

**ACTION PLAN – REPORT TO STANDARDS COMMITTEE**

<b>Status</b>	<b>Report reference</b>	<b>Recommendation</b>	<b>Agreed/ Not Agreed</b>	<b>Service Comments/Response</b>	<b>Officer Responsible</b>	<b>Implementation Date</b>
In train by DS in readiness for by election	4.1	Members should be required to print their names on their undertaking to observe the code of conduct. The form should be changed by the next Council election.	Agreed		Borough Solicitor	1 <sup>st</sup> February 2005
Done	4.2	The Democratic Services Manager should check all “Notification by Members of Financial and Other Interests” and “Amendment of Entry to Members’ Interest” forms completed and returned by members to ensure that all boxes have been completed and the member contacted if there are any omissions.	Partly agreed	The DSM can check that all boxes have been completed but will not know whether the information provided is accurate or whether any further information should have been provided. It is incumbent upon members to provide all relevant information and to ensure it is accurate and up to date.	Borough Solicitor	1 <sup>st</sup> February 2005
Process in place	4.2	A copy of the completed forms should be returned to the member with a confirmatory note stating that this now constitutes the formal register of	Agreed		Borough Solicitor	1 <sup>st</sup> February 2005

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		interests with a reminder that they are required to inform the Democratic Services Manager within 28 days of any change(s).				
Process in place – see form attached	4.2	An Amendment of Entry to Members' Interest Form should be enclosed to facilitate the notification of any changes.	Agreed		Borough Solicitor	1 <sup>st</sup> February 2005
Done by letter dated 6 December 2005 attached.	4.2	The Borough Solicitor's advice concerning declaration of membership of political parties should be re-issued to re-emphasise the guidance given by the Standards Board for England.	Agreed		Borough Solicitor	Completed
Done by MOAN no 13 on 24 January 2005 attached	4.3	The Monitoring Officer should continue to remind members that they should update their declarations of interest for any changes that have taken place since their original / most recent declaration.	Agreed		Borough Solicitor	Completed
Done	4.4	The Members' Declaration at Meetings form should be revised to provide for	Agreed		Borough Solicitor	1 <sup>st</sup> February 2005

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		the Democratic Services Officer attending a meeting at which members declare an interest to record and certify whether members withdrew from the meeting.				
Done Advice Note 13 dated 24 January 2005	<b>4.5</b>	The Monitoring Officer should issue an Advice Note to remind members that they must declare gifts and hospitality above £25.	Agreed		Borough Solicitor	1 <sup>st</sup> February 2005
MOAN dated 24 January 2005 attached	<b>4.5</b>	The Monitoring Officer should remind members that trivial gifts and hospitality need not be declared.	Agreed		Borough Solicitor	1 <sup>st</sup> February 2005
Reported in MOAN drafted on 24 January 2005 attached	<b>4.5</b>	The Monitoring Officer should abolish the local under £25 form and use only the official GLA form.	Agreed		Borough Solicitor	1 <sup>st</sup> February 2005
Mentioned in MOAN dated 24 January attached	<b>4.5</b>	The Monitoring Officer should produce a six-monthly report to the Standards Committee listing members and details of the gifts and hospitality that they have	Agreed		Borough Solicitor	30 <sup>th</sup> June 2005

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and reported to Standards Committee of 8 June.		declared over the previous period.				
Done	<b>4.6</b>	Brent Financial Services should change the guidance to Council members that they should declare all forms of membership of voluntary organisations that receive grants from the Council.				
Done	<b>4.6</b>	The Democratic Services Manager should check the Related Party Transactions declarations to ensure that that all boxes are completed and follow up any omissions or discrepancies with the member(s) concerned.	Partly agreed	The DSM can check that all boxes have been completed but will not know whether the information provided is accurate or whether any further information should have been provided. It is incumbent upon members to provide all relevant information and to ensure it is accurate.	Borough Solicitor	1 <sup>st</sup> February 2005
Requests to Member Developme	<b>4.7</b>	There should be further training sessions as planned by the Monitoring Officer and all members who have not	Agreed		Borough Solicitor	30 <sup>th</sup> June 2005

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nt Officer to include in training schedule.		yet attended the training events should be encouraged to do so.				
Will be done prior to publication	<b>4.8</b>	The present inaccuracies in the register of members' interests should be corrected prior to publication of the information on the Internet.	Partly agreed	Officers will provide a copy of the register to each member so that they can be checked for accuracy before being placed on the on line register. It will not be possible for officers to say with any certainty whether the records are in fact accurate.	Borough Solicitor	1 <sup>st</sup> February 2005
Done by letter dated 6 December 2004 attached	<b>4.8</b>	The Monitoring Officer should remind members again of the importance of notifying any changes to their interests within the statutory 28-day period.	Agreed		Borough Solicitor	Completed