



TOWER HAMLETS

STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2021/22

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ACTIONS LIST

To list actions from previous meetings (or elsewhere) 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, Director of Legal and Interim Monitoring Officer	Ongoing	Date to be determined.
2.	Annual Review of the Code of Conduct	Janet Fasan, Director of Legal and Interim Monitoring Officer		Schedule for one year after implementation of the new Code (May/June 2023)
3.	Member / Officer Protocol – review and update.	Janet Fasan, Director of Legal and Interim Monitoring Officer		To be reviewed by the Code of Conduct Working Group once the Member Code of Conduct has been agreed. Ongoing.
4.	Confirm membership renewals for co-opted Members / look at Independent Person recruitment	Janet Fasan, Director of Legal and Interim Monitoring Officer		COMPLETED
5.	Circulate audit committee workplan	Matthew Mannion, Head of Democratic Services		COMPLETED
6.	Risk on ethical governance			COMPLETED
7.	Updates on the recommendations of the Committee on Standards in Public Life	Janet Fasan, Director of Legal and Interim Monitoring Officer		As required (maybe an update in the autumn?)

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Action number	Title	LEAD OFFICER	Originating Meeting	Due Date / Comment
8.	Following on from the Strengthening Local Democracy Project	TBC		To provide updates on any replacement to the previous Strengthening Local Democracy Project. As required.
9.	Code of Conduct Complaints – case monitoring	DMO - tbc	1 July 2021	A proposal to hold an exempt session looking in more detail at specific cases to ensure appropriate actions/responses had taken place.
10.	Meeting attendance rules for co-optees	Matthew Mannion, Head of Democratic Services (liaise with SPP)	1 July 2021	Look at rules and/or guidance around expected meeting attendance levels by co-optees.
11.	The Monitoring Officer note to Whip re Member attendance	Janet Fasan, Director of Legal and Interim Monitoring Officer	1 July 2021	MO to write to the chief whip highlighting where there were lower levels of meeting attendance and passing on the committees concerns.
12.	Governance at Council owned bodies	Matthew Mannion, Head of Democratic Services	1 July 2021	As required – provide an update on the review work relating to governance at council owned bodies.
13.	Submit New Code of Conduct to November Council for approval (with implementation set for May 2022)	Matthew Mannion, Head of Democratic Services	30 September 2021	COMPLETED
14.	Look to include co-opted Members in relevant training sessions (with particular reference to the Member Induction Programme)	Matthew Mannion, Head of Democratic Services	30 September 2021	Being discussed at SAC meetings and as part of Member Induction Planning up to May 2022
15.	Consider making some Member Induction training mandatory for Members in certain positions (e.g. finance)	Matthew Mannion, Head of Democratic Services	30 September 2021	Ongoing

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16.	Present a draft of the new Member Induction Plan at the next SAC meeting	Matthew Mannion, Head of Democratic Services	30 September 2021	Presented in the agenda
17.	Agree constitution change to make it clearer that SAC could present reports to Council should it need to.	Matthew Mannion, Head of Democratic Services	30 September 2021	COMPLETED
18.	Question asked on the role the Council plays in monitoring the activities of election candidates.	Janet Fasan, Monitoring Officer	30 September 2021	Ongoing
19.	Notes – consider as possible topics – Member Address publication and Employee Assistance Programme (in relation to Members)			

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
1 JULY 2021			
1. Annual Administrative Reports		Matthew Mannion, Head of Democratic Services	
2. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
3. Member Attendance Statistics	Report on Member attendance for the previous year.	Matthew Mannion, Head of Democratic Services	
4. 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, Director of Legal and Monitoring Officer	
5. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	
6. Draft Annual Report to Council	To consider the draft Annual Standards Advisory Committee report to Council.	Janet Fasan, Director of Legal and Interim Monitoring Officer	Council – July 2020
7. Member Code of Conduct	To agree updated Member Code of Conduct	Janet Fasan, Director of Legal and Monitoring Officer	GPC and Council dates tbd
8. Confirmation of Co-optee Appointments	To propose extension of appointment terms to relevant Co-opted Members (noting report for Standards, decision report for Council)	Matthew Mannion, Head of Democratic Services	Council
9. Governance at Council owned bodies	To provide an update on a CSPL recommendation in relation to governance at Council owned bodies.	Matthew Mannion, Head of Democratic Services	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
30 SEPTEMBER 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, Director of Legal and Interim Monitoring Officer	Error – 6 monthly report next up in November
3. Member Learning and Development Programme Update	Yearly update on the Member Learning and Development programme and associated matters.	Matthew Mannion, Head of Democratic Services	
4. Member Code of Conduct (if required)	Dependent on consideration of the national guidance on the new Model Code of Conduct. A report may be required to consider updates to the draft new code.	Janet Fasan, Director of Legal and Interim Monitoring Officer	
5. Effectiveness of the Standards Advisory Committee	To continue the work of evaluating the effectiveness of the Committee (including but not limited to its Terms of Reference) To be rescheduled	Janet Fasan, Director of Legal and Interim Monitoring Officer Matthew Mannion, Head of Democratic Services	
6. Member Enquiries Update	To report back on work being undertaken with the General Purposes Committee to review ME policy and process To be scheduled when required	Information Governance	
25 NOVEMBER 2021			
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.	Janet Fasan, Director of Legal and Monitoring Officer	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
3. Strengthening Local Democracy	Update report on the Strengthening Local Democracy Project This project has concluded.	Janet Fasan, Director of Legal and Interim Monitoring Officer	
4. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	
5. Guidance for Members serving on Outside Bodies	To continue the review of the guidance provided to Members who are appointed to serve on outside bodies. To be rescheduled.	Janet Fasan, Director of Legal and Interim Monitoring Officer Matthew Mannion, Head of Democratic Services	
6. Update on Governance at Council Owned Bodies	To provide an update on compliance with the recommendation of the Committee on Standards in Public Life – to be scheduled once updated report is available.	Matthew Mannion, Head of Democratic Services	
7. Member Induction Planning	A report to consider planning for the Member Induction programme post the May 2022 elections	Matthew Mannion, Head of Democratic Services Patricia Attawia, Democratic Services Team Leader (Civic and Members)	
8. Effectiveness of the Standards Advisory Committee	To provide an update on work to explore this issue. Rescheduled from September meeting.	Jill Bailey, Head of Legal Safeguarding & Deputy Monitoring Officer	
10 FEBRUARY 2022			
1. Register of Gifts and Hospitalitys	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Annual Report to Council	To review the draft Annual Report to Council	Janet Fasan, Director of Legal and Monitoring Officer	
3. Member Induction Planning	(If required) a follow up report on preparation for the Member Induction programme	Matthew Mannion, Head of Democratic Services	

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REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
		Patricia Attawia, Democratic Services Team Leader (Civic and Members)	
4. Practical Guidance for Members handling confidential information	To reiterate the existing rules and provide any additional required guidance	Agnes	
5. Member / Officer Relations Protocol Update	Update on the project to review the Member / Officer relations protocol	Agnes Adrien, Head of Legal	
6. Guidance to Members serving on Outside Bodies		Janet Fasan, Director of Legal and Monitoring Officer	
7. Effectiveness of the Standards Advisory Committee	A further update on this work area.	Jill Bailey, Head of Legal Safeguarding & Deputy Monitoring Officer	