



CODE OF CONDUCT FOR MEMBERS IN RESPECT OF THE CITY OF LONDON CORPORATION'S LOCAL AUTHORITY, POLICE AUTHORITY AND NON-LOCAL AUTHORITY FUNCTIONS

You are a member or co-opted member of the City of London Corporation and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, including your membership of any Trade Union, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, or within such other timescale as your authority may specify, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register, and which is set out in any Schedule to this Code of Conduct, or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.¹

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

Schedule

Registration of Gifts & Hospitality

Only those interests defined as disclosable pecuniary interests by law are required to be registered and/or disclosed in every case. However, compliance with the Nolan Principles and the general duties set out in the Code of Conduct, may require Members to disclose any other interests at a meeting to which they are relevant (a “relevant meeting”) where in all the circumstances the interest warrants disclosure. This includes, in appropriate circumstances, gifts and hospitality received by a Member.

However, in any event one-off gifts and hospitality to the value of £250 or more, and cumulative gifts and hospitality to the value of £500 or more from a single donor in a financial year i.e. ending on 31st March must be disclosed, by registration with the Town Clerk, within 28 days of receipt or of accepting office whichever is the later.

In the same way as for disclosable pecuniary interests, prior registration will constitute disclosure of the interest, meaning that a further disclosure at a relevant meeting is not required although members may do so if they so wish. Where such gifts or hospitality have not been registered at the date of a relevant meeting then they must be declared at the relevant meeting and then registered within 28 days of receipt.

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