



**TOWER HAMLETS**

# **STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2020/21**

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## ACTIONS LIST

To list actions from previous meetings which will require the attention of the Committee at a future meeting.

Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
1.	Reports as required on Ethics matters from elsewhere including government and other local authorities.	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	Ongoing	As required.
2.	Annual Review of the Code of Conduct	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	To be scheduled	Schedule for April 2021 (and April every year after)
3.	LGA Consultation on Draft Model Member Code of Conduct – to prepare a response including contributions received from Advisory Cttee members	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	30 July 2020	17 August 2020 - Concluded
4.	Amendments to Draft Standards Advisory Committee Annual Report to Council prior to submission to full council.	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	30 July 2020	September 2020
5.	Arrangement of training for Members' of the SDC and DC on lobbying following Holborn Studios judgement.	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	30 July 2020	

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6.	Reminder to be sent to all members on the Council's social media policy and their obligations to comply with it.	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	30 July 2020	
7.	Introduction of a standard 'nil return' declaration for gifts and hospitality.	Matthew Mannion, Head of Democratic Services	30 July 2020	
8.	Circulate workplan to Committee Members	Matthew Mannion, Head of Democratic Services	30 July 2020	Asap once agreed with MO and Chair - Completed
9.	Member / Officer Protocol	Janet Fasan, Divisional Direct, Legal Services and Deputy Monitoring Officer	Previous year's meeting	Added at request of Chair
10.	Self-Assessment survey on how effectively we meet all the TOR items	Matthew Mannion, Head of Democratic Services		Suggested by Fiona – take feedback and tailor reports or training as required. Look to have results for the next meeting.

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

Standards Advisory Committee WORK PLAN 2020/21

## WORK PLAN

The workplan itself is a standing agenda item

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
<b>30 JULY 2020</b>			
1. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Member Attendance Statistics	Report on Member attendance for the previous year.	Matthew Mannion, Head of Democratic Services	
3. Dispensations under Section 33 of the Localism Act 2011	6-monthly update on any dispensations granted under the Act and any related matters.	Asmat Hussain, Corporate Director, Governance and Monitoring Officer	
4. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Quarterly update report	Asmat Hussain, Corporate Director, Governance and Monitoring Officer / Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	
5. Draft Annual Report to Council	To consider the draft Annual Standards Advisory Committee report to Council.	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	Council – Autumn 2020
<b>15 OCTOBER 2020</b>			
1. Annual Administrative Reports	[Note – if the Annual Meeting takes place in September then this meeting will consider the regular administrative housekeeping reports e.g. Appointment of Chair and Terms of Reference and Membership]		
2. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	

**Standards Advisory Committee WORK PLAN 2020/21**

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3. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Quarterly update report	Asmat Hussain, Corporate Director, Governance and Monitoring Officer / Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	
4. Member Learning and Development Programme Update	Yearly update on the Member Learning and Development programme and associated matters.	Matthew Mannion, Head of Democratic Services	
5. Implementation of Best Practice Recommendations by CSPL	Update following previous report to SAC in 2019. Note – report originally scheduled at cancelled April 2020 meeting.	Asmat Hussain, Corporate Director, Governance and Monitoring Officer	
6. Members Rights to Access to Information	Previous request of Committee to receive a report setting out Member rights to access information. Note – report originally scheduled at cancelled April 2020 meeting.	Matthew Mannion, Head of Democratic Services	
7. Practical guidance for Members handling confidential information – [Cover report merged with above item]	Previous request of Committee. Note – report originally scheduled at cancelled April 2020 meeting.	Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer and Ruth Dowden, Head of Information Governance	
8. Register of Interests – Member home addresses	An update on the issue of member home addresses being restricted from access through the register of interests.	Matthew Mannion, Head of Democratic Services, Patricia Attawia, Democratic Services Team Leader (Civic and Members)	
9. Update on Member training in relation to the Planning Code – [to be briefing note]	An update following recent discussions on planning code of conduct matters looking at how members are trained to think about these issues. [Note – after discussion to be a briefing note rather than committee report to enable it to capture information from October training development control training sessions]	Rachel McKoy, Head of Commercial and Contracts, Legal Services	

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<b>4 FEBRUARY 2021</b>			
1. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Dispensations under Section 33 of the Localism Act 2011	6-monthly update on any dispensations granted under the Act and any related matters.	Asmat Hussain, Corporate Director, Governance and Monitoring Officer	
3. Model Code of Conduct	Update including LGA	Asmat Hussain, Corporate Director, Governance and Monitoring Officer / Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	
4. Member Officer (and Member to Member) Protocol	Review existing Protocol and propose any improvements.	Asmat Hussain, Corporate Director, Governance and Monitoring Officer / Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	
5. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Quarterly update report	Asmat Hussain, Corporate Director, Governance and Monitoring Officer / Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	
6. Strengthening Local Democracy	Update report on the Strengthening Local Democracy Project	Asmat Hussain, Corporate Director, Governance and Monitoring Officer	
<b>22 April 2021</b>			
1. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	

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2. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Quarterly update report	Asmat Hussain, Corporate Director, Governance and Monitoring Officer / Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	
3. Annual Review of the Code of Conduct		Asmat Hussain, Corporate Director, Governance and Monitoring Officer / Janet Fasan, Divisional Director, Legal Services and Deputy Monitoring Officer	