

Committee:	Date:
Standards Committee	16 <sup>th</sup> May 2014
<b>Subject:</b> Report of Action Taken Between Meetings	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Summary</b>	
<p>In accordance with Standing Order 41(b), this report provides 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 31<sup>st</sup> January 2014.</p> <p><b>Recommendation: -</b></p> <p>That the contents of the report be noted.</p>	

### Main Report

#### **Background**

1. Standing Order no. 41(a) provides a mechanism for decisions to be taken between scheduled meetings of the Standards Committee, where in the opinion of the Town Clerk, it is urgently necessary for a decision to be made. Standing Order No. 41(b) provides a mechanism for decisions to be taken between scheduled meetings of the Standards Committee, where the Committee has delegated power to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to make a decision.

#### **Decisions Taken Between Meetings (Delegated Authority)**

2. In accordance with Standing Order 41(b), a decision has been taken in respect of the following matter since the last meeting of the Standards Committee on 31<sup>st</sup> January 2014:- Standards Committee- revised Terms of Reference.
3. At the Committee's last meeting on 31<sup>st</sup> January 2014, the Committee undertook an annual review of its Terms of Reference ahead of submission to the meetings of the Policy and Resources Committee on 26<sup>th</sup> March 2014 (for information) and the Court of Common Council on 1<sup>st</sup> May 2014 for approval.
4. The Terms of Reference were revised to reflect the views expressed by Members at the meeting of the Standards Committee on 31<sup>st</sup> January to include (i) the Committee's responsibility for keeping under review and maintaining the Protocol on Member/Officer Relations, and (ii) clarification regarding the Committee's remit in respect of monitoring the Employee Code of Conduct.

5. The final wording of the revised Terms of Reference, as attached at Appendix 1 of the report, were approved in accordance with Standing Order no. 41(b) on 10<sup>th</sup> March 2014 .

### **Reason for urgency**

6. As the Standards Committee was not scheduled to meet until after the 1<sup>st</sup> May 2014 meeting of the Court of Common Council, at which the Terms of Reference of all Committees were approved, the Terms of Reference had to be agreed in advance under urgency procedures to allow for submission to the Policy & Resources Committee and thereafter the Court of Common Council.

### **Conclusion**

7. In accordance with Standing Order 41(b), Members are asked to note the decision taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Standards Committee's last meeting on 31<sup>st</sup> January 2014.

### **Background Papers:**

- Minutes of the meeting of the Standards Committee on 31<sup>st</sup> January 2014.

### **Appendices**

- **Appendix 1 – Revised Terms of Reference of the Standards Committee**

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**Standards Committee – Revised Terms of Reference**

The Standards Committee is responsible for: -

- (a) promoting and maintaining high standards of conduct by Members and Co-opted Members of the City 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. whether 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; and
- (g) monitoring all complaints referred to it and to prepare an annual report on its activity for submission to the Court of Common Council.