



Standards Committee

Date: FRIDAY, 29 JANUARY 2016
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Edward Lord (Chairman)
Oliver Lodge (Deputy Chairman)
Judith Barnes (Co-opted Member)
Nigel Challis
Mark Greenburgh (Co-opted Member)
Michael Hudson
Deputy Alastair King
Dan Large (Co-opted Member)
Felicity Lusk (Co-opted Member)
Virginia Rounding
Alderman Baroness Scotland
Tom Sleigh

Enquiries: Gemma Stokley
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gemma.stokley@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm
N.B. Part of this meeting could be the subject of audio/visual recording.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS**

3. **MINUTES OF THE PREVIOUS MEETING**

To agree the public minutes of the meeting held on 2 October 2015.

For Decision
(Pages 1 - 8)

4. **MINUTES OF THE ASSESSMENT SUB COMMITTEE**

For Information

a) **16 December 2015**

To receive the public minutes of the Assessment Sub Committee of 16 December 2015.

(Pages 9 - 12)

b) **21 January 2016**

To receive the public minutes of the Assessment Sub Committee of 21 January 2016 (to follow).

5. **STANDARDS COMMITTEE- TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

A report of the Town Clerk seeking the Committee's views in respect of its existing terms of reference (Appendix 1); the terms of reference of its sub-committees (Appendix 2); and its future meeting arrangements, ahead of submission to the Court of Common Council on 21st April 2016.

For Decision
(Pages 13 - 22)

6. **DECLARATION OF GIFTS AND HOSPITALITY IN RELATION TO THE SPECIAL PROVISION MADE FOR THE LORD MAYOR AS A CEREMONIAL OFFICE HOLDER**

Report of the Private Secretary and Chief of Staff.

For Information
(Pages 23 - 30)

7. **UPDATE ON SHRIEVAL DECLARATION ARRANGEMENTS**

Report of the Secondary and Under Sheriff.

For Information
(Pages 31 - 36)

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

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

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STANDARDS COMMITTEE Friday, 2 October 2015

Minutes of the meeting of the Standards Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 2 October 2015 at 11.30 am

Present

Members:

Edward Lord (Chairman)
Judith Barnes
Nigel Challis
Michael Hudson
Deputy Alastair King
Felicity Lusk
Virginia Rounding

Officers:

| | |
|-----------------|--|
| Gemma Stokley | - Town Clerk's Department |
| Michael Cogher | - Comptroller and City Solicitor |
| Edward Wood | - Comptroller and City Solicitor's Department |
| William Chapman | - Private Secretary and Chief of Staff to the Lord Mayor |
| Janet Fortune | - Human Resources |
| Tracey Jansen | - Human Resources |

In attendance: Neil Asten (Independent Person) and Chris Taylor (Independent Person) were also present at the meeting.

The Chairman informed the Committee that Mr Large had recently been hospitalised with pneumonia and was therefore expected to be out of action for the coming weeks. The Committee wished to record their best wishes to Mr Large for a speedy recovery.

1. APOLOGIES

Apologies for absence were received from Mark Greenburgh (Co-opted Member), Dan Large (Co-opted Member), Oliver Lodge (Deputy Chairman), Anju Sanahi (Independent Person) and Tom Sleigh.

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

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 1 July 2015 were considered and approved as a correct record, subject to adding Judith Barnes to the list of apologies.

MATTERS ARISING

Gifts and Hospitality – Ceremonial Officeholders

The Town Clerk reported that, following a recent meeting with the Secondary, it had been agreed that a quarterly log of Shrieval gifts and hospitality would now be produced by the Old Bailey and published on the Corporate webpages. These arrangements would mirror those already in place for the Lord Mayor.

The Chairman suggested that the Committee periodically review the Shrieval log alongside the Lord Mayor's log.

Annual Update to Members' Declarations – Latest Responses

In response to a question, the Town Clerk confirmed that declarations for all three new Common Councilmen who had been appointed since the last meeting of the Standards Committee had been received and were published on the public website..

4. REPORT OF ACTION TAKEN

The Committee received a report of the Town Clerk providing Members with the details of a decision taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Standards Committee, since the Committee's last meeting on 15th May 2015.

RESOLVED – That, the contents of the report be noted.

5. COMPLAINTS PROCEDURE AND FORM

The Committee considered a joint report of the Town Clerk and the Comptroller & City Solicitor reviewing the current complaints process and form.

A copy of the document with tracked changes visible was tabled for ease of reference.

The Comptroller & City Solicitor highlighted that all of the changes suggested by Members at the last meeting had now been incorporated into the revised document. He clarified that he had not received any further comments from Members outside of the meeting.

The Committee went through the proposed changes within the document and the following points were made:

- The Chairman requested that ("the City") be replaced with ("the Corporation" within the Introduction;
- Under 'Making a Complaint', the fourth bullet point should request that, where possible, complainants specify what aspects of the Code have been breached;
- Under 'Informal Resolution of Complaints', ("the Chairman) be replaced by ("the Privileges Chairman"), that the word "verbally" be replaced with "orally and that capital letters be used when referring to the Monitoring Officer ;
- It was suggested that it be made clear in the document that, whilst informal complaints were possible, formal complaints must be received in writing;

- Under 'Assessment of Complaints', it was suggested that the opening phrase (Before the assessment of a complaint begins) be removed;
- Under 'Initial Assessment Decisions', it was suggested that it be made clear that a copy of any decision, with reasons, would be sent to all parties;
- Under 'Appeals Process' it was suggested that the reference to 21 days be replaced with 20 working days given that working days were referred to throughout the document;
- The Chairman requested that paragraph numbers be added to the document for ease of reference and that bullet points be replaced with sub paragraphs.

In relation to the Complaint Form, the following suggestions were made:

- It was noted that the section regarding concerns around details of a complaint being released was Section 5 and not Section 6 as suggested on the front page of the form;
- Under the section requesting that a complainants identity is kept confidential, it was suggested that reference to physical or other harm be made;

A Member went on to make a more general point around Complaints and those that were dealt with informally by the Chief Commoner for example. She questioned if the Committee could receive an annual written report summarising these. The Comptroller & City Solicitor underlined that Officers were not always aware of the informal conversations the Chief Commoner had. In response to questions around formalising the structure around this, it was highlighted that any written record of such conversations immediately gave them an air of formality.

The Committee requested that the Comptroller and City Solicitor produce a report on the issues around this for discussion at the next meeting of the Standards Committee.

RESOLVED – That, Members delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Standards Committee, to approve the revised documentation in accordance with the suggestions made today and note the existing arrangements in respect of responding to and managing alleged breaches of the Members' Code of Conduct.

6. **REVISED GUIDANCE TO MEMBERS RE: CODE OF CONDUCT**

The Committee considered a joint report of the Town Clerk and the Comptroller & City Solicitor in relation to revised Guidance to Members regarding the Code of Conduct.

The Chairman highlighted that the revised guidance document had all changes and amendments highlighted for ease of reference.

The Committee went through the proposed changes/comments within the document and the following points were made:

- At paragraph 2, it was agreed that ‘Rather’ replace ‘Instead’;
- The date referred to within paragraphs 17 and 19 be removed;
- Paragraph 19 to read ‘meets or exceeds’
- Under paragraph 19, it was agreed that a dedicated email address be set up for Members to notify Officers of any amendments/updates to their existing declarations. The Town Clerk undertook to progress this;
- Under paragraph 20, bullet point one, it was recognised that an approximate value was not required under the Code and was often difficult to estimate. It was therefore agreed that wording referring to this be removed from the Guidance;
- Amendments at paragraph 21 were agreed as set out;
- It was agreed that the following wording be added to the first bullet point at paragraph 22 ...”where the Chairman, Managing Director or Principal is the host. Invitations from the London Symphony Orchestra or the Royal Shakespeare Company for example should be declared;
- Amendments at paragraph 25 were agreed as set out;
- Amendments at paragraph 27 were agreed as set out;
- It was suggested that officers clarify, under paragraph 28, that this was by virtue of an individual’s relationship to the Member;
- Under paragraph 31, it was suggested that this should also refer to the fact that Members may also have an obligation to inform their employer where private activities might cross over with their activities as a Member;

RESOLVED – That, Members of the Standards Committee approve the revised Guidance to Members so this can be re-circulated to all Members of the Court of Common Council for information.

7. **UPDATE RE: CO-OPTED MEMBER DECLARATIONS**

The Committee considered a report of the Town Clerk providing Members with an update on the status of the Co-opted Members’ Registers of Interest following circulation of correspondence by the Town Clerk in consultation with the Comptroller & City Solicitor in early August 2015 and the implementation of the new arrangements.

The Town Clerk informed the Committee that over 50% of those co-opted Members contacted on this matter had not submitted a response. She went on to highlight that many of those contacted had also expressed concern, particularly at plans to publish their interests and some had also suggested that pursuing this matter may leave them with no choice but to resign from their respective Committees.

With regard to the technicalities around publishing the responses received, the Town Clerk reported that this had now been trialled and would be technically possible if the Committee were minded to proceed with this exercise.

The Chairman suggested that the Comptroller and City Solicitor produce a paper for the next meeting of the Standards Committee detailing how each of the various Sub/Consultative/Grand Committees concerned were constituted

and providing Members with some advice on how best to proceed in each case. It was felt that this exercise was absolutely essential to pursue in the case of co-opted Members sitting on decision making bodies such as the three City School Boards.

A Member commented that he felt it important to set out proper and consistent parameters.

The Committee suggested that, in the interim, the Town Clerk contact all relevant Committee Chairman requesting that they remind their Co-opted Members of the need to submit responses at their next scheduled meetings.

8. ANNUAL REVIEW OF THE PROTOCOL ON MEMBER/OFFICER RELATIONS

The Committee received a report of the Director of HR providing Members with the annual review of the Protocol on Member/Officer Relations highlighting and related issues that have arisen in the year 1 August 2014-31 July 2015. The report also included a review of the Employee Code of Conduct and commentary from the Comptroller & City Solicitor on Employment Tribunal cases in the past year.

In order to clarify a point in the report, the Committee were informed that, of the three dismissals referred to, one appeal had been upheld and the member of staff concerned had been reinstated although they had subsequently resigned. In response to a question regarding this matter, the Chairman confirmed that this was now the subject of a claim for constructive dismissal.

In response to further questions concerning Employment Tribunal cases and the City of London Police, the Chairman reported that the Establishment Committee had identified this as a matter of concern and requested a further report on the matter.

RESOLVED – That, Members note the report.

9. RECORDING OF LORD MAYOR'S GIFTS AND HOSPITALITY

The Committee received a report of the Private Secretary & Chief of Staff updating the Committee on the Lord Mayor's declaration of gifts and hospitality.

The Private Secretary confirmed that there were no separate, sensitive items to report to the Committee on this occasion. He went on to apologise for the fact that the register of hospitality did not include entries for April. He assured the Committee that this would be rectified and re-published by close of play today. Declarations for the subsequent quarter were also set to be published by close of play today.

The Private Secretary stated that lunches were not included within the register of hospitality as the Lord Mayor tended to attend far fewer of these and that those he did attend tended to be working lunches which were under the suggested threshold.

The Chairman highlighted that the Private Engagement at Queen's Club listed in the hospitality log was, in fact, an annual invitation to the Lord Mayor from the Chief Executive of the London Stock Exchange. The Chairman requested that this be 'rebadged' as such in future.

In response to a question regarding the reporting of overseas hospitality, the Private Secretary undertook to clarify this and update the Committee within his next report. The Chairman added that the Committee were content that hospitality provided by the Foreign and Commonwealth Office in relation to overseas visits did not need to be declared.

The Committee requested that, for future reports, the Private Secretary produce a non-public annex detailing those gifts actually retained by the Lord Mayor.

RESOLVED – RESOLVED – That, Members note the report and request that future versions also include a non-public annex detailing those gifts retained by the Lord Mayor.

10. **AMENDMENT TO STANDING ORDERS (EXPANDED ROLE OF INDEPENDENT PERSONS)**

The Committee received a copy of a Policy and Resources Committee Report to the Court of Common Council dated 25 June 2015 relating to an amendment to Standing Order 63 regarding Disciplinary Action and the involvement of Independent Persons in this process.

The Comptroller & City Solicitor summarised by stating that Independent Persons (of which there were three on the Standards Committee) would now be required to take part in any advisory panel regarding disciplinary action taken in respect of the Town Clerk, the City of London's Monitoring Officer or the Chamberlain.

The Committee were informed that the Director of Corporate HR would now be putting together a further report on process for the Establishment Committee and was currently awaiting LGA guidance on this matter.

RECEIVED.

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

There were no questions.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
Annual Committee Dinner

The Chairman reminded the Committee that this year's annual dinner would be taking place on 2nd December 2015 in the Chief Commoner's Parlour.

The meeting ended at 12.30 pm

Chairman

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ASSESSMENT SUB (STANDARDS) COMMITTEE

Wednesday, 16 December 2015

Minutes of the meeting of the Assessment Sub (Standards) Committee held at the Guildhall EC2 at 10.00 am

Present

Members:

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|-----------------------------------|----------------------------------|
| Nigel Challis | Anju Sanehi (Independent Person) |
| Mark Greenburgh (Co-opted Member) | Tom Sleigh |
| Edward Lord (Chairman) | |

Officers:

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

1. ELECTION OF CHAIRMAN

The Committee elected a Chairman of the Assessment Sub-Committee.

Resolved:- That Edward Lord OBE be elected as Chairman of the Assessment Sub-Committee.

2. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE ASSESSMENT SUB-COMMITTEE

A number of questions, which were responded to by the Comptroller and City Solicitor, were raised in relation to procedural matters and clarification was sought in respect of the potential outcomes arising from the Sub-Committee's deliberations.

The Comptroller and City Solicitor reminded the Sub-Committee of the actions that were available to it following consideration of the allegations, namely:

- (i) decide that no action should be taken;
- (ii) refer any of the allegations to the Monitoring Officer for investigation; or
- (iii) decide that whilst an investigation should not be undertaken, some other action be undertaken such as training or conciliation.

It was noted that whilst some Members of the Sub-Committee had personal knowledge of the respondent and all Members were aware of other internal disciplinary proceedings currently underway involving the complainant, this knowledge was inevitable and did not of itself constitute bias or lead to the perception of bias. The Comptroller and City Solicitor reminded those present that if there were any additional factors leading to a real danger of bias this would however exclude them from participating in the Sub-Committee's proceedings.

NOTED.

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

There was none.

4. **EXCLUSION OF THE PUBLIC**

Resolved – That under Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-3 of Part I of the Schedule 12A of the Local Government Act: -

Item Nos.

5

Paragraph(s) in Schedule 12A

1-3

5. **REPORT OF THE COMPTROLLER AND CITY SOLICITOR**

The Sub-Committee considered a report of the Comptroller and City Solicitor detailing a complaint that had been received in accordance with the procedures for managing complaints against Members; the alleged breaches of the Code of Conduct and the action required by the Assessment Sub-Committee.

The Sub-Committee reviewed the documentation that had been submitted by the complainant in respect of two main allegations. The Sub-Committee also considered the comments that had been received from the Member in response to the allegations, of which he had been informed.

Having reviewed the documentation before them and considered the current City Corporation assessment criteria, it was agreed unanimously that the complaint, if proven, would be a breach of the Code of Conduct and that the complainant had submitted enough information to satisfy them that the complaint should be referred for investigation. The Sub-Committee noted that the Member had not fully responded to all of the allegations made against him and no reason had been established under the assessment criteria for the complaint not to be investigated. Consequently, it was agreed that the matter should be referred to the Monitoring Officer for investigation so that a report could be submitted to a future meeting of the Hearing Sub-Committee, consisting of the same membership. The Sub-Committee then proceeded to identify a number of specific areas for investigation. The Sub-Committee also agreed that as the Monitoring Officer would lead the investigation into the alleged breaches of the Code of Conduct, legal and procedural advice at future meetings relating to this complaint should be provided by the Assistant City Solicitor.

Resolved:- That –

- (i) the matter be referred to the Monitoring Officer for investigation so that a report could be submitted to a future meeting of the Hearing Sub-Committee;
- (ii) a meeting of the Hearing Sub-Committee consisting of the same membership be scheduled to take place on 29th January 2016 to consider the report; and
- (iii) the Assistant City Solicitor provide advice to the Hearing Sub-Committee in considering the report.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were none.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

The meeting closed at 10.50 am

Chairman

**Contact Officer: Lorraine Brook
T: 020 7332 1409**

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| Committee: Standards Committee | Date: 29 th January 2016 |
| Subject: Standards Committee – Terms of Reference and Frequency of meetings | Public |
| Report of: Town Clerk Report Author: Gemma Stokley | For Information |
| <p><u>Summary</u></p> <ol style="list-style-type: none"> 1. The purpose of this report is for the Standards Committee to consider its Terms of Reference, the terms of reference of its sub committees and its frequency of meetings, ahead of submission of the White Paper to the Court of Common Council on 21st April 2016. The Committee is also asked to receive meeting dates for the remainder of 2016 and 2017. 2. Details of the composition of the Standards Committee and its terms of reference are set out below. <p><u>Recommendations</u></p> <ol style="list-style-type: none"> 3. It is recommended that:- <ol style="list-style-type: none"> (a) Members consider the Standards Committee’s Terms of Reference (Appendix 1); (b) Members consider the frequency of the Committee’s meetings; and (c) Members note the scheduled meeting dates for the remainder of 2016 and 2017. | |

Main Report

4. This report sets out the terms of reference and composition of the Standards Committee, including the Committee’s Co-opted Members and the Independent Persons.
5. The Committee is also asked to note the frequency of its meetings and the meeting dates scheduled for the remainder of 2016 and 2017, as set out in paragraph 15.

Standards Committee –Terms of Reference

6. The Standard’s Committee’s Terms of Reference, as agreed by the Court of Common Council at its meeting on 23rd April 2015 are set out at **Appendix 1**. Subject to any views of the Committee, the Terms of Reference will be submitted to the Court of Common Council for approval on 21st April 2016 ahead of the start of the new municipal year.

Standards Committee – Composition

7. The Standard's Committee's composition, as agreed by the Court of Common Council at its meeting on 23rd April 2015 is:-
 - one Alderman appointed by the Court of Aldermen
 - seven Commoners elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - four representatives (with no voting rights) who must not be Members of the Court of Common Council or employees of the City of London Corporation.
8. None of the appointed shall serve on the Committee for more than two terms or a maximum of eight years in total.
9. Three independent persons are also appointed pursuant to the Localism Act 2011. As in previous years, it is proposed that Independent Persons be invited to attend all future meetings of the Committee (in an observer capacity).
10. The quorum consists of three Members, at least one of whom must be a non-Common Council Member.

Standards Committee – 2013/2014 Membership

11. The Standard's Committee's membership in 2015/2016, as agreed by the Court of Common Council at its meeting on 23rd April 2015, was as follows:-

Alderman

Baroness Patricia Sctoland of Asthal, Q.C.

Common Councilmen

Nigel Kenneth Challis (*for three years*)

Michael Hudson (*for two years*)

Deputy Alistair John Naisbitt King

Oliver Arthur Wynlayne Lodge, T.D.

Charles Edward Lord, OBE, JP

Virginia Rounding

Thomas Charles Christopher Sleigh

Non-Common Council Members

Judith Barnes (appointed for a four year term expiring in December 2017)

Felicity Lusk (appointed for a four year term expiring in December 2017)

Mark Greenburgh (appointed for a four year term expiring in December 2018)

Dan Large (appointed for a four year term expiring in December 2018)

12. The Corporation's Independent Persons are Neil Asten, Anju Sanehi and Chris Taylor (appointed pursuant to the Localism Act 2011).

Meetings of the Standards Committee

13. In 2013, the Committee confirmed that 3 scheduled meetings of the Committee per annum were sufficient. On that basis the following meeting dates were previously confirmed for the remainder of 2016 and 2017:
 - Friday, 29th January 2016 (11.30am)
 - Friday, 13th May 2016 (11.30am)
 - Friday, 7th October 2016 (11.30am)
 - Friday, 3rd February 2017 (11.30am)
 - Friday, 19th May 2017 (11.30am)
 - Friday, 6th October 2017 (11.30am)
14. Where there is no business, and with the Chairman's consent, meetings may be cancelled.
15. Where meetings of the Sub Committees (Dispensations and Assessment) are required, these will be scheduled on an ad hoc basis throughout the year.

Standards Committee – Sub Committees' terms of reference

16. Dispensations Sub (Standards) Committee

Established on 13th September 2013, the principal function of the Dispensations Sub Committee is to consider requests for a dispensation from elected Members and Co-opted Members to speak and/or vote on a specific matter(s), in-line with the City of London Corporation's criterion. Consequently, the Sub Committee will meet on an ad hoc basis as and when requests for a dispensation are received.

17. The Terms of Reference are:
 - a) The Dispensations Sub Committee is established to determine written requests for dispensations from Members or Co-opted Members to take part in any discussion and/or vote on a matter in which they have a disclosable pecuniary interest in accordance with section 33 of the Localism Act 2011.
 - b) Upon receipt of a written request for a dispensation, a meeting of the Sub Committee will be convened (unless a meeting of the Standards Committee is scheduled to take place within a reasonable timeframe), to consider the details of the request and will then do one of the following:-
 - (i) grant a dispensation (in whole or in part) for a specified period not exceeding four years;
 - (ii) reject the request for a dispensation; or

- (iii) seek further information regarding the request ahead of further consideration at a newly convened meeting, or in accordance with the City Corporation's urgency provisions (Standing Order No. 41).
- c) The Town Clerk will advise the Member seeking a dispensation of the Sub Committee's decision upon the conclusion of the meeting and will retain a list of action taken in respect of all written requests considered by the Sub Committee.
- d) The Sub Committee will consist of any three elected Members (voting) and one Co-opted Member (non-voting) to be drawn from the membership of the Standards Committee.
- e) The quorum shall consist of any three elected Members.

18. Allegations of breaches of the Members' Code of Conduct - Assessment, Hearing and Appeal Sub Committees

The Localism Act 2011 requires the City of London Corporation to have in place arrangements under which written allegations of a breach of the Members' Code of Conduct can be investigated and decisions on those allegations taken. These arrangements apply to both Members and Co-opted Members.

19. In order to carry out its functions efficiently and effectively, and to avoid any conflicts of interest, the Standards Committee has established three separate Sub-Committees for the different stages of the complaints process, being Assessment, Hearing and Appeal Sub-Committees. The terms of reference for each of the sub committees are set out at **Appendix 2**.

Recommendations

20. Members are asked to:
- (a) consider the Standards Committee's Terms of Reference (Appendix 1);
 - (b) consider the frequency of the Committee's meetings; and
 - (c) note the scheduled meeting dates for 2016/17.

Background Papers:-

- Appointment of Members on Committees Court report (White Paper), April 2015.
- "How complaints submitted to the City of London's Standards Committee will be dealt with." (October 2015).

Appendices:-

- **Appendix 1** – Standards Committee's Terms of Reference, as approved by the Court of Common Council on 23rd April 2015.

- **Appendix 2** - The terms of reference for the Standards Committee's sub committees: Assessment, Hearing and Appeal Sub Committees.

Contact:

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Standards Committee – Terms of Reference

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

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Standards Committee – Sub-Committees’ Terms of Reference

Assessment Sub Committee

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

Hearing Sub Committee

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

If the Hearing Sub-Committee finds that a subject Member has failed to follow the Code of Conduct and that they should be sanctioned, it may impose any one or a combination of the following:-

- censure of that Member;
- withdrawal of City hospitality for an appropriate period;
- removal of that Member from a particular committee or committees.

The option of removal from a particular committee or committees includes sub-committees. The Hearing Sub-Committee will make a recommendation to the relevant appointing body in each case.

The Hearing Sub-Committee has no power to impose any alternative sanctions, although the willingness of a member to co-operate in the matters listed below may have a bearing on any sanction that is imposed:-

- that the Member submits a written apology in a form specified by the Hearing Sub-Committee;
- that the Member undertakes such training as the Hearing Sub-Committee specifies;
- that the Member participates in such conciliation as the Hearing Sub-Committee specifies.

Appeal Sub Committee

Appeal process

If a Member is aggrieved by a decision of the Hearing Sub-Committee to impose one or more sanctions against him/her, either because he/she does not accept that he/she has breached the Code of Conduct, or because he/she considers that the sanction or sanctions imposed are disproportionate, he/she is entitled to appeal to the Appeal Sub-Committee.

Any such request must be sent in writing to the clerk to the Appeal Sub-Committee and received by him/her within 20 working days from the date that the subject Member is informed of the decision of the Hearing Sub-Committee. The Appeal Sub-Committee will normally complete its review of the decision within an average of 30 working days following receipt of the request.

Appeal Sub Committee Terms of reference

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

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| Committee(s) | Dated: |
| Standards Committee | 29 January 2016 |
| Subject: Declaration of Gifts and Hospitality in relation to the Special Provision made for the Lord Mayor as a Ceremonial Office Holder | Public |
| Report of: The Private Secretary & Chief of Staff | For Information |
| Report Author: Jonathan Pallant | |
| Summary | |
| To update the Committee on the Lord Mayor's declaration of gifts and hospitality. | |
| Recommendation(s) | |
| Members are asked to note the report. | |

Main Report

Background

1. Following the meeting of Standards Committee on 20th February 2015 it was agreed that as of 1st April gifts and hospitality which breached the threshold, as applied to all Members, would be declared unless they fell within the caveat outlined within the previous report of 'special provision' for the Lord Mayor as a ceremonial office holder.

Current Position

2. As agreed with the Committee the Lord Mayor has made a declaration at the end of a three month period, declaring gifts and hospitality publicly via their internet page - <http://www.cityoflondon.gov.uk/about-the-city/the-lord-mayor/Pages/default.aspx>
The change in Mayoralty, which has occurred during the latest set of declarations, is clearly marked to delineate the declarations in relation to each Mayoralty. The gifts and hospitality are detailed on separate documents via web links.
3. This page is also linked from their personal Aldermanic page –
Sir Alan Yarrow - <http://democracy.cityoflondon.gov.uk/mguserinfo.aspx?uid=399>
Lord Mountevans --
<http://democracy.cityoflondon.gov.uk/mgUserlInfo.aspx?UID=207>

4. Neither the Late Lord Mayor nor the Lord Mayor have any separate declarations to make to the Committee under the special provision. All gifts and hospitality have been declared.

5. The next set of declarations is due to be made at the end of March 2016.

Appendices

- Appendix 1 – Gifts: 1st October – 13th November
- Appendix 2 -- Gifts: 13th November – December 31st
- Appendix 3 – Hospitality: 2nd October – December 31st

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GIFTS RECEIVED - LORD MAYOR - ALAN YARROW - 1ST OCTOBER TO 13TH NOVEMBER 2015

| GIFT | Donor | Recipient | Date received | Did LM GIVE gift at the time of receipt? Yes/No |
|---|--|------------------|----------------------|--|
| Pin Badges x 6 | Exclusive Ballooning | LM | 02.10.2015 | No |
| Brass coloured plate - Independence Arch | Deputy President of Ghana, Kwesi Amissah-Arthur | LM | 02.10.2015 | Yes |
| Kente gifts - covered notebook and cloths x2 | Chance for Children Charity, Accra | LM | 02.10.2015 | No |
| Large white plate with logo | Prudential Ghana | LM | 02.10.2015 | |
| Lagos State Shield with crest | Lagos State Governor, Nigeria | LM | 07.10.2015 | Yes |
| LAMTA Transport Book | Lagon State Railway, Nigeria | LM | 07.10.2015 | |
| Model of Bull and Bear - stylised metal on turntable in clear perspex box | Johannesburg Stock Exchange | LM | 09.10.2015 | Yes |
| Wooden Hippo Bookends and Book on Johannesburg | Premier of Gauteng, South Africa | LM | 12.10.2015 | Yes |
| Set of 4 hand made speciality glasses | Master Glass Seller | LM (via LMLT) | 12.10.2015 | Yes by LMLT |
| Ebony statue of entwined people | Prime Minister of Mozambique | LM | 14.10.2015 | Yes |
| Glass plaque | CEO, LSE, Mark Makepeace | LM | 16.10.2015 | No |
| Whisky and glasses | Distillers' Company | LM | 16.10.2015 | Yes |
| 2 Porcelain Vases | President of China | LM&LMS | 22.10.2015 | No |
| Basket of Fruit | Fruiterers' Company | LM | 23.10.2015 | No |
| 3 Bottles of City of London Gin | Jonathan Clark, MD, City Distillery | LM | 26.10.2015 | No |
| Pr Cufflinks | Chris Buijink, Chairman, Dutch Banking Association | LM | 27.10.2015 | No |
| Book: Canals of Amsterdam | Mayor of Amsterdam | LM | 27.10.2015 | Yes |
| Photo of ceremony and small cube paperweight | Maurice van Tilburg, Euronext Amsterdam | LM | 28.10.2015 | Yes |
| Book - The Princes Islands | Ministry of Foreign Affairs, Republic of Turkey | LM | 01.11.2015 | |
| Company Book and Shield | Mr John Brewer, Master Woolman | LM | 06.11.2015 | Yes |
| Book - Lord Mayor's Show 800 Years 1215-2015 | Dominic Reid, Pageantmaster | LM | 12.11.2015 | No |

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**GIFTS RECEIVED - LORD MAYOR - MOUNTEVANS
13TH NOVEMBER TO 31ST DECEMBER 2015**

| Gift | Donor | Recipient | Date received | Did LM give gift at the time of receipt? Yes/No |
|---|---|------------------|----------------------|--|
| Small silver model of Ship | Shipwrights' Company | LM | 13.11.2015 | No |
| Framed Address | Security Professionals' Company | LM | 13.11.2015 | No |
| Visitors' Book | Cheap Ward Club | LM | 13.11.2015 | No |
| Silver Fountain Pen | Goldsmiths' Company | LM | 13.11.2015 | No |
| Illuminated Address | Wheelwrights' Company | LM | 13.11.2015 | No |
| Engraved silver photo frame | Guild of Freeman | LM | 13.11.2015 | No |
| A Montblanc Pencil | World Traders' Company | LM | 13.11.2015 | No |
| Print showing the work of Trinity House | Trinity House | LM | 13.11.2015 | No |
| SPCK King James Bible, leatherbound | The Dean of St Pauls | LM | 14.11.2015 | No |
| Mayoral Tricorn Hat | Feltmakers' Company | LM | 17.11.2015 | No |
| History of the Company | Honourable Artillery Company | LM | 17.11.2015 | Yes |
| Silver corkscrew | Mercers' Company | LM | 17.11.2015 | Yes |
| Copy of Pennant on Evans' Sledge and framed picture of all pennants on exhibition | Mark Grove, The Cook and the Butler | LM | 14.11.2015 | No |
| Tie | The Baltic Exchange | LM | 18.11.2015 | Yes |
| Box of Chocs | Carpenters' Company | LM | 18.11.2015 | Yes |
| Obelisk of Quartz lit from below | President of Madagascar | LM | 19.11.2015 | Yes |
| Book on Grocers' plate & 2 Bottles of wine | Grocers' Company | LM | 19.11.2015 | Yes |
| Wooden lacquered plate with mother of pearl design and round picture of Busan bridge in the middle + 2 pots wrapped in gauze. | Mayor of Busan, South Korea | LM | 20.11.2015 | Yes |
| Coopered Cask and bottle of Coopers' Whisky | Coopers' Company | LM | 20.11.2015 | Yes |
| Cut glass tumbler and box of chocs | Salters' Company | LM | 23.11.2015 | Yes |
| Fans x 2 | Fan Makers' Company | LMS | 26.11.2015 | No |
| Celtic Knot Candle | Moderator of the General Assembly of the Church of Scotland | LM | 27.11.2015 | Yes |
| Maritime Cake and box of chocs | Bakers' Company | LM | 30.11.2015 | Yes |
| Quill Pen / Parker Pen | Scriveners' Company | LM/LMS | 01.12.2015 | Yes |
| Lagos State Government Plaque | Governor of Lagos | LM | 01.12.2015 | No |
| | | | | |

| Gift | Donor | Recipient | Date received | Did LM give gift at the time of receipt? Yes/No |
|-------------------------------------|---|------------------|----------------------|--|
| Booklet | Financial Services Group of Livery Companies | LM | 02.12.2015 | No |
| Boar's Head | Butchers' Company | LM | 02.12.2015 | No |
| Picture of Guildhall, Derry | Mayor of Londonderry | LM | 03.12.2015 | Yes |
| Book on the School and pr cufflinks | St Cecilia's School, Creggan Estate | LM | 04.12.2015 | Yes |
| Large Box of Korean Pears | Embassy of the Republic of Korea | LM | 10.12.2015 | No |
| Small Diary 2016 | Mustafa Suzer, Suzer Group | LM | 10.12.2015 | No |
| Book on Company and Case of Ale | Brewers' Company | LM | 09.12.2015 | Yes |
| Wooden Wheel on plinth | Wheelwrights' Company | LM | 10.12.2015 | No |
| Shot Glass and Fans | Fan Makers' Company | LM/LMS | 10.12.2015 | Yes |
| Book on Ward Club | Cordwainer Ward Club | LM | 11.12.2015 | Yes |
| Golden coloured Dhow | HE The Ambassador of Kuwait | LM | 11.12.2015 | Yes |
| | | | | |
| 4 prs Gloves each | Glovers' Company | LM/LMS | 15.12.2015 | No |
| Piece of Turned Wood | Turners' Company | LM | 16.12.2015 | Yes |
| Chinggis Gold - Vodka | Ambassador of Mongolia | LM | 16.12.2015 | No |
| Bottle of Wine Tnymiopoulos 2012 | Ambassador of Greece | LM | 17.12.2015 | No |
| Silver Photoframe | Chartered Secretaries and Administrators' Company | LM | 17.12.2015 | Yes |
| Bottle of Wine | Ambassador of Slovenia | LM | 18.12.2015 | No |
| Bottle of Wine | Bank of China (City Giving Day Team) | LM | 21.12.2015 | No |
| Benromach Single Scotch Whiskey | Sun Yu, GM, Bank of China | LM | 21.12.2015 | No |
| 2 Bottles of wine | Ambassador of Angola | LM | 22.12.2015 | No |
| 3 bottles wine | Ambassador of Luxembourg | LM | 24.12.2015 | No |
| 1 Bottle wine | High Commissioner of Bangladesh | LM | 24.12.2016 | No |

| Date | Event | Location |
|-----------|--|---|
| | The Rt Hon the Lord Mayor, Alderman Alan Yarrow | |
| 03/10/15 | Ghana: Golf followed by Lunch with UK-Ghanaian business contacts, partly sponsored by Vivo Energy | Achimota Golf Club |
| 09/10/15 | South Africa: Lunch to discuss regional financial integration | Johannesburg Stock Exchange |
| 09/10/15 | South Africa: Legal dinner hosted by Hogan Lovells | La Cucina Di Ciro, Parktown, Johannesburg |
| 10/10/15 | South Africa: ANC Progressive Business Forum breakfast | Gallagher Estate, Midrand, Johannesburg |
| 11/10/15 | South Africa: Golf at Randpark Golf Club (host: Cllr Bafana Sithole, Chairperson, City of Johannesburg Transport Ctee) | Randpark Golf Club, Johannesburg |
| 11/10/15 | South Africa: Dinner with South Africa-UK Business Council | White Wine Cellar, Saxon Hotel, Sandhurst, Johannesburg |
| 12/10/15 | South Africa: Meeting & breakfast with Premier of Gauteng | |
| 05-Oct-15 | Dutch Masters Charity Dinner (LMLT) | Egyptian Hall |
| 07-Oct-15 | Glovers' Company Banquet (LMLT, SH1, SH2, E1, E2) | Egyptian Hall |
| 09-Oct-15 | UN 70th Anniversary Lecture, Reception and Dinner (LMLT) | Guildhall |
| 12-Oct-15 | Glass Sellers' Company Banquet (LMLT, SH1, E1) | Egyptian Hall |
| 15-Oct-15 | AFME Annual Dinner (LM) | Claridges |
| 16-Oct-15 | Distillers' Company Banquet (LM, LMS, SH1, SH2, E1, E2) | Egyptian Hall |
| 18-Oct-15 | Sir Cliff Richard 75th Birthday Tour (LM, LMS) | Royal Albert Hall |
| 19-Oct-15 | Appeal Property Fundraising Dinner (LM, LMS) | Guildhall |
| 20-Oct-15 | Upholders' Company Dinner (RLM, SH1, SH2, E1, E2) | Egyptian Hall |
| 23-Oct-15 | MGI World Global Accountancy Conference Dinner (RLM) | Egyptian Hall |
| 26-Oct-15 | Netherlands: Sandwich lunch hosted by Dutch Banking Association | Gustav Mahlerplein 29 - 35, 1082MS, Amsterdam |
| 27-Oct-15 | Netherlands:Dinner hosted by HMA and EY | Royal Industrial Club, Dam 27, 1012JS, Amsterdam |
| 27-Oct-15 | Netherlands:Breakfast meeting with Euronext Amsterdam | Euronext, Beursplein, 1012JW, Amsterdam |
| 28-Oct-15 | Shipwrights' Company Dinner (LM, LMS, SH1, SH2, E1, E2) | Egyptian Hall |
| 30-Oct-15 | Engineers' Company Dinner (LM, LMS, SH1, SH2, E2) | Egyptian Hall etc |
| 05-Nov-15 | Appeal Grand Finale Dinner (LM, LMS) | Guildhall |
| 06-Nov-15 | Woolmen Company Dinner (LM, LMS, Sh1, Sh2, E1, E2) | Stationers' Hall, Ave Maria Lane, London, EC4 |
| 10-Nov-15 | CISI Annual Dinner 2015 (LM, LMS, SH1) | Egyptian Hall |
| 11-Nov-15 | TCUK Annual Dinner (LM, SH1, SH2) | Egyptian Hall |
| 12-Nov-15 | Goldsmiths' Company Dinner (LM, LMS, SH1, SH2, E1, E2) | Goldsmiths Hall, Foster Lane, EC2 |
| | The Rt Hon the Lord Mayor, Alderman The Lord Mountevans | |
| 17-Nov-15 | Gresham Dinner of Mercers (LM, SH1, SH2) | Mercers' Hall, Ironmonger Lane |
| 18-Nov-15 | Carpenters' Company Dinner (LM, SH1, SH2) | Carpenters' Hall, Throgmorton Avenue, London, EC2N |
| 18-Nov-15 | Dinner at the National Maritime Museum (LMS) | National Maritime Museum |
| 19-Nov-15 | Grocers' Company Dinner (LM, LMS, SH1, SH2, E1, E2) | Grocers' Hall |
| 23-Nov-15 | Salters' Company Dinner (LM, LMS, SH1, SH2, E1, E2) | Haberdashers' Hall |
| 27-Nov-15 | Society of Maritime Industries Dinner (LM, LMS) | Egyptian Hall |
| 27-Nov-15 | Malta: Dinner given by the Prime Minister of Malta for all Commonwealth Business Forum delegates | Valletta |
| 30-Nov-15 | Seafarers UK Centenary Appeal Launch Dinner (LM) | Drapers' Hall (Throgmorton Avenue, EC2N 2DQ). |
| 30-Nov-15 | Bakers' Company Dinner (RLM, SH1, SH2) | Egyptian Hall |
| 01-Dec-15 | Weavers' Company Dinner (LM, SH1, SH2) | Vintners' Hall |
| 03-Dec-15 | Makers' of Playing Cards Banquet (RLM, Sh1, Sh2, E1, E2) | Egyptian Hall |
| 03-Dec-15 | Northern Ireland: Light refreshments during briefing meeting | Invest Northern Ireland, Bedford Square |
| 03-Dec-15 | The Rifles Regimental Dinner (LMLT) | Guildhall |
| 04-Dec-15 | Gold and Silver Wyre Drawers (SH1, SH2, E1, E2) | Egyptian Hall |
| 04-Dec-15 | Sandwich Lunch during briefing by Londonderry Chamber of Commerce | St Cecilias College, Creggan Estate, Belfast |
| 09-Dec-15 | Cutlers' Company Boars Head Feast (LM, LMS, SH1, SH2, E1, E2) | Cutlers' Hall |
| 10-Dec-15 | Fan Makers' Company Banquet (LM, LMS, SH1, SH2, E1, E2) | Egyptian Hall |
| 14-Dec-15 | Guild of Freeman Annual Banquet (LM, LMS, SH1, SH2, E2) | Guildhall |
| 16-Dec-15 | Turners' Company Livery Dinner (LM, SH1, SH2) | Skinners' Hall , Dowgate Hill, London, EC4 |
| 17-Dec-15 | Royal Society of St George Banquet (RLM, SH1, E1, SH2, E2) | Egyptian Hall |

Note: Excludes hospitality provided by British Embassiers/High Commissions in pursuit of joint visit objectives

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| Committee(s) | Dated: |
| Standards Committee | 29/01/2016 |
| Subject: Update on Shrieval declaration arrangements | Public |
| Report of: The Secondary of London | For Information |
| Report author: Charles Henty | |

Summary

This report updates the Committee on the arrangements that have now been implemented for the Sheriffs' declarations of gifts and hospitality

Recommendation(s)

- Members are asked to note this report and to determine how frequently they wish to receive an update on these arrangements.

Main Report

Current Position

1. On assuming office the non-Aldermanic Sheriff signs the member's declaration (register of interest) and the code of conduct. The Aldermanic Sheriff signs this on assumption of becoming an Alderman and so this is already in place prior to becoming Sheriff.
2. Every occasion involving the receipt of hospitality undertaken as Sheriff is recorded, and mostly would cover attendance at lunches and dinners undertaken in their Shrieval capacity as part of the Civic Team. A log is available for inspection on request.
3. This year, to date, Alderman and Sheriff Bowman has received gifts only from the official Presentations ceremony following the Silent Ceremony and these are as follows, costs approximate:

Visitor's book x 2, £650
Document holder £200
Illuminated address £500

4. Sheriff Rigden also received gifts at the official Presentations ceremony as follows, costs are approximate:

A visitors book £650
3 x silver photograph frames £300
12 Champagne flutes £250

Stone carving £1000
Leather Journal £150
Leather card holder £100
Selection of books £160

Currently we do not publish such information other than in this report to committee.

Attached is a copy of all events attended in their official capacity as Sheriff to date, the monetary value is unknown.

Appendices

- Appendix 1 – Log of Shrieval Hospitality – 1 October 2015-31 December 2015

Charles Henty

Secondary of London and Under Sheriff

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| Date | Event | Location | Over Limit |
|----------|---|---|------------|
| 01.10.15 | King Edward School Witley Admissions Day, Sh1, Sh2 Horners' Company Dinner, Sh2 | King Edward School, Witley Mansion House | |
| 02.10.15 | Co. of Pikemen & Musketeers Annual Ladies Dinner, Sh2 | HAC, Armoury House | |
| 05.10.15 | Bakers' Company Court Dinner, Sh2 | Bakers' Hall | |
| 06.10.15 | Tallow Chandlers' Court Ladies Lunch, Sh2 | Tallow Chandlers' Hall | |
| 07.10.15 | Glovers' Company Banquet, Sh1, Sh2 | Mansion House | |
| 08.10.15 | ICAEW Pan Accountancy Professionals Lunch, Sh1 Constructors' Company Installation Dinner, Sh2 Prue Keely Davies' Farewell Dinner, Sh1 | Mansion House Carpenters' Hall Garrick Glub | |
| 09.10.15 | City of London RFCA Supper, Sh1, Sh2 | HMS President, St. Katharine's Dock | |
| 10.10.15 | 43rd Thames Fishery Research Experiment, Sh1, Sh2 | Gravesend | |
| 12.10.15 | Glass Sellers' Company Banquet, Sh1 Security Professionals' Company Annual Dinner, Sh2 | Mansion House Plasterers' Hall | |
| 15.10.15 | Pattenmakers' Dinner, Sh2 Wheelwrights' Michaelmas Court and Livery Dinner, Sh1 | The Crypt, Guildhall Goldsmiths' Hall | |
| 16.10.15 | Distillers' Company Banquet, Sh1, Sh2 | Mansion House | |
| 20.10.15 | Upholders' Company Dinner, Sh1, Sh2 | Mansion House | |
| 23.10.15 | Framework Knitters' Annual Livery Banquet, Sh2 | Grocers' Hall | |
| 26.10.15 | Shipwrights' Company Dinner, Sh1, Sh2 | Mansion House | |
| 27.10.15 | Furniture Makers' Company Annual Royal Charter Dinner, Sh1 | Ironmongers' Hall | |
| 29.10.15 | Christs' Hospital Fundraising Dinner, Sh1, Sh2 | Mansion House | |
| 30.10.15 | Engineers' Company Dinner, Sh1, Sh2 | Mansion House | |
| 04.11.15 | Vintry and Dowgate Ward Club Lunch, Sh1 | Vintners' Hall | |
| 05.11.15 | NAZ Oscars Event, Sh2 | Mansion House | |
| 06.11.15 | Lunch with the Royal Regiment of Fusiliers, Sh1 Woolmen Dinner, Sh1, Sh2 | Tower of London Stationers' Hall | |
| 09.11.15 | Plasterers' Company Training Awards and Lunch, Sh1 | Plasterers' Hall | |
| 10.11.15 | CISI Annual Dinner, Sh1 | Mansion House | |

| | | |
|----------|--|-------------------------------------|
| 11.11.15 | TCUK annual Dinner, Sh1, Sh2 | Mansion House |
| 12.11.15 | Goldsmiths' Company Dinner, Sh1, Sh2 | Goldsmiths' Hall |
| 17.11.15 | Gresham Dinner of Mercers, Sh1, Sh2` | Mercers' Hall |
| 18.11.15 | Baltic Exchange Lunch, Sh1 Carpenters' Company Dinner, Sh1, Sh2 | Baltic Exchange Carpenters' Hall |
| 19.11.15 | Grocers' Company Dinner, Sh1, Sh2 | Grocers' Hall |
| 20.11.15 | Master Mariners' Lunch, Sh1 | HQS Wellington |
| 23.11.15 | Salter's Company Dinner, Sh1, Sh2 | Haberdashers' Hall |
| 24.11.15 | Stationers' Company Civic Dinner, Sh, Sh2 | Stationers' Hall |
| 25.11.15 | Coleman Street Ward Club Lunch, Sh1 | Guildhall |
| 26.11.15 | Guinness & Oyster Lunchs, Sh2 | Mansion House |
| 30.11.15 | Bakers' Election Banquet, Sh1, Sh2 | Bakers' Hall |
| 01.12.15 | Weavers' Company Dinner, Sh1, Sh2 | Vintners' Hall |
| 02.12.15 | Constructors' Company Dinner, Sh2 | Old Bailey |
| 03.12.15 | Makers' of Playing Cards Banquet, Sh1, Sh2 | Mansion House |
| 04.12.15 | Gold and Silver Wyre Drawers' Dinner, Sh1, Sh2 | Mansion House |
| 07.12.15 | Brian Jenkins' Birthday Lunch, Sh1 | Merchant Tayoers' Hall |
| 08.12.15 | Her Majesty's Reception for the Diplomatic Corps, Sh1, Sh2 | Buckingham Palace |
| 09.12.15 | Cutlers' Company Boards Head Fest, Sh1, Sh2 | Cutlers' Hall |
| 10.12.15 | Brewers' Company Court Lunch, Sh2 Fan Makers' Company Banquet, Sh1, Sh2 | Brewers' Hall Mansion House |
| 11.12.15 | Cordwainers' Ward Club Lunch, Sh1 | Guildhall |
| 14.12.15 | IUA Board Lunch, Sh1 Guild of Freemen Auual Banquet, Sh1, Sh2 | Baltic Exchange Guildhall |
| 15.12.15 | Royal Society of St. George Supper, Sh2 | Haberdashers' Hall |
| 16.12.15 | Turners' Company Livery Dinner, Sh1, Sh2 | Skinners' Hall |
| 17.12.15 | Royal Society of St. George Banquet, Sh1, Sh2 | Mansion House |