



Standards Committee

Date: FRIDAY, 29 NOVEMBER 2013
Time: 1.45pm
Venue: CHAIRMAN'S MEETING ROOM 1, 2ND FLOOR, WEST WING,
GUILDHALL

Members: Edward Lord (Chairman)
Oliver Lodge (Deputy Chairman)
Nigel Challis
Revd Dr Martin Dudley
Deputy Robin Eve
Alan Graham (Co-opted Member)
Alderman Julian Malins
Vacancy (Co-opted Member)
Vacancy (Co-opted Member)
Vacancy (Co-opted Member)

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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**

3. **MINUTES OF THE PREVIOUS MEETING**

To agree the public minutes of the meeting held on 13th September 2013.

For Decision
(Pages 1 - 6)

4. **MINUTES OF THE DISPENSATIONS SUB (STANDARDS) COMMITTEE**

To note the minutes of the meeting of the Dispensations Sub (Standards) Committee held on 11th November 2013.

For Information
(Pages 7 - 10)

5. **EMPLOYEE CODE OF CONDUCT**

At the meeting of the Standards Committee on 8th February 2013, Members requested that the Director of HR be invited to attend a future meeting of the Committee to respond to questions in respect of the Employee Code of Conduct.

The Director of Human Resources to be heard relative to recent revisions to the Employee Code of Conduct, as attached.

For Information
(Pages 11 - 24)

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

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. 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.

Following consideration by the Committee, a revised Code of Conduct will be presented to the Court of Common Council for approval in January 2014.

For Decision
(Pages 25 - 52)

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

The Committee is asked to note the recommendations of the Selection Panel in respect of appointments to the three vacancies for Co-opted Members of the Standards Committee. The recommended appointments will be submitted to the Court of Common Council for approval on 5th December 2013.

For Information
(Pages 53 - 56)

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

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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Agenda Item 3

STANDARDS COMMITTEE Friday, 13 September 2013

Minutes of the meeting of the Standards Committee held in the Basinghall Suite - Guildhall, EC2 on Friday, 13 September 2013 at 12.00 pm

Present

Members:

Edward Lord (Chairman)
Nigel Challis
Revd Dr Martin Dudley
Felicity Lusk (External Member)
Alderman Julian Malins

Officers:

Lorraine Brook	-	Town Clerk's Department	
Edward Wood	-	Comptroller & City Department	Solicitor's
Emily Rimington	-	Comptroller & City Department	Solicitor's

(Mr Neil Asten and Ms Anju Sanehi (Independent Persons) were also present at the meeting.)

1. APOLOGIES

Apologies for absence were received from Oliver Lodge (Deputy Chairman), Deputy Robin Eve and Alan Graham (external Member). Apologies were also received from the Comptroller & City Solicitor and Chris Taylor (Independent Person).

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 14th June 2013 were approved as an accurate record.

Matters Arising

Terms of reference – Employee Code of Conduct

The Committee was advised that due to a clash with the Chief Officer's Away-Day, the Director of HR had been unable to attend today's meeting. Consequently, with the Chairman's consent, this matter would be considered at the next scheduled meeting of the Committee.

AOB – Internal mechanisms

The Chairman advised the Committee that the Chairman of the General Purposes Committee, rather than the Senior Alderman, oversaw Members' conduct issues (Aldermanic) and on that basis Alderman Sir David Wootton had been invited to attend a future meeting. Likewise, the Chief Commoner had confirmed that he would attend a future meeting of the Standards Committee.

Co-opted Membership

The Committee was advised that an appointment campaign was underway with a view to appointing to the existing two vacancies and also a third vacancy which would arise in October at the end of Ms Lusk's term of office. The appointment panel would therefore be meeting in October to shortlist for the three vacancies. The Panel's recommendation would then be endorsed by the Committee before approval was sought by the Court of Common Council. In light of the reduced number of Co-opted Members and the implications for quoracy, it was felt that the 8th November 2013 meeting should be rescheduled.

RESOLVED: - That the next scheduled meeting of the Standards Committee on 8th November 2013 be cancelled and a meeting be scheduled in mid-December 2013.

4. REVIEW- GIFTS & HOSPITALITY

The Committee considered a joint report of the Town Clerk and the Comptroller & City Solicitor relative to a review of those items of gifts and hospitality that had been registered by Members since April 2013, following the introduction of new local registration arrangements.

The Committee noted that very few items of gifts and hospitality had been registered since April and some concern was expressed regarding the low number, particularly as some Members were known to have attended certain events and received hospitality which was most likely to be in excess of the £250 registration threshold. As such items had not been registered, the Chairman suggested that the voluntary registration arrangement was not sufficient. The Committee then considered alternative options to ensure that all relevant gifts and hospitality were registered such as the introduction of a negative confirmation statement which would be completed each year by all Members to demonstrate that no gifts and hospitality (over the appropriate thresholds) had been received within the 12 month period. It was agreed that whilst corruption was not suspected, the voluntary arrangements were insufficient and consequently revised local arrangements should be introduced, with the Court of Common Council's Consent.

RESOLVED: - That –

- (i) a mandatory registration arrangement for gifts and hospitality be introduced, following approval by the Court of Common Council;

- (ii) gifts and hospitality, on the basis of the existing thresholds, be registered with the Town Clerk's Department within 28 days of receipt;
- (iii) an annual statement be completed by all Members confirming the receipt or non-receipt of relevant gifts and hospitality during the 12 month period; and
- (iv) the Standards Committee conduct a review of the register of gifts and hospitality twice per year to ensure that such declarations are scrutinised on an on-going basis.

5. DISPENSATIONS - REVISED REQUEST FORM AND GUIDANCE TO MEMBERS

The Committee received a joint report of the Town Clerk and the Comptroller & City Solicitor relative to the guidance that was available to Members about requests for a dispensation to speak and/or vote on matters where they have a disclosable pecuniary interest. The revised form for requesting a dispensation had been updated in light of the Committee's earlier discussion at its meeting on 14th June 2013 and some concerns that were raised regarding the need for sufficient detail about each request to enable the Committee to reach an informed decision.

In respect of paragraph 9 of the report and references to a written request for a dispensation that had been received from Mr Greg Lawrence, the Committee was advised that this request would not be considered at this meeting but would instead be considered by the new Dispensations Sub Committee in due course.

Some Members suggested that there should be provision on the form to allow Members to specify in all cases if a request was urgent. At present this would be obvious if a dispensation was requested for or from a specific date, but not if a dispensations was simply requested until the Ward elections in 2017.

In light of the various forms that Members were expected to complete in respect of the governance framework (annual statement of gifts and hospitality, Members' Declaration form), Members asked that the options for circulating a consolidated form, preferably in electronic format, be explored by the Town Clerk.

RESOLVED:- That –

- (i) the revised form and guidance, subject to the inclusion of provision on the form in which Members could specify if a request was urgent, be approved;
- (ii) an annual reminder be circulated to all Members regarding the granting of dispensations; and
- (iii) the options for creating and circulating a consolidated form that addressed the various governance requirements be explored by the Town Clerk.

6. **DISPENSATIONS SUB COMMITTEE**

A report of the Town Clerk relative to the establishment of a Dispensation Sub Committee was considered by the Committee.

It was noted that the Sub Committee would need to meet in the near future in order to consider the written request for a dispensation that had been received from Mr Greg Lawrence.

It was agreed that where possible all requests for a dispensation would be considered within 28 days.

RESOLVED:- That the composition and terms of reference of the Dispensations Sub Committee, as set out in the report, be approved.

7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were none.

8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Urgent request for a dispensation – Ann Holmes

A written request from Ann Holmes for a dispensation to speak at the meeting of the Planning and Transportation Committee on 17th September 2013, in objection to an application before the Committee, was tabled and considered by Members.

The Committee was advised that, in the absence of a dispensation, the Localism Act prohibited Ms Holmes, as an elected Member of the authority, from participating in the discussion of item 5a Barts Square at the meeting of the Planning and Transportation Committee on 17th September 2013. Consequently, she was seeking a dispensation to be afforded the same rights as a member of the public to speak at the meeting and raise an objection to that specific planning application. In noting that Ms Holmes had a disclosable pecuniary interest, the Committee considered whether the request to speak in objection to the application was in the public interest. The Committee felt that on this occasion, denying Ms Holmes the opportunity to raise the objection at the Planning and Transportation Committee meeting would deprive residents of the benefit of Ms Holmes' knowledge of the area. A key part of the platform on which she stood for election had been her commitment to work for improvements in the Barts Square application. The Committee also gave weight to the fact that Ms Holmes was not a Member of the decision-making Committee in question and was only seeking to be given the same right to speak as a member of the public, not any greater right to speak.

On this basis the Committee approved the request for a dispensation for Ms Holmes to be afforded the same rights to address the Planning and Transportation Committee on 17th September 2013 as a member of the public.

RESOLVED:- That Ms Ann Holmes be granted a dispensation to speak, as an objector, at item 5a – Barts Square Planning Application which would be

considered by the Planning and Transportation Committee on 17th September 2013.

The meeting ended at 12.47 pm

Chairman

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DISPENSATIONS SUB (STANDARDS) COMMITTEE

Monday, 11 November 2013

Minutes of the meeting of the Dispensations Sub (Standards) Committee held at the Guildhall EC2 at 9.30am

Present

Members:

Nigel Challis
Revd Dr Martin Dudley
Alan Graham (Co-opted Member)
Oliver Lodge

Officers:

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

1. APOLOGIES

There were none.

2. ELECTION OF A CHAIRMAN

In accordance with Standing Order No. 29, the Sub Committee elected a Chairman.

Resolved: - That Revd. Dr. Martin Dudley be elected as Chairman for the meeting of the Dispensations Sub Committee.

3. REQUEST FOR A DISPENSATION

The Sub Committee considered a written request for a dispensation from Mr Gregory Lawrence, a Common Councilman for the Ward of Farringdon Without.

It was noted that the request for a dispensation under Section 33 (2) of the Localism Act 2011 concerned Mr Lawrence's disclosable pecuniary interest as a wholesale meat trader at Smithfield Meat Market (with a premises leased from the City of London) and his position as Chairman of the Smithfield Market Tenants' Association. Mr Lawrence's request to the Sub Committee, to participate in any discussion and vote on matters relating to Smithfield Meat Market, was based on the following grounds:-

- (i) that the dispensation was in the interests of persons living (or in the City's case, living or working) in the authority's area; and/or
- (ii) that it is otherwise appropriate to grant a dispensation.

It was noted that the request had been submitted in July 2013 but, due to the general and non-urgent nature of this request, consideration had been postponed to allow for the creation of the Standards Committee's new Sub

Committee. The Sub Committee did however acknowledge the importance of considering all requests as promptly as possible.

Following confirmation from the Comptroller & City Solicitor regarding the grounds on which a dispensation could be granted, the Sub Committee considered the request. The Sub Committee felt that the request was speculative and hypothetical as Mr Lawrence was not currently a Member of the Markets Committee and there was no way of knowing what business would arise at future meetings of the Court of Common Council (or its Committees and Sub Committees) and in what circumstances a pecuniary interest would therefore arise. Consequently, the request was for a blanket approval which, if granted, would deprive the Sub Committee of the ability to consider the precise circumstances in which the pecuniary interest was engaged and the appropriateness of a dispensation in the future.

It was felt that Mr Lawrence had a significant pecuniary interest as a result of both his position as a meat trader at Smithfield Market and his position as Chairman of the Smithfield Market Tenants' Association. As the request was for a general dispensation the Committee considered whether this was in the interests of those persons living and/or working within the Ward of Farringdon Without. Members concluded that residents/business voters were able to benefit from the support of a number of other Common Councilmen and the Alderman within the Ward, who did not have a similar disclosable interest, and therefore persons living and/or working within the Ward would not be disadvantaged if the general dispensation requested was not granted.

On the basis that the request before Members concerned a blanket dispensation, and in light of the significance of Mr Lawrence's pecuniary interest, the Sub Committee concluded that it was neither in the interest of persons living or working in the authority's area or otherwise appropriate to grant the dispensation. The Sub Committee concluded that a dispensation to speak and/or vote on a particular matter before the Court of Common Council (or any of its Committees and Sub Committees) could however be considered by the Sub Committee in the future with the benefit of knowledge of the particular facts of the case.

Resolved- That the request of Mr Gregory Lawrence for a dispensation under Section 33 (2) of the Localism Act 2011 in relation to his disclosable pecuniary interest (Chairman of the Smithfield Markets Tenants' Association and a wholesale meat trader at Smithfield Market) be refused.

4. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was none.

The meeting closed at 10.06am

Chairman

Contact Officer:

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Town Clerk's Department

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CODE OF CONDUCT

CONTENTS

1. Scope
2. Standards
3. Disclosure of Information
4. Political Neutrality
5. Relationships
6. Appointments and Employment Matters
7. Outside Commitments
8. Intellectual Property
9. Information Technology and Data Security
10. Personal Interests
11. Equality
12. Corruption and Bribery
13. Use of Financial Resources and Property
14. Hospitality and Gifts
15. Sponsorship - Giving and Receiving
16. Health and Safety
17. Whistleblowing
18. Professional Indemnity

Appendix A - Relevant City of London Corporation Policies



CODE OF CONDUCT

1. Scope

- 1.1. This Code of Conduct (the 'Code') applies to all employees, workers and volunteers and their conduct both within the organisation and when dealing with other organisations as a representative of the City Corporation (for ease of reference the term "employees" will be used in the code but applies to all groups). There is a separate code of conduct for Councilmen (called Members in this Code). As far as possible, employees must also comply with the Code if they are appointed as a representative of the City Corporation on any organisation, trust or company. The principles detailed below are the basic ones governing all employees, but each Chief Officer may wish to issue further guidance specifically relating to his/her departmental service requirements which will supplement but not contradict the basic principles contained in this Code. The Code does not affect an employee's rights and responsibilities under the law; its purpose is to provide clear and helpful advice. These principles should be taken in conjunction with requirements set down by any employees' professional body.
- 1.2. Any substantive contravention of this code may result in disciplinary proceedings, and those disciplinary proceedings could end in dismissal. For those individuals not falling within the scope of disciplinary procedures appropriate action will be taken.

2. Standards

- 2.1. City Corporation employees are expected to give the highest possible standard of service to the public, service users, members and fellow employees, and where it is part of their duties, to provide advice to members and fellow employees with impartiality and in good faith.
- 2.2. This will be achieved in part through the demonstration of effective and appropriate behaviours defined internally, and adherence to the wider standards (Nolan Principles) of selflessness, objectivity, accountability, openness, leadership, honesty and integrity in which the public, Members, or managers can trust. Employees are expected to conduct themselves in a way that, in the reasonably held belief of the City Corporation, is not likely to fundamentally undermine the required relationship of trust and confidence between themselves and the organisation.
- 2.3. Employees are expected to adhere to City Corporation's core values which define the way the organisation works and how it plans to develop and wishes to be regarded by others, namely:



- The best of the old with the best of the new
 - The right services at the right price
 - Working in Partnership
- 2.4. Employees must not conduct themselves in a way that brings the Corporation, Employees, Members, Service Users and Partners into disrepute or causes reputational damage.
- 2.5. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management potential deficiencies in the provision of service. Employees must report to the appropriate manager impropriety or any breaches of procedure.
- 2.6. Employees shall dress in line with the appropriate standards set by individual departments. Any special clothing, including personal protective equipment or identification provided by the City Corporation must be worn where required.
- 2.7. All employees are expected to be accurate in their time at work recording where this is a requirement.
- 2.8. Any declarations required by this Code must be in writing to your Chief Officer so that all parties can be assured that any declaration has been received.

3. Disclosure of Information

- 3.1. The law requires that certain types of information must be available to Members, auditors, government departments, service users and the public.
- 3.2. Most Committee agendas and most reports and background papers are required by law to be available for public inspection. Detailed guidance is available from the Town Clerk's department. Obstruction of a member of the public who wishes to exercise their lawful rights to access documents may be a criminal offence. If in doubt, refer to the Town Clerk or Comptroller for advice.
- 3.3. The public are specifically excluded from certain proceedings of Committees or meetings associated with the business of any Committee. No employee shall communicate to the public the content of such proceedings or any document relating to the City Corporation, unless required by law or expressly authorised by the Town Clerk to do so.
- 3.4. Employees have a responsibility to protect and not disclose commercially sensitive information unless required to effectively perform their duties. Guidance should be sought from the appropriate Chief Officer.



- 3.5. Employees have a duty to maintain confidentiality and must not disclose any information obtained in the course of their employment to any third party for any unauthorised reason.
- 3.6. Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.
- 3.7. Employees must not communicate confidential information or documents to others who do not have a legitimate right to know. Furthermore, such information which is stored on computer systems must also only be disclosed in accordance with the requirements of the Data Protection Act. A disclosure which complies with the requirements of the Whistleblowing Policy will be regarded as authorised disclosure.

4. Political Neutrality

- 4.1. Employees serve the City Corporation as a whole and must not allow their own personal or political opinions to interfere with their work. They must serve all Members and fellow employees, and must ensure that the individual rights of all Members and employees are respected. Employees, whether or not politically restricted, must follow every lawfully expressed policy of the City Corporation. Where a City Corporation employee holds a politically restricted post such restriction is deemed to be incorporated in their contract of employment. (See policy on Politically Restricted Posts).

5. Relationships

Members

- 5.1. Employees are responsible to the City Corporation as an authority through its Chief Officers. The role of some staff is to give advice and information to Members and for all staff to implement the policies determined by the City Corporation. Mutual respect between employees and Members is essential, and relationships should be conducted on a constructive and professional basis. Employees must not lobby Members in relation to personal issues affecting either their employment or other matters personal to them.



Public and Service Users

- 5.2. Employees should always remember their responsibilities to the public and service users they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals as defined by the policy statements of the City Corporation. All stakeholders (e.g. residents, service users and city workers) have a right to be treated with fairness and equality.

Contractors and Potential Contractors

- 5.3. All relationships of a direct or indirect pecuniary nature with external contractors, or potential contractors, should be made known to your Chief Officer. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses operated or controlled by, for example, friends, partners or relatives in the tendering process.
- 5.4. Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation.
- 5.5. Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a direct or indirect pecuniary interest with a contractor who is engaged or who is proposed to be engaged by the City Corporation, should declare that interest to the Chief Officer as soon as practicable.
- 5.6. Where a Chief Officer feels that any relationship is substantive, he/she will notify the Town Clerk who will then decide if Members need to be informed. The Chief Officer will determine any appropriate safeguards, including removing the officer in the engagement or supervision of the contractor taking advice from the Town Clerk as appropriate.
- 5.7. Employees should ensure that no special favour is shown to current or recent former employees or partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

The Press and the Media

- 5.8. Employees must not deal directly with the press or the media unless required to do so in the course of their work or where they have been expressly authorised by a Chief Officer. All enquiries for information or comment on issues affecting the work of the City Corporation must be referred to the Public Relations Office. Any article, publication, or interview given on aspects of City Corporation policy



or activity must be properly authorised by the Public Relations Office and, where necessary, the Town Clerk.

Other Employees

- 5.9. All employees have a responsibility to act in a way that ensures dignity and respect for their colleagues. All employees are expected to adhere to the standards of behaviour as set out in the City Corporation's relevant Policies and Procedures and in particular not to discriminate against colleagues.
- 5.10. Staff and managers have a mutual responsibility to ensure good working relationships. As part of this, staff should carry out any reasonable and lawful requests that their manager makes and to do so to the best of their ability; and behave courteously, reasonably and fairly in all dealings with their managers. Managers should endeavour to reasonably support staff in the proper performance of their duties, including assistance, where necessary, in working with other employees; and behave courteously, reasonably and fairly in all dealings with their staff.

6. Appointments and other Employment Matters

- 6.1. Employees involved in appointments should ensure that these are made on the basis of merit. It is unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. These principles and the City Corporation's procedures are detailed in the Recruitment and Selection Policy.
- 6.2. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship with him or her. Candidates for any appointment with the City Corporation when making an application must disclose on the job application form whether s/he is related to any member of the City Corporation or to a holder of any senior officer position. Deliberate omission to make such a disclosure will disqualify the candidate and if the omission is discovered after appointment, s/he may be liable to dismissal.
- 6.3. All Employees need to disclose to the City Corporation any relationship known to exist between themselves and a candidate for an appointment of which they are aware.
- 6.4. The City Corporation recognises that employees who work together may have or form close personal relationships. While it does not wish to interfere with these personal relationships, the City Corporation does expect all such employees to behave in an appropriate and professional manner at work. To ensure that potential problems are avoided, if the relationship is between a manager/supervisor and an employee whom he/she supervises, the relationship



should be declared to either their immediate Line Manager, senior manager or HR Business Partner. Similarly any relationship which could potentially involve a conflict of interest in work roles, (e.g. countersigning of invoices or supervisory decisions relating to overtime etc.) should be declared. Any such disclosures will be dealt with sensitively. The City Corporation reserves the right, where such a relationship exists between staff, to ensure that the persons concerned are not employed in a situation where one would be responsible for managing the other. Alternative mitigating measures may be introduced to ensure that appropriate reporting lines are in place.

- 6.5. Employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or someone they have a close personal relationship with.

7. Outside Commitments

- 7.1. Employees are required to obtain written consent from their Chief Officer to take any outside employment.
- 7.2. Employees' off-duty hours are their personal concern but they should not subordinate their duty to private interests so as to put themselves in a position where duty and private interests conflict. The City Corporation will not preclude employees from undertaking additional employment, but any such employment must not, in the view of the City Corporation:
- conflict with or react detrimentally to the City Corporation's interests, (for example, if their official duties overlap in some way with their proposed work)
 - in any way weaken public confidence in the conduct of the City Corporation's business
 - interfere with the employee's ability to undertake their role, e.g. cause a breach of the Working Time Directive or place demands on the individual such that they cannot perform at their full capacity for the City Corporation
 - make use of information or material to which the employee has access by virtue of his or her position
- 7.3. No outside work of any sort should be undertaken in the office or in Corporation working hours, and use of City Corporation facilities, equipment or materials e.g. telephones, photocopiers or IS systems for outside work is forbidden.
- 7.4. Any work undertaken on behalf of the City Corporation or which contributes to the work of the City Corporation or is requested/delivered on the basis of being an employee of the City Corporation and which attracts a fee/ is paid e.g. a presentation or lecture, will need Chief Officer approval and the fees will need to



be paid to the City Corporation. In the case of a Chief Officer, approval from the Town Clerk is required.

8. Intellectual Property

- 8.1. Intellectual property is a generic term that includes inventions and patents, creative writings and drawings, photographs and images. If these are created by an employee during the course of employment then as a general rule the property belongs to the City Corporation. Specific arrangements may exist locally.
- 8.2. Any matter, or thing capable of being patented under the Patents Act 1977, made, developed or discovered by an employee, either alone or with others, whilst in the performance of their duties should be disclosed to the City Corporation through the appropriate Chief Officer and, subject to the provisions of the Patents Act, it will belong to and be the absolute property of the City Corporation.

9. Information Technology and Data Security

- 9.1. The City Corporation encourages the use of appropriate technology to achieve efficient and effective services. Employees must ensure that they use technology professionally, appropriately and responsibly and follow the City Corporation's procedures in relation to the use of technology and access to/storage of information in relation to the Data Protection Act. This also applies to external facing technology including social media which due to its nature means any comments posted about the City Corporation should be regarded as public, whether made in a work or private capacity and should not damage the reputation of the organisation, Members, staff or service users, or contravene the Equal Opportunities Policy.

10. Personal Interests

- 10.1. Employees must declare to their Chief Officer, any financial or non-financial interests that could bring about conflict with the City Corporation's interests. This may include membership of outside bodies in a personal capacity. In such cases employees should be mindful not to place themselves in a situation where their involvement or working contribution could compromise their continuing professional duty to the interests of the City Corporation.
- 10.2. Employees must declare to their Chief Officer membership of any organisation not open to the public with formal membership and commitment of allegiance and which has secrecy about rules and/or membership and/or conduct e.g. Masonics, a Society, Trust or regular gathering or meeting which is not open to members of the public who are not a member of the organisation. (This does not include membership of Livery Companies)



- 10.3. On no account must employees be directly involved in the processing of any matter or application in which they or any close relative (including a child) have a personal interest.

11. Equality

- 11.1. All City Corporation employees should ensure that policies relating to equality issues as agreed by the City Corporation are complied with in addition to the requirements of the law. Such policies would include: Equal Opportunities, Physical and Verbal Abuse Policy and Grievance (Employee Complaints). All members of the local community, customers and other employees have a right to be treated with fairness and equity.

12. Corruption and Bribery

- 12.1. Employees must be aware that it is a serious criminal offence (and an act of gross misconduct) for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained. Such acts may compromise the impartiality of the City Corporation and cause reputational, legal and financial damage.
- 12.2. It is important to avoid the perception as well as the fact of corruption or bribery and employees must comply with all applicable bribery and corruption laws.
- 12.3. Employees will not offer, promise, give, request, or agree to receive, or accept any bribes:
- in the course of their employment;
 - when conducting City Corporation business; or
 - when representing the City Corporation in any capacity.

A bribe means a financial payment or other forms of reward or advantage, whether direct or indirect, that is intended to induce or influence, or has the effect of inducing or influencing, an individual, company or public body (whether in the UK or abroad) to perform their functions, including business and public duties, improperly. Improper performance includes:

- not acting in good faith
- not acting impartially; and
- not acting in accordance with a position of trust.



- 12.4. Employees must not act fraudulently, particularly in relation to The City Corporation's resources or assets.

13. Use of Financial Resources and Property

- 13.1. Employees must ensure that they use all City Corporation funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money and to avoid legal challenge to the City Corporation.
- 13.2. Employees should be aware of and adhere to the City Corporation's Financial Regulations, Procurement Regulations and the Communication and Information Systems Use Policy.
- 13.3. Where employees have concerns over the lawfulness of certain action they should express such concerns to the appropriate manager or Chief Officer without delay. The whistleblowing procedure is also available to staff who feel they need to raise an issue outside of the management chain.
- 13.4. Employees must not steal, wilfully damage or take off site without permission, anything that belongs to the City Corporation.
- 13.5. Employees must not use City Corporation resources to recognise or reward colleagues without the approval of their Chief Officer.

14. Hospitality and Gifts

- 14.1. There can be little doubt that the acceptance of gifts by employees from persons who have, or may seek to have, dealings with the City Corporation would be viewed by the public with grave suspicion and would make the employee concerned and the City Corporation extremely vulnerable to criticism.
- 14.2. An employee should tactfully refuse any personal gift which is offered to him/her or a close relative by, or indirectly attributable to any person or body who has, or may have, dealings of any kind whatsoever with the City Corporation or, who has applied, or may apply, to the City Corporation for any kind of decision.
- 14.3. The only exceptions to this rule that have been agreed are:-
- a) small gifts of only token value often given by way of trade advertisements to a wide range of people, e.g. calendars, diaries, pens, pencils and similar articles of use in the workplace (up to a maximum value of £20); or
 - b) Small gifts of only token value given on the conclusion of a courtesy visit or visit by/to dignitaries, (up to maximum value of £20)



- c) Working meals which are permissible, provided the employee has the approval of the Chief Officer
 - d) Chief Officers or appropriate employee nominated to represent them can attend work related functions as the City Corporation representative
- 14.4. When acting under this dispensation, employees must complete the appropriate declaration (e-form available on the intranet). The completed form will need to be sanctioned by the Line Manager in advance.
- 14.5. If there is any doubt about whether a gift may be accepted the gift should be politely and tactfully refused.
- 14.6. Employees are reminded that they are forbidden under the terms of their office and employment to accept any fee or reward other than their proper remuneration and any person who contravenes this provision would be liable to Court proceedings.
- 14.7. In the event of an employee receiving a gift without warning, which does not fall in any of the exceptions mentioned above, this should immediately be reported to a Chief Officer who will be responsible for deciding whether the gift should be returned.
- 14.8. Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the City Corporation in the community, establish or maintain good business relationships, and/or improve the image and reputation of the City Corporation; provided that this is in good faith and not likely to secure advantage or have an intention to induce. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the City Corporation should be seen to be represented.
- 14.9. When acting under this dispensation, employees must complete the appropriate declaration e-form, which is accessible from the City Corporation's Intranet site before the hospitality is taken up. The completed form will automatically be forwarded to the employee's line manager for approval and copied to the Town Clerk's Department for monitoring purposes.
- 14.10. When hospitality has to be declined the offer should be courteously but firmly declined and it should be explained to the other party the procedures and standards operating within the City Corporation.
- 14.11. When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation, for example, to decisions which the City Corporation may be taking affecting those providing the hospitality.



- 14.12. Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the City Corporation gives consent. Where visits to inspect equipment or review services by undertaking site visits etc. are required, employees should ensure that the City Corporation meets the cost of such visits to avoid jeopardising the integrity of subsequent procurement decisions.
- 14.13. Hospitality should only be accepted where it is on a scale appropriate to the circumstances, reasonably incidental to the occasion and not extravagant and where it is apparent that no cause could reasonably arise for adverse criticism about the acceptance of hospitality.

15. Sponsorship – Giving and Receiving

- 15.1. Where an outside organisation wishes to sponsor or is seeking to sponsor a City Corporation activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 15.2. Where the City Corporation wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to a Chief Officer of any such interest. Similarly, where the City Corporation through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

16. Health & Safety

- 16.1. Employees are expected to ensure that a safe working environment is maintained and prevent the risk of injury to themselves and others in accordance with the City Corporation's Health & Safety Statement, the Occupational Health and Safety Policies and guidance. This includes the Drug and Alcohol policy and any local arrangements.

17. Whistleblowing

- 17.1. The City Corporation is committed to the highest possible standards of probity. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about the conduct of any aspect of the City Corporation's work to come forward and voice those concerns to us. It is recognised that most cases will have to proceed on a confidential basis.
- 17.2. Any suspicion of wrongdoing will be treated seriously and will be reviewed and analysed in accordance with the Whistleblowing or Complaints Policy,



considering the Public Interest Disclosure Act, the Human Rights Act and if appropriate the City Corporation's Anti-Fraud and Corruption Strategy.

- 17.3. City Corporation staff, agency staff, and contractors should be aware that they have statutory protection against victimisation and dismissal under the Public Interest Disclosure Act 1999, if they speak out genuinely against corruption and malpractice at work. Further information on how to make a disclosure is contained in the Whistleblowing Policy.

18. Professional Indemnity

- 18.1. If an employee, former employee or volunteer, (for the purpose of this paragraph, the term 'employees' refers to the narrow definition of employed staff) is subject to a claim for professional negligence from third parties, in relation to work they carried out as part of their duties for the City Corporation (including voluntary work approved by a Chief Officer carried out in connection with the City Corporation) they will be indemnified in relation to claims for damages and reasonable legal costs (subject as follows) for breaches of professional duty arising from the bona fide execution of their duties in accordance with current policies of the City Corporation. The City Corporation reserves the right to decide whether to defend (or contribute to the costs of defending) a legal action brought against an employee.



Appendix A

Main Corporation policies that should be read in conjunction with the Code of Conduct:

- Communications and Information Systems Use
- Complaints Policy
- Corporate Anti-Fraud & Corruption Strategy
- Data Protection Policy
- Disciplinary Procedure
- Drug and Alcohol Misuse Policy
- Equal Opportunity Policy
- Health and Safety Statement
- Physical and Verbal Abuse
- Regulation of Investigatory Powers policy statement
- Whistleblowing Policy

Agenda Item 6

Committee(s):	Date:	Public
Standards Committee	29 November 2013	For Decision
Subject: Amendments to the Members' Code of Conduct – mandatory registration of gifts and hospitality		
Report of: Town Clerk and Comptroller & City Solicitor		
Summary		
<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.</p> <p>In anticipation, and following the introduction of the new Standards regime in 2012, the Standards Committee has given careful and regular consideration to the issue of gifts and hospitality. Under the provisions of the Localism Act 2011, there is no statutory requirement for Members to register and disclose items of gifts and hospitality that are received in the course of their duties as elected representatives of the City of London Corporation. As directed by the Department of Communities and Local Government (DCLG), Members and Co-opted Members are now only required to register disclosable pecuniary interests.</p> <p>The Committee acknowledged this new approach but subsequently, in February 2013, 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 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 Code of Conduct, as set out in Appendix 1. As per its terms of reference, the Committee should review and approve that revised wording before it is presented to the Court of Common Council for approval.</p>		

Recommendation- That:-

- (i) the Standards Committee consider whether the amended Code of Conduct, in the form set out at Appendix 1 or some other form, should be recommended to the Court of Common Council for adoption as the City's Code of Conduct; and
- (ii) the Standards Committee note the amended DCLG "guide for councillors" set out at Appendix 2 regarding openness and transparency on personal interests.

Main Report**Background**

1. In June 2012, the Police, Standards and Policy & Resources Committees and the Court of Common Council approved the new standards regime under the Localism Act 2011. A Code of Conduct, including appropriate provision in respect of the registration and disclosure of pecuniary interests, and interests other than pecuniary interests, had to be adopted by 1 July 2012, in order to comply with the requirements of the Act. As the regulations defining a disclosable pecuniary interest had not been produced by the Department for Communities and Local Government in time for such matters to be addressed in the June 2012 report, it was not possible for Members to consider what other interests, if any, should additionally be registered and disclosed. The City Corporation's existing Code of Conduct, with the existing provisions regarding personal and prejudicial interests, was therefore re-adopted as a temporary measure in June 2012.
2. By September 2012, the necessary regulations had been made and your Committee was asked to finalise a new Code of Conduct and interest provisions. Taking into account the City of London Corporation's duty to promote and maintain high standards of conduct by Members, and the requirement to adopt and publicise a Code of Conduct dealing with the conduct that is expected of Members when they are acting in that capacity, your Committee agreed that a Code of Conduct in the form suggested by DCLG be adopted as the City's Code of Conduct with effect from 26th October 2012.
3. As gifts and hospitality were not classed as disclosable pecuniary interests within the new Regulations, the Committee felt that a common sense approach should be adopted, taking into account individual circumstances, and that guidance in relation to what level of gifts and hospitality might give rise to concerns should be developed for Members (Appendix 4).
4. The matter was revisited at the meeting on 8th February 2013 when the Committee was advised of the views of some Members of the Court that, due to the regularity that gifts and hospitality could be offered, whilst they were not disclosable pecuniary interests, gifts and hospitality should continue to be registered. Consequently, Members agreed that a voluntary arrangement for the registration of gifts and hospitality should be introduced and guidance circulated

to Members about what was likely to constitute a breach of the Nolan principles in respect of receiving and not declaring gifts and hospitality. Consequently, since 1st April 2013, all Members and Co-opted Members have been encouraged to register 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).

5. At its meeting on 14th June 2013, the Committee agreed that there should be greater scrutiny of those items of gifts and hospitality that were registered to prevent either non-compliance or inappropriate acceptance of gifts and/or hospitality. As the regime was still in its infancy, the Committee agreed that the situation should be reviewed after 6 months.

Current position

6. 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. 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.
7. In addition to the introduction of a new mandatory registration regime, the Committee requested that an annual statement be completed by all Members and Co-opted Members confirming the receipt or non-receipt of relevant gifts and hospitality during a defined 12 month period. Furthermore, the Committee undertook to review of the register of gifts and hospitality twice per year to ensure that such declarations were routinely scrutinised. Following approval of the revised Code of Conduct, detailed information regarding the new arrangements will be drafted and circulated to all Members.

Further action

8. One of the reasons that this report has been brought back to your Committee is that, 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.
9. DCLG has also now made some changes to its illustrative Code of Conduct (Appendix 3) -on which the City's Code of Conduct is based- regarding the

registration of non-pecuniary interests that ought to be registered in conformity with the Seven Principles of Public Life, in particular the membership of any Trade Union. Members are asked to consider whether these changes should also be recommended to the Court of Common Council for inclusion in a revised Code of Conduct. It was considered sensible for these two matters affecting the Code of Conduct to be considered together in a combined report to your Committee and, subsequently, to the Court of Common Council. The DCLG changes have been incorporated in the draft Code of Conduct, as set out in Appendix 1.

10. DCLG's changes to its illustrative Code are also reflected in its revised guide for councillors regarding openness and transparency on personal interests (Appendix 2). The revised guide also confirms DCLG's view that a dispensation is not required to take part in the business of setting council tax or a precept, simply by virtue of being a homeowner or tenant within the Authority's area. The Committee is asked to note the revised document.

Legal Implications

11. 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

12. 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

13. 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 in Appendix 1. DCLG has recommended some further changes to the Code, which have also been incorporated in the revised Code of Conduct and the Committee is asked to consider whether these amendments should now be recommended to the Court of Common Council for adoption.

14. Finally, DCLG has updated its accompanying guidance for councillors, and the Committee is asked to note this revised documentation (Appendix 2).

Appendices:-

- (1) Proposed Code of Conduct and Schedule
- (2) DCLG, "Openness and Transparency on personal interests – a guide for councillors"
- (3) DCLG, "Illustrative text for code dealing with the conduct expected of members and co-opted members of the authority when acting in that capacity"
- (4) Guidance to Members on Gifts and Hospitality

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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, including your membership of any Trade Union, 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.

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, or within such other timescale as your authority may specify, 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, 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.

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.

Schedule

Registration of Gifts & Hospitality

Only those interests defined as disclosable pecuniary interests by law are required to be registered and/or disclosed in every case. However, compliance with the Nolan Principles and the general duties 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 will need to be considered by the member on a case by case basis. In the spirit of the Localism Act the Standards Committee would expect that a member would only be precluded from participation 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.

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Department for
Communities and
Local Government

Openness and transparency on personal interests

A guide for councillors

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The Guide

This guide on personal interests gives basic practical information about how to be open and transparent about your personal interests. It is designed to help councillors, including parish councillors, now that new standards arrangements have been introduced by the Localism Act 2011¹.

Why are there new rules?

Parliament has abolished the Standards Board regime and all the rules under it. It has done this because that centrally-imposed, bureaucratic regime had become a vehicle for petty, malicious and politically-motivated complaints against councillors. Rather than creating a culture of trust and openness between councillors and those they represent, it was damaging, without justification, the public's confidence in local democratic governance.

The new standards arrangements that Parliament has put in place mean that it is largely for councils themselves to decide their own local rules. It is essential that there is confidence that councillors everywhere are putting the public interest first and are not benefiting their own financial affairs from being a councillor. Accordingly, within the new standards arrangements there are national rules about councillors' interests.²

Such rules, in one form or another, have existed for decades. The new rules are similar to the rules that were in place prior to the Standards Board regime. Those rules, originating in the Local Government Act 1972 and the Local Government and Housing Act 1989, involved local authority members registering their pecuniary interests in a publicly available register, and disclosing their interests and withdrawing from meetings in certain circumstances. Failure to comply with those rules was in certain circumstances a criminal offence, as is failure to comply in certain circumstances with the new rules.

Does this affect me?

Yes, if you are an elected, co-opted, or appointed member of:

- a district, unitary, metropolitan, county or London borough council
- a parish or town council
- a fire and rescue authority
- a transport or other joint authority
- a combined authority or an economic prosperity board
- the London Fire and Emergency Planning Authority
- the Broads Authority

¹ The Guide should not be taken as providing any definitive interpretation of the statutory requirements; those wishing to address such issues should seek their own legal advice.

² The national rules are in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

- a National Park authority
- the Greater London Authority
- the Common Council of the City of London
- the Council of the Isles of Scilly

How will there be openness and transparency about my personal interests?

The national rules require your council or authority to adopt a code of conduct for its members and to have a register of members' interests.

The national rules require your council's code of conduct to comply with the Seven Principles of Public Life, and to set out how, in conformity with the rules, you will have to disclose and register your pecuniary and your other interests. Within these rules it is for your council to decide what its code of conduct says. An illustrative text for such a code is available on the Department's web site.³

Your council's or authority's monitoring officer (or in the case of a parish council the monitoring officer of the district or borough council) must establish and maintain your council's register of members' interests. Within the requirements of the national rules it is for your council or authority to determine what is to be entered in its register of members' interests.

What personal interests should be entered in my council's or authority's register of members' interests?

Disclosable pecuniary interests, and any other of your personal interests which your council or authority, in particular through its code of conduct, has determined should be registered.

Any other of your personal interests which you have asked the monitoring officer, who is responsible for your council's or authority's register of members' interests, to enter in the register.

As explained in the following section, your registration of personal interests should be guided by your duty to act in conformity with the seven principles of public life. You should ensure that you register all personal interests that conformity with the seven principles requires. These interests will necessarily include your membership of any Trade Union.

What must I do about registering my personal interests?

Under your council's code of conduct you must act in conformity with the Seven Principles of Public Life. One of these is the principle of integrity – that 'Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in

³ <https://www.gov.uk/government/publications/illustrative-text-for-local-code-of-conduct--2>

order to gain financial or other material benefits for themselves, their family, or their friends. **They must declare and resolve any interests and relationships.**⁴.

Your registration of personal interests should be guided by this duty and you should give the monitoring officer who is responsible for your council's or authority's register of members' interests any information he or she requests in order to keep that register up to date and any other information which you consider should be entered in the register.

All sitting councillors need to register their declarable interests – both declarable pecuniary interests, and other interests that must be declared and registered as required by your authority's code, or your duty to act in conformity with the Seven Principles of Public Life, such as your membership of any Trade Union. Any suggestion that you should tell the monitoring officer about your pecuniary interests only in the immediate aftermath of your being elected is wholly incompatible with this duty, with which you must comply.

If you have a disclosable pecuniary interest which is not recorded in the register and which relates to any business that is or will be considered at a meeting where you are present, you must disclose⁵ this to the meeting and tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must tell the monitoring officer within 28 days of disclosing the interest. For this purpose a meeting includes any meeting of your council or authority, of its executive or any committee of the executive, and of any committee, sub-committee, joint committee or joint sub-committee of your authority.

If you have a disclosable pecuniary interest which is not shown in the register and relates to any business on which you are acting alone, you must, within 28 days of becoming aware of this, tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must also stop dealing with the matter as soon as you become aware of having a disclosable pecuniary interest relating to the business.

When you are first elected, co-opted, or appointed a member to your council or authority, you must, within 28 days of becoming a member, tell the monitoring officer who is responsible for your council's or authority's register of members' interests about your disclosable pecuniary interests. If you are re-elected, re-co-opted, or reappointed a member, you need to tell the monitoring officer about only those disclosable pecuniary interests that are not already recorded in the register.

What are pecuniary interests?

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider

⁴ <http://www.public-standards.gov.uk/about-us/what-we-do/the-seven-principles/>

⁵ If the interest is a sensitive interest you should disclose merely the fact that you have such a disclosable pecuniary interest, rather than the interest. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

financial interests they might have (for example trust funds, investments, and assets including land and property).

Do I have any disclosable pecuniary interests?

You have a disclosable pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see annex). Interests or your spouse or civil partner, following the approach of the rules under the 1972 and 1989 Acts, are included to ensure that the public can have confidence that councillors are putting the public interest first and not benefiting the financial affairs of themselves or their spouse or civil partner from which the councillor would stand to gain. For this purpose your spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Does my spouse's or civil partner's name need to appear on the register of interests?

No. For the purposes of the register, an interest of your spouse or civil partner, which is listed in the national rules, is **your** disclosable pecuniary interest. Whilst the detailed format of the register of members' interests is for your council to decide, there is no requirement to differentiate your disclosable pecuniary interests between those which relate to you personally and those that relate to your spouse or civil partner.

Does my signature need to be published online? Won't this put me at risk of identity theft?

There is no legal requirement for the personal signatures of councillors to be published online.

Who can see the register of members' interests?

Except for parish councils, a council's or authority's register of members' interests must be available for inspection in the local area, and must be published on the council's or authority's website.

For parish councils, the monitoring officer who is responsible for the council's register of members' interests must arrange for the parish council's register of members' interests to be available for inspection in the district of borough, and must be published on the district or borough council's website.

Where the parish council has its own website, its register of members' interests must also be published on that website.

This is in line with the Government's policies of transparency and accountability, ensuring that the public have ready access to publicly available information.

Is there any scope for withholding information on the published register?

Copies of the register of members' interests which are available for inspection or published must not include details of a member's sensitive interest, other than stating that the member has an interest the details of which are withheld. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

When is information about my interests removed from my council's register of members' interests?

If you cease to have an interest, that interest can be removed from the register. If you cease to be a member of the authority, all of your interests can be removed from the register.

What does having a disclosable pecuniary interest stop me doing?

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

In certain circumstances you can request a dispensation from these prohibitions.

Where these prohibitions apply, do I also have to leave the room?

Where your council's or authority's standing orders require this, you must leave the room. Even where there are no such standing orders, you must leave the room if you consider your continued presence is incompatible with your council's code of conduct or the Seven Principles of Public Life.

Do I need a dispensation to take part in the business of setting council tax or a precept?

Any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support.

If you are a homeowner or tenant in the area of your council you will have registered, in accordance with the national rules, that beneficial interest in land. However, this disclosable pecuniary interest is not a disclosable pecuniary interest in the matter of setting the council tax or precept since decisions on the council tax or precept do not materially affect your interest in the land. For example, it does not materially affect the value of your home, your prospects of selling that home, or how you might use or enjoy that land.

Accordingly, you will not need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support, which is in any event a decision affecting the generality of the public in the area of your council, rather than you as an individual.

When and how can I apply for a dispensation?

The rules allow your council or authority in certain circumstances to grant a dispensation to permit a member to take part in the business of the authority even if the member has a disclosable pecuniary interest relating to that business. These circumstances are where the council or authority considers that:

- without the dispensation so great a proportion of the council or authority would be prohibited from participating in that business as to impede the council's or authority's transaction of that business,
- without the dispensation the representation of different political groups dealing with that business would be so upset as to alter the likely outcome of any vote,
- the granting of the dispensation is in the interests of people living in the council's or authority's area,
- without the dispensation each member of the council's executive would be prohibited from participating in the business, or
- it is otherwise appropriate to grant a dispensation.

If you would like your council or authority to grant you a dispensation, you must make a written request to the officer responsible for handling such requests in the case of your council or authority.

What happens if I don't follow the rules on disclosable pecuniary interests?

It is a criminal offence if, without a reasonable excuse, you fail to tell the monitoring officer about your disclosable pecuniary interests, either for inclusion on the register if you are a newly elected, co-opted or appointed member, or to update the register if you are re-elected or re-appointed, or when you become aware of a disclosable pecuniary interest which is not recorded in the register but which relates to any matter;

- that will be or is being considered at a meeting where you are present, or
- on which you are acting alone.

It is also a criminal offence to knowingly or recklessly provide false or misleading information, or to participate in the business of your authority where that business involves a disclosable pecuniary interest. It is also a criminal offence to continue working on a matter which can be discharged by a single member and in which you have a disclosable pecuniary interest.

If you are found guilty of such a criminal offence, you can be fined up to £5,000 and disqualified from holding office as a councillor for up to five years.

Where can I look at the national rules on pecuniary interests?

The national rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011, which is available on the internet here:

<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7/enacted>

and in the secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 which can be found here:

<http://www.legislation.gov.uk/uksi/2012/1464/contents/made>

Annex A

Description of Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the monitoring officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.
- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where –
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either –
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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Illustrative text for code dealing with the conduct expected of members and co-opted members of the authority when acting in that capacity

You are a member or co-opted member of the [name] council 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, including your membership of any Trade Union, 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.

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 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.

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.



City of London Corporation

Guidance to Members - Declaring gifts and hospitality

Only those interests defined as disclosable pecuniary interests in the regulations are required to be registered and/or disclosed in every case. However, in accordance with the Nolan Principles and the general duties set out in the Code of Conduct, Members are required to disclose any other interest at a meeting where it is felt, in relation to a specific item of business, that the interest warrants disclosure.

The Standards Committee considers that such a disclosure is likely to be necessary in relation to 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.

If an item of business arises at a meeting that relates to such a donor, the Standards Committee would normally expect this interest to be disclosed. If a complaint were to be received in relation to non-disclosure by a Member, then (subject to hearing all of the facts) the Standards Committee may be minded to find that there had been a breach of the Code.

Therefore, the Standards Committee is introducing a local voluntary arrangement whereby Members are encouraged to register the receipt of all gifts and hospitality equalling or exceeding the above values. In the same way as for disclosable pecuniary interests, prior registration will constitute disclosure of the interest, meaning that a further disclosure at the meeting is not required. This will assist Members in complying with the Code. It will also provide transparency of Members' actions to the public. The new arrangement will come into effect as of 1st April 2013.

A member's participation in relation to an item in which they have such an interest will need to be considered by the member on a case by case basis. In the spirit of the Localism Act the Standards Committee would expect that a member would only be precluded from participation in exceptional circumstances e.g. where there is a real danger of bias. Members are encouraged to seek advice from the City Solicitor on such matters.

Registering your gifts and hospitality

Your up-to-date register of interests, including any disclosed gifts and hospitality, is published via your Members' page on the Corporation's webpages. Where you wish to register any received gifts and hospitality, please contact the Committee and

Member Services Team via email or on telephone: 020 7332 1427 or 020 7332 1434 specifying the following details:

- description of the gift or hospitality (i.e. tickets to a theatre performance);
- the date it was received;
- from whom the gift or hospitality was received; and
- an approximate value (and cumulative value, if appropriate).

Please note that such declarations should be made within 28 days of receipt of the gift or hospitality.

Gifts and hospitality that do not need to be disclosed

Gifts and hospitality provided by the City Corporation, or received by a Member whilst acting as an official representative of the City Corporation, do not need to be disclosed – this will include:

- committee dinners
 - lunches associated with committee visits
- any gifts or hospitality provided to the office of Lord Mayor or Sheriff (but not including gifts retained by the individual, as opposed to the City Corporation)
- hospitality offered as part of City Corporation related events such as MIPIM (events approved by the Policy & Resources Committee)
- local government dinners
- garden parties at Buckingham Palace (if tickets via City Corporation)
- tickets to sporting and cultural events (where the Member is the appointed representative of the City Corporation e.g. Olympics tickets in summer 2012)
- tickets to events at the Barbican Centre, or Guildhall School of Music and Drama (if tickets via City Corporation).

In addition, a Member only has to disclose gifts or hospitality received by virtue of being a Member – this will not normally include gifts or hospitality received from friends or family. Members should apply honesty and common sense when they consider how receipt of a gift or hospitality might be interpreted. For example, if the Member is the Chairman of the Planning Committee, and a birthday present arrives from an applicant just before a planning application is due to be considered, then the Member should think about how this would be interpreted by a reasonable member of the public. If in doubt, the Member should disclose the interest.

As set out above, Members do not need to disclose gifts and hospitality that do not reach the £250 one-off threshold or £500 cumulative threshold. Some examples of gifts and hospitality that are unlikely to reach the £250 threshold are as follows:

- livery company dinners
- drinks receptions (where only drinks and canapés are served)
- standard commemorative gifts including pin badges, published materials, ties, paper weights, plaques.

Gifts and hospitality that are likely to require disclosure

Some examples of gifts and hospitality that are likely to reach the £250 threshold are as follows:

- overseas trips
- exceptional evening dinner events (i.e. pre-dinner drinks, three course, silver service meals, all drinks)
- bespoke gifts that have been sourced/ made specifically for the Member (e.g. an engraved crystal vase, or a gold picture frame with a signed limited edition print)
- hospitality packages including lunch or dinner and tickets to a sporting or cultural event.

Caution should be exercised where the offer of any gift or hospitality is over and above what could reasonably be viewed as ancillary to the business being conducted, or is wholly unrelated to the business being conducted.

Particular caution should also be exercised by Members involved in determining regulatory matters (licensing, planning) and making decisions that affect the financial position of others.

Further information regarding Members' declarations can be obtained from the Comptroller & City Solicitor or the Committee and Member Services Team.

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Agenda Item 7

Committee: Standards Committee	Date: 29 th November 2013
Subject: Co-opted Members – Appointments	Public
Report of: Town Clerk	For Information
<u>Summary</u>	
<p>The purpose of this report is for the Standards Committee to note the recommendations of the Selection Panel in respect of appointments to the three vacancies for Co-opted Members of the Standards Committee. The recommended appointments will be submitted to the Court of Common Council for approval on 5th December 2013.</p> <p>Details about the recommended candidates are set out below.</p>	
<u>Recommendation</u>	
<p>Members are asked to note the recommended appointments for two Co-opted Members of the Standards Committee and to note that there is one remaining vacancy for a Co-opted Member.</p>	

Main Report

1. This report sets out the details of two recommended Co-opted Member appointments to the Standards Committee.
2. The principal function of the Standards Committee is to promote and maintain high standards of conduct by Members and Co-opted Members of the City of London Corporation, to assist Members and Co-opted Members to observe the City of London Corporation's Code of Conduct and to deal with any allegations of breach of the City of London Corporation's Code of Conduct in respect of Members and Co-opted Members.
3. Following the introduction of the Localism Act 2011, this Committee (with the Court of Common Council's subsequent approval), determined that the Committee's composition should continue to include four Co-opted Members (with no voting rights) who must not be Members of the Court of Common Council or employees of the City of London Corporation.
4. In line with the agreed process for appointing Co-opted Member, namely that vacancies must be advertised, candidates must submit an application and recommended appointments, submitted by an Selection Panel, must be approved by a majority of members of the Court of Common Council, an appointment process commenced in September and concluded in late October.

Background to the current position

5. Three vacancies for Co-opted Members of the Committee have arisen over recent months following expiry of the terms of office of Dr Colin Kolbert, Howard Lederman and Felicity Lusk.
6. The appointment process commenced on 6th September 2013, with a second recruitment campaign commencing on 4th October 2013 as a result of limited public interest. Advertisements about the role and the vacant positions were placed on the Guardian Online, Universal Jobmatch, the City AM (on-line) and the City of London Corporation's webpages.
7. For the purposes of these appointments, a Selection Panel was established by the Court in November 2000 comprising the Chairman of the General Purposes Committee of Aldermen, the Chief Commoner and the Chairman of the Policy & Resources Committee, or their representatives. The Panel was convened in October to consider the four valid applications that had been received at the conclusion of the advertising campaign. The Panel also considered the re-appointment of Felicity Lusk for a further term of office to expire in December 2017.
8. The applicants were asked to demonstrate:-
 - an understanding of the role and objectives of the City of London Corporation;
 - community or business experience (preferably, you will either have lived or worked in the City for a number of years);
 - an insight into and understanding of the demands and pressures placed on individuals in public service;
 - the ability to think logically and in an impartial manner;
 - an understanding of the Nolan Principles of Public Life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership
 - good questioning skills;
 - the ability to attend any meetings that are necessary for the conduct of business associated with the local Standards regime; and
 - a legal background (whilst useful this is not essential).
9. The recommended appointments and details of each candidate are detailed below and will be submitted to the Court of Common Council for approval on 5th December 2013.

Recommended appointments

10. As above, the Selection Panel has recommended the following appointments:

10 (a) Judith Barnes

Judith Barnes has practised as a company/commercial lawyer for over ten years and is currently in charge of her own practice. The Appointment Panel was particularly impressed by both her legal and business experience as well

as her knowledge of the City which was gained whilst practising as a solicitor whilst she was a partner in Jaques & Lewis. Ms Barnes previously served as a councillor for twelve years and demonstrated a sound understanding of the role and operations of the City of London Corporation. Ms Barnes' understanding and practical experience of dealing with evidence was demonstrated by her role as a Senior Policy Officer at the Independent Police Complaints Commission (IPCC) between 2005/12.

10 (b) Felicity Lusk (re-appointment)

Ms Felicity Lusk has been a Co-opted Member of the Standards Committee since 15th July 2009 and, this Committee has benefited greatly from the expertise and service that she has rendered to the Committee over the last four years.

Ms Lusk,

- has over 20 years' experience as a teacher and, since 1997, as Headmistress of Oxford High School
- has served on numerous bodies at national, regional and local level in a range of fields including education and the arts
- has served as a Court Member at Oxford Brookes University
- was an elected Member at the London Borough of Enfield from 1990 – 94
- served as one of the Independent Governors of the Guildhall School of Music & Drama between 2000 and 2009.

In advance of the expiry of her term of office in September 2013, Ms Lusk expressed her commitment to further supporting the work of the Committee. In light of her experience and knowledge, the Selection Panel has recommended Ms Lusk's re-appointment for a further term of office to expire in December 2017.

11. Following the selection process there remains one outstanding vacancy for a Co-opted Member on the Standards Committee and this Committee is asked to note the vacancy and comment on the options for appointing a further Co-opted Member.
12. It is proposed that, following consideration by the Court of Common Council on 5th December 2013, the newly appointed Co-opted Members will be invited to attend (where necessary) a detailed induction with the Town Clerk and the Comptroller and City Solicitor at the earliest opportunity. They will then be invited to attend all future meetings of the Committee as of 31st January 2014.

Outstanding vacancy

13. As above, following the selection process there remains one outstanding vacancy for a Co-opted Member on the Standards Committee. The Committee is asked to note the vacancy and comment on the options for appointing a further Co-opted Member.

Conclusion

14. Members are asked to note the recommended appointments of two Co-opted Members of the Standards Committee, including the re-appointment of one former Co-opted Member whose term of office concluded in September 2013. The Committee is further asked to note that there is one remaining vacancy for a Co-opted Member on the Standards Committee and Members are invited to comment on the implications for the Committee and the options for appointing to the vacancy in the future.

Appendices - None.

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