

Committee: Standards Committee	Date: 26 January 2018
Subject: Standards Committee – Terms of Reference and Frequency of meetings	Public
Report of: Town Clerk	For Decision

Summary

1. The purpose of this report is for the Standards Committee to consider and approve their terms of reference and that of their sub committees and the frequency of meetings, ahead of submission of the White Paper to the Court of Common Council on 19 April 2018. It is proposed that the approval of any further changes required to terms of reference in the lead up to the Court's appointment of Committees, including any arising from the current review of the Standards Framework, be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman. The Committee are also asked to receive meeting dates for the remainder of 2018.
2. Details of the composition of the Standards Committee and their terms of reference are set out below.

Recommendations

3. It is recommended that:-
 - (a) subject to any comments, the terms of reference of the Committee be approved for submission to the Court of Common Council, as set out at Appendix 1, and that any further changes required in the lead up to the Court's appointment of Committees, including any arising from the current review of the Standards Framework, be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman;
 - (b) Members consider the frequency of the Committee's meetings; and
 - (c) Members note the scheduled meeting dates for the remainder of 2018.

Main Report

4. This report sets out the terms of reference and composition of the Standards Committee, including the Committee's Co-opted Members and the Independent Persons.
5. The Committee are also asked to note the frequency of their meetings and the meeting dates scheduled for the remainder of 2018, as set out in paragraph 13.

Standards Committee –Terms of Reference

6. The Standard's Committee's terms of reference, as agreed by the Court of Common Council at its meeting on 27 April 2017 are set out at **Appendix 1**. It is anticipated that the recommendations of the Standards Regime Working Party on the review of the Standards Framework will be considered again by the Court of Common Council in March 2018. Subject to any views of the Committee, and any further required updates arising from the outcome of the review that it is proposed be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman, the terms of reference will be submitted to the Court of Common Council for approval on 19 April 2018 ahead of the start of the new municipal year.

Standards Committee – Composition

7. The Standard's Committee's composition, as agreed by the Court of Common Council at its meeting on 27 April 2017 is:-
 - one Alderman appointed by the Court of Aldermen
 - seven Commoners elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - four representatives (with no voting rights) who must not be Members of the Court of Common Council or employees of the City of London Corporation.
8. None of the appointed shall serve on the Committee for more than eight years.
9. Three independent persons are also appointed pursuant to the Localism Act 2011. In previous years, Independent Persons were invited to attend all future meetings of the Committee (in an observer capacity). These attendance arrangements are part of the current review of the Standards Framework being carried out by the Standards Regime Working Party and it is anticipated that the recommendations on the Framework will be considered again by the Court of Common Council in March 2018. The Standards Committee will be informed of the outcome of the review at their next meeting.
10. The quorum consists of three Members, at least one of whom must be a non-Common Council Member.

Standards Committee – 2017/2018 Membership

11. The Standard's Committee's membership in 2017/2018, as agreed by the Court of Common Council at its meeting on 27 April 2017, was as follows:-

Alderman

David Graves

Common Councilmen

Christopher Boden
Kevin Malcolm Everett, Deputy
Christopher Michael Hayward
Ann Holmes
Jamie Ingham Clark, Deputy
Oliver Arthur Wynlayne Lodge, T.D.
Charles Edward Lord, OBE, JP

Non-Common Council Members

Judith Barnes (appointed for a four-year term expiring in December 2017)
Mark Greenburgh (appointed for a four-year term expiring in December 2018)
Dan Large (appointed for a four-year term expiring in December 2018)

12. The Corporation's Independent Persons are Neil Asten, Anju Sanehi and Chris Taylor (appointed pursuant to the Localism Act 2011).

Meetings of the Standards Committee

13. In 2013, the Committee confirmed that 3 scheduled meetings of the Committee per annum were sufficient. On that basis the following meeting dates were previously confirmed for 2018 and 2019:
 - Friday, 18 May 2018 (11.30am)
 - Friday, 5 October 2018 (11.30am)
 - Friday, 25 January 2019 (11.30am)
 - Friday, 24 May 2019 (11.30am)
 - Friday, 4 October 2019 (11.30am)
14. Where there is no business, and with the Chairman's consent, meetings may be cancelled.
15. Where meetings of the Sub Committees are required, these will be scheduled on an ad hoc basis throughout the year.

Standards Committee – current Sub Committees' terms of reference

16. **Dispensations Sub (Standards) Committee**
Established on 13th September 2013, the principal function of the Dispensations Sub Committee is 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.

17. The terms of reference are:

- 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) to be drawn from the membership of the Standards Committee.
- e) The quorum shall consist of any three elected Members.

18. **Allegations of breaches of the Members' Code of Conduct - Assessment, Hearing and Appeal Sub Committees**

The Localism Act 2011 requires the City of London Corporation to have in place arrangements under which written allegations of a breach of the Members' Code of Conduct can be investigated and decisions on those allegations taken. These arrangements apply to both Members and Co-opted Members.

19. In order to carry out its functions efficiently and effectively, and to avoid any conflicts of interest, the Standards Committee have established three separate Sub-Committees for the different stages of the complaints process, being Assessment, Hearing and Appeal Sub-Committees. The current terms

of reference for each of the current sub committees are set out at **Appendix 2**.

20. These arrangements are part of the current review of the Standards Framework being carried out by the Standards Regime Working Party and, as reported in paragraph 9 above, it is anticipated that recommendations on the Framework will be considered again by the Court of Common Council in March 2018. The Standards Committee will be informed of the outcome of the review at their next meeting.

Background Papers:-

- Appointment of Members on Committees Court report (White Paper), April 2017
- Review of Standards Regime – Court of Common Council, January 2018.

Appendices:-

- **Appendix 1** – Standards Committee’s Terms of Reference, as approved by the Court of Common Council in April 2017.
- **Appendix 2** - The terms of reference for the Standards Committee’s current sub committees: Assessment, Hearing and Appeal Sub Committees.

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