

 <b>Brent</b>	<b>Audit and Standards Advisory Committee</b> 15 March 2022
	<b>Report from:</b> <b>Director of Legal, HR, Audit &amp; Investigations</b>
<b>Standards Report (including quarterly update on Gifts &amp; Hospitality, and mandatory training)</b>	
<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Not applicable
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	None
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	(1) Debra Norman, Director of Legal, HR, Audit & Investigations (ext. 1578) (2) Bianca Robinson, Senior Constitutional & Governance Lawyer (ext. 1544)

## 1.0 Purpose of the Report

- 1.1 The purpose of this report is to update the Audit and Standards Advisory Committee on gifts and hospitality registered by Members, and the attendance record for Members in relation to mandatory training sessions.

## 2.0 Recommendations

- 2.1 That the Committee note the contents of this report.

## 3.0 Detail

### Gifts & Hospitality

- 3.1 Members are required to register gifts and hospitality received in an official capacity worth an estimated value of at least £50. This includes a series of gifts and hospitality from the same person that add up to an estimated value of at least £50 in a municipal year.

- 3.2 Gifts and hospitality received by Members are published on the Council's website and open to inspection at the Brent Civic Centre.
- 3.3 There have been no gifts and hospitality recorded as being received since October 2021 to date.

#### Member Training Attendance

- 3.4 All Members have undertaken and completed the mandatory training with exception of Data Protection/GDPR training.
- 3.5 The Committee will remember that the Data Protection/UK GDPR training and its consequential reporting was not available for a period of 2-3 weeks during October 2021, which may have impacted on the number of Member's able to complete the training. However, the Committee will see from the names listed in paragraph 3.6 the numbers remain pretty much the same with an asterix (\*) denoting two members who have started but not yet completed the DPA course.
- 3.6 The following members are yet to complete the e-learning Data Protection/GDPR course. The Information Governance team have advised that due to the lapse of time the training for those members will need to be undertaken in full.

#### Data Protection for elected members

- 1) Cllr. Rita Conneely \*
  - 2) Cllr. Fleur Jackson
  - 3) Cllr. Harbi Farah
  - 4) Cllr. Erica Gbajumo
  - 5) Cllr. Gwen Grahl
  - 6) Cllr. Robert.Johnson \*
  - 7) Cllr. Daniel Kennelly
  - 8) Cllr. Arshad Mahmood
  - 9) Cllr. Roxanne Mashari
  - 10)Cllr. Lloyd McLeish
  - 11)Cllr. Kana Naheerathan
  - 12)Cllr. Neil Nerva
  - 13)Cllr. Keith Perrin
- 3.7 The committee will be aware that members are Data Controllers in their own right and understanding the role in relation to the personal data they are processing is important in ensuring compliance the UK GDPR. The course, amongst other things explains this role and the DPA/UK GDPR framework. As a means of ensuring all members complete the DP/UK GDPR course in a timely manner this Committee will be asked as part of the Annual Member Development Report to discuss and, if agreeable, recommend updating the Corporate acceptable use agreements to include a "blocking system" whereby if members have failed to complete the DPA training within a prescribed timeframe, and after various warnings, their access to the system can be blocked until the said course is completed. The acceptable use agreement

could also be updated to include a signatory section which is completed by members at the time devices are issued.

3.8 In the event officers need to enforce this provision, consideration would be had for the individual cases of non-compliance and whether it amounted to an unreasonable restriction on their ability to carry out their duties as a councillor.

3.9 The suggestion in paras 3.7 and 3.8, together with a recommendation, will be discussed further in the Annual Member Development report which this Committee will be considering.

3.10 The next period in which Members will have to undertake the mandatory training including the usual committee training, is after the 2022 local elections.

#### **4.0 Financial Implications**

4.1 There are no financial implications arising out of this report.

#### **5.0 Legal Implications**

5.1 The Council, individual Members and co-opted Members are required to promote and maintain high standards of conduct in accordance with s27 of the Localism Act 2011. The attendance at mandatory training sessions is a means to achieve this and a requirement pursuant to the Brent Members' Code of Conduct as set out in Part 5, of the council's Constitution.

#### **6.0 Equality Implications**

6.1 There are no equality implications arising out of this report.

#### **7.0 Consultation with Ward Members and Stakeholders**

7.1 Not applicable.

#### **8.0 Human Resources/Property Implications (if appropriate)**

8.1 Not applicable.

**Report sign off:**

***Debra Norman***

Director of Legal, HR, Audit & Investigations