



City of Westminster

Committee Agenda

Title: **Standards Committee**

Meeting Date: **Thursday 7th April, 2022**

Time: **6.30 pm**

Venue: **Rooms 18.01 & 18.03, 18th Floor, 64 Victoria Street, London, SW1E 6QP**

Members: **Councillors:**

Judith Warner (Chairman)
David Boothroyd
Ian Adams
Richard Beddoe
Louise Hyams
Patricia McAllister

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.

If you require any further information, please contact the Committee Officer, Tristan Fieldsend, Senior Committee and Councillor Co-ordinator.

**Email: tfieldsend@westminster.gov.uk; Tel: 07812 760 335
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

To note any changes to the membership.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any pecuniary interests or any other significant interest in matters on this agenda.

3. MINUTES

To approve the minutes of the meeting held on 4 November 2021 as a correct record of proceedings.

(Pages 3 - 6)

4. REVIEW OF THE MEMBER OFFICER PROTOCOL

Report of the Monitoring Officer.

(Pages 7 - 8)

5. BI-ANNUAL STANDARDS COMMITTEE REPORT

Report of the Monitoring Officer.

(Pages 9 - 26)

6. WORK PROGRAMME

(Pages 27 - 32)

Stuart Love
Chief Executive
30 March 2022



CITY OF WESTMINSTER

MINUTES

Standards Committee

MINUTES OF PROCEEDINGS

Minutes of a virtual meeting of the **Standards Committee** held on Thursday 4 November 2021.

Members Present: Councillors Judith Warner (Chairman), Ian Adams, David Boothroyd, Louise Hyams, Patricia McAllister and Karen Scarborough

Apologies for Absence: Councillor Richard Beddoe and Asif Ibal MBE and Shajad Hussain (Independent Persons)

Also Present: Councillor Rachael Robathan and Elizabeth Walters (Independent Persons)

1 MEMBERSHIP

- 1.1 It was noted that Councillor Karen Scarborough was substituting for Councillor Richard Beddoe.

2 DECLARATIONS OF INTEREST

- 2.1 There were none.

3 MINUTES

- 3.1 **RESOLVED:** That the minutes of the meeting held on 1 July 2021 be signed by the Chair as a correct record of the proceedings.

4 UPDATE FROM THE CHIEF EXECUTIVE

- 4.1 Stuart Love, Chief Executive, addressed the Committee on the recent review undertaken on the Marble Arch Mound project. The Committee noted that the review had been presented to the Business and Children's Policy and Scrutiny Committee following which five recommendations had been agreed. One of these recommendations requested that the Standards Committee be asked to prioritise a review of the Member Officer Protocol.

- 4.2 The Committee was informed that the aim of the review was to strengthen the roles of officers and members in giving and receiving clear and independent advice whilst ensuring they continued to work together to innovate. The review had established that there was no evidence of any issues across the Council, but the review presented a good opportunity to review the protocol with a view to ensuing good working relationships and governance across the organisation.
- 4.3 The importance of the protocol was stressed as it formed the basis for the training and coaching provided to senior officers. Therefore, if the Committee agreed to the review, a process of reconsulting officers and members on the protocol would be undertaken by the Leader and the Monitoring Officer to ensure there was engagement from all parties. With elections scheduled for 2022 it was felt that this was a good opportunity to remind people of the protocol and work with them to strengthen it.
- 4.4 The Committee discussed the importance of the protocol and welcomed a review. The importance of officers being able to provide clear, independent advice to all members and ensuring that members received this advice was stressed and the Committee agreed the review was an opportunity to assist in building these constructive working relationships.

RESOLVED:

That a review of the Member/Officer Protocol be prioritised with a view to strengthening the role of officers and members in giving and receiving clear and independent advice.

5 ANNUAL Q&A WITH THE LEADER OF THE COUNCIL ON ETHICAL STANDARDS

- 5.1 As part of its efforts to raise the profile of standards the Committee had agreed to invite the Leader of the Council to attend one of its meetings each year to answer questions on ethical standards.
- 5.2 The Chair welcomed Councillor Rachael Robathan, Leader of the Council, to the meeting. Committee members were invited to submit questions to Councillor Robathan on a range of ethical standards matters and the following areas were covered:
- Member/Officer Protocol – a review of the protocol was welcomed and was important in clearly defining the relationship between members and officers. It was essential that officers had the ability to challenge members and provide them with clear and independent advice. If an officer felt that advice was not being considered, then clear escalation procedures needed to be followed. It was also considered however that members should have the ability to robustly challenge officers, whilst respecting their integrity, and it was hoped the review would assist in ensuring there was a constructive officer/member working relationship.

- Member Addresses – It was recognised that members personal addresses were no longer publicly available on the Council’s website. The ability to withhold this information was considered important, especially in light of recent tragic events, as members often had to make decisions on very emotive areas. To address concerns over potential conflicts of interest a code of conduct was in place which all members had to adhere to, and this very clearly set out the standards expected of members and what their responsibilities were.
- Training – Members were required to attend a code of conduct training session usually conducted after an election. However, the suggestion that the training be delivered every year was welcomed along with the proposal to make it mandatory for all members.

5.3 The Chair thanked the Leader of the Council for attending the meeting. Councillor Robathan thanked the Committee for their work which she considered to be very important.

6 LOCAL GOVERNMENT ASSOCIATION MODEL CODE OF CONDUCT

6.1 Hazel Best, Monitoring Officer, provided the Committee with an update on the Local Government Association’s (LGA) model code of conduct. The Committee had considered the model code of conduct issued by the LGA in December 2020 and consequently made several amendments to the Council’s code of conduct. Following this the LGA had subsequently updated their code of conduct to rectify some minor issues identified and these were now being presented to the Committee for information.

6.2 Due to the minor nature of the changes the Committee noted that it was not proposed to undertake a review of the Council’s code of conduct, however the document would be kept under review and any future changes considered necessary brought to the Committee for approval.

RESOLVED:

That the changes to the LGA model code of conduct be noted.

7 ANNUAL UPDATE ON MEMBER COMPLAINTS

7.1 Hazel Best, Monitoring Officer, introduced the annual report which provided details of complaints against members of the Council between September 2020 to October 2021. It was confirmed that during this period seven complaints had been received. The Committee was provided with an overview of the nature of the complaints

7.2 The Committee was interested to note that two of the complaints related to one Councillor’s posts on social media and this had triggered the code of conduct training session held in June 2021 with a focus on social media training. It was confirmed that planning for the code of conduct training

session had commenced and was scheduled to be held following the 2022 local elections. Following the Committee's discussions earlier members were pleased to note that part of the training would involve a focus on the Member/Officer Protocol.

RESOLVED:

That the outcomes of the Members complaints referred to in the report be noted.

8. WORK PROGRAMME 2021-22 AND ACTION TRACKER

8.1 The Committee noted the 2021-22 Work Programme and was asked to consider any items they would like to come to future meetings.

8.2 Following discussions earlier the Committee agreed to include an item on the work programme relating to the review of the Member/Officer Protocol.

RESOLVED:

That the review of the Member/Officer Protocol be included on 2021-22 Work Programme.

The Meeting ended at 7.39 pm

CHAIRMAN: _____

DATE _____

 City of Westminster	Standards Committee
Meeting or Decision Maker:	Standards Committee
Date:	7 April 2022
Classification:	For General Release
Title:	Member/ Officer Protocol
Report of:	Hazel Best, Monitoring Officer

1. Executive Summary

- 1.1 This report is to update the Standards Committee on the review of Protocol on Member/ Officer relations. (Appendix 1)

2. Recommendations

- 2.1 To note the timetable for the review of the Protocol on Member/ Officer relations.
- 2.3 To provide feedback on the current Protocol on Member/ Officer relations

3. Background

- 3.1 The Chief Executive attended the Standards Committee on 27 October 2021 to say he supported a review of the Protocol on Member / Officer relations and asked for this to be overseen by the Standards Committee.
- 3.2 The members of the Standards Committee agreed to add this to their work programme.
- 3.3 Effective communication and collaborative working between Members and Officers is essential for good local government. Whilst it is important to recognise and take account of the different and distinct roles Members and Officers have, it is only by working together that good governance within a council is achieved. Essentially Members represent Members of the public,

provide leadership and direction to the Council and scrutinise service delivery. Officers implement the policies agreed by Members, organise and deliver services and provided unbiased, professional advice and support to Councillors. Members and Officers have a collective corporate responsibility, and both are bound by the Nolan principles.

- 3.4 It is also proposed that code of conduct training provided to Members includes the Protocol on Member and Officer relations and for all senior officers and new staff to receive briefings on how to work with Members.
- 3.5 The Interim Monitoring Officer and the Head of Governance and Councillor Liaison have attended a number of departmental officer meetings to obtain their feedback on the current protocol and to request feedback on how this could be updated/ amended. This is ongoing.
- 3.6 Views of Members via the party whips was made. This will be followed up after the local elections which will take place on 5 May. The views of Members can also be sought at the code of conduct training which will take place shortly after the local election.
- 3.7 A draft revised Protocol on Member and Officer relations will be presented to the Standards Committee on 7 April.

4 Financial Implications

- 4.1 There are no financial implications for this report.

5. Legal Implications

- 5.1 There are no specific legal implications arising from this report.

Appendix 1 [Protocol on Member/Officer Relations \(westminster.gov.uk\)](https://www.westminster.gov.uk)

If you have any queries about this report, please contact:
Hazel Best, Interim Monitoring Officer, Westminster City Council
Email hbest@westminster.gov.uk



City of Westminster

Standards Committee

Date:	7 April 2022
Classification:	For General Release
Title:	Bi-annual Standards Committee Report (March 2020-March 2022)
Report of:	Hazel Best, Monitoring Officer
Wards Involved:	Not applicable
Financial Summary:	There are no financial implications
Report Author and Contact Details:	Tristan Fieldsend, Senior Committee and Councillor Co-Ordinator Email: tfieldsend@westminster.gov.uk

1. Executive Summary

- 1.1 It is considered best practice for Council to receive an annual or a bi-annual report in relation to standards. The provision of such a report highlights the importance the Council places on the profile of ethical standards across the organisation and affords the opportunity to highlight areas of good practice and identify any requirements for improvement.
- 1.2 The Standards Committee Bi-annual report is attached at Appendix 1 to this covering report. The report sets out what the Committee has achieved over the last two years, the changes made to the Code of Conduct, a summary of the training sessions provided, and other work undertaken.

2. Recommendations

- 2.1 That the Standards Committee consider and comment on the draft Bi-annual report attached as Appendix 1.
- 2.2 That the Standards Committee recommend the Bi-annual report to full Council for discussion and noting.

3. Background Information

- 3.1 The Standards Committee agreed at a meeting on 11 July 2019 to produce a bi-annual report to publicise its work and highlight how it has responded to

changing regulation. The committee meets three to four times per year and therefore a bi-annual report was considered most appropriate.

4. Legal Implications

- 4.1 The principal statutory provisions relating to standards of conduct for Members are contained in the Localism Act 2011. Section 27(1) of the 2011 Act provides that the Council must promote and maintain high standards of conduct by Members and Co-opted Members of the authority.
- 4.2 Sections 27 and 28 of the Localism Act require the Council to adopt a Code of Conduct consistent with the Nolan principles of good governance and to appoint at least one Independent Person whose views must be sought and taken into account before the Council makes any decision about an alleged breach of the Code that has been investigated.

5. Other Implications

- 5.1 None.

**If you have any questions about this report, please contact
Tristan Fieldsend**

Email: tfieldsend@westminster.gov.uk

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

Appendix 1: Bi-annual Standards report – March 2020- March 2022



BI-ANNUAL STANDARDS COMMITTEE REPORT (MARCH 2020 TO MARCH 2022)

Contents

1. Achievements over the previous two years
2. What we did and the outcomes
3. Monitoring Officer/Support to the Committee
4. Independent Persons
5. Meetings
6. Terms of Reference
7. Membership of the Committee
8. The year ahead

Appendix 1: Member Training since May 2020

Introduction

This is the second Bi-annual report of the Standards Committee.

The document starts by setting out the key achievements of the Committee over the past two years.

It goes on to explain what the Committee considered at each meeting and the outcomes from them.

It then highlights the support provided to the committee and the Monitoring Officer by the councils Independent Persons.

It concludes by highlighting identified priority areas of work for the year ahead.

Key Achievements of the Committee during the period March 2020 to March 2022

The Committee's work programme has been severely disrupted during the period from March 2020 to March 2022 due to the Covid-19 pandemic. Despite this the Committee has continued to cover routine or regular items and this section sets out the Committee's achievements over and above its regular work.

- We **produced the first Bi-Annual Standards Committee** report highlighting the importance the Council places on the profile of ethical standards across the organisation and providing the opportunity to highlight areas of good practice and identify any requirements for improvement.
- We **provided a response** to the Local Government Association consultation on the review of the model code of conduct to ensure it continues to be fit for purpose, incorporating advances in technology, social media, case law and changes in legislation.
- We **responded to the Committee on Standards in Public Life (CSPL)** in regard to the Local Government Ethical Standards recommendations setting out all the best practice points which had been implemented as a benchmark of **good ethical practice**.
- We **continued to provide guidance** for members on training with regard to matters relating to the City Council's Code of Conduct and **introduced a requirement** for all Code of Conduct training to be mandatory for Members.
- We arranged for the previous annual **code of conduct training** to have a **focus on social media** to take place in response to lessons learnt.
- We **raised the profile** of standards through;
 - Taking the Bi-Annual Standards Committee report to Full Council.
 - Obtaining a commitment from the Leader of the Council to attend one of our meetings per year for a question and answer session on ethical standards.

Meetings - What we did and the Outcomes

10 March 2020

1. Bi-Annual Standards Committee Report

What did we consider?

We received the first Bi-Annual Standards Committee Report highlighting the importance the Council places on the profile of ethical standards across the organisation and highlighting areas of good practice and identifying any requirements for improvement.

Outcomes/Achievements

The report was recommended to and agreed by Full Council, which showed the emphasis the Council placed on the profile of ethical standards across the organisation.

2. Q&A with the Leader of the Council on Ethical Standards

What did we consider?

We heard from the Leader of the Council on Ethical Standards and submitted questions to her on a range of current issues.

Outcomes

We recommended that for the member development programme more advanced notice of training events be provided along with more visible and better information on the relevance of specific training. Discussions over the language used at Council meetings was also discussed with the need for robust political debate but done in a respectful manner.

3. Review of the Model Code of Conduct by the Local Government Association (LGA)

What did we consider?

Following a review undertaken by Committee on Standards in Public Life it was recommended the LGA should create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government.

Outcomes

We noted the timetable for the review to take place and provided comments for the Monitoring Officer to respond to the consultation on behalf of the Council.

19 October 2020

1. Update on the Review of the Model Code of Conduct by the Local Government Association (LGA)

What did we consider?

We considered a report providing an update on the Local Government Association's (LGA) consultation on a model code of conduct for members.

Outcome

We considered the timetable for the review and discussed the response provided to the LGA for their consideration which would assist them in developing a final draft of the proposed model code of conduct.

2. Response to Committee on Standards in Public Life on Progress Made on Best Practice Points Made in January 2019

What did we consider?

We received a report providing an update to the committee on the proposed response to the Committee on Standards in Public Life (CSPL) on the progress the Council has made in relation to implementing the best practice points.

Outcome

We noted the 26 recommendations and the 15 best practice points made by the CSPL and that the council already practiced many of the recommendations which did not require legislative changes as a matter of good practice.

We discussed the draft proposed response of the Monitoring Officer to the CSPL and provided comments in relation to implementing the best practice points.

3. Member Complaints – Annual Report

What did we consider?

We considered a report that summarised details of complaints against members of the council.

Outcome

We discussed the report and noted the outcomes of the complaints raised in the report.

8 April 2021

1. Local Government Association Model Code of Conduct

What did we consider?

An update was provided to the committee on the outcome of the LGA consultation on the Model Code of Conduct including a comparison between the LGA Model Code of Conduct and the council's existing Code of Conduct for Members.

Outcome

We discussed the differences between the two documents and provided responses on proposed changes to the existing Code of Conduct for Members. Consideration was also given to certain issues which required clarification from the LGA and these were set out in the report.

1 July 2021

1. Update on Code of Conduct Training for Members

What did we consider?

As part of its terms of reference, the role of advising, training or arranging to train Members and Co-opted Members on matters relating to the City Council's Code of Conduct for Members.

We noted the attendance of Members at the various Code of Conduct sessions which have been delivered since October 2018.

We were also provided with a list of all training provided by Members across wider topics which supported Members to carry out their roles and functions.

Outcome

It was recognised that whilst Code of Conduct training was mandatory for Members at the start of each electoral cycle, refresher sessions between these periods was not. We therefore agreed that not only would each Code of Conduct session for Members held after each electoral cycle be made mandatory but all annual refresher sessions held subsequently would also be mandatory. This would ensure attendance at these sessions whilst keeping Members abreast of the latest developments in this area. For example, on 3 June 2021 the Code of Conduct training session dealt with Members and social media.

4 November 2021

1. Local Government Association Model Code of Conduct

What did we consider?

We considered a report on the updated model code of conduct issued by the LGA and noted that the LGA will undertake an annual review of the guidance and the code to ensure it continues to be fit for purpose, incorporating advances in technology, social media, case law and changes in legislation.

Outcome

We noted that due to the minor nature of the changes it was not proposed to undertake a review of the Council's code of conduct, however the document would be kept under review and any future changes considered necessary brought to the Committee for approval.

2. Update from the Chief Executive

What did we consider?

We received an update from the Chief Executive on the recent review undertaken on the Marble Arch Mound project. We noted that the review had been presented to the Business and Children's Policy and Scrutiny Committee following which five recommendations had been agreed. One of these recommendations requested that the Standards Committee be asked to prioritise a review of the Member Officer Protocol.

Outcome

The Committee discussed the importance of the protocol and welcomed a review. The importance of officers being able to provide clear, independent advice to all members and ensuring that members received this advice was stressed and the Committee agreed the review was an opportunity to assist in building these constructive working relationships. We resolved that a review of the Member/Officer Protocol be prioritised with a view to strengthening the role of officers and members in giving and receiving clear and independent advice.

3. Q&A with the Leader of the Council on Ethical Standards

What did we consider?

We heard from the Leader of the Council on Ethical Standards and submitted questions to her on a range of current issues.

Outcome

We had discussions over the importance of the Member/Officer Protocol and how strengthening it would assist in ensuring there was a constructive officer/member working relationship. Discussions over member training were also had regarding attendance at annual code of conduct training being made mandatory.

4. Annual Update on Member Complaints

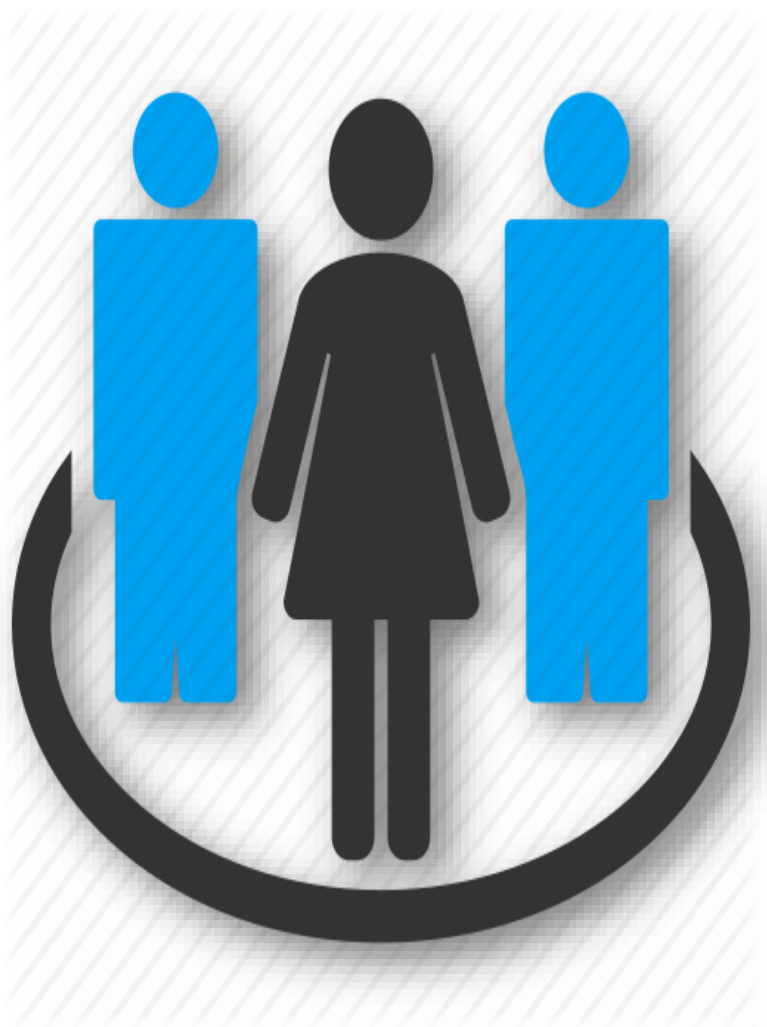
What did we consider?

We considered a report that summarised details of complaints against members of the council.

Outcome

The Committee noted that planning for the code of conduct training session had commenced and was scheduled to be held following the 2022 local elections and recommended that part of the training would involve a focus on the Member/Officer Protocol.

Monitoring Officer/Support to the Committee



The Council's Monitoring Officer is Hazel Best. The Monitoring Officer is a statutory position under the Local Government and Housing Act 1989 and the role is to:

- Support the Standards Committee and the Independent Persons;
- Contribute to the promotion and maintenance of high standards of conduct within the Council;
- Maintain systems and processes for dealing with allegations of breaches of the Councillor Code of Conduct;
- Investigate, or appoint someone to investigate, allegations of breaches of the Councillor Code of Conduct and report these, where relevant to the Standards Sub-Committee;
- Maintain the Councillors' Register of Interests;
- Act as a point of contact for advice and/or queries raised by Councillors;
- Organise training for Councillors on conduct-related and decision making matters;
- Maintain, reviewing and updates the Constitution for approval by full Council;
- Advise on various issues, including legality, administrative and governance matters;
- Keep under review various governance-related policies, such as Gifts and Hospitality, Conflicts of Interest and Whistleblowing;
- Consider and may investigate whistleblowing concerns.

Further support to the Committee is provided by Joyce Golder, Principal Solicitor and Janis Best and Tristan Fieldsend, Committee and Governance Services.

Independent Persons (IP)

Principle role

The principal role of the IP is to give an **independent view** on governance issues in general and specifically in relation to alleged breaches of the Code of Conduct for Members. The Council's IP's work closely with the Monitoring Officer and her deputies, considering all complaints and whether an alleged breach of the Code meets the criteria for investigation.

Consultation

It is also a **statutory requirement to consult** the IP before deciding on the outcome of an investigation into a complaint and whether to impose any sanction. The Member complained about may also, at any stage of the process, seek a view from the IP. By law, the council must appoint at least one IP. In order to avoid any conflict of interest the council has always appointed two IP's and recently has increased this to three to provide cover in the event of leave or resignation.

Our Independent Persons

During the period which this report covers Sir Stephen Lamport served as an IP between July 2015 until October 2018 and Baroness Rabbi Julia Neuberger between November 2015 and November 2019. The Standards Committee has previously expressed its gratitude for their service to the Council. The current Independent Persons are **Asif Iqbal** who was appointed in November 2018 and **Elizabeth Walters** and **Shajad Hussain** who were appointed in September 2019.

As required by law the Council's Independent Persons are appointed by the full Council following a recommendation from the General Purposes Urgency Committee who have responsibility for overseeing the recruitment process including holding interviews with applicants.

Expertise and Knowledge

The Council's IPs come from varied professional backgrounds which bring a breadth of knowledge and experience relating to ethical standards. Although not members they regularly attend meetings and play an important role in providing independent perspective on ethical standards. All of the IPs have attended the Council's mandatory training for members on the Members' Code of Conduct and have additionally received **bespoke training** from the Monitoring Officer regarding their responsibilities and duties. To obtain a better understanding of Members' roles, the IPs have been encouraged to attend some of the Council's other formal meetings particularly the meeting of Full Council.



Meetings

The Standards Committee normally meets three times per annum although disruption had been experienced during the period this report covers due to the Covid-19 pandemic. Over the period that the report covers the Committee met on:
10 March 2020, 19 October 2020, 8 April 2021, 1 July 2021 and 4 November 2021.

Terms of Reference

The Standards Committee has oversight of the conduct and probity of Councillors. Its responsibilities are set out in **Chapter 5 – Committees, Section 26 of the Council's Constitution** as follows:

- To promote and maintain high standards of conduct by the Members and Co-opted Members of the City Council.
- To advise the City Council on the adoption or revision of a Code of Conduct for Members.
- Advising, training or arranging to train Members and Co-opted Members on matters relating to the City Council's Code of Conduct for Members.
- To assist Members and Co-opted Members observe the City Council's Code of Conduct for Members.
- To monitor the operation of Code of Conduct for Members.
- 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.
- Where necessary, to conduct hearings into allegations of breaches of the said code, and interview officers, Members and others as required.
- 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).
- 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.
- 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.
- To consider, advise and, if appropriate, take action upon other Member conduct issues not otherwise dealt with under these terms of reference.

Membership of the Committee

The Committee's membership is formed of the following six members.

Councillor Judith Warner (Chairman)



Councillor Richard Beddoe



Councillor Ian Adams



Councillor David Boothroyd



Councillor Louise Hyams



Councillor Patricia McAllister



The Year Ahead

The Committee has a number of standing items which it considers during the course of the year. Other items are programmed in response to consultation on regulatory changes or in response to ethical standards issues that arise which require consideration and possible changes to the council's constitution.

Review of the Protocol on Member/Officer Relations

Following recommendations from the Business and Children's Policy and Scrutiny Committee the Standards Committee is due to review the protocol on member/officer relations to ensure that it remains fit for purpose with a view to strengthening the role of officers and members in giving and receiving clear and independent advice.

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Member Development Training Sessions 2020-2022

Topic	Date	Number of members attended
Teams Training	21 & 28 April 2020	36
Teams Training - Ask the Expert	5 May 2020	15
Teams Live Events	2 & 10 June 2020	26
Cyber Security	17 September 2020	11
Violence Against Women and Girls	1 October 2020	11
Document Handling for Virtual Meetings	15 October 2020	16
Diversity Training (Human Library)	29 October 2020	26
Office 365 Functions (Basic)	12 & 26 November 2020	23
Preventing Youth Crime and Serious Youth Violence	10 December 2020	16
Safeguarding and Corporate Parenting	14 January 2021	15
Ratings Advisory Panel Training (Panel Members Only)	27 January 2021	4
GDPR	11 February 2021	17
CIL Training	23 & 25 February and 4 March 2021	26
Teams and Office 365 – Questions Answered	25 March 2021	10
Cyber Security	29 April 2021	9
Code of Conduct Refresher (Social Media)	3 June 2021	27
	7 June 2021	6
Autism Awareness and Acceptance (Cabinet Members Only)		
	28 July 2021	5
Teams and Office 365		
	23 September 2021	6

Planning Enforcement and Legislative Changes (Planning Members Only)	4 November 2021	5
Planning – Trees (Planning Members Only)	25 November 2021	4
	17 January 2022	6
Personal Safety		
	31 January 2022	6
Adult Safeguarding		
Neighbourhood Plans (Planning Members Only)	7 March 2022	5
	14 March 2022	8
Emergency Preparedness		
Zero Carbon and Planning		



City of Westminster

Standards Committee

Date:	7 April 2022
Classification:	For General Release
Title:	Work Programme 2022-2023
Report of:	The Monitoring Officer
Financial Summary:	There are no financial implications arising from this report
Report Author and Contact Details:	Tristan Fieldsend, Senior Committee and Councillor Co-ordinator Email: tfieldsend@westminster.gov.uk

1. Executive Summary

- 1.1 Members are asked to review the proposed work programme for 2022-2023 set out as appendix 2 to the report and identify any other items it wishes to include on it.

2. Recommendations

- 2.1 That, having regard to the Committee's Terms of Reference attached as appendix 1 of this report the Committee indicate any further items it wishes to be added to its future Work Programme.

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.
- 3.2 In order to ensure the Committee undertakes its work programme, at the request of the Chairman, three meetings per annum have been programmed.

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:
Tristan Fieldsend, Senior Committee and Councillor Co-ordinator
tfieldsend@westminster.gov.uk

Background Papers: None.

STANDARDS COMMITTEE TERMS OF REFERENCE

CONSTITUTION

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

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.

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Work Programme 2022/23

Standards Committee

7 July 2022		
Member/Officer Protocol	To receive a report on the update of the Member/Officer Protocol	Hazel Best
3 November 2022		
Annual Update on Member Complaints	To receive a report on complaints against members	Hazel Best
Annual Q&A with the Leader of the council on Ethical Standards	To submit questions to the Leader of the Council on Ethical standards in relation to Members	
23 March 2023		

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