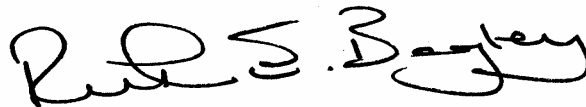


Date of issue: 30<sup>th</sup> September 2008

<b>MEETING</b>	<b>STANDARDS COMMITTEE</b>
	<b>CO-OPTED/INDEPENDENT MEMBERS:</b> The Reverend Paul Lipscomb (Chair), Mr Fred Ashmore, Mr Mike Field and Dr Henna Khan
	<b>ELECTED MEMBERS:-</b> Councillors Cryer, Hewitt, Latif Khan, Mann, Pantelic and Walsh
	<b>PARISH COUNCIL MEMBER:-</b>  Parish Councillor Dalip Rajput
<b>DATE AND TIME:</b>	WEDNESDAY, 8TH OCTOBER, 2008 AT 6.15 PM
<b>VENUE:</b>	COMMITTEE ROOM 2, TOWN HALL, BATH ROAD, SLOUGH
<b>DEMOCRATIC SERVICES OFFICER: (for all enquiries)</b>	JUNE COOK  01753 875019

**NOTICE OF MEETING**

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**RUTH BAGLEY**  
Chief Executive

**NOTE TO MEMBERS**

This meeting is an approved duty for the payment of travel expenses.

## AGENDA

### PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for absence.		
1.	Declarations of Interest  (Members are reminded of their duty to declare personal and personal prejudicial interests in matters coming before this meeting as set out in the Local Code of Conduct)		
2.	Minutes of the last Meeting of the Committee held on 16th June 2008	1 - 4	
3.	Development of local assessment and review of complaints about the conduct of Members	5 - 26	All
4.	Members' Performance Monitoring 2007/2008	27 - 42	All
5.	Draft Annual Review 2007/2008	43 - 48	All
6.	Local Code of Conduct for Employees	49 - 50	All
7.	Work Programme 2008/2009	51 - 54	All

### Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.

Minicom Number for the hard of hearing – (01753) 875030



**Standards Committee – Meeting held on Monday, 16th June, 2008.**

**Present:-**

**Co-opted Independent Members:-**

Mr Fred Ashmore, Mr Mike Field, Dr Henna Khan and the Reverend Paul Lipscomb.

**Elected Members:-**

Councillors Derek Cryer, Latif Khan, Mewa Mann, Natasa Pantelic and James Walsh.

**Parish Councillor Representative:-**

Parish Councillor Dalip Rajput.

**Apologies for Absence:-** Councillor Brian Hewitt

**PART I**

**32. Declarations of Interest**

None.

**33. Election of Chair**

**Resolved** - That the Reverend Paul Lipscomb be appointed Chair of the Committee for the current municipal year.

(The Reverend Paul Lipscomb in the Chair)

**34. Minutes**

The minutes of the meeting of the Committee held on 15th April, 2008 were approved as a correct record and signed by the Chair.

**35. Election of Vice-Chair**

**Resolved** - That Mr Mike Field be appointed Vice-Chair of the Committee for the current municipal year.

**36. Appointment of Standards (Local Determination) Sub-Committee**

**Resolved** -

That subject to the Council approving the constitutional arrangements referred to in minute 37 below, the following Members be appointed to form a pool

## **Standards Committee - 16.06.08**

from which Members will be drawn to serve on the Standards (Local Determination) Sub-Committee for the current municipal year:-

### Elected Members

Councillors Derek Cryer, Brian Hewitt, Latif Khan, Mewa Mann, Natasa Pantelic and James Walsh.

### Independent Co-opted Members

Messrs Fred Ashmore, Mike Field, Dr Henna Khan and the Reverend Paul Lipscomb.

## **37. Local Assessment and Local Investigations under the Local Government and Public Involvement in Health Act 2007**

The Director of Law and Corporate Governance presented a comprehensive report setting out the new statutory regime which transfers responsibility for the local assessment and review of complaints about alleged Member misconduct from the Standards Board of England to local Standards Committees.

It was noted that there were no additional financial resources being allocated by the Government to the Council to carry out the additional responsibilities and that this matter should be raised with the appropriate Government Minister.

The Director of Law and Corporate Governance advised the Committee of the need to constitute additional Sub-Committees to handle the assessment of complaints and any review of any decision not to act upon an allegation. The Committee discussed the proposed constitutional arrangements as set out in Appendix C to the report and agreed some minor changes.

**Resolved** - (a) That the Director of Law and Corporate Governance be authorised to write to the appropriate Government Minister complaining about the lack of additional resources for local authorities to assess and review complaints about alleged member misconduct.

### **Recommended –**

- (b) That the constitutional arrangements set out in Appendix C to the report as amended by the Committee and attached to these minutes be approved by the Council.

## **38. Whistleblowing Policy and Procedure**

The Director of Law and Corporate Governance submitted the final Whistleblowing Policy and Procedure which had been approved by the Council in May 2008 for information.

## **Standards Committee - 16.06.08**

### **39. Registration of Gifts and Hospitality by Members**

The Member Services Manager submitted an information report detailing the gifts/hospitality registered by Members for the municipal year 2007/08.

The details contained in the report were noted but Members of the Committee expressed the view that there may be some under-reporting and asked the Director of Law and Corporate Governance to remind all Members of the Council of their obligations under the Local Code of Conduct for Members and supporting guidance.

**Resolved** – That the Director of Law and Corporate Governance write to all Members of the Council reminding them of their obligations under the Local Code of Conduct for Members and supporting guidance.

### **40. Work programme 2008/2009**

The Members Services Manager submitted the revised Work Programme for 2008/09 and it was noted that two matters had been deferred from the 16<sup>th</sup> June meeting namely:-

- (a) Revised draft Officer Code of Conduct.
- (b) A review of the revised format for the Standards Committee's Annual Review adopted for last year. This would be considered in conjunction with the Annual Review for 2007/2008.

**Resolved** – That the Work Programme as submitted be noted and approved.

Chair

(Note: The Meeting opened at 6.15 p.m. and closed at 7.15 p.m.)

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Standards Committee      **DATE:** 8<sup>th</sup> October, 2008

**CONTACT OFFICER:** Steven Quayle, Borough Secretary and Solicitor  
**(For all Enquiries)** (01753) 875004

**WARDS:** All

**PORTFOLIO:**

**PART I**  
**FOR DECISION**

**DEVELOPMENT OF LOCAL ASSESSMENT AND REVIEW OF COMPLAINTS ABOUT THE CONDUCT OF MEMBERS**

**1. Purpose of Report**

- 1.1 The purpose of this report is to approve documentation as part of the development of the Committee's new responsibilities for the assessment and review of allegations of Member misconduct.
- 1.2 In addition Members will be asked to approve the process of appointment of elected Members to the Standards (Assessment) Sub-Committee and the Standards (Review) Sub-Committee

**2. Recommendations/Proposed Action**

- 2.1 The Standards Committee is requested to:-
  - (a) Note the letter received from the Department of Communities and Local Government on the funding of the local standards regime shown at Appendix A.
  - (b) Approve the appointment by lot of elected Members to the Standards (Assessment) Sub-Committee and the appointment of elected Members to the Standards (Review) Sub-Committee as described in paragraph 5.3 below.
  - (d) Approve the documentation to be posted on the Council's website and intranet on how to make a complaint about the conduct of a Councillor shown at Appendix B.
  - (c) Approve the policy guidance on the assessment and review of complaints attached as Appendix C.

### **3. Key Priorities – Taking Pride in Slough and Making a Difference to Communities and Our Environment**

#### **Priority 5 – Maintaining Excellent Governance Within the Council to ensure it is a efficient, effective and economic in everything it does**

- 3.1 It is important that all those who wish to complain about the conduct of a Member have easy access to clear and concise documentation to enable a complaint to be made without difficulty. It is equally important for them to understand jurisdictional issues surrounding such potential complaints and how they will be assessed when submitted. This will give the public confidence that such matters will be dealt with within a statutory framework which will provide an efficient, effective and impartial process in the handling of such ethical issues.

### **4. Other Implications**

- 4.1 Whilst this report does not have any financial or staffing implications the assessment, review and any subsequent investigation of complaints will have an impact on the existing resources. It is hoped that the additional work involved can be met from existing budgets and staffing resources but this will be kept under review.
- 4.2 The recommendations contained in this report and the documentation submitted for approval complies with the Local Government Act 2000 (as amended) and reflects the best practice referred to in statutory guidance issued by the Standards Board for England.

### **5. Background/Supporting Information**

- 5.1 As Members may recall the Council approved changes to the Constitution which implement the new local standards regime set out in the Local Government and Public Involvement in Health Act 2007 and the supporting regulations known as the Standards Committee (England) Regulations 2008. These changes now give the Standards Committee and its Sub-Committees the power to assess, review and where necessary investigate complaints about Member misconduct.
- 5.2 At the meeting of the Committee on 16<sup>th</sup> June, 2008 Members were concerned about the lack of additional funding from the Government to enable local authorities to adequately resource these new responsibilities and asked the Monitoring Officer to write to the Government highlighting these concerns. The response to the letter from the Monitoring Officer is attached to this report marked at **Appendix A**. The response demonstrates that whilst additional funding appears to have been given it is nominal in nature and does not come in the form of a specific grant.
- 5.3 As Members will know the Standards (Assessment) Sub-Committee will comprise the Deputy Chair of the Committee and Mr Fred Ashmore together with three elected Members drawn from the Standards Committee. The Monitoring Officer and the Member Services Manager have given some thought on how the elected Members should be appointed when there is a need to convene the Assessment Sub-Committee and have decided, subject to Committee approval, that the fairest method is to appoint Members by lot i.e. giving each Member a number and then drawing the numbers “out of a hat”. It follows that the remaining three elected



Members will form part of the Standards (Review) Sub-Committee should a complainant wish any decision of “no further action” be reviewed. For the avoidance of doubt, this process will apply to the Parish Council representatives.

- 5.4 It is intended to permit complainants to submit a complaint in writing by post, fax, e-mail and on-line through the Council’s website/intranet site. The standard documentation in the form of a preamble (b) the complaint form and (c) guidance notes are shown attached at **Appendix B** for Members’ consideration. It is considered that the documentation is clear and concise and should enable almost all complainants to successfully submit their concerns to the Council.
- 5.5 The Standards Board for England have made it clear that local authorities should develop criteria on how they will handle the assessment and if necessary the subsequent review of complaints and the suggested policy guidance is set out in **Appendix C** to this report. This document has been produced with the benefit of the Standards Board’s assessment toolkit which was recently published but does contain some “local criteria” which reflects local issues which have arisen in the past.

## **6. Conclusion**

- 6.1 As indicated above the transfer of the assessment and review functions to local standards committees is to be welcomed and therefore Members are requested to consider the recommendations in paragraph 2 above and the supporting documentation and resolve accordingly.

## **7. Background Papers**

- (a) Part X of the Local Government and Public Involvement in Health Act 2007.
- (b) The Standards Committee (England) Regulations 2008.

## **8. Appendices**

**Appendix A** – Letter received from the Department of Communities and Local Government.

**Appendix B** – Documentation on Making a Complaint.

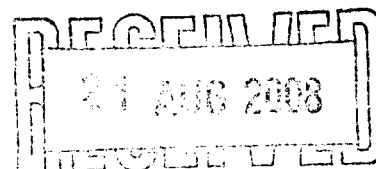
**Appendix C** – Policy Guidance on the Assessment and Review of Member Complaints.

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15 August 2008

Mr Steven Quayle  
Director of Law and Corporate  
Governance/Monitoring Officer  
Slough Borough Council  
Town Hall  
Bath Road  
Slough  
Berkshire, SL1 3UQ

Our Ref: HB/16/024206/08  
Your Ref: SQ/JC



Dear Mr Quayle,

Thank you for your letter to Hazel Blears of 22 July on behalf of Slough Borough Council's Standards Committee about the new devolved conduct regime for local authority members in England. I have been asked to respond as the official with responsibility for this policy area.

The Department acknowledges that devolving responsibility for the initial assessment of misconduct allegations against local authority members, and in most cases the investigation and determination of such allegations, to local authority standards committees will have resource implications on local authorities. The Government has therefore, in accordance with the new burdens principle, included an extra £2.3 million per annum in the Local Government Finance settlement to reflect the estimated additional cost to authorities.

Yours sincerely,



**Karl Holden**  
**Policy Adviser**

Karl Holden  
Policy Adviser  
Conduct and Council Constitution Team  
Department for Communities and Local Government  
Eland House  
Bressenden Place  
London, SW1E 5DU

Tel 020 7944 5962

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**COUNCIL WEB-SITE TEXT**  
**COMPLAINTS ABOUT A COUNCILLOR'S CONDUCT**

All councillors are expected to behave with the utmost integrity and propriety. To this end they are required to give a written undertaking to abide by a code of conduct which sets out how they should behave when acting in their capacity as a member of the Council. The code of conduct is set out in Part 5 of the Council's Constitution.

Prior to 8<sup>th</sup> May 2008 all complaints about possible breaches of the code were dealt with by the Standards Board for England. However, from now on if you want to complain about the conduct of a Member of Slough Borough Council or a Member of one of our Parish Councils, you must submit your complaint to the Chair of the Standards (Assessment) Sub-Committee.

The Standards (Assessment) Sub-Committee can only deal with complaints about the behaviour of a Member. It will not deal with complaints about things that are not covered by the Members' Code of Conduct. If you make a complaint to the Standards (Assessment) Sub-Committee it must be about why you think a Member has not followed the Code of Conduct.

A breach of the code may include:

- Bullying
- Disclosing confidential information
- Disreputable conduct
- Improper use of their position
- Misuse of Council facilities or resources
- Failure to declare a personal or prejudicial interest
- Accepting inappropriate gifts or hospitality or failing to declare gifts and hospitality

The Standards (Assessment) Sub-Committee can decide to refer your complaint for investigation or other action or decide that no further action should be taken in which event you will be given a reason for this decision.

All complaints referred for investigation or other action will be managed by the Council's Monitoring Officer, Steven Quayle, Borough Secretary and Solicitor. The results of investigations and any action against a councillor will be determined by the Standards (Local Determination) Sub-Committee whose membership like the Standards (Assessment) Sub-Committee comprises elected and independent Members.

**How to complain**

Complaints must be in writing using one of the following methods:

Post	Chair of the Standards (Assessment) Sub-Committee C/o Member Services Slough Borough Council
------	--

## APPENDIX B

	Town Hall Bath Road Slough SL1 3UQ
Email	Generic email address to be inserted.
Complete a complaint form on line	Link to be inserted

A form which you may use to submit your complaint and guidance notes on its completion and the assessment procedure may be downloaded from here (insert link). Alternatively a copy may be obtained by telephoning 01753 875019 or emailing (generic email address to be inserted).

If a disability prevents you from making a complaint in writing we can make reasonable arrangements to assist you. For assistance or further details about the complaint procedure telephone 01753 875019.

# MEMBERS' LOCAL CODE OF CONDUCT - COMPLAINT FORM

**Important: Please read attached guidance notes before completing this form.**

## Your details

1. Please provide us with your name and contact details

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Daytime telephone:</b>	
<b>Evening telephone:</b>	
<b>Mobile telephone:</b>	
<b>Email address:</b>	

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the following people that you have made this complaint:

- the Monitoring Officer of the authority
- the parish clerk (only if the complaint concerns a Parish Councillor)

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it.

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority

- An independent member of the standards committee
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other

**3. Equalities Monitoring**

It would be helpful for us to know about your background so we can check that we are meeting the needs of the whole community. Please complete the attached equalities monitoring form

**Making your complaint**

- 4.** Please provide us with the name of the Member(s) you believe have breached the Code of Conduct and the name of their authority:

First name	Last name	Council or authority name

- 5.** Please explain in this section (or on separate sheets) what the Member has done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the Standards (Assessment) Sub-Committee when it decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the Member said or did. For instance, instead of writing that the Member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.



Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

## **Additional Help**

- 6.** Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

If you need any help in completing this form, please contact June Cook, Member Services Manager, 01753 875019 / [june.cook@slough.gov.uk](mailto:june.cook@slough.gov.uk).

# MEMBERS LOCAL CODE OF CONDUCT

## Complaint Form Guidance Notes

### Are you using the correct form?

The points listed below will help you decide whether this is the correct form to use when making your complaint. You should speak to the Member Services Manager (01753 875019) if you are not clear if the Standards Committee can consider your complaint. The Council's Standards (Assessment) Sub-Committee will make the decision about what action, if any, to take on your complaint.

- Your complaint must be about conduct that occurred while the Member(s) complained about were in office. Conduct of an individual before they were elected, co-opted or appointed to the authority, or after they have resigned or otherwise ceased to be a member, cannot be considered by the Standards (Assessment) Sub-Committee.
- The Code of Conduct came into effect on 5 May 2002, although some authorities adopted the Code of Conduct earlier. If your complaint concerns matters that occurred before 5 May 2002 you should contact the Member Services Manager before making your complaint to check whether it is within the jurisdiction of the Standards (Assessment) Sub-Committee to consider.
- Your complaint must be about one or more named Members of the following authorities Slough Borough Council, Britwell Parish Council, Colnbrook with Poyle Parish Council or Wexham Court Parish Council.
- Your complaint must be that the Member(s) has, or may have, breached the Code of Conduct. A copy of the Code of Conduct and frequently asked questions about the Code of Conduct are available at [www.standardsboard.gov.uk](http://www.standardsboard.gov.uk). You may also contact the Member Services Manager if you require further information.
- Complaints about dissatisfaction with a decision or action of the authority or one of its committees, a service provided by the authority or the authority's procedures do not fall within the jurisdiction of the Standards Committee. Complaints about the actions of people employed by the authority also do not fall within the jurisdiction of the Standards Committee.
- Your complaint must be in writing. If a disability prevents you from making your complaint in writing you may contact the Member Services Manager for assistance.

It is important to note that not every complaint that falls within the jurisdiction of the Standards Committee will be referred for investigation or other action. The Standards (Assessment) Sub-Committee must decide whether this is appropriate. It will make this decision using the referral criteria set out in the attached policy guidance note. If the Standards (Assessment) Sub-Committee decides not to refer your complaint for investigation or other action it will give you the reasons for this decision. It will also explain any right that you may have to ask for the decision to be reviewed.

### **What happens once you submit your complaint?**

When you submit your complaint we will write to you to let you know we have received it.

The Standards (Assessment) Sub-Committee will meet to consider your complaint and decide whether it should be referred for investigation or other action. This will happen within an average of 20 working days of the date we receive your complaint. Meetings of the Standards (Assessment) Sub-Committee are 'closed', which means that you will not be able to attend. It is therefore very important that you set your complaint out clearly and provide at the outset all the information you wish the Standards (Assessment) Sub-Committee to consider.

The criteria that will be used to assess your complaint and decide whether it should be investigated are set out in the attached policy guidance note.

When the Standards (Assessment) Sub-Committee has reached its decision we will notify you in writing whether your complaint has been referred for investigation or other action. At the same time we write to you, we will also write to the Member(s) you have complained about [and the parish clerk (if applicable)]. We will send these letters within five working days of the Standards (Assessment) Sub-Committee reaching its decision. The decision of the Standards (Assessment) Sub-Committee is made available for public inspection once the Member the complaint is about has been given a summary of the complaint. In very limited situations the Member may not be given this summary immediately and if so any public inspection will not happen until the Member does get the summary.

Only if your complaint is referred for investigation or other action by the Standards (Assessment) Sub-Committee will we tell the Member that you have made a complaint and give them a summary of the complaint.

### **What is meant by 'other action'?**

The Standards (Assessment) Sub-Committee may decide to refer your complaint for 'other action' instead of referring it for investigation. Other action is a deliberately broad term that may include options such as requiring the person you have complained about to apologise or undergo training or mediation. The Standards (Assessment) Sub-Committee will carefully consider the circumstances surrounding your complaint when deciding whether other action is appropriate. If

the Standards (Assessment) Sub-Committee decides to refer your complaint for other action we will explain what this involves.

### **How should I set out my complaint?**

It is very important that you set your complaint out fully and clearly, and provide all the information at the outset. You should also provide any documents or other material that you wish the Standards (Assessment) Sub-Committee to consider, where possible. Unless the Council advises you otherwise, you will not be able to attend the meeting of the Standards (Assessment) Sub-Committee.

We recommend that you use our complaint form or provide a covering note summarising what you are complaining about, especially if your complaint includes a lot of supporting documentation. In the summary you should tell us exactly what each person you are complaining about said or did that has caused you to complain. If you are sending supporting documentation please cross-reference it against the summary of your complaint.

You should be as detailed as possible and substantiate your complaint where you can. Although you are not required to prove your complaint at this stage of proceedings, you do have to demonstrate that you have reasonable grounds for believing that the Member(s) complained about has breached the Code of Conduct.

October 2008

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## Equalities Monitoring Form

It would be helpful for us to know about your background so we can check that we are meeting the needs of the whole community. If you feel that the group you identify with is not listed, please feel free to write this in.

### Gender

Male .....       Female.....

### Age

16 - 34 .....   
 35 - 54 .....   
 55 - 64 .....   
 65 + .....

### Do you consider yourself to have a disability?

Yes .....   
 No .....

### Religion and Belief

None .....   
 Bhuddist .....   
 Christain .....   
 Hindu .....   
 Jewish.....   
 Muslim .....   
 Sikh .....   
 Any other \_\_\_\_\_  
 religion - Please \_\_\_\_\_  
 specify

### Your ethnic background/origin

#### White

British.....   
 Irish .....   
 Any other White \_\_\_\_\_  
 background \_\_\_\_\_  
 please specify

#### Mixed

White and Black Caribbean .....   
 White and Black African .....   
 White and Asian.....   
 Any other mixed \_\_\_\_\_  
 background \_\_\_\_\_  
 please specify

### Asian or British Asian

Indian.....   
 Pakistani .....   
 Bangladeshi .....   
 Sikh.....   
 Any other Asian \_\_\_\_\_  
 background \_\_\_\_\_  
 please specify

### Black or Black British

Caribbean .....   
 African .....   
 Any other Black \_\_\_\_\_  
 background \_\_\_\_\_  
 please specify

### Chinese or other ethnic group

Chinese .....   
 Any other \_\_\_\_\_  
 background \_\_\_\_\_  
 please specify

### I do not wish to give this information

Declined .....

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**POLICY GUIDANCE ON THE ASSESSMENT AND REVIEW OF COMPLAINTS ABOUT THE CONDUCT OF MEMBERS**

**1. Introduction**

The purpose of this document is to set out policy guidance on how the Assessment Sub-Committee and Review Sub-Committee (“the Sub-Committees”) will normally handle the assessment and review of complaints about the conduct of Members. However where there are exceptional circumstances the Sub-Committees may decide to depart from this policy guidance. Each assessment or review of a complaint will be considered on its individual merits.

**2. The Complaint**

Any complaint must be submitted in writing i.e. by letter, fax or e-mail. However the Council will make reasonable adjustments to accept a complaint if, in the circumstances, the complainant is unable due to some disability to put his/her concerns in written form.

Furthermore where a complainant’s first language is not English every support will be offered to enable the complainant to submit the complaint to the Sub-Committees.

On receipt of the complaint the Monitoring Officer or his representative will acknowledge the receipt of the complaint but will not notify the subject Member complained of as it is considered that this may unnecessarily cause distress to the person concerned.

**3. Confidentiality/Anonymous Complaints**

There may be occasions when the complainant asks for his/her identity to be withheld. This request will only be granted in exceptional circumstances including where the complainant:-

- (a) is at risk of physical harm job or
- (b) fears losing his/her job or there are other employment risks (the Council’s Whistleblowing Policy and Procedure may be used in these circumstances) or
- (c) suffers from a serious health condition and there are medical risks associated with their identity being disclosed or
- (d) demonstrates/evidences other significant issues/reasons.

The Sub-Committees will give serious consideration to any request for confidentiality by weighing up the need for and fairness with the exceptional circumstances being put forward by the complainant.

Anonymous complaints will not be referred for investigation or some other action unless (i) the complaint raises a serious or significant matter and (ii) documentary and/or photographic evidence can enable the Sub-Committees to take the complaint forward.

**4. Initial Tests**

The Sub-Committees will not take any action on the complaint if:-

- (a) It relates to an individual who is not a Member or Co-opted Member of Slough Borough Council, Britwell Parish Council, Colnbrook with Poyle Parish Council or Wexham Parish Council; and/or
- (b) it relates to an individual who was not in office at the time of the complaint; and/or
- (c) it would not be a breach of the Local Code if proven.

### 5. **Monitoring Officer Summary**

The Sub-Committees will require the Monitoring Officer or the Officer acting on his behalf to prepare a short summary of the complaint setting out:-

- (a) Whether the complaint is within jurisdiction.
- (b) The paragraphs of the Local Code alleged/IMPLIED to have been breached.
- (c) The key issues of the complaint.
- (d) Any documents/factual information relevant to the complaint.

The Council may receive a number of complaints from different complainants about the same incident(s). The Monitoring Officer will present one summary that draws together all the relevant information and highlighting any discrepancies. The Assessment Sub-Committee will deal with these at the same meeting but the decision on each individual complaint will be reached on its own merits.

### 6. **Assessment Criteria**

The Sub-Committees will bear in mind the importance of ensuring that complainants are confident that complaints about Member conduct are taken seriously and dealt with appropriately. They will also consider that any decision to investigate a complaint or to take other action (see further below) will cost both public money and the Officers' and Members' time.

As a general rule complaints which are considered to be serious and/or raise unique or unusual issues will be referred for investigation to the Monitoring Officer or the Standards Board for England.

Complaints which are neither serious or trivial will be referred to the Monitoring Officer for investigation or other action. The Assessment Sub-Committee will consult with the Monitoring Officer before reaching a decision to take such other action. The other action could include:-

- (a) Arranging for the subject Member to attend a training course.
- (b) Arranging for that Member and the complainant to engage in a process of conciliation.
- (c) Instituting changes to the procedures of the Council if they have given rise to the complaint.

## APPENDIX C

It is not desirable to set out all the circumstances where other action may be appropriate but it may arise where the subject Member appears to have a poor understanding of the Local Code and/or the Council's procedures.

It is likely that the Assessment Sub-Committee will take no further action where it considers one or more of the following circumstances have arisen:-

- (a) The complainant has not submitted sufficient information to enable the Sub-Committee to make a decision to refer for investigation or other action. (However in these circumstances the Sub-Committee can request the Monitoring Officer to obtain from the complainant any further information sought).
- (b) The complaint relates to a person who is no longer a Member of the Authority but is a Member of another Authority. In those circumstances the Sub-Committee may consider referring the complaint to the Monitoring Officer of that other Authority.
- (c) The complaint has already been the subject of an investigation or other action under the Local Code of Conduct.
- (d) The complaint has been or will be the subject of an investigation by other regulatory authorities.
- (e) The complaint relates to something that occurred so long ago that there would be little benefit in taking action now.
- (f) The complaint is too trivial to warrant further action.
- (g) The complaint appears to be simply malicious, politically motivated or a tit for tat complaint.
- (h) The complaint is a matter which is best resolved through the civil courts.
- (i) The complaint is primarily a disagreement on political and/or public policy issues.

### **7. Withdrawal of Complaints**

The complainant may wish to withdraw his/her complaint prior to the Assessment Sub-Committee having made a decision on it.

These requests will normally be granted unless the Sub-Committee consider that the public interest in taking some action on the complaint outweighs the complainant's desire to withdraw it e.g. where the complaint raises a serious issue and requires the participation of the complainant.

### **8. The Decision**

The Assessment Sub-Committee can make one of three findings namely:-

- (a) Refer the complaint to the Monitoring Officer for investigation or some other action.
- (b) Refer the complaint to the Standards Board for England.

- (c) Decide that no action should be taken in respect of the complaint.

Where the decision is to refer the complaint for investigation or other action to the Monitoring Officer or the Standards Board for England the Assessment Sub-Committee must send a summary of the complaint to the relevant parties i.e. the Complainant, the Subject Member and the Clerk to the Parish Council if appropriate. The summary of the complaint will state what the allegation was, the referral made and the reasons for it. In exceptional circumstances the Sub-Committee may not give the Subject Member a summary of the complaint if it decides that doing so would be against the public interest or would prejudice any future investigation e.g where intimidation of witnesses may be involved.

Where the decision of the Sub-Committee is to take no further action the Sub-Committee must explain to the parties concerned the reasons for its decision. The complainant will be advised of his/her right to ask for a review of the decision to take no action.

### **9. Reviews of “No Further Action” Decisions**

Where the complainant exercises his/her right of review over the decision of the Assessment Sub-Committee to take no further action a review will be conducted by the Review Sub-Committee. This will comprise Members of the Standards Committee who did not participate in the Assessment Sub-Committee.

The Review Sub-Committee should apply the same criteria used for the initial assessment. However the Sub-Committee will generally only overturn the Assessment Sub-Committees' decision if they consider that the decision was unreasonable in law. This will only be if the decision was flawed because of the irregular way in which the allegation was processed or because an irrational judgment was made on the reported facts.

There may be cases where further information is made available in support of a complaint that changes its nature or gives rise to a potential new complaint. In most circumstances the Review Sub-Committee should carefully consider if it is more appropriate to pass this to the Assessment Sub-Committee to be handled as a new complaint.

Decisions of the Review Sub-Committee will be notified to all the relevant parties in the same way as the Assessment Sub-Committee i.e. reasons given for the decision.

### **10. Conclusion**

The Assessment Sub-Committee and the Review Sub-Committee will take into account this policy guidance when assessing and reviewing complaints about the conduct of Members. Both Sub-Committees will also take into account the statutory advice given by the Standards Board for England, particularly the local assessment of complaints publication relevant at the time of the decision.

Both Sub-Committees will be supported by the Monitoring Officer or his nominated representative and the Member Services Manager in respect of administrative matters.

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Standards Committee

**DATE:** 8<sup>th</sup> October 2008

**CONTACT OFFICER:** June Cook, Member Services Manager  
**(For all Enquiries)** (01753) 875019

**WARD(S):** All

**PART I  
FOR DECISION**

**MEMBERS' PERFORMANCE MONITORING 2007/2008**

1. **Purpose of Report**

To submit for consideration details of Members' attendance at Council/committee/panel meetings etc, training sessions and meetings of outside bodies during 2007/2008.

2. **Recommendation(s)/Proposed Action**

- 2.1 The Committee is asked to consider and comment on the information now submitted. Any comments the Committee may make will be reported to the Council meeting on 16<sup>th</sup> December 2008.

3. **Key Priorities – Taking Pride in Slough and Making a Difference to Communities and our Environment**

**Priority 5 – Maintaining excellent governance within the council to ensure it is efficient, effective and economic in everything it does.**

- 3.1 By putting in place the means for effectively monitoring Members' performance the Council will help ensure that governance of the highest order is maintained which will also contribute to achieving the Council's other key priorities.

4. **Other Implications**

- 4.1 There are no financial, or any direct legal (including human rights) implications arising from this report.

5. **Supporting Information**

- 5.1 The Council at its meeting on 25<sup>th</sup> April 2006 approved the following recommendations of the Standards Committee:

“

- (b) That, annually, an information report be submitted initially to all Group leaders, non-Group Members and Members of the Standards Committee and then to the Council showing in respect of each Member for the preceding municipal year the following:-

- The number of meetings called to attend and the number of meetings actually attended.
- In respect of meetings not attended whether or not apologies were tendered and the reasons for non-attendance given.
- The number of training sessions attended.
- The record of attendance at compulsory training sessions.
- Attendance record at meetings of outside bodies to which Members were appointed as the Council's representative.

(c) That, at the end of each municipal year, each Member appointed as the Council's representative on an outside body be required to submit a short feedback report including details of the number of meetings they were called to attend and the number they actually attended.

(d) That, in respect of (c) above, random checks on Members' attendance on outside body meetings be carried out annually with the Members being selected at random by the Chair of the Standards Committee. “

- 5.2 It is recognised that attendance at meetings form only part of the duties of an elected Member. A significant proportion of a Member's time may be spent in dealing with their constituents' enquiries and requests for help; representing the views, opinions and interests of their constituents in respect of ward issues/matters; representing the views and policies of the Council within their Ward which may require attendance at local tenants'/residents' meetings. Accordingly, the indicators now reported are only partially representative of a Member' s overall performance.
- 5.3 During the municipal year 2007/2008, a record of elected Members' attendance was maintained in accordance with recommendation (b) above and a summary of the information gathered is set out in **Appendix 1**. Set out in **Appendix 2** are details of the attendance of Members who were appointed to serve as the Council's representatives on Outside Bodies during 2007/2008 based on the feed back forms submitted by Members.
- 5.4 A copy of Appendix 1 was circulated to Group Leaders on behalf of their Group Members in August and Members were asked to submit any comments or queries they might have. To date no comments have been received.
- 5.5 As regards resolution (d) above, all the Members currently still serving on the Council who were appointed to serve on outside bodies in 2007/2008 were identified and were each allocated a number. A 10% sample (based on 41 Members) was then selected at random by the Chair of the Standards Committee. The Members selected through this process were Councillors Cryer, P Choudhry, Jenkins and Small. Those organisations to which they were appointed as the Council's representatives were asked to submit details of the total number of meetings they were called to attend; the actual number they attended and, if applicable, reasons for non-attendance, if available. A summary of their response is set out in **Appendix 3**.
- 5.6 At the Standards Committee Meeting on 14th January 2008 the Committee requested that the Members' Performance Monitoring Report should include a separate report on Members' attendance at meetings of the Committee during 2007/2008. This information is set out overleaf.

Member	18/06/07	10/10/07	14/01/08	13/02/08	15/04/08
P Lipscomb	✓	✓	✓	✓	✓
F Ashmore	✓	✓	✓	✓	✓
M Field	A	✓	✓	A	✓
H Khan	N/A (Not called)	✓	P	✓	P
M Aziz	A	✓	✓	✓	A
S Dhaliwal	P	X	X	A	✓
J Finn	P	✓	P	A	✓
L Khan	✓	✓	✓	✓	✓
M Mann	A	✓	✓	✓	✓
P O'Connor	✓	✓	✓	✓	✓
N Brandligt	✓	✓	A	✓	✓

Key: ✓ attended

X did not attend and did not submit apologies

P attended part of the meeting

A submitted apologies for non attendance

## 6. Background Papers

Standards Committee Report to Council and relevant Minute for meeting held on 25<sup>th</sup> April 2006.

## 7. Appendices Attached

Appendix 1 - Members' attendance record 2007/2008

Appendix 2 - Members' attendance at outside bodies' meetings.

Appendix 3 - Results of random check on attendance at outside bodies.

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# MEMBER ATTENDANCE REPORT FROM MAY 2007 - MAY 2008

APPENDIX 1

**KEY TO ABBREVIATIONS:**

**Apologised:**  
**PTM** - Prior to Meeting  
**ATM** - At Meeting  
**AFM** - After Meeting  
**N** - None

**Reason:** **AL** Annual Leave  
**FC** Family Commitments  
**NG** None Given  
**OTH** Other

**OCB** Other Council Business  
**SN** Sickness  
**WC** Work Commitments

COUNCILLOR	COMMITTEE APPOINTED TO	MEETINGS CALLED TO	MEETINGS ATTENDED	PART ATTENDED	APOLOGISED				REASONS GIVEN									
					PTM	ATM	AFM	N	AL	FC	NG	OTH	OCB	SN	WC			
Anderson, Rob	Bus Services Working Party	0	0															
Anderson, Rob	Council	13	13															
Anderson, Rob	Overview & Scrutiny	9	8			1							1					
Anderson, Rob	Scrutiny Development Steering Group	4	2	1					1					1				
<b>TOTAL</b>		<b>26</b>	<b>23</b>	<b>1</b>		<b>1</b>			<b>1</b>				<b>1</b>					
<b>TRAINING: Compulsory</b>		<b>2</b>	<b>2</b>															
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>1</b>															
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>0</b>															
Arnold, Neil	Council	13	12		1													1
Arnold, Neil	Overview & Scrutiny	9	8		1											1		
Arnold, Neil	Review of Polling Districts & Places WP	2	2															
<b>TOTAL</b>		<b>24</b>	<b>22</b>		<b>2</b>											<b>1</b>		<b>1</b>
<b>TRAINING: Compulsory</b>		<b>3</b>	<b>1</b>															
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>															
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>0</b>															
Aziz, Mohammed	Bus Services Working Party	0	0															
Aziz, Mohammed	Community & Cultural Services Panel	5	1		4					1	1					2		
Aziz, Mohammed	Council	13	13															
Aziz, Mohammed	Planning Committee	13	6	2	4				1	1	1	2	1					
Aziz, Mohammed	SACRE	2	0	1					1				1					
Aziz, Mohammed	Standards Committee	5	3		2								2					
Aziz, Mohammed	Standards (Local Determination) Sub-Co	1	1															
<b>TOTAL</b>		<b>39</b>	<b>24</b>	<b>3</b>	<b>10</b>				<b>2</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>2</b>				
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>4</b>															
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>															
<b>TRAINING: Discretionary</b>		<b>6</b>	<b>0</b>															
Bains, Balvinder	Community & Cultural Services Panel	5	2		1	1			1	1		2						
Bains, Balvinder	Council	13	10		2	1				2								1
Bains, Balvinder	Employment & Appeals Committee	6	2		4					2					2			
Bains, Balvinder	Heart of Slough Working Party	2	2															
Bains, Balvinder	Member Panel on Slough Local Develop	1	0						1			1						
Bains, Balvinder	School Admissions Forum	1	0						1			1						
<b>TOTAL</b>		<b>28</b>	<b>16</b>		<b>7</b>	<b>2</b>			<b>3</b>	<b>5</b>		<b>4</b>		<b>2</b>				<b>1</b>
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>1</b>															
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>															
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>															
Bal, Joginder	Appeals Sub-Committee	0	0															
Bal, Joginder	Council	13	9	2		1			1			2						
Bal, Joginder	Overview & Scrutiny	9	1	3	2				3			4						1
<b>TOTAL</b>		<b>22</b>	<b>10</b>	<b>5</b>	<b>2</b>	<b>1</b>			<b>4</b>			<b>6</b>						<b>1</b>
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>2</b>															
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>1</b>															
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>0</b>															
Butt, Rashad	Council	13	11		2					2								
<b>TOTAL</b>		<b>13</b>	<b>11</b>		<b>2</b>					<b>2</b>								
<b>TRAINING: Compulsory</b>		<b>0</b>	<b>0</b>															
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>															
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>															
Chaudhry, Shafiq	Appeals Sub-Committee (Deputy)	3	3															
Chaudhry, Shafiq	Council	13	9		4					4								
Chaudhry, Shafiq	Employment and Appeals Committee	6	5		1								1					
Chaudhry, Shafiq	Employment Appeals Sub Committee	0	0															
Chaudhry, Shafiq	Green & Built Environment Panel	7	3	1		1			2			2	1					
<b>TOTAL</b>		<b>29</b>	<b>20</b>	<b>1</b>	<b>5</b>	<b>1</b>			<b>2</b>	<b>4</b>		<b>2</b>	<b>2</b>					
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>4</b>															
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>2</b>															
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>															

## KEY TO ABBREVIATIONS:

**Apologised:**  
**PTM** - Prior to Meeting  
**ATM** - At Meeting  
**AFM** - After Meeting  
**N** - None

**Reason:** **AL** Annual Leave  
**FC** Family Commitments  
**NG** None Given  
**OTH** Other

**OCB** Other Council Business  
**SN** Sickness  
**WC** Work Commitments

## APPENDIX 1

COUNCILLOR	COMMITTEE APPOINTED TO	MEETINGS CALLED TO	MEETINGS ATTENDED	PART ATTENDED	APOLOGISED				REASONS GIVEN							
					PTM	ATM	AFM	N	AL	FC	NG	OTH	OCB	SN	WC	
Chohan, Nimrit	Audit Advisory Panel	5	1	1	3				1	1						1
Chohan, Nimrit	Council	13	8	4	1											1
Chohan, Nimrit	Customer Service & E-Government	2	2													
<b>TOTAL</b>		<b>20</b>	<b>11</b>	<b>5</b>	<b>4</b>				<b>1</b>	<b>1</b>						<b>2</b>
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>1</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>													
Choudhry, Pervez	Appointments Sub-Committee	1	1													
Choudhry, Pervez	Corporate Parenting Panel	4	0		1			3			4					
Choudhry, Pervez	Council	13	9	1	2			1		1	1	1			1	
Choudhry, Pervez	Education & Children's Services Panel	6	3		2			1	1	1	1					
Choudhry, Pervez	Licensing Committee	5	5													
Choudhry, Pervez	Licensing Sub-Committee	0	0													
Choudhry, Pervez	Overview & Scrutiny	9	2	3	3	1			1				3			
Choudhry, Pervez	School Admissions Forum	0	0													
<b>TOTAL</b>		<b>38</b>	<b>20</b>	<b>4</b>	<b>8</b>	<b>1</b>		<b>5</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>4</b>			<b>1</b>	
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>5</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>													
Diana Coad	Audit Advisory Panel	5	4		1					1						
Diana Coad	Council	13	12		1					1						
Diana Coad	Green & Built Environment Panel	7	4		3							1	1	1		
Diana Coad	Member Advisory Panel on Overarching	0	0													
Diana Coad	Overview & Scrutiny	9	5	2	1	1			1				1			
Diana Coad	Scrutiny Development Steering Group	4	4													
<b>TOTAL</b>		<b>38</b>	<b>29</b>	<b>2</b>	<b>6</b>	<b>1</b>			<b>1</b>	<b>2</b>		<b>2</b>	<b>1</b>	<b>1</b>		
<b>TRAINING: Compulsory</b>		<b>8</b>	<b>3</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>6</b>	<b>3</b>													
Cryer, Derek	Appeals Sub-Committee	2	2													
Cryer, Derek	Appointments Sub-Committee	2	2													
Cryer, Derek	Cabinet	12	12													
Cryer, Derek	Commissioners & Directors	8	7				1				1					
Cryer, Derek	Council	13	13													
Cryer, Derek	Employment & Appeals Sub-Cttee	2	2													
Cryer, Derek	Heart of Slough Working Party	3	3													
Cryer, Derek	Member Panel on Constitution	3	3													
Cryer, Derek	Voluntary Sector Members' Panel	6	3		2	1					3					
<b>TOTAL</b>		<b>51</b>	<b>47</b>	<b>2</b>	<b>2</b>	<b>1</b>		<b>1</b>			<b>4</b>					
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>1</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>0</b>													
Dhaliwal, Sukhjot	Appointments Sub-Committee	4	4													
Dhaliwal, Sukhjot	Community & Cultural Services Panel	5	3		1	1					1	1				
Dhaliwal, Sukhjot	Council	13	10			2		1		1	2					
Dhaliwal, Sukhjot	Member Panel on the Constitution	3	3													
Dhaliwal, Sukhjot	Standards Committee	5	1	1			2	1			2	1				
<b>TOTAL</b>		<b>30</b>	<b>21</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>		<b>1</b>	<b>5</b>	<b>2</b>				
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>1</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>													
Dhillon, Balwinder	Community & Cultural Services Panel	5	5													
Dhillon, Balwinder	Council	13	12	1												
Dhillon, Balwinder	Education & Children's Services Panel	6	6													
Dhillon, Balwinder	Employment and Appeals Committee	6	4	1	1							1				
Dhillon, Balwinder	Employment Appeals Sub-Committee	0	0													
Dhillon, Balwinder	Green and Built Environment Panel	7	4	3												
Dhillon, Balwinder	Health Scrutiny Panel	7	4	3												
Dhillon, Balwinder	Overview & Scrutiny	9	8	1												
<b>TOTAL</b>		<b>53</b>	<b>43</b>	<b>9</b>	<b>1</b>							<b>1</b>				
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>4</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>4</b>													
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>1</b>													
Dodds, May	Council	13	12		1					1						
Dodds, May	Employment and Appeals Committee	6	3		2	1				2					1	
Dodds, May	Employment Appeals Sub-Committee	0	0													
Dodds, May	Health Scrutiny Panel	7	5		2						1	1				
Dodds, May	Member Panel on the Constitution	0	0													
Dodds, May	Planning Committee	13	11	1	1					1						
<b>TOTAL</b>		<b>39</b>	<b>31</b>	<b>1</b>	<b>6</b>	<b>1</b>				<b>4</b>	<b>1</b>	<b>1</b>			<b>1</b>	
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>2</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>6</b>	<b>1</b>													

**KEY TO ABBREVIATIONS:**

**Apologised:**  
**PTM** - Prior to Meeting  
**ATM** - At Meeting  
**AFM** - After Meeting  
**N** - None

**Reason:** **AL** Annual Leave  
**FC** Family Commitments  
**NG** None Given  
**OTH** Other

**OCB** Other Council Business  
**SN** Sickness  
**WC** Work Commitments

**APPENDIX 1**

COUNCILLOR	COMMITTEE APPOINTED TO	MEETINGS CALLED TO	MEETINGS ATTENDED	PART ATTENDED	APOLOGISED				REASONS GIVEN								
					PTM	ATM	AFM	N	AL	FC	NG	OTH	OCB	SN	WC		
Edwards, John	Cabinet	12	9		2	1			1			1					1
Edwards, John	Commissioners & Directors	8	5		2			1				2				1	
Edwards, John	Council	13	10		3				1	1							1
Edwards, John	Member Advisory Panel on Overarching	0	0														
Edwards, John	Member Panel on Constitution	3	3														
<b>TOTAL</b>		<b>36</b>	<b>27</b>		<b>7</b>	<b>1</b>		<b>1</b>	<b>2</b>	<b>1</b>	<b>3</b>					<b>1</b>	<b>2</b>
<b>TRAINING: Compulsory</b>		<b>2</b>	<b>1</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>														
Finn, John	Council	13	9	3				1				1					
Finn, John	Education & Children's Services Panel	6	1		4			1				4	1				
Finn, John	Green & Built Environment Panel	4	0		2			2				4					
Finn, John	Licensing	5	2	2				1				1					
Finn, John	Licensing Sub-Committee	0	0														
Finn, John	Standards	5	2	2	1							1					
<b>TOTAL</b>		<b>33</b>	<b>14</b>	<b>7</b>	<b>7</b>			<b>5</b>				<b>11</b>	<b>1</b>				
<b>TRAINING: Compulsory</b>		<b>8</b>	<b>4</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>														
Grewal, Jagjit	Community and Cultural Services Scrutin	5	3			2						2					
Grewal, Jagjit	Council	13	12		1											1	
Grewal, Jagjit	Employment and Appeals Committee	6	5					1				1					
Grewal, Jagjit	Member Panel on the Constitution	3	2		1										1		
Grewal, Jagjit	Planning Committee	4	3	1													
<b>TOTAL</b>		<b>31</b>	<b>25</b>	<b>1</b>	<b>2</b>	<b>2</b>		<b>1</b>				<b>3</b>			<b>1</b>	<b>1</b>	
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>3</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>1</b>														
Haines, Tony	Cabinet	12	12														
Haines, Tony	Commissioners & Directors	8	8														
Haines, Tony	Council	13	12					1				1					
Haines, Tony	Customer Service & E-Government	2	2														
Haines, Tony	Employment Appeals Sub Committee	0	0														
Haines, Tony	Member Panel on Slough Local Developm	1	1														
Haines, Tony	Scrutiny Development Steering Group	4	3					1				1					
<b>TOTAL</b>		<b>40</b>	<b>38</b>					<b>2</b>				<b>2</b>					
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>2</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>														
Hewitt, Brian	Appeals Sub- Committee	4	4														
Hewitt, Brian	Appointments Sub-Committee	5	5														
Hewitt, Brian	Council	13	12		1				1								
Hewitt, Brian	Employment and Appeals Committee	6	5	1													
Hewitt, Brian	Employment Appeals Sub-Committee	2	2														
Hewitt, Brian	Green and Built Environment Panel	7	5	1	1							1					
Hewitt, Brian	Planning Committee	13	12		1											1	
Hewitt, Brian	SACRE	2	1		1										1		1
<b>TOTAL</b>		<b>52</b>	<b>46</b>	<b>2</b>	<b>4</b>				<b>1</b>			<b>1</b>			<b>1</b>	<b>1</b>	<b>1</b>
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>4</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>														
Howard, Geoff	Cabinet	12	12														
Howard, Geoff	Commissioners & Directors	8	8														
Howard, Geoff	Council	13	12		1							1					
Howard, Geoff	Customer Service & E-Government	2	1		1											1	
Howard, Geoff	Heart of Slough Working Party	3	3														
Howard, Geoff	Voluntary Sector Members' Panel	6	5		1							1					
<b>TOTAL</b>		<b>44</b>	<b>41</b>		<b>3</b>							<b>2</b>			<b>1</b>		
<b>TRAINING: Compulsory</b>		<b>2</b>	<b>1</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>														
Jenkins, Sonja	Community & Cultural Services Panel	5	3	1		1										1	
Jenkins, Sonja	Council	13	12		1							1					
Jenkins, Sonja	Education & Children's Services Panel	6	4		1			1				1				1	
Jenkins, Sonja	Employment and Appeals Committee	6	4					2				2					
Jenkins, Sonja	Heart of Slough Working Party	3	3														
Jenkins, Sonja	Licensing	5	5														
Jenkins, Sonja	Licensing Sub-Committee	2	2														
<b>TOTAL</b>		<b>40</b>	<b>33</b>	<b>1</b>	<b>2</b>	<b>1</b>		<b>3</b>				<b>4</b>				<b>2</b>	
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>5</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>2</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>1</b>														

**KEY TO ABBREVIATIONS:**

**Apologised:**  
**PTM** - Prior to Meeting  
**ATM** - At Meeting  
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**N** - None

**Reason:** **AL** Annual Leave  
**FC** Family Commitments  
**NG** None Given  
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**SN** Sickness  
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**APPENDIX 1**

COUNCILLOR	COMMITTEE APPOINTED TO	MEETINGS CALLED TO	MEETINGS ATTENDED	PART ATTENDED	APOLOGISED				REASONS GIVEN							
					PTM	ATM	AFM	N	AL	FC	NG	OTH	OCB	SN	WC	
Eshaq, Khan	Corporate Parenting Panel	1	1													
Eshaq, Khan	Council	11	11													
Eshaq, Khan	Education and Children's Services Panel	6	3		1			2				3				
Eshaq, Khan	Health Scrutiny Panel	6	3	1	1	1										2
Eshaq, Khan	Licensing Committee	5	4			1						1				
Eshaq, Khan	Licensing Sub-Committee	9	9													
Eshaq, Khan	Office Accommodation Strategy Working	3	3													
Eshaq, Khan	School Admissions Forum	1	0					1				1				
<b>TOTAL</b>		<b>42</b>	<b>34</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>					<b>5</b>				<b>2</b>
<b>TRAINING: Compulsory</b>		<b>10</b>	<b>8</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>1</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>	<b>1</b>												
Khan, Latif	Appeals Sub- Committee	1	1													
Khan, Latif	Community and Cultural Services Scrutin	5	4		1											1
Khan, Latif	Council	13	11		2				1			1				
Khan, Latif	Licensing Committee	5	4		1					1						
Khan, Latif	Licensing Sub-Committee	1	1													
Khan, Latif	Local Access Forum	3	2					1				1				
Khan, Latif	Member Panel on the Constitution	3	3													
Khan, Latif	Review of Polling Districts & Places Work	2	2													
Khan, Latif	Standards Committee	5	5													
Khan, Latif	Standards Local Determination Sub Com	1	1													
<b>TOTAL</b>		<b>39</b>	<b>34</b>		<b>4</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>					<b>1</b>
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>5</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>													
Long, Julia	Appeals Sub- Committee	1	0		1										1	
Long, Julia	Appointments Sub-Committee	4	4													
Long, Julia	Cabinet	12	10		1	1			1							1
Long, Julia	Commissioners and Directors	8	6		2							1				1
Long, Julia	Council	13	12		1				1							
Long, Julia	Employment Appeals Sub-Committee	0	0													
Long, Julia	Review of Polling Districts & Places Work	2	2													
Long, Julia	Voluntary Sector Members' Panel	6	5		1							1				
<b>TOTAL</b>		<b>46</b>	<b>39</b>		<b>6</b>	<b>1</b>			<b>2</b>			<b>2</b>			<b>1</b>	<b>2</b>
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>3</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>1</b>													
Maclsaac, David	Appeals Sub- Committee	4	4													
Maclsaac, David	Council	13	12		1				1							
Maclsaac, David	Education and Children's Services Panel	6	6													
Maclsaac, David	Employment and Appeals Committee	6	6													
Maclsaac, David	Employment Appeals Sub-Committee	0	0													
Maclsaac, David	Green and Built Environment Panel	3	2		1						1					
Maclsaac, David	Health Scrutiny Panel	7	5		2						1		1			
Maclsaac, David	Licensing Committee	5	5													
Maclsaac, David	Licensing Sub-Committee	6	6													
Maclsaac, David	Member Advisory Panel on Overarching	0	0													
Maclsaac, David	Member Panel on Slough Local Developm	1	0					1				1				
Maclsaac, David	Planning Committee	12	12													
Maclsaac, David	SACRE	2	1		1										1	
Maclsaac, David	School Admissions Forum	1	1													
Maclsaac, David	Scrutiny Development Steering Group	4	3		1				1							
Maclsaac, David	Social Services Complaints Review Pane	0	0													
<b>TOTAL</b>		<b>70</b>	<b>63</b>		<b>6</b>			<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>			
<b>TRAINING: Compulsory</b>		<b>7</b>	<b>7</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>6</b>	<b>3</b>	<b>1</b>												
Mann, Mewa	Appeals Sub-Committee	3	3													
Mann, Mewa	Council	13	10		2			1	2			1				
Mann, Mewa	Education & Children's Services Panel	6	4		2				2							
Mann, Mewa	Heart of Slough Working Party	3	1	1	1				1							
Mann, Mewa	Standards Committee	5	4		1				1							
<b>TOTAL</b>		<b>30</b>	<b>22</b>	<b>1</b>	<b>6</b>			<b>1</b>	<b>6</b>			<b>1</b>				
<b>TRAINING: Compulsory</b>		<b>3</b>	<b>0</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>4</b>													

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Apologised:  
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**FC** Family Commitments  
**NG** None Given  
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**SN** Sickness  
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## APPENDIX 1

COUNCILLOR	COMMITTEE APPOINTED TO	MEETINGS CALLED TO	MEETINGS ATTENDED	PART ATTENDED	APOLOGISED				REASONS GIVEN							
					PTM	ATM	AFM	N	AL	FC	NG	OTH	OCB	SN	WC	
Matloob, Fiza	Council	13	13													
Matloob, Fiza	Customer Service and E Government	2	2													
Matloob, Fiza	Licensing Committee	5	5													
Matloob, Fiza	Licensing Sub-Committee	4	4													
<b>TOTAL</b>		<b>24</b>	<b>24</b>													
<b>TRAINING: Compulsory</b>		<b>10</b>	<b>7</b>	<b>1</b>												
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>2</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>													
Munkley, David	Appeals Sub- Committee	0	0													
Munkley, David	Appointments Sub-Committee	2	1		1										1	
Munkley, David	Bus Services Working Party	0	0													
Munkley, David	Cabinet	12	12													
Munkley, David	Commissioners and Directors	8	7					1			1					
Munkley, David	Corporate Consultative Forum	2	1		1											1
Munkley, David	Corporate Parenting Panel	4	4													
Munkley, David	Council	13	13													
Munkley, David	Employment Appeals Sub-Committee	0	0													
Munkley, David	Foster Panel	4	3		1						1					
Munkley, David	Local Access Forum	3	3													
Munkley, David	Member Panel on the Constitution	3	3													
Munkley, David	Member Panel on Slough Local Develop	1	1													
Munkley, David	Office Accommodation Strategy Working	3	3													
Munkley, David	Review of Polling Districts & Places Work	2	2													
Munkley, David	Voluntary Sector Members' Panel	6	3		3						2					1
<b>TOTAL</b>		<b>63</b>	<b>56</b>		<b>6</b>			<b>1</b>			<b>4</b>				<b>1</b>	<b>2</b>
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>2</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>													
O'Connor, Patricia	Corporate Parenting Panel	4	3		1					1						
O'Connor, Patricia	Council	13	10		2	1				1		1			1	
O'Connor, Patricia	Education and Children's Services Panel	6	5		1					1						
O'Connor, Patricia	Health Scrutiny Panel	7	5	1	1					1						
O'Connor, Patricia	SACRE	2	1		1				1							
O'Connor, Patricia	Standards Committee	5	5													
O'Connor, Patricia	Standards Local Determination Sub Com	0	0													
<b>TOTAL</b>		<b>37</b>	<b>29</b>	<b>1</b>	<b>6</b>	<b>1</b>			<b>1</b>	<b>4</b>		<b>1</b>			<b>1</b>	
<b>TRAINING: Compulsory</b>		<b>11</b>	<b>10</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>2</b>													
<b>TRAINING: Discretionary</b>		<b>6</b>	<b>2</b>	<b>1</b>												
Pabbi, Rakesh	Council	13	13													
Pabbi, Rakesh	Education and Children's Services Panel	6	6													
Pabbi, Rakesh	Employment Appeals Sub-Committee	1	1													
Pabbi, Rakesh	Licensing Committee	5	4			1					1					
Pabbi, Rakesh	Licensing Sub-Committee	3	3													
Pabbi, Rakesh	Social Services Complaints Review Pane	0	0													
<b>TOTAL</b>		<b>28</b>	<b>27</b>			<b>1</b>					<b>1</b>					
<b>TRAINING: Compulsory</b>		<b>11</b>	<b>11</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>2</b>	<b>1</b>												
Parmar, Satpal	Council	13	13													
Parmar, Satpal	Green & Built Environment Panel	7	7													
Parmar, Satpal	Licensing	5	5													
Parmar, Satpal	Licensing Sub-Committee	2	2													
Parmar, Satpal	Member Panel on Slough Local Develop	1	1													
Parmar, Satpal	Planning Committee	9	9													
<b>TOTAL</b>		<b>37</b>	<b>37</b>													
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>5</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>4</b>													
<b>TRAINING: Discretionary</b>		<b>6</b>	<b>4</b>													
Plimmer, Robert	Audit Advisory Panel	5	4		1							1				
Plimmer, Robert	Bus Services Working Party	0	0													
Plimmer, Robert	Council	13	13													
Plimmer, Robert	Green & Built Environment Panel	7	7													
Plimmer, Robert	Health Scrutiny Panel	7	7													
Plimmer, Robert	Heart of Slough Working Party	3	3													
Plimmer, Robert	Office Accommodation Strategy Working	3	2			1									1	
Plimmer, Robert	Planning Committee	12	10	1	1										1	
<b>TOTAL</b>		<b>50</b>	<b>46</b>	<b>1</b>	<b>2</b>	<b>1</b>							<b>1</b>		<b>2</b>	
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>3</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>													

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**APPENDIX 1**

COUNCILLOR	COMMITTEE APPOINTED TO	MEETINGS CALLED TO	MEETINGS ATTENDED	PART ATTENDED	APOLOGISED				REASONS GIVEN								
					PTM	ATM	AFM	N	AL	FC	NG	OTH	OCB	SN	WC		
Qureshi, Azhar	Appeals Sub Committee	0	0														
Qureshi, Azhar	Council	13	11		2				2								
Qureshi, Azhar	Healthy Scrutiny Panel	7	2	1	3			1	2		2						
<b>TOTAL</b>		<b>20</b>	<b>13</b>	<b>1</b>	<b>5</b>			<b>1</b>	<b>4</b>		<b>2</b>						
<b>TRAINING: Compulsory</b>		<b>2</b>	<b>1</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>														
Rasib, Mohammed	Council	13	12				1				1						
Rasib, Mohammed	Employment & Appeals Sub-Committee	1	1														
Rasib, Mohammed	Licensing	5	5														
Rasib, Mohammed	Licensing Sub-Committee	3	2	1													
Rasib, Mohammed	SACRE	2	0					2			2						
<b>TOTAL</b>		<b>24</b>	<b>20</b>	<b>1</b>			<b>1</b>		<b>2</b>		<b>3</b>						
<b>TRAINING: Compulsory</b>		<b>7</b>	<b>3</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>2</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>														
Shine, Patrick	Community and Cultural Services Scrutiny Panel	5	3	2													
Shine, Patrick	Council	13	12					1			1						
Shine, Patrick	Health Scrutiny Panel	7	4	3													
Shine, Patrick	Licensing	5	4				1					1					
Shine, Patrick	Licensing Sub-Committee	3	2	1													
Shine, Patrick	Overview & Scrutiny	9	8		1				1								
Shine, Patrick	School Admissions Forum	1	1														
<b>TOTAL</b>		<b>43</b>	<b>34</b>	<b>6</b>	<b>1</b>		<b>1</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>					
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>4</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>1</b>														
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>														
Small, Christine	Appointments Sub-Committee	1	1														
Small, Christine	Bus Services Working Party	0	0														
Small, Christine	Community and Cultural Services Scrutiny Panel	5	5														
Small, Christine	Council	13	13														
Small, Christine	Green & Built Environment Panel	7	7														
Small, Christine	Health Scrutiny Panel	7	6		1											1	
Small, Christine	Office Accommodation Strategy Working Party	3	3														
Small, Christine	Overview & Scrutiny	9	9														
Small, Christine	Review of Polling Districts & Places Work	2	2														
<b>TOTAL</b>		<b>47</b>	<b>46</b>		<b>1</b>												<b>1</b>
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>3</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>0</b>														
Smith, Dexter	Cabinet	12	12														
Smith, Dexter	Commissioners and Directors	8	8														
Smith, Dexter	Council	13	13														
Smith, Dexter	Customer Service & E-Government	2	1	1													
Smith, Dexter	Employment Appeals Sub-Committee	0	0														
Smith, Dexter	Heart of Slough Working Party	3	3														
Smith, Dexter	Member Advisory Panel on Overarching Issues	0	0														
Smith, Dexter	Member Panel on Slough Local Development	1	1														
Smith, Dexter	Planning Committee	12	8	4													
<b>TOTAL</b>		<b>51</b>	<b>46</b>	<b>5</b>													
<b>TRAINING: Compulsory</b>		<b>6</b>	<b>3</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>1</b>														
Stokes, Richard	Appointments Sub-Committee	5	5														
Stokes, Richard	Cabinet	12	9		2	1			2					1			
Stokes, Richard	Commissioners and Directors	8	6		2											2	
Stokes, Richard	Corporate Consultative Forum	2	1		1											1	
Stokes, Richard	Council	13	11		2				2								
Stokes, Richard	Employment and Appeals Committee	6	4		1			1	1							1	
<b>TOTAL</b>		<b>46</b>	<b>36</b>		<b>8</b>	<b>1</b>		<b>1</b>	<b>5</b>					<b>1</b>		<b>4</b>	
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>1</b>														
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>														
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>														

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**NG** None Given  
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**APPENDIX 1**  
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COUNCILLOR	COMMITTEE APPOINTED TO	MEETINGS CALLED TO	MEETINGS ATTENDED	PART ATTENDED	APOLOGISED				REASONS GIVEN							
					PTM	ATM	AFM	N	AL	FC	NG	OTH	OCB	SN	WC	
Swindlehurst, Jame	Appointments Sub-Committee	4	3		1											1
Swindlehurst, Jame	Council	13	12	1												
Swindlehurst, Jame	Green & Built Environment Panel	7	4	3												
Swindlehurst, Jame	Heart of Slough Working Party	3	1		2				1							1
Swindlehurst, Jame	Member Advisory Panel on Overarching	0	0													
Swindlehurst, Jame	Member Panel on Slough Local Develop	1	1													
Swindlehurst, Jame	Office Accommodation Strategy Working	3	3													
Swindlehurst, Jame	Overview & Scrutiny	9	9													
Swindlehurst, Jame	Planning Committee	13	8	3	1				1					1		1
Swindlehurst, Jame	Review of Polling Districts & Places Work	2	2													
Swindlehurst, Jame	Social Services Complaints Review Pane	0	0													
<b>TOTAL</b>		<b>55</b>	<b>43</b>	<b>7</b>	<b>4</b>				<b>1</b>	<b>1</b>					<b>1</b>	<b>3</b>
<b>TRAINING: Compulsory</b>		<b>5</b>	<b>4</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>1</b>													
<b>TRAINING: Discretionary</b>		<b>6</b>	<b>0</b>													
Wright, Sean	Cabinet	12	12													
Wright, Sean	Commissioners and Directors	8	5		3						2	1				
Wright, Sean	Council	13	11	1	1						1					
Wright, Sean	Voluntary Sector Members' Panel	6	5		1						1					
<b>TOTAL</b>		<b>39</b>	<b>33</b>	<b>1</b>	<b>5</b>						<b>4</b>	<b>1</b>				
<b>TRAINING: Compulsory</b>		<b>3</b>	<b>1</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>4</b>	<b>0</b>													
Zarait, Raja	Council	13	12		1				1							
Zarait, Raja	Heart of Slough Working Party	3	1					2			2					
Zarait, Raja	Planning Committee	13	9	2	2				1		1					
Zarait, Raja	Voluntary Sector Members' Panel	6	1		1			4			5					
<b>TOTAL</b>		<b>35</b>	<b>23</b>	<b>2</b>	<b>4</b>			<b>6</b>	<b>2</b>		<b>8</b>					
<b>TRAINING: Compulsory</b>		<b>4</b>	<b>3</b>													
<b>TRAINING: Compulsory, attended voluntarily</b>		<b>0</b>	<b>0</b>													
<b>TRAINING: Discretionary</b>		<b>5</b>	<b>0</b>													

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Member Attendance on Outside Bodies from May 2007 - 2008

APPENDIX 2

Surname	Body Appointed to	Form	Meetings Called to	Meetings Attended	Comments / Reasons for non attendance
Bains	Thames Valley Police Authority	Yes	11	11	
Coad	Colne Valley Park Standing Conference	Yes	2	1	Clash with other Council duties
Coad	Duke of Edinburgh's Award Committee	Yes	None	None	
Coad	James Elliman Trust	Yes	None	None	
Coad	Joint East Berkshire Health Overview & Scrutiny Committee	Yes	4	2	Illness and Holiday
Coad	Older Person's Champion	Yes	N/A	N/A	Various activities - Attended meetings of the following organisations: Board of Age Concern Slough, The Older People's Reprovision, The HCOP, The Older People's Forum and the Slough Senior Citizen.
Coad	Age Concern Slough & Berkshire East	Yes	4	4	
Coad	Stoke Park Trust Management Committee	Yes	9	7	Holiday and Clash with other Council duties
Coad	St Mary's School Charity	Yes	3	3	
Cryer	Health, Housing and Social Care Key Partners Group	Yes	None	None	Group was disbanded in 2008 and replaced by Local Area Agreement regime.
Dhillon	Secure Accommodation Panel	Yes	None	None	
Dodds	Berkshire Community Foundation	Yes	Unsure	"Most"	
Dodds	Berkshire Authorities Fire Joint Committee	Yes	Unsure	"Most"	
Dodds	James Elliman Trust	Yes	None	None	
Dodds	Joint East Berkshire Health Overview & Scrutiny Committee	Yes	Unsure	Unsure	Attended all those which occurred in Slough but couldn't travel to meetings outside of Slough
Finn	Slough and District Sports Council	No			
Haines	Colne Valley Park Standing Conference	No			
Haines	Slough Community Leisure Limited	No			
Haines	Slough Race Equality Council	No			
Hewitt	Berkshire Pensions Fund Advisory Panel	Yes	6	2	Illness and Clash with other Council duties
Hewitt	Joint Strategic Planning Committee	No			
Hewitt	People 1st (Slough) ALMO	Yes	6	2	Clash with other Council duties
Hewitt	South East Employers	Yes	6	5	Illness
Hewitt	University of Reading Court	Yes	None	None	
Hewitt	Britwell Youth and Community Project	Yes	13	12	Clash with other Council duties
Hewitt	Local Authorities' Aircraft Noise Council	Yes	3	2	Not informed of the first meeting
Jenkins	St Mary's School Charity	Yes	3	3	
Khan	People 1st (Slough) ALMO	Yes	Unsure	"All but 2"	Holiday
Khan	South East Employers	Yes	3	1	Holiday and Clash with other Council duties
Khan	Slough Council for Voluntary Service	Yes	4	3	Holiday
Khan	Slough Race Equality Council	Yes	5	3	Holiday and Clash with other Council duties
Long	Slough and District Sports Council	Yes	4	1	Did not receive notice of meetings
Long	Thames Valley Athletics Centre Management Committee	Yes	5	5	
Long	Thames Valley Athletics Centre Trust	Yes	3	2	Holiday
Long	Thames Valley Police Authority Joint Committee	Yes	2	2	
Long	Slough Community Leisure Limited	No			
Long	Slough Museum Board of Trustees	Yes	3	2	Clash with other Council duties
Long	Heathrow Airport consultative Committee	Yes	5	3	Holiday and Illness

Members with "No" in the Form Column failed to submit an annual feedback form despite three reminders.

Member Attendance on Outside Bodies from May 2007 - 2008

APPENDIX 2

Surname	Body Appointed to	Form	Meetings Called to	Meetings Attended	Comments / Reasons for non attendance
MacIsaac	East Berkshire Adoption Panel	Yes	12 (+ 3 Training Days)	11 (+ 2 Training Days)	Clash with other Council duties
MacIsaac	Standing Conference on Archives	Yes	2	1	Clash with other Council duties
MacIsaac	Citizens' Advice Slough	Yes	4	2	Clash with other Council duties
MacIsaac	Middle Thames Relate	Yes	4	1	Clash with other Council duties and Holiday
MacIsaac	Slough and District Religious Studies Resource Centre Trust	Yes	6	6	
Munkley	Association of Councils of the Thames Valley Region	No			
Munkley	East Berkshire College - Board of Governors	No			
Munkley	Local Government Association	No			
Munkley	South East England Regional Assembly	No			
Munkley	Thames Valley Economic Partnership Advisory Council	No			
O'Connor	Cippenham Youth Club	Yes	8 or 9	1	Family Commitments
O'Connor	Crossroads - Caring for Carers	Yes	5	1	Relinquished position to another councillor mid-way through the year
P. Choudhry	Chalvey Millennium Green Trust	Yes	None	None	
Pabbi	Local Authorities' Aircraft Noise Council	Yes	1	1	
Plimmer	Environmental Champion	Yes	1	1	
Plimmer	Health, Housing and Social Care Key Partners Group	Yes	1	1	
Plimmer	Joint East Berkshire Health Overview & Scrutiny Committee	No			
Plimmer	People 1st (Slough) ALMO	Yes	5	5	
Shine	Britwell Youth and Community Project	Yes	6	5	Other Commitments
Small	People 1st (Slough) ALMO	No			
Small	Slough Home Improvement Agency Steering Committee	No			
Small	Age Concern Slough & Berkshire East	No			
Stokes	English Forum of Nuclear Free Local Authorities (and Steering Committee)	Yes	3	Unsure	A great deal of the business of this group is conducted by correspondence
Stokes	Slough Focus Steering Group	Yes	Unsure	Unsure	Attended all except when ill
Stokes	Supporting People Strategy Champion	No			
Wright	Berkshire Authorities Fire Joint Committee	Yes	10	8	Clash with other Council duties
Wright	Slough and District Sports Council	Yes	6	3	Clash with other Council duties

Members with "No" in the Form Column failed to submit an annual feedback form despite three reminders.

**Attendance on Outside Bodies from May 2007 - 2008  
Random Check Results**

Councillor	Body Appointed to	Form	Data Supplied by				Reason for Non Attendance/Comments
			Member Meetings Called to	O/s body Meetings Called to	Member Meetings Attended	O/s body Meetings Attended	
Small	People 1st (Slough) ALMO	No	Blank	13	Blank	8	5 Board meetings ( 3 attended) and 8 Finance sub-committee meetings (5 attended)
Small	Slough Home Improvement Agency Steering Committee	No	Blank	4	Blank	4	
Small	Age Concern Slough & Berkshire East	No	Blank	4	Blank	2	Family Commitments and Sickness
Cryer	Health, Housing and Social Care Key Partners Group	Yes	None	N/A	None	N/A	The Group was disbanded in 2008 and replaced by the Local Area Agreement arrangements
Jenkins	St Mary's School Charity	Yes	3	3	3	3	
P. Choudhry	Chalvey Millennium Green Trust	Yes	None	None	None	None	Was not aware that Cllr Choudry had been assigned to the trust. The Trust has infrequent meetings but Cllr Choudry should have been invited to the AGM in December 2007

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Standards Committee **Date:** 8<sup>th</sup> October, 2008

**CONTACT OFFICER:** Steven Quayle  
Borough Secretary and Solicitor  
(01753) 875004

**WARDS:** All

**PART I**  
**FOR DECISION**

**DRAFT ANNUAL REVIEW 2007/08**

**1. Purpose of Report**

- 1.1 The purpose of this report is to submit to Members the draft Annual Review summarising the achievements and work of the Committee during the last municipal year.

**2. Recommendation/Proposed Action**

- 2.1 The Committee is requested to approve the draft Annual Review 2007/08 as attached at Appendix A together with any amendments that Members may wish to make.

**3. Key Priorities – Taking Pride in Slough and making a Difference to Communities and our Environment**

**Priority 5** – Maintaining excellent governance within the Council to ensure that it is efficient, effective and economic in everything it does.

- 3.1 The Annual Review will help to publicise to the Council's employees partners and the public at large the steps it has taken to ensure that ethical behaviour and governance of the highest order is maintained as this contributes to open, transparent and fair decision making.

**4. Other Implications**

- 4.1 There are no financial, legal (including Human Rights) implications arising from this report. There may be some staffing implications in terms of the increased workload for Members and Officers alike.

**5. Background/Supporting Information**

- 5.1 The Council's Constitution requires the Committee to approve an Annual Review setting out the work undertaken by the Committee in the previous

municipal year and to set out the work intended for the following year. The draft Annual Review submitted as Appendix A seeks to summarise the work and achievements of the Committee over the last municipal year and includes:-

- An introduction from the Chair.
- An outline of the role of the Standards Board for England.
- The composition of the Committee.
- A list of achievements in 2007/08.
- The anticipated work over the next twelve months.

5.2 Members may recall that last year the Annual Review was published in a more “user friendly” format so that the work of the Committee was more widely accessible to the Council’s key partners, stakeholders and the public at large. It is intended for the document to be widely circulated through publication in the local press, the website and intranet and displayed on notice boards within the Council and the local libraries.

## **6. Conclusion**

6.1 It is important for the work of the Committee to be widely publicised as Member and Officer conduct is critical to open, transparent and fair decision making.

## **7. Appendix**

### **Appendix A - Draft Annual Review 2007/08.**

**SLOUGH BOROUGH COUNCIL**

**STANDARDS COMMITTEE**

**ANNUAL REVIEW**

**APRIL 2007 TO MARCH 2008**

**THE STANDARDS COMMITTEE**

The Reverend Paul Lipscomb (Chair)	)	
Mr Fred Ashmore	)	
Mr Mike Field	)	Independent Members
Dr Henna Khan	)	
Councillor Mohammed Aziz	)	
Councillor Sukjhit Dhaliwal	)	
Councillor John Finn	)	Elected Members
Councillor Latif khan	)	
Councillor Mewa Mann	)	
Councillor Patricia O'Connor	)	
Councillor Nicoline Brandlight		Parish Council Representative

Dr Henna Khan replaced Mr Zahire Khan (Independent Member) and attended her first meeting on 10<sup>th</sup> October 2007.

The Committee is serviced by Steven Quayle, Monitoring Officer and June Cook the Member Services Manager.

The Committee meets at least four times a year in public. Committee agenda papers, reports and minutes are available on the Council’s website at [www.slough.gov.uk](http://www.slough.gov.uk).

**Chair’s Comments**

It hardly seems possible that nine years have passed since the Council set up its Ethical Standards Working Party, the precursor of the current Standards Committee. The Committee has come a long way since those early days: from developing and promoting the Council’s comprehensive Ethical Framework to hearing and deciding complaints referred to the Monitoring Officer by the Standards Board for England.

We anticipate the imminent introduction of new legislation which will enable almost all complaints about the conduct of Members to be handled locally from beginning to end. This means that the Standards Committee through its Sub-Committees will decide itself whether a complaint warrants an investigation or other action. This change of emphasis is welcome and it means that the Standards Board will now be a “light touch regulator” taking a more strategic view of ethical issues across local government.

The Committee will continue to review and where necessary revise the Council’s comprehensive ethical framework and seek further improvements in the behaviour of Members at Council/Committee meetings.

Needless to say party political considerations will play no part in the work of the Committee or its Sub-Committees and whatever we do will be done with fairness and justice as our guiding principle.

**What the Standards Board Does**

The Standards Board was established by the Local Government Act 2000 to help build confidence in local democracy by:-



- Promoting high standards of ethical behaviour.
- Overseeing and promoting the Code of Conduct.
- Receiving and investigating complaints and misconduct referred to it by local Standards Committees
- Providing national guidance to Councillors, local Standards Committees and Council Monitoring Officers.

It is now regarded as the 'strategic regulator' of ethical issues within local government.

### **What Do We Do ?**

- Promote and maintain high standards of conduct of Borough Councillors, Parish Councillors, Co-opted Members and Diocesan Representatives.
- Monitor the operation of the Council's Ethical Framework.
- Advise and train Councillors on conduct issues, personal and prejudicial interests and gifts and hospitality.
- Assess, review and determine complaints through Sub-Committees set up by the Committee.
- Give advice and guidance on the Whistleblowing Policy and Procedure.
- Monitor the performance of Councillors.
- Monitor the reporting of gifts and hospitality.
- Observe the workings of Council and Parish Councils meetings.

### **What Have We Done?**

In 2007/08 we:-

- responded to the Government's consultation paper on the Order and Regulations relating to the Conduct of Local Authority Members.
- reviewed the performance of Borough Councillors particularly the attendance at meetings.
- arranged for Independent Members to observe Borough and Parish Council meetings and report back to the Committee.
- noted the adoption of the new Local Code of Conduct for Members and the Standard's Board for England's Statutory Guidance.

- Continued to review and update our work programme.
- Conducted a hearing in respect of a complaint made against a Councillor and determined what action should be taken through the Standards (Local Determination) Sub-Committee.

The number of complaints determined by the Sub-Committee declined last year and the details are set out below:-

<b>Year</b>	<b>Complaints</b>	<b>Referred for Investigations</b>	<b>No Further Action</b>	<b>Breach</b>
2007/08	13	1	12	0

Three of the complaints related to the conduct of Parish Councillors but none were investigated.

### **THE FUTURE**

It is anticipated that much of our work for the municipal year 2008/09 will be concerned with the implementation of the new local standards regime which will give the Standards Committee and its Sub-Committees control in the handling of all complaints about the conduct of Members from beginning to end. There will be substantial constitutional issues to address and the setting up of the Sub-Committees which will decide whether complaints are to be investigated or not or whether some other action is appropriate.

In addition we will continue to develop the Council's ethical framework documentation and ensure that it complies with best practice.

In summary we will:-

- Review the Council's Employee Code of Conduct.
- Consider the data gathered during 2007/08 under the Member's performance monitoring arrangements.
- Provide further training and development on the new provisions of the Local Code of Conduct by more scenario based training.
- Continue our work with the Parish Councils.
- Draw up an informal reconciliation/mediation process to aid the early resolution of complaints.
- Set up a Standards Committee web page.

For further information please contact:: Steven Quayle, Monitoring Officer  
 Tel: 01753 875004  
 Email: [steven.quayle@slough.gov.uk](mailto:steven.quayle@slough.gov.uk)

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Standards Committee **Date:** 8<sup>th</sup> October, 2008

**CONTACT OFFICER:** Steven Quayle  
Borough Secretary and Solicitor  
(01753) 875004

**WARDS:** All

**PART I**  
**FOR INFORMATION**

**LOCAL CODE OF CONDUCT FOR EMPLOYEES**

**1. Purpose of Report**

- 1.1 The purpose of this report is to inform Members that the review and possible redrafting of the Employee Code of Conduct has been delayed due to the substantial amount of work required to implement the new Local Assessment and Review of Complaints Framework brought about by the Local Government and Involvement in Health Act 2007 and the Standards Committee (England) Regulations 2008.

**2. Recommendation/Proposed Action**

- 2.1 The Standards Committee is requested to note the unfortunate delay in progressing this matter which is on the work programme and that a further report and, if necessary, a revised draft of the document we will be represented at the meeting in January next year.

**3. Key Priorities – Taking Pride in Slough and making a Difference to Communities and our Environment**

**Priority 5 – Maintaining excellent governance within the Council to ensure that it is efficient, effective and economic in everything it does.**

- 3.1 The Employee Code of Conduct forms part of an employee's contract of employment. It sets out how an employee should conduct him/herself in carrying out their duties under their contract. A clear and concise code of conduct is essential to enable employees to understand their roles and responsibilities.

**4. Other Implications**

- 4.1 There are no significant financial staffing or legal (including Human Rights) implications arising out of this report. However, an employee code of conduct is an important document for employees to understand given it forms part of their contract of employment.

**5. Background/Supporting Information**

- 5.1 It has been intended for a number of years to revise the Employee Code of Conduct but the matter has been delayed because the Local Government Association have been promising for sometime to produce a model code for use by local government generally. This has not materialised.
- 5.2 Therefore it has been decided to look at the Council's current Employee Code of Conduct with a view to redrafting it and updating it where necessary. The matter will be reported to the Committee at its scheduled meeting in January 2009.

**6. Conclusion**

- 6.1 Members are asked to simply note the current position on this report.

**7. Background Papers**

None.

SLOUGH BOROUGH COUNCIL

REPORT TO: Standards Committee

DATE: 8<sup>th</sup> October 2008

CONTACT OFFICER: June Cook, Member Services Manager  
(For all Enquiries) (01753) 875019

WARD(S): All

**PART I  
FOR INFORMATION**

**WORK PROGRAMME 2008/2009**

1. **Purpose of Report**

1.1 To submit the Committee's current Work Programme (**Appendix A**).

2. **Recommendation(s)/Proposed Action**

2.1 The Committee is asked to note the attached work programme (**Appendix A**).

3. **Key Priorities – Taking Pride in Slough and Making a Difference to Communities and our Environment**

**Priority 5 – Maintaining excellent governance within the council to ensure it is efficient, effective and economic in everything it does.**

3.1 By adopting the action now proposed the Council will help ensure that governance of the highest order is maintained which will also contribute to achieving the Council's other key priorities.

4. **Other Implications**

4.1 There are no financial, nor any direct legal (including human rights) implications arising from this report. There may be some staffing implications in terms of increased work load for certain members of staff.

5. **Supporting Information**

5.1 The ongoing work programme for the Committee is attached as Appendix A.

6. **Background Papers**

None

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**STANDARDS COMMITTEE WORK PROGRAMME 2007/2009**

<b><u>Date</u></b>	<b><u>Action</u></b>	<b><u>Lead Officer(s)</u></b>
8 <sup>th</sup> October 2008	<ol style="list-style-type: none"> <li>1. Officer Code of Conduct – Progress report.</li> <li>2. Members’ performance monitoring report for 2007/2008 to be submitted.</li> <li>3. Standards Committee Annual Report 2007/2008 including a review of the revised format for the 2006/7 Standards Annual Review document and consideration of other possible initiatives to raise the awareness of the Committee.</li> <li>4. Policy Guidance on the Assessment and Review of Complaints about the conduct of Members.</li> <li>5. Work Programme update.</li> </ol>	<p>Director of Law and Corporate Governance</p> <p>Member Services Manager</p> <p>Director of Law and Corporate Governance</p> <p>Director of Law and Corporate Governance</p> <p>Member Services Manager</p>
3 <sup>rd</sup> November 2008	Briefing on the Local Code of Conduct and Council’s Ethical Framework for all elected and co-opted Members of the Council. (Repeat Session)	Director of Law and Corporate Governance / Member Services Manager
7 <sup>th</sup> January 2009	External Auditors to facilitate Ethical Framework workshop for all elected and co-opted Members	Director of Law and Corporate Governance / Member Services Manager / Audit Commission
12 <sup>th</sup> January 2009	Revised draft Officer Code of Conduct to be considered prior to consultation with the Trade Unions, Corporate Management Team, Corporate Consultative Forum and Employment and Appeals Committee.	Director of Law and Corporate Governance

**APPENDIX A**

30 <sup>th</sup> March 2009	Revised Officer Code of Conduct to be reported back to the Committee and Code to be submitted for consideration prior to its submission to Council for approval.	Director of Law and Corporate Governance
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