



City of Westminster

Committee Agenda

Title: **Standards Committee**

Meeting Date: **Thursday 7th July, 2016**

Time: **7.00 pm**

Venue: **Rooms 3 & 4 - 17th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6 QP**

Members: **Councillors:**

Judith Warner (Chairman)
Ian Adams
David Boothroyd
Ruth Bush
Brian Connell
Louise Hyams

Also Invited:

Sir Stephen Lamport (Independent Person)
Baroness Julia Neuberger (Independent Person)
Mr Gerald McEvelly (Independent Person)

Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda

Admission to the public gallery is by ticket, issued from the ground floor reception at City Hall from 6.00pm. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Mick Steward, Head of Committee and Governance Services.

**Tel: 7641 3134; Email: msteward@westminster.gov.uk
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Director of Law in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

- | | |
|--|--|
| <p>1. MEMBERSHIP</p> <p>2. DECLARATIONS OF INTEREST</p> <p>3. MINUTES (17.3.16)</p> <p>4. DATA PROTECTION REGISTRATION - REQUIREMENTS FOR MEMBERS</p> <p>Report of the Head of Committee and Governance Services.</p> <p>5. MEMBER DEVELOPMENT PROGRAMME/CODE OF CONDUCT TRAINING</p> <p>Report of the Head of Committee and Governance Services and the Head of Member Services.</p> <p>6. MEMBERS REGISTRATION OF INTERESTS</p> <p>Report of the Head of Committee and Governance Services.</p> <p>7. UPDATE ON TRAINING FOR MEMBERS ON QUASI-JUDICIAL BODIES</p> <p>Report of the Head of Committee and Governance Services.</p> <p>8. WORK PROGRAMME</p> <p>Report of the Head of Committee and Governance Services.</p> <p>9. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT</p> | <p>(Pages 1 - 4)</p> <p>(Pages 5 - 8)</p> <p>(Pages 9 - 12)</p> <p>(Pages 13 - 22)</p> <p>(Pages 23 - 26)</p> <p>(Pages 27 - 28)</p> |
|--|--|

Charlie Parker
Chief Executive
29 June 2016



CITY OF WESTMINSTER

MINUTES

Standards Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Standards Committee** held on **Thursday 17th March, 2016**, Rooms 3 & 4 - 17th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6 QP.

Members Present: Councillors Judith Warner (Chairman), Ian Adams, David Boothroyd, Ruth Bush, Brian Connell and Louise Hyams

Also Present: Mr Gerard McEilly

1 MEMBERSHIP

There were no changes to the membership. The Chairman introduced Mr Gerard McEilly (Independent Person) who was attending his first meeting.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3 MINUTES

The minutes of the meeting held on Thursday 19 November 2015 were approved and signed by the Chairman as a true and correct record of the proceedings.

4 REVIEW OF THE MEMBERS CODE OF CONDUCT (SEE REPORT OF THE DIRECTOR OF LAW)

4.1 Tasnim Shawkat, Director of Law, introduced the report. She advised that a meeting had been held with all of the Independent Persons and their input reflected in the report.

4.2 The draft Code had also been sent to the Leader, Deputy Leaders and Chief Whips of both groups.

4.3 The Chairman asked Mr McEilly, Independent Person, to advise of any issues which had been raised by the Independent Persons but had not been reflected in the report. Mr McEilly advised that the only issue was if the

Nolan Principles should be included in the Code and if so either at the beginning or appended to the Code.

- 4.4 The Committee discussed this particular issue and agreed that a reference to the Nolan Principles be included at the end of the Code and a summary appended. It would, however, be made clear that these did not form part of the Code.
- 4.5 During the course of the discussion Members made minor drafting suggestions which the Director of Law advised would be reflected in drafting updates. It was also noted that the flow chart required updating.
- 4.6 The Committee welcomed the proposal to detail the possible penalties arising from breaches of the Code as a footnote.
- 4.7 The Committee also welcomed the suggestion that a pocket size guide to the Code and a plain English version be produced.

Resolved:

- (i) That the revised Members Code of Conduct, Appendix A to the report be recommended for adoption and the General Purposes Committee be asked to recommend to the Council its inclusion in the Council's Constitution and the Monitoring Officer be authorised to make minor drafting adjustments including those suggested by the Committee in consultation with the Chairman and the Committee.
- (ii) That training in the new code for all Members and Co-opted Members be provided for all members by the Monitoring Officer and the take up to be reported in a future meeting.
- (iii) That all Members be asked to confirm their compliance with the Code by signing the declaration generally upon election.

That the dispensation arrangements previously approved and set out in paragraph 3.6 of the report be endorsed subject to the Monitoring Officer making any necessary drafting changes to ensure clarity.

5 UPDATE ON TRAINING (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)

- 5.1 Members asked that a more detailed report be submitted to the next meeting.

Resolved: That a more detailed report be submitted to the next meeting.

6 COMMITTEE WORK PROGRAMME (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)

- 6.1 The Committee asked that a report on Data Protection be added for consideration at a future meeting.

6.2 The Committee also asked that the Committee's concern at the delay in issuing the structure chart and Directory be forwarded to the Director of Policy, Performance and Communication.

Resolved: That subject to 6.1 above the Work Programme be approved.

7 CLOSE OF MEETING

The Meeting ended at 8.00 pm

CHAIRMAN: _____ **DATE** _____

This page is intentionally left blank



City of Westminster

Committee Report

| | |
|---|--|
| Date: | 7 July 2016 |
| Classification: | For General Release |
| Title: | Data Protection Registration – Requirements for Members |
| Report of: | Head of Committee and Governance Services |
| Financial Summary: | There are no financial implications |
| Report Author and Contact Details: | Mick Steward, 020 7641 3134; msteward@westminster.gov.uk |

1. Executive Summary

- 1.1 As requested by the Committee at its last meeting this report sets out details of the data protection requirements for Members.
- 1.2 Members are asked to note that the Corporate Information Manager, who is the responsible officer and who has inputted to the paper, is not available to attend this meeting and therefore Members are asked to consider the paper and raise any issues for further discussion at the November meeting.

2. Recommendations

- 2.1 That the report be noted.
- 2.2 That the Committee indicate if any further guidance should be issued to Members or included in the Member Development Programme.
- 2.3 That it be noted that information about Members obligations as Data Controllers will be issued shortly.

3. Background

- 3.1 The Data Protection Act identifies Members as data controllers in their own right by virtue of their official role. As such all data controllers are required to maintain an entry on a public register, which identifies the nature of processing that they do. The Council undertakes this on behalf of all Members. Members are due to receive their notification of this shortly.

4. Legal Implications

4.1 As a data controller each Member is required to ensure that their handling, use, and sharing of personal data complies with the Data Protection Act 1998 [the Act].

4.2 The Act requires all data controllers comply with 8 Data Protection Principles. These are summarised below:

Principle 1: all processing must be fair and lawful

Principle 2: personal data must only be used for specified purposes

Principle 3: personal data must be adequate, relevant and not excessive

Principle 4: personal data must be kept accurate and up to date

Principle 5: personal data should not be held for longer than is necessary

Principle 6: all processing must be in accordance with the data subject's rights

Principle 7: personal data must be kept secure

Principle 8: personal data must not be transferred outside the European Economic Area

4.3 In translating the above Principles into a set of best practice actions, Members should be aware of the following key compliance requirements:

As a Member you must:

Inform constituents why you are collecting their personal data and only use it for those purposes (a Fair Processing Notice)

Remember that council information is subject to the FOI Act, and that any person has the right to request that information – including any information held on email (Right to Know)

Remember that any constituent can request their personal data– including any personal data held on email (Right of Access)

Only use personal data provided to you by the council (e.g. in the course of Committee work) for those express purposes

Keep all records secure from accidental loss and/or disclosure

As a Member you must not:

Record anything in an email that you wouldn't want seen by the person it is about (remember their Right to Know)

Use any council information - i.e. that provided to you in the course of committee work, for any other purpose than that which it was obtained for (nor in contradiction of your own Fair Processing Notice)

Share constituents' personal data with any other person or organisation, or for any purpose, unless they have given you consent to do so

Access council-held personal data for private purposes, such as when acting on behalf of your political party (Need to Know)

Retain data for longer than is necessary; instead dispose of it securely when no longer required

- 4.4 For more guidance Members should contact the council's Information Management Team
- 4.5 For further advice on the Data Protection Act 1998 contact the Information Commissioner's Office
- 4.6 At the time of the Council's elections the information reproduced in Appendix A was issued as part of the Members Handbook to all Members. The Committee's view is sought on whether this should be issued again as a reminder and whether for a session on Data Protection should be included in the Member Development Programme. A note on the obligations of Data Controllers will be issued shortly.
- 4.7 The registration of Members as Data Controllers for 2016/2017 has been completed and the certificates notifying thus will be sent shortly once received from the Information Commissioner.

5. Financial Implications

- 5.1 The cost of registration is £35 per annum per Member. This is met from existing resources.

6. Other Implications

- 6.1 There are no other implications.

If you have any questions about this report, or wish to inspect one of the background papers, please contact: Mick Steward; 7641 3134; msteward@westminster.gov.uk

Appendix A

C. Data Protection

The Data Protection Act 1998 applies to all personal data processed by or on behalf of the authority. The Act is comprised of eight principles, all of which must be met in order to demonstrate compliance. The Act applies to any organisations processing personal data, the definition of which includes any intentions or opinions expressed about the individual.

An individual has a right to be informed about what information an organisation holds on them as well as how it is being used. An organisation must satisfy itself that the applicant has a right to the information. Information about third parties is normally exempt but this is not an absolute exemption and there may be circumstances where it is disclosed. It is important that individuals understand how their information is being processed. This is achieved through an organisation's registration with the ICO and through public notices known as Fair Processing Notices.



City of Westminster

Committee Report

| | |
|---|--|
| Date: | 7 July 2016 |
| Classification: | For General Release |
| Title: | Member Development Programme/Code of Conduct Training |
| Report of: | Head of Committee and Governance Services |
| Financial Summary: | There are no financial implications |
| Report Author and Contact Details: | Mick Steward, 020 7641 3134; msteward@westminster.gov.uk |

1. Executive Summary

- 1.1 This report advises the Committee of the progress made with the production of a Member Development Programme which it had previously asked to be produced.
- 1.2 An outline of a Member Development Programme is attached. The Committee's attention is drawn to the formal decision making authority in respect of Member Development as set out in paragraph 3.2 below.

2. Recommendations

- 2.1 That the Committee endorse the proposals as set out in this report for the Member training on the new Members Code of Conduct.
- 2.2 That the outline Member Development Programme based on 3 evening sessions per year be noted.

3. Background Information

- 3.1 The Council, subject to the approval of the General Purposes Committee (6.7.16), is on Wednesday 13 July 2016 being asked to approve a new Members Code of Conduct. On the basis of the adoption of the new Code the Committee is asked to endorse its previous requirement that all Members receive training on the new Code. The arrangements for this training are still to be finalised and are subject to the approval of the new Code. In order to ensure the training sessions are arranged to allow for maximum attendance consultation will be undertaken with the Party Whips. The aim is that all Members receive a briefing on the new Code. It is anticipated that the first of

these sessions will be held as part of the Member Development Programme in September/October.

- 3.2 At previous meetings the Committee have indicated the need to have a proper Member Development Programme which flows from the Member Induction programme. The formal responsibility for this programme sits with the Leader, as any formal decision required would be an executive function. As such therefore the Committee is only being asked to note the Members Development Programme and endorse the arrangements for the Member Code training.
- 3.3 The Director of Policy, Performance and Communication will be responsible for the implementation of the Member Development Programme. The Director of Law will conduct, in her capacity as the Council's Monitoring Officer, the training on the Code of Conduct. She will be supported by other Officers as necessary.
- 3.4 The training on the new Code will feature as part of the proposed Member Development Programme. Every effort will be made to reach all Members. It is worth noting that as part of the 2014 Induction Programme all Members received training in the Code of Conduct.
- 3.5 A draft Member Development Programme is attached for information and comment. It is anticipated that the programme will be held on 3 evenings per annum and cover two subjects, one may be Governance related and one about a direct service delivery subject each evening.

4. Financial Implications

- 4.1 There are not expected to be any additional financial implications. The minor incidental costs can be met from existing resources.

5. Legal Implications

- 5.1 The responsibility for having a Code of Conduct is in place. The need for all Members to have training in the Code has also been completed and will also be carried out following the adoption of the new Code.
- 5.2 It is regarded as good practice for the Council to have a Member Development programme.

6. Other Implications: None.

Background Information – None.

If you have any questions about this report, or wish to inspect one of the background papers, please contact: Mick Steward; 7641 3134; msteward@westminster.gov.uk

Appendix A: Draft Member Development Programme

It is suggested that there are three sessions per year for Member Development in September, February and June. In 2018 the June session would be moved to May and used for the induction of new Cllrs after the May 2018 elections.

Topics to be considered for the sessions could include, but not be limited to:

- Code of Conduct
- Procurement
- Case Work - best practice
- Finance- where does the money come from and go?
- Housing allocations
- Planning policies- including Members powers to object
- Licensing policies- including Members powers to object
- How Member level decisions are made
- Adult care - personal budgets
- How the Council works with the NHS
- The Pension Fund
- Sports and Leisure
- The Council's Public Health Programme

Each session would be for 45 minutes and would be run by the relevant EMT Director with the Cabinet Member/Deputy Cabinet Member in attendance as well. There would be two subjects on offer each evening so the whole session would last from 6.30-8pm (approximately).

It is asked that the Standards Committee approve in principle the outline for this programme and if agreed then the September session will be worked on in more detail.

This page is intentionally left blank



City of Westminster

Committee Report

| | |
|---|---|
| Date: | 7 July 2016 |
| Classification: | For General Release |
| Title: | Members Registration of Interests |
| Report of: | Head of Committee and Governance Services |
| Financial Summary: | There are no financial implications |
| Report Author and Contact Details: | Mick Steward, Head of Committee and Governance Services Tel: 7641 3134; msteward@westminster.gov.uk |

1. Executive Summary

- 1.1 The Standards Committee at its meeting on 17 March 2016 agreed that as part of the review of the Members' Code of Conduct Councillors be asked to confirm their compliance with the Code by signing a declaration.
- 1.2 To streamline the process for members it was suggested at the meeting that the Code of Conduct declaration form be merged with the register of interests form. This will reduce and simplify the number of forms needed to be signed by Members.
- 1.3 To increase transparency and assist the Council in promoting and maintaining high standards of ethical behaviour the Moden.gov facility allowing Members to update their own register on interests be implemented.

2. Recommendations

- 2.1 That the Councillors be asked to confirm their compliance with the Members' Code of Conduct by signing a declaration;
- 2.2 That the declaration referred to in 2.1 above be included as part of the register of interests form.
- 2.3 The Mod.gov facility which enables Members to update their register of interests online be introduced.

3. Code of Conduct

- 3.1 A recent review of the Council's Code of Conduct was undertaken in order to ensure that the City Council has sufficient and robust arrangements in place to promote and maintain high standards of conduct by its Members. As part of the review the Codes adopted by other local authorities were assessed and the views of the Independent Persons reflected.
- 3.2 At the Standards Committee meeting held on 17 March 2016 Members approved the revised Code and were of the opinion that it is an easier document to follow which retains the statutory provisions. To ensure members were fully aware of their requirements under the revised Code the Committee suggested that all members should be required to sign a declaration that they would comply with the Code. In order to avoid the need to sign a separate declaration it is proposed to include this as part of the register of interests form and members will then be able to sign both when a member is elected/re-elected. A draft can be viewed in Appendix A. This amalgamated form could be implemented quickly and can be utilised until, if the Committee is in agreement, the online register of interests is introduced.
- 3.3 The form has had the following proposed declaration added: "Having been elected to the Office of Councillor of Westminster City Council I declare that I undertake to observe the Code as to the conduct which is expected of Members of the City Council".
- 3.4 The General Purposes Committee is due to recommend to Council (13.7.16) that the revised Members Code of Conduct be included in the Council's Constitution.

4. Online Register of Interests

- 4.1 Every elected member is required to notify the Monitoring Officer (within 28 days of being elected) of all current "disclosable pecuniary interests" of which they are aware, and update the register within 28 days of being re-elected. The Localism Act 2011 provides that this will cover the interests not just of the member, but also of his/her spouse, civil partner or person with whom he/she lives as if they were spouses or civil partners, in so far as the member is aware of his/her partner's interests.
- 4.2 Disclosable pecuniary interests are:
- any employment, office, trade, profession or vocation;
 - any sponsorship of the member, including contributions towards their election expenses and payments or financial benefits from a trade union;
 - any contracts between the member and the authority;
 - any land the member has an interest in and lies within the area of the authority;
 - any licences the member holds to occupy land in the area;
 - any corporate tenancies; and
 - certain securities they hold

- 4.3 Currently, the Council holds paper copies of Members' interests and these are updated when a member contacts Committee Services with the relevant information who makes the necessary updates. A scanned copy is then published onto the Council's website.
- 4.4 The Committee Services team's Mod.gov software offers a number of facilities relating to Members' Register of Interests. The functions include the following:
- The publication of the Members' Register of Interests on the internet;
 - A facility for Members to fill in/update their Register of Interests forms on-line via the intranet; and
 - E-mail reminders sent to Members to keep their entry in the Register of Interests up to date.
- 4.5 In order to improve the administration of the Members' Register of Interests and to improve the accessibility of the Register both to Council Members and members of the public it is recommended that the intranet update facility be implemented. This will enable Members who wish to do so to submit their forms electronically.
- 4.6 If there is agreement for Members to submit Register of Interests forms electronically via the intranet, it is proposed that officers should review all forms/updates prior to their inclusion in the published Register (as they do currently with hard copy forms) to ensure that forms have been completed correctly and, as far as possible, all the relevant information provided.
- 4.7 Officers in Committee Services are in the process of being trained in the use of the DPI facility on Modern.Gov. Currently the system allows members of the public to view the register of interests for each councillor through the council website. It is planned in future for Members to be able to update their entries directly on-line, with support from staff if required. Any updates entered by members are automatically forwarded to Committee Services officers for review prior to publishing. Having the register on Modern.Gov, means that it can be kept up to date at all times by the Members themselves.
- 4.8 Before the publication of the Register and the implementation of the intranet update facility, all Members will be contacted with details of how this will work and will be provided with training if necessary. It is therefore suggested that officers seek to implement the facility to allow Members to update their Register of Interests online and send Members regular e-mail reminders of the need to keep their entry in the register up to date. Utilising the software will establish more efficient ways of working; maximise quality and accuracy in terms of data management; reduce printing and circulation costs where possible; and use new technologies to support governance activities and deliver wider benefits.
- 4.9 Officers will provide a practical demonstration at a meeting of the Standards Committee to demonstrate how Councillors would be able to update their register of interests form online. It will also provide an opportunity to answer any practical questions members may have regarding the system.

- 4.10 It should be noted that the introduction of this facility will not replace the option for Members to send updates to Officers. The Mod.gov system has also recently been used to launch improved arrangements for Members to access Committee papers on line. The same password will be able to be used for both purposes.

5.0 Financial Implications

- 5.1 There are no specific financial implications arising from the recommendations within this report.

6.0 Legal Implications

- 6.1 Members are required to declare their disclosable pecuniary interests under the Localism Act 2011 and regulations made thereunder. The transfer of the register to Modern.Gov aids transparency and assists the Council in promoting and maintaining high standards of ethical behaviour as is required under section 27 of the Localism Act 2011.

**If you have any questions about this report, or wish to inspect one of the background papers, please contact:
Mick Steward, Head of Committee and Governance Services;
Tel: 020 7641 3134; msteward@westminster.gov.uk**



City of Westminster

REGISTER OF MEMBERS' INTERESTS

RETURNING COUNCILLORS NEED NOT FILL THIS IN UNLESS THEIR EXISTING INTERESTS HAVE CHANGED. THEIR CURRENT FORM WILL BE SENT FOR UPDATING. PLEASE INFORM MICK STEWARD IF YOU DO NOT NEED TO FILL THE FORM IN: TEL: 020 7641 3134; EMAIL: MSTEWARD@WESTMINSTER.GOV.UK

I, _____, a member of Westminster City Council, give notice that:

** I have no interests which are required to be declared under the Westminster City Council's Code of Conduct for Members and Co-opted Members*

OR

*** I have set out below under the appropriate headings my interests which I am required to declare under the Westminster City Council Code of Conduct for Members and Co-opted Members , and have put "None" where I have no such interests under any heading.**

(* Please delete as appropriate)

AND

Having been elected to the office of Councillor of Westminster City Council I declare that I undertake to observe the Code as to the Conduct which is expected of members of the City Council.

| CATEGORY | INTEREST |
|--|----------|
| <p>1. Any employment, office, trade, profession or vocation carried on for profit or gain.</p> | |
| <p>2. Sponsorship</p> <p>Any payment or provision of any other financial benefit (other than from the City Council) made or provided within the relevant period in respect of any expenses incurred by the Member in the carrying out of your duties as a Member or towards my election expenses. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (consolidation) Act 1992</p> | |
| <p>3. Contracts</p> <p>Any contract which is made between you (or a body in which you have a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> | |
| <p>4. Land</p> <p>Any beneficial interest in land which is within the area of the City Council.</p> | |

| CATEGORY | INTEREST |
|--|----------|
| <p>5. Corporate Tenancies</p> <p>Any tenancy where to your knowledge:</p> <ul style="list-style-type: none"> (a) The landlord is the City Council; and (b) The tenant is a body in which you have a beneficial interest | |
| <p>6. Securities</p> <p>Any beneficial interest in securities of a body where:</p> <ul style="list-style-type: none"> (a) That body to your knowledge has a place of business or land in the area of the City Council; and either <ul style="list-style-type: none"> (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest which exceeds one hundredth of the total issued share capital of that class. | |
| <p>7. Gifts and Hospitality</p> <p>You must, within 28 days of receipt, notify the City Council's Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which you have accepted as a member from any person or body other than the City Council.</p> | |

| CATEGORY | INTEREST |
|--|----------|
| <p>8. Any body of which you are a Member or in a position of general control or management and to which you are appointed or nominated by your authority.</p> | |
| <p>9. Any body:</p> <ul style="list-style-type: none"> (a) exercising functions of a public nature; (b) directed to charitable purposes, or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p>of which you are a Member or in a position of general control or management.</p> | |

I recognise that it can be a criminal offence to:

- Fail to notify the Monitoring Officer of any disclosable Pecuniary Interest within 28 days of election. These are those required in Sections 1 to 8 above.
- Fail to disclose a disclosable Pecuniary Interest at a meeting if it is not on the register.
- Fail to notify the Monitoring Officer within 28 days of a disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting.
- Participate in any discussion or vote on a matter in which you have a disclosable Pecuniary Interest.
- As an executive member discharging a function acting alone, and having a disclosable Pecuniary Interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable Pecuniary Interest or in disclosing such interest to a meeting.

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

Page 21

SIGNED:

DATE:

RECEIVED
Signed:

DATE:

**PLEASE RETURN THIS FORM TO MICK STEWARD,
COMMITTEE AND MEMBERS' SERVICES,
WESTMINSTER CITY HALL, 64 VICTORIA STREET,
LONDON, SW1E 6QP**

This page is intentionally left blank



City of Westminster

Committee Report

| | |
|---|--|
| Date: | 7 July 2016 |
| Classification: | For General Release |
| Title: | Update on Training for Members on Quasi-Judicial Bodies |
| Report of: | Head of Committee and Governance Services |
| Financial Summary: | There are no financial implications |
| Report Author and Contact Details: | Mick Steward, 020 7641 3134; msteward@westminster.gov.uk |

1. Executive Summary

- 1.1 This report provides more detailed information on the training undertaken for Members who sit on quasi-judicial bodies. At the last meeting the Committee requested that the numbers attending and a summary of the content of each session be provided.

2. Recommendation

- 2.1 That the report be noted.

3. Background

- 3.1 The Committee previously agreed that refresher training be provided to Members who sit on the Council's quasi-judicial bodies. At the last meeting a report gave an update on the position and the Committee asked that a fuller report be made to this meeting. Since the last meeting further training has been provided as reflected in this report.

(a) Planning Applications Committee

Refresher training was carried out for all Members who sit on Planning Committees. Before any Member sits on a Planning Committee they are required to undertake a training session led by a Senior Officer, generally the Deputy Director, in the Planning Department.

For those Members who could not attend subsequent one to ones have been held or been offered. Members who wish to have training on any specific element of planning are offered this.

Those Members who were appointed to the newly constituted Planning Applications Committee No 5 have all been trained.

(b) Licensing Committee

A training session was held on Wednesday 9 March 2016 at which 13 Members of the Committee attended. The session provided details of the Council's recently adopted new Licensing and Gambling policies. The session also covered key decision making principles. The opportunity was also had to hold a general discussion on issues common to all Licensing Sub-Committees.

(c) Discretionary Housing Benefits Advisory Panel

The Panel of 5 Members will receive this training later in the year. A refresh of the Regulations which apply and a reminder of the issues which should be taken into account when making recommendations to the Cabinet Member for Finance and Corporate Services will be given.

(d) Rating Advisory Panel

The Panel received this training on 26 January 2016. The session included reminders on the policy which applied and the key principles of the issues which should be taken into account in making recommendations to the Cabinet Member. All 4 Members of the Panel attended.

(e) Staff Appeals Sub-Committee

A training session will be arranged prior to the next meeting. The Staff Appeals Sub-Committee has not met since February 2015. It is not considered necessary to arrange a training session for Members until a meeting is programmed.

(f) Education Awards Appeal Sub-Committee

No meetings are currently programmed. Training will be held for relevant Members at the time of the next meeting.

4. Financial Implications

4.1 The training was conducted using existing resources.

5. Legal Implications

5.1 There are no legal implications arising from this report.

6. Conclusion

- 6.1 For each of the meetings referred to in this report no Member will sit without having had a briefing/training session.

If you have any questions about this report, or wish to inspect one of the background papers, please contact: Mick Steward; 7641 3134; msteward@westminster.gov.uk

This page is intentionally left blank



City of Westminster

Committee Report

| | |
|---|---|
| Date: | 7 July 2016 |
| Classification: | For General Release |
| Title: | Work Programme |
| Report of: | Head of Committee and Governance Services |
| Financial Summary: | There are no financial implications arising from this report |
| Report Author and Contact Details: | Mick Steward, Head of Committee and Governance Services Tel: 7641 3134; msteward@westminster.gov.uk |

1. Executive Summary

- 1.1 The draft Work Programme for the Committee is set out below. Members are asked to consider the Work Programme and identify any further items.

2. Recommendations

- 2.1 That the draft Work Programme set out below be adopted.
- 2.2 That the Committee note the following meeting dates during 2016-2017 and 2017-2018, 15 November 2016; 16 March 2017, 6 July 2017, 7 December 2017 and 27 March 2018.

3. Background Information

- 3.1 The production of a work programme is to enable the Committee to review its forthcoming work plan at each of its meetings. The draft Work Programme set out below is submitted for consideration and will be updated.
- 3.2 In order to ensure the Committee undertakes its work a programme of 3 meetings per annum is proposed, as set out in 2.2 above. The Committee is also asked to note the proposed meeting dates for 2017-2018.

4. Financial Implications

- 4.1 There are no financial implications.

5. Legal Implications

5.1 There are no legal implications arising from this report.

If you have any questions about this report, or wish to inspect one of the background papers, please contact:
Mick Steward, Head of Committee and Governance Services
Tel: 7641 3134; msteward@westminster.gov.uk

Background Papers: None.

| Date | Items | Lead Officer |
|-----------------|--|---------------------------|
| 15 November | Code of Conduct Training – Update | Tasnim Shawkat |
| 15 November | Member Development Programme | Julia Corkey/Mick Steward |
| 15 November | Outside Body – Governance | Tasnim Shawkat |
| 15 March 2017 | Annual Report on Complaints to the Monitoring Officer, including examples from elsewhere | Tasnim Shawkat |
| 6 July 2017 | Review of Member Development Programme | Janis Best/Mick Steward |
| 7 December 2017 | Outline of Member Induction Programme and Material | Janis Best |
| 22 March 2018 | Annual Report on Complaints to the Monitoring Officer | Tasnim Shawkat |