



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	Completed.
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	Janet will send to SAC members via email prior to Jan 2024 Council consideration.
6.	Member Officer Protocol – remove wording "specific named" from the 'As a member' part of section 5	Janet Fasan	June 2023	Done
7.	Complaints monitoring. Clarification on provision 3.1a of the Standards Advisory Committee Procedures in Part D of the Council's Constitution	Janet Fasan	September 2023	Janet sent email to chair and vice chair clarifying the position. Any changes will need to be follow normal route for

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Action number	Title	Action Owner	Originating Meeting/Item	Due Date / Comment
	Clarification of the different roles and process of the Hearings Sub-Committee and the Investigation and Disciplinary Sub-Committee			constitution amendments, inc consideration at General Purposes Committee.
8.	Guidance for Members and Officers on Outside Organisations – add a reference to provision for protections for members	Janet Fasan	September 2023	Agreed changes made. Document with MM. Guidance will be presented to General Purposes Committee and thereafter to be circulated to relevant members of outside bodies and on Members hub.
9.	LGA Member Learning and Development Charter	Matthew Mannion	September 2023	Added to work plan for December 2023
10.	Complaint monitoring –earlier update than March 2024 would be welcome	Janet Fasan	September 2023	An update is now scheduled for the December 2023 meeting
11.	Lessons and feedback from Co-opted members training sessions.	Matthew Mannion	September 2023	To be included in annual report on Member Training, scheduled for December 2023

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	
3. LGA Member Learning and Development Charter	Update on work done and planned to achieve the Charter.	Matthew Mannion, Head of Democratic Services	
4. Annual Report on Member Training	To present the annual report, to include lessons and feedback from Co-opted member training sessions.	Matthew Mannion, Head of Democratic Services	
5. Code of Conduct for Members – Complaint Monitoring and Associated Matters	Additional report as requested at September 2023 meeting.	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	
5. LGA Peer Review feedback	Findings of the Council's LGA Peer Review held in mid-2023	Janet Fasan	