



# STANDARDS COMMITTEE

Monday, 12th February, 2018

at 6.30 pm

Room 102, Hackney Town Hall, Mare Street,  
London E8 1EA

**Committee Membership:**

Deputy Mayor Anntoinette Bramble (Chair), Councillor Jessica Webb (Vice-Chair), Councillor Ben Hayhurst, Councillor Sally Mulready, Councillor Clare Potter, Councillor Clayeon McKenzie and Councillor Katie Hanson

Onagete Louison, Adedoja Labinjo, Julia Bennett and George Gross

**Suki Binjal**  
Interim Director of  
Legal Services

**Contact:**  
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Governance Services  
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The press and public are welcome to attend this meeting

Dates of future meetings –

# **AGENDA**

## **Monday, 12th February, 2018**

### **ORDER OF BUSINESS**

<b>Item No</b>	<b>Title</b>	<b>Page No</b>
<b>1</b>	<b>Election of the Committee Chair for the remainder of the municipal year 2017-18</b>	
<b>2</b>	<b>Apologies for absence</b>	
<b>3</b>	<b>Declaration of interests</b>	
<b>4</b>	<b>Minutes of the previous meeting</b>	1 - 4
<b>5</b>	<b>Annual report on compliance with guidance on members' use of ICT</b>	
<b>6</b>	<b>Review of the Register of Members and Co-optees Declarations of Interest</b>	5 - 8

## Access and Information

### Location

Hackney Town Hall is on Mare Street, bordered by Wilton Way and Reading Lane, almost directly opposite Hackney Picturehouse

**Trains** – Hackney Central Station (London Overground) – Turn right on leaving the station, turn right again at the traffic lights into Mare Street, walk 200 metres and look for the Hackney Town Hall, almost next to The Empire immediately after Wilton Way.

**Buses** 30, 48, 55, 106, 236, 254, 277, 394, D6 and W15.

### Facilities

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in the Assembly Halls, rooms 101, 102 & 103 and the Council Chamber. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

### Copies of the Agenda

The Hackney website contains a full database of meeting agendas, reports and minutes. Log on at: [www.hackney.gov.uk](http://www.hackney.gov.uk)

Paper copies are also available from the Governance Services Officers whose contact details are shown on page 1 of the agenda.

### Council & Democracy- [www.hackney.gov.uk](http://www.hackney.gov.uk)

The Council & Democracy section of the Hackney Council website contains details about the democratic process at Hackney, including:

- [Mayor of Hackney](#)
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## RIGHTS OF PRESS AND PUBLIC TO REPORT ON MEETINGS

Where a meeting of the Council and its committees are open to the public, the press and public are welcome to report on meetings of the Council and its committees, through any audio, visual or written methods and may use digital and social media providing they do not disturb the conduct of the meeting and providing that the person reporting or providing the commentary is present at the meeting.

Those wishing to film, photograph or audio record a meeting are asked to notify the Council's Monitoring Officer by noon on the day of the meeting, if possible, or any time prior to the start of the meeting or notify the Chair at the start of the meeting.

The Monitoring Officer, or the Chair of the meeting, may designate a set area from which all recording must take place at a meeting.

The Council will endeavour to provide reasonable space and seating to view, hear and record the meeting. If those intending to record a meeting require any other reasonable facilities, notice should be given to the Monitoring Officer in advance of the meeting and will only be provided if practicable to do so.

The Chair shall have discretion to regulate the behaviour of all those present recording a meeting in the interests of the efficient conduct of the meeting. Anyone acting in a disruptive manner may be required by the Chair to cease recording or may be excluded from the meeting. Disruptive behaviour may include: moving from any designated recording area; causing excessive noise; intrusive lighting; interrupting the meeting; or filming members of the public who have asked not to be filmed.

All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. The Chair of the meeting will ask any members of the public present if they have objections to being visually recorded. Those visually recording a meeting are asked to respect the wishes of those who do not wish to be filmed or photographed. Failure by someone recording a meeting to respect the wishes of those who do not wish to be filmed and photographed may result in the Chair instructing them to cease recording or in their exclusion from the meeting.

If a meeting passes a motion to exclude the press and public then in order to consider confidential or exempt information, all recording must cease and all recording equipment must be removed from the meeting room. The press and public are not permitted to use any means which might enable them to see or hear the proceedings whilst they are excluded from a meeting and confidential or exempt information is under consideration.

Providing oral commentary during a meeting is not permitted.

# ADVICE TO MEMBERS ON DECLARING INTERESTS

Hackney Council's Code of Conduct applies to **all** Members of the Council, the Mayor and co-opted Members.

This note is intended to provide general guidance for Members on declaring interests. However, you may need to obtain specific advice on whether you have an interest in a particular matter. If you need advice, you can contact:

- The Director of Legal, Services;
- The Legal Adviser to the committee; or
- Governance Services.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

## 1. Do you have a disclosable pecuniary interest in any matter on the agenda or which is being considered at the meeting?

You will have a disclosable pecuniary interest in a matter if it:

- relates to an interest that you have already registered in Parts A and C of the Register of Pecuniary Interests of you or your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner;
- relates to an interest that should be registered in Parts A and C of the Register of Pecuniary Interests of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner, but you have not yet done so; or
- affects your well-being or financial position or that of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner.

## 2. If you have a disclosable pecuniary interest in an item on the agenda you must:

- Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you (subject to the rules regarding sensitive interests).
- You must leave the room when the item in which you have an interest is being discussed. You cannot stay in the meeting room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision.
- If you have, however, obtained dispensation from the Monitoring Officer or Standards Committee you may remain in the room and participate in the meeting. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a pecuniary interest.

### 3. Do you have any other non-pecuniary interest on any matter on the agenda which is being considered at the meeting?

You will have 'other non-pecuniary interest' in a matter if:

- i. It relates to an external body that you have been appointed to as a Member or in another capacity; or
- ii. It relates to an organisation or individual which you have actively engaged in supporting.

### 4. If you have other non-pecuniary interest in an item on the agenda you must:

- i. Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you.
- ii. You may remain in the room, participate in any discussion or vote provided that contractual, financial, consent, permission or licence matters are not under consideration relating to the item in which you have an interest.
- iii. If you have an interest in a contractual, financial, consent, permission or licence matter under consideration, you must leave the room unless you have obtained a dispensation from the Monitoring Officer or Standards Committee. You cannot stay in the room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision. Where members of the public are allowed to make representations, or to give evidence or answer questions about the matter you may, with the permission of the meeting, speak on a matter then leave the room. Once you have finished making your representation, you must leave the room whilst the matter is being discussed.
- iv. If you have been granted dispensation, in accordance with the Council's dispensation procedure you may remain in the room. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a non pecuniary interest.

### Further Information

Advice can be obtained from Suki Binjal, Interim Director of Legal, Services, on 020 8356 6237 or email [suki.binjal@hackney.gov.uk](mailto:suki.binjal@hackney.gov.uk)



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## MINUTES OF A MEETING OF THE STANDARDS COMMITTEE

**MONDAY, 10TH JULY, 2017, AT 6.30PM IN ROOM 102, HACKNEY TOWN HALL, MARE STREET, LONDON E8 1EA**

- Councillors Present:** Deputy Mayor Anntoinette Bramble in the Chair  
Councillor Katie Hanson, Councillor Ben Hayhurst, Councillor Clayeon McKenzie, Councillor Clare Potter and Councillor Jessica Webb (Vice-Chair).
- Co optees Present** Adedoja Labinjo
- Apologies:** Julia Bennett (co-opted member), George Gross (co-opted member), Onagete Louison (co-opted member) and Councillor Sally Mulready.
- Officers in Attendance:** Stephen Rix, Head of Litigation and Deputy Monitoring Officer  
Michael Sheffield, Corporate Head of Audit, Anti-Fraud and Risk Management  
Gareth Sykes, Governance Services Officer
- Also in Attendance:** Jonathan Stopes-Roe (Independent Person)

### **1 Apologies for absence**

- 1.1 Apologies were received from Co-opted members Julia Bennett, George Gross, Onagete Louison and Councillor Sally Mulready.

### **1 Declarations of Interest**

2. There were no declarations of interest.

### **3 Minutes of the Extraordinary Meeting**

- 3.1 The committee agreed the minutes of the extraordinary Standards Committee meeting held on 24 May 2017.

### **4 Minutes of the previous meeting**

- 4.1 The committee agreed the minutes of the Standards Committee meeting held on 15 February 2017. Members noted that pages 7 to 12 were a duplication of the 15 February 2017 meeting minutes and were included in error.

## 5 Whistleblowing - progress report

- 5.1 Michael Sheffield, Corporate Head of Audit, Anti-Fraud and Risk Management, introduced the Whistleblowing progress report. The Audit Committee had discussed the report on 20 April 2017 and received regular updates relating to whistle-blowing at its quarterly meetings as part of the Internal Audit Quarterly Update Report. Michael Sheffield explained that though the report was primarily focused on incidents of fraud and corruption, it was recognised that whistleblowing involved a lot more areas.
- 5.2 Part of Hackney Council's whistle-blowing arrangements was a dedicated 24 hours a day / seven days a week telephone hotline, managed by an external provider, Expolink. Besides fraud and corruption, the hotline also took calls about danger in the workplace, deliberate neglect of people in care and dumping damaging material in the environment. The whistleblowing policy applied across the Council. Expolink is an independent service which allows for anonymous reporting; whistleblowing concerns can be reported by other routes and these are often preferable from the investigatory perspective. Whistleblowing reports can be made by workers who are not LBH employees, for example, agency workers and staff working for Council contractors.
- 5.3 Councillor Katie Hanson queried whether the figures submitted (page 18 of the meeting pack) showed the number of people who had been successful in addressing their concerns through Expolink. Michael Sheffield replied that these figures for 2016/17 were the number of cases reported to the hotline.
- 5.4 Councillor Ben Hayhurst raised a query, in light of recent high profile incidents (directly and indirectly involving the Council), about the role of the Standards Committee in these cases and what kind of governance structure was in place. Committee members noted that with high profile incidents steps were taken internally to ensure council members were kept briefed. Committee members suggested whether for the future some form of governance protocol could be drafted for the Council to follow. Michael Sheffield advised that the Mayor and some Councillors had been advised of the high profile investigation at an early stage and subsequently.

### **Action:**

**Councillor Bramble would work with staff in drafting some form of protocol (preferably one side of A4) clearly outlining the governance process and structure for Hackney Council in the event of future high-profile incidents.**

### **Action:**

**Councillor McKenzie, in his capacity as Cabinet Member for Housing Services, would speak to the Neighbourhoods and Housing department and his fellow cabinet members, about ensuring there is proper oversight and transparency in the event of future high-profile incidents.**

- 5.5 Replying to a query from the Committee, Michael Sheffield explained that the whistleblowing process was designed to be anonymous and was designed as so not to be intimidating. The Expolink operatives are trained to elicit relevant information to the concern being raised, however, sometimes the details provided are insufficient to allow an effective investigation to take place.
- 5.6 The committee noted the report.



## **6 Standards Committee Terms of Reference**

- 6.1 Committee members began by discussing the terms of reference in relation to their earlier conversation on drafting some form of governance protocol. Councillor Hayhurst queried where the governance protocol would fit in the terms of reference. Councillor Hanson reminded committee members that any discussion about the governance protocol and high profile incidents must not forget to bear in mind the importance of ensuing resident safety. Councillor Hayhurst queried whether any previous threshold had been set about the level of scrutiny. The chair added whether the council's reaction to high-profile incidents would be covered under some form of ethical governance. The deputy chair reminded the committee that this kind of work would not have been part of the Standards Committee's remit. The chair reminded members that it needed to be clear where the governance protocol sits in the council structure.
- 6.2 Councillor Hayhurst suggested that any protocol should have a facility to ensure that any confidential papers relating to a high profile incident were secure. The chair added that any protocol must have the right safeguards in place with a wider remit to include council members and members of staff.
- 6.3 The committee noted the terms of reference.

## **7 Standards Committee Draft Annual Report 2016-2017**

- 7.1 The chair introduced the report, which provided an overview of the Committee's work in the 2016/17 Municipal Year, in what was the Committee's fifth year since its establishment by the Council following the introduction of the Localism Act 2011. This Annual Report outlines the key areas of work undertaken by the Committee during 2016/17 as well as looking at future work and challenges. This as the chair's first annual report since taking on responsibility for the Standards Committee last year. The chair was pleased to report that Members and co-opted members continue to uphold high ethical standards and that the ethical governance framework introduced in July 2012 is well embedded. The Chair was also pleased to report that the refreshed Members' training programme has recently been launched and I have received some positive feedback already from Members.
- 7.2 The chair regretted that the opposition parties have decided again not to take up their place on the Standards Committee for the 2016/17 Municipal Year. The Committee functions in an independent and non-party political way and it will continue to retain the places for the opposition parties in the hope that they will be taken up.
- 7.3 The chair thanked committee members for all their hard work over the last year. The chair thanked in particular Councillor and vice-chair Jessica Webb and independent member Jonathan Stopes-Roe.
- 7.4 Stephen Rix, Head of Litigation and Deputy Monitoring Officer, presented the draft annual report which outlined the work and activities of the Standards Committee over the past year and provided information on the monitoring of the council members' code of conduct. This was the fifth report since the committee was established in 2012. During 2016/17 the committee undertook work in a number of areas including:
- Annual Report on Compliance with Guidance on Members' Use of ICT
  - Review of the Register of Members' and Co-optees Declaration of interests
  - Review of the Members' Training and Development Programme
  - Safety arrangements for Member surgeries

**Monday, 10th July, 2017**

7.5 Councillor Hayhurst raised a query about the current Director of Legal post and whether there were plans underway to make the post permanent. The chair replied that steps were currently under way to employ someone permanent to the role.

7.6 The committee endorsed the annual report for submission to the 26<sup>th</sup> July 2017 Council meeting. Members also noted that a paper would be going to the July meeting seeking the reappointment of Jonathan Stopes-Roe to the Standards Committee.

## **8 Standards Committee Draft work programme 2017/18**

8.1 Stephen Rix presented the Standards Committee's draft work programme which outlined the areas of work which the committee would be undertaking to ensure that it maintained effective oversight of members' conduct and ensured that high ethical governance standards were maintained.

8.2 The work programme for 2017/18 would cover the following areas:

- Standards Committee terms of reference
  - Standards Committee annual report
  - Standards Committee work programme
  - Review of the Register of Members' and Co-optees Declaration of Interests
  - Review of the Members' training and development programme
- Annual report on compliance with guidance on members' use of Information and Communications Technology (ICT)

8.3 The Standards Committee agreed the work programme for 2017/18.

**Duration of the meeting:** 6.30pm – 7.00pm

**Signed**

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**Chair of Committee, Deputy Mayor Anntoinette Bramble**

**Contact:**

Gareth Sykes, Governance Services  
Governance Services Officer  
Governance Services  
Hackney Council  
020 8356 1567  
gareth.sykes@hackney.gov.uk



<b>MEMBERS USE OF ICT   7TH ANNUAL REPORT</b>	
<b>STANDARDS COMMITTEE</b> <b>12 FEBRUARY 2018</b>	<b>CLASSIFICATION:</b> <b>Open</b>
<b>WARD(S) AFFECTED</b> <b>All Wards</b>	
<b>CORPORATE DIRECTOR</b> <b>Ian Williams, Group Director of Finance and Resources</b>	

## **1. SUMMARY**

1.1. This annual report provides the Standards Committee with an update on Members' use of the ICT services provided by the Council.

1.2. This report covers the following topics:

- Members' use of ICT during the 2017 calendar year
- Data Protection guidance for Members and changes to reflect forthcoming changes to the law and regulation for Data Protection
- Planning for Members' ICT provision following the municipal elections in May 2018

## **2. RECOMMENDATIONS**

2.1. Standards Committee is invited to:

- Note the update on Members' use of ICT (see section 6)
- Note that auto-forwarding of email will be withdrawn and all Members provided with easy and secure access to their @hackney.gov.uk email accounts (see section 6.8)
- Provide feedback on the proposed direction for Data Protection guidance and Members' ICT provision (see sections 7 and 8)

## **3. RELATED DECISIONS**

3.1. Revised Draft Guidance for Members on the Use of ICT: March 2011.

3.2. Report of the Internal Auditor on Ethical Standards: January 2010.

## **4. FINANCIAL CONSIDERATIONS**

4.1. There are no direct financial implications arising from this report.

## **5. COMMENTS OF THE DIRECTOR OF LEGAL**

5.1. This guidance is based on the Members' Code of Conduct which provides that Council resources must be used for carrying out Council functions and restrictions are imposed on any significant personal use of such resources. The guidance specifically addresses how Members should use Council provided ICT resources. The Council's policy on using Council systems and data has been refreshed in 2017 and now clearly applies to Members and their use of Council ICT resources.

## 6. MEMBERS' USE OF ICT DURING THE 2017 CALENDAR YEAR

- 6.1. Hackney Council's Member Code of Conduct provides that a Member must act in accordance with the Council's requirements and ensure that Council resources are not used for any unauthorised or political purpose (unless that use reasonably facilitates discharging the Council's functions). This includes Information & Communications Technology (ICT) resources.
- 6.2. The Group Director of Finance and Resources first issued the Guidance to all Members on 1st June 2011. Copies the Guidance were additionally issued to newly elected Members in May 2014.
- 6.3. Updates to the Council's policies for *Using Systems and Data* and *Information Classification and Marking* were included as part of the 2017 Annual Report to Standards Committee for comment and feedback. The new policies were designed to ensure that the Council's guidance is up to date with current systems and the latest guidance from UK Government, and were also reviewed to consolidate the number of policy documents and ensure that these are easy to understand for a non-technical audience. These were subsequently approved by the Council's Information Governance Group and are now the 'live' policies relating to use of the Council's information and ICT systems and apply to all users, including Members.
- 6.4. During the 2017 calendar year communications were provided to Members to support them in compliance with the requirements for use of the Council's ICT systems. These covered the following topics:
- Notification about the new *Using Systems and Data* policy, invitation to attend Data Protection guidance sessions for Members and contact details for queries
  - Information about registration of Members as Data Controllers with the Information Commissioner's Office
  - Invitation to attend ICT support and advice sessions for Members
  - Advisory note re: password sharing (following news articles in December 2017 relating to MPs sharing passwords with their office staff)
- 6.5. Monitoring of compliance with the guidance for Members' use of ICT is carried out by Corporate ICT staff. All potential incidents are reported to the ICT Services team, recorded on the ICT service management system and passed to the ICT Security Analyst for investigation and follow up.
- 6.6. There have been two incidents relating to Members' use of the Council's ICT systems recorded during the 2017 calendar year:

Category	Number of incidents	Description	Action taken
Telephony	0	n/a	
Web / internet	0	n/a	
Email	0	n/a	
Information security	2	Lost / stolen iPads	It was not possible to recover these devices so a 'remote wipe' instruction was sent to erase data on the devices.
<b>Total Incidents / Breaches</b>	<b>2</b>		

6.7. The table below shows the historical pattern of incidents relating to Members use of ICT:

Year	Incident category				Description	Data breach	Total
	Telephony	Web / internet	Email	Info security			
2017	0	0	0	2	Lost / stolen iPads	N	2
2016	0	1	0	0	Inappropriate content	N	1
2015	0	0	0	0	N/A	N/A	0
2014	0	0	0	1	Lost / stolen laptop	N	1
2013	0	0	0	0	N/A	N/A	0
2012	0	0	0	1	Lost / stolen laptop	N	1
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>			<b>5</b>

#### Future changes for the secure delivery of email

6.8. It has been identified that 10 Members currently have their @hackney.gov.uk emails automatically forwarded to an alternative address. This is of concern as the sender of the original email will not be aware that information they include is redirected to an alternative email service that the Council has not assured for security and privacy. As part of moving Members to the Council's new email service (see details in section 8 below) automatic

forwarding of email will be withdrawn and all Members will be provided with the ability to access their @hackney.gov.uk email account easily and securely from any device (including personal devices).

## 7. DATA PROTECTION GUIDANCE FOR MEMBERS

7.1. The Data Protection Act places particular requirements on elected Members, who handle information in three distinct roles:

- As Members of the Council, where the Council is responsible for the safeguards that are put in place, including the responsibility for any fines relating to breaches of the Data Protection Act.
- As members of political parties, where Members handle information such as canvassing information on behalf of their party.
- As Ward Councillors, where Members are **personally responsible** for the safeguarding of information that constituents share with them. This includes **personal liability** for any fines for breaches of the Data Protection Act when Members are acting in this role.

7.2. To help Members fulfil their obligations as elected Members, the Council has arranged to register each Member as a 'Data Controller' with the Information Commissioner's Office. This is a mandatory requirement for all Members and will be renewed by the Council following the election in May 2018 and annually thereafter to ensure that Members' registrations remain up to date.

7.3. Guidance sessions were offered in autumn 2017 to support Members in understanding their Data Protection responsibilities. Feedback from these sessions was positive and provided officers with additional understanding of Members' work (eg management of ward casework) which will be used to help identify ways to further improve the guidance provided.

7.4. It remains a concern, however, that attendance at the Data Protection guidance sessions was low (four Members attended across the two sessions). Officers will work with Member Services to ensure that Data Protection training is included as part of the induction programme for new and returning Members following the municipal elections in May 2018.

### **The General Data Protection Regulation (GDPR)**

7.5. The law and regulation for Data Protection is changing with the introduction of the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018. This will apply to all individuals and organisations, including Members.

7.6. The GDPR is an extension of the requirements of the current Data Protection Act (DPA), which will introduce a number of changes to protections for personal data and privacy and increased penalties for failure to comply. Key changes include:

- The need to demonstrate compliance through holding a Record of Processing Activity (ROPA) detailing data that is processed, the lawful basis for this, who it is shared with, how long it is retained for and the technical controls in place to safeguard it.
- The requirement to appoint a named Data Protection Officer, who must be consulted in decisions around the processing of data.
- New rights for individuals which include: the right to have personal data erased ('the right to be forgotten'); rights to data portability; the right to object to processing; the right to be informed about how data is processed; and the right to object to automated decision making.
- The requirement to self-report all data breaches over a specified threshold to the ICO (currently this is voluntary).
- Higher penalties (currently the ICO can fine a maximum of £500,000, under the GDPR this rises to the higher of €20,000,000 or 4% of global turnover) and the ICO also has the power to issue a ban on further processing of the data.

7.7. While many of the requirements of the GDPR build on existing DPA obligations, the need to demonstrate compliance makes it necessary to review our approach to the existing principles of data protection - for example only keeping data for as long as it is needed to provide services, and disposing of it when it is no longer needed, and having a clear legal basis for processing. There is also a change to the responsibilities of people who process data on our behalf which means that we need to amend existing contracts with such arrangements.

7.8. As part of the development of Data Protection training for new and returning Members following the election in May 2018 (see 7.4 above) officers will be working to ensure that training reflects the requirements of GDPR. This will be based on the following work that is currently taking place:

- As part of the Council's preparations to ensure compliance with the GDPR, officers are developing revised training and guidance. Given the importance and relative complexity of this area, external support has been engaged to help develop training packages designed to simplify the information and ensure that it is accessible to a non-technical audience.
- There are also opportunities to collaborate with work that the Local Government Association is leading to produce Data Protection advice for Councillors.

7.9. To fully comply with their responsibilities under GDPR it is expected that Members are likely to need access to ongoing advice and support for Data Protection. This will be made available through the wider ICT support provided to Members described in section 8 below



and if there is significant demand then offering further group 'surgery' sessions will be reconsidered.

## **8. MEMBERS' ICT PROVISION**

### **Current provision**

- 8.1. Following a pilot of upgraded ICT equipment in early 2016, Members have been provided with new devices based on a choice between either a laptop PC or iPad (Members who prefer to use their own equipment continue to be able to do so). Members' response to these upgrades has been positive.
- 8.2. The Council's wifi access has also been upgraded during the 2017 calendar year, so all areas of the core campus (Hackney Town Hall, Hackney Service Centre, Annex and Christopher Addison House) are now covered by fast, consistent wifi that is easy for all users (including Members) and visitors to access. The legacy 'Members wifi' service will be removed shortly.
- 8.3. Members have also been offered support and advice sessions, where ICT staff have been available to assist with any questions or issues they need help with. Attendance at these sessions was low (a total of 2 Members attended the 2 evening sessions offered in July and October 2017) so officers have considered alternative ways to provide Members with easy access to ICT support and advice.

### **Developing the ICT offer for new and returning Members following the May 2018 elections**

- 8.4. The ICT Services team are working with the Member Reference group led by the Deputy Mayor to develop the ICT offer for new and returning Members following the elections in May 2018. The current direction of travel is to base this on the following elements:

#### **Equipment**

- It is proposed that returning Members will continue to use their current devices (laptop PC or iPad).
- New Members will be offered equipment based on the choice of either a laptop PC or an iPad, as provided to existing Members.
- Council ICT equipment will be recovered from Members whose term of office ends at the election.

#### **Services**

- Members will continue to be provided with access to email, calendar and Committee papers.

- The introduction of the Google G Suite for Business collaboration tools (which includes document sharing using Google Drive) will enhance this offer, providing a rich set of modern collaboration tools which are easy to use and accessible from any device, including mobile devices.

## Support

- Introduction and guidance on the Council's ICT systems and policies will be included as part of the induction process following the election in May 2018.
- Members will continue to have access to the online ICT support portal (<https://support.hackney.gov.uk> - accessible from any device, including mobile devices) and telephone support service.
- Members will also be able to book 1:1 advice sessions at a time that is convenient for them (this service has been introduced in 2017 and is open to all users, including Members).

8.5. The Standards Committee are invited to provide feedback on the above outline which can be taken into consideration as part of the Member Reference group's review.

## Rob Miller, Director of ICT

Report Originating Officer: Rob Miller      ☎ 020 8356 2600  
Financial considerations: Yasin Razaaq      ☎ 020 8356 7298  
Legal comments: Suki Binjal

## S.100D Local Government Act 1972 (as amended)

### List of Appendices

- N/A

### Background documents

No documents which require listing have been relied upon in the preparation of this report.



<b>REVIEW OF THE REGISTER OF MEMBERS' AND CO-OPTES' DECLARATION OF INTEREST FORM</b>	
<b>STANDARDS COMMITTEE</b> <b>12 February 2018</b>	<b>CLASSIFICATION:</b> <b>Open</b>
<b>WARD(S) AFFECTED</b> <b>All Wards</b>	
<b>CORPORATE DIRECTOR</b> <b>TIM SHIELDS – CHIEF EXECUTIVE</b>	

## **1. SUMMARY**

- 1.1 The Localism Act 2011 requires all local authorities to adopt a Code of Conduct for its elected Members and voting co-optees.
- 1.2 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 requires all Members to complete a declaration of interests form on their election to office, and for voting co-optees to complete a form on their appointment to office.

## **2. RECOMMENDATION**

- 2.1 The Standards Committee is asked to note the report.

## **3. REASONS FOR THE DECISION**

- 3.1 This report is for noting and an annual review of the forms, will continue to help develop the arrangements for managing Members' declaration of interests.

## **4. COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND RESOURCES**

- 4.1 There are no financial implications arising out of this report.

## **5. COMMENTS OF THE CORPORATE DIRECTOR OF LEGAL, HR AND REGULATORY SERVICES**

- 5.1 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 provides that Members and co-optees must complete a declaration of interest form.
- 5.2 The Council's Code of Conduct has implemented the Regulations and provides that all Members and co-optees (including non-voting co-optees) must complete a declaration of interest form.
- 5.3 Standards Committee further requires regular review of compliance with the Regulations and the Code of Conduct by the Monitoring Officer.

## **6. BACKGROUND**

- 6.1 The Localism Act 2011 places an obligation on all local authorities to promote high ethical standards in public office.
- 6.2 Regulations also require Members and co-optees to be transparent and declare all disclosable interests on their declaration of interest form.
- 6.3 The declaration of interests forms are held in a hard copy register and on the Council's website as well.
- 6.4 Governance Services having reviewed the forms and discovered that all Members have completed and submitted a form. However, a small number of members have not updated their form since 2012.

- 6.5 Given that this is an Election year, all Members elected in May 2018 will be required to complete an ROI form within 28 days of taking up office. Governance and Member Services will ensure that this is done.
- 6.6 Appropriate advice and guidance will be sent to Members as and when necessary, to keep them updated on case law relating to declarations of interest.

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