



STANDARDS COMMITTEE

Thursday 8 February 2024 at 6.30 pm
Hackney Town Hall

Live stream link: <https://youtube.com/live/p-rvBymPXn0>

Back up link: <https://youtube.com/live/e90Z1CEimnl>

Members of the Committee:

Councillor Deputy Mayor Guy Nicholson (Chair)

Councillor Humaira Garasia

Councillor Anna Lynch

Councillor Frank Baffour

Councillor Sade Etti

Councillor Joseph Ogundemuren

Councillor Lynne Troughton (Vice-Chair)

Councillor Sem Moema,

Feryal Ertan, Independent Person to Standards Committee

Nicola Hanns, Co-optee

Aoife Scannell, Co-Optee

Dawn Carter-McDonald
Interim Chief Executive
Published on 31 January 2024

Contact: Natalie Kokayi
Governance Officer
governance@hackney.gov.uk

Standards Committee

Thursday 8 February 2024

Order of Business

1 Apologies for Absence

2 Declarations of Interest

Members are invited to consider the guidance which accompanies this agenda and make declarations as appropriate.

3 Minutes of the Previous Meeting

Members are to consider the minutes of the previous meeting held on 11 July 2023.

4 Annual Report on Compliance with Guidance on Members Use of ICT Information

5 Review of Register of Interests and Declarations of Gifts and Hospitality

6 Any Other Business the Chair Considers to be Urgent

Public Attendance

The Town Hall is open. Information on forthcoming Council meetings can be obtained from the Town Hall Reception.

Members of the public and representatives of the press are entitled to attend Council meetings and remain and hear discussions on matters within the public part of the meeting. They are not, however, entitled to participate in any discussions. Council meetings can also be observed via the live-stream facility, the link for which appears on the agenda front sheet of each committee meeting.

On occasions part of the meeting may be held in private and will not be open to the public. This is if an item being considered is likely to lead to the disclosure of exempt or confidential information in accordance with Schedule 12A of the Local Government Act 1972 (as amended). Reasons for exemption will be specified for each respective agenda item.

For further information, including public participation, please visit our website <https://hackney.gov.uk/menu#get-involved-council-decisions> or contact: governance@hackney.gov.uk

Rights of Press and Public to Report on Meetings

The Openness of Local Government Bodies Regulations 2014 give the public the right to film, record audio, take photographs, and use social media and the internet at meetings to report on any meetings that are open to the public.

By attending a public meeting of the Council, Executive, any committee or sub-committee, any Panel or Commission, or any Board you are agreeing to these guidelines as a whole and in particular the stipulations listed below:

- Anyone planning to record meetings of the Council and its public meetings through any audio, visual or written methods they find appropriate can do so providing they do not disturb the conduct of the meeting;
- You are welcome to attend a public meeting to report proceedings, either in 'real time' or after conclusion of the meeting, on a blog, social networking site, news forum or other online media;
- You may use a laptop, tablet device, smartphone or portable camera to record a written or audio transcript of proceedings during the meeting;
- Facilities within the Town Hall and Council Chamber are limited and recording equipment must be of a reasonable size and nature to be easily accommodated.
- You are asked to contact the Officer whose name appears at the beginning of this Agenda if you have any large or complex recording equipment to see whether this can be accommodated within the existing facilities;
- You must not interrupt proceedings and digital equipment must be set to 'silent' mode;
- You should focus any recording equipment on 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 to respect the wishes of those who do not want to be filmed and photographed may result in the Chair instructing you to cease reporting or recording and you may potentially be excluded from the meeting if you fail to comply;

- Any person whose behaviour threatens to disrupt orderly conduct will be asked to leave;
- Be aware that libellous comments against the council, individual Councillors or officers could result in legal action being taken against you;
- The recorded images must not be edited in a way in which there is a clear aim to distort the truth or misrepresent those taking part in the proceedings;
- Personal attacks of any kind or offensive comments that target or disparage any ethnic, racial, age, religion, gender, sexual orientation or disability status could also result in legal action being taken against you.

Failure to comply with the above requirements may result in the support and assistance of the Council in the recording of proceedings being withdrawn. The Council regards violation of any of the points above as a risk to the orderly conduct of a meeting. The Council therefore reserves the right to exclude any person from the current meeting and refuse entry to any further council meetings, where a breach of these requirements occurs. The Chair of the meeting will ensure that the meeting runs in an effective manner and has the power to ensure that the meeting is not disturbed through the use of flash photography, intrusive camera equipment or the person recording the meeting moving around the room.

Advice to Members on Declaring Interests

If you require advice on declarations of interests, this can be obtained from:

- The Monitoring Officer;
- The Deputy Monitoring Officer; or
- The legal adviser to the meeting.

It is recommended that any advice be sought in advance of, rather than at, the meeting.

Disclosable Pecuniary Interests (DPIs)

You will have a Disclosable Pecuniary Interest (*DPI) if it:

- Relates to your employment, sponsorship, contracts as well as wider financial interests and assets including land, property, licenses and corporate tenancies.
- Relates to an interest which you have registered in that part of the Register of Interests form relating to DPIs as being an interest of you, your spouse or civil partner, or anyone living with you as if they were your spouse or civil partner.
- Relates to an interest which should be registered in that part of the Register of Interests form relating to DPIs, but you have not yet done so.

If you are present at any meeting of the Council and you have a DPI relating to any business that will be considered at the meeting, you **must**:

- Not seek to improperly influence decision-making on that matter;
- Make a verbal declaration of the existence and nature of the DPI at or before the consideration of the item of business or as soon as the interest becomes apparent; and
- Leave the room whilst the matter is under consideration

You **must not**:

- Participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business; or
- Participate in any vote or further vote taken on the matter at the meeting.

If you have obtained a dispensation from the Monitoring Officer or Standards Committee prior to the matter being considered, then you should make a verbal declaration of the existence and nature of the DPI and that you have obtained a dispensation. The dispensation granted will explain the extent to which you are able to participate.

Other Registrable Interests

You will have an 'Other Registrable Interest' (ORI) in a matter if it

- Relates to appointments made by the authority to any outside bodies, membership of: charities, trade unions,, lobbying or campaign groups, voluntary organisations in the borough or governorships at any educational institution within the borough.
- Relates to an interest which you have registered in that part of the Register of Interests form relating to ORIs as being an interest of you, your spouse or civil partner, or anyone living with you as if they were your spouse or civil partner; or
- Relates to an interest which should be registered in that part of the Register of Interests form relating to ORIs, but you have not yet done so.

Where a matter arises at any meeting of the Council which affects a body or organisation you have named in that part of the Register of Interests Form relating to ORIs, **you must** make a verbal declaration of the existence and nature of the DPI at or before the consideration of the item of business or as soon as the interest becomes apparent. **You may** speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Disclosure of Other Interests

Where a matter arises at any meeting of the Council which **directly relates** to your financial interest or well-being or a financial interest or well-being of a relative or close associate, you **must** disclose the interest. **You may** speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at any meeting of the Council which **affects** your financial interest or well-being, or a financial interest or well-being of a relative or close associate to a greater extent than it affects the financial interest or wellbeing of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you **must** declare the interest. You **may** only speak on the matter if members of the public are able to speak. Otherwise you must not take part in any discussion or voting on the matter and must not remain in the room unless you have been granted a dispensation.

In all cases, where the Monitoring Officer has agreed that the interest in question is a **sensitive interest**, you do not have to disclose the nature of the interest itself.

Standards Committee Tuesday 11 July 2023

MINUTES OF A MEETING OF THE STANDARDS COMMITTEE

The live stream can be viewed here:

<https://www.youtube.com/watch?v=0ODgNz0bnOc>

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|--------------------------------|--|
| Councillors Present: | Deputy Mayor Anntoinette Bramble in the Chair Cllr Anna Lynch, Cllr Joseph Ogundemuren |
| Independent Person: | Feryal Ertan |
| Joining remotely: | Cllr Frank Baffour, Cllr Sade Etti, Cllr Humaira Garasia, Cllr Sem Moema |
| Apologies: | Councillor Sade Etti, Councillor Lynne Troughton and Councillor Sem Moema |
| Officers in Attendance: | Louise Humphreys (Head of Legal and Governance), Natalie Kokayi (Governance Officer) Tessa Mitchell (Governance Team Leader) |

The Chair welcomed all members of the Committee and officers to the meeting.

1 Apologies for Absence

- 1.1 Apologies for absence were received from Cllr Lynne Troughton, Nicola Hanns, Aoife Scannell, and apologies from Cllr Sade Etti, attending virtually, for lateness.

2 Declarations of Interest - Members to Declare As Appropriate

- 2.1 There were no declarations of interest.

3 Consideration of Minutes Of The Previous Meeting held on 12 July 2022.

- 3.1 The following matters arising were noted:

ACTION: To request Member Services capture and maintain a record of attendees to all mandatory training where possible and to confirm that all members are sent the links to recordings after training has taken place.

- **Response:** All sessions are delivered virtually and recordings are placed on the Members intranet.

ACTION: To request Member Services email members to highlight the importance of completing self-certification forms following attendance at training.

- **Response:** Members have been sent Google forms a number of times to self certify attending training and records of forms that are submitted are maintained by Member Services

ACTION: To consider ways of using ICT to support members to self certificate their attendance at training.

- **Response:** As above.

3.2 The Chair noted that there was no query regarding Members attendance at training, however, the key issue was to ensure that attendance had been recorded in a systematic way.

RESOLVED:

That the minutes of the previous meeting held on 15 February 2023 were agreed as a true and accurate record of the proceedings.

4 Terms of Reference and Work Programme for 2023-2024

- 4.1 The report was introduced by the Head of Legal and Governance who noted the terms of reference for the municipal year. It was noted that the Council is undertaking a review of its Constitution, including how the various terms of reference for each committee were proposed to be presented in future and a forward look of the suggested Terms of Reference for the Standards Committee was set out at Appendix 3. The revised Constitution is to be presented at Full Council for consideration at its meeting on 24 July 2023.
- 4.2 The suggested work programme was set out to help the committee focus 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.

RESOLVED:

That the Terms of Reference for the Standards Committee as detailed in Appendix 1 be noted.

That the work programme for 2023/2024 as detailed in Appendix 2 be approved.

5 Annual Report 2022-2023

- 5.1. The report was introduced by the Head of Legal and Governance. Every year the Committee presents its Annual Report. The report provided an overview of the work and activities of the Standards Committee during the last municipal year, 2022-2023, and provided

information on complaints received alleging breaches of the Councillor Code of Conduct.

- 5.2 All complaints received had been from members of the public and the most common cause of complaint related to not receiving a response to resident enquiries, complaints of requests for assistance. These complaints had become greater in number than complaints received regarding social media. It was noted that time taken to respond to emails was different to breaches of the code of conduct.
- 5.3 It was noted that residents may not be aware who their ward councillors are and may have sent emails to a number of councillors. Members noted that councillors needed an integrated system of recording casework and the progress in responding, including correspondence with residents, to such inquiries. The Chair indicated that the comments from the Committee had been noted to feedback to Cllr Chapman, who is leading on the casework review.
- 5.4 It was suggested that a consistent approach to out of office messages be established to help manage resident expectations. In addition, it was noted that residents may not always get the response they want from their inquiry.

RESOLVED:

That the Annual Report for 2022/2023 be endorsed and submitted to Full Council.

6 Any other Business the Chair Considers to be Urgent

- 6.1 Clarification was sought to ensure that names of Councillors attending remotely were captured in the minutes of the meeting and if known at the time of publication also included in the agenda for the Committee.

END OF MEETING

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| Duration of Meeting: 18:34 - 19.00 |
| Chair: Deputy Mayor Anntoinette Bramble |

Contact:

Natalie Kokayi

Governance Officer

natalie.kokayi@hackney.gov.uk



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| | |
| Title of Report | MEMBERS USE OF ICT 12TH ANNUAL REPORT |
| For Consideration By | Standards Committee |
| Meeting Date | 8 February 2024 |
| Classification | Open |
| <u>Ward(s) Affected</u> | All Wards |
| <u>Group Director</u> | Dawn Carter-McDonald, Interim Chief Executive |

1. Introduction

- 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 2022 and 2023 calendar years
 - Delivery of Data Protection training for Members
 - Members’ ICT provision
 - Support for hybrid committee meetings (including live streaming for public viewing)

2. Recommendations

- 2.1. That Standards Committee is invited to:
 - Note the update on Members’ use of ICT, Data Protection training and provision of ICT equipment for Members
 - Note the continued use of virtual committee meetings and live streaming

3. MEMBERS’ USE OF ICT DURING THE 2022 and 20233 CALENDAR YEARS

- 3.1. Hackney Council’s Councillor Code of Conduct, which covers the Elected Mayor, Councillors and Co-optees, 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.

- 3.2. Members' use of the Council's systems and information is covered by the Council's policies for *Using Systems and Data* and *Information Classification and Marking*.
- 3.3. Members are provided with access to the Council's email and productivity systems (based on the Google Workspace service).
- 3.4. 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 cyber security team for investigation and follow up.
- 3.5. There were two incidents relating to Members' use of the Council's ICT systems recorded during the 2022 and 2023 calendar years:

| Category | Number of incidents | Description | Action taken |
|-----------------------------------|---------------------|------------------------------|--|
| Telephony | 0 | n/a | n/a |
| Web / internet | 0 | n/a | n/a |
| Email | 1 | Misdirection of member email | Other recipient was a council which promptly confirmed deletion of email |
| Information security | 1 | Lost / stolen iPad | Lost device was remotely locked and wiped to secure data |
| Total Incidents / Breaches | 2 | | |

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

| Year | Incident category | | | | Description | TOTAL |
|------|-------------------|----------------|-------|---------------|-------------|-------|
| | Telephony | Web / internet | Email | Info security | | |
| | | | | | | |

| | | | | | | |
|--------------|----------|----------|----------|----------|---|----------|
| 2023 | 0 | 0 | 1 | 1 | Misdirected email Lost / stolen iPad | 1 |
| 2022 | 0 | 0 | 0 | 0 | N/A | 0 |
| 2021 | 0 | 0 | 0 | 0 | N/A | 0 |
| 2020 | 0 | 0 | 0 | 0 | N/A | 0 |
| 2019 | 0 | 0 | 0 | 0 | N/A | 0 |
| 2018 | 0 | 0 | 0 | 0 | N/A | 0 |
| 2017 | 0 | 0 | 0 | 2 | Lost / stolen iPads | 2 |
| 2016 | 0 | 1 | 0 | 0 | Inappropriate content | 1 |
| 2015 | 0 | 0 | 0 | 0 | N/A | 0 |
| 2014 | 0 | 0 | 0 | 1 | Lost / stolen laptop | 1 |
| 2013 | 0 | 0 | 0 | 0 | N/A | 0 |
| 2012 | 0 | 0 | 0 | 1 | Lost / stolen laptop | 1 |
| Total | 0 | 1 | 0 | 5 | | 6 |

4. DATA PROTECTION GUIDANCE FOR MEMBERS

4.1. As noted in previous reports, the UK's data protection laws (including the Data Protection Act, 2018) place a number of 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** as Data Controllers 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.

4.2. 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 is renewed annually.

- 4.3. An adapted version of the Council's online Data Awareness Training is provided to cover Members' responsibilities and the contexts in which they handle personal data. Arrangements are made to provide this training to all new and returning members (as a refresher).
- 4.4. Members are also welcome to request in-person advice where required by contacting the ICT Services team. They will be able to advise on Data Protection considerations where the Council is responsible for information and indicate other resources that Members might find useful in other contexts that apply to Members' use of data.

5. MEMBERS' ICT PROVISION

- 5.1. ICT equipment and support provided for Members continues to follow the agreed model, which covers:

Equipment

- Members are offered a choice of a Chromebook or an iPad Pro (11" or 12.9") with keyboard and case.

Services

- Members are provided with access to the Council's Google Workspace tools (including email and calendar) and Committee papers system.

Support

- Members are provided with ICT support services. These include a "home working check-in" service to help with access to services from home.

6. VIRTUAL COMMITTEE MEETINGS

- 6.1. Following the ending of the temporary legal provisions which enabled the Council to hold meetings remotely or in a hybrid way, with some members attending in person and some remotely, the Council has returned to 'in person' meetings. However, the Council has continued

to offer the option of people attending meetings remotely, albeit for Members with clear guidance as to their inability to vote and the fact that they are not counted as being present for the purposes of s85 Local Government Act 1972. This option is provided, as during the period of Covid-19 lockdown restrictions, via the Council's Google Meet service. Meetings are also livestreamed on the Council's YouTube channel.

- 6.2. Updates to Google Meet mean that it is now possible to livestream to YouTube direct, without needing separate add-on software, simplifying the process and improving the quality and reliability of livestreams.
- 6.3. Further investments in the audio / visual equipment in the Council Chamber and Committee rooms remains subject to confirmation of detailed proposals and identification of funding. Funding bids will be produced in due course.

7. Comments of the Interim Group Director of Finance

- 7.1. This report asks the Standards Committee to note the update with regards to Members' use of ICT.
- 7.2. Costs of any upgrades to Members IT equipment are expected to remain within the approved budget.
- 7.3. Any proposed upgrades to ICT and audio / visual equipment required for use of hybrid meetings will be subject to the identification of funding and appropriate budget approvals.

8. Comments of the Acting Director of Legal, Democratic and Electoral Services

- 8.1. The Members' Code of Conduct provides that it is to be read in conjunction with other codes and protocols adopted by the Council as supplementary guidance; one such document is the ICT Policy. This 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 policy specifically addresses how Members should use Council provided ICT resources. There are no immediate legal implications arising from this report.

Appendices

None

Background documents

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

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|---|---|
| Report Author | Rob Miller Strategic Director, Customer & Workplace rob.miller@hackney.gov.uk Tel: 020 8356 2600 |
| Comments for the Group Director, Finance prepared by | Jackie Moylan Interim Group Director, Finance jackie.moylan@hackney.gov.uk Tel: 020 8356 3032 |
| Comments for the Acting Director of Legal, Democratic and Electoral Services prepared by | Louise Humphreys Acting Director of Legal, Democratic and Electoral Services louise.humphreys@hackney.gov.uk Tel: 020 8356 4817 |



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| | |
| Title of Report | Review of declarations of interests and gifts & hospitality |
| For Consideration By | Standards Committee |
| Meeting Date | 8 February 2024 |
| Classification | Open |
| <u>Ward(s) Affected</u> | N / A |
| Director | Louise Humphreys, Acting Director of Legal, Democratic and Electoral Services and Monitoring Officer |

1. **Introduction**

- 1.1. The purpose of this report is to provide an overview on the completion, or otherwise, of the register of interests and gifts and hospitality forms by elected members during the 2023/2024 municipal year to 22 January 2024.

2. **Recommendations**

- 2.1. **That Standards Committee notes the report.**

3. **Background**

- 3.1. The Localism Act 2011 (“the Act”) places an obligation on all local authorities to promote high ethical standards in public office.

Register of Interests

- 3.2. Section 29 of the Act requires the Monitoring Officer to establish and maintain a register of interests of members and co-opted members of the authority. It is for the authority to determine what interests, save for disclosable pecuniary interests, are to be entered onto the register. The Council has adopted a Register of Interests Form for this purpose.
- 3.3. Section 30 of the Act provides that a member or co-opted member of an authority must notify the Monitoring Officer of any disclosable pecuniary interests within 28 days of becoming a member or co-opted member of the

authority. A member or cop-opted member is also obliged to update their register of interests within 28 days of becoming aware of any change.

- 3.4. Failure to register or disclose a disclosable pecuniary interest, is a criminal offence under the Localism Act 2011. If convicted a person may be subject to an unlimited fine or disqualified from being a Councillor for up to five years.
- 3.5. Register of Interests forms are published on the Council's website.
- 3.6. In May 2022 following the elections, all elected members were required to complete new register of interest form following a change to the format agreed alongside the revisions to the Code of Conduct. There was zero non-compliance with this requirement.
- 3.7. With regards to updating these forms, this is very much driven by the elected member or co-optee as the obligation is upon them to update their forms when changes occur. Between May 2022 and the end of January 2024, 11 members have updated their forms and these revisions have similarly been published on the Council's website. The fact that a form has not been updated should not be taken as being indicative of any failing on the part of an elected member.
- 3.8. It is also important to note that the newly elected member for the Cazenove ward will shortly be undertaking the mandatory Code of Conduct training, which includes training around interests and completion of the register of interests form. As at the date of the Committee meeting there would be no non-compliance with the legal requirements in respect of the completion of the form.
- 3.9. With regards to the declaration of interests at Council meetings, the number of times interests were declared at various Council meetings from the commencement of the 2023/2024 municipal year to the end of January 2024 is as follows:

| | Declaration (other registerable interest which does not directly relates to the financial interest or well-being of the elected member or a relative or close associate) | Withdrew from the meeting (disclosable pecuniary interest or other registerable interest which directly relates to the financial interest or well-being of the elected member or a relative or close associate) |
|---------|--|---|
| Cabinet | 19 | 0 |

| | | |
|--|----|---|
| Cabinet Procurement & Insourcing Committee | 1 | 0 |
| Planning Sub-Committee (including Pre-Application) | 28 | 0 |
| Licensing Sub Committees (not including Licensing Committee) | 4 | 0 |
| Full Council | 2 | 0 |
| Other Committees, Commissions, Boards, Panels etc | 23 | |

- 3.10. It is apparent that there is a clear awareness that elected members must consider the need to consider their interests and whether they need to declare those interests or declare those interests and withdraw from the meeting. To assist in this process, a notice appears at the front of each agenda which details the circumstances in which interests can arise and the need to disclose those interests and withdraw as appropriate.
- 3.11. It is to be noted that the figures presented in the table above are higher than what is listed on members registerable interests. Members often make declarations at meetings that can go beyond the remit of what may qualify as 'registerable' interests as they view it necessary in their efforts to be completely open and transparent.
- 3.12. The Standards Committee Annual Report contains details of the number and type of complaint alleging a breach of the Code of Conduct. As the Committee will recall from the last Annual Report which was considered in July 2023, none of the complaints received concerned allegations concerning the failure to register or disclose interests.

Gifts and Hospitality

- 3.13. As detailed in the Council's adopted Councillor Code of Conduct, which for the purpose of our Code applies to the Elected Mayor, Councillors and co-optees, in order to protect your position and the reputation of the local authority, caution should be exercised in accepting any gifts or hospitality which are (or which might reasonably be believed to be) offered because of the role of 'Councillor' under the Code. The presumption should always be

not to accept significant gifts or hospitality. In accordance with the Code, Councillors are required to register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt and any significant gift or hospitality that has been offered but which has been refused within 28 days of the offer being made.

- 3.14. With regards to gifts and hospitality forms these are also published on the Council's website where received. As at 22 January 2024, gifts and hospitality forms have been completed by 38 elected members.
- 3.15. The fact that there may not be a form for a relevant elected member on the Council's website does not mean that there has been a failure on the part of that elected member or co-optee as forms are only required to be completed in the event that a gift or hospitality is offered and accepted / rejected.
- 3.16. The Standards Committee Annual Report contains details of the number and type of complaint alleging a breach of the Code of Conduct. As the Committee will recall from the last Annual Report, none of the complaints received concerned allegations concerning failures with regards to the disclosure of gifts or hospitality.

4. **Comments of the Acting Group Director of Finance**

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

5. **Comments of the Acting Director of Legal, Democratic and Electoral Services**

- 5.1. Other than as set out in the body of this report, there are no legal implications arising from the content of this report.

Appendices

None

Background documents

None

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| Report Author | Louise Humphreys Acting Director of Legal, Democratic and Electoral Services louise.humphreys@hackney.gov.uk 020 8356 4817 |
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|---|--|
| Comments for the Acting Group Director of Finance prepared by | Deirdre Worrell Interim Director Financial Management deirdre.worrell@hackey.gov.uk 020 8356 7350 |
| Comments for the Acting Director of Legal, Democratic and Electoral Services prepared by | Louise Humphreys Acting Director of Legal, Democratic and Electoral Services louise.humphreys@hackney.gov.uk 020 8356 4817 |

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