



**TOWER HAMLETS**

# **STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2022/23**

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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	As required.
2.	Updates on the recommendations of the Committee on Standards in Public Life	Janet Fasan, Director of Legal and Interim Monitoring Officer		As required
3.	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.

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

Standards Advisory Committee WORK PLAN 2022/23

## WORK PLAN

The workplan itself is a standing agenda item

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
<b>23 JUNE 2022</b>			
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 (Tricia)	
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 [link to review session on how we handle complaints?]  <i>Redesign the Code of Conduct Complaint Monitoring Appendix to make better use of the space.</i>	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.	Jill Bayley, Head of Legal Safeguarding and Deputy Monitoring Officer	Council – July 2022
Notes – consider as possible topics – Member Address publication and Employee Assistance Programme (in relation to Members)			For the 2022/23 workplan

## Standards Advisory Committee WORK PLAN 2022/23

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
<b>22 SEPTEMBER 2022</b>			
1. Register of Gifts and Hospitalities	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Member Learning and Development Programme Update	Yearly update on the Member Learning and Development programme and associated matters.	Matthew Mannion, Head of Democratic Services	
3. Guidance and training 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. (check timings re Member Induction session)	Janet Fasan, Director of Legal and Interim Monitoring Officer Matthew Mannion, Head of Democratic Services	
4. Meeting attendance rule for co-optees	Consider whether to implement a meeting attendance rule for co-optees (include Scrutiny in this review)	Matthew?	
5. Practical Guidance for Members handling confidential information	To reiterate the existing rules and provide any additional required guidance. Deferred to the next meeting.	Agnes Adrien, Head of Legal Enforcement and Litigation & Deputy Monitoring Officer	
6. Code of Conduct Complaints – case processing and methodology		DMO – tbc	Looking at how cases are managed and processed
7. Update on review of Member Officer Protocol	(note – include specific member to member protocol)	Agnes Adrien, Head of Legal Enforcement and Litigation & Deputy Monitoring Officer	

**Standards Advisory Committee WORK PLAN 2022/23**

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
<b>8 DECEMBER 2022</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.	Janet Fasan, Director of Legal and Monitoring Officer	
3. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	
4.			
5.			
<b>23 MARCH 2023</b>			
1. Register of Gifts and Hospitalities	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. Review of Work Plan	Make sure the work plan agenda item includes opportunity to review and prepare for 2023/24	Matthew Mannion, Head of Democratic Services	
4. Annual Review of the Code of Conduct	Annual review to follow implementation in May 2022 so maybe last meeting of municipal year (or first meeting of new one?)		