



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 COMPLETE
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	COMPLETE – and added to ongoing training notes

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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	COMPLETE (Member Training Session run on the social media policy)
7.	Introduction of a standard 'nil return' declaration for gifts and hospitality.	Matthew Mannion, Head of Democratic Services	30 July 2020	COMPLETE
8.	Circulate workplan to Committee Members	Matthew Mannion, Head of Democratic Services	30 July 2020	Asap once agreed with MO and Chair - COMPLETE
9.	Member / Officer Protocol	Janet Fasan, Divisional Direct, Legal Services and Deputy Monitoring Officer	Previous year's meeting	Added at request of Chair – on the agenda for 4 February
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. On the agenda for 4 February
11.	Add the government guidance on the role of Scrutiny as an additional appendix to the Access to Information report on 15 October 2020 agenda.	Matthew Mannion, Head of Democratic Services	15 October 2020	A request made at that meeting for a late appendix to be added and circulated to committee members. COMPLETE
12.	Updated Information Governance Training	Ruth Dowden, Head of Information Governance	15 October 2020	Reported at the meeting that updated training would be provided for members early in 2021. Training now scheduled for April 2021.
13.	Replace Personal Development Plans with online form	Matthew Mannion, Head of Democratic Services, Patricia	15 October 2020	Develop a replacement system for enabling members to feed into their learning and development needs.

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Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
		Attawia, Democratic Services Team Leader		
14.	Check of description on website – re Complaints		15 October 2020	Noted in CSPL report – check the text content on the website to make sure it is clear. COMPLETE
15.	Code of Conduct – conflicts of interest		15 October 2020	Noted in CSPL report – look to add content to the Code of Conduct re conflicts of interest relating to standards investigations. Proposed update at February meeting for agreement. On the agenda for 4 February
16.	Membership renewals or replacements			Many co-optee memberships are coming to the end of their terms. Plus Independent Person.

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

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WORK PLAN

The workplan itself is a standing agenda item

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
30 JULY 2020			
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
15 OCTOBER 2020			
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	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
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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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
4 FEBRUARY 2021			
1. Register of Gifts and Hospitalitys	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.	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
3. Model Code of Conduct	Update including LGA (comparing against existing to ensure we are reviewing existing as part of this)	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
4. Member Officer (and Member to Member) Protocol	Review existing Protocol and propose any improvements.	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
5. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Quarterly update report	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
6. Strengthening Local Democracy	Update report on the Strengthening Local Democracy Project	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
7. Terms of Reference review	A review of how effectively the Committee feels it is undertaking its role under the Terms of Reference	All officers and SAC Members (lead, Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer)	
8. Member Enquiry review	A review of the processes and procedures relating to the Member Enquiry system. Deferred.	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
9. Conflict of Interest at Member Code of Conduct Investigations	Agreeing a slight update to the Code wording around how to deal with conflicts of interest relating to investigations. A reference from the Committee on Standards in Public Life.	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
10. Governance at Council owned bodies	A CSPL report on governance at organisations controlled by the Council. Deferred.	Matthew Mannion, Head of Democratic Services	
22 April 2021			
1. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Quarterly update report	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
3. Annual Review of the Code of Conduct		Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	
4. Annual Report to Council	To review the draft Annual Report to Council	Janet Fasan, Divisional Director, Legal Services and Interim Monitoring Officer	