

Committee: Standards Committee	Date: 13 th September 2013
Subject: Dispensations Sub Committee (Standards Committee) – Composition and Terms of Reference	Public
Report of: Town Clerk	For Decision
<u>Summary</u>	
<p>The purpose of this report is for the Standards Committee to consider the establishment of its Dispensations Sub Committee and approve its Terms of Reference.</p> <p>Details of the composition and terms of reference of the new Sub-Committee are set out below.</p>	
<u>Recommendations</u>	
<p>It is recommended that Members approve the composition and Terms of Reference of the Dispensations Sub Committee.</p>	

Main Report

1. This report sets out the proposed terms of reference and composition of the Dispensations Sub Committee following a request by the Standards Committee at its meeting on 14th June 2013 that such a sub committee be created to ensure that any requests for a dispensation be considered in a timely manner and, where necessary, between meetings of the grand committee.
2. The principal function of the Dispensations Sub Committee will be 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.

Dispensations Sub Committee –Terms of Reference

3. The proposed Terms of Reference are:

The Dispensations Sub Committee is a sub committee of the Standards Committee.

- a) The Dispensations Sub Committee is established to determine written requests for dispensations from Members or Co-opted Members to take part in any discussion and/or vote on a matter in which they have a disclosable pecuniary interest in accordance with section 33 of the Localism Act 2011.

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

Dispensations Sub Committee – Composition

- 4. As above, 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.

Meetings of the Dispensations Sub Committee

- 5. The Standards Committee is currently scheduled to meet 4 times per year. Where requests for a dispensation are received in advance of a scheduled meeting, these requests will be considered by the Committee.
- 6. When a request for a dispensation is received and where meetings of the Standards Committee are not scheduled to meet within a reasonable timeframe, a meeting of the Dispensations Sub Committee will be convened.

Conclusion

- 7. Members are asked to approve the composition and Terms of Reference of the Dispensations Sub Committee as set out above to facilitate prompt consideration of written requests from Members or Co-opted Members for a dispensation 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.

Appendices - None.

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