



CITY OF WESTMINSTER

MINUTES

Standards Committee

MINUTES OF PROCEEDINGS

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

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

Also Present: Baroness Julia Neuberger and Sir Stephen Lamport

Apologies for Absence: Mr Gerard McEvelly

1 MEMBERSHIP

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

2 DECLARATION OF INTERESTS

There were none.

3 MINUTES

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

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

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

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

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

The sessions should cover:

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

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

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

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

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

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

Resolved:

- (i) That the report be noted.

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

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

RESOLVED: That the report be noted.

6 ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT

None.

The Meeting ended at 8.05 pm.

CHAIRMAN: _____

DATE _____