who are significantly in arrears and/or their political group Leaders, drawing their attention to the need to maintain an up to date record.

## **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 30<sup>th</sup> May 2014 to 30<sup>th</sup> June 2015 . 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 and a reminder exercise is about to be undertaken.
- 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 to date.

## **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.

8.2 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.

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### **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 JUNE 2014 TO JUNE 2015**

Councillor	JUNE 2014	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2015	FEB	MAR	APR	MAY	JUNE
Ohid Ahmed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
K. U. Ahmed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R. Ahmed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
S. Ahmed													
S. Akhtar	-	-	-	-	-	-	-	-	-	-	-	-	-
M. Alam	✓	✓	✓	✓				✓	✓	✓	✓		
Shah. Alam				✓									
A. Ali	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S. Ali	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
A. Asad	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
C. Aston													
A. Begum	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
R. Blake	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
C. Chapman													
D. Chesterton	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G. K. Choudhury	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
A. Cregan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J. Dockerill													
D. Edgar	✓	✓	✓	✓	✓	✓							
M. Francis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
P. Golds													
S. Haque	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
C. Harrisson	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
D. Hassell	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S. Islam	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D. Jones	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
A. R. Khan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
R. Khan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
S. Khatun	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Abjol Miah	✓	✓	✓	✓									
Ayas Miah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Harun Miah	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		

Councillor	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2015	FEB	MAR	APR	MAY	JUNE
M. Mufti Miah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Md. Maium Miah													
A. Mukit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
M. Mustaquim	✓	✓	✓	✓	✓	✓	✓	✓	✓				
J. Peck	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
J. Pierce	✓	✓	✓					✓	✓				
O. Rahman	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
G. Robbani	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
C. Ronald	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
R. Saunders	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		
H. Uddin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A. Whitelock Gibbs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
A. Wood				✓									
<b>Average monthly percentage</b>	<b>53.54</b>	<b>58.5</b>	<b>48.39</b>	<b>70.72</b>	<b>68.12</b>	<b>65.79</b>	<b>56.36</b>	<b>66.33</b>	<b>66.38</b>	<b>67.22</b>	<b>61.91</b>	<b>52.08</b>	<b>55.65</b>

MEMBERS' ATTENDANCE – 11<sup>TH</sup> JUNE 2014 – 24<sup>TH</sup> JUNE 2015

## APPENDIX 2

(14/15 municipal year)

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee & Subs	***Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
<b>Total Held</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>9 (+1 postponed)</b>	<b>14</b>	<b>5 (+1 cancelled)</b>	<b>3</b>	<b>4</b>	<b>7 (+1 cancelled)</b>	<b>1 (Appeals) 6 (Subs)</b>	<b>14</b>	<b>3 (+1 cancelled)</b>	<b>9 (+1 cancelled)</b>	<b>*27</b>	<b>4 (+1 cancelled)</b>
Ohid Ahmed	8(2Ap)	8(3Ap)													2(2Ap)
K. U. Ahmed	9(1Ap)			2(7Ap)					2 (4Ap) (1Ab)				1(dep)	*17	
R. Ahmed	10		1(dep) 1(1)(Ap)	5(3Ap) (1Ab)				3(1Ap)				2(1Ab)		*8	
S. Ahmed	9(1Ap)		11 (1Ap) (1Ab)	6(3Ap)	3(3)	2(3Ab)							8(1Ap)	*2	
S. Akhtar	1(1)														
M. Alam	10			2(7Ap)	7(7Ap)	2(1Ap) (2Ab)					***4		1(1)	*3	
S. Alam	10		12(1Ap)	3(6Ap)							***2			*4	
A. Ali	9(1Ap)			1(8Ap)							***1		7 (2Ap)	*4	4
S. Ali	10	10 (1Ap)													
A. Asad	9(1Ap)	11						0(2) (2Ap)	1(1)		***4				
C. Aston	10				1(dep)	1(4) (3(Ab))						2 (1Ab)			0(1)(1Ap)
A. Begum	10		1(dep)		13(1Ap)	5				**5	***3				
R. Blake	10			4(5Ap)					6(1Ap)	**2	***1			*3	3(1Ap)
C. Chapman	8 (9) (1Ap)		12(12)												
D. Chesterton	9 (9)				10(12) (2Ap)				7		***3(1Ap)				
G. K. Choudhury	10		10(3Ap)	5(2Ap) (2Ab)			3						1(dep)	*1	
A. Cregan	8(1Ap) (1Ab)			7(2Ap)				3(1Ap)						*4	
J. Dockerill	10								6(1Ap)		***3		9		
D. Edgar	10					5						2(1Ap)			
M. Francis	10		10(3Ap)				1(dep)			**6					
A. Whitelock Gibbs	10			4(5Ap)			3						1(dep)	*8	
P. Golds	10			7 (2Ap)	11(3Ap)						***5			*15	
S. Haque	9(1Ap)	11						0(3Ap) (1Ab)							
C. Harrisson	10			1(1)				4	7		***4				
D. Hassell	10					5	3				***3	1(dep)	9		

Record of attendance is for membership of the committees and deputies. All attendance is recorded and can be viewed on the Internet.

\* 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 – 11<sup>TH</sup> JUNE 2014 – 24<sup>TH</sup> JUNE 2015**  
**(14/15 municipal year)**

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Advisory Cttees	Pensions Cttee	Human Resources Cttee	**Appeals Cttee & Subs	***Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	*Licensing Sub-Cttee	Audit Cttee
<b>Total Held</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>9 (+1 postponed)</b>	<b>14</b>	<b>5 (+1 cancelled)</b>	<b>3</b>	<b>4</b>	<b>7 (+1 cancelled)</b>	<b>1 (Appeals) 6 (Subs)</b>	<b>14</b>	<b>3 (+1 cancelled)</b>	<b>9 (+1 cancelled)</b>	<b>*27</b>	<b>4 (+1 cancelled)</b>
S. Islam	10		12(1Ap)										9		
D. Jones	10				14	1(4Ap)					***2				
A. R. Khan	10	9(2Ap)										3			
R. Khan	9 (1Ap)	10(1Ap)									***4				
S. Khatun	10		8(5Ap)									3			
Abjol Miah	8(2Ap)				9(5Ap)		0(2Ap) (1Ab)			**3	***1				
Harun Miah	9 (1Ap)			0(1)(Ab)				1(3Ap)		**0(1Ap)			1(dep)		
Ayas Miah	8(2Ap)							4							4
M. Mufti Miah	8(2Ap)			5(4Ap)			1(2Ap)	2(2)						*1	
M. Maium Miah	10			0(6)(3Ap) (3Ab)	0 (2) (2Ap)	0(1)(1Ap)				**0(1Ap)			5 (1Ab) (3Ap)		
M. Mukit	10														
M. Mustaqim	10			6(3Ap)	6 (10) (4Ap)					**3			6(8)(2Ap)	*6	
J. Peck	10				13(1Ap)		2(1Ap)								
J. Pierce	10				14			1(dep)		**1	***1		6(8) (2Ap)	*1	
O. Rahman	8(2Ap)	6(5Ap) (1Ab)							2(5Ap)			0(3Ap)			
G. Robbani	9(1Ap)	10(1Ap)									***8				1(1Ap)
C. Ronald	9 (9)			5(3Ap) (8)										*5	
R. Saunders	10				1(dep)						***4				
H. Uddin	10			0(1Ap)(1)						**1	***2		8(8)		
A. Wood	10		1(1)				3			**1	***2				3(3)

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

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

\*\*\* As required

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

**APPENDIX 3: COMPLETION OF DECLARATION OF INTEREST FORMS AND ATTENDANCE AT TRAINING EVENTS  
(11<sup>TH</sup> JUNE 2014 – 24<sup>TH</sup> JUNE 2015)**

	Declaration of Interest Update Received & updates:	Mandatory Training for 2014/15								Non-mandatory Learning & Development Seminars attended MY 2014/15 (Max = 7)
		Induction Day	Info Gov & ICT	Media Awareness & Ethics & Standards	Appeals	Planning & Probity	Scrutiny	Licensing & Chairing skills	Appointments (as required)	
Ohid Ahmed	15.8.14	Yes	No	No						0
K. U. Ahmed	15.8.14	Yes	Yes	Only E&S		Yes		Yes		1
R. Ahmed	15.8.14	Yes	Yes	Only MA&C		Yes		Yes		2
S. Ahmed	15.8.14	Yes	No	No	Yes	Yes	Yes	Yes		2
M. Alam	15.8.14	Yes	Yes	No		Yes	Yes	Yes	Yes	1
S. Alam	8.7.14	Yes	Yes	Only MA&C		Yes	No	Yes		5
A. Ali	25.7.14	Yes	Yes	Only MA&C		Yes		Yes		0
S. Ali	24.12.14	Yes	No	Only E&S						1
A. Asad	25.7.14	Yes	No	Only MA&C						1
C. Aston	24.12.14	Yes	Yes	Only E&S		Yes	TBA			2
A. Begum	15.8.14	Yes	Yes	Only E&S	Yes	Yes	Yes			1
R. Blake	6.2.15	Yes	No	No				Yes		1
C. Chapman	25.7.14	N/A	N/A	N/A	Yes	Yes				2
D. Chesterton	25.7.14	N/A	N/A	N/A	Yes		TBA		Yes	4
G. K. Choudhury	15.8.14	Yes	Yes	No		Yes		Yes		3
A. Cregan	15.8.14	Yes	Yes	Only E&S		Yes		Yes		3
J. Dockerill	24.12.14	Yes	Yes	No	Yes	Yes				2
D. Edgar	15.8.14	Yes	Yes	Only E&S						3
M. Francis	8.7.14	Yes	No	No	Yes	Yes				1
A. Whitelock Gibbs	8.7.14	Yes	No	No		Yes		Yes		3
P. Golds	15.8.14	Yes	No	No	Yes	Yes	Yes	Yes	Yes	2
S. Haque	15.8.14	Yes	No	Only MA&C						0
C. Harrisson	10.3.15	Yes	Yes	Only E&S				Yes	Yes	2
D. Hassell	30.6.15	Yes	Yes	Only E&S		Yes		Yes		4

	Declaration of Interest Update Received & updates:	Mandatory Training for 2014/15								Non-mandatory Learning & Development Seminars attended MY 2014/15 <b>Max = 7 )</b>
		Induction Day	Info Gov & ICT	Media Awareness & Ethics & Standards	Appeals	Planning & Probity	Scrutiny	Licensing & Chairing skills	Appointments (as required)	
S. Islam	15.8.14	No	No	Only E&S		Yes				1
D. Jones	25.7.14	No	Yes	No						3
A. R. Khan	15.8.14	Yes	Yes	Yes						0
R. Khan	15.8.14	Yes	No	No						1
S. Khatun	15.8.14	Yes	Yes	Only E&S		Yes				1
Abjol Miah	15.8.14	Yes	Yes	No	Yes		Yes			3
H. Miah	15.8.14	No	No	No		Yes				1
Ayas Miah	15.8.14	Yes	Yes	Only MA&C	Yes					1
M. Mufti Miah	15.8.14	Yes	Yes	Only E&S				Yes		0
M. Maium Miah	16.8.14	Yes	Yes	Only MA&C	Yes	Yes	Yes			1
M. Mukit	15.8.15	Yes	Yes	No	Yes					0
M. Mustaquim	15.8.14	Yes	Yes	No	Yes	Yes	TBA	Yes		4
J. Peck	25.7.14	No	No	No			Yes			2
J. Pierce	15.8.14	No	No	Only E&S	Yes	Yes	Yes			2
O. Rahman	8.7.14	No	No	No						0
G. Robbani	15.8.14	Yes	No	No						2
C. Ronald	6.2.14	N/A	N/A	N/A						3
R. Saunders	15.8.14	Yes	No	Only E&S			TBA		Yes	1
H. Uddin	15.8.14	Yes	Yes	Only MA&C	Yes	Yes			Yes	3
A. Wood	15.8.14	Yes	Yes	Yes	Yes	Yes	Yes			4

# Agenda Item 9

By virtue of paragraph(s) 1, 3, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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