



City of Westminster

Committee Agenda

Title: **Standards Committee**

Meeting Date: **Thursday 7th December, 2017**

Time: **7.00 pm**

Venue: **Room 3.4, 3rd Floor, 5 Strand, London, WC2 5HR**

Members: **Councillors:**
Judith Warner (Chairman)
David Boothroyd
Ruth Bush
Melvyn Caplan
Brian Connell
Louise Hyams

Also invited: Baroness Julia Neuberger and Sir Stephen Lamport



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 5 Strand. 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)

1. MEMBERSHIP

The Head of Committee and Governance Services to report any changes to the membership.

2. DECLARATION OF INTERESTS

To receive any declarations by Members and Officers of the existence and nature of any personal or prejudicial interests to matters on this agenda.

3. MINUTES

To sign the minutes of the meeting held on 6 July 2017.

(Pages 1 - 4)

4. MEMBER INDUCTION PROGRAMME/HANDBOOK

Report of the Member Services Manager.

(Pages 5 - 14)

5. TERMS OF REFERENCE OF THE COMMITTEE

Report of the Head of Committee and Governance Services.

(Pages 15 - 18)

6. WORK PROGRAMME AND ACTION TRACKER

Report of the Head of Committee and Governance Services.

(Pages 19 - 22)

**7. ANY OTHER BUSINESS WHICH THE CHAIRMAN
CONSIDERS URGENT**

**Charlie Parker
Chief Executive
29 November 2017**



CITY OF WESTMINSTER

MINUTES

Standards Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Standards Committee** held at 7pm on **Thursday 6th July, 2017**, Room 3.4, 3rd Floor, 5 Strand, London, WC2 5HR

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

Also Present: Baroness Julia Neuberger and Sir Stephen Lamport

Apologies for Absence: Mr Gerard McEvilly

1 MEMBERSHIP

- 1.1 Councillor Jan Prendergast was replacing Councillor Melvyn Caplan.
- 1.2 It was noted that Mr Gerard McEvilly had resigned as an Independent Member.

2 DECLARATION OF INTERESTS

There were none.

3 MINUTES

RESOLVED: That the minutes of the meeting held on 15 March 2017 be approved as a true and correct record of the proceedings.

Councillor Jan Prendergast asked if attendance at the Code of Conduct training could be made mandatory. The Head of Committee and Governance Services explained that very little was mandatory for Councillors, the legal requirement for Councillors to remain qualified is that they attend a qualifying meeting every six months, maintaining the statutory elements of the Code and taking the Declaration of Acceptance of Office were the main ones. The Council had, however, made it a requirement that members of the Planning Applications Committees and Licensing Committees receive suitable training prior to sitting on these Committees.

4 MEMBER DEVELOPMENT PROGRAMME (SEE REPORT OF THE MEMBER SERVICES MANAGER)

4.1 Janis Best, Members Services Manager, explained that as part of the Member Development Programme to commence following the May 2018 Induction sessions, 9 dates will be included in the Council's calendar.

4.2 The programme itself will be reported to the Cabinet Member for Finance, Property and Corporate Services, for approval. In order to give input into this programme the Committee outlined various matters which, in their view, should form part of the programme. It was also suggested that the number of members attending each session should be made public.

The sessions should cover:

- Code of Conduct
- Register of Member Interests
- Legal and Regulatory Environment
- How the Council Works
- IT/Data Security
- Emergency Planning
- First Aid
- Powers of Policy and Scrutiny Committees

4.3 The Committee suggested that those Members who formed the 2014 intake should be asked for their views on the Induction Programme which could be used to assist the planning for the 2018 Induction Programme and the Member Development Programme. **(Action: Janis Best)**

4.4 The Committee agreed that a structured programme should be produced on a programmed basis and become part of the standard Council diary of activities. A structured programme – How the Council Works, including various governance elements and also covered service areas was supported.

4.5 In addition at their first meeting each Policy and Scrutiny Committee hold a short specific induction session setting out the work areas covered by the Committee.

4.6 The Committee asked that regard be had to recording Member attendance at the Member Development Sessions on the website. A library of material should also be developed.

4.7 The Committee noted that a framework of the programme would now be reported for approval to the Cabinet Member for Finance, Property and Corporate Services.

Resolved:

- (i) That the report be noted.

- (ii) That views of the Committee be used to develop the Member Development Programme to be reported to the Cabinet Member for Finance, Property and Corporate Services.

5 WORK PROGRAMME AND ACTION TRACKER (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)

RESOLVED: That the report be noted.

6 ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT

None.

The Meeting ended at 8.05 pm.

CHAIRMAN: _____

DATE _____

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City of Westminster

Standards Committee

Date:	7 December 2017
Classification:	For General Release
Title:	Induction Programme
Report of:	Member Services Manager
Wards Involved:	Not Applicable
Policy Context:	
Financial Summary:	The cost of the induction programme
Report Author:	Janis Best
Contact Details:	Member Services Manager Tel: 020 7641 3255 Email: jbest@westminster.gov.uk

1. Executive Summary

- 1.1 This report outlines the proposed plans for the induction of new Councillors following the City Council elections on Thursday 3rd May 2017 and seeks the Committee's comments.

2. Recommendations

- 2.1 That the Standards Committee comment on the proposals outlined in this report for the induction of newly-elected Members, for further detailed development by the Cabinet Secretariat and Member Services team, working with the Committee and Governance Services team and
- 2.2 That all Members be advised that the Standards Committee strongly recommends the attendance of all members at the session on the Members Code of Conduct. Accordingly, further sessions will be arranged as necessary.

3. Background

- 3.1 The City Council elections will be held on Thursday 3rd May, with 60 Councillors elected to represent the 20 wards of Westminster. The votes will be counted and the results announced later that evening/early the next morning.
- 3.2 The Cabinet Secretariat and Member Services Team, working with the Committee and Governance Services team, is preparing an induction

programme following the elections. The intention of the programme is to help newly-elected Councillors prepare for their new role and outline the support and facilities available to them, while also fulfilling specific legal requirements relating to their acceptance of their new post. The induction programme will also, however, be open to re-elected Members in full or in part and they are encouraged to take part.

3.3 The proposed approach to deliver a successful Member induction process, and the timescales involved, are outlined below. The Committee's views on and approval of the proposals is sought.

4. Feedback from 2014 sessions and new cohort

4.1 Members of the 2014 cohort were asked for their views on the induction programme at the time of the sessions in May 2014 and also again in September 2017 in advance of writing this report.

4.2 Members asked at the time of the sessions in 2014 remarked that:

- Three sessions over two days was quite tiring
- Officer sessions worked best when time was allowed for questions rather than just listening to a presentation
- Marketplace worked well as gave Members a chance to pick up basic information from departments they wouldn't necessarily have gone to a specific session on
- It would have been useful to have a quick guide on working with officers including timescales for responses etc.
- Sessions should be more focused on what Members' role in a department's work is
- It would be helpful to have a list of who to contact in the Council on various issues and contact details
- It would be helpful for prospective candidates to have the induction dates in advance
- Marketplace: might be best to have at the beginning and end rather than all the way through the evenings
- From an EMT Member: it was difficult to get all my department does in one hour

4.3 Members responded in August 2017 with the following:

- What I think would be useful is to stress in a session how the Support Officer can really help with anything. I know we were given mentors but I think non-politically the officers are more helpful.
- Once the candidates have been selected, it would have been useful to have advance notice of the date and times of the sessions, whether or not they are successful in becoming a Councillor.
- I think the key thing is getting a contacts list, an org chart and an overview of each department and committee. Our induction was too focused on officers telling us about their teams rather than how we might interact with them. Some ward based stats and contacts would also be really helpful.

5. Outline Chronology

5.1 An outline chronology of the key milestones connected with the May 2018 elections, and the subsequent induction programme, is as follows:

Pre-Elections	
Tuesday 27 March	Notice of election published
Monday 9 April	Statement of Persons nominated
Election Period	
Thurs 3 May	ELECTIONS TAKE PLACE
Thurs 3 May/Fri 4 May	Votes counted and RESULTS ANNOUNCED
Post-Election Period – before Full Council	
From Fri 4 May – Tues 13 May	Members sign Declarations of Acceptance of Office
Mon 7 May (Bank Holiday)	New Councillors take up office, provided they have signed their Declarations of Acceptance of Office
Thurs 10 May (eve)	1 st Code of Conduct session (mandatory attendance)
Mon 14 May (eve)	1 st Governance ‘how things work’ session
Wed 16 May	Meeting of Full Council – Election of new Lord Mayor and Leader of the Council and Appointment of Committees
Post-Election Period – after Full Council	
June – July	Induction evenings – as set out in section 6.4
June/July (tbc)	Subject-specific Induction Sections, e.g. Compulsory Code of Conduct session; Licensing Committees; Planning Committees etc.

6. The Induction Programme

6.1 It is proposed that the induction programme for newly-elected Councillors should be three-pronged, in terms both of format and timing:

- **New Member Material:** provided in electronic format predominantly via a link to a secure Sharepoint site; given directly to Members on the announcement of the election results on Friday 4th May (or as soon as possible thereafter).
- **Mandatory Code of Conduct sessions:** the first of these will be held on Thursday 10 May; the second and subsequent ones, if needed, will be held before the summer recess.
- **WCC/Departmental Introductory Workshops:** these will start with a Governance session on Monday 14 May; a second one will be held as part of the fuller induction programme to be held before the summer recess.
- **Technical/Subject-Specific Workshops:** workshops on Scrutiny will be held for Scrutiny members as part of the June cycle of meetings any others will be arranged for before the summer Council recess. These will be arranged either on a strongly recommended basis (e.g. Code of Conduct and Governance) or targeted according to the roles new Members are asked to fulfil (e.g. on Licensing or Planning Committees).

6.2 (A) *New Member Material*

On April 9th, the Statement of Persons Nominated for the elections will be published. The Head of Committee and Governance Services will at this point write to all prospective new Councillors with a copy of the Code of Conduct and a list of the dates for the induction sessions.

On the evening of the election count and results (Thursday 3rd and Friday 4th May), the Cabinet Secretariat and Member Services team will be present and will provide all 60 elected Councillors (whether elected for the first time or re-elected), with a card with their Westminster email address and a link to the secure Sharepoint site, which will have uploaded to it:

- Information about the timetable of Induction Sessions (including ways for Councillors to advise their indication of session preferences)
- Information about Members' Allowances
- Register of Interests submission to complete
- Parking Permit application form
- Business card form
- Link to Constitution including Codes of Conduct and Governance

- An electronic copy of the Members' 2018 Handbook (hard copies will also be available on request) – a draft index for this is included as Appendix B

6.3 (B) Compulsory/Technical Workshop Sessions

All new Members will be obliged to attend a session given by the Director of Law and Monitoring Officer, covering Councillors' responsibilities to abide by the Code of Conduct and Governance. As mentioned previously, as agreed by this Committee, attendance at this session will be mandatory. A separate session on Member level decision making will also be run.

As mentioned above in section 6.1 a number of more technical sessions will be organised over June and July, once new Members' Committee roles are clearer, covering, Scrutiny, the work of the Planning and Licensing Committees and other quasi-judicial panels.

6.4 (C) Introductory Workshops

Induction sessions will be held at City Hall after the 16 May and run through to the summer recess in early July. Dates proposed for these sessions are 4th, 7th, 21st and 27th of June and the 2nd, 4th and 5th of July.

The sessions will be open to all Councillors, but will primarily be aimed at newly-elected Members and will offer a chance to hear from key Council Officers about the work of their Departments, how they can help Members in their roles and how Members can engage with them.

Workshops available at the induction sessions will include: the work of the Council's EMT Directorates, Governance (how decisions are made) and Member-Led Decision-Making including the committee structure and Policy and Scrutiny function and ward support provided to Members.

EMT Directors and relevant Managers and Officers across the organisation will chair and facilitate each of the workshops.

It is proposed that each induction evening covers two topics; this does mean that Members might need to attend on more evenings but it was felt each topic needed at least an hour's discussion to make it useful for Members.

At each session there will also be an IT drop in session for Members to discuss their IT needs.

An example timetable of what these evenings could look like are included as Appendix A.

7. Additional Logistics

- 7.1 It is anticipated that all elected Members will sign their Declaration of Acceptance of Office in the presence of the Chief Executive on Friday 4th May or Wednesday 9th May. Or at a subsequent date suitable for the individual

Member, noting that all must be signed in advance of the first Full Council meeting on 16th May.

- 7.2 In addition to the Induction Programme work outlined above, the Cabinet Secretariat and Member Services team will be responsible for ensuring that all logistical arrangements are in place with regards the arrival of new Members, including, for example, updating the City Council's website, arranging security passes for new Councillors, and ensuring IT services are available from the moment that new Members join the Council.
- 7.3 A photographer will be available on Wednesday 9 May at City Hall and also before Full Council on Wednesday 16 May for Members to have their official photograph taken.
- 7.3 The team will also put in place arrangements for a tour of the key Member facilities on offer at City Hall including, for example, the meeting space on the 3rd floor, the Lord Mayor's Parlour, the Leader and Deputy Leaders' offices, the Chief Executive's office and the Members' Rooms on the 7th and 5th floors; plus a briefing on fire evacuation procedures.
- 7.4 After the election, the details of each of the 60 Councillors will be collated into a Members' Directory, to be distributed to all Members.
- 7.5 As part of the Cabinet Secretariat team's own introduction to new Councillors, the relevant Member Services Officer will make contact with new Members within the first few days and will provide them with key contact details, including planning contacts, environmental health officers, housing options contacts and the relevant City Inspectors and community protection officers for their Ward, and offer to organise a Ward walk, either with Councillor colleagues or relevant officers.

8. Conclusion

- 8.1 Combined, the above programme of events offers newly-elected Councillors the opportunity, within the first few days and weeks of their election, to be introduced to their new surroundings as Members at Westminster City Council, as well as to the work of the Council's various Departments and services.
- 8.2 The induction programme will be finalised in full consultation with the party Whips to ensure that they are content with what is proposed for delivery and that it dovetails with plans that parties may have in terms of their induction and welcome of new Members.
- 8.3 The above programme will also ensure that all logistical arrangements are efficiently put in place for the arrival of new Councillors, as well as fulfilling legal requirements of both the Council and Members in relation to their election as representatives of the City of Westminster.

9. Financial Implications

- 9.1 The cost of the induction programme will be met from existing budgeted resources.

10. Legal Implications

- 10.1 There are no direct implications arising from this report. Members are required to make a Declaration of Acceptance of Office before undertaking formal duties. Provision for this has been included in the draft programme. The legal aspects of the requirements relating to the disclosure and registration of Members interests will be covered in the session conducted by the Director of Law.

**If you have any queries about this report please contact:
Janis Best, Member Services Manager
Tel: 020 7641 3255
Email: jbest@westminster.gov.uk**

Appendix A – draft timetable for induction evenings

Timetable

6 – 6.30pm - refreshments; IT drop in session

6.30 – 7pm – session 1

7.15 - 8.15pm – session 2

Topics to be covered:

Planning and Licensing (applications)

Economic Development

Street Management

Communications

Housing (allocations)

Housing (CityWest Homes)

Children’s Services

Governance (including ward support)

Adult Social Services

Public Health

A draft timetable is below; if it is felt sessions are needed to be run twice there are four spare slots these could be used for.

	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7
Topic 1	Housing (allocations)	Adult Social Services	Communications	Children’s Services	Planning and Licensing Applications	Street Management	TBC
Topic 2	Housing (CityWest Homes)	Public Health	Economic Development	TBC	Governance	TBC	TBC

Appendix B - Index for Members' Handbook

Welcome from Chief Executive

Introduction to Westminster (history, map)

1. Being a Councillor in Westminster
 - A: Top Tips from Current Councillors
 - B: City Hall Facilities (this would include info on 5 Strand and Portland House and estimated return to Victoria Street)
 - C: Cabinet Secretariat and Member Services Support
 - D: IT Provision and Facilities
 - E: Allowances and Expenses
2. The Council
 - A: Chief Executive and the Executive Management Team
 - B: Directorate Overview and Tri/Bi-Borough
 - C: The Lord Mayor of Westminster
3. Legal Framework
 - A: Indemnity to Councillors
 - B: Freedom of Information
 - C: Data Protection
 - D: Anti-Fraud and Corruption
 - E: Members' Code of Conduct
4. Governance and Decision Making
 - A: General Guidance
 - B: How Decisions are Made
 - C: Council Meetings
 - D: The Role of Regulatory Committees
 - E: The Role of Policy & Scrutiny Committees
5. Glossary

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City of Westminster

Standards Committee

Date:	7 December 2017
Classification:	For General Release
Title:	Terms of Reference
Report of:	Head of Committee and Governance Services
Wards Involved:	Not Applicable
Financial Summary:	None
Report Author and Contact Details:	Mick Steward, Head of Committee and Governance Services, Tel: 020 7641 3134 Email: msteward@westminster.gov.uk

1. Executive Summary

- 1.1 The Council, on 8 November 2017, agreed an addition to the Committee's Terms of Reference as shown in bold in the attached. The addition refers to the Member Development Programme and now gives the Committee the duty to monitor this.

2. Recommendation

- 2.1 That the report be noted.

3. Background Information

- 3.1 The Council (8.11.2017) on the recommendation of the General Purposes Committee agreed an addition to the Terms of Reference of the Committee to give it the power to monitor the Member Development Programme as agreed by the Cabinet Member for Finance, Property and Corporate Services.
- 3.2 The Committee's full Terms of Reference are attached.

4. Other Implications

4.1 None.

**If you have any questions about this report, please contact
Mick Steward: 020 7641 3134
Email: msteward@westminster.gov.uk**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1972
BACKGROUND PAPERS - None**

STANDARDS COMMITTEE TERMS OF REFERENCE

CONSTITUTION

6 Members of the Council, 4 Majority Party Members and 2 Minority Party Members.

TERMS OF REFERENCE

- (1) To promote and maintain high standards of conduct by the Members and Co-opted Members of the City Council.
- (2) To advise the City Council on the adoption or revision of a Code of Conduct for Members.
- (3) Advising, training or arranging to train Members and Co-opted Members on matters relating to the City Council's Code of Conduct for Members.
- (4) To assist Members and Co-opted Members observe the City Council's Code of Conduct for Members.
- (5) To monitor the operation of Code of Conduct for Members.
- (6) Consider reports referred to the Committee by ethical standards officers or the Monitoring Officer of investigations into alleged breaches of the City Council's Code of Conduct for Members.
- (7) Where necessary, to conduct hearings into allegations of breaches of the said code, and interview officers, Members and others as required.
- (8) Determining whether allegations of breaches of the said code are made out and determining what action, if any, to take in relation hereto including, where it is determined that a breach has occurred, deciding what sanctions, if any, should be applied in relation to the Member or Member concerned (and for the avoidance of doubt, the Committee shall only have power to impose any sanction authorised by law).
- (9) Consider any complaints in respect of Members referred to the Committee under the City Council's "Whistleblowing" procedure and determining the action to be taken, if any.
- (10) To the extent allowed by the Law, granting dispensations in relation to Member and co-opted Member interests as referred to in the Members Code of Conduct.
- (11) To consider, advise and, if appropriate, take action upon other Member conduct issues not otherwise dealt with under these terms of reference.
- (12) To monitor the Member Development Programme and make recommendations thereon to the relevant Cabinet Member.**

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Committee Report

Date:	7 December 2017
Classification:	For General Release
Title:	Work Programme and Action Tracker
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 Members are asked to consider and note the Work Programme and identify any further items.
- 1.2 Following the last meeting an Action Tracker has been produced to enable the Committee to monitor its previous decisions/action requests.

2. Recommendations

- 2.1 That the draft Work Programme set out below be noted.
- 2.2 That the Action Tracker be noted.

3. Background Information

- 3.1 The production of a work programme is to enable the Committee to review and update its forthcoming work plan at each of its meetings. The current Work Programme set out below is submitted for consideration and updating.
- 3.2 In order to ensure the Committee undertakes its work a programme, at the request of the Chairman, of 3 meetings per annum have been programmed.
- 3.3 The Action Tracker is attached for the Committee to review, as Appendix A.

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
7 December 2017	Outline of Member Induction Programme and Material and Review of Member Development Programme	Janis Best
15 March 2018	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat

Standards Committee Action Tracker

Item	Actions	Officer	Response	Progress
Member Development Programme - Update	Future training dates to be programmed into the civic calendar	Janis Best/ Mick Steward	These will be added to the Programme of Meetings from May 2018	Report to GP Committee – Nov 2017 included these
	An update on the development of the Member Development Programme to be reported to the Committee on 7 December 2017	Janis Best	See Report.	On-going
	A single database detailing all training provided to Cllrs be produced.	Janis Best	Under investigation.	On-going
	The Communications Department to produce a simple, one page guide for Councillors on the different types of appointments to Outside Bodies and the potential legal issues involved.	Mick Steward	This is being produced as part of the Handbook being produced for the 2018 Induction Programme	A draft of the Handbook will be submitted to the Committee in November and March
Members Code of Conduct Training – Updates	Training sessions to be scheduled for those Councillors who have not yet attended the Code of Conduct training	Mick Steward	Further sessions were arranged particularly for Members with day time availability	These will be included as part of the Induction programme

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