



TOWER HAMLETS

STANDARDS ADVISORY COMMITTEE WORK PLAN and ACTION LIST 2023/24

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SAC WORK PLAN 2023/24

ACTIONS LIST

Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
1.	Attendance requirement made clearer in the Code of Conduct. To be included as part of the Advisory Committee's annual review of the CoC.	Matthew Mannion	June 2023	Annual review of CoC is scheduled for March 2024
2.	Terms of reference - to consider whether explicit reference should be made to the Advisory Committee's role "To monitor and review Member and Officer Procedures for registering interests and declaring gifts and hospitality" as included in its rules of procedure.	Matthew Mannion	June 2023	
3.	Member Attendance – a note to be sent to group whips flagging members where attendance is below 50%	Matthew Mannion	June 2023	
4.	Member Attendance – Terms of reference and similar annual administrative reports to each committee should include a paragraph on expectations for attendance	Matthew Mannion	June 2023	Admin reports are noted by each Council Committee around May/June each year. Reports from 2024 will include this wording.
5.	Member Officer Protocol – final draft to be shared with members of the advisory committee prior to Council submission	Janet Fasan	June 2023	
6.	Member Officer Protocol – remove wording "specific named" from the 'As a member' part of section 5	Janet Fasan	June 2023	

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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

REPORT TITLE	BRIEF SUMMARY	LEAD OFFICER	OTHER CTTEE MEETINGS
22 JUNE 2023			
1. Annual Administrative Reports	To note the Committee's terms of reference, membership and meetings for 23-24.	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. Proposed revised Member Officer Protocol	To review the next iteration of the revised protocol following consideration in April 2023.	Agnes Adrien, Head of Legal Enforcement and Litigation & Deputy Monitoring Officer	
4. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
5. 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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21 SEPTEMBER 2023			
1. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
2. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	
3. Update - Guidance and training for Members serving on Outside Bodies	To update on progress implementing actions from the Advisory Committee’s review of the guidance provided to Members who are appointed to serve on outside bodies.	Janet Fasan, Director of Legal and Interim Monitoring Officer Matthew Mannion, Head of Democratic Services	

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7 DECEMBER 2023			
1. Register of Interests, Gifts and Hospitality Declarations Update	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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21 MARCH 2024			
1. Annual Report to Council	To review the draft Annual Report to Council	Janet Fasan, Director of Legal and Monitoring Officer	Council 15 May 2024
2. Annual Review of the Code of Conduct	To conduct the annual review of the Council's code of conduct for Members	Janet Fasan, Director of Legal and Monitoring Officer	
3. Register of Interests, Gifts and Hospitality Declarations Update	Quarterly update report	Matthew Mannion, Head of Democratic Services	
4. Code of Conduct for Members – Complaint Monitoring and Associated Matters	6-monthly update report	Janet Fasan, Director of Legal and Monitoring Officer	