



City of Westminster

Committee Agenda

Title: **Standards Committee**

Meeting Date: **Thursday 15th March, 2018**

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 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 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 7 December 2017.

4. ANNUAL REVIEW OF MEMBER COMPLAINTS AND RESPONSE TO CONSULTATION - STANDARDS IN PUBLIC LIFE

Report of the Director of Law.

(Pages 1 - 10)

5. RECORDING OF MEMBER TRAINING

Report of the Head of Committee and Governance Services.

(Pages 11 - 22)

6. MEMBER INDUCTION/MEMBER DEVELOPMENT PROGRAMME - UPDATE

Report of Member Services Manager.

7. WORK PROGRAMME AND ACTION TRACKER

Report of the Head of Committee and Governance Services.

(Pages 23 - 26)

Stuart Love
Chief Executive
7 March 2018



CITY OF WESTMINSTER

MINUTES

Standards Committee

MINUTES OF PROCEEDINGS

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

Members Present: Councillors Judith Warner (Chairman), David Boothroyd, Ruth Bush, Melvyn Caplan, Brian Connell and Jacqui Wilkinson

Also Present: Sir Stephen Lamport

Apologies for Absence: Councillor Louise Hyams and Baroness Neuberger

1 MEMBERSHIP

Councillor Jacqui Wilkinson was replacing Councillor Louise Hyams.

2 DECLARATION OF INTERESTS

There were none.

3 MINUTES

RESOLVED: That the minutes of the meeting held on 7 July 2017 be approved as a true and correct record of the proceedings.

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

4.1 Janis Best (Member Services Manager) introduced the report. She advised that the induction programme outlined in the report would be followed by the Member Induction Programme, dates for which had been included in the Council's Programme of Meetings.

4.2 It was intended as part of the induction programme to hold two topics per evening. These sessions would include the opportunity to speak to the Council's IT team regarding the support available.

4.3 Each Member then commented on what they saw as the required main elements of the induction programme. The Committee stressed the need for all induction material to use plain English and be free of jargon. It was also

suggested that the key dates be sent to the Party Whips so that they could promote these. It was also noted that the dates would be sent to all candidates so that those successful would have had early notice of them.

- 4.4 Councillor Wilkinson, who had been elected at a by-election, stressed the importance of a contact list of key people and for this to be kept up-to-date. She indicated her support for a maximum of 2 topics per evening at induction sessions.
- 4.5 Councillor Melvyn Caplan stressed the importance of the induction sessions involving officers who are involved in the actual delivery of services. It was important for Members to know who these officers were. He added that the programming of sessions correctly was important and suggested that the voluntary sector be included either as part of the induction programme or the Member Development Programme. He added that Planning and Licensing was important for backbenchers. Councillor Brian Connell emphasised the need for Policy and Scrutiny to be included prominently in the induction programme as newly elected Members were likely to be appointed to these at least initially. He added that getting Members used to receiving their Committee papers electronically was important.
- 4.6 Councillor Connell suggested that some form of continuous professional development be established whereby Members undertake a form of online testing be established alongside the Member Development Programme.
- 4.7 Councillor Ruth Bush endorsed the proposal to include officers involved in service delivery at the induction sessions. She also recommended that a tour of some areas/front line services not normally seen be included in addition to a programme of ward walks for Ward Members. This approach was endorsed by the Committee.
- 4.8 Councillor David Boothroyd asked that the CE review the arrangements for the taking of the Acceptance of Office. He encouraged the use of electronic devices for the conduct of Council business and that for a forthcoming session partnership working. He also stressed the need for Members to have details of key departmental contacts.
- 4.9 Sir Stephen Lamport advised that the Code of Conduct session should be regarded as a compulsory session on the strong recommendation of the Committee. This was supported by the Committee.
- 4.10 The Chairman summed up the discussion and advised that officers would proceed to make adjustments to the proposed programme based on the views expressed. The induction programme would then be finalised in consultation with the Party Whips.

5 TERMS OF REFERENCE OF THE COMMITTEE (SEE RERPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)

Noted.

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

Noted.

7 ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT

The Meeting ended at 7.46 pm

CHAIRMAN: _____

DATE _____

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City of Westminster

Standards Committee

Date: 15 March 2018

Classification: For General Release

Title: Member Complaints – Annual Report and Response to Consultation on Standards in Public Life

Report of: Director of Law

Financial Summary: There are no financial implications

Report Author: Mick Steward
Contact Details: Head of Committee and Governance Services
Tel: 020 7641 3134;
msteward@westminster.gov.uk

1. Executive Summary

- 1.1 This report is the Annual report to the Committee setting out, in summary, details of 2 complaints against members of the Council. The report also advises the Committee of a consultation being undertaken by the Committee on Standards in Public Life.

2. Recommendations

- 2.1 That the Council's "Arrangements for dealing with complaints alleging a breach of the Members' Code of Conduct" be amended as shown in paragraph 3.2 and paragraph 4.3 (8) of Appendix 1.
- 2.2 That the Committee discuss the questions asked by the Committee on Standards in Public Life in Appendix 2 set out for ease in Appendix 3 and provide any comments for a reply to the consultation which will be co-ordinated by the Director of Law in consultation with the Chairman.

3. Ethical governance at Member-level

- 3.1 Over the past twelve months the Monitoring Officer has received three complaints about Member conduct. One of the complaints was service related and so not pursued for investigation whilst, at the time of writing, another complaint is being considered as to whether it merits investigation. The third complaint was received on 1 March 2018 and is being considered by the Monitoring Officer.

- 3.2 One of the complaints which the Monitoring Officer is currently considering does however raise a concern with regards to the Council's "Arrangements for dealing with complaints alleging a breach of the Members' Code of Conduct" ("Arrangements"). This report therefore recommends that where it is alleged that a member has displayed bullying and intimidating behaviour the time limit should be extended to 6 months. This is because the if there is an allegation of a pattern of bullying, harassment, and/or intimidation then it can take time for complainants to come forward and it is likely to be very difficult to investigate such a complaint over a period of 3 months when patterns of eg bullying can often occur over a longer period of time. It is therefore proposed that the Arrangements are amended as follows:

"The complaint has been received within 3 months of the alleged failure to comply with the Code unless i) there are exceptional circumstances for the delay and the delay does not mean that it would be difficult for a fair investigation to be carried out or ii) the complaint concerns a pattern of bullying, harassment or intimidation, in such circumstances the time limit could be extended to 6 months;"

- 3.3 It is important to state that the proposal to amend the Arrangements is not to be regarded in any way as an indication that there has been some wrongdoing by any member since the allegation is still being considered.

4. Review of ethical standards in local government

- 4.1 The Committee on Standards in Public Life is undertaking a review of ethical standards in local government and has launched a consultation – See Appendix 2.

The terms of reference for the review are to examine the structures, processes and practices in local government in England for:

- maintaining codes of conduct for local councillors
- investigating alleged breaches fairly and with due process
- enforcing codes and imposing sanctions for misconduct
- declaring interests and managing conflicts of interest; and
- whistleblowing

And to:

- assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government
- make any recommendations for how they can be improved
- note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation

- 4.2 All Members will be invited to comment and these and the Committee's comments will form the basis of the response sent on behalf of the Committee (see recommendation 2.3) The Independent Persons will also be asked to contribute their comments who may in turn make responses directly.
- 4.3 The questions, asked in the consultation, are listed in Appendix 3. This is the first time that there has been a significant review of ethical governance in local authorities since the implementation of the provisions on the Localism Act 2011 in July 2012. Ethical governance in Councils and in other public authorities is clearly a matter of significant public interest and, therefore, the consultation by the Committee on Standards in Public Life is timely and it is important that the Standards Committee should consider the questions posed and lead on the Council's response. The full consultation paper is set out in Appendix 2.
- 4.4 Once the Committee on Standards in Public Life has concluded its review and made recommendations the Committee will be asked to consider those recommendations and to propose any changes to the Code.
- 4.5 For the Committee's information and to assist discussion the Members Code of Conduct is attached as Appendix 4.
- 5. Financial Implications: None.**
- 6. Legal Implications**
- 6.1 Under Section 28 of the Localism Act 2011, the Council must have in place "arrangements" under which allegations that a member or co-opted member of the Council, or of a Committee or Sub-Committee of the Council, has failed to comply with Code of Conduct can be investigated and decisions made on such allegations. These arrangements are attached at Appendix 1.

**If you have any queries about this report please contact:
Mick Steward, Head of Committee and Governance Services,
Tel: 020 7641 3134
Email: msteward@westminster.gov.uk**

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Westminster City Council
Arrangements for dealing with complaints alleging a breach of the
Members' Code of Conduct

1. Context

- 1.1 Under Section 28 of the Localism Act 2011, the Council must have in place "arrangements" under which allegations that a member or co-opted member of the Council, or of a Committee or Sub-Committee of the Council, has failed to comply with Code of Conduct can be investigated and decisions made on such allegations.
- 1.2 These "Arrangements" set out how you may make a complaint that an elected or co-opted member of Westminster City Council ("the Council") has failed to comply with the Members' Code of Conduct ("the Code") and sets out how the Council will deal with allegations of a failure to comply with the Code.
- 1.3 Such arrangements must provide for the Council to appoint at least one Independent Person, whose views must be sought by the Council before it takes a decision on an allegation which it has decided shall be investigated, and whose views can be sought by the Council at any other stage, or by a member or co-opted member against whom an allegation has been made.

2. The Code

- 2.1 The Code adopted by the Council is on the Council's website and paper copies can be requested from Council, Cabinet and Committee Services, 15th Floor, City Hall, 64 Victoria Street, Victoria, SW1E 6QP.

3. Making a complaint

- 3.1 If you wish to make a complaint, please complete a copy of the complaint form, available on the Council's website or on request from Council, Cabinet and Committee Services, and send or email it to:

The Monitoring Officer
Legal and Democratic
Services 64 Victoria Street
Victoria
London SW1E 6QP

Or email the Head of Council, Cabinet and Committee Services Mick Steward: msteward@westminster.gov.uk

- 3.2 The Monitoring Officer is a senior officer of the Council who has statutory responsibility for maintaining the register of members' interests and who is responsible for administering these arrangements.
- 3.3 Please provide all the details requested on the complaint form. If you want to keep your name and address confidential, please indicate this in the space provided on the complaint form. The Monitoring Officer will consider your request but in the interests of fairness the presumption is that the member concerned is entitled to know who has made the complaint. If, in exceptional circumstances, your request is granted we will not disclose your name and address to the Member against whom you make the complaint, without your prior consent.
- 3.4 The Council will not investigate anonymous complaints unless the Monitoring Officer considers that there is a strong and clear public interest in doing so.
- 3.5 The Monitoring Officer will acknowledge receipt of your complaint within 5 working days of receiving it and will keep you informed of the progress of your complaint.

4. Will your complaint be investigated?

- 4.1 The Monitoring Officer will consider each complaint received and will decide, on the basis of the information set out in the complaint form or submitted with the complaint, whether it merits formal investigation. Whilst complainants must be confident that complaints are taken seriously and dealt with appropriately, investigating a complaint involves spending public money as well as the cost of officer and Member time. The Council, therefore, takes a proportionate approach to the issue of whether or not a complaint merits investigation bearing in mind the sanctions which can be imposed, if a Member is found to be in breach of the Code, and the costs to the Council and, therefore, to the public of undertaking an investigation. The performance of Members in terms of how they represent those in their wards, is ultimately a matter for the electorate if a Member seeks re-election.
- 4.2 A complaint will only be considered to merit formal investigation if it complies with all the criteria in paragraph 4.3 or one or more of the criteria in paragraph 4.4. The Monitoring Officer will consult the Independent Person before coming to a final decision as to whether

or not a complaint which meets the relevant criteria should be investigated.

4.3 The relevant criteria referred to in paragraph 4.2 are:

- a) The complaint raises matters which would be a breach of the Code;
- b) The complaint is sufficiently serious to warrant investigation;
- c) The complaint is not "tit-for-tat";
- d) The complaint appears not to be politically motivated;
- e) It is about someone who is still a Member or co-opted member of the Council;
- f) The complaint has been received within 3 months of the alleged failure to comply with the Code unless i) there are exceptional circumstances for the delay and the delay does not mean that it would be difficult for a fair investigation to be carried out or ii) the complaint concerns a pattern of bullying, harassment or intimidation, in such circumstances the time limit could be extended to 6 months;
- g) The same, or similar, complaint has not already been investigated;
- h) It is not an anonymous complaint, unless it includes sufficient documentary evidence to show a significant breach of the Code;
- i) The Member complained about has not already apologised and/or admitted making an error; and
- j) If the complaint reveals a criminal offence and a complaint has been made to the police, the police investigation and any proceedings have concluded or the police have confirmed no proceedings will be issued.

4.4 The relevant criteria referred to in paragraph 4.2 are:

- a) The complaint reveals a continuing pattern of behaviour that is significantly and unreasonably disrupting the business of the Council and there is no other avenue left to deal with it other than by way of an investigation; or

- b) The complaint is made by the Chief Executive or the Monitoring Officer
- 4.5 This decision will normally be taken within 28 working days of receipt of your complaint. The Monitoring Officer will inform you of his/her decision and the reasons for that decision.
- 4.6 In appropriate cases, where the Monitoring Officer has decided in accordance with the criteria set out above, that a complaint would merit investigation the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. Such informal resolution may involve the Member accepting that his/her conduct was in breach of the code and offering an apology, or other remedial action such as correcting the Register of Interests. Where the Member makes a reasonable offer of informal resolution, but you are not willing to accept the offer, the Monitoring Officer will take account of this in deciding whether the complaint should be investigated.
- 4.7 Where the Monitoring Officer considers that the complaint should not be investigated further, he/she shall advise the complainant that they are entitled to appeal the decision. The Chief Executive will consider any appeal in consultation with an independent person.

5 How is the investigation conducted?

- 5.1 If the Monitoring Officer decides that a complaint merits investigation, he/she may conduct the investigation but will normally appoint an investigating officer, who may be another senior officer of the Council, an officer of another Council or an external investigator ("the Investigating Officer"). The Investigating Officer will decide whether he/she needs to meet or speak to you to understand the detail of your complaint and so that you can explain your understanding of events and suggest what documents need to be seen, and who needs to be interviewed.
- 5.2 The Investigating Officer will normally write to the Member against whom you have complained and provide him/her with a copy of your complaint, and ask the Member to provide his/her explanation of events, and to identify what documents he needs to see and who he needs to interview.
- 5.3 In exceptional cases, where the Monitoring Officer has decided to keep your identity confidential your name and address will be deleted from the papers given to the Member.

- 5.4 Prior to concluding the investigation the investigating Officer will discuss the matter with the Independent Person. At the end of his/her investigation, the Investigating Officer will produce a draft report ("the Investigation Report") and will send copies of that draft report, in confidence, to you and to the Member concerned, to give you both an opportunity to correct any factual inaccuracies.
- 5.5 Having received and taken account of any comments which you may make on the draft Investigation Report, the Investigating Officer will send his/her final report to the Monitoring Officer who will then arrange for the Standards Committee to consider the complaint.
- 5.6 The Standards Committee will consider the Investigation Report, the written opinion of the Independent Person and any written representations from the Member concerned before deciding whether the Member has failed to comply with the Code and, if so, whether to take any action in respect of the Member.

What happens at the Standards Committee hearing where the Investigation Report will be considered?

- 6.1 The meeting will be held in public so you may attend the meeting as can other members of the public. There may be occasions where the Investigating Officer and/or the Member consider that there are reasons why the meeting should exclude the press and public. In such circumstances representations will be invited to enable the Committee to make a determination at the outset of the meeting. The Committee will usually consider the matters on the papers but, in exceptional cases, the Member may be permitted by the Committee to make representations on his or her own behalf, although he or she will not be entitled to be represented by a solicitor or other legal representative.
- 6.2 The Committee, with the benefit of any advice from the Independent Person, may conclude that the Member did not fail to comply with the Code, and dismiss the complaint. If the Committee concludes that the Member did fail to comply with the Code, the Chairman will inform those present at the meeting of this finding and the Committee will then consider what action, if any, the Committee should take as a result of the Member's failure to comply with the Code. In doing this, the Committee may give the Member an opportunity to make representations but will consider any written representations from the Member and take into account the views of the Independent Person, before deciding what action, if any, to take in respect of the matter.

7 What action can the Standards Committee take where a Member has failed to comply with the Code of Conduct?

The Committee may choose to take one or more of the following actions:-

- Censure the Member;
- Report its findings to a meeting of the Council for information;
- Recommend to the Council that the Member be issued with a formal censure;
- Recommend to the Member's Group Leader that he/she be removed from any or all Committees or Sub-Committees of the Council;
- Recommend to the Leader of the Council that the Member be removed from the Cabinet, or removed from particular Portfolio responsibilities.

8 What happens at the end of the hearing?

- 8.1 At the end of the hearing, the Chairman will announce the decision of the Committee as to whether the Member failed to comply with the Code and as to any sanctions imposed.
- 8.2 As soon as reasonably practicable thereafter, the Monitoring Officer will write to you and the Member concerned confirming the decisions taken.

9. Appeals

- 9.1 There is no right of appeal against the decision of the Standards Committee for you as complainant. If you feel that the Council has failed to deal with your complaint properly and that this failure has caused you injustice, you may make a complaint to the Local Government Ombudsman.
- 9.2 However if it is resolved that the Member has breached the Code, the Member will have an opportunity to appeal against the decision by advising the Monitoring Officer in writing within 14 days of the Committee meeting. The Member will be required to detail the grounds upon which an appeal is sought.

9.3 Upon receipt of notification of appeal the Monitoring Officer will consult an Independent Person for their views. The Monitoring Officer will forward a report detailing the allegations, views of the Independent Person and the findings of the investigation to a second Standards Committee who will determine the appeal case. This Committee will comprise of different membership to that of the first Committee.

10 What are the responsibilities of the Standards Committee?

10.1 The Standards Committee is charged with considering those written complaints, that a Member or co-opted Member has failed to comply with the Code, referred to it following an investigation of the complaint. The Committee may decide to impose a sanction if it finds that the Member has failed to comply with the Code.

11 Who is the Independent Person?

11.1 The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post, and has been appointed by the Council. There a number of statutory restrictions on who may be appointed. For example, a person cannot be appointed as an independent person if he or she is, or has been within the past 5 years, a Member, co-opted Member or officer of the Council.

11.2 The Independent Person may be invited to attend meetings of the Committee and their views are sought and taken into consideration before the Committee takes any decision on whether the Member's conduct constitutes a failure to comply with the Code and as to any action to be taken following a finding of failure to comply with the Code.

11.3 The Council has 3 Independent Persons (1 currently vacant) who are invited to meetings of the Standards Committee.

12 Revision of these arrangements

12.1 The Council may by resolution agree to amend these arrangements.

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LOCAL GOVERNMENT ETHICAL STANDARDS: COMMITTEE CALL FOR EVIDENCE

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Review of Local Government Ethical Standards: Stakeholder Consultation

The Committee on Standards in Public Life is undertaking a review of local government ethical standards.

Robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government.

As part of this review, the Committee is holding a public stakeholder consultation. The consultation is open from 12:00 on Monday 29 January 2018 and closes at 17:00 on Friday 18 May 2018.

Terms of reference

The terms of reference for the review are to:

1. Examine the structures, processes and practices in local government in England for:
 - a. Maintaining codes of conduct for local councillors;
 - b. Investigating alleged breaches fairly and with due process;
 - c. Enforcing codes and imposing sanctions for misconduct;
 - d. Declaring interests and managing conflicts of interest; and
 - e. Whistleblowing.
2. Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government;
3. Make any recommendations for how they can be improved; and
4. Note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.

The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities (including Metro Mayors) and the Greater London Authority (including the Mayor of London).

Local government ethical standards are a devolved issue. The Committee's remit does not enable it to consider ethical standards issues in devolved nations in the UK except with the agreement of the relevant devolved administrations. However, we welcome any evidence relating to local government ethical standards in the devolved nations of the UK, particularly examples of best practice, for comparative purposes.

Submissions will be published online alongside our final report, with any contact information (for example, email addresses) removed.

Consultation questions

The Committee invites responses to the following consultation questions.

Please note that not all questions will be relevant to all respondents and that submissions do not need to respond to every question. Respondents may wish to give evidence about only one local authority, several local authorities, or local government in England as a whole.

Please do let us know whether your evidence is specific to one particular authority or is a more general comment on local government in England.

Whilst we understand submissions may be grounded in personal experience, please note that the review is not an opportunity to have specific grievances considered.

- a. Are the existing structures, processes and practices in place working to ensure high standards of conduct by local councillors? If not, please say why.
- b. What, if any, are the most significant gaps in the current ethical standards regime for local government?

Codes of conduct

- c. Are local authority adopted codes of conduct for councillors clear and easily understood? Do the codes cover an appropriate range of behaviours? What examples of good practice, including induction processes, exist?
- d. A local authority has a statutory duty to ensure that its adopted code of conduct for councillors is consistent with the Seven Principles of Public Life and that it includes appropriate provision (as decided by the local authority) for registering and declaring councillors' interests. Are these requirements appropriate as they stand? If not, please say why.

Investigations and decisions on allegations

- e. Are allegations of councillor misconduct investigated and decided fairly and with due process?
 - i. What processes do local authorities have in place for investigating and deciding upon allegations? Do these processes meet requirements for due process? Should any additional safeguards be put in place to ensure due process?
 - ii. Is the current requirement that the views of an Independent Person must be sought and taken into account before deciding on an allegation sufficient to ensure the objectivity and fairness of the decision process? Should this requirement be strengthened? If so, how?
 - iii. Monitoring Officers are often involved in the process of investigating and deciding upon code breaches. Could Monitoring Officers be subject to conflicts of interest or undue pressure when doing so? How could Monitoring Officers be protected from this risk?

Sanctions

- f. Are existing sanctions for councillor misconduct sufficient?
 - i. What sanctions do local authorities use when councillors are found to have breached the code of conduct? Are these sanctions sufficient to deter breaches and, where relevant, to enforce compliance?

- ii. Should local authorities be given the ability to use additional sanctions? If so, what should these be?

Declaring interests and conflicts of interest

- g. Are existing arrangements to declare councillors' interests and manage conflicts of interest satisfactory? If not please say why.
 - i. A local councillor is under a legal duty to register any pecuniary interests (or those of their spouse or partner), and cannot participate in discussion or votes that engage a disclosable pecuniary interest, nor take any further steps in relation to that matter, although local authorities can grant dispensations under certain circumstances. Are these statutory duties appropriate as they stand?
 - ii. What arrangements do local authorities have in place to declare councillors' interests, and manage conflicts of interest that go beyond the statutory requirements? Are these satisfactory? If not, please say why.

Whistleblowing

- h. What arrangements are in place for whistleblowing, by the public, councillors, and officials? Are these satisfactory?

Improving standards

- i. What steps could *local authorities* take to improve local government ethical standards?
- j. What steps could *central government* take to improve local government ethical standards?

Intimidation of local councillors

- k. What is the nature, scale, and extent of intimidation towards local councillors?
 - i. What measures could be put in place to prevent and address this intimidation?

Who can respond?

Anyone with an interest may make a submission. The Committee welcomes submissions from members of the public.

However, the consultation is aimed particularly at the following stakeholders, both individually and corporately:

- Local authorities and standards committees;
- Local authority members (for example, Parish Councillors, District Councillors);
- Local authority officials (for example, Monitoring Officers);
- Think tanks with an interest or expertise in local government;
- Academics with interest or expertise in local government; and
- Representative bodies or groups related to local government.

How to make a submission

Submissions can be sent either in electronic format or in hard copy.

Submissions must:

- State clearly who the submission is from, i.e. whether from yourself or sent on behalf of an organisation;
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence;
- Be in doc, docx, rtf, txt, ooxml or odt format, not PDF;
- Be concise – we recommend no more than 2,000 words in length; and
- Contain a contact email address if you are submitting by email.

Submissions should:

- Have numbered paragraphs; and
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.

It would be helpful if your submission included any factual information you have to offer from which the Committee might be able to draw conclusions, and any recommendations for action which you would like the Committee to consider.

The Committee may choose not to accept a submission as evidence, or not to publish a submission even if it is accepted as evidence. This may occur where a submission is very long or contains material which is inappropriate.

Submissions sent to the Committee after the deadline of 17:00 on Friday 18 May 2018 may not be considered.

Submissions can be sent:

1. Via email to: public@public-standards.gov.uk
2. Via post to:
Review of Local Government Ethical Standards
Committee on Standards in Public Life
GC:07
1 Horse Guards Road
London
SW1A 2HQ

If you have any questions, please contact the Committee's Secretariat by email (public@public-standards.gov.uk) or phone (0207 271 2948).

APPENDIX 3

Review of Local Government Ethical Standards: Stakeholder Consultation

- a. Are the existing structures, processes and practices in place working to ensure high standards of conduct by local councillors? If not, please say why.
- b. What, if any, are the most significant gaps in the current ethical standards regime for local government?

Codes of Conduct

- c. Are local authority adopted codes of conduct for councillors clear and easily understood? Do the codes cover an appropriate range of behaviours? What examples of good practice, including induction processes, exist?
- d. A local authority has a statutory duty to ensure that its adopted code of conduct for councillors is consistent with the Seven Principles of Public Life and that it includes appropriate provision (as decided by the local authority) for registering and declaring councillors' interests. Are these requirements appropriate as they stand? If not, please say why.

Investigations and decisions on allegations

- e. Are allegations of councillor misconduct investigated and decided fairly and with due process?
 - (i) What processes do local authorities have in place for investigating and deciding upon allegations? Do these processes meet requirements for due process? Should any additional safeguards be put in place to ensure due process?
 - (ii) Is the current requirement that the views of an Independent Person must be sought and taken into account before deciding on an allegation sufficient to ensure the objectivity and fairness of the decision process? Should this requirement be strengthened? If so, how?
 - (iii) Monitoring Officers are often involved in the process of investigating and deciding upon code breaches. Could Monitoring Officers be subject to conflicts of interest or undue pressure when doing so? How could Monitoring Officers be protected from this risk?

Sanctions

- f. Are existing sanctions for councillor misconduct sufficient?
 - (i) What sanctions do local authorities use when councillors are found to have breached the code of conduct? Are these sanctions sufficient to deter breaches and, where relevant, to enforce compliance?

- (ii) Should local authorities be given the ability to use additional sanctions? If so, what should these be?

Declaring interests and conflicts of interest

- g. Are existing arrangements to declare councillors' interests and manage conflicts of interest satisfactory? If not, please say why.
 - (i) A local councillor is under a legal duty to register any pecuniary interests (or those of their spouse or partner) and cannot participate in discussion or votes that engage a disclosable pecuniary interest, nor take any further steps in relation to that matter, although local authorities can grant dispensations under certain circumstances. Are these statutory duties appropriate as they stand?
 - (ii) What arrangements do local authorities have in place to declare councillors' interests and manage conflicts of interest that go beyond the statutory requirements? Are these satisfactory? If not, please say why.

Whistleblowing

- h. What arrangements are in place for whistleblowing, by the public, councillors, and officials? Are these satisfactory?

Improving Standards

- i. What steps could local authorities take to improve local government ethical standards?
- j. What steps could central government take to improve local government ethical standards?

Intimidation of local councillors

- k. What is the nature, scale and extent of intimidation towards local Councillors?
 - (i) What measures could be put in place to prevent and address this intimidation?

Westminster City Council - Members' Code of Conduct

1. Application

This Code of Conduct applies to Members and Co-opted Members whenever they are acting in a capacity as a Member or Co-opted Member of the City Council. The definitions in Appendices 1 and 2 apply to this Code. This Code is consistent with the Nolan Principles as explained in Appendix 3.

2. General Conduct

Members must comply with the following standards of conduct/behaviour.

- 2.1 To act solely in the public interest and never to improperly confer or seek to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, friends or close associates.
- 2.2 Not to place themselves under a financial or other obligation to any individual or organisation that might seek to influence them in the performance of their official duties.
- 2.3 To make all decisions on merit when carrying out public duties, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits.
- 2.4 To be accountable for their decisions to the public and to co-operate fully with whatever scrutiny is required.
- 2.5 To be open and as transparent as possible about decisions and actions and the decisions and actions of the City Council and to give reasons for those decisions and actions
- 2.6 To register and declare any disclosable pecuniary interests and to declare non-disclosable pecuniary interests and non-pecuniary interests, as set out in this Code.
- 2.7 When using or authorising the use by others of the resources of the City Council, to ensure that such resources are not used improperly for political purposes (including party political purposes) and to have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 2.8 To behave in accordance with all legal obligations, alongside any requirements contained within the City Council's policies, protocols and procedures, including on the use of the Council's resources and dealing with confidential information appropriately.
- 2.9 To value and respect colleagues, staff, partners and the public, engaging with them in an appropriate manner that underpins the mutual respect between them that is essential to good local government, and not to act in a manner that could be deemed to be bullying, harassment or intimidation.

2.10 To promote and support high standards of conduct through leadership and by example.

3. Disclosable Pecuniary Interests

3.1 Members must

- a) comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which they have a disclosable pecuniary interest, as defined in Appendix 2.
- b) ensure their register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of their disclosable pecuniary interests.
- c) make an oral declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which they are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

3.2 “Meeting” means any meeting, either formal or informal, organised by or on behalf of the City Council.

3.3 It is a criminal offence for a Member to:

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- 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 they have disclosed to a meeting
- Participate in any discussion or vote on a matter in which they have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, to fail to notify the Monitoring Officer within 28 days of the interest.
- To knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

3.4 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.

4. Other Interests

- 4.1 In addition to the requirements of Section 3, if Members attend a meeting at which any item of business is to be considered and they are aware that they have a “non-disclosable pecuniary interest” or a “non-pecuniary interest” in that item, they must make an oral declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 4.2 Members have a “non-disclosable pecuniary interest” or a “non-pecuniary interest” in an item of business of the City Council where –
- 4.2.1 a decision in relation to an item of that business might reasonably be regarded as affecting their well-being or financial standing or that of a member of their family, or a person with whom they have a close association, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward for which they have been elected, or
- 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in Appendix 1 of this Code but in respect of a member of the Member’s family (other than a “relevant person”) or a person with whom they have a close association.

5. Gifts and Hospitality

- 5.1 Members must, within 28 days of receipt, notify or arrange for the Monitoring Officer to be notified in writing of any gift, benefit or hospitality with a value in excess of £25 which they have accepted as a Member from any person or body other than the City Council.
- 5.2 The Monitoring Officer will place the contents of the notification on the register of interests of the relevant Member.
- 5.3 Where the Monitoring Officer is of the view that such gift or hospitality is clearly below £25 in value they may decline to include this on the register.

6. Sensitive Interests

- 6.1 In cases where they have an interest and the nature of the interest is such that the Member and Monitoring Officer both consider that disclosure of the details of the interest could lead to the Member or a person connected with the Member being subject to violence or intimidation:
- the register of interests will not include details of the interest but may state that the Member has an interest about which details have been withheld and

- where required by this Code to declare the interest at a meeting, the Member may only be required to declare the fact that s/he has an interest in the matter.

7. Dispensations from the Restriction from Participating and Voting in Meetings

- 7.1 This provision applies to a situation where a Member or Members have an interest, which prevents them from taking part in a decision but they feel they ought to be able to participate or that it is necessary to allow them to participate in the interests of proper decision making, as explained below.
- 7.2 One or more Members may apply for a dispensation from the requirement not to participate in or vote in respect of a matter at a meeting by written request to the Monitoring Officer, so that they are able to participate in respect of that matter at the meeting.
- 7.3 The Monitoring Officer (or in his/her absence the Deputy Monitoring Officer) may agree the dispensation on behalf of the City Council, where s/he considers, after having had regard to all relevant circumstances such as follows:
- 7.3.1 that without the dispensation the number of persons prohibited by section 31(4) of the Act from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
- 7.3.2 that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
- 7.3.3 that granting the dispensation would be in the interests of persons living in the Council's area,
- 7.3.4 that without the dispensation each member of the Cabinet would be prohibited by section 31(4) of the Act from participating in any particular business to be transacted by the Cabinet , or
- 7.3.5 that it is otherwise appropriate to grant a dispensation.
- 7.4 If granted the dispensation will be granted by the Monitoring Officer in writing and citing the ground or grounds on which it is agreed and it will be published on the Council's website within 7 days of the decision.
- 7.5 The dispensation must be for a fixed time not exceeding a period beyond the next City Council elections and will normally cover only a specific matter or meeting.

- 7.6 A Member may seek a review of the Monitoring Officer's decision not to grant a dispensation to the Standards Committee. The Monitoring Officer may choose to refer any application for dispensation to the Standards Committee and may, in doing so, consult one of the Council's Independent Persons. The Monitoring Officer may also, if s/he chooses, consult one of the Council's Independent Persons prior to granting a dispensation referred to in 7.3 above.

APPENDIX 1

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable Pecuniary Interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 **as** either the interest of the Member or the interest of a relevant person **and** the Member is aware that the other person has an interest as follows-

<i>Interest</i>	<i>Prescribed Description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority- (a) Under which goods or services are to be provided or works are to be executed; and (b) Which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any license (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) (a) The landlord is the relevant authority; and (b) The tenant is a body in which the relevant person has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) That body (to M's knowledge) has a place of business or land in the area of the relevant authority (b) Either – (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

APPENDIX 2

Definitions

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“Non-Pecuniary interest” is an interest which is not pecuniary (as defined above) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon the Member’s judgement of the public interest;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX 3

The following principles, commonly known as the “Nolan Principles”, do not form part of the Code of Conduct but are included as an Appendix simply to remind Members of the ethical standards expected of public office holders.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

APPENDIX 4 - Declaring Interests Flowchart, Questions to ask yourself

Breaching those parts identified as a disclosable pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

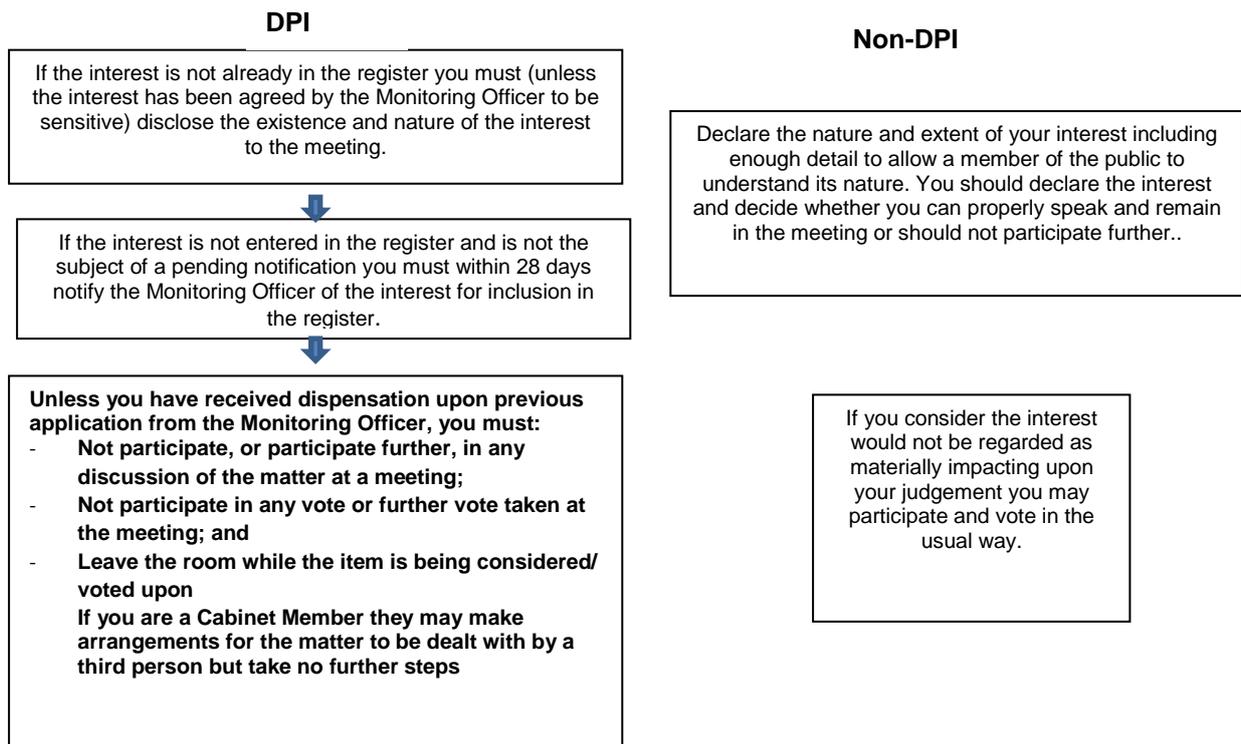
- Is your register of interests up to date?
- In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?
- Have you checked the register to ensure that they have been recorded correctly?

When should you declare an interest at a meeting?

<ul style="list-style-type: none"> • What matters are being discussed at the meeting ; or • If you are a Cabinet Member making decisions other than in Cabinet what matter is before you for single member decision?

<p>Does the business to be transacted at the meeting</p> <ul style="list-style-type: none"> • Relate to; or • Is likely to affect <p>any of your registered interests Disclosable Pecuniary Interests include your interests and those of:</p> <ul style="list-style-type: none"> • Your spouse or civil partner • A person you are living with as husband/wife or as a civil partner <p>where you are aware that this other person has the interest. Please seek advice from the Monitoring Officer about disclosable pecuniary interests.</p>

What is a non- disclosable pecuniary interest or a Non-Pecuniary Interest? – this is an interest which is not a disclosable pecuniary interest (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.



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City of Westminster

Standards Committee

Date: 15 March 2018

Classification: For General Release

Title: Recording of Member Training/Development

Report of: Head of Committee and Governance Services

Wards Involved: Not applicable

Financial Summary: There are no financial implications

Report Author: Mick Steward

Contact Details: Head of Committee and Governance Services
Tel: 020 7641 3134;
msteward@westminster.gov.uk

1. Executive Summary

- 1.1 The Standards Committee have previously indicated that they wish there to be a public record of training undertaken by Members appropriate to their role as a Councillor.
- 1.2 This report sets out the proposal for this by adding the requirement to the Register of Member Interests as set out in this report.

2. Recommendations

- 2.1 That the Council be recommended to approve additions to Register of Interest form to be completed by all Members and Co-opted Members, as follows:

New Section 10 - Please list including dates where possible of all training undertaken to prepare you for your role as a Councillor or to develop her in this role.

3. Background Information

- 3.1 The Committee is already aware of and has inputted into the Member Development Programme. The Committee has indicated that it wishes to have recorded details of training and development undertaken by Members. It is suggested including this as an additional section of the Register of Interest form is the best way of capturing this information given the existing requirement to keep this up-to-date and that the form is already in the public domain.

- 3.2 The form, updated as proposed together with the associated notes also updated are attached.
4. **Financial Implications:** None.
5. **Legal Implications**
- 5.1 Sections 1 to 4 of the form provide for the statutory requirements for disclosure.

**If you have any queries about this report please contact:
Mick Steward, Head of Committee and Governance Services,
Tel: 020 7641 3134
Email: msteward@westminster.gov.uk**



City of Westminster

REGISTER OF MEMBERS' INTERESTS

GUIDANCE NOTE TO MEMBERS

This guidance is issued to assist Members and Co-opted Members in completion of their notice of Members' interests. Please read this guidance in conjunction with the Register of Members' Interest form.

Notification of Interests:

You must, within 28 days of becoming aware of any new interest or change to any interest already registered, notify the Monitoring Officer in writing of the details of that new interest or change.

Interests of your spouse or partner:

Please note that in addition to yourself you must also declare all interests falling within categories 1 – 7 as they apply to:

- (i) Your spouse or civil partner;
- (ii) a person with whom you are living as husband and wife; or
- (iii) a person with whom you are living as if you were civil partners.

Sensitive Interests:

Please note that if the nature of an interest which you must declare is such that yourself and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation (i.e. a 'sensitive interest'), copies of the register that are made available for inspection, and any published version of the register, will not include details of the interest (but may state that you have an interest the details of which are withheld).

If you have any queries regarding your Register of Members' Interests form or any wider concerns regarding your interests as a City of Westminster Councillor please contact:

Tasnim Shawkat, Monitoring Officer and Director of Law

Email: Tasnim.Shawkat@lbhf.gov.uk

Tel: 020 8753 2700

CATEGORY 1 – EMPLOYMENT/BUSINESS

You should show every type of employment, office, trade, profession or vocation that you carry out or would declare for income tax purposes.

You should include the name of your employer, the name of any firm of which you are a partner, and the name of any company of which you are a remunerated director.

CATEGORY 2 – SPONSORSHIP

You should include 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 you incur in the carrying out of your duties as a Member or towards your 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.

CATEGORY 3 - CONTRACTS

You should describe all contracts made between you (or a body in which you have a beneficial interest) and the City Council:

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

You need not say what the exact financial arrangements are, but should say for how long the contract is.

CATEGORY 4 – LAND/LICENCES

This refers to any beneficial interest in land which is within the area of the City Council (that is, in which you have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it.

If you live in Westminster you should include your home under this heading as owner, lessee, or tenant. You should also include any property from which you receive rent, or of which you are the mortgagee.

You should include land in the City of Westminster which you have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should give the address or a brief description to identify it.

CATEGORY 5 – CORPORATE TENANCIES

You should list any tenancies of property of which you are aware where the landlord is the City Council, and the tenant is either a body in which you have a beneficial interest.

CATEGORY 6 – SECURITIES

Any beneficial interest in securities of a body where:

- (a) That body to your knowledge has a place of business or land in the area of the City Council; and either
 - (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.

CATEGORY 7 – GIFTS AND HOSPITALITY

You must, **within 28 days of receipt**, notify the City Council's Monitoring Officer (Head of Legal and Democratic Services) 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.

Please do not record items which are clearly less than £25.

CATEGORY 8 – COUNCIL REPRESENTATIVE

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.

CATEGORY 9 – OTHER DECLARABLE BODIES

Any body:

- (a) exercising functions of a public nature;

Here you should list any public authority or body exercising functions of a public nature of which you are a member. You should include details of any body exercising such function even if the main function of the body is for some other purpose.

- (b) directed to charitable purposes

Here you should list any company, industrial and provident society(s), charity or body directed to charitable purposes of which you are a member. This includes Freemasons, Round Table, Rotary etc and any similar body who carries out a charitable function.

- (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a Member or in a position of general control or management.

CATEGORY 110– TRAINING

Please record, including date, all training undertaken by you in order to prepare you for your role as a Councillor or to develop you in this role.



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 the City of Westminster I declare that I will undertake to observe the Code as to the Conduct which is expected of members of Westminster City Council.

CATEGORY	INTEREST
<p>1. Employment</p> <p>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>(c) under which goods or services are to be provided or works are to be executed; and</p> <p>(d) 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> <p>(d) exercising functions of a public nature;</p> <p>(e) directed to charitable purposes, or</p> <p>(f) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</p> <p>of which you are a Member or in a position of general control or management.</p>	
<p>10. Training and Development</p> <p>Please list, including dates where possible, all training undertaken to prepare you for your role as a Councillor or to develop you in this role.</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.

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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**

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City of Westminster

Standards Committee

Date: 21 February 2018

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 follows the report of 21 November 2017 and outlines a small change to the May 2018 Member Induction Programme, proposed dates for diaries and next steps

2. Recommendations

2.1 That the Standards Committee note the report.

3. Changes to dates for induction sessions

3.1 The Committee is asked to note that due to a move of the Cabinet date from 9th to 2nd July it is proposed that the July dates for the induction sessions are as follows: 4th, 5th and 12th.

4. Proposed dates of sessions and content

4.1 Below is a table listing the dates which Members (and candidates) will be advised of before the elections, for their diaries.

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 (mandatory attendance)
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	
4 th , 7 th , 26 th 21 st , 27 th June	Induction evenings
4 th , 5 th , 12 th July	Induction evenings

- 4.2 At each of the June and July sessions above there will also be an IT drop in session for Members to discuss their IT needs. There is also consideration that these might be provided before Group meetings in May, and possibly before Full Council on 16 May.
- 4.3 As discussed at the Committee in November the June and July sessions will be run from 6-8.15pm, as per Appendix A; with the topics as listed in the appendix as suggested items to be covered.
5. **Next Steps**
- 5.1 EMT will be consulted about the content of the sessions taking into consideration the comments from the last Committee about frontline staff being involved and that the sessions should concentrate on how departments can help Members in their ward work.
- 5.2 After consultation with EMT and both Chief Whips final dates will be announced to all existing Councillors via email. These will also be announced via the WIB, the Whips and notes in Members’ Rooms.
- 5.3 The dates will also be included in the letters to all Nominated Persons once the Statement of Nominated Persons has been issued.

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

Internet health/cyber security

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	Internet Health
Topic 2	Housing (CityWest Homes)	Public Health	Economic Development	TBC	Governance	TBC	TBC

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Committee Report

Date:	15 March 2018
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.

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
15 March 2018	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat
5 July 2018	To be added	
November 2018	Update on Member Development Programme and Review of Induction Programme	Janis Best

Standards Committee Action Tracker

Item	Actions	Officer	Response	Progress
Member Development Programme - Update				
	An update on the development of the Member Development Programme to be reported to the Committee in November	Janis Best	See Report.	On-going
	A single database detailing all training provided to Cllrs be produced.	Janis Best	Under investigation.	On-going
	Record all training undertaken by Members relevant to their duties as Councillors	Mick Steward	This is the subject of a separate report on this agenda	
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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