



STANDARDS COMMITTEE

Monday, 2nd July, 2018

at 6.30 pm
Committee Room 102
Hackney Town Hall
Mare Street
E8 1EA

Committee Membership:

Deputy Mayor Anntoinette Bramble (Chair), Councillor Jessica Webb (Vice-Chair), Councillor Sem Moema, Councillor Anna Lynch, Councillor Alex Kuye, Councillor Caroline Woodley, Councillor Humaira Garasia and Councillor Katie Hanson

Co-optees

Onagete Louison and Adedoja Labinjo

Suki Binjal
Director of
Legal and Governance

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

Dates of future meetings –18 February 2019

AGENDA

Monday, 2nd July, 2018

ORDER OF BUSINESS

Item No	Title	Page No
1	Approval of Chair and Vice Chair as nominated at the AGM	
2	Apologies for Absence	
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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.

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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, Director of Legal, Services, on 020 8356 6237 or email suki.binjal@hackney.gov.uk



FS 566728



MINUTES OF A MEETING OF THE STANDARDS COMMITTEE

MONDAY, 12TH FEBRUARY, 2018

- Councillors Present:** Deputy Mayor Anntoinette Bramble in the Chair
Cllr Jessica Webb (Vice-Chair), Cllr Ben Hayhurst and Cllr Katie Hanson
- Co optees Present** Adedoja Labinjo and Julia Bennett
- Apologies:** Councillor Sally Mulready, Councillor Clare Potter, Councillor Clayeon McKenzie and Jonathan Stopes-Roe
- Officers in Attendance:** Dawn Carter-McDonald, Legal Services, Rob Miller, Director ICT, Gareth Sykes, Governance Services

1 Election of the Committee Chair for the remainder of the municipal year 2017-18

- 1.1 The Committee agreed the election of Deputy Mayor Anntoinette Bramble as Chair of the Standards Committee for the remainder of the municipal year 2017-18.

1 Apologies for absence

- 2.1 Apologies for absence were received from Councillors Clare Potter, Clayeon McKenzie, Sally Mulready and independent member Jonathan Stopes-Roe.
- 2.2 Committee members thanked co-opted member George Gross for his time and work on the Standards Committee over the last 10 years. George had recently announced his resignation from the committee.
- 2.3 Julia Bennett announced that she was resigning from the committee. Like George Gross, Julia had been on the committee for ten years and now felt it was good time to step down and for new co-opted members to join. Julia thanked members for her time on the committee. The committee thanked for her time and work on the Standards Committee over the years.

3 Declaration of interests

- 3.1 There were no declarations of interest.

4 Minutes of the previous meeting

- 4.1 The committee agreed the minutes of the previous Standards Committee meeting held on 10th July 2017.

RESOLVED The Governance Services Officer would clarify with Michael Sheffield, Corporate Head of Audit, Anti-Fraud and Risk Management about working with the committee chair about a drafting some form of whistleblowing protocol. Governance Services Officer would then report back to the committee chair.

RESOLVED Councillor McKenzie would update members at the next Standards Committee meeting, following talks with the Council's Neighbourhoods and Housing department, about proper oversight and transparency in the event of future high profile incidents.

5 Annual report on compliance with guidance on members' use of ICT

- 5.1 Rob Miller, Director of ICT, introduced the seventh annual report. The report updated the committee on members' use of the ICT services provided by the Council.
- 5.2 Last year the Council's policies on *Using Systems and Data and Information Classification and Marking* was updated. The new policies were designed to ensure the council's guidance was up to date with current systems and the latest guidance from the UK government. Throughout 2017 communications were provided to members to support them in compliance with the requirements for the use of council ICT systems. These included:
- Notification about 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
- 5.3 Committee members noted that there had been two incidents relating to Members' use of the Council's ICT systems during 2017. Both incidents were lost / stolen devices and these were remotely erased to secure any data on the devices.
- 5.4 Rob Miller updated members about future changes for the secure delivery of email. The ICT department had identified ten members who currently have their Hackney council emails automatically forwarded to an alternative email address. Rob Miller is concerned that the sender of the original email would not be aware that information they included was redirected to an alternative email service that the council has not assured for security and privacy. Rob Miller explained that as part of the move to the Council's new email service members will be provided with easy access to the Council's system, including from personal devices, and forwarding of emails will no longer be available. The Cabinet and the Mayor's office will move to the new system in February / March and other members will be migrating after the municipal elections in May.
- 5.5 On data protection, Rob Miller explained that to help Members fulfil their obligations as elected Members, the Council had arranged to register each member as a 'Data Controller' with the Information Commissioner's Office (ICO). This was a mandatory requirement for all Members and would be

renewed by the council following the election in May 2018 and annually thereafter to ensure that Members' registration remains up to date.

- 5.6 Guidance sessions had been offered to members in autumn 2017 to support them in their understanding of their Data Protection (DP) responsibilities. Feedback from these sessions had been positive, although only a small number of members had attended the sessions. The sessions had also provided officers with additional understanding of members' work and helped to identify areas which require further consideration (e.g. shared working by ward teams). In light of recent high-profile cases of data breaches, e.g. Talk Talk, Rob Miller explained that it is essential to ensure that the council and members are fully compliant with DP legislation.
- 5.7 Rob Miller updated the committee on the General Data Protection Regulation (GDPR). The GDPR would come into force on 25 May 2018. This would apply to all individuals and organisations, including members. The GDPR was 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.
- 5.8 Committee members noted that the Council's wi-fi access had also been upgraded last year. It would now cover all areas of the core campus (Hackney Town Hall, Hackney Service Centre, Annex and Christopher Addison House). There was now fast, consistent wi-fi that was easy for all users to access. The legacy 'Members wi-fi' service would be removed shortly.
- 5.9 Rob Miller explained that there was concern about the low attendance levels at advice and support sessions offered for members. The ICT team had tried to align the sessions with council meetings but take up had still been low. Rob Miller explained that moving forward the intention would be to offer members support through the improved arrangements that are now in place for all users of the council's ICT systems, which include bookable support appointments.
- 5.10 The ICT team are working with the Member Reference Group, led by the Deputy Mayor, to develop the ICT offer for new and returning members after May. There were a number of proposals including; returning members will continue to use their current devices, new members will either have a choice of PC or iPad and members would continue to be provided with access to email, calendar and committee papers.
- 5.11 The chair added that she was a member of the Member Reference Group but the Director of Strategy, Policy and Economic Development Stephen Haynes will be chairing the meetings. On the issue of emails the committee chair enquired about what would happen after changes to members email in terms of calendar invites? Rob Miller explained that members will be able to add their Hackney Council calendar alongside other personal / work calendars on their devices.
- 5.12 In a response to a question from Councillor Hayhurst, Rob Miller replied that as it had continued to prove difficult to offer advice sessions on dates that are convenient for members he believed it would be better to make it easy for members to get support and advice at a time that is convenient to them using the bookable appointment service.

- 5.13 In response to a question from Councillor Hanson, Rob Miller replied that ICT had tried to arrange advice sessions for members before Council meetings but this had not proven successful, with very few members taking up the opportunity. The ICT team would continue to work closely with Member Services to ensure that guidance on the Council's ICT systems and policies is included as part of the induction process after the May election.
- 5.14 In a response to a question from the committee vice-chair, Rob Miller replied that DP training was mandatory for all officers to complete. As part of work to prepare for the GDPR individuals who do not complete the mandatory training within two weeks of this being due will have their access to the Council's ICT systems withdrawn until they have completed the training. Rob Miller proposes that this would also apply to members, although a slightly longer time period might be allowed (with allowance being made for long-term sickness, maternity leave etc). Rob Miller emphasised the seriousness of the need for all members and staff to be DP trained, citing the example of Croydon Council, whom in 2012 had been fined £100,000 for a DP breach. Rob Miller added that under the GDPR the maximum potential fine for a DP breach would be 20 million euros or 4% of an organisation's turnover.
- 5.15 Co-opted member Julia Bennett added that it made sense to make DP training compulsory. This was particularly important to ensure that residents have confidence in the Council's safeguards for their data.
- 5.16 In a response to a question from Councillor Hanson on GDPR and the right to erasure ('right to be forgotten'), Rob Miller replied that ICT were currently examining this area in order to determine how the council can best process these requests in line with the different legal grounds for processing personal data and to help members to advise the public.
- 5.17 Committee members noted that the Local Government Association (LGA) were currently working on guidance for councillors re: GDPR. Rob Miller confirmed that the ICT team will be working with the LGA and other external advisors to produce appropriate guidance for the council.
- 5.18 In a response to a question from the Chair, Rob Miller replied that the ICT team were aware, through the autumn 2017 advice sessions, of queries relating to the retention and distribution of personal information when a local resident contacts several councillors at the same time. The ICT team were currently examining the issue.
- 5.19 In a response to a question from the Chair on the implication of Councillors being registered as 'data controllers', Rob Miller explained that the DPA now placed particular requirements on elected members. As data controllers, councillors were already personally responsible (and liable) for the safeguarding of information that their constituents shared with them.
- 5.20 In a response to a question from Councillor Hanson, Rob Miller replied that the ICT team were currently looking at the issue of returning members who may currently use a different email address and will assist them as part of removing automatic forwarding of emails.

5.21 In response to the earlier question on local residents sending correspondence to multiple councillors, Councillor Hanson added that these instances were not unusual. In these circumstances it was important for the councillors involved to ensure that the council's DP policies allow them to work effectively as a ward team.

5.22 The Chair stressed that any ICT training must ensure there was special dispensation for those members who were unable to undertake it because of illness or maternity leave for example.

RESOLVED Rob Miller to ensure that training and guidance for Members includes advice to cover sharing of residents' information by ward councillor teams.

RESOLVED Rob Miller to ensure that Data Protection training for members is mandatory, with access to the Council's systems being removed if members do not complete the training within a reasonable period of time (taking into account absence due to illness, maternity leave etc).

RESOLVED Committee members noted the contents of the report.

6 Review of the Register of Members and Co-optees Declarations of Interest

RESOLVED Committee members noted the contents of the report.

RESOLVED Governance Services Officer to look at sending out the Register of Members' Interest form with the Related Party Transaction form to councillors after the May 2018 local election.

Duration of the meeting: 18:30 – 19:15hours

Signed

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Chair of Committee, Deputy Mayor Anntoinette Bramble

Contact:

Gareth Sykes, Governance Services

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Standards Committee Terms of Reference

The Standards Committee is responsible for promoting and maintaining high ethical standards at the Council. The Standards Committee is responsible for the following functions:

1. To review and maintain oversight of the Council's ethical framework and procedures and make reports and recommendations accordingly;
2. To review and maintain oversight of the conduct of Members and co-opted members of the Council and assist them in upholding high ethical standards;
3. To advise Full Council and its Committees on the adoption of a Members' Code of Conduct, codes of practice and protocols relating to ethical governance matters;
4. To hear and consider complaints made against Members and co-opted members under the Code of Conduct, codes of practice or protocols;
5. To adopt procedures for considering complaints made under the Code of Conduct, codes of practice or protocols;
6. To consider whether to grant applications for dispensation to Members and co-opted members, in accordance with Members' Code of Conduct; and
7. To maintain oversight of ethical governance training provided to Members and co-opted members and make reports and recommendations accordingly.

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STANDARDS COMMITTEE DRAFT ANNUAL REPORT 2017/2018

STANDARDS COMMITTEE

2 July 2018

COUNCIL

18 July 2018

CLASSIFICATION:

Open

WARD(S) AFFECTED

All Wards

Suki Binjal

Director Legal and Governance

1. SUMMARY

- 1.1 This report gives an overview of the work and activities of the Standards Committee over the past year and provides information on the monitoring of the Members' Code of Conduct.

2. RECOMMENDATIONS

- 2.1 **That the Standards Committee considers the Annual Report for 2017/18, as attached at Appendix 1, and endorse it for submission to Full Council.**
- 2.2 **That Full Council notes the Standards Committee's Annual Report for 2017/18, as attached at Appendix 1.**

3. RELATED DECISIONS

- 3.1 This is the sixth Annual Report of the Standards Committee established by the Council on 1 July 2012.

4. COMMENTS OF THE GROUP DIRECTOR, FINANCE AND CORPORATE RESOURCES

- 4.1 This report sets out the work and activities of the Standards Committee over the previous municipal year and therefore does not contain any potential financial implications.

5. COMMENTS OF THE DIRECTOR, LEGAL AND GOVERNANCE

- 5.1 The Council has a legal duty under the Localism Act 2011, to promote and maintain high standards of conduct of Members and co-opted Members in public office.
- 5.2 The Council therefore established a Standards Committee to help promote and uphold high standards of conduct amongst Members and co-opted Members.

6. BACKGROUND TO THE REPORT

- 6.1 This Annual Report is submitted to Council in line with best practice for the Council to maintain an overview of the work of the Standards Committee. This is the sixth Annual Report of the Standards Committee established by the Council following implementation of the Localism Act 2011 and the introduction of related ethical governance arrangements.
- 6.2 In upholding high standards the Committee monitors and makes recommendations on the Members' Code of Conduct and considers complaints made under the Code.

6.3 The Standards Committee during 2017/18 undertook work in the following areas, which are explained in further detail in Appendix 1 of this report:

- 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

Tim Shields
Chief Executive

APPENDICES

Appendix 1 – Standards Committee Annual Report 2017/18

Report Author	Tess Merrett, Governance Services 020 8356 3432 tess.merrett@hackney.gov.uk
Comments of the Group Director, Finance and Corporate Resources	Ian Williams, Group Director Finance and Resources 020 8356 3003 ian.williams@hackney.gov.uk
Comments of the Director, Legal and Governance	Suki Binjal Director of Legal and Governance 020 8356 6234 suki.binjal@hackney.gov.uk

**STANDARDS COMMITTEE
DRAFT ANNUAL REPORT 2017/18**

Introduction from Councillor Anntoinette Bramble, Chair of the Committee for 2017/18 and Cabinet Member for ethical governance matters

This report provides an overview of the Committee's work in the 2017/18 Municipal Year, in what was the Committee's sixth 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 2017/18 as well as looking at future work and challenges.

This is my second annual report since taking on responsibility for this Committee. I am happy to report that Members and co-opted members continue to uphold high ethical standards. I am also pleased to report that the refreshed Members' training programme which was launched last year had positive feedback.

It is yet again regrettable that the opposition parties decided not to take up their places on the Standards Committee for the 2017/18 Municipal Year. The Committee functions in an independent and non-party political way. It will continue to retain the place for the now sole opposition party for the duration of this new municipal administration in the hope that it will be taken up.

2. Membership

For 2017/18, membership of the Committee was as follows:

- Cllr Anntoinette Bramble, Deputy Mayor, Elected Chair of the Committee.
- Six non-executive Council Members – Councillors Katie Hanson, Ben Hayhurst, Clayeon McKenzie, Sally Mulready, Clare Potter and Jessica Webb (vice-chair); and
- Six non-voting co-opted members – Julia Bennett, (resigned 13 February 2018) George Gross, (resigned 2 Feb 2018) Adedoja Labinjo and Onagete Louison (plus two vacancies).
- There remained One Conservative and one Liberal Democrat vacancy on the committee.

The table below outlines Members' and co-optees' attendance at meetings of the Standards Committee meetings during the 2016/17 Municipal Year. As

ever, Members and co-optees had a large number of alternative commitments such as other public meetings, ward commitments, representing the Council on outside bodies and work commitments, and were therefore not always available to attend every meeting of the Committee

Member	24/05/17 Extraordinary meeting	10/07/17	12/02/18
Julia Bennett	N	A	P
Cllr Anntoinette Bramble	P	P	P
George Gross	N	A	Resigned 2 Feb
Cllr Katie Hanson	P	P	P
Cllr Ben Hayhurst	P	P	P
Adedoja Labinjo	N	A	P
Onagete Louison	N	A	P
Cllr Clayeon McKenzie	P	P	A
Cllr Sally Mulready	P	A	A
Cllr Clare Potter	P	P	A
Jonathan Stopes-Roe	N	P	A
Cllr Jessica Webb (Vice Chair)	P	P	P

Key:

P = Present

N = Not required to attend

A = Apologies for absence

3. Terms of reference 2017/18

The Standards Committee operated within the following terms of reference for 2017/18 Municipal Year, which went to the Standards Committee meeting on 10 July 2017:

The Standards Committee is responsible for promoting and maintaining high ethical standards at the Council. The Standards Committee is responsible for the following functions:

1. To review and maintain oversight of the Council's ethical framework and procedures and make reports and recommendations accordingly;
2. To review and maintain oversight of the conduct of Members and co-opted members of the Council and assist them in upholding high ethical standards;
3. To advise Full Council and its Committees on the adoption of a Members' Code of Conduct, codes of practice and protocols relating to ethical governance matters;
4. To hear and consider complaints made against Members and co-opted members under the Code of Conduct, codes of practice or protocols;
5. To adopt procedures for considering complaints made under the Code of Conduct, codes of practice or protocols;
6. To consider whether to grant applications for dispensation to Members and co-opted members, in accordance with Members' Code of Conduct; and
7. To maintain oversight of ethical governance training provided to Members and co-opted members and make reports and recommendations accordingly.

4. Members' Code of Conduct

All Members on their election to office and co-optees on their appointment are required to sign a declaration confirming that they will abide by the Members' Code of Conduct. It is important for them to have good knowledge of the requirements of the Code. Similarly, officers who work directly with Members and co-optees need to have a good understanding of the Code in order to give Members effective support.

The Committee is pleased with the support and training provided to Members on the Code of Conduct and believes that it helps contribute to the high ethical governance standards demonstrated by Members and Co-optees of the Council. It is expected that Members and Co-opted Members will attend refresher sessions during the next Municipal Year. The Committee will continue to monitor training on the Code of Conduct to ensure that high standards continue.

5. Member Induction, Training and Development Programme

The refreshed Member Training and Development Programme received positive feedback. The programme's aim was to provide the necessary training and tools to Members to enable them to reach their full potential in their various roles as Councillors. The change in approach had come about as

a result of Mayor Philip Glanville's commitment to launch a review of how Councillors are supported. The training is now more focused with the emphasis on a more individual approach to training to meet Members' needs and aspirations. A dedicated Members' training page was created and is live. It includes links to all the main components, including the Local Government Association and Local Government and Intelligence Unit learning hub, dates of briefings and back to floor session, PDP templates and guidance, as well as key contacts.

Committee members welcomed the new training programme. Work would continue to improve the various ways to support Councillors in their professional and personal development.

A number of courses had been run for the 2017/2018 Municipal year. These courses included:

- Safeguarding Training
- Housing Medical Team – Assessment Process
- Employment and Skills Briefing
- Community Safety Enforcement and Business Regulations
- Briefing on the Integrated Communities Programme
- Member Discussion – making facilities more inclusive of trans and non-binary people.

6. Review of Register of Declaration of Interests Forms

The Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 requires all local authorities to adopt a Code of Conduct and for all its all Members and voting co-optees to complete and return a declaration of interests form.

The Localism Act 2011 also places an obligation on all local authorities to promote high ethical standards in public office. Regulations also require Members and Co-optees to be transparent and declare all disclosable interests on their declaration of interest form.

A review of the Register of Interests Forms revealed that although the majority of Councillors had kept their forms up to date there was still a small number of Councillors who had not updated their forms since 2014. However, following the election every Councillor had submitted a new form and a review of these was underway. A review of the form and guidance would also take place over the course of the next few months.

A quarterly reminder would be sent to all Councillors to ensure that they reviewed their forms on a quarterly basis. The Committee noted that the declaration of interest forms are held in a hard copy register and on the Council's website.

8. Complaints about Member Conduct

Jonathan Stopes-Roe continued to serve as the Council's Independent Person on ethical governance matters and he was reappointed by Full Council for a further 4 year term at its meeting on 26 July 2017.

There were no complaints received under the Members' Code of Conduct that were referred to the Standards Assessment Sub-Committee in the 2017/2018 Municipal Year.

9. Guidance for Members on Use of ICT – Annual Report

Throughout 2017 communications were provided to members to support them in compliance with the requirements for use of Council ICT systems. These included:

- Notification about 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

The Standards Committee members noted that there had been two incidents relating to Members' use of the Council's ICT systems during 2017. In these incidents the Council's ICT teams had initiated a remote wipe of the data on the Council IT devices.

On data protection, the Standards Committee members noted that the Council had arranged to register each Member as a 'Data Controller' with the Information Commissioner's Office. This was 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' registration remains up to date.

The Standards Committee noted that guidance sessions had been offered to all members in autumn 2017 to support them in their understanding of Data Protection responsibilities. Feedback from these sessions had been positive and they had provided officers with additional understanding of members' work and helped to identify those ways that needed further improvement. .

10. Dispensation Requests

Under the Council's dispensation Procedure, the Standards Committee is responsible for considering requests for dispensations on the grounds that it is in the interests of residents or that it is otherwise appropriate to grant dispensation for some other reason.

There were no requests for dispensation put to the Standards Committee during the 2017/18 period.

11. Committee of Standards in Public Life

The Committee of Standards in Public Life went out to consultation on Local Government Ethical Standards earlier this year. The consultation closed last month and when the analysis of this consultation is available it will be brought to the Standards Committee and any recommendations will be discussed.

12. Conclusion

The Standards Committee has now been in operation for six years following its establishment by Council. The Committee remains dedicated to maintaining high ethical standards in Hackney and supporting Members and co-optees in doing so. The Committee is pleased to see that the current framework is operating successfully and the Committee believes that Council Members and co-optees continue to demonstrate high ethical standards.

The Committee's ongoing focus will be to support Members to ensure that they are fully aware of the principles of the Code of Conduct and to monitor attendance at training and completion of Register of Interests' forms.

I thank the four co-optees of the Committee for their assistance and hard work on the Committee and the Independent Person, Mr Jonathan Stopes-Roe, for his contribution to our work.

Councillor Anntoinette Bramble
Chair of Standards Committee 2017/18

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Members' Dispensation	
STANDARDS COMMITTEE 2 July 2018	CLASSIFICATION: OPEN
WARD(S) AFFECTED ALL WARDS	
Suki Binjal Director Governance and Legal Services	

1. SUMMARY

- 1.1.1 The Localism Act 2011 requires all local authorities to adopt a Code of Conduct for its elected Members and voting co-optees.
- 1.1.2 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 agree a dispensation for all Members to withhold their private addresses from the published Register of Interest Forms on the website.

3. REASONS FOR THE DECISION

- 3.1 In 2014 Members expressed their concerns about disclosing home addresses on the website. The Monitoring Officer at that time agreed a dispensation to enable Members to withhold their home addresses from the website.
- 3.2 The dispensation was given for the previous administration 2014-2018 and as we are now at the start of a new administration following the local elections in May, the Committee is being asked to agree a dispensation for the term of this administration. The dispensation will remain in place until the first meeting of the Standards Committee or any committee which has the functions of the Standards Committee in 2022.

4 BACKGROUND

- 4.1 Under the Localism Act 2011 all Councils are required to promote high ethical standards in public office.
- 4.2 Members and co-optees have completed declaration of interests forms which include home addresses. A dispensation was granted to all Members in 2014 to withhold their home addresses from the published form on the web.

5. COMMENTS OF GROUP DIRECTOR OF FINANCE AND RESOURCES

- 5.1 This report seeks the Committee's consent to a dispensation for the new municipal administrative term. There are no financial implications in this.

6. COMMENTS OF THE DIRECTOR OF LEGAL AND GOVERNANCE SERVICES

- 6.1 All Members and voting Co-optees are required under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 to complete a declaration of interests form.
- 6.2 Under the Council's procedures, within the Code of Conduct all co-optees, whether with voting rights or not are also required to complete a form.
- 6.3 The Code of Conduct provides for the Monitoring Officer to grant specific dispensations for Members and co-opted members. Any other application for dispensation needs to be put before the Standards Committee. A dispensation for Members and co-opted members to withhold their addresses from the Register of Interest Form published on

the web, is such a dispensation to be determined by the Standards Committee.

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STANDARDS COMMITTEE WORK PROGRAMME 2018/19

STANDARDS COMMITTEE 2 JULY 2018	CLASSIFICATION: Open
WARD(S) AFFECTED All Wards	
Tim Shields, Chief Executive	

1. INTRODUCTION

- 1.1 In line with established good practice, the Standards Committee sets out a work programme to help it focus its attention on promoting and maintaining high ethical standards among Members of the Council.
- 1.2 This report outlines the areas of work which the Committee will be undertaking to ensure that it maintains effective oversight of Member conduct and ensures that high ethical governance standards are maintained.
- 1.3 The report therefore invites the Committee to agree a work programme for the year 2018/19.

2. RECOMMENDATION

- 2.1 **Standards Committee is asked to agree the draft work programme for 2018/19 as detailed in Appendix 1 to this report.**

3. REASON FOR DECISION

- 3.1 Issues concerning ethical governance including the promotion and maintenance of high ethical standards among Members of the Council are within the remit of the Committee. Agreement of the Committee's work programme would therefore enhance the work of the Committee.

4. COMMENTS OF THE GROUP DIRECTOR, FINANCE AND CORPORATE RESOURCES

- 4.1 This report seeks agreement for the work programme of the Standards Committee and does not have financial implications.

5. COMMENTS OF THE DIRECTOR, LEGAL AND GOVERNANCE

- 5.1 The work programme enables the Council to discharge its legal obligation under the Localism Act 2011, to promote and maintain high standards in public office.

6. BACKGROUND

- 6.1 The Localism Act 2011 places an obligation on the Council to ensure that high ethical standards are promoted and maintained among its Members. At the Council meeting on 28 March 2012, the Council appointed the Standards Committee to assist with promoting and maintaining high ethical standards in the Council.
- 6.2 The suggested work programme, attached at Appendix 1, is intended to help the Committee to focus attention on its responsibilities and duties, with particular attention on ensuring all Members receive appropriate training, complete their register of interests forms and continue to uphold high ethical governance standards. There is some flexibility to add items to the work programme subject to time and resources.

6.3 Complaints received in the year may necessitate additional meetings being held by a Sub-Committee of the Standards Committee.

Tim Shields
Chief Executive

LIST OF APPENDICES

Appendix 1 –Standards Committee Work Programme 2018/19

BACKGROUND PAPERS

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

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**STANDARDS COMMITTEE
WORK PROGRAMME 2018/19**

MEETING DATE	ITEM	ACTION	PURPOSE	RESPONSIBILITY
2/07/2018	Standards Committee Terms of Reference	Noting	The Committee will be asked to note its terms of reference.	Monitoring Officer
Page 27	Standards Committee Annual Report 2018/19	Decision	The report will provide Members with an annual review of the Committee's work for comment and commendation to Council. It will also update Members on proposed areas of work for the future.	Monitoring Officer
	Draft Work Programme	Decision	The report will ask Members to agree the priorities for and work of the Committee for 2018/19.	Monitoring Officer
	Dispensation for Members	Decision	The report will ask Members to agree the dispensation granting Councillors permission to withhold home addresses from the Council's website	Monitoring Officer
18/02/2019	Review of the Register of Members' and Co-optees' Declaration of Interests	Information	The report informs the Committee on Members and Co-optees completion of their declaration of interests' forms	Monitoring Officer
	Review of the Members' Training and Development Programme	Information	The Committee will be asked to consider a report on training provided to Members especially with focus on ethical governance matters. The report will include an overview of the training and e-learning training provided, information on attendance and feedback received from Members. The Committee will be asked to provide comments	Monitoring Officer

**STANDARDS COMMITTEE
WORK PROGRAMME 2018/19**

			and suggestions on any further training needs	
	Annual Report on Compliance with Guidance on Members' Use of ICT	Information	The Committee will be asked to consider a report on Members' use of ICT especially with focus on ethical governance matters. The report will include an overview of the training and e-learning training provided, information on attendance and feedback received from Members. The Committee will be asked to provide comments and suggestions on any further training needs.	Monitoring Officer
Page 28	Presentation on the outcome of the Committee of Standards in Public Life Consultation	Information /decision	A presentation will be given setting out the outcomes of the Committee of Standards in Public Life consultation on local government ethical standards. The Committee will be asked to consider any recommendations arising from this	Monitoring Officer
	Review of the Code of Conduct and ROI Form	Decision	The Code of Conduct and Register of Interest Form will be reviewed to clarify the requirements	Monitoring Officer

The Standards Committee and Standards Sub-Committees may meet as and when required to consider complaints made under the Members' Code of Conduct.