



## Standards Committee

**Date:** FRIDAY, 7 OCTOBER 2016

**Time:** 11.30 am

**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:** Oliver Lodge (Chairman)  
Edward Lord (Deputy Chairman)  
Judith Barnes  
Nigel Challis  
Mark Greenburgh  
Deputy Jamie Ingham Clark  
Deputy Alastair King  
Dan Large  
Virginia Rounding  
Tom Sleigh  
Alderman Sir Alan Yarrow  
Vacancy

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**Lunch will be served in the Guildhall Club at 1pm**  
**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell**  
**Town Clerk and Chief Executive**

# **AGENDA**

## **Part 1 - Public 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 8 July 2016.  

**For Decision**  
(Pages 1 - 8)
4. **LORD MAYOR'S REGISTER OF GIFTS AND HOSPITALITY**  
Report of the Private Secretary. **(ITEM TO FOLLOW)**  

**For Information**
5. **SHERIFFS' REGISTER OF GIFTS AND HOSPITALITY**  
Report of the Secondary and Under Sheriff.  

**For Information**  
(Pages 9 - 20)
6. **ANNUAL REVIEW OF PROTOCOL ON MEMBER/OFFICER RELATIONS**  
Report of the Director of Human Resources.  

**For Decision**  
(Pages 21 - 30)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

## STANDARDS COMMITTEE Friday, 8 July 2016

Minutes of the meeting of the Standards Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 8 July 2016 at 11.00 am

### Present

#### Members:

Oliver Lodge (Chairman)  
Edward Lord (Deputy Chairman)  
Nigel Challis  
Mark Greenburgh  
Deputy Alastair King  
Virginia Rounding

#### Officers:

John Barradell	-	Town Clerk and Chief Executive
Simon Murrells	-	Assistant Town Clerk
Edward Wood	-	Comptroller and City Solicitor's Department

#### 1. **APOLOGIES**

Apologies for absence were received from Judith Barnes (Co-opted Member), Deputy Jamie Ingham Clark, Dan Large (Co-opted Member), Tom Sleigh, Chris Taylor (Independent Person) and Alderman Sir Alan Yarrow.

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

There were no declarations.

#### 3. **MINUTES**

The minutes of the previous meeting held on 13 May 2016 were considered and approved as a correct record.

#### **MATTERS ARISING**

**Freemasonry (page 8-9)** - The Chairman reported that he had made enquiries following the last Standards Committee meeting and reported that, whilst the Ministry had attempted to ban all masonic meetings on their premises approximately 10 years ago, this proposition was withdrawn and no such ban appeared to be in place.

In response to queries raised at the last meeting, the Town Clerk reported that Guildhall Lodge (like certain other lodges) were granted use of the Guildhall Crypts for meetings three times per year at no charge. Members questioned whether lodges were unique in receiving this type of discount. The Town Clerk undertook to report back on this matter.

With regard to Mansion House, the Town Clerk reported that Guildhall Lodge paid the appropriate rate for 'City linked' organisations. This was technically a discount from the standard rate in the same way that the Livery and charities receive a discount.

4. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Committee received a report of the Town Clerk providing Members with the details of decisions taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Standards Committee, since the Committee's meeting in January 2016.

The Town Clerk reported that a full record of all Members currently in receipt of a dispensation was kept on file and updated as necessary by the Committee and Member Services Team.

In response to a question, the Town Clerk clarified that all five of the further dispensations granted related to the Business Rate Premium.

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

5. **INTERACTION BETWEEN THE DISCIPLINARY POWERS OF THE CHIEF COMMONER, SENIOR ALDERMAN, GUILDHALL CLUB, ETC. WITH THE WORK OF THE STANDARDS COMMITTEE**

The Committee considered a report of the Comptroller and City Solicitor discussing the disciplinary powers of the Chief Commoner, the Aldermanic Chairmen and the Guildhall Club and sets out options for how these parties might interact with the Standards Committee going forward, particularly in terms of reporting. The report also considered additional reporting by the Monitoring Officer.

The Chairman reported that these wider arrangements were likely to be touched upon as part of a proposed independent review of the Standards Committee. He added that it would therefore be unwise to make any firm decisions on this matter at this stage.

The Deputy Chairman stated that he would expect the Chief Commoner and the Aldermanic Chairmen to be interviewed as part of any review of the City Corporation's existing arrangements for addressing matters connected with the conduct of Members.

**RESOLVED** - Members noted the report and agreed that the matter should be revisited in the context of a forthcoming, wider Independent Review of Member conduct arrangements.

6. **COMPLAINTS PROCESS REVIEW**

The Committee considered a report of the Town Clerk asking Members to reflect on the recent Hearing and Appeal processes overseen by the Standards Committee and to consider whether, in light of this, any further amendments to the document entitled 'How complaints submitted to the City of London Corporation's Standards Committee will be Dealt with' are now required.

Members suggested that any decisions on this matter should also await the outcome of a forthcoming review of the Standards Committee. Members suggested that advice from the reviewer would be most welcome in this area.

The Deputy Chairman stated that the process around any future hearings should not be left fluid as the report suggested given that this might lead to further criticism.

Members were keen that the complaints procedure should in future include more guidance on the factors that determine whether proceedings are held in public or private session, including the assessment of competing public interests.

**RESOLVED** - That, Members note the report but await the outcome of a forthcoming Independent Review before considering any further amendments that might now be required in relation to the Standards Committee's written complaints procedure and/or relevant Standing Orders.

**7. CO-OPTED MEMBER VACANCY**

The Town Clerk reported that Felicity Lusk had chosen to step down as a Co-opted Member of the Standards Committee with immediate effect due to her departure from the UK to work abroad. Given the Committee's decision to commission a full review of Member conduct arrangements that would be likely to affect the Standards Committee, the Town Clerk suggested that the appointment of a new Co-opted Member to fill this vacancy be put on hold pending the outcome of this review.

The Chairman agreed with this approach and reported that he had recently written to Ms Lusk on behalf of the Committee to thank her for her service.

Some Members of the Committee disagreed with this approach and suggested that recruitment for a new Co-opted Member should commence as soon as possible. This was generally accepted.

Members of the Committee were asked to encourage any suitable candidates they might know to apply for the position.

**8. REFERRAL BACK - STANDARDS COMMITTEE**

The Committee considered a report of the Town Clerk, prepared at the request of and in conjunction with the Chairman of the Standards Committee.

The Chairman opened the discussion by referring to the recent Annual Report of the Standards Committee submitted to the Court of Common Council. The report had been referred back to the Standards Committee. Comments made on the report illustrated clear concern from a number of Members and it was now the Chairman's firm view that radical steps needed to be taken in order to re-establish the standing of the Standards Committee in the Court.

The Chairman went on to state that he had made a formal complaint to the Chairman of the General Purposes of Aldermen regarding unacceptable comments made by an Alderman at the Court of Common Council meeting. He added that a full transcript had been provided by the Town Clerk and was currently being considered alongside his complaint. The Chairman undertook to keep the Standards Committee informed of progress on this matter.

Finally, the Chairman proposed that, if Members were minded to commission an Independent Review of Member conduct arrangements, this decision should be reported swiftly to the Court of Common Council with the Annual Report also resubmitted in due course.

A Co-opted Member commented that, whilst he had not been present at the recent Court of Common Council meeting, he had seen the transcript from the meeting and agreed that this clearly illustrated that there was wide disquiet amongst Members. He was, however, unclear on what this disquiet stemmed from - the procedure followed by the Standards Committee in hearing a recent complaint or the decisions taken. The Co-opted Member went on to state that it was right and proper that the process followed regarding the complaint should be reviewed given that this was the first time that Standards Committee had been called upon to take these steps. He was, however, unsure as to why a review of the Standards Committee as a whole might be undertaken.

The Chairman clarified that the recommendation put to Members today suggested a more fundamental review of all the arrangements concerning Member conduct, including those for which the Standards Committee was responsible.

The Deputy Chairman referred to a more fundamental issue amongst members of the Court, a substantial number of whom appeared to believe that the rules which applied to elected members of other Local Authorities did not apply to the City of London Corporation. He referred to the transparency around the recent complaint dealt with by the Committee and stated that the adverse reaction to this was clear. He added that many Members felt that this matter should have been dealt with by the Chief Commoner and should never have reached this stage. He concluded by stating that the Committee had a role to play in terms of underlining that all Members were holders of public office and were therefore bound by the principles of public life.

A Member agreed that there was a fundamental problem in terms of how the Standards Committee was currently viewed by the wider Court. She underlined that, under the Localism Act, it was no longer necessary to have a Standards Committee and that if the current regime was to work, the confidence of the Court was essential. She added that, in light of this, an external, independent review of the Committee was a sensible idea. She continued by stating that as a member of the Appeal Sub (Standards) Committee, she was unhappy with the decision of the Standards Committee (taken in her absence) to name the Member concerned in the Annual Report submitted to the Court of Common Council as she felt that this contravened the Appeal Sub Committee's decision regarding censure.

Another Member spoke to agree with the earlier points made by the Deputy Chairman, suggesting that a culture shift was required to secure the co-operation of those members of the Court who still seemed to feel that many of the rules around public life did not apply to them. He agreed that the commissioning of an Independent Review of the Standards Committee was needed but suggested that this should be commissioned by the Committee itself and not the Court of Common Council.

An Independent Person who had also sat on the Appeal Sub Committee stated that, from his point of view, he was extremely satisfied with how the Appeal had been arranged and conducted throughout. He added that members of the Appeal Panel had been clear on the procedure from the outset. He referred to the obvious problems between the Court of Common Council and this Committee and recognised that these needed addressing without further delay.

The Town Clerk reported that the remit of an Independent Review was suggested within the report and that this was quite wide ranging. It was also suggested that the Town Clerk be tasked with appointing the individual to undertake the review. The Town Clerk went on to clarify that a considerable number of members at the recent Court of Common Council meeting had been in support of referring the Annual Report back to the Standards Committee.

Members were in favour of a report back to the next Court of Common Council meeting informing the Court that this Committee had taken the decision to commission an Independent Review in light of recent concerns raised by a number of Members and in an attempt to ensure that the City Corporation's standards framework remains fit for purpose and that Members have full confidence in the adopted framework.

With regard to the remit of the review, the Deputy Chairman stated that he felt that the points suggested within the report were too broad. He added that the reference back to this Committee was based on the handling of a recent complaint, the procedure followed and the decision to make the proceedings public. The review ought, therefore, to focus on these points rather than reviewing the decision taken. The Chairman agreed with this point and stated that it was not proposed that the review would revisit or overturn the decisions taken.

A Co-opted Member agreed that the terms of the review suggested within the report were too broad. His concern was that the progress made by this Committee over the past 18 months might be 'undone' if the rules around Declarations of Interest, for example, were revisited. He accepted that the Complaints Procedure would logically form part of the review but questioned the other suggested areas.

A Member disagreed with this point and suggested that a broad review would be beneficial in terms of transparency and 'buy in' from the wider Court. The Chairman agreed that the reviewer should be given full scope in their work to address the on-going disquiet of Members of the Court of Common Council.

In response to questions regarding the type of person the Town Clerk envisaged conducting the review, the Town Clerk and Chief Executive stated that he did not feel that it was appropriate for another Chief Executive to undertake this work and that he was more inclined to appoint someone legally qualified.

The Deputy Chairman suggested that it might be helpful for the Town Clerk to share the names of those shortlisted to conduct the review with the Committee so that they could pinpoint any potential issues/'red flags'. The Town Clerk stated that this would be seen to undermine the independence of the review. The Chairman agreed that no member of the Standards Committee should be seen to influence the appointment in anyway. The Town Clerk clarified that the review would seek to ascertain if the framework in place was competent and that there would possibly be a number of recommendations made for further improvement/consideration. The review would be designed to give confidence in the work that Standards Committee does.

The Deputy Chairman underlined that the City was a Corporation which happens to have some public functions and that the reviewer should have regard to this uniqueness in the terms of reference of the review.

The Committee agreed that the text concerning the terms of reference of the proposed review should be agreed with the Chairman and Deputy Chairman ahead of submitting a report on this matter to the next meeting of the Court of Common Council on 21 July 2016.

Members stated that they would welcome the opportunity to have some sort of dialogue with the reviewer throughout the course of the review.

With regard to the suggestion that the process of review should include a meeting of all members of the Court of Common Council, Members agreed that the findings of the review should be presented to all once the process was complete, ahead of a formal report to the Court at the end of the calendar year.

A Co-opted Member questioned whether the Standard Committee's Annual Report would also be re-submitted to the next meeting of the Court of Common Council. The Chairman suggested that this matter be dealt with separately and re-submitted at a later date, in the context of a wider review. He added that the name of the Member who had been the subject of the complaint heard by the Committee would need to be removed from the re-submitted report.

The Town Clerk stated that he did not envisage that the Annual Report would be re-submitted at this stage and that there might be some merit in the Chairman's preference to re-submit in the Autumn. He added that this was, however, a Committee decision.

A Member suggested that it might be perceived as confrontational to re-submit the report immediately. She stated that she felt there was merit in re-submitting after the Summer recess.



A number of Members disagreed and suggested that the report be amended to remove the name of the Member concerned and that reference also be made to the fact that the Member had no objections to the proceedings being held in public before resubmitted to the 21 July 2016 Court meeting.

**RESOLVED** - That Members:-

(1) Inform the Court of Common Council that the Standards Committee will commission an independent review of the City Corporation's standards framework to be undertaken by a suitably qualified person identified and appointed by the Town Clerk;

(2) Agree that the terms of reference of the review should be broad and that the details of this should be agreed with the Chairman and Deputy Chairman of the Standards Committee ahead of a report being submitted to the Court of Common Council on 21 July 2016;

(3) Agree that the Standards Committee Annual Report be amended and resubmitted to the Court of Common Council for information on 21 July 2016; and

(4) Formally report back to the Court of Common Council on the findings of the review by December 2016.

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

There were no questions.

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

There were no additional, urgent items of business for consideration.

**The meeting ended at 1.00 pm**

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Chairman

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<b>Committee(s):</b>	<b>Date(s):</b>
The Standards Committee	7 <sup>th</sup> October 2016
<b>Subject:</b> Update of Shrieval Hospitality	<b>Public</b>
<b>Report of:</b> The Secondary of London	<b>For Information</b>
<b>Report Author:</b> Charles Henty	
<p><b><u>Summary</u></b></p> <p>This report presents the updated position of gifts and hospitality received by the Sheriffs of the City of London.</p> <p><b>Recommendations</b></p> <p>Members are asked to note the report.</p>	

## **Main Report**

### **Background**

1. The Secondary of London records all events and gifts of hospitality received by the Sheriffs of the City of London in accordance with the Standards Committee's Terms of Reference.
2. Members will be aware that the new Shrievalty commences at the end of September and in due course an updated report will be submitted for the next Sheriffs both of whom are Aldermen.

### **Current position**

#### **Gifts**

3. Alderman and Sheriff Charles Bowman has received the following gifts:
  - 2 x Visitors Book
  - Document Holder
  - Illuminated Address
  - Ceramic Pot Stand – from the organisers of Ironbridge
  - Book – A History of the Society of Apothecaries – from Master Apothecary
  - Book – Cordwainers – from the WC of Cordwainers
  - Book – Roots and Branches – from the WC of Drapers
  - Book – The History of the Worshipful Company of Framework Knitters – from the WC of Framework Knitters
  - Book – 1666 and All That – from the WC of Bakers

- Great fire biscuits and CD – from the WC of Bakers
- Book – Fat – from the WC of Tallow Chandlers
- Book – Sobre Chile – from the Chilean Embassy
- Pewter Chalice – from the WC of Pewterers
- Shot Glass – from the WC of Fan Makers
- Shot Glass – from the WC of Glass Sellers
- Letter Opener – from the WC of Mercers
- Tin of Tunglok Mooncake – from Mr, CEO of Bank of China, UK
- Vase and Cakes – from WC of Bakers
- Constantino Brumidi Porcelain Box – from US Senate
- Book – London 1000 years – from David Pearson, Director of Culture, Heritage and Libraries, COLC
- “Faberge” style egg – from WC of Chartered Accountants
- Umbrella – from WC of Tin Plate Workers
- Champagne Flutes (x2) – from the WC of Girdlers

**4. Sheriff Dr Christine Rigden has received the following gifts:**

- Visitors’ Book
- 3 Silver Photo Frames
- 12 Champagne Flutes
- Stone Carving
- Leather Journal
- Leather Card Holder
- Selection of Books
- Fountain Pen (Scriveners)
- Pewter Tankard and Tray (Guildable Manor of Southwark)
- Silver Photo Frame (Bishopsgate Ward Club)
- Travel Wallet (Power of Ten)

**Hospitality**

- 5. A list of all hospitality for both Sheriffs for their year is attached in Appendix 1.**

**Recommendation**

Members are asked to note the report

Charles Henty  
 Secondary of London  
 Under Sheriff

**Contact:**

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## Appendix 1

<b>Date</b>	<b>Event</b>	<b>Location</b>
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 Club
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	Christ's 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 Freeman 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
08.09.16	Information Technologists' Judging Panel for the 2016 University IT Awards and Lunch	Information Technologists' Hall
11.09.16	Feltmakers' Company Plough Monday Dinner, Sh1, Sh2	Cutlers' Hall
12.01.16	Masons' Company Court Meeting and Lunch, Sh2 Dyers' Company City Dinner, Sh1 Sh2	Mercers' Hall Dyers' Hall
13.01.16	Wax Chandlers' Company Lunch, Sh1, E1 Dinner with HM Judges, Sh1, Sh2, E1, E2	Dyers' Hall Garrick Club
15.01.16	Aldersgate Ward Club Lunch, Sh1, E1	Livery Hall, Guildhall
19.01.16	Future Lord Mayor's Breakfast, Sh1	Walbrook Club
20.01.16	Chartered Accountants' Company Dinner, Sh1	Chartered Accountants' Hall
21.01.16	Security Professionals' Company Ladies Luncheon, Sh2, E1	Drapers Hall
22.01.16	Pattenmakers' Company Dinner, Sh1, Sh2, E1, E2	Mansion House
25.01.16	Arts Scholars' Company Dinner, Sh1, E1	Clothworkers' Hall

26.01.16	City of London Schools Concert, Sh1, E1 Armourers and Brasiers' Company Livery Dinner	Guildhall Armourers and Brasiers' Hall
28.01.16	LORD Mayor's Gresham Lecture, Reception and Dinner, Sh2, E2	Guildhall
29.01.16	Livery Beadlers Association Annual Dinner, Sh1, E1	
02.02.16	Ironmongers Company Dinner, Sh1, Sh2	Ironmongers' Hall
03.02.16	Merchant Taylors' Company Dinner, Sh1, Sh2, E1, E2	Merchant Taylors' Hall
04.02.16	United Ward Clubs Reception, Sh2, E2	Furniture Makers' Hall
05.02.16	HAC Mess Club Dinner, Sh1, Sh2	HAC
07.02.16	Commandant Air Cadet Organisation Seservice, Sh1, E1	St. Clement Danes Church
08.02.16	Pewterers' Mistress Lunch, E1, E2 Fruiterers' Company Dinner, Sh1, Sh2, E1, E2	Pewterers' Hall Mansion House
10.02.16	Jt. Fraud Taskforce Financial Crime Breakfast, Sh1 Annual visit to Treloars, Sh1, Sh2, E1, E2 Supper with The Rev'd David & Mrs. Parrott, Sh1, Sh2, E1, E2	Mansion House Treloars School St. Lawrence Jewry Rectory
11.02.16	Organ Recital and Reception, Sh2	All Hallow by the Tower
12.02.16	Bishopsgate Ward Club Lunch, Sh2, E2 Gardeners' Company Dinner, Sh1, Sh2, E1, E2	Guildhall Crypt Mansion House
15.02.16	Founders' Company Dinner, Sh2	Founders' Hall
16.02.16	Needlemakers' Dinner, Sh2, E2	Mansion House
23.02.16	Mistress Mercer's Ladies Lunch, E1, E2	Mansion House
26.02.16	Masons' Company Dinner, Sh2, E2	Mansion House
29.02.16	International Bankers' Company Dinner, Sh1, Sh2	Guildhall
01.03.16	Saddlers' Company Dinner, Sh1, Sh2	Saddlers' Co. Hall



02.03.16	Trade and Industry Dinner, Sh1, Sh2	Mansion House
03.03.16	Haberdashers' Company Dinner, Sh1, Sh2, E1, E2	Haberdashers' Hall
04.03.16	City of London International Women's Day Breakfast, E1 Butchers' Company Dinner, Sh1 Sh2, E1, E2	Mansion House Goldsmiths' Hall
07.03.16	Tylers & Bricklayers' Company Craft Awards Ceremony and Lunch, Sh2, E2 Billingsgate Ward Club Lunch, Sh1, E1 Plumbers' Company Dinner, Sh2, E2	Trinity House Guildhall Mansion House
08.03.16	Carmen Company Dinner, Sh1, E1	Mansion House
09.03.16	Builders Merchants' Annual City and Awards Luncheon, Sh2, E2	Saddlers' Hall
14.03.16	Tower Ward Club Luncheon, Sh1, E1 Glaziers' Company Dinner, Sh1, Sh2, E1, E2	Guildhall Mansion House
16.03.16	Breakfast with the City of London Club, Sh1, Sh2 Wax Chandlers' Company Lunch, Sh2	City of London Club Wax Chandlers' Hall
17.03.16	Carlton Club Livery Dinner, Sh2, E2	Carlton Club
18.03.16	Insurance Institute of London Annual Lunch, Sh1 Cripplegate Ward Club Lunch, Sh2, E2 Cordwainers' Company Dinner, Sh1, Sh2	Mansion House Guildhall Clothworkers' Hall
30.03.16	Drapers' Company Dinner, Sh1, Sh2, E1, E2	Drapers' Hall
31.03.16	Lunch with the Mayor of Kensington and Chelsea, Sh2, E2 Pewtereers' Company Dinner, Sh1, Sh2	Kensington Town Hall Pewterers' Hall
01.04.16	Feltmakers' Hat Design Competition Judging and Lunch, E1, E2	Haberdashers' Hall
04.04.16	Castle Baynard Ward Club Luncheon, Sh1, E1	Guildhall
05.04.16	Clothworkers' Company Dinner, Sh1, Sh2, E1, E2	Clothworkers' Hall
08.04.16	Lunch with the Lord Mayor of Westminster, Sh1, E1	Westminster City Hall

	Framework Knitters' Company Installation Dinner, Sh1, Sh2, E1, E2	Drapers' Hall
11.04.16	Innovate Finance Global Summit Dinner, Sh1	Guildhall
12.04.16	World Traders' Company Livery Dinner, Sh1, Sh2, E1, E2	Mansion House
13.04.16	Leathersellers' Company Dinner, Sh1, Sh2	Leathersellers' Hall
15.04.16	City of London Beadles Guild 25th Anniversary Dinner, Sh1, Sh2, E1, E2	Clothworkers' Hall
18.04.16	Actuaries' Company Banquet, Sh1, Sh2, E1, E2	Mansion House
19.04.16	Coopers' Company Consorts Lunch, E1, E2	Coopers' Hall
20.04.16	City University Chancellor's Dinner, Sh1, Sh2, E1, E2	Mansion House
22.04.16	Fuellers' Company Election Lunch, Sh1, E1	Mansion House
	Royal Society of St. George City of London Branch, Sh1, Sh2, E1, E2	Drapers' Hall
25.04.16	Shipwrights' Company Lunch, Sh1	Trinity House
27.04.16	Dinner with Senior Chilean Business Representatives, Sh1	British Embassy, Santiago, Chile
28.04.16	Lunch with the Board of the Santiago Stock Exchange, Sh1 Dinner with the Board of Inbest (Chilean Inward Investment Agency, Sh1	
29.04.16	Breakfast with the Santiago Chamber of Commerce, Sh1	
	Lunch with Chilean British Chamber of Commerce, Santiago, Sh1	
29.04.16	Reception for HM The Queen's Birthday, Sh1 Bridge Ward Club Lunch, Sh2, E2 Environmental Cleaners' Company Dinner, Sh2, E2	British Embassy, Santiago Fishmongers' Hall Mansion House
02.05.16	Lunch with Holman Fenwick Willan (law firm), Sh1 Reception at the Consulate, Sh1	Sao Paulo Sao Paulo
03.05.16	Breakfast Meeting with Rio British Chamber of Commerce, Sh1 Lunch with President of SUSEP ( Insurance Regulator), Sh1	Rio de Janiero Rio de Janiero

03.05.16	Dinner with Delegation, Sh1 Cooks' Company Livery Dinner, Sh2	Rio de Janiero Innholders' Hall
04.05.15	Lunch with local Banks, Sh1	Rio de Janniero
04.05.16	Arbitrators' Company Dinner, Sh2, E2	Mansion House
05.05.16	Carpenters' Company Tour of Building Crafts College and Luncheon, E1, E2 Chartered Secretaries' Company Dinner, Sh2, E2	Carpenters' Hall Mansion House
06.05.16	Lunch with local business representatives, Sh1	Havana, Cuba
06.05.16	Mistress Lightmonger's Ladies Luncheon, E1 Blacksmiths' Company Dinner, Sh2, E2	Vintners' Hall Mansion House
09.05.16	Furniture Makers' Company Dinner, Sh1, Sh2, E1, E2	Mansion House
10.05.16	Festival of the Sons of the Clergy Dinner, Sh2, E1, E2	Merchant Taylors' Hall
	European Bank of Reconstruction and Development Dinner, Sh1	Mansion House
11.05.16	Baltic Exchange Chairman's Cocktail Party, Sh2	Spitalfields Church
12.05.16	Royal Hospital Chelsea Visit and Luncheon, E1, E2 Needlemakers' Company Reception in aid of S&R Fund, Sh1, Sh2, E1, E2 Wheelwrights' Company Dinner, Sh1, Sh2, E1, E2	Royal Hospital Chelsea Rothschilds, New Court Mansion House
13.05.16	Lime Street Ward Club Civic Luncheon, Sh1, E1 Loriners' Company Banquet, Sh1, Sh2, E1, E2	Guildhall Mansion House
16.05.16	Red Cross Fund- Raising Dinner, Sh1, Sh2, E1, E2	Old Bailey
17.05.16	Leatherseller's Company Ladies Luncheon, E1, E2 Uppingham School Reception, Sh1, E1 The Power of Ten Drinks Reception, Sh2, E2	Leathersellers' Hall Old Bailey Old Bailey
18.05.16	Coachmakers' Company Banquet, Sh1, Sh2, E1, E2	Mansion House
19.05.16	Royal Garden Party, Sh1, Sh2, E1, E2 Tallow Chandlers' Dinner, Sh2	Buckingham Palace Tallow Chandlers' Hall
20.05.16	Farriers' Company Banquet, Sh1, Sh2, E1, E2	Mansion House

21.05.16	Air Cadets 75th Anniversary Reception, Sh1, E1	Guildhall
23.05.16	Plasterers' Company Dinner, Sh1, Sh2, E1, E2	Drapers' Hall
24.5.16	City Livery Club Lunch, Sh2, E2 Barbers' Company Dinner, Sh1, Sh2, E1 E2	Carpenters' Hall Barber Surgeons' Hall
25.05.16	Painter Stainers' Company Barnett Dinner, Sh1 Briefing Lunch hosted by HM Ambassador, Mr. Richard Moore, Sh2	Painter Stainers' Hall Intercontinental Hotel, Turkey
26.05.16	Joiners & Ceilers' Company Summer Banquet, Sh1 Dinner for Mistresses and Consorts, E2 Breakfast with economic journalists hosted by the Consul General, Sh2 Lunch with British Financial Services Companies' CEOs, Sh2 Turkish British Chamber of Commerce Reception, Sh2	Fishmongers' Hall Guildhall Club Pera Palace Hotel, Turkey Pera Palace Hotel, Turkey TUSIAD HQ, Turkey
28.05.16	Christ's Hospital Speech Day, Sh1, Sh2, E1, E2	Christ's Hospital
29.05.16	Dinner hosted by British Chamber of Commerce, Sh2	Rotz Carlton, Turkey
31.05.16	Annual Reception for Supporters of Mansion House Scholars Scheme, Sh1, Sh2, E2	Old Bailey
01.06.16	Carmens' Company Lunch, Sh2, E2, E1 London Borough Mayors Reception, Sh1, Sh2, E1, E2	Coopers' Hall Mansion House
02.06.16	Cutlery Company Ladies Lunch, E1, E2 Langbourn Ward Club Civic Lunch, Sh2 Vintners' Company Dinner, Sh1, Sh2, E1, E2	Cutlery Hall Charterhouse Vintners' Hall
03.06.16	Feltmakers' Company Dinner, Sh2, E2	Mansion House
06.06.16	Aldgate Ward Club Annual Civic Luncheon, Sh2, E2 High Sheriff of Greater London Inaugural Reception, Sh1	Guildhall Crypt Prince's Trust House, EC2M 7LS
07.06.16	Mistress Mercer's Lunch, E1 Spectacle Makers' Company Lunch, Sh1 Guild of Entrepreneurs' Company Dinner, Sh1, Sh2, E1, E2	Mercers' Hall Apothecaries' Hall Mansion House
08.06.16	Institute of Directors City of London Branch Dinner, Sh1, Sh2, E1, E2	Mansion House

09.06.16	Tylers & Bricklayers' Company Court and Livery Lunch, Sh2 Basketmakers' Company Summer Dinner, Sh2, E2	Pewterers' Hall HQS Wellington
13.06.16	Guildhall Historical Association Lunch, Sh1, E1	Mansion House
14.06.16	Gunmakers' Company Lunch, Sh1, E1 Lloyds of London Dinner, Sh1, Sh2, E1, E2	Proof House Lloyds Building
15.06.16	TCUK Annual Summer Reception, Sh1, Sh2, E1, E2	King & Wood Mallesons
16.06.16	City University BBQ and Drinks Reception, Sh1 Bakers' Company Ladies Banquet, E1, E2 Dinner to the Bankers and Merchants, Sh1, Sh2	Drysdale Gardens Guildhall Mansion House
17.06.16	Frmers' Company Lunch, E1 Apothecaries Society, Sh1, Sh2, E1, E2	Farmers Hall Apothecaries' Hall
18.06.16	Order of St. John Luncheon, Sh1, Sh2, E1, E2	Mansion House
20.06.16	Chartered Surveyors' Company Midsummer Banquet, Sh1, Sh2, E1, E2	Haberdashers' Hall
21.06.16	Scientific Instrument Makers' Company Annual Banquet, Sh1, Sh2, E1, E2	Merchant Taylors' Hall
26.06.16	City Livery Concert, Sh2, E2	Barbican Hall
27.06.16	Admiral of the Port River Race Reception, Sh2, E2	
29.06.16	Dinner with the Ambassador of Cuba, Sh1	12 Grove End Road, St. John's Wood, NW8 9LB
04.07.16	Lunch and Tour of Refurbished Salters' Hall, Sh2, E2 Girdlers' Company Dinner, Sh1, Sh2, E1, E2	Salters' Hall Girdlers' Hall
05.07.16	Reception following Service for LM to receive the Churchwarden's Staff, Sh1, Sh2, E1, E2 Tin Plate Workers' Company Installation Banquet, Sh1, Sh2, E1, E2	St. Stephen's Walbrook Mansion House
07.07.16	City of London Freeman's School Prize-Giving, Sh1, Sh2, E1, E2 Firefighters' Company Fire Lecture, Sh1, Sh2, E1, E2	City of London Freeman's School Insurance Hall

08.07.16	Lightmongers' Company Dinner, Sh1, Sh2, E1, E2	Mansion House
11.07/16	Information Technologists' Dinner, Sh2, E2	Mansion House
12.07.16	Chartered Accountants' Company Dinner, Sh1, Sh2, E1	Mansion House
13.07.16	Cart Marking Reception and Lunch, E2 Marsh and McLennan Directors' Dinner, Sh1	Guildhall Mansion House
20.07.16	Visit to the Tower of London, Sh2, E2	Tower of London
21.07.16	Management Consultant's Company Celebration Dinner, Sh2	HAC
25.07.16	Marketors' Company Banquet, Sh1, Sh2, E1, E2	Mansion House
26.07.16	Plumbers Court Dinner, Sh2, E2	Pewterers' Hall
29.07.16	Cutlers in Hallamshire Forfeit Feast, Sh1, Sh2, E1, E2	Cutlers' Hall, Sheffield
02.08.16	Dinner RMAS, Sh1, E1	Sandhurst
05.08.16	Modern Liveries Dinner, Sh2	Farmers & Fletchers' Hall
07.08.16	Dinner with the Light Cavalry, Sh2	HAC

<b>Committee(s)</b>	<b>Dated:</b>
Standards Committee	07/10/2016
<b>Subject:</b> Annual review of the Protocol on Member/Officer Relations 2015-16	<b>Public</b>
<b>Report of:</b> Director of Human Resources	<b>For Decision</b>

## Summary

This report provides the Committee with the annual review of the Protocol on Member/Officer Relations highlighting any related issues that have arisen in the year 1 August 2015 – 31 July 2016. The report also includes a review of the Employee Code of Conduct and commentary from the Comptroller and City Solicitor on Employment Tribunal cases in the past year.

## Recommendation

Members are asked to:

- note the report
- approval the inclusion of specific reference to equality and diversity in the Protocol on Member/Officer Relations as outlined in paragraphs 9 – 11.
- approve the recommendation of the Establishment Committee to append the Protocol on Member/Officer Relations to the Employee Code of Conduct as set out in paragraph 8 of this report.

## Main Report

### Background

1. This annual report has been requested by the Committee to:
  - review and refresh the Protocol on Member/Officer Relations highlighting any related issues in the past year.
  - keep under review the Employee Code of Conduct
  - include a commentary about the Employment Tribunal cases in the past year.

### Current Position

2. The Protocol on Member/Officer Relations was reviewed by the Committee at its meeting in May 2014. The Committee's Terms of Reference were amended to include responsibility to keep under review and monitor the Protocol on

Member/Officer Relations. A copy of the protocol is attached as Appendix 1 to this report.

3. There have been no formal disputes raised under the Disputes Procedures which is set out in the Protocol.
4. The Terms of Reference also include keeping under review by way of annual update the Employee Code of Conduct. The Employee Code of Conduct broadly sets out the standards of conduct expected of employees and covers political neutrality, relationships with Members and the wider Nolan Principles. Breaches of the Code of Conduct are dealt with as disciplinary matters although minor breaches are dealt with informally in accordance with the statutory ACAS Code of Practise. A summary of the cases that have been dealt with formally are as follows:
  5. 

Formal Disciplinary Cases

    - 10 cases related to standards of conduct in relation to insubordination or issues with a colleague
    - 11 cases related to conduct and/or behaviour that fell short of the standards expected under the Code of Conduct
    - 2 cases related to both of the above

Formal Grievances

    - 7 cases related to standards of conduct in relation to insubordination or issues with a colleague
    - 3 related to policies and procedures
    - 2 other
6. There were no disciplinary or grievance cases which related to the Protocol on Member/Officer Relations. However the Standards Committee will be aware that there was one matter as a result of a whistleblowing complaint which was referred to and considered by the Standards Committee but which was not upheld.
7. Members are not of course ordinarily involved in day-to-day employment matters but may be required to hear appeals against dismissal of employees as part of the Staff Appeals Committee. Of the 23 disciplinary cases listed above, 4 resulted in dismissal. One of these was considered by the Staff Appeals Committee and the decision to dismiss was up held on appeal.
8. The Employee Code of Conduct is under review and the Protocol on Member Officer Relations was discussed at the last meeting of the Establishment Committee. It has been proposed at the Establishment Committee that in the interests of transparency that the Protocol on Member Officer Relations is appended to the Employee Code of Conduct and referenced in the Employee Handbook, subject to the views of the Standards Committee. Once finalised and approved by the Establishment Committee the revised Employee Code of Conduct will be communicated on the intranet for all employees and built into the induction of new employees.



9. The Policy and Resources Committee at its meeting in April 2016 considered a report on Increasing Diversity in the Court of Common Council. It is recommended that it would be appropriate to align the Protocol on Member/Officer Relations to the commitments made in that report by including specific reference to equality and inclusion.

10. It is proposed that the Protocol's Expectations are amended as follows:

- 1) (e) impartial, professional advice and guidance *that as appropriate takes into account our Public Sector Equality Duty*
- 2) (c) leadership and policy direction *that as appropriate takes into account our Public Sector Equality Duty*

11. It is further proposed that the Expectations include an additional point as follows:

- 1) (m) *Commitment to equality, diversity and inclusion in their relationship with Members and colleagues*
- 2) (i) *Commitment to equality, diversity and inclusion in their relationship with Officers and colleagues*

12. The Establishment Committee receives regular reports in relation to the progress of Employment Tribunal cases. Four cases have been concluded in the last year. There are currently three outstanding cases, only one of which related to the Protocol, and is the matter referred to in paragraph 6 above.

### **Corporate & Strategic Implications**

- 3) This report provides Members with information needed to monitor and review the Member/Officer Protocol and to consider whether any amendments or actions arising are appropriate.

### **Conclusion**

- 4) This report summarises activity over the past year in relation to the Protocol on Member/Officer Relations and the Employee Code of Conduct.

### **Appendices**

- Appendix 1 – Protocol on Member/Officer Relations

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## **PROTOCOL ON MEMBER / OFFICER RELATIONS**

### **1. Introduction**

- (1) The purpose of the Protocol, which was approved by the Court of Common Council on 13 April 2006, is to provide a guide to working relationships between Members of the Court (including co-opted Members) and Officers, and is in addition to any statutory requirements governing such relationships. The Protocol applies whether such relationships are in the context of the City's role as a local authority, police authority, port health authority or in any of its other roles.
- (2) Although it does not form part of the Members' or Employees' Codes of Conduct, the Protocol should be viewed in conjunction with those documents.
- (3) Responsibility for upholding the Protocol rests with the Chief Commoner and, when necessary, the Standards Committee in relation to Members, and with the Town Clerk in relation to Officers.

### **2. Principles Underlying Member / Officer Relations**

- (1) Good administration and effective decision-making are dependent upon the maintenance of successful working relationships between Members and Officers, based on mutual trust, respect and an understanding of respective roles and responsibilities. These relationships, and the trust which underpins them, should not be abused or compromised.
- (2) Whilst it is acceptable for Members, particularly Committee Chairmen as part of their leadership role, to offer guidance to Officers, they must 'not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the authority' (Code of Conduct). It is the responsibility of Officers to provide clear, impartial advice upon which Members may make decisions.
- (3) In addition to avoiding actual impropriety, Members and Officers should also seek to avoid situations which might give rise to the suspicion and/or appearance of improper conduct.

### **3. Role of Members**

- (1) Members are subject to:-
  - (a) the Corporation's Code of Conduct; and,
  - (b) Standing Orders of the Court of Common Council.
- (2) Members have four main areas of responsibility:-
  - (a) determining the policy and strategic direction of the Corporation
  - (b) monitoring and reviewing the performance of the Corporation in implementing that policy and delivering services
  - (c) representing the Corporation externally
  - (d) representing their constituents and stakeholders

- (3) It is not the role of Members to involve themselves in the detail of day to day management of the Corporation's services.
- (4) Members are required to take the advice of Officers into account in reaching a decision on a matter and must respect the Officers' responsibility to provide impartial advice, guidance and information.
- (5) The power to make decisions for the discharge of the authority's functions lies with the Court of Common Council and the properly constituted committees and sub-committees. A Member acting in an individual capacity cannot exercise any lawful authority and Members in general must operate through the Court of Common Council and its committees and sub committees. Members acting individually may not legally commit the Corporation.
- (6) Whilst individual Chairmen are in the same constitutional position as all other Members, having no legal authority to make executive decisions, they have certain other powers (eg. the control and conduct of meetings) as well as a broader leadership role. Chief Officers are required to consult Chairmen (and Deputy Chairmen) before certain delegated powers are exercised.
- (7) Leading Members ie. the Lord Mayor, the Chairman of the Policy & Resources Committee, the Chief Commoner and other Committee Chairmen (or Deputy Chairmen with the agreement of, or in the absence of, the relevant Chairman) can speak for the Corporation on matters appropriate to their roles and in accordance with the policy of the Corporation. Arrangements for media interviews and the issue of press releases will be made through or in agreement with the Public Relations Office.
- (8) Whilst all other Members have opportunities to promote the work of the Corporation with the people they meet and when entertaining on behalf of the Corporation, they cannot act as spokesmen for the Corporation.

#### **4. Role of Officers**

- (1) Officers are subject to:
  - (a) the Corporation's Code of Conduct;
  - (b) Standing Orders of the Court of Common Council;
  - (c) Financial Regulations; and,
  - (d) other instructions and professional guidelines relevant to their duties.
- (2) The primary role of Officers is to provide impartial advice, guidance and information to Members, and to implement promptly and efficiently the policies determined by the Court of Common Council and its various committees. Certain Officers have specific statutory responsibilities.
- (3) Officers must recognise the right of Members, as elected representatives, to determine the policy of the authority and must not act in any way to undermine that right.

- (4) Officers serve the Corporation as a whole and must carry out the work of the Corporation under the direction and control of the Court of Common Council and the properly constituted committees and sub-committees.

## **5. Expectations**

- (1) Members have a right to expect from Officers:-
  - (a) commitment to the Corporation as a whole
  - (b) a working partnership
  - (c) an understanding of, and support for, respective roles, workloads and pressures
  - (d) timely response to enquiries and complaints and the efficient execution of decisions
  - (e) impartial, professional advice and guidance
  - (f) regular, up to date information on matters appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions they hold
  - (g) respect, dignity and courtesy
  - (h) integrity, mutual support and appropriate confidentiality
  - (i) not to have personal issues raised with them outside the agreed procedures
  - (k) that they will not use their relationship with Members to advance their personal interests or to influence decisions improperly
  - (l) compliance at all times with the relevant Code of Conduct
- (2) Officers have a right to expect from Members:-
  - (a) a working partnership
  - (b) an understanding of, and support for, respective roles, workloads and pressures
  - (c) leadership and policy direction
  - (d) respect, dignity and courtesy
  - (e) integrity, mutual support and appropriate confidentiality
  - (f) not to be subject to bullying or to be placed under undue pressure and, in this respect, Members should have regard to the seniority of Officers in their dealings with them ie. they should not engage junior officers in discussions and requests more properly directed at senior officers
  - (g) that they will not use their relationship with Officers to advance their personal interests or to influence decisions improperly
  - (h) compliance at all times with the relevant Code of Conduct

## **6. Members in the Ward Role**

Members will, through their work with their electorate and stakeholders, need to contact Officers to obtain information on behalf of their constituents and others. This is perfectly in order and from time to time it may be appropriate for Officers to reply to constituents etc. on behalf of, or at the request of, Members.

## **7. Correspondence and Communications**

Members may contact (ie. by letter, e-mail, fax, telephone) Officers to seek advice, guidance or information. Whatever method of communication is used,

Members should receive an acknowledgement as soon as possible, but in any event within 2 working days, and a full response as soon as possible thereafter within 10 working days of receipt of the request. If for any reason this is not possible, a holding reply setting out the reasons for the delay should be sent as soon as possible following the acknowledgement, but in any event before the expiry of the 10 working days.

## **8. Limitations on Behaviour**

The separate roles of Members and Officers necessarily impose limitations upon behaviour. By way of illustration:-

- (1) personal relationships between Members and Officers going beyond normal working relationships can confuse/obscure the separate roles and interfere with the proper discharge of the authority's functions, not least in creating the perception in others that a particular Member or Officer may secure advantageous treatment;
- (2) the need to maintain and recognise the separate roles means that there are limits to the matters on which Members may seek the advice of Officers;
- (3) relationships with particular individuals should not be such as to create a suspicion/perception that an Officer favours a particular Member above others.

## **9. Reports**

- (1) Chairmen of committees or sub-committees may, on behalf of the committees or sub-committees concerned, make reasonable requests to Chief Officers or other Officers to prepare written reports on matters relating to the authority for consideration at Member-level. Such requests should not seek confidential information (eg. relating to case work or personal details of applicants for services).
- (2) Any disagreement relating to such a request (eg. if the Chief Officer concerned considers that the cost of providing the information or the nature of the request is unreasonable) should be referred to the Town Clerk.

## **10. Members' Access to Documents and Information**

- (1) Members' rights of access to documents and information are governed by the common law and statute. Members have such access to documents and information that is reasonably necessary to enable them properly to perform their duties as elected representatives.
- (2) Generally, information should, therefore, be made available to Members on request unless there is a justifiable legal or other reason for declining access.
- (3) Standing Order No. 42 sets out the detail on Members' access to documents.

- (4) If the information is not readily available or will require significant resources to produce, Officers should seek the guidance of their Chief Officer before taking steps to provide information that has been requested.

#### **11. Other Members of Corporation Committees**

Co-opted Members of the various committees, the Verderers serving on the Epping Forest & Commons Committee and the Independent Members of the Standards Committee are entitled to receive documents and information relating to their appointments in the same way as if they were elected Members.

#### **12. Dispute Procedures**

- (1) The overriding objective in any dispute is to achieve a satisfactory resolution through informal channels. However, it has to be recognised that this might not always be possible.

- (2) Procedure for Members:-

- (a) If a Member is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised with the appropriate Chief Officer.

- (b) If the employee concerned is a Chief Officer, the matter should be raised with the Town Clerk. (In the case of the Town Clerk there is a separate procedure.)

- (c) If the matter cannot be resolved informally, it may be necessary to resort to the Corporation's Disciplinary Procedure.

- (3) Procedure for Officers:-

If an Officer is dissatisfied with the conduct or behaviour of a Member, the matter should be raised with the appropriate Chief Officer or the Town Clerk.

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