

Committee <b>STANDARDS COMMITTEE</b>	Date <b>16 FEBRUARY 2010</b>	Classification <b>UNRESTRICTED</b>	Agenda Item No.
Report of <b>Service Head, Democratic Services</b>  Originating Officer(s): <b>John Williams</b>	Title <b>MEMBERS' ATTENDANCE, TIMESHEETS AND DECLARATION OF INTERESTS: MONITORING REPORT</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. Some amendments to the format and content of the report have been made and additional information included, as previously requested by the Committee.
- 1.2 The report also sets out the comments received from Councillors in response to consultation on possible changes to the format and/or content of the Members' timesheet proforma.

## 2. RECOMMENDATIONS

- 2.1 That the 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 whether there is a need to ask the Chair to write to any Councillor(s) in connection with any of the monitoring information;
  - (iii) Note the responses submitted by Councillors to the consultation on possible changes to the Members' timesheet proforma as set out at Appendix 5 and comment on any further changes that the Committee wishes to suggest;
  - (iv) Comment on the revised format and content of this monitoring report and any further enhancements to be included in future reports; and
  - (iv) Agree to receive further monitoring reports at six monthly intervals.

### **3. BACKGROUND**

- 3.1 Since April 2004 the Standards Committee has received regular monitoring reports on the completion of Members' timesheets and attendance by Members at Council and other formal meetings.
- 3.2 At recent meetings the Committee has discussed how to build on this good practice by incorporating additional information in the reports and/or presenting the information in the most suitable way to further enhance transparency and accountability. In April 2009 the Committee agreed a number of proposed 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 information, 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 Committee has 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. Benchmarking research reported previously to the Committee has shown that very few other local authorities have any such formal monitoring system in place. At recent meetings the Committee has discussed the value of the information provided in relation to the time taken to complete the timesheets, recognising that a balance needs to be found between accountability and not spending a disproportionate amount of time compiling the information which could be better spent elsewhere. The Committee concluded that the reporting process was a valuable one which assisted Members in accounting publicly for their work, and that it should continue but that certain improvements could be made to the content of the report and timesheets.

## **Improvements to the report**

- 4.5 **Date of completion:** Rather than merely presenting a snapshot of timesheets completed as at the date of the Standards Committee meeting, the Committee asked that the schedule indicate when each timesheet was submitted, thereby providing a means to monitor completion on a continuous basis. The table at Appendix 1 has been amended to give this information (NB: As this data is historic, following the change in reporting method it has been necessary in some cases to use the date that the timesheet was posted on the website. On occasion this may be some days later than the date it was submitted by the Councillor. Accurate data is now being tracked for all timesheets and this will be reflected in future reports.)
- 4.6 **Content:** The monitoring arrangements show whether or not timesheets have been completed but do not include information on their content. The Committee previously considered whether some information e.g. the number of hours recorded could be shown. However it concluded that a single headline figure would not provide sufficient information and a more meaningful analysis of the categories would mean quite lengthy reports. The full timesheets for each Councillor are readily available on the Council's website and it is not suggested that such an analysis should be included in the reports. However, for illustrative purposes and in the context of the Independent Panel's recommendations at 4.3 above, a figure has been added to the bottom of each column in Appendix 1 for the 6 months to December, 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**

- 4.7 In relation to the submission of timesheets, the current position, as at 8 February 2010 and set out in Appendix 1 attached, is that 30 Members (58.8% of the total) have completed their timesheets up to and including December 2009. 17 Councillors (33.3%) are three or more months in arrears. This information will continue to be updated and a revised schedule will be tabled at the meeting, if necessary.
- 4.8 In the event that the tabled schedule shows any Member still significantly in arrears, the Committee may wish to follow previous practice and ask the Chair to write to that Member drawing his/her attention to the need to maintain an up to date record.

## **5 CONSULTATION ON CHANGES TO THE TIMESHEET PROFORMA**

- 5.1 Members have previously commented that the existing timesheet format does not facilitate easy recording of some aspects of a councillors duties e.g. background reading on key issues or ad hoc informal meetings with residents. In addition a number of the specific categories included on the existing timesheet (example attached at appendix 4) are now out of date.
- 5.2 As requested by the Committee at its previous meetings, consultation has therefore been undertaken with Councillors on possible changes to the format of the timesheets themselves and/or the categories included to

improve ease of use and the value of the information collected for accountability purposes.

5.3 As part of the consultation exercise, all Councillors were asked a series of questions including the following:-

- Is the current timesheet easy to complete?
- Does the timesheet currently include the correct categories?
- What new categories would you like to add?
- What existing categories would you like to delete?
- Do you have any other comments or suggestions in relation to the timesheets?

5.4 The responses received to the consultation are attached at Appendix 5. The Committee is invited to note the responses and make any further comments or suggestions for changes that they would themselves wish to make. Officers will then refresh the timesheet proforma taking account of all the comments made and submit a revised draft document to a future meeting.

## 6. **MEMBERS' ATTENDANCE AT MEETINGS**

6.1 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.

### **Improvements to the report**

6.2 The Committee has previously agreed that detailed information on attendance at informal and discretionary meetings such as scrutiny working groups and LAP events was not required, but that greater prominence should be given to monitoring attendance at the formal Council committees. In relation to quasi-judicial meetings where attendance is drawn from a pool of trained Councillors, for example Licensing and Appeals Sub-Committees, the report should indicate for each Member the percentage attendance at meetings for which he/she was eligible.

6.3 In April 2009 the Committee asked that where a Councillor has failed to attend a formal meeting but has submitted apologies in advance, this should be noted in the report. The attached schedule has been amended to incorporate these changes.

### **The current position - attendance at meetings**

6.4 The chart at Appendix 2 shows the record of attendance by Councillors at formal constitutional meetings during the current municipal year (i.e. from 20 May 2009 to date).

## **7. MEMBERS' DECLARATION OF INTERESTS AND ATTENDANCE AT MANDATORY TRAINING EVENTS**

7.1 The Committee has previously discussed what additional information it would find useful to enhance the overall regime of accountability for Councillor activity and to promote and monitor the ethical governance framework. It was agreed that information should be included on two key areas – (i) Members' completion of the register of personal interests, and (ii) attendance at mandatory training events including seminars on the Code of Conduct and further specific training for Councillors appointed to the quasi-judicial committees. This information is summarised in Appendix 3 attached and further explanatory information is below:-

7.2 **Updates to the register of Members' interests:** 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 most recent reminder was issued on 11 August 2009 and the attached schedule lists the date of each Councillor's latest update to their register entry.

7.3 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 it is important to note that failure to do so would not represent a breach of the Code of Conduct.

### **Gifts and hospitality register**

7.4 The Committee has previously requested information on the recording of gifts and hospitality received by Members.

7.5 The Code of Conduct provides that a Councillor shall have a personal interest in any business of the authority that relates to the interests of any person from whom he/she has received a gift or hospitality with an estimated value of at least £25. Any such gifts or hospitality must be registered and, if they were received during the previous three years, must be declared at any relevant meeting.

7.6 Gifts and hospitality are now recorded as part of the main register of Members' interests form. However, for the purposes of clarity and transparency, Tower Hamlets still also maintains a separate register of gifts and hospitality declared by Councillors and this will be brought to the Standards Committee meeting for Members' perusal as required.

7.7 **Attendance at training events:** 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.

## **8. OBSERVATIONS OF THE CHIEF FINANCIAL OFFICER**

8.1 There are no direct financial implications arising from this report.

## **9. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)**

9.1 The Relevant Authorities (General Principles) Order 2001 details principles which are to govern the conduct of Members of relevant authorities in England and police authorities in Wales. The Schedule sets out a number of general principles, including that Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities. The schedule is attached as an appendix to the revised Code of Conduct for Members adopted by Tower Hamlets Council on 11 September 2007.

## **10. IMPLICATIONS FOR ONE TOWER HAMLETS**

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

## **11. ANTI-POVERTY IMPLICATIONS**

11.1 There are no specific anti-poverty issues arising from the proposals in this report.

## **12. RISK MANAGEMENT IMPLICATIONS**

12.1 There are no risk management implications.

## **13. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT (SAGE)**

13.1 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	

APPENDIX 1

**MEMBERS MONTHLY TIMESHEETS – SUMMARY OF RETURNS**  
**MADE FROM MAY 2009 TO JANUARY 2010**

Councillor	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Abbas, H	15.7.09	10.9.09	11.9.09	14.9.09	21.1.10	21.1.10	21.1.10	21.1.10				
Ahmed, A M O	8.7.09	8.7.09	8.9.09	12.10.09	21.12.09	22.12.09	22.12.09	12.1.10				
Ahmed, R.	27.1.10	27.1.10	27.1.10	27.1.10	27.1.10	27.1.10	27.1.10	27.1.10				
Ahmed, R. U.	18.6.09	2.7.09	19.8.09	15.9.09	9.10.09	11.11.09	7.1.10	7.1.10				
Ali, A	13.7.09	13.7.09	4.8.09	21.12.09	21.12.09	21.12.09	18.1.10	18.1.10	4.2.10			
Ali, Md. Shahid	3.6.09	13.7.09	6.8.09	2.9.09	2.10.09	4.11.09	3.12.09	5.1.10				
Ali, Shahed	17.9.09	18.9.09	18.9.09	23.9.09								
Archer, T	30.7.09	30.7.09	7.8.09	1.9.09	22.10.09	2.11.09	1.2.10	1.2.10	1.2.10			
Asad, A	9.7.09	9.7.09	14.8.09	4.9.09	8.1.10	8.1.10	11.1.10	11.1.10				
Begum, L	8.9.09	8.9.09	8.9.09	8.9.09								
Briscoe, P	9.6.09	5.8.09	5.8.09	23.9.09	16.10.09							
Choudhury, A	4.6.09	4.8.09	19.8.09	16.9.09	4.11.09	16.11.09	8.12.09	18.1.10				
Eaton, S	23.7.09	23.7.09										
Eckhardt, R												
Francis, M	13.7.09	21.8.09	21.8.09	15.10.09	8.1.10	8.1.10	11.1.10	18.1.10				
Golds, P	26.10.09	20.10.09	21.10.09	21.10.09	21.10.09	4.2.10	4.2.10	4.2.10	4.2.10			
Hague, F	5.8.09	5.8.09										
Haque, S	8.7.09	8.7.09	20.10.09	20.10.09	20.10.09							
Harper-Penman, C	5.2.10	5.2.10	5.2.10	5.2.10	12.1.10	12.1.10	12.1.10	12.1.10				
Hawkins, C	8.2.10	8.2.10	8.2.10	8.2.10	8.2.10	8.2.10	8.2.10	8.2.10	8.2.10			
Heslop, A	2.7.09	2.7.09	12.10.09	12.10.09	12.10.09	23.12.09	23.12.09					
Houghton, S												
Hussain, A	11.6.09	8.9.09	9.9.09	8.9.09	28.10.09							
Islam, S	14.7.09	14.7.09	15.10.09	14.10.09	15.10.09	15.12.09	15.12.09					
Islam, W	7.2.10	7.2.10	7.2.10	7.2.10	7.2.10	7.2.10	7.2.10	7.2.10	7.2.10			
Jackson, A	19.10.09	19.10.09	20.10.09	20.10.09								
Jones, D	14.7.09	14.7.09	6.8.09	20.10.09	20.10.09							
Jones, E	4.2.10	5.8.09	10.8.09	8.9.09	8.10.09	18.11.09	9.12.09	12.1.10	2.2.10			
Khan, A. R.	15.6.09	5.8.09	19.8.09	8.10.09	8.10.09	23.11.09	6.1.10	8.1.10				
Khan, R	13.7.09	8.7.09	11.1.09	11.1.10	11.1.10	11.1.10	11.1.10	11.1.10				
Khatun, S	5.2.10	5.2.10	5.2.10	5.2.10	5.2.10	5.2.10	5.2.10	5.2.10	5.2.10			
Matin, A	27.5.09	20.8.09	20.8.09	8.9.09	1.10.09	30.10.09	4.1.10	4.1.10				
Miah, A												
Miah, F												
Miah, H	4.8.09	25.8.09	8.9.09	8.9.09	11.11.09	6.1.10	5.1.10	2.2.10				

Councillor	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Munim, M. A.	25.9.09	25.9.09	25.9.09	28.9.09	4.2.10	4.2.10	4.2.10	4.2.10				
O'Flaherty, T	30.6.09	3.2.10	3.2.10	3.2.10	3.2.10	3.2.10	3.2.10	3.2.10	3.2.10			
Omer, A.	5.8.09	17.8.09	21.8.09	27.10.09	9.11.09	3.2.10	3.2.10	3.2.10	3.2.10			
Peck, J	1.6.09	9.7.09	3.8.09	22.12.09	22.12.09	22.12.09	22.12.09	12.1.10				
Rahman, L	13.7.09	13.7.09	6.1.10	6.1.10	6.1.10	6.1.10	6.1.10	6.1.10				
Rahman, O	13.7.09	13.7.09	22.12.09	22.12.09	12.1.10	12.1.10	12.1.10	12.1.10				
Rashid, Md. M.	10.9.09	10.9.09	10.9.09	10.9.09	4.2.10	4.2.10	4.2.10	4.2.10	4.2.10			
Salique, M. A.												
Sardar, A. A.	29.6.09	14.7.09	24.9.09	24.9.09	19.10.09	17.12.09	17.12.09					
Saunders, R	20.11.09	13.1.10	13.1.09	14.1.10	14.1.10	14.1.10	15.1.10	15.1.10				
Snowdon, D	1.2.10											
Turner, B	26.6.09	26.6.09	8.10.09	8.10.09	8.10.09	17.12.09	17.12.09					
Uddin, D												
Ullah, A	13.7.09	14.7.09	6.1.10	6.1.10	6.1.10	6.1.10	6.1.10	6.1.10				
Ullah, S	3.6.09	4.8.09	10.8.09	8.9.09	23.10.09	5.11.09	7.1.10	7.1.10	4.2.10			
Uz-Zaman, M												
<b>AVERAGE HOURS RECORDED FOR MONTH</b>			<b>90.24</b>	<b>63.70</b>	<b>76.78</b>	<b>87.35</b>	<b>84.82</b>	<b>64.76</b>				



**MEMBERS' ATTENDANCE – 20 MAY 2009 – 29 JANUARY 2010**

**APPENDIX 2**

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Cttee	Pensions Cttee	Human Resources Cttee	Appeals Cttee	Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	Licensing Sub-Cttee	Audit Cttee	Grants Panel
Total Held	6	8	6	3	8	4	2	3	3	12	5	2	5	20	3	2
H. Abbas	6		6					1 (2Ap)					2(dep)		1 (1Ap)	
Ohid Ahmed	6	8							3		***3					2
Rajib Ahmed	5 (1Ap)			2 (1Ap)				3		**9 (75%)				*4 (20%)		
R. U. Ahmed	4 (2Ap)	7 (1Ap)														
A. Ali	5 (1Ap)	4 (4Ap)									***2					
Shahed Ali	6		1(dep)		1(dep)				3				4 (1Ap)			
M. Shahid Ali	6			3					3	2 (dep)		2		*6 (30%)		
T. Archer	6		1 (dep)		5 (3Ap)	3 (1Ap)							3 (dep)			
A. Asad	6	8									***2					2
L. Begum	5 (1Ap)					(3Ap)				**2 (16%) (6Ap)		0 (2Ap)				
P. Briscoe	6								1 (2Ap)			1 (1Ap)				
A. Choudhury	6		6										5			
S. Eaton	6				6 (2Ap)	1 (3Ap)							4 (1Ap)		2 (1Ap)	
R. Eckhardt	6		1 (dep)	3									1 (3Ap)			
M. Francis	6	7 (1Ap)						3			***2		5			2
P. Golds	6			3	2 (dep)				1 (dep)	3 (dep)	***5	1 (dep)		*1 (5%)		
F. Haque	6		3 (2Ap)	2 (1Ap)									5		3	
S. Haque	6		6													
C. Harper-Penman	5 (1Ap)			2 (1Ap)										*5 (25%)		
C. Hawkins	6			3								2		*4 (20%)	3	
A. Heslop	6			1 (2Ap)	7 (1Ap)	2 (2Ap)								*3 (15%)		
S. Houghton	5 (1Ap)		4 (2Ap)													
A. Hussain	6															
S. Islam	5 (1Ap)			2 (1Ap)	7 (1Ap)								1(dep)			
W. Islam	6			2 (1Ap)			2	3				2		*1 (5%)		
A. Jackson	6				7 (1Ap)	3 (1Ap)										
D. Jones	6				7 (1Ap)			3							3	
E. Jones	6					1 (dep)	1 (1Ap)	2							1 (dep)	

**QUALIFYING NOTES:**

1. This schedule denotes the attendance of Members at Council, Cabinet and the Standing Committees of the Council only and does not include ad-hoc advisory panels that some Members serve on.
2. Care should be taken in calculating the attendance of members in percentage terms, as, for instance, not all Members of the Appeals Committee would be summoned to serve on every Appeal.
3. Some Members are appointed to more Standing Committees/Panels than others, therefore a precise comparison of attendance between Members is often inappropriate because of opportunity.
4. Members sometimes attend meetings in a substitute capacity for their colleagues.

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

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

\*\*\* As required for Appointments Sub-Committee

\*\*\*\* General Purposes Committee – one meeting in quorate

**MEMBERS' ATTENDANCE – 20 MAY 2009 – 29 JANUARY 2010**

	Council	Cabinet	Dev Cttee	Licensing Cttee	O & S Cttee	Health Scrutiny Panel	Standards Cttee	Pensions Cttee	Human Resources Cttee	Appeals Cttee	Appts Sub Cttee	General Purposes Cttee	Strategic Dev Cttee	Licensing Sub-Cttee	Audit Cttee	Grants Panel
Total Held	6	8	6	3	8	4	2	3	3	12	5	2	5	20	3	2
A. R. Khan	6						2			**7 (55%)(1Ap)	***2					
R. Khan	6	7 (1Ap)									***3		2 (3Ap)			2
S. Khatun	4 (2Ap)		4 (2Ap)		1(dep)								2 (3Ap)			
A. Matin	5 (1Ap)			0												
A. Miah	5 (1Ap)				2 (5Ap)	2 (2Ap)					***3				0 (1Ap)	
F. Miah	5 (1Ap)			1				0		**9 (75%) (1Ap)						
H. Miah	4 (2Ap)		4 (2Ap)													
A. Munim	3 (3Ap)						0 (1Ap)									
T. O'Flaherty	3 (3Ap)		2 (4Ap)					0 (3Ap)			***2					
A. Omer	6															
J. Peck	6	8							1 (1Ap)							
L. Rahman	6	8									***5					
O. Rahman	6	8														
M. Rashid	4 (2Ap)			1 (1Ap)						**3 (25%)		0 (2Ap)				
M. A. Saliq	6		4 (2Ap)						3							
A. Sardar	6				7 (1Ap)							2				
R. Saunders	6			1 (2Ap)										*7 (35%)		
D. Snowdon	6				4 (dep)			3	1 (dep)						2 (1Ap)	
B. Turner	5 (1Ap)				6 (1Ap)	1 (3Ap)				**1 (8%) (3Ap)						
D. Uddin	5 (1Ap)															
A. Ullah	6	7 (1Ap)							0				4 (1Ap)			0 (2Ap)
S. Ullah	5 (1Ap)				1(dep)		2			**11 (91%) (1Ap)						
Uz-Zaman	5 (1Ap)			1 (2Ap)						**0 (0%)				*4 (20%)		

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3. Some Members are appointed to more Standing Committees/Panels than others, therefore a precise comparison of attendance between Members is often inappropriate because of opportunity.
4. Members sometimes attend meetings in a substitute capacity for their colleagues.

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

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

\*\*\* As required for Appointments Sub-Committee

\*\*\*\* General Purposes Committee – one meeting in quorate

**APPENDIX 3: COMPLETION OF DECLARATION OF INTEREST FORMS AND ATTENDANCE AT TRAINING EVENTS (MAY 2009 – DECEMBER 2009)**

	Declaration of Interest update received:	Mandatory Training				Non-mandatory Learning & Development Seminars attended (Max = 5)
		Planning & Probity	Appeals	Licensing	Appointments	
H. Abbas	30.9.09	Y				0
Ohid Ahmed	19.8.09				Y	0
Rajib Ahmed	13.11.08		Y	Y		2
R. U. Ahmed	19.8.09					0
A. Ali	4.9.08				Y	0
Shahed Ali	10.10.07	Y				1
M. Shahid Ali	10.11.09		Y	Y		3
T. Archer	30.1.10	Y				0
A. Asad	10.11.08				Y (08/09)	0
L. Begum	15.8.09		Y			0
P. Briscoe	2.1.09					0
A. Choudhury	30.7.08	Y				0
S. Eaton	24.11.09	Y				0
R. Eckhardt	9.10.07	Y		Y		0
M. Francis	10.10.07	Y			Y	1
P. Golds	20.10.09	Y	Y	Y	Y	0
F. Haque	29.5.08	Y		Y		0
S. Haque	11.11.09	Y				0
C. Harper-Penman	27.8.09			Y		0
C. Hawkins	24.8.09	Y		Y		0
A. Heslop	11.10.07			Y		1
S. Houghton	6.10.09	Y				0
A. Hussain	19.12.08					0
S. Islam	24.8.09	Y				0
W. Islam	26.9.07			Y		0
A. Jackson	11.7.08					0
D. Jones	26.3.08	Y	Y			1
E. Jones	12.8.09					1
A. R. Khan	24.8.09		Y		Y	1
R. Khan	13.8.09	Y			Y	0
S. Khatun	13.8.09	Y				0
A. Matin	15.10.07			Y		0
A. Miah	10.10.07	Y	Y		Y	1
F. Miah	10.10.07		Y	Y		0
H. Miah	21.8.09	Y	Y			0
A. Munim	12.8.09	Y				1
T. O'Flaherty	2.9.09	Y			Y (08/09)	1
A. Omer	2.12.08					1
J. Peck	17.12.08					0
L. Rahman	27.2.09				Y	0
O. Rahman	27.7.09					0
M. Rashid	21.8.09	Y (08/09)		Y		0
M. A. Salique	10.9.08	Y	Y			0
A. Sardar	17.11.08					2
R. Saunders	22.11.09			Y		0
D. Snowdon	9.4.09			Y		0
B. Turner	26.6.08		Y			1
D. Uddin	10.10.07	Y				0
A. Ullah	9.12.08					0
S. Ullah	24.8.09		Y			1
Uz-Zaman	16.12.09		Y	Y		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

**EXISTING MEMBERS' TIMESHEET PROFORMA**

<b>MEMBERS NAME:</b>	
<b>MONTH:</b>	
<b>NUMBER OF SURGERIES HELD:</b>	
<b>NUMBER OF CASES:</b>	
<b>HOLIDAY AND ANNUAL LEAVE:</b>	
<b>SICK:</b>	
<b>COUNCIL MEETINGS ATTENDED</b>	<b>TIME SPENT</b>
<b>EXTERNAL BODIES MEETINGS</b>	<b>TIME SPENT</b>
<b>OTHER</b>	<b>TIME SPENT</b>
<i><b>(Please enter total time spent on any of the following – you do not need to enter the number of meetings)</b></i>	
Chair's Pre Agenda Meetings	
Citizenship Ceremony	
Civic Receptions	
Community Events	
Conferences	
Corporate Parenting Steering Group	
Group Meetings	
Holiday/s	
LAB Meetings	
Learning, Achievement & Leisure (CPAG)	
Living Well (CPAG)	
Local Area Partnership (LAP)	
Mayoral Engagements	
Meeting with Council Officer/s	
Meeting with Councillor/s	
Meeting with other organisations	
Members Training Sessions/Seminar	
MP/MEP/Minster -Meetings	
NDC Meetings	
Olympic Bid	
Paperwork, Reading & Telephone Calls	
School Governors Meeting	
Site Visits	
Tenants/Residents Meeting	
Time Spent on Casework	
Time Spent at Surgery	
Working Party	

**PLEASE RETURN COMPLETED TIMESHEET TO PATRICIA ATTAWIA, MAYOR'S OFFICE MANAGER**

## APPENDIX 5 – RESPONSES TO CONSULTATION ON CHANGES TO MEMBERS’ TIMESHEET PROFORMA

Response	Easy to complete?	Right categories?	Categories to add?	Categories to delete?	Any other comments?	Councillor’s role
1	yes	yes	n/a	n/a	Would be good to have this in spreadsheets so that total time and other sections update automatically	Executive Cllr
2	yes	yes	Development Committee meeting/planning committee	NDC meetings		Executive Cllr
3	yes	yes	Street consultations	n/a	n/a	Executive Cllr
4	yes	no	Home visits or meetings with residents (i.e. casework) but separate from casework total	Olympic bid	Whole process needs to have some teeth, why complete them some members do not bother for a whole year, when they do, do not bother with any detail.	Scrutiny Lead
5	yes	yes	Home visit	none	no	Non-Executive
6	yes		Meetings related to portfolio (to replace very specific categories that could be deleted)	Chair’s pre-agenda Corporate Parenting Steering Group Learning, achievement & leisure CPAG Living Well CPAG Mayoral engagements NDC meetings Olympic bid Working party	Regular prompts to submit them would be really useful. I always fill mine out but often forget to send them in. I think reminders would improve accountability.	Committee Chair
7	yes	partially	External body meetings, visiting constituents	Olympic bid	Provide a template to all members on a memory stick	Committee Chair
8	no	no	Casework visits. Update LAP info	Olympic bid, living well CPAG		Executive Cllr
9	yes	yes	none	none	no	Non-Executive
10	yes	yes	none	none	no	Executive Cllr

11	no	no	Council meeting, Group meeting, learning event, LAP event	The list of different types of council meetings is unwieldy – exclude this and people can fill in their own	Can officers fill in how many enquiries we have done as I have to ask them anyway?	Non-Executive
Other comments received, separately from the consultation exercise:		Working in office (separately from 'meetings')	Estimated figure for telephone, reading and paperwork is meaningless. Also misleading as people read at different speeds.			

Overall response:

11 Members (21.57%)

Key messages:

The majority of respondents found the form easy to complete

Suggestions have been made to improve on categories, distribute electronically and issue reminders to submit timesheets.