



CITY OF WESTMINSTER

# MINUTES

## Standards Committee

### MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Standards Committee** held at 7pm on **Thursday 7th July, 2016**, Rooms 3 & 4 - 17th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6 QP.

**Members Present:** Councillors Judith Warner (Chairman), Ian Adams, David Boothroyd, Ruth Bush and Brian Connell

**Apologies for Absence:** Councillor Louise Hyams, Baroness Neuberger, Sir Stephen Lamport and Mr Gerard McEvilly

#### 1 MEMBERSHIP

There were no changes to the membership.

#### 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

#### 3 MINUTES (17.3.16)

The minutes of the meeting held on Thursday 17 March 2016 were approved and signed by the Chairman as a true and correct record of the proceedings. The Committee asked that in future they would like a fuller set of minutes to include, in appropriate, allocation of Member contributions.

Councillor Adams suggested that an Action Tracker similar to that used by Policy and Scrutiny Committees be provided. The Chairman and Councillor Boothroyd advised that this was also an approach used by the Audit and Performance Committee.

**Action:** The Head of Committee and Governance Services to produce an Action Tracker.

#### Directory and Structure Chart

The Committee expressed its dissatisfaction that the Council Director and structure chart which had now been requested several times by Members of the Committee had still not been supplied. The Committee asked that the Director of Policy,

Performance and Communications be asked to provide these documents in their current form to all members by no later than Friday 8 July 2016.

#### **4 DATA PROTECTION REGISTRATION - REQUIREMENTS FOR MEMBERS (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

- 4.1 LeVerne Parker, Chief Solicitor, introduced the report and explained that the report served as an introduction to this area and following a request from the Committee at the last meeting in view of the risks involved.
- 4.2 Councillor Adams advised that several issues of concern arose which led to a requirement for a detailed training session for Members on all aspects of Information Governance. The issues include the requirement of data controllers as they apply to Members, email security, Freedom of Information requirements.
- 4.3 Councillor Boothroyd advised that the requirements for training should extend to all elements of IT governance referring to the recent IT presentation which introduced Members to the Cloud 365 facility. It was necessary for Members to be made aware of the rules and the consequences of failing to apply.
- 4.4 Following the necessary training referred to in paragraphs 4.2 and 4.3 above consideration to be given to the Council wide implications of the issues being reviewed by the Housing, Finance and Corporate Services Policy and Scrutiny Committee or, if only the Member impact, the Westminster Scrutiny Commission.
- 4.5 **Resolved:**
1. That the report be noted.
  2. That in view of the significant risks associated with the governance of Data Protection, Freedom of Information and all aspects of ICT security this from an early part of the Member Development Programme which should include written information about Members obligations as Data Controllers, which had been outlined in paragraph 4.2 of the report and above and if possible a session on Cyber Security.

**Action:** Member Services – Department of Policy, Performance and Communications to include in Member Development Programme.

#### **5 MEMBER DEVELOPMENT PROGRAMME/CODE OF CONDUCT TRAINING (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

- 5.1 The Head of Committee and Governance Services introduced the report. He outlined the formal responsibilities for the Member Development Programme. He added that the General Purposes Committee had recommended the adoption of the new Code to the Council (13.7.16). Following its adoption

arrangements for training and the production of a pocket size version will be produced.

- 5.2 The Committee noted that it was intended to hold 3 Member Development sessions per annum and generally cover a governance issue and a service issue at each session. Councillor Adams suggested that Data Protection as discussed was most pressing in governance terms and How the Council Works with the NHS from a delivery aspect, including the scrutiny of this and scrutiny generally. Councillor Boothroyd suggested that the Code of Conduct, Case Work, Ward Budgets and Planning/Licensing be highlighted. Councillor Bush endorsed the views expressed and agreed that a session on how decisions at Member level are made would be useful. Councillor Warner added that procurement processes and performance measurement and management would be useful. Councillor Adams added that it would be useful to have sessions which are regarded as mandatory set out in the programme. He added that a session on effective scrutiny would be priority.
- 5.3 The Committee noted that the Code of Conduct training would include some scenarios setting out examples of when Members should withdraw and those when it was in order to remain in the meeting.
- 5.4 **Resolved:** That, having regard to the comments set out in paragraphs 5.1, 5.2 and 5.3 above the proposed Member Development Programme be endorsed.

**Action:** Members Services – Department of Policy, Performance and Communications to progress and have regard to the views of members when developing the programme.

## **6 MEMBERS REGISTRATION OF INTERESTS (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

- 6.1 LeVerne Parker, City Solicitor, introduced the report which outlined how it was proposed to arrange to have Members to confirm their compliance with the Code by signing a declaration.
- 6.2 The Committee noted that the Register of Interest form included some aspects which were in addition to the mandatory ones. The Committee had previously indicated that these should be continue to be declared.
- 6.3 The Committee were shown how the feasibility to provide an online option for Members to update their forms would operate.
- 6.4 **Resolved:**
1. That the arrangements for Members to sign a declaration to confirm their compliance with the Members' Code of Conduct be endorsed.
  2. That the facility which allows Members to update their Register of Interest form online be introduced.

**Action:** Head of Committee and Governance Services to action.

**7 UPDATE ON TRAINING FOR MEMBERS ON QUASI-JUDICIAL BODIES (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

7.1 Councillor Adams asked that evaluation and feedback be sought from all future training sessions. He confirmed that he obtained this from the Policy and Scrutiny Committees he Chairs as part of the formal meeting at each meeting.

7.2 **Resolved:** That the report be noted.

**Action:** Evaluation to be sought from all Member training – Member Services Department of Policy, Performance and Communication.

**8 WORK PROGRAMME (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)**

8.1 The Work Programme was endorsed, subject to any updates agreed during the meeting and set out above.

8.2 **Resolved:** (1) That the Work Programme be agreed.

(2) That the following meeting dates be noted: 15 November 2016; 16 March 2017; 6 July 2017; 7 December 2017; 27 March 2018.

**Action:**

1. Action tracker to be produced – Head of Committee and Governance Services.
2. Meeting dates: All Committee Members, Head of Committee and Governance Services to notify all Independent Persons.

**9 ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT**

None.

The Meeting ended at 8.21 pm

**CHAIRMAN:** \_\_\_\_\_

**DATE** \_\_\_\_\_