

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