

## Appendix 3



### **REQUEST FOR A DISPENSATION TO SPEAK AND/OR VOTE WHERE A MEMBER / CO-OPTED MEMBER HAS A DISCLOSABLE PECUNIARY INTEREST**

The City of London Corporation may, following a written request, grant a dispensation for a Member (including a Co-opted Member) to take part in any discussion and vote on a matter in which they have a disclosable pecuniary interest, in some circumstances. The granting of dispensations is a function of the Standards Committee and its Dispensations Sub-Committee (referred to collectively in this form as “the Standards Committee”). You are strongly advised to read the accompanying ‘Policy and guidance on the granting of dispensations’ (“the Policy”) issued by the Standards Committee before completing this form and particular paragraphs of that document are cross-referenced at appropriate points below.

The information you provide in this form will be considered by the Standards Committee or its Dispensations Sub-Committee in reaching a decision. **The onus is on you to justify your application and the omission of any relevant information may affect the outcome.** You are requested to complete this form electronically and email it to [declarations@cityoflondon.gov.uk](mailto:declarations@cityoflondon.gov.uk). Electronic applications will only be accepted from your official City of London Corporation email address. Alternatively, paper forms can be submitted to the Committee and Member Services Team in the Town Clerk’s Department, but typed forms should be provided if at all possible.

Name:

Date:

☐ I confirm that I am the person named above and that I have personally completed this form or reviewed its contents. The details provided in this form are true and accurate and all material facts have been disclosed.

If submitting a paper form, please also sign in the box below.

Signature:

#### **Relevant disclosable pecuniary interests (paragraphs 4-11 of the Policy)**

**Please describe the nature of the disclosable pecuniary interest(s) that would otherwise prohibit you from speaking and/or voting:**

## Appendix 3

### Details of dispensation sought (paragraphs 12-15, 20(b)-(c) & 20(k) of the Policy)

I request a dispensation to enable me to:

- ☐ speak as a member of the public
- ☐ speak as a Member
- ☐ vote

on the following matter(s):

I require the dispensation:

- ☐ for a specific committee meeting or meetings as follows:

- ☐ for a specific period as follows:

- ☐ until the Ward elections in 2021

If your request is urgent or at short notice please explain why the application is being made now:

## Appendix 3

### **Statutory grounds (paragraphs 16-19 of the Policy)**

A dispensation may only be granted where one of the statutory grounds is met. The grounds that are relevant to the City of London Corporation are set out below. Please tick the statutory ground(s) that you consider to be met in this instance and then explain in more detail why you believe this to be the case in the relevant text box.

- ☐ **Without the dispensation the proportion of Members and Co-opted Members prohibited from participating in any particular business would be so great as to impede the transaction of the business**

- ☐ **Granting the dispensation is in the interests of persons living in the City**

- ☐ **It is otherwise appropriate to grant a dispensation**

## **Appendix 3**

### **Factors to be taken into consideration**

In deciding whether or not to grant a dispensation under one or more of the specific statutory grounds, the Standards Committee will take into account the following list of factors, as well as any other relevant circumstances as appropriate. Please address as many of these factors as you can by providing the requested information where applicable in the relevant text box.

#### **A. Maintaining public confidence (paragraph 20(a) of the Policy)**

If you believe that granting a dispensation in this case would not risk damaging public confidence in the conduct of the City Corporation's business then please explain why in the box below.

#### **B. Applications to vote (paragraph 20(b) of the Policy)**

Dispensations to vote will only be granted in exceptional circumstances. If you are seeking such a dispensation then please explain in the box below why such exceptional circumstances apply in this case.

## **Appendix 3**

### **C. Equivalent public rights (paragraph 20(c) of the Policy)**

If you expect that members of the public will be allowed to speak at the meeting in question, whether under a statutory right or some other reasonable expectation, then please provide details in the box below. Where such speaking rights arise from the submission of a written representation (e.g. in relation to planning or licensing applications) please confirm whether you have submitted such a representation. Please also confirm whether you are willing to be treated as a member of the public when making oral representations on this matter.

### **D. Expectation of ward representation (paragraph 20(d) of the Policy)**

If you believe that there is a reasonable expectation that your ward should be directly represented in relation to this item of business then please explain why in the box below.

## **Appendix 3**

### **E. Alternative means of ward representation (paragraphs 20(e) & 21 of the Policy)**

Please confirm whether you have considered other mechanisms through which the views of your constituents could be communicated, such as through the submission of written representations or by briefing another Member of the committee to speak on their behalf. If this would not be adequate representation in this case then please explain why in the box below. Please note from the guidance that if one Member of a ward is granted a dispensation in relation to a particular matter then this will have a bearing on whether any other Members of the ward should also be granted a dispensation. It will often therefore be appropriate to liaise with the other Members of your ward prior to submitting this application and if such discussions have taken place please provide details below.

### **F. Widely held interests (paragraph 20(f) of the Policy)**

If you consider that you share the disclosable pecuniary interest in question with a significant proportion of the general public then please provide details in the box below.

## **Appendix 3**

### **G. Directly engaged interests (paragraph 20(g) of the Policy)**

If the item of business for which you are seeking a dispensation relates specifically to your disclosable pecuniary interest (e.g. your particular lease or tenancy) then please provide details in the box below. By contrast, if you consider that you have a disclosable pecuniary interest in this matter but that any potential advantage arising is minor or remote then please also provide details below.

### **H. Personal knowledge, etc. (paragraph 20(h) of the Policy)**

If you consider that your particular knowledge, role or expertise would be of especial value to the decision making process and provide a perspective that would not otherwise be available then please provide details in the box below.

## **Appendix 3**

### **I. Diversity and inclusion (paragraph 20(i) of the Policy)**

If you have a particular viewpoint arising from a protected characteristic that might not otherwise be represented and might assist the debate in relation to the particular item of business in question then please provide details in the box below.

### **J. Manifesto promises (paragraph 20(j) of the Policy)**

If you were elected on a public platform that you would specifically address the item or items of business for which the dispensation is sought then please provide details in the box below.



## **Appendix 3**

### **K. Scope and duration (paragraph 20(k) of the Policy)**

A focussed dispensation request that relates to a specific matter and is of short duration is more likely to be successful as this enables the Standards Committee to consider a particular set of circumstances. However there will be occasions when a more general dispensation for a longer term may be appropriate. If you are applying for such a dispensation then please explain your reasons in the box below.

### **L. Previous dispensation decisions (paragraph 20(l) of the Policy)**

Each application will be considered on its own merits. However for the sake of consistency the Standards Committee will have due regard to its own previous decisions. If there is a recent decision that you wish to draw to the attention of the Standards Committee then please provide details in the box below.

## Appendix 3

### **M. Other relevant considerations**

If you consider that there are any other circumstances relating to your particular application that support your request for a dispensation on one or more of the statutory grounds or that should otherwise be disclosed to the Standards Committee then please provide details in the box below.