

Date of issue: 7<sup>th</sup> March 2012

**MEETING:**

**STANDARDS COMMITTEE**

**CO-OPTED INDEPENDENT MEMBERS:**

Fred Ashmore, Mr Mike Field, Alan Sunderland and  
Ronald Roberts

**ELECTED MEMBERS:-**

Councillors Basharat, Buchanan, Coad, M S Mann,  
Minhas and Plenty

**PARISH COUNCIL MEMBERS:-**

Parish Councillors: Malik, Nye and Tilbury

**DATE AND TIME:**

THURSDAY, 15TH MARCH, 2012 AT 6.30 PM

**VENUE:**

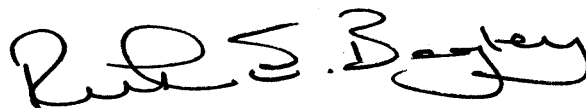
RUBY 4, THE CENTRE, FARNHAM ROAD, SLOUGH,  
BERKSHIRE SL1 4UT

**DEMOCRATIC SERVICES  
OFFICER:  
(for all enquiries)**

SHABANA KAUSER  
01753 875013

**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

## AGENDA

### PART I

<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 held on 3rd October 2011	1 - 2	All
3.	Localism Act 2011 - Future of Standards	REPORT TO FOLLOW	All
4.	Members' Attendance at Meetings and Training	3 - 10	All
5.	Standard Committee Members' Attendance Record	11 - 12	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.

**Standards Committee – Meeting held on Monday, 3rd October, 2011.**

**Present:-**

**Co-opted Independent Members:-**

Mr Mike Field (Chair), Fred Ashmore and Alan Sunderland

**Elected Members:-**

Councillors Basharat, M S Mann, P K Mann and Minhas

**Parish Councillor Representative:-**

Parish Councillor Sandra Malik

**Apologies for Absence:-** Councillor Coad and Parish Councillor Nye

**PART I**

**29. Declarations of Interest**

None.

**30. Minutes of the Last Meeting held on 6th June 2011**

**Resolved** – That the minutes of the Committee meeting held on 6<sup>th</sup> June, 2011 were approved as a correct record.

**31. Committee Membership - Verbal Update on Appointment of Standards Independent Member**

The Democratic Services Officer informed Committee Members that an appointment had been made to the Co-Opted Independent Member vacancy on the Committee. Following interview by Group Leaders, Mr Roberts was appointed as a member of the Standards Committee at the meeting of Council on 29<sup>th</sup> September, 2011.

**32. Localism Bill: Verbal Update**

Kevin Gordon, Monitoring Officer, informed the meeting of the latest position with regard to the Localism Bill. Members were reminded that the Localism Bill proposed to abolish the current standards regime and the model code of conduct and introduce local accountability and a criminal offence of deliberate failure to declare personal interest in a matter. It was noted that the requirement to maintain a standards committee would be abolished, and local authorities would have the option to establish a voluntary standards committee to consider complaints about the conduct of elected and co-opted members.

## **Standards Committee - 03.10.11**

It was anticipated that the Bill would receive Royal Assent in late 2011. Members were informed that the present conduct regime would continue to consider, investigate and determine allegations of misconduct until a fixed date ("the appointed day") probably two months after the Bill received Royal Assent. After this date, transitional arrangements would be put in place with local authorities to support cases under investigation. The Monitoring Officer stated that the matter was currently being debated in the House of Lords and circulated excerpts from Hansard to Committee Members for their information.

It was noted that the Register of Interests and the Code of Conduct would remain in force for councils until notified.

The issues which the Council would need to give consideration to were highlighted and included:

- Whether a Code of Conduct for Members be adopted voluntarily;
- if so, should it retain the existing code or draft a new code;
- whether to continue to have a Standards Committee to meet any duty imposed by the legislation; and
- if so, should it continue to have Co-Opted Independent Members and how should they be appointed.

The Monitoring Officer stated that preliminary discussions had been held between the Chief Executive and Groups Leaders regarding the future of the standards regime and in particular their views on the Localism Bill as currently proposed.

In the ensuing discussion, the consensus of the meeting was that a Local Framework including a Standards Committee be retained in any future arrangements regarding standards. It was noted that the views of the Standards Committee would be sought with regards to the arrangements that would need to be implemented following the introduction of the Localism Bill.

**Resolved** – That the update be noted.

### **33. Standards Committee Work Programme 2011/12**

Details of the Standards Committee Work Programme for the forthcoming municipal year were outlined. Concern was expressed regarding the duration between a matter being referred to for investigation and the determination sub committee hearings. The Monitoring Officer informed the Committee that arrangements had been put in place to ensure that any future standards investigations would not exceed a time limit of three months for completion of the investigation.

**Resolved** – That details of the Work Programme be noted.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 7.10 pm)

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Standards Committee

**DATE:** 15<sup>th</sup> March 2012

**CONTACT OFFICER:** Shabana Kauser, Senior Democratic Services Officer  
**(For all Enquiries)** (01753) 875013

**WARD(S):** All

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

**MEMBER ATTENDANCE AT MEETINGS AND TRAINING**

1. **Purpose of Report**

To submit for consideration a revised reporting format regarding Member attendance at Council/Committee/Panel meetings, training sessions and meetings of outside bodies.

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

That:

- (a) Members' attendance details at Council/Committee/Panel meetings and training sessions be reported to Standards Committee on an annual basis in the format shown in the example attached in Appendix 1.
- (b) Members' attendance details at meetings of outside bodies be retained in Democratic Services and available for inspection on request.
- (c) That Members' attendance records for individual meetings be attached to the respective meeting agenda for each meeting.

3. **Community Strategy priorities**

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 contribute to achieving the Council's community strategy priorities.

4. **Other Implications**

- (a) **Financial** – None
- (b) **Risk Management** – There are no specific risks arising from this report .
- (c) **Human Rights Act and Other Legal Implications** - None

5. **Supporting Information**

5.1 At its meeting on 25<sup>th</sup> April 2006, the Council 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 forms only part of the duties of an elected Member. A significant proportion of a Member's time may be spent in dealing with 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 Since the municipal year 2009/2010, a record of elected Members' attendance has been maintained in accordance with recommendation (b) above and details of the attendance of Members who were appointed to serve as the Council's representatives on Outside Bodies has been maintained during the same period.

5.4.1 Members may also be aware that agendas for meetings include a brief report setting out Member attendance for that Committee/ Panel, for that municipal year. This allows ongoing monitoring of Members attendance at that Committee/Panel meeting. It is proposed that this record is maintained as it is beneficial and takes little officer time to collate. (Example shown at **Appendix 2**).

5.4.2 Following an organisational restructure in the Democratic and Member Services Team in April 2011, capacity within the team was reduced by 3 FTE staff. As part of the restructure it was accepted that reporting of member attendance at meeting would need to be revisited.

#### Attendance at Meetings

It is proposed that Members attendance at meetings and training sessions be presented to the Standards Committee and Council in the new format as set out in **Appendix 1**. The statistics will be compiled using data obtained from the Committee system, 'Modern.gov' which has the facility to collate Member attendance, thereby reducing the need to compile and maintain manual records. Information produced using Modern.Gov details the number of meetings a

Member was expected at, those who attended and those who attended under Rule 30.

#### Outside Bodies

- 5.7 As regards resolution (c) above, it is proposed that Members are contacted via email to provide a short report regarding their attendance at a meeting of an outside body and to provide feedback on the usefulness of the meeting. This information will be held by Democratic Services and available for inspection when required. It is proposed that the arrangement set out under resolution (d) above regarding random checks on Member attendance at Outside Body meetings are no longer carried out.

#### 6. **Background Papers**

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

#### 7. **Appendix Attached**

Appendix 1 - Revised Members' Attendance Report Format.

Appendix 2- Member attendance record included within agenda papers

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## Members Attendance Report

20<sup>th</sup> May 2011 to 31<sup>st</sup> Dec 2011

### Expected

The number of meetings that the Councillor was expected to attend in their capacity as member of that committee

### Present

The number of meetings that the Councillor attended in their capacity as member of that committee

### Percentage Present

The percentage of the number of meetings that the Councillor attended in their capacity as Member of that committee

### In attendance

The number of meetings that the Councillor attended in a capacity other than committee member, (rule 30) for example a voluntary attendance out of personal interest for a topic being discussed.

<b>Statistics</b>					
<b>Councillor</b>	<b>Expected</b>	<b>Present(% of expected)</b>	<b>In attendance</b>	<b>Absent (of expected)</b>	<b>Apologies (of absences)</b>
Councillor Frank Abe	18	11 (61%)	0	7	5
Councillor Robert Anderson	15	14 (93%)	0	1	0
Councillor Balvinder Bains	21	20 (95%)	0	1	0
Councillor Mohammed Basharat	23	22 (96%)	3	1	1
Councillor Duncan Buchanan	14	9 (64%)	0	5	3
Councillor Martin F. Carter	25	18 (72%)	0	7	6
Councillor Shafiq A Chaudhry	21	18 (86%)	1	3	2
Councillor Nimrit Chohan	18	14 (78%)	0	4	2
Councillor Pervez Choudhry	10	2 (20%)	1	8	5
Councillor Diana Coad	17	8 (47%)	1	9	9
Councillor Peter Dale-Gough	25	19 (76%)	1	6	6
Councillor Haqeeq Dar	20	20 (100%)	0	0	0
Councillor Roger Davis	33	30 (91%)	1	3	3
Councillor Arvind Dhaliwal	18	18 (100%)	2	0	0
Councillor Sukhjot K Dhaliwal <b>(Mayor)</b>	n/a	n/a	n/a	n/a	n/a
Councillor May Dodds	28	24 (86%)	1	4	3
Councillor Jagjit S Grewal	14	12 (86%)	2	2	1

## Statistics

Councillor	Expected	Present(% of expected)	In attendance	Absent (of expected)	Apologies (of absences)
Councillor Tony Haines	17	10 (59%)	2	7	4
Councillor Julia Long	23	19 (83%)	4	4	4
Councillor Mewa S Mann	26	22 (85%)	2	4	3
Councillor Pavitar K. Mann	23	17 (74%)	1	6	6
Councillor Fiza A Matloob	17	15 (88%)	2	2	1
Councillor Harjinder Minhas	30	28 (93%)	2	2	1
Councillor Sohail Munawar	27	20 (74%)	0	7	6
Councillor Patricia J O'Connor	29	22 (76%)	0	7	6
Councillor Natasa Pantelic	16	16 (100%)	2	0	0
Councillor Satpal S Parmar	23	23 (100%)	6	0	0
Councillor Ted Plenty	28	27 (96%)	0	1	0
Councillor Robert C Plimmer	21	21 (100%)	6	0	0
Councillor Azhar Qureshi	7	2 (29%)	0	5	5
Councillor Mohammed Rasib	32	26 (81%)	2	6	4
Councillor Mohammed Sharif	25	24 (96%)	5	1	1
Councillor Christine R Small	12	11 (92%)	0	1	0
Councillor Dexter J. Smith	25	24 (96%)	3	1	0
Councillor Paul S Sohal	16	14 (88%)	1	2	1
Councillor Richard S Stokes	11	8 (73%)	1	3	2
Councillor Wayne Strutton	34	34 (100%)	4	0	0
Councillor James C Swindlehurst	24	21 (88%)	2	3	2
Councillor James Walsh	16	16 (100%)	5	0	0
Councillor Anna Wright	12	9 (75%)	0	3	3
Councillor Sean P Wright	12	4 (33%)	0	8	2

APPENDIX 2

EXAMPLE OF MEMBERS' ATTENDANCE RECORD 2011/12

HEALTH SCRUTINY PANEL

COUNCILLOR	22/06	20/09	13/10	18/10	08/12	01/02	20/03
Chohan	P	P	P	P	Ab		
Davis	P	P	P	P	P		
Long	P	P	P	P	P		
P K Mann	P	P	P	P	P		
Munawar	P	P	P	P	Ap		
Rasib	P	Ap	P	P	Ap		
Plimmer	P	P	P	P	P		
Sharif	P	P	P	P	P		
Strutton	P	P	P	P	P		

P = Present for whole meeting  
Ap = Apologies given

P\* = Present for part of meeting  
Ab = Absent, no apologies given

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**MEMBERS' ATTENDANCE RECORD 2011/2012**

<b>COUNCILLOR</b>	<b>06/06/11</b>	<b>03/10/11</b>	<b>09/01/12 (Meeting Cancelled)</b>	<b>15/03/12</b>
Mr Fred Ashmore	P	P	-	
Mr Mike Field	Ap	P	-	
Mr Ron Roberts		Ap	-	
Mr Alan Sunderland	P	P	-	
Basharat	P	P	-	
Buchanan	Ap	Ab	-	
Coad	Ap	Ap	-	
M S Mann	P	P	-	
P K Mann	P	P	-	
Minhas	P	P	-	
Plenty			-	
Parish Cllr Malik	P	P	-	
Parish Cllr Nye	P	Ap	-	
Parish Cllr Tiibury	P	Ab	-	

P = Present for whole meeting  
Ap = Apologies given

P\* = Present for part of meeting  
Ab = Absent, no apologies given

(NB: Councillor Plenty replaced Councillor P K Mann on the Committee from 31 January 2012)  
(NB: Mr Roberts appointed to the Committee on 29 September 2011)

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