



Standards Committee

Date: FRIDAY, 31 JANUARY 2014
Time: 11.30am
Venue: COMMITTEE ROOM 3, 2ND FLOOR, WEST WING, GUILDHALL

Members: Edward Lord (Chairman)
Oliver Lodge (Deputy Chairman)
Judith Barnes (External Member)
Nigel Challis
Revd Dr Martin Dudley
Alan Graham (External Member)
Felicity Lusk (External Member)
Alderman Julian Malins
(VACANCY – *Common Councilman*)
(VACANCY – *External Member*)

Enquiries: Lorraine Brook
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Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

For Decision

3. **MINUTES OF THE PREVIOUS MEETING**

To agree the public minutes of the meeting held on 29th November 2013.

For Decision
(Pages 1 - 4)

4. **TERMS OF REFERENCE OF THE STANDARDS COMMITTEE - REVIEW**

The Committee is asked to review their terms of reference, and those of its Sub Committees, ahead of the reappointment of Committees by the Court of Common Council in May 2014.

The terms of reference of the Standards Committee and the Sub Committees are attached at Appendix 1.

For Decision
(Pages 5 - 10)

5. **AMENDMENTS TO THE MEMBERS' CODE OF CONDUCT - MANDATORY REGISTRATION OF GIFTS AND HOSPITALITY**

A report of the Town Clerk and the Comptroller and City Solicitor relative to the introduction of a mandatory regime for all Members of the Court of Common Council and Co-opted Members in respect of the registration of gifts and hospitality.

The existing Code of Conduct is attached Appendix 1. Appendix 2 sets out, in tracked changes, those revisions that were proposed at the 29th November 2013 meeting of the Standards Committee. Appendix 3 sets out a revised Code of Conduct incorporating all of the proposed changes.

For Decision
(Pages 11 - 24)

6. **CO-OPTED MEMBER APPOINTMENTS - UPDATE**

A verbal update by the Town Clerk relative to the appointment of Co-opted Members to fill existing and forthcoming vacancies on the Standards Committee.

For Information

7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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Agenda Item 3

STANDARDS COMMITTEE Friday, 29 November 2013

Minutes of the meeting of the Standards Committee held at Chairman's Room 1, 2nd Floor, West Wing, Guildhall on Friday, 29 November 2013 at 1.45 pm

Present

Members:

Oliver Lodge (Deputy Chairman)
Nigel Challis
Revd Dr Martin Dudley
Alan Graham (External Member)
Alderman Julian Malins

Officers:

| | |
|----------------|---|
| Lorraine Brook | - Town Clerk's Department |
| Michael Cogher | - Comptroller & City Solicitor |
| Edward Wood | - Comptroller & City Solicitor's Department |

Neil Asten (Independent Person) was also present at the meeting.

1. APOLOGIES

Apologies for absence were received from Deputy Robin Eve, Edward Lord (Chairman), Anju Sanehi and Chris Taylor.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13th September 2013 were approved as an accurate record.

Matters arising

AOB- Internal Mechanisms (page 2)

In response to a query, Members were advised that dates were not yet confirmed in respect of which future meetings of the Committee the Chief Commoner and the Chairman of the General Purposes Committee would attend.

4. MINUTES OF THE DISPENSATIONS SUB (STANDARDS) COMMITTEE

The Committee received the minutes of the meeting of the Dispensations Sub Committee which met on 11th November 2013.

RECEIVED.

5. **EMPLOYEE CODE OF CONDUCT**

The Director of Human Resources, Chrissie Morgan, provided the Committee with an overview of the Employee Code of Conduct which, following its revision in 2012 to incorporate legislative changes associated with the Bribery Act (2010) was approved by the Establishment Committee on 27th September 2012. Given the Standards Committee's remit to "keep[ing] under review and monitor[ing] City of London Corporation's Employee Code of Conduct", Members were invited to comment on the existing Code.

With reference to the Code and the various policies referred to therein, it was noted that the separate policies had not been included within the Code in order to keep the document as streamlined as possible, for ease of future revision and on the basis that all relevant documents were easily accessible by all employees on-line.

A query was raised regarding the Member/Officer Protocol and its relationship with the Employee Code of Conduct and clarification sought as to whether the Protocol should be referenced in some way within the Employee Code of Conduct (i.e. Part 5). The Town Clerk undertook to explore the existence of the Member/Officer Protocol and to liaise further with the Director of HR in respect of referencing the Protocol within the Employee Code of Conduct.

The Director of HR confirmed that the Committee would be advised in the future as and when changes to the Employee Code of Conduct were proposed and the document would also be submitted to the Committee for an annual review, as per the Committee's terms of reference.

6. **AMENDMENTS TO THE MEMBERS' CODE OF CONDUCT - MANDATORY REGISTRATION OF GIFTS AND HOSPITALITY**

The Committee considered a joint report of the Town Clerk and the Comptroller & City Solicitor relative to the introduction of a mandatory regime for all Members of the Court of Common Council and Co-opted Members in respect of the registration of gifts and hospitality. At its previous meeting on 13th September 2013, the Committee had agreed that as the voluntary regime for registering gifts and hospitality (to the value of £250 and above, or cumulative gifts and hospitality to the value of £500 and above from a single source over a 12 month period) was not resulting in appropriate registrations being made, a mandatory regime should be introduced. In order to replicate all of the provisions of the existing voluntary scheme for registration of gifts and hospitality in a mandatory scheme, including the registration of gifts and hospitality within 28 days of receipt, amendments to the Code of Conduct were required, as set out at Appendix 1 of the report before Members.

The Committee was also asked to note the amended DCLG "guide for Councillors" regarding openness and transparency and its revised "illustrative Code of Conduct" on which the City Corporation's Code of Conduct was largely based.

A number of revisions were proposed in respect of the revised Code of Conduct, principally in respect of including reference to professional memberships, removing inconsistencies in the document and ensuring that the

document appropriately reflected the City of London Corporation's arrangements. It was agreed that an updated version of the document, incorporating those suggestions put forward by Members, be submitted for further consideration by the Committee at its meeting on 31st January 2014. The Committee further agreed that, given the differing views that were likely to be generated by the introduction of a mandatory gifts and hospitality regime in the future, the matter should first be raised informally amongst Members. The Chief Commoner would therefore be asked to raise the matter at the informal meeting of the Court of Common Council, which was scheduled to take place on 13th February 2014.

RESOLVED: - That –

- (i) the proposed Code of Conduct be further revised to incorporate the comments of the Standards Committee and submitted to the next meeting on 31st January 2014 for further consideration;
- (ii) the Standards Committee note the amended DCLG “guide for councillors”; and
- (iii) the Chief Commoner be asked by the Chairman of the Standards Committee to raise the matter of a revised Code of Conduct, incorporating a mandatory registration regime for gifts and hospitality (one-off gifts and hospitality to the value of £250 or more, and cumulative gifts and hospitality to the value of £500 or more from a single donor in a financial year), at the next informal meeting of the Court of Common Council on 13th February 2014.

7. **APPOINTMENTS - CO-OPTED MEMBERS**

The Committee received a report of the Town Clerk relevant to the appointment of Co-opted Members on the Standards Committee. It was noted that the appointment process had been underway since September 2013 and, following two recruitment campaigns, four applications had been considered by the Selection Panel as well as an application for re-appointment by Ms Felicity Lusk. The Committee noted the proposed appointment of Ms Judith Barnes and Ms Felicity Lusk which would be considered by the Court of Common Council on 5th December 2013.

In noting that only two appointments were to be made in the near future and that in addition to the outstanding vacancy, a new vacancy would arise upon Mr Alan Graham's term of office expiring in February 2014, the Committee considered how the vacancies should be managed. It was agreed that as the previous recruitment campaigns had resulted in limited public interest, alternative recruitment methods should be progressed in the New Year in order to secure the appointment of new Co-opted Members at the earliest opportunity. Consequently, the positions would be advertised on the City of London webpages only but, once the vacancies went out to advert, the Livery Committee would be alerted to the vacancies in order to raise wide-spread awareness about the role of the Co-opted Members on the Committee and the current vacancies. It was further suggested that if the Co-opted Members that were currently appointed to serve on the Audit and Risk Management were also interested in serving on the Standards Committee, they should be encouraged to submit their expressions of interest to the Selection Panel within the agreed

recruitment deadlines. On that basis, the Co-opted Members of the Audit and Risk Management Committee would also be advised about the vacancies once the recruitment campaign commenced.

RESOLVED: - That –

- (i) the Standards Committee note the recommended appointment of Ms Judith Barnes and Ms Felicity Lusk as Co-opted Members of the Standards Committee, subject to approval by the Court of Common Council on 5th December 2013; and
- (ii) the recruitment and selection of two further Co-opted Members of the Standards Committee commence as soon as possible and the Standards Committee be updated at its meeting on 31st January 2014 regarding the appointment arrangements; and
- (iii) the Co-opted Members of the Audit and Risk Management Committee and the Members of the Livery Committee be advised about the Co-opted Member vacancies once the recruitment campaign has commenced.

8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were none.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

The meeting ended at 2.58 pm

Chairman

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Agenda Item 4

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|---|------------------------------|
| Committee: Standards | Date: 31 January 2014 |
| Subject: Terms of Reference of the Standards Committee | Public |
| Report of: Town Clerk | For Decision |
| <u>Summary</u> | |
| <p>1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council in May 2014.</p> <p>2. The terms of reference of the Standards Committee are attached as an appendix to this report for your consideration.</p> | |
| <u>Recommendations</u> | |
| <p>5. That, subject to any comments, the terms of reference of the Committee be approved for submission to the Court, as set out in Appendix 1.</p> | |

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Standards Committee and Standards Sub Committees – Terms of Reference

The Standards Committee

The Standards Committee is responsible for:-

- (a) promoting and maintaining high standards of conduct by Members and Co-opted Members of the City of London Corporation and to assist Members and Co-opted Members to observe the City of London Corporation's Code of Conduct;
- (b) preparing, keeping under review and monitoring the City of London Corporation's Member Code of Conduct and making recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct;
- (c) keeping under review and monitoring the City of London Corporation's Employee Code of Conduct;
- (d) advising and training Members and Co-opted Members on matters relating to the City of London Corporation's Code of Conduct;
- (e) dealing with any allegations of breach of the City of London Corporation's Code of Conduct in respect of Members and Co-opted Members, and in particular:-
 - (i) to determine whether any allegation should be investigated by or on behalf of the Town Clerk or the Monitoring Officer and their findings reported to the Committee;
 - (ii) in relation to any allegation that it has decided to investigate, to determine whether there has been a breach of the Code of Conduct, taking into account the views of an Independent Person appointed under the Localism Act 2011;
 - (iii) whether there has been a breach of the Code of Conduct, to determine the appropriate sanction, and where this involves removal of a Member or Co-opted Member from any committee or sub-committee, to make an appropriate recommendation to the relevant appointing body;
 - (iv) to determine any appeal from a Member or Co-opted Member in relation to a finding that they have breached the Code of Conduct and/or in relation to the sanction imposed.

- (f) monitoring all complaints referred to it and to prepare an annual report on its activity for submission to the Court of Common Council; and
- (g) in relation to the City of London Corporation's role as a Local Authority and Police Authority, to:-
 - (i) consider any application for exemption from political restriction that is made to the Committee in respect of any post by the holder of that post;
 - (ii) where appropriate, give directions requiring the authority to include a post in the list of politically restricted posts that it maintains; and
 - (iii) direct that a post should not be politically restricted where an application has been made and the Committee is satisfied that the duties of the post involve neither providing advice to the authority or its Committees nor speaking on behalf of the authority to journalists or broadcasters.

Dispensations Sub (Standards) Committee – Terms of Reference

- (a) The Dispensations Sub Committee is established to determine written requests for dispensations from Members or Co-opted Members to take part in any discussion and/or vote on a matter in which they have a disclosable pecuniary interest in accordance with section 33 of the Localism Act 2011.
- (b) Upon receipt of a written request for a dispensation, a meeting of the Sub Committee will be convened (unless a meeting of the Standards Committee is scheduled to take place within a reasonable timeframe), to consider the details of the request and will then do one of the following:-
 - (i) grant a dispensation (in whole or in part) for a specified period not exceeding four years;
 - (ii) reject the request for a dispensation; or
 - (iii) seek further information regarding the request ahead of further consideration at a newly convened meeting, or in accordance with the City Corporation's urgency provisions (Standing Order No. 41).
- (c) The Town Clerk will advise the Member seeking a dispensation of the Sub Committee's decision upon the conclusion of the meeting and will retain a list of action taken in respect of all written requests considered by the Sub Committee.
- (d) The Sub Committee will consist of any three elected Members (voting) and one Co-opted Member (non-voting).
- (e) The quorum shall consist of any three elected Members.

STANDARDS ASSESSMENT, HEARING AND APPEAL SUB-COMMITTEES

In order to carry out its functions efficiently and effectively, and to avoid any conflicts of interest, the Standards Committee has established three separate Sub-Committees for the different stages of the complaints process, being Assessment, Hearing and Appeal Sub-Committees.

Assessment Sub (Standards) Committee

- (a) The Assessment Sub-Committee is established to receive and assess allegations that a member of the City has failed, or may have failed, to comply with the code of conduct.
- (b) Upon receipt of each allegation and any accompanying report by the monitoring officer, the Sub-Committee will make an initial assessment of the allegation and will then do one of the following:-
 - (i) refer the allegation to the monitoring officer, with an instruction that he arrange a formal investigation of the allegation; or
 - (ii) direct the monitoring officer to arrange training, conciliation or other appropriate alternative steps; or
 - (iii) decide that no action should be taken in respect of the allegation.

Hearing Sub (Standards) Committee

- (a) To hear and determine any allegation that a member has failed, or may have failed, to comply with the code of conduct for members;
- (b) Following the hearing, to make one of the following findings:-
 - (i) that the subject member has not failed to comply with the code of conduct;
 - (ii) that the subject member has failed to comply with the code of conduct but that no action needs to be taken in respect of the matters considered at the hearing;
 - (iii) that the subject member has failed to comply with the code of conduct and that a sanction should be imposed.
- (c) If the Sub-Committee makes a finding under paragraph b) (iii), it may impose any one of or any combination of sanctions that are available, as set out below.

Appeal Sub (Standards) Committee

- (a) To determine any appeal from a member in relation to a finding of the Hearing Sub-Committee that they have breached the code of conduct and/or in relation to the sanction imposed, in accordance with paragraph b); and
- (b) Having due regard to the decision of the Hearing Sub-Committee, to substitute any alternative decision for that decision that the Appeal Sub-Committee considers is appropriate, being a decision that the Hearing Sub-Committee had the power to make.

Agenda Item 5

| | | |
|---|-------------------------------|---------------------|
| Committee(s): | Date: | Public |
| Standards Committee | 31 st January 2014 | For Decision |
| Subject: Amendments to the Members' Code of Conduct – mandatory registration of gifts and hospitality | | |
| Report of: Town Clerk and Comptroller & City Solicitor | | |
| <p style="text-align: center;">Summary</p> <p>This report seeks approval to introduce a mandatory regime for all Members of the Court of Common Council and Co-opted Members in respect of the registration of gifts and hospitality and sets out the necessary revisions to the Members' Code of Conduct.</p> <p>In February 2013, the Committee agreed that a voluntary registration arrangement should be introduced as of 1st April 2013 and that Members be encouraged to register gifts and hospitality received to the value of £250 and above, and cumulative gifts and hospitality to the value of £500 and above, from a single source over a 12 month period (year ending 31st March).</p> <p>Having reviewed the local voluntary arrangement at the meeting on 13th September 2013, the Standards Committee felt that the voluntary arrangement to register gifts and hospitality had not worked and as such, some Members might be vulnerable to accusations of a breach of the code in the future as a result of not registering or otherwise disclosing gifts and hospitality that exceed the agreed threshold. Consequently, it was felt that a new mandatory requirement in respect of declaring gifts and hospitality should be introduced.</p> <p>In order to replicate all of the provisions of the existing voluntary scheme for registration of gifts and hospitality in a mandatory scheme, including the registration of gifts and hospitality within 28 days of receipt, it is necessary to amend the current Code of Conduct, as set out in Appendix 1. Once the Committee has reviewed and approved the revised wording, it can then be presented to the Court of Common Council for approval.</p> <p>Following an earlier discussion at its meeting on 29th November 2013 about suggested changes to the Code of Conduct the Standards Committee agreed that the revisions should be considered further ahead of submission to the Court of Common Council for approval. Appendix 2 sets out, in tracked changes, those revisions that were proposed at the 29th November 2013 meeting of the Standards Committee. Appendix 3 sets out a revised Code of Conduct incorporating all of the proposed changes.</p> | | |

Recommendation:-

That the Standards Committee consider whether the amended Code of Conduct, in the form set out at Appendix 3 or some other form, should be recommended to the Court of Common Council for adoption as the City's Code of Conduct.

Main Report**Background**

1. In September 2013, the Committee reviewed those items of gifts and hospitality that had been registered since April 2013, following the introduction of new local registration arrangements whereby Members are encouraged to register gifts and hospitality received to the value of £250 and above, and cumulative gifts and hospitality to the value of £500 and above, from a single source over a 12 month period (year ending 31st March). Some concern was expressed by Members that only two items of gifts and hospitality had been registered during that period and the Committee considered alternative options to ensure that all relevant gifts and hospitality were registered in a consistent manner. Whilst impropriety was not suspected, it was felt that the voluntary arrangement was insufficient and consequently revised local arrangements, to the effect of a mandatory registration regime, should be introduced with the Court of Common Council's consent.
2. Under the current Code of Conduct, relevant interests only have to be registered within 28 days of election or appointment, or re-election or re-appointment, or within 28 days of disclosure at a meeting. In order to replicate all of the provisions of the existing voluntary scheme for registration of gifts and hospitality in a mandatory scheme, including the registration of gifts and hospitality within 28 days of receipt, it is necessary to amend the Code of Conduct as set out in Appendix 1. As per its terms of reference, your Committee ought to review and approve that revised wording before it is presented to the Court.

Current Position

3. At its meeting on 29th November 2013, the Standards Committee considered a revised Code of Conduct incorporating the necessary revisions required as a result of the introduction of a mandatory scheme for registration of gifts and hospitality and also those changes introduced by the Department for Communities and Local Government (DCLG) [*illustrative Code of Conduct*] in respect of registering membership of any Trade Union. The Committee asked that revisions to the Code of Conduct be explored further ahead of further consideration and approval by both this Committee and the Court of Common Council.
4. Following a further review of the Code of Conduct since the meeting on 29th November 2013, Members are asked to comment on the revised Code of Conduct set out at Appendix 3 and to agree that the proposed changes be recommended to the Court of Common Council for approval.

Legal Implications

5. Under section 28(2) of the Localism Act 2011, a relevant authority must secure that its Code of Conduct includes the provision the authority considers appropriate in respect of the registration in its register, and disclosure, of pecuniary interests and interests other than pecuniary interests. Accordingly, Members and Co-opted Members must notify the monitoring officer of any disclosable pecuniary or non-pecuniary interest which the City has decided should be included in the register. They are also required to observe the restrictions the City places on their involvement in matters where they have a pecuniary or non-pecuniary interest as defined by the City. As currently, participation in such a matter will need to be considered on a case by case basis, but would only be precluded in exceptional circumstances e.g. where there is a real danger of bias. Members are encouraged to seek advice from the Comptroller & City Solicitor on such matters.

Financial Implications

6. The only costs associated with the new proposal are those in relation to the officer time required to update Members' Declarations of Interests and to facilitate a twice per year review of declarations for submission to the Standards Committee.

Conclusion

7. In light of the inconsistencies in respect of registering gifts and hospitality that meet the previously agreed threshold, the Committee previously resolved that approval be given to the introduction of a local mandatory arrangement whereby all Members and Co-opted Members are required to register any items of gifts and hospitality (one-off gifts and hospitality received to the value of £250 and above, and cumulative gifts and hospitality to the value of £500 and above, from a single source over a 12 month period (year ending 31st March)) with the Town Clerk's Department within 28 days of receipt. In order to fully effect this change, the City's Code of Conduct will have to be amended, as set out at Appendix 3. The revised Code of Conduct also incorporates those changes recommended by the DCLG in September 2013. The Committee is asked to consider whether these amendments should now be recommended to the Court of Common Council for adoption.

Appendices:-

- (1) *Current Code of Conduct*
- (2) *Revised Code of Conduct*

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Appendix 1 – Current Code of Conduct



CODE OF CONDUCT FOR MEMBERS IN RESPECT OF THE CITY OF LONDON CORPORATION'S LOCAL AUTHORITY, POLICE AUTHORITY AND NON-LOCAL AUTHORITY FUNCTIONS

You are a member or co-opted member of the City of London Corporation and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Appendix 1 – Current Code of Conduct

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.¹

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

Appendix 2

(Tracked changes to highlight revisions since November 2013 proposal)



CODE OF CONDUCT FOR MEMBERS IN RESPECT OF THE CITY OF LONDON CORPORATION'S LOCAL AUTHORITY, POLICE AUTHORITY AND NON-LOCAL AUTHORITY FUNCTIONS

You are a member or co-opted member of the City of London Corporation ("the City") and hence you shall have regard to the ~~following principles~~ Seven Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of ~~your authority~~ the City and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, ~~including your membership of any Trade Union,~~ including that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of ~~your authority~~ the City, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any

applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify ~~your authority's~~the City's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, ~~or within such other timescale as your authority may specify,~~ notify ~~your authority's~~the City's monitoring officer of any ~~disclosable~~other pecuniary or non-pecuniary interest ~~which your authority has decided should be included in the register, and which is set out in any Schedule to this Code of Conduct, or~~ which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union, Trade Association or Professional Association.

You must also notify the City's monitoring officer of any gift or hospitality received by you as a member or co-opted member with a value of £250 or more, or multiple gifts and/or instances of hospitality with a cumulative value of £500 or more when received from a single donor in a single financial year. Such notification must be made within 28 days of receipt, or within 28 days of reaching the cumulative threshold, as appropriate. The register of gifts and hospitality will contain entries for the current financial year and the two financial years immediately preceding the current financial year – older entries will not be retained.

If an interest has not been entered onto the ~~authority's~~City's register, then the member must disclose the interest to any meeting of the ~~authority~~City at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'¹.

Following any disclosure of an interest not on the ~~authority's~~City's register or the subject of pending notification², you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

² This is where an interest has been notified to the monitoring officer but has not yet been entered on the register.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. ~~Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.~~

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Schedule

~~Registration~~ Your participation in any item of **Gifts & Hospitality**

~~Only those interests defined as disclosable pecuniary interests by law are required business that affects a donor from whom you have received any gift or hospitality that is registered, or ought to be registered and/or disclosed in every case. However, compliance with the Nolan Principles and the general duties as set out in the Code of Conduct, may require Members to disclose any other interests at a meeting to which they are relevant (a "relevant meeting") where in all the circumstances the interest warrants disclosure. This includes, in appropriate circumstances, gifts and hospitality received by a Member.~~

~~However, in any event one-off gifts and hospitality to the value of £250 or more, and cumulative gifts and hospitality to the value of £500 or more from a single donor in a financial year i.e. ending on 31st March must be disclosed, by registration with the Town Clerk, within 28 days of receipt or of accepting office whichever is the later.~~

~~In the same way as for disclosable pecuniary interests, prior registration will constitute disclosure of the interest, meaning that a further disclosure at a relevant meeting is not required although members may do so if they so wish. Where such gifts or hospitality have not been registered at the date of a relevant meeting then they must be declared at the relevant meeting and then registered within 28 days of receipt.~~

~~A member's participation in relation to an item in which they have such an interest above, will need to be considered by the member you on a case by case basis. In the spirit of the Localism Act the Standards Committee would expect that a member would. You will only be precluded/excluded from participations speaking or voting in exceptional circumstances e.g., for example, where there is a real danger of bias. Members You are encouraged to seek advice from the Comptroller & City Solicitor/City's monitoring officer, on such matters.~~

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**Appendix 3:
Revised Code of Conduct (January 2014)**



**CODE OF CONDUCT FOR MEMBERS IN RESPECT OF THE CITY OF LONDON
CORPORATION'S LOCAL AUTHORITY, POLICE AUTHORITY AND NON-LOCAL
AUTHORITY FUNCTIONS**

You are a member or co-opted member of the City of London Corporation ("the City") and hence you shall have regard to the Seven Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of the City and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of the City, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

**Appendix 3:
Revised Code of Conduct (January 2014)**

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify the City's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify the City's monitoring officer of any other pecuniary or non-pecuniary interest which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union, Trade Association or Professional Association.

You must also notify the City's monitoring officer of any gift or hospitality received by you as a member or co-opted member with a value of £250 or more, or multiple gifts and/or instances of hospitality with a cumulative value of £500 or more when received from a single donor in a single financial year. Such notification must be made within 28 days of receipt, or within 28 days of reaching the cumulative threshold, as appropriate. The register of gifts and hospitality will contain entries for the current financial year and the two financial years immediately preceding the current financial year – older entries will not be retained.

If an interest has not been entered onto the City's register, then the member must disclose the interest to any meeting of the City at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'¹.

Following any disclosure of an interest not on the City's register or the subject of pending notification², you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

² This is where an interest has been notified to the monitoring officer but has not yet been entered on the register.

**Appendix 3:
Revised Code of Conduct (January 2014)**

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State.

Your participation in any item of business that affects a donor from whom you have received any gift or hospitality that is registered, or ought to be registered as set out above, will need to be considered by you on a case by case basis. You will only be excluded from speaking or voting in exceptional circumstances, for example where there is a real danger of bias. You are encouraged to seek advice from the City's monitoring officer on such matters.

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