



Standards Committee

Date: FRIDAY, 20 FEBRUARY 2015
Time: 1.45 pm
Venue: COMMITTEE ROOM, 2ND FLOOR, WEST WING, GUILDHALL

Members: Edward Lord (Chairman)
Oliver Lodge (Deputy Chairman)
Nigel Challis
Michael Hudson
Deputy Alastair King
Alderman Julian Malins
Virginia Rounding
Tom Sleigh
Judith Barnes (Co-opted Member)
Mark Greenburgh (Co-opted Member)
Dan Large (Co-opted Member)
Felicity Lusk (Co-opted Member)

Enquiries: Lorraine Brook
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Lunch will be served in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio/visual recording.

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES OF THE PREVIOUS MEETING**

To agree the minutes of the meeting held on 28th November 2014.

For Decision
(Pages 1 - 6)

4. **MINUTES- DISPENSATIONS SUB (STANDARDS) COMMITTEE**

To receive the minutes of the last meeting of the Dispensations Sub (Standards) Committee held on Tuesday, 23rd September 2014.

For Information
(Pages 7 - 10)

5. **GIFTS AND HOSPITALITY- CEREMONIAL OFFICEHOLDERS**

A report of the Private Secretary and Chief of Staff relative to the arrangements for ceremonial officeholders in respect of gifts and hospitality.

The report was considered by the General Purposes Committee of Aldermen on 10th February 2015.

The Private Secretary & Chief of Staff will be present at the meeting to update the Committee on the views expressed by the General Purposes Committee of Aldermen.

For Decision
(Pages 11 - 14)

6. **UPDATE- ANNUAL UPDATE TO THE MEMBERS' DECLARATIONS**

A report of the Town Clerk relative to the annual update exercise to Members' Declarations which took place in December 2014 following the introduction of new requirements under the Members' Code of Conduct.

Copies of the updated Members' Declarations are appended in a separately bound volume (Appendix 1). A list of Members, and confirmation of their annual update status, is attached at Appendix 2.

For Information
(Pages 15 - 22)

7. **STANDARDS COMMITTEE- TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

A report of the Town Clerk seeking the Committee's views in respect of its existing terms of reference (Appendix 1), the terms of reference of its sub-committees (Appendix 2); and its future meeting arrangements, ahead of submission to the Court of Common Council on 23rd April 2015.

For Discussion
(Pages 23 - 32)

8. **DISPENSATIONS ARRANGEMENTS - REVIEW**

A joint report of the Town Clerk and the Comptroller & City Solicitor detailing the current arrangements in respect of the granting of dispensations by the City of London Corporation to Members who wish to speak and/or vote on matters where they have a relevant interest in land within the City.

Appendix 1 sets out the details of all the dispensations that have been approved since 8th February 2013.

For Discussion
(Pages 33 - 50)

9. **REPORT OF ACTION TAKEN**

A report of the Town Clerk which, in accordance with Standing Order 41(b), 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 28th November 2014.

For Information
(Pages 51 - 58)

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item: 10

Paragraph: 1

For Decision

13. **EMPLOYMENT TRIBUNAL SUMMARY**

A report of the Comptroller & City Solicitor.

For Information
(Pages 59 - 64)

14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

STANDARDS COMMITTEE Friday, 28 November 2014

Minutes of the meeting of the Standards Committee held at Committee Room 1 - 2nd Floor West Wing, Guildhall on Friday, 28 November 2014 at 1.45 pm

Present

Members:

Edward Lord (Chairman)
Oliver Lodge (Deputy Chairman)
Nigel Challis
Deputy Alastair King
Tom Sleigh
Judith Barnes (Co-opted Member)
Mark Greenburgh (Co-opted Member)
Dan Large (Co-opted Member)

Officers:

Lorraine Brook	- Town Clerk's Department
Gregory Moore	- Town Clerk's Department
Michael Cogher	- Comptroller & City Solicitor
Edward Wood	- Comptroller & City Solicitor's Department
William Chapman	- Private Secretary & Chief of Staff

Also Present: Anju Sanehi (Independent Person) and Alderman Sir David Wootton (Chairman, General Purposes Committee of Aldermen) were also present at the meeting.

1. APOLOGIES

Apologies for absence were received from Neil Asten (Independent Person), Michael Hudson, Felicity Lusk (Co-opted Member), Alderman Julian Malins, Virginia Rounding and Chris Taylor (Independent Person).

The Chairman then formally welcomed Mr Greenburgh and Mr Large to their first meeting of the Standards Committee in their capacity as Co-opted Members.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3. MINUTES OF PREVIOUS MEETINGS

The minutes of the previous meetings held on 16th May and 11th September 2014 were approved as accurate records.

Resolved:- That the minutes of the meetings held on 16th May and 11th September 2014 be approved as accurate records.

MATTERS ARISING

A query was raised in respect of the Protocol on Member/Officer Relations and when the next annual review was anticipated. The Town Clerk advised Members that the review would take place at the May meeting of the Committee, following the start of the new municipal year. Whilst it was noted that Member/Officer related issues were generally dealt with informally via the Chief Commoner and the Chairman of the General Purposes Committee of Aldermen and they were both invited annually to speak to the Committee about such matters, tribunal related matters were dealt with via the Establishment Committee. It had previously been agreed that the Committee would receive updates in respect of tribunals, although no update had been provided over the past twelve months. The Comptroller & City Solicitor undertook therefore to bring the Establishment Committee's report on such matters to the next meeting of the Standards Committee for information.

Resolved:- That the report of the Establishment Committee, pertaining to Industrial Tribunals, be submitted to the next meeting of the Standards Committee for information.

4. GUIDANCE TO MEMBERS- REVISED MEMBERS' CODE OF CONDUCT

The Committee considered a joint report of the Town Clerk and the Comptroller & City Solicitor relative to the issuing of guidance for Members in respect of the revised Members' Code of Conduct, which was approved by the Court of Common Council on 16th October 2014.

Draft guidance was before the Committee for consideration and Members' views were sought ahead of circulation to all Members and Co-opted Members with a request, as per the previously agreed annual reminder process, that Members' Declarations be reviewed and updated ahead of 1st January 2014.

It was noted that Members of the Court had been advised that the guidance for Members would include examples of relevant issues in respect of non-pecuniary interests (paragraph 7). Consequently, it was agreed that the guidance should feature additional examples of relevant clubs/societies requiring registration and examples of fraternal societies such as the Freemasons and the Buffaloes (paragraph 7 (c)). It was agreed that a new paragraph 19 should be introduced to include the various examples.

With regards to gifts and hospitality that do not need to be disclosed and the guidance to Members at paragraph 21, it was agreed that the reference to garden parties at Buckingham Palace should be amended to read as: "any invitation from Her Majesty The Queen." It was agreed that reference to the Chairman of the Planning Committee at paragraph 22 should be amended to read as: "any Member of the Planning & Transportation Committee." At paragraph 23, Members agreed that "livery company dinners" should be deleted and in paragraph 23, "exceptional" should be deleted at the second bullet point.

A query was raised regarding hospitality received at major events such as MIPIM (explain abbreviation) and it was agreed that whilst hospitality provided by the City of London Corporation would not need to be declared, any hospitality received by City Corporation representatives whilst in attendance at MIPIM would need to be declared.

With regards to paragraph 21, it was agreed that as Members did need to declare relevant gifts and hospitality, the sentence should read as follows: "Gifts and hospitality provided by the Corporation do not need to be disclosed – this will include ...". With regards to the arrangements for ceremonial office holders the Chairman advised the Committee that this aspect would be addressed in separate guidance following the Committee's discussion at Item 5 of the agenda: Members' Declarations – Special Provisions for Ceremonial Office Holders.

Resolved:- That –

(i) the amendments agreed by the Committee, as set out above, be incorporated in the Guidance for Members in respect of the Members' Code of Conduct; and

(ii) delegated authority be granted to the Town Clerk in consultation with the Chairman and the Deputy Chairman of the Standards Committee to approve the final wording of the Guidance for Members in respect of the Members' Code of Conduct to ensure that the annual reminder to Members to review and update their Declarations, accompanied by the guidance, be circulated at the earliest opportunity so that all Declarations are updated by 1st January 2015.

5. MEMBERS' DECLARATIONS - SPECIAL PROVISIONS FOR CEREMONIAL OFFICE HOLDERS

The Chairman welcomed Alderman Sir David Wootton (Chairman of the General Purposes Committee of Aldermen) and William Chapman (Private Secretary & Chief of Staff) to the meeting and, with reference to the joint report of the Town Clerk and the Comptroller & City Solicitor, provided an overview of the Committee's previous discussions about the arrangements for ceremonial office holders in respect of the receipt of gifts and hospitality. The Comptroller & City Solicitor then explained the legal position in respect of the declaration of gifts and hospitality by ceremonial office holders such as the Lord Mayor and highlighted the importance of protecting the reputation of the organisation and also relevant individuals.

With regards to the current arrangements in operation at Mansion House, Alderman Sir David Wootton explained that any gifts received by The Lord Mayor were gifts of political courtesy and the protocol for giving and receiving such gifts was quite clear about what was appropriate and could not therefore be avoided. Members were advised that all gifts were logged on a register which was managed by Mansion House and The Lord Mayor was then invited to consider whether to retain the gift or donate it to the City of London Corporation. It was noted that donated gifts were put on public display at meetings of the Court of Common Council ahead of submission to the Culture, Heritage and Libraries Department for safe-keeping. With regards to those gifts

that were retained by The Lord Mayor, such gifts were not valued as it would be difficult to realistically value the majority of gifts and, most importantly, there could be diplomatic implications of disclosing estimated values. With regards to hospitality, it was noted that hospitality was not registered, although The Lord Mayor's diary was widely accessible.

William Chapman (Private Secretary & Chief of Staff) confirmed that the Culture, Heritage and Libraries Department similarly retained a list of gifts received by the Lord Mayor and passed to the Department. In respect of those gifts received by The Lord Mayor Locum Tenens, it was up to The Lord Mayor and The Lord Mayor Locum Tenens to determine whether a gift would be retained or donated. Members were advised that the majority of gifts did not exceed the agreed threshold but that on an occasion where they did The Lord Mayor and the Private Secretary would discuss the matter. The Private Secretary went on to comment that there had been a cultural shift over recent years so when exceptional gifts were received the retention of such gifts was discussed with The Lord Mayor to ensure that there was no reputational risk, organisationally or individually.

The Chairman queried whether it was appropriate to have a separate register of interests for The Lord Mayor during their time in office, or whether all gifts and hospitality should in fact be registered on the Members' declaration and published to the webpages for public inspection. Alderman Sir David Wootton responded that there should be some distinction between the individual's declaration and also the gifts/hospitality received whilst in office as The Lord Mayor. He referred to potential diplomatic implications of publishing a register for The Lord Mayor and the ramifications of under/over valuing items. This point was noted by a number of Members who agreed that there could be significant reputational risk to individuals on the basis of registering what had and had not been retained. With regards to Freedom of Information requests about gifts and hospitality, were such a request likely to be received the Culture, Heritage and Libraries Department would most likely disclose the list of those items retained in the archive.

It was suggested that the arrangements for ministers in respect of the receipt of gifts and hospitality be considered by way of a helpful comparison, although the Chairman stressed that the different roles and different funding arrangements had to be taken into account. He suggested that the best option could be to disclose all received gifts, the name of the donor and the date of receipt but not to indicate on the register whether they had been retained, thus ensuring transparency but also affording some protection diplomatically. A link from the incumbent's webpage – where their individual register was published – could take the user to The Lord Mayor's register to ensure that all Members were treated in the same manner. Likewise, a similar arrangement could be introduced for other ceremonial office holders such as the Sheriffs and the Chief Commoner.

With regards to hospitality it was agreed that there needed to be greater transparency about the hospitality received by The Lord Mayor, taking into account the need also for some sensitivity. The Private Secretary suggested

that the list of hospitality could be produced quarterly on a retrospective basis, identifying the total number of events attended and reporting, by exception, where hospitality had been provided by an organisation/individual on multiple occasions. Whilst it was agreed that the list should set out who had provide the hospitality, there was some concern about the inclusion of events where there might be some commercial or diplomatic sensitivity. Consequently, it was agreed that the General Purposes Committee of Aldermen be asked, at their next meeting in February 2015, to consider the Committee's views and produce some guidance for The Lord Mayor in respect of the registration of gifts and hospitality and consider the introduction of the publication of a quarterly register of hospitality and the rolling-registration of gifts via a Lord Mayor's webpage, both of which would be managed by Mansion House. Following the General Purposes Committee of Aldermen's deliberation of this matter in February, the Standards Committee would be updated at its next scheduled meeting.

Resolved:- That –

- (i) the Standards Committee's views regarding the special provisions for ceremonial office holders such as The Lord Mayor, in respect of gifts and hospitality, be submitted to the February meeting of the General Purposes Committee of Aldermen for consideration;
- (ii) the General Purposes Committee of Aldermen be asked to comment on the introduction of a register, which would be published on a quarterly basis, of retrospective hospitality received by The Lord Mayor (excluding diplomatic or commercially sensitive aspects) and reporting, by exception, where multiple instances of hospitality were received from the same provider;
- (iii) the General Purposes Committee of Aldermen be asked to introduce the rolling-registration of gifts received by The Lord Mayor on a separate webpage linked to an individual's Declaration, managed by Mansion House;
- (iv) the General Purposes Committee of Aldermen be asked to consider whether the published register should detail whether gifts have been retained or donated to the City of London Corporation;
- (v) the General Purposes Committee of Aldermen draft appropriate guidance for ceremonial office holders in respect of the special provisions and submit this to the next meeting of the Standards Committee for consideration; and
- (vi) the Old Bailey be advised about the special provisions in respect of the Sheriffs and asked to consider the introduction of similar arrangements for recording gifts and hospitality following the General Purposes Committee of Aldermen's deliberations.

6. REPORT OF ACTION TAKEN SINCE THE LAST MEETING

The Committee received a report of the Town Clerk relative to the details of three decisions that were taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Standards Committee, since the Committee's meeting on 16th May 2014.

Members' noted that, in accordance with Standing Order 41(b), decisions had been taken in respect of revisions to the Members' Code of Conduct (9th July

2014 and 6th October 2014) and the recommended appointment of two Co-opted Members (1st September 2014).

The Chairman advised the Committee that, as a result of his acquaintance with Mr Greenburgh and Mr Large, the approval in respect of the appointment of two Co-opted Members was made by the Town Clerk in consultation with the Deputy Chairman and Alderman Malins.

Resolved:- That the report be noted.

7. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

A query was raised in respect of the last meeting of the Dispensations Sub-Committee on 23rd September 2014 and it was noted that the minutes of that meeting should have been submitted for consideration. The minutes would be considered at the next meeting of the Standards Committee. A further query was raised regarding consistency in how dispensations were granted and it was suggested that some guidance should be developed for Members of the Committee.

Resolved:- That-

(i) the minutes of the last meeting of the Dispensations Sub-Committee held on 23rd September 2014 be submitted to the next meeting of the Standards Committee for information; and

(ii) a report be submitted to the next meeting of the Standards Committee setting out guidance in respect of the issuing of dispensations in a consistent manner.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

The meeting adjourned at 2.56pm and reconvened at 3.11pm.

The meeting ended at 3.14 pm

Chairman

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DISPENSATIONS SUB (STANDARDS) COMMITTEE

Tuesday, 23 September 2014

Minutes of the meeting of the Dispensations Sub (Standards) Committee held at the Guildhall EC2 at 8.45am

Present

Members:

Judith Barnes (Co-opted Member)
Nigel Challis

Michael Hudson
Deputy Alastair King

Officers:

Michael Cogher
Lorraine Brook
Gregory Moore

Comptroller and City Solicitor
Town Clerk's Department
Town Clerk's Department

1. APOLOGIES

There were none.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3. ELECTION OF A CHAIRMAN

The Committee proceeded to elect a Chairman for the meeting in accordance with Standing Order No. 29. Nigel Challis, being the only Member expressing a willingness to serve, was duly elected and took the Chair.

RESOLVED: That Nigel Challis be elected as Chairman for the meeting of the Dispensations Sub Committee.

4. REQUEST FOR A DISPENSATION

The Sub Committee considered a written request for a dispensation from Ms Ann Holmes, a Common Councilman for the Ward of Farringdon Within.

It was noted that the request for a dispensation under Section 33 (2) of the Localism Act 2011 concerned Ms Holmes' disclosable pecuniary interest as the owner of a property within the Ward which was affected by the ongoing Bart's Square property development. Ms Holmes' request to the Sub Committee, to participate in any discussion and vote on matters relating the Bart's Square development and any other planning developments taking place within the Ward of Farringdon Within, was based on the following grounds:-

(i) that the dispensation was in the interests of persons living (or in the City's case, living or working) in the authority's area; and/or

(ii) that it is otherwise appropriate to grant a dispensation.

It was noted that Ms Holmes had submitted the request with a particular view to speaking at a meeting of the Planning & Transportation Committee taking place on 23 September 2014. However, she was also seeking a more general dispensation to cover the period up to the next Ward elections in 2017, to cover both speaking and voting at relevant meetings.

Following confirmation from the Comptroller & City Solicitor regarding the grounds on which a dispensation could be granted, the Sub Committee considered the request. The Sub Committee felt that the various elements of the request would be best considered separately, first considering the request to speak at meetings of the Planning & Transportation Committee as a non-voting attendee, rather than as an elected Member of the Committee.

Members noted that Ms Holmes had campaigned for election partly on the basis of representing the residents of her Ward on local planning issues, particularly the Bart's Square development. It was clarified that the Bart's Square development was substantial and affected a large section of the Ward, and that planning permission had already been granted for the project. Given the scale of the development and the fact that the Planning & Transportation Committee had a clear Protocol with which she would be obliged to comply, Members felt comfortable in granting a dispensation on this basis. It was noted that any member of the public would have such a right, and therefore to prohibit Ms Holmes from speaking would inappropriately disadvantage her. Further, given the robustness of the Planning Protocol in providing guidance on such issues, the Sub Committee was comfortable in extending the dispensation to cover all planning developments within Farringdon Within, provided she declared her interest before speaking on each occasion and remained at all times compliant with the rules governing the Planning & Transportation Committee.

The Sub Committee noted that on occasion planning matters were discussed at other Committees, for instance Property Investment Board, Policy & Resources Committee and The Court of Common Council. As such, it was agreed that any dispensation would be confined to the Planning & Transportation Committee.

Second, the Sub Committee turned to the matter of Ms Holmes being able to vote and speak should she become a Member of the Planning & Transportation Committee in due course. Given the nature of the Committee it was clear that to permit voting rights would not be acceptable; the Planning & Transportation Committee's own Protocol also made clear that Members of the Committee with such interests were able to speak on such matters, but were obliged to leave the room after making their statement so as not to influence debate. Therefore, whilst Ms Holmes would be permitted to speak on such matters as a Member of the Committee, and in line with that Committee's Protocol, she would not be entitled to vote and a dispensation could not be granted to her on that basis.

It was therefore agreed that a dispensation be granted to Ms Holmes to speak at Planning & Transportation Committee meetings on planning matters affecting

the Ward of Farringdon Within, including the Bart's Square development, subject to the Planning Protocol and the rules of the Planning & Transportation Committee which they might impose.

RESOLVED: That the request of Ms Ann Holmes for a dispensation under Section 33 (2) of the Localism Act 2011 in relation to her disclosable pecuniary interest be approved on the following terms:

- A dispensation be granted until the Ward Elections of 2017 for permission to speak at meetings of the Planning & Transportation Committee concerning planning developments in the Ward of Farringdon Within, in accordance with the Planning Protocol and the rules of the Planning & Transportation Committee; and
 - The request for a dispensation to vote on such matters, should she be elected as a Member of the Planning & Transportation Committee, be refused.
-
- **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no urgent items.

The meeting closed at 9.15 am

Chairman

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Committee(s)	Dated:
General Purposes Committee of Aldermen – For Decision Standards Committee- For endorsement	10 th February 2015
Subject: Report on the Declaration of Gifts and Hospitality in relation to the Special Provision made for the Lord Mayor as a Ceremonial Office Holder	Public
Report of: The Private Secretary & Chief of Staff	

Summary

This report details the 'special provision' which will be applied to the declarations of gifts and hospitality for the Lord Mayor as a ceremonial office holder. The recommended approach aims to satisfy the requirements of the greater transparency agenda whilst acknowledging the diplomatic, political and commercial sensitivities which the Lord Mayor would encounter as part of his or her Mayoralty.

Proposals for both the declaration of gifts and for hospitality are detailed separately within the report.

Recommendation

Members are asked to endorse the proposal to be forwarded to the Standards Committee.

Main Report

Background

1. As a result of the Standards Committee meeting on 28th November 2014, attended by the Chairman of the General Purposes Committee and the Private Secretary, this paper details the options for the declaration of gifts and hospitality, received by the Lord Mayor of the day, broadly in accordance with the conclusions of that Committee.
2. The members of the Standards Committee felt that the interests of transparency would be best served by reports of the Lord Mayor's receipt of gifts and hospitality being publicly registered.

Current Position

Gifts

Background

3. At the Standards Committee meeting, the Chairman stressed that the different roles and different funding arrangements had to be taken into account in relation to the declaration of gifts received by the Lord Mayor. Alderman Sir David Wootton explained that gifts received by the Lord Mayor were largely gifts of diplomatic, political or commercial courtesy; the protocol for giving and receiving such gifts was clear about what was appropriate and could not therefore be avoided. The current process of logging and retention was also detailed to the Committee. Sir David explained that to adopt precisely the same approach as individual member declarations could cause diplomatic problems if a valuation was attributed to an item, and especially if it was inadvertently undervalued and if that were publicly stated. Similar problems arise if it was publicly stated whether or not a gift had been retained by the Lord Mayor.

Proposal

4. The Chairman suggested that the best option would be to disclose all received gifts but not to indicate on the register whether they had been retained, thus ensuring transparency but also affording some protection diplomatically. Detail of whether the items had been retained by the Lord Mayor or sent to the London Metropolitan Archives would, however, be recorded by Mansion House as now and made available to the Chairman of the Standards Committee on request as a non-public paper. A link from the incumbent's webpage – where his or her individual register was published – could take the user to 'The Lord Mayor's register' to ensure that all Members were treated in the same manner. Likewise, a similar arrangement could be introduced for other ceremonial office holders such as the Sheriffs and the Chief Commoner.
5. The proposal would mean:
 - All gifts received by the Lord Mayor would be declared, regardless of whether they were under the £100 value – to avoid a potential form of offence and wasted time in valuing items to see if they should be listed.
 - No value will be attributed to the declared gift nor would it be stated whether it had been retained or passed to the LMA.
 - Only a very brief description of the gift would be given but the donor would be named.
 - This information would be made available to the public on the Members' declarations page on the CoLC website.
6. It is the responsibility of the Lord Mayor of the day to ensure that all gifts received are declared to officers and that the list is comprehensive. It is recommended that this approach should apply to the Lady Mayoress and, subject to further consultation, to the Sheriffs and other ceremonial offices.

Hospitality

Background

7. Under the terms agreed by the Court of Common Council, 'special provision' would be given to the ceremonial office holders, such as the Lord Mayor. On this basis, when appearing before the Committee the Private Secretary suggested that a quarterly list could be produced on a retrospective basis, identifying simply the total number of events attended but reporting, by exception, where hospitality had been provided by an organisation /individual on multiple occasions. However, the Committee strongly believed that fuller disclosure was required, with exception being made for events which might have a diplomatically, politically or commercially sensitive aspect.

Proposal

8. It should be noted, that under the proposed new guidance Members are expected to declare hospitality of a value of £100 or more and/or instances of hospitality with a cumulative value of £200 or more when received from a single donor within a rolling twelve month period. In view of this, it is proposed that the same requirements and thresholds would apply to the office of Lord Mayor in declaring hospitality. Again, it was acknowledged by the Standards Committee that there may be instances where it would be diplomatically, politically or commercially inappropriate to declare hospitality, and as such it should not be reported publicly but this would be expected to happen rarely. Such hospitality would, however, be recorded by Mansion House and made available to the Chairman of the Standards Committee, on request, as a non-public paper.
9. Overseas hospitality which pertains to a commercially sensitive or to a diplomatic, political or commercial nature would not necessarily need to be declared in full but a brief summary of the events programme would be made available as an Annex to the submission – via a web-link to the usual Court of Common Council papers.
10. The list of hospitality received would be presented on a quarterly basis and would fall outside the individual declarations required to be made within 28 days.
11. It is recommended that this approach should apply to the Lady Mayoress and, subject to further consultation, to the Sheriffs and other ceremonial offices.

Corporate & Strategic Implications

12. It is hoped that such an approach would meet the objectives of the Standards Committee in seeking greater transparency, whilst also acknowledging the diplomatic, political and commercial sensitivities which the Lord Mayor would

encounter in his or her capacity as ambassador for UK financial and professional services.

Other Implications

13. The new requirements will have an implication for person hours and resources at Mansion House. The Lord Mayor would also be required to allocate time to reviewing the lists, with the assistance of officers, prior to publication.
14. There is the potential for greater media scrutiny which may naturally result from publication of such lists.

Conclusion

15. The proposals detailed above aim to assist in the improvement in transparency which the Standards Committee is seeking across the City of London Corporation, whilst acknowledging the diplomatic, political and commercial sensitivities which any Lord Mayor encounters. The solution offered forms a 'special provision' conferred by the Court of Common Council but also enables the members of the Standards Committee to have access to the fuller details of all the declarations.

Appendices

16. Appendix 1 – Resolution of the Standards Committee to the General Purposes Committee of Aldermen (28/11/14).

Background Papers

17. Standards Committee Minutes (28/11/14).

William Chapman

Private Secretary and Chief of Staff to the Lord Mayor

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Committee(s)	Dated:
Standards Committee	20 th February 2015
Subject: Report – Annual Update to Members’ Declarations	Public
Report of: The Town Clerk	For Information

Summary

This report provides Members with an overview of the annual update to the Members’ Declarations which took place in December 2014 following the introduction of new requirements in the Members’ Code of Conduct. As the new requirements, principally the registration and declaration of a range of non-pecuniary interests, took effect from 1st January 2015, the annual reminder to all Members and Co-opted Members to review and update their Members’ Declaration form was postponed until such time that the revised Code of Conduct was approved by the Court of Common Council. Following the Court’s consent to the Code of Conduct on 16th October 2014, revised guidance was thereafter approved by the Standards Committee and the annual reminder process commenced in early December 2014.

Each of the City of London Corporation’s elected Members and Co-opted Members were contacted in writing in December 2014 with a request that they review their existing Members’ Declaration and, having familiarised themselves with the revised Code of Conduct and the appropriately revised guidance, submit any amendments to the Town Clerk’s Department by no later than 1st January 2015 when the new requirements came into effect.

This report sets out the background to the annual reminder process in 2014 and the outcome of the exercise.

Recommendation

Members are asked to note the report and to consider any further steps it considers necessary to ensure compliance with the Code of Conduct.

Main Report

Background

1. It is customary for an annual reminder to be sent to Members about the importance of maintaining an up-to-date Members’ Declaration. In light of the Standards Committee’s review of the Members’ Code of Conduct over the past 18 months, which ultimately resulted in the introduction of a new Members’ Code of Conduct on 16th October 2014, an annual reminder to all Members has not been circulated since August 2013.

2. In accordance with good practice, the annual reminder would normally be circulated towards the start of each new municipal year and now that the City of London Corporation's arrangements are clear and appropriate guidance has been developed to assist Members in respect of their statutory and non-pecuniary interests, an annual reminder will be circulated every April (or following the Ward elections) henceforth.
3. All elected Members and Co-opted Members who serve on the City Corporation's committees and sub-committees were contacted in writing and email on 3rd December 2014 and advised about the new requirements under the Code of Conduct, specifically the introduction of a number of categories of non-pecuniary interests. Following the Committee's approval of revised guidance for Members on 8th December 2014, under urgency procedures in accordance with Standing Order 41(b), this was sent to all Members and Co-opted Members for information along with a copy of their existing Members' Declaration and a new form to enable people to register their non-pecuniary interests by category.
4. The new requirements came into effect as of 1st January 2015 and therefore all Members and Co-opted Members were asked to respond before this date either in writing or email. Where no amendments were required to the existing Members' Declaration and no non-pecuniary interests required registration, Members and Co-opted Members were advised that they did not need to respond.

Current Position

5. In advance of the 1st January 2015 implementation date, a list of Members and a list of Co-opted Members was compiled and every time a response has been received, this has been logged. Where amendments have been highlighted, either in hard-copy or via email, these have been updated on the committee management system which enables, in the case of elected Members, the changes to be visible to the public straight away via their Members' webpage.
6. On 28th January 2015 a reminder email was sent to those elected Members that had not submitted any updates to their Members' Declaration or confirmed that no non-pecuniary interests required registration. A new Members' Declaration form and a non-pecuniary interests form were again circulated via email.
7. As at 11th January 2015, 106 elected Members have responded to the annual reminder and all updates have been made to the on-line register of interest webpages. Copies of the updated Members' Declarations are appended in a separately bound volume (Appendix 1). A list of Members, and confirmation of their annual update status, is attached at Appendix 2.
8. With regards to the Co-opted Members, all updated forms that have been received are retained on file in the Town Clerk's Department.

Moving Forward

9. As and when updates are required, including the registration of gifts and hospitality, the changes will be effected immediately so that the on-line declarations remain up to date for all elected Members. Any updates in respect of the Co-opted Members will be retained on file within the Town Clerk's Department.
10. A significant number of queries have been received since the annual update reminder process commenced, specifically in respect of the new non-pecuniary requirements. It is anticipated that as Members and Co-opted Members become more familiar with the requirements of the Code of Conduct over the coming months, the annual reminder process will be less complex.
11. It is proposed that the annual reminder to Members take place each year following the start of the new municipal year, or after the Ward Elections. This will complement a more significant exercise of informing Members about the requirements of the Code of Conduct following Ward Elections, the next being in 2017. Member Development sessions regarding the Code of Conduct, good governance and lawful decision-making, as part of the formal Member Development offer to Members, will continue to take place on a rolling basis.

Corporate & Strategic Implications

12. The annual reminder to review and update Members' declarations satisfies the objectives of the Standards Committee in seeking greater transparency about the City of London Corporation's governance framework and those involved in decision-making processes.

Other Implications

13. The annual reminder process has required a significant amount of resources, including officer time, to ensure that all Members and Co-opted Members are aware of the requirements of the Code of Conduct, including the new non-pecuniary requirements; and all updates have been entered onto the committee management system and published on-line in a timely manner.

Conclusion

14. The annual reminder process is an important exercise to maximise transparency of the City of London Corporation's decision-making processes and those who serve on the City Corporation's committees and sub-committees.

Appendices

Appendix 1 - Copies of the updated Members' Declarations are appended in a separately bound volume.

Appendix 2 - List of Members and confirmation of their annual update status.

Background Papers

Members' Code of Conduct (as agreed on 16th October 2014)

Lorraine Brook

Town Clerk's Department

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APPENDIX 2

Members	Letters, Guidance, ROI Sent	Register of Interest Returned	Follow Up Date	Date update live	Comment
Abrahams, George Christopher	3rd December 2014	30th January 2015	28th January 2015	N/A	No changes.
Absalom, John David Deputy	3rd December 2014	4th February 2015	28th January 2015	4th February 2015	Changes made PS.
Anderson, Keith Randall	3rd December 2014	15th December 2014	N/A	15th December 2014	Changes made.
Anstee, Nicholas (Alderman)	3rd December 2014	29th January 2015	28th January 2015	30th January 2015	Changes made. DA
Ayers, Edwin Kenneth Deputy	3rd December 2014		28th January 2015		
Bain-Stewart, Alex	3rd December 2014		28th January 2015		
Barker, Alfred John Deputy	3rd December 2014		28th January 2015		
Barrow, Douglas Deputy	3rd December 2014	5th December 2014	N/A	8th December 2014	Changes made.
Bear, David Michael, Sir (Alderman)	3rd December 2014	28th January 2015	28th January 2015	29th January 2015	Changes made. KO
Bennett, John Deputy (Chief Commoner)	3rd December 2014	28th January 2015	N/A	28th January 2015	Changes made. Non-pecuniary updated on 03/02/14 ND.
Bensted-Smith, Michael Nicholas	3rd December 2014	16th December 2014	N/A	16th December 2014	Changes made.
Boden, Paul Christopher	3rd December 2014	11th December 2014	N/A	11th December 2014	Changes made.
Boleat, Mark	3rd December 2014	19th December 2014	N/A	19th December 2014	Changes made.
Bowman, Charles (Alderman)	3rd December 2014	25th January 2015	N/A	26th January 2015	Changes made. LB
Bracegirdle, John David	3rd December 2014	11th December 2014	N/A	N/A	No changes required.
Campbell-Taylor, Goodacre William	3rd December 2014	28th January 2015	28th January 2015	29th January 2015	Changes required. LB
Cassidy, Michael John Deputy	3rd December 2014	4th December 2014	N/A	4th December 2014	Changes made.
Chadwick, Holden Arthur Roger	3rd December 2014		28th January 2015		
Challis, Kenneth Nigel	3rd December 2014	29th January 2015	28th January 2015	30th January 2015	Changes made. PS
Chapman, Douglas John	3rd December 2014	5th December 2014	N/A	8th December 2014	Changes made.
Colthurst, Almroth Nicholas Henry	3rd December 2014	16th December 2014	N/A	16th December 2014	Changes made.
Cotgrove, Dennis	3rd December 2014	11th December 2014	N/A	11th December 2014	Changes made.
Deane, Cameron John Alexander Deputy	3rd December 2014	9th December 2014	N/A	10th December 2014	Changes made.
Dostalova, Karina	3rd December 2014		28th January 2015		
Dove, Harry William Deputy	3rd December 2014	11th December 2014	N/A	11th December 2014	Changes made.
Duckworth, D'Olier Simon	3rd December 2014	28th January 2015	N/A	29th January 2015	Changes made. PS
Dudley, Raymond Martin Dr. Revd	3rd December 2014		28th January 2015		
Dunphy, Gerard Peter	3rd December 2014	8th December 2014	N/A	8th December 2014	Changes made.
Edhem, Emma	3rd December 2014		28th January 2015		
Eskenzi, Noel Anthony Deputy	3rd December 2014	28th January 2015	28th January 2015	N/A	No changes required.
Estlin, Peter (Alderman)	3rd December 2014	8th December 2014	N/A	10th December 2014	Changes made.
Evans, Richard Jeffery (Alderman)	3rd December 2014		28th January 2015		
Everett, Malcolm Kevin	3rd December 2014	19th December 2014	N/A	19th December 2014	Changes made.
Fernandes, Anne Sophie	3rd December 2014	11th February 2015	28th January 2015	11th February 2015	Changes made.
Fletcher, William John	3rd December 2014	4th December 2014	N/A	N/A	No chages required.
Fraser, Barrie William	3rd December 2014	4th December 2014	N/A	N/A	No changes required.
Fraser, John Stuart	3rd December 2014		28th January 2015		Forms re-sent on 06/02/15
Fredericks, Bernadette Marianne	3rd December 2014	28th January 2015	29th January 2015	29th January 2015	Changes made. DA
Frew, Lucy	3rd December 2014	16th December 2014	N/A	16th December 2014	Changes made.
Garbutt, John (Alderman)	3rd December 2014	19th December 2014	N/A	19th December 2014	Changes made.
Gifford, Roger Sir (Alderman)	3rd December 2014	11th February 2015	28th January 2015	11th February 2015	Changes made.
Gillon, Flemington Marr George	3rd December 2014	11th December 2014	N/A	11th December 2014	Changes made.
Ginsburg, Stanley Deputy	3rd December 2014		28th January 2015		
Gowman, Alison (Alderman)	3rd December 2014	18th December 2014	N/A	18th December 2014	Changes made.
Graves, Andrew David (Alderman)	3rd December 2014	9th January 2015	N/A	12th January 2015	Changes made. KO
Hailes, Russell Timothy (Alderman)	3rd December 2014	8th December 2014	N/A	8th December 2014	Changes made.
Haines, Warwick Gordon (Alderman)	3rd December 2014	19th December 2014	N/A	19th December 2014	No chnages required.
Haines, Decatur Stephen, Revd. Deputy	3rd December 2014	8th December 2014	N/A	N/A	No changes required.
Harris, Nicholas Brain	3rd December 2014	6th January 2015	N/A	6th January 2015	Changes required. KO
Hayward, Michael Christopher	3rd December 2014	6th January 2015	N/A	6th January 2015	Chnages required. KO
Hewitt, Peter (Alderman)	3rd December 2014	23rd December 2014	N/A	23rd December 2014	Changes made.
Hoffman, Tom	3rd December 2014	22nd December 2014	N/A	22nd December 2014	Changes made. PS
Holmes, Ann	3rd December 2014	5th December 2014	N/A	16th December 2014	Changes made.
Howard, David Sir (Alderman)	3rd December 2014	22nd December 2014	N/A	22nd December 2014	Changes made.

Howard, Seymour Picton Robert Deputy	3rd December 2014	24th December 2014	N/A	5th January 2015	Changes made. PS
Hudson, Michael	3rd December 2014	18th December 2014	N/A	18th December 2014	PS. Changes made.
Hyde, Wendy	3rd December 2014	23rd December 2014	N/A	23rd December 2014	Changes made. JM
Ingham- Clark, James	3rd December 2014	5th January 2015	N/A	5th January 2015	Changes made.
James, Clare	3rd December 2014	4th December 2014	N/A	8th December 2014	Changes made.
Jones, Michael Llewellyn Henry Deputy	3rd December 2014	29th January 2015	28th January 2015	29th January 2015	Changes made. DA
Jones, Percy Gregory	3rd December 2014	3rd February 2015	28th January 2015	3rd February 2015	Changes made ND.
Judge, Paul Sir Sherriff (Alderman)	3rd December 2014	28th January 2015	28th January 2015	29th January 2015	Changes made.
Keaveny, Thomas Vincent (Alderman)	3rd December 2014	11th December 2014	N/A	12th December 2014	Changes made. LB
King, Naisbitt John Alastair Deputy	3rd December 2014	11th February 2015	28th January 2015	11th February 2015	Changes made.
Knowles, Keith Stanley Deputy	3rd December 2014	5th December 2014	N/A	9th December 2014	Changes made.
Lawrence, Alfred Gregory	3rd December 2014	16th December 2014	N/A	16th December 2014	No changes required. LB
Littlechild, Vivienne	3rd December 2014		28th January 2015		
Lodge, Wynlayne Arthur Oliver	3rd December 2014	18th December 2014	N/A	18th December 2014	Changes made.
Lord, Edward Charles	3rd December 2014	4th December 2014	N/A	4th December 2014	Changes made.
Luder, David Ian (Alderman)	3rd December 2014	12th December 2014	N/A	12th December 2014	Changes made by KO.
Lumley, Penton Stuart John	3rd December 2014	29th January 2015	28th January 2015	29th January 2015	Changes made. DA
Mainelli, Raymond Michael (Alderman)	3rd December 2014	11th December 2014	N/A	11th December 2014	Changes made.
Maling, Henry Julian (Alderman)	3rd December 2014	23rd January 2015	N/A	23rd January 2015	Changes made CB.
Marinelli, Nicholas Paul	3rd December 2014	10th January 2015	N/A	12th January 2015	Changes made. LB
Mayhew, Paul Jeremy	3rd December 2014	16th December 2014	N/A	16th December 2014	Changes made.
McGinness, Catherine Deputy	3rd December 2014	22nd December 2014	N/A	22nd December 2014	Changes made.
McMurtree, Stratton Andrew	3rd December 2014	16th December 2014	N/A	16th December 2014	Changes made.
Mead Wendy	3rd December 2014	4th December 2014	N/A	4th December 2014	Changes made.
Merrett, Allan Robert	3rd December 2014	10th December 2014	N/A	10th December 2014	Chnages made.
Mooney, Francis Desmond Brian	3rd December 2014	4th December	N/A	N/A	No update required
Moore Wynford Gareth	3rd December 2014	3rd December 2014	N/A	8th December 2014	Changes made.
Morris, Fenton Hugh	3rd December 2014	8th December 2014	N/A	N/A	No update required.
Moss, Michael Alastair Deputy	3rd December 2014		28th January 2015		
Moys, Doreen Sylvia	3rd December 2014	3rd February 2015	28th January 2015	3rd February 2015	Changes made ND.
Nash, Caruthers Joyce Deputy	3rd December 2014	4th December 2014	N/A	N/A	No update required
Newman, Patricia Barbara	3rd December 2014	19th December 2014	N/A	19th December 2014	Changes made. PS
Owen-Ward, Richard John Deputy	3rd December 2014		28th January 2015		
Packham, David Graham	3rd December 2014	13th January 2015	N/A	13th January 2015	Changes made. LB
Parmley, Charles Andrew. Dr (Alderman)	3rd December 2014	11th December 2014	N/A	11th December 2014	Changes made.
Patel Dhruv	3rd December 2014	17th December 2014	N/A	18th December 2014	DA. Changes made.
Pembroke, Francescia Marjorie Ann	3rd December 2014	22nd December 2014	N/A	22nd December 2014	Changes made. PS
Pleasance, Lindsay Judith	3rd December 2014		28th January 2015		
Pollard, George Henry James Deputy	3rd December 2014	11th December 2014	N/A	11th December 2014	Changes made.
Price, Louisa Charlotte Emma	3rd December 2014	28th January 2015	28th January 2015	N/A	No changes required.
Priest, Sofia Johanna Henrika	3rd December 2014	14th January 2014	N/A	14th January 2014	Changes made. PS
Pulman, George Albert Gerald Deputy	3rd December 2014		28th January 2015		Spoke on the phone on 18th December- clarification sought.
Punter, Chris	3rd December 2014	16th December 2014	N/A	16th December 2014	Changes made.
Quilter, Douglas Stephen	3rd December 2014		28th January 2015		
Scotland, Patricia (Alderman)	Sent our post-election	22nd January 2015	N/A	23rd January 2015	New form.
Regan, David Richard Deputy	3rd December 2014		28th January 2015		
Regis Delis	3rd December 2014	23rd December 2014	N/A	24th December 2014	Changes not required.PS
Richardson, McCloud Fox Adam	3rd December 2014		28th January 2015		
Richardson Matthew (Alderman)	3rd December 2014	9th January 2015	N/A	12th January 2015	Changes made. KO
Rogula Elizabeth	3rd December 2014	18th December 2014	N/A	18th December 2014	Changes made. PS
Rounding Virginia	3rd December 2014	16th December 2014	N/A	16th December 2014	Changes made. LB
Russell, Bowater Anthony William (Alderman)	3rd December 2014	15th December 2014	n/A	16th December 2014	Changes made.
Scott, Stewart George John	3rd December 2014	4th December 2014	N/A	4th December 2014	Changes made
Seaton, Norman Christopher Ian	3rd December 2014	22nd December 2014	N/A	23rd December 2014	Changes made. PS
Shilson, Evelyn Robert Giles Deputy	3rd December 2014	19th January 2015	N/A	21st January 2015	Changes made. KO
Simons, Lewis Jeremy	3rd December 2014	4th December 2014	N/A	4th December 2014	Changes made
Sleigh, Tom	3rd December 2014	18th December 2014	N/A	18th December 2014	Changes made.
Smith, Martyn Graeme	3rd December 2014	7th December 2014	N/A	8th December 2014	Changes made.

Snyder, Michael Sir	3rd December 2014	11th December 2014	N/A	12th December 2014	Changes made.
Starling, Mary Angela	3rd December 2014	10th December 2014	N/A	N/A	No changes required.
Streeter, Thomas Patrick	3rd December 2014	5th December 2014	N/A	8th December 2014	Changes made.
Thompson, James David	3rd December 2014	N/A	28th January 2015	28th January 2015	No chnages required.
Thomson, Douglas Michael James Deputy	3rd December 2014	23rd December 2014	N/A	23rd December 2014	Changes made. PS
Tomlinson, John Deputy	3rd December 2014		28th January 2015		
Tumbridge Richard, James	3rd December 2014	10th December 2014	N/A	11th December 2014	Changes made.
Welbank, Michael Deputy	3rd December 2014	28th January 2015	29th January 2015	29th January 2015	Changes made.
Wheatley, Delano Henry Peter Raymond Mark	3rd December 2014	11th December 2014	N/A	12th December 2014	Changes made. LB
Woodhouse, Philip	3rd December 2014	8th January 2015	N/A	8th January 2015	No chnages.
Woolf, Fiona (Alderman)	3rd December 2014	15th December 2014	N/A	16th december 2014	Changes made. JD
Wootton, Hugh David Sir (Alderman)	3rd December 2014	19th December 2014	N/A	19th December 2014	Changes made. CB
Yarrow, Drake Colin Alan (Alderman)	3rd December 2014	22nd December 2014	N/A	22nd December 2014	Changes made.

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Committee: Standards Committee	Date: 20th February 2015
Subject: Standards Committee – Terms of Reference and Frequency of meetings	Public
Report of: Town Clerk	For Information
<u>Summary</u>	
<ol style="list-style-type: none"> 1. The purpose of this report is for the Standards Committee to consider its Terms of Reference, the terms of reference of its sub committees and its frequency of meetings, ahead of submission of the White Paper to the Court of Common Council on 23rd April 2015. The Committee is also asked to receive meeting dates for the remainder of 2015 and 2016. 2. Details of the composition of the Standards Committee and its terms of reference are set out below. 	
<u>Recommendations</u>	
<ol style="list-style-type: none"> 3. It is recommended that:- <ol style="list-style-type: none"> (a) Members consider the Standards Committee’s Terms of Reference (Appendix 1); (b) Members consider the frequency of the Committee’s meetings; and (c) Members note the scheduled meeting dates for the remainder of 2015 and 2016. 	

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 is also asked to note the frequency of its meetings and the meeting dates scheduled for the remainder of 2015 and 2016, as set out in paragraph 15.

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 1st May 2014 are set out at **Appendix 1**. Subject to any views of the Committee, the Terms of Reference will be submitted to the Court of Common Council for approval on 23rd April 2015 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 1st May 2014 is:-
 - one Alderman appointed by the Court of Aldermen
 - seven Members 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 two terms or a maximum of eight years in total.
9. Three independent persons are also appointed pursuant to the Localism Act 2011. As in previous years, it is proposed that Independent Persons be invited to attend all future meetings of the Committee (in an observer capacity).
10. The quorum consists of three Members, at least one of whom must be a non-Common Council Member.

Standards Committee – 2013/2014 Membership

11. The Standard's Committee's membership in 2014/2015, as agreed by the Court of Common Council at its meeting on 1st May 2014, was as follows:-

Alderman

Alderman Julian Malins Q.C.

Common Councilmen

Nigel Kenneth Challis (*for three years*)

Michael Hudson (*for two years*)

Deputy Alistair John Naisbitt King

Oliver Arthur Wynlayne Lodge, T.D.

Charles Edward Lord, OBE, JP

Virginia Rounding

Thomas Charles Christopher Sleight

Non-Common Council Members

Judith Barnes (appointed for a four year term expiring in December 2017)

Felicity Lusk (appointed for a four year term expiring in December 2017)

Mark Greenburgh and Dan Large were subsequently appointed in October 2014 as Co-opted Members of the Committee for four year terms to expire in October 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 the remainder of 2015 and 2016:
 - Friday, 15th May 2015 (11.30am)
 - Friday, 2nd October 2015 (11.30am)
 - Friday, 29th January 2016 (11.30am)
 - Friday, 13th May 2016 (11.30am)
 - Friday, 7th October 2016 (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 (Dispensations and Assessment) are required, these will be scheduled on an ad hoc basis throughout the year.

Standards Committee – 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 has established three separate Sub-Committees for the different stages of the complaints process, being Assessment, Hearing and Appeal Sub-Committees. The terms of reference for each of the sub committees are set out at **Appendix 2**.

Recommendations

20. Members are asked to:
- (a) consider the Standards Committee's Terms of Reference (Appendix 1);
 - (b) consider the frequency of the Committee's meetings; and
 - (c) note the scheduled meeting dates for 2015/16.

Background Papers:-

- Appointment of Members on Committees Court report (White Paper), May 2014.
- "How complaints submitted to the City of London's Standards Committee will be dealt with." (November 2012).

Appendices:-

- **Appendix 1** – Standards Committee's Terms of Reference, as approved by the Court of Common Council on 1st May 2014.

- **Appendix 2** - The terms of reference for the Standards Committee's sub committees: Assessment, Hearing and Appeal Sub Committees.

Contact:

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Standards Committee – Terms of Reference

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

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Standards Committee – Sub-Committees’ Terms of Reference

Assessment Sub Committee

- a) The Assessment Sub-Committee is established to receive and assess allegations that a Member or Co-opted Member of the City has failed, or may have failed, to comply with the Code of Conduct.
- b) Upon receipt of each allegation and any accompanying report by the Monitoring Officer, the Sub-Committee will make an initial assessment of the allegation and will then do one of the following:-
 - (i) refer the allegation to the Monitoring Officer, with an instruction that s/he arrange a formal investigation of the allegation; or
 - (ii) direct the Monitoring Officer to arrange training, conciliation or other appropriate alternative steps; or
 - (iii) decide that no action should be taken in respect of the allegation.

Hearing Sub Committee

- a) To hear and determine any allegation that a Member has failed, or may have failed, to comply with the Code of Conduct for Members;
- b) Following the hearing, to make one of the following findings:-
 - (i) that the subject Member has not failed to comply with the Code of Conduct;
 - (ii) that the subject Member has failed to comply with the Code of Conduct but that no action needs to be taken in respect of the matters considered at the hearing;
 - (iii) that the subject Member has failed to comply with the Code of Conduct and that a sanction should be imposed.
- c) If the Sub-Committee makes a finding under paragraph b) (iii), it may impose any one of or any combination of sanctions that are available:

If the Hearing Sub-Committee finds that a subject Member has failed to follow the Code of Conduct and that they should be sanctioned, it may impose any one or a combination of the following:-

- censure of that Member;
- withdrawal of City hospitality for an appropriate period;
- removal of that Member from a particular committee or committees.

The option of removal from a particular committee or committees includes sub-committees. The Hearing Sub-Committee will make a recommendation to the relevant appointing body in each case.

The Hearing Sub-Committee has no power to impose any alternative sanctions, although the willingness of a member to co-operate in the matters listed below may have a bearing on any sanction that is imposed:-

- that the Member submits a written apology in a form specified by the Hearing Sub-Committee;
- that the Member undertakes such training as the Hearing Sub-Committee specifies;
- that the Member participates in such conciliation as the Hearing Sub-Committee specifies.

Appeal Sub Committee

Appeal process

If a Member is aggrieved by a decision of the Hearing Sub-Committee to impose one or more sanctions against him/her, either because he/she does not accept that he/she has breached the Code of Conduct, or because he/she considers that the sanction or sanctions imposed are disproportionate, he/she is entitled to appeal to the Appeal Sub-Committee.

Any such request must be sent in writing to the clerk to the Appeal Sub-Committee and received by him/her within 21 days from the date that the subject Member is informed of the decision of the Hearing Sub-Committee. The Appeal Sub-Committee will normally complete its review of the decision within an average of 30 working days following receipt of the request.

Appeal Sub Committee Terms of reference

- a) To determine any appeal from a Member in relation to a finding of the Hearing Sub-Committee that they have breached the Code of Conduct and/or in relation to the sanction imposed, in accordance with paragraph b);
- b) Having due regard to the decision of the Hearing Sub-Committee, to substitute any alternative decision for that decision that the Appeal Sub-Committee considers is appropriate, being a decision that the Hearing Sub-Committee had the power to make.

Committee(s)	Dated:
Standards Committee	20 th February 2015
Subject: Report – Dispensations arrangements	Public
Joint Report of: The Town Clerk and the Comptroller & City solicitor	For Information

Summary

This report details the current arrangements in respect of the granting of Dispensations by the City of London Corporation to Members who wish to speak and/or vote on matters where they have a relevant interest in land within the City, such as housing and Council Tax issues. At the Committee's request, this report provides an overview of those dispensations that have been granted since the new Standards arrangements were introduced under the Localism Act 2011; the reasons for the requests and clarification as to why dispensations were either granted or rejected.

Those dispensations granted since November 2013 identify the grounds on which a dispensation has been requested. This is in-line with the Committee's view in June 2013, following the Ward Elections in March 2013, that greater clarification about the reason for the request should be provided by Members to enable the Dispensations Sub (Standards) Committee to take a consistent approach to the management of requests and ensure that all dispensations are relevant to an individual's situation.

The Standards Committee has expressed an intention to ensure that the Dispensations (Sub) Standards Committee considers all future requests for dispensations in a consistent manner. Members' views are therefore sought in respect of possible issues that should be taken into account by the Dispensations Sub (Standards) Committee when considering requests for dispensations, to ensure that there is a transparent and consistent approach.

Recommendation

Members are asked to note the report and comment on possible issues that should be taken into account by the Dispensations Sub (Standards) Committee when considering requests for dispensations.

Main Report

Background

1. Following the introduction of the new Standards regime in October 2012, under the provisions of the Localism Act 2011 the former general exemptions which allowed Members to vote on a number of matters in which they would otherwise have had a prejudicial interest no longer existed. Members were advised that, following a written request, a dispensation could be granted in

order to enable a Member to take part in any discussion and vote on a matter in which they had a disclosable pecuniary interest, most likely where a Member had a beneficial interest in land within the area of the City of London Corporation (housing (where the Member holds a lease or tenancy from the City as long as it didn't relate to their particular lease or tenancy); and the setting of Council Tax or a precept under the Local Government Finance Act 1992).

2. Section 33 of the Localism Act 2011 sets out the statutory provisions in relation to dispensations as follows:
 - (1) A relevant authority may, on a written request made to the proper officer of the authority by a member or co-opted member of the authority, grant a dispensation relieving the member or co-opted member from either or both of the restrictions [on speaking or voting] in cases described in the dispensation.
 - (2) A relevant authority may grant a dispensation under this section only if, after having had regard to all relevant circumstances, the authority—
 - (a) considers that without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
 - (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - (c) considers that granting the dispensation is in the interests of persons living in the authority's area,
 - (d) [n/a], or
 - (e) considers that it is otherwise appropriate to grant a dispensation.
 - (3) A dispensation under this section must specify the period for which it has effect, and the period specified may not exceed four years.
 - (4) [The restriction on speaking or voting where a member has a disclosable pecuniary interest] does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this section.
3. On 8th November 2012, following the introduction of the new Standards regime, all Members were advised in writing about the new arrangements in respect of declaring interests and invited to submit a written request for a dispensation from the Standards Committee, to allow them to speak and vote on housing and Council Tax issues where they had a relevant interest in land

within the City. Whilst guidance from the Department for Communities and Local Government (DCLG) was thereafter circulated stating that Members did not require a dispensation for Council Tax setting under the Localism Act 2011, it was agreed that as previous incarnations of the standards regime had recognised the need for a dispensation and it was not clear that the situation was any different under the new legislation, written requests for a dispensation would be considered by the Standards Committee and further requests would be invited after the Ward Elections in March 2013.

4. At the meeting of the Standards Committee on 8th February 2012, it was agreed that all dispensations would last for four years and that all newly elected Members would, after the Ward Elections, be invited to request a written dispensation within 28 days of taking office. Thereafter an annual reminder would be sent to all Members regarding updates to their Members' Declaration form and the arrangements in respect of requesting a dispensation.
5. Appendix 1 sets out the details of all the dispensations that have been approved since 8th February 2013.
6. At the meeting of the Standards Committee on 14th June 2013, following the Ward Elections and an intake of over 20 new Members, the Committee considered the introduction of suitable arrangements whereby dispensations for Members could be considered in a prompter manner and possibly at short notice. It was agreed that a standing sub committee of any three Members (voting) and one Co-opted Member be established to consider requests for dispensations. The new Dispensations Sub (Standards) Committee was thus created and it was also agreed that greater clarification should be provided to Members about when dispensations should be sought and the grounds on which Members' believed a dispensation should be granted so the Dispensations Sub Committee could ensure that there was a consistent approach to the management of requests. Clarification regarding the details of each request would, it was felt, ensure that dispensations were relevant to each individual's situation and enable the Sub Committee to make informed judgements. The terms of reference of the Dispensations Sub (Standards) Committee are attached at Appendix 2.
7. On 13th September 2013, the Standards Committee considered a joint report of the Town Clerk and the Comptroller & City Solicitor relative to the guidance that was available to Members about requests for dispensation to speak and/or vote on matters where they have a disclosable pecuniary interest. A revised form, including an area on which Members could specify if a request was urgent and if a request concerned a specific date, was approved. At that time it was also agreed that all Members should be updated on an annual basis about the granting of dispensations. The current guidance to Members and request form are attached at Appendix 3.

Current Position

Background

8. At the Standards Committee meeting on 28th November 2014, Members requested a review of the arrangements for granting dispensations. Members were keen to ensure that the Dispensations (Sub) Standards Committee considers all future requests for dispensations in a consistent manner and therefore suggested that guidance should be developed to assist the Sub Committee in reaching its decisions. Members' views are therefore sought in respect of the drafting of guidance for Sub Committee Members to ensure that there is a transparent and consistent approach to the matter of dispensations.

Proposal

9. The Committee is asked to note the current arrangements and the existing guidance that is made available to all Members of the Court of Common Council in respect of requests for dispensations (Appendix 3). The Committee is also asked to comment on possible issues that should be taken into account by the Dispensations Sub (Standards) Committee when considering requests for dispensations.

Historic dispensations

10. With regards to those dispensations that have already been granted, Members are advised that these will remain valid until their specified expiry date. Thereafter, Members' will be required to request new dispensations and provide an explanation as to why the dispensation is required, for how long and if the request is urgent.

Corporate & Strategic Implications

11. The review of the City Corporation's dispensations arrangements maximises transparency and consistency in the organisation's governance arrangements.

Conclusion

12. Members are asked to note the current arrangements and the existing guidance that is made available to all Members of the Court of Common Council in respect of requests for dispensations. The Committee is also asked to comment on on possible issues that should be taken into account by the Dispensations Sub (Standards) Committee when considering requests for dispensations.

Appendices

Appendix 1 – List of dispensations granted since 8th February 2013.

Appendix 2 - Terms of reference of the Dispensations Sub (Standards) Committee.

Appendix 3 – Current guidance to Members and dispensation request form.

Background Papers

Standards Committee minutes (08/02/13, 14/06/13, 13/09/13, 28/11/14).
Dispensations Sub (Standards) Committee minutes (11/11/13, 23/09/14).
Report- Requests for Dispensations (Standards Committee on 08/02/13).
Department for Communities and Local Government: Guidance on Openness and
Transparency on personal interests: A guide for councillors (August 2012).

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Standards Committee

List of Dispensations Requested – January 2015

Name	Granted/ Rejected	Date	Comment
Henrika Priest	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Simon Duckworth	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Angela Starling	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
John David Absalom	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Nicholas Anstee (Alderman)	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Kenneth Edwin Ayers MBE Deputy	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
John Alfred Barker OBE Deputy	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
David John Bradshaw	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Michael John Cassidy CBE Deputy	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
<i>Stephanie Ella Maureen Currie MBE Deputy</i>	Granted (Standards Committee)	08/02/13	<i>No longer on Court of Common Council</i>
<i>Martin James Day BA MSc LLM</i>	Granted (Standards Committee)	08/02/13	<i>No longer on Court of Common Council</i>
Alexander John Cameron Deane	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>

<i>Robert William Duffield BA M.litt (Oxon)</i>	Granted (Standards Committee)	08/02/13	<i>No longer on Court of Common Council</i>
John William Fletcher BSc	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Marianne Bernadette Fredericks	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Stanley Ginsburg JP Deputy	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Alison Gowman (Alderman)	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
David Andrew Graves (Alderman)	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
<i>Benjamin Robert Hadley Hall (Alderman)</i>	Granted (Standards Committee)	08/02/13	<i>No longer on Court of Common Council</i>
Alastair John Naisbitt King MSc Deputy	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
<i>Peter Leck</i>	Granted (Standards Committee)	08/02/13	<i>No longer on Court of Common Council</i>
Vivienne Littlechild JP	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Oliver Arthur Wynlayne Lodge TD BSc	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Charles Edward Lord OBE JP Deputy	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Ian David Luder JP BSC (Econ) (Alderman)	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Julian Henry Malins QC	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Jeremy Paul Mayhew MA MBA	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Catherine McGuinness MA Deputy	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Brian Desmond Francis Mooney MA	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Gareth Wynford Moore	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Joyce Caruthers Nash OBE Deputy	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Barbara Patricia Newman CBE	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>

Chris Punter	Granted	08/02/13	<i>Expire February 2017.</i>
Stephen Douglas Quilter BSc (Hons)	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Richard David Regan Deputy	Granted	08/02/13	<i>Expire February 2017.</i>
Delis Regis	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Matthew Richardson (Alderman)	Granted	08/02/13	<i>Expire February 2017.</i>
Ian Christopher Norman Seaton	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Jeremy Lewis Simons MSc	Granted	08/02/13	<i>Expire February 2017.</i>
Sir Michael Snyder Deputy	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
<i>Sir John Stuttard MA (Alderman)</i>	Granted (Standards Committee)	08/02/13	<i>No longer on Court of Common Council</i>
John Tomlinson BA MSc	(Standards Committee)	08/02/13	<i>Expire February 2017.</i>
David Hugh Wootton (Alderman)	Granted (Standards Committee)	08/02/13	<i>Expire February 2017.</i>
Randall Keith Anderson	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Jamie Ingham Clark	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Karina Dostalova	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Chris Hayward	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Ann Holmes	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Professor John Lumley	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Alistair Moss	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Graham Packham	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>

Dhruv Patel	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Judith Pleasance	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Patrick Streeter	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Mark Wheatley	Granted (Standards Committee)	14/06/13	<i>Expire March 2017.</i>
Greg Lawrence	Rejected (Dispensations Sub (Standards) Committee)	11/11/13	Request for a dispensation under Section 33 (2) of the Localism Act 2011 in relation to his disclosable pecuniary interest (Chairman of the Smithfield Markets Tenants' Association and a wholesale meat trader at Smithfield Market). The Sub-Committee determined that the blanket request would deprive the Sub Committee of the ability consider the precise circumstances in which the pecuniary interest would be engaged and the appropriateness of a dispensation in the future.
Ann Holmes	Partially granted (Dispensations Sub (Standards) Committee)	23/09/14	Request for a dispensation to participate in any discussion or vote on matters relating to the Bart's Square development and any other planning developments taking place within the ward of Farringdon Within. Ms Holmes had a disclosable pecuniary interest as an owner of a property within the Ward which was affected by the Bart's Square property development.

			<p>The request was submitted with a particular view to speaking at a meeting of the Planning & Transportation Committee on 23/09/14. However she was also seeking a more general dispensation until the Ward Elections in 2017.</p> <p>The Sub Committee approved the request on the following terms:</p> <p>(i) A dispensation be granted until the ward Elections in 2017 to speak at meetings of the Planning & Transportation Committee concerning planning developments in the ward of Farringdon Within, in accordance with the Planning Protocol and the rules of the Planning & Transportation Committee; and</p> <p>(ii) that the request for a dispensation to vote on such matters, should she be elected as a Member of the Planning & Transportation Committee, be refused.</p>

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Dispensations Sub-Committee –Terms of Reference

1. 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

2. 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

3. The Standards Committee is currently scheduled to meet 3 times per year. Where requests for a dispensation are received in advance of a scheduled meeting, these requests will be considered by the Committee.

4. 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.



**REQUEST FOR DISPENSATION –
DISPENSATIONS FOR MEMBERS TO SPEAK AND VOTE WHERE THEY
HAVE CERTAIN DISCLOSABLE PECUNIARY INTERESTS**

The new Standards regime does not replicate the former statutory exemptions which allowed Members to vote on a number of matters in which they would otherwise have had a prejudicial interest. However, the City of London Corporation may, following a written request, grant a dispensation for a Member or 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.

It is anticipated that the principal matters likely to require dispensations are those relating to the following, where a Member has a beneficial interest in land within the City:-

- Housing (where the Member holds a lease or tenancy from the City, as long as the matter does not relate to their particular lease or tenancy).

However, dispensation may be granted in relation to any matter so long as a relevant criterion is met. The criteria that are relevant to the City of London Corporation are as follows:

- 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; or
- Granting the dispensation is in the interests of persons living in the City; or
- It is otherwise appropriate to grant a dispensation.

Please provide the following information if you wish to request a dispensation to allow you to speak and/or vote on a specific matter or matters, either on a specific occasion or at any point until the next Ward elections in 2017.

The following information will be considered by the Standards Committee or its Dispensations Sub Committee.

Name: ----- Date: -----

Signed: -----

I request a dispensation to enable me to speak and/or vote* on the following matter(s):

(Please delete as applicable)*

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

Please explain which of the criteria for granting a dispensation you consider to be met, and why:

I require the dispensation for:

(i) a time limited period from/to:

(ii) for a specific meeting of:

On:

(ii) Until the Ward elections in 2017

If your request is urgent, please specify why:

Request considered by the Standards Committee / Dispensations Sub Committee:

Date:----- Decision taken:

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Committee:	Date:
Standards Committee	20 th February 2015
Subject:	Public
Report of Action Taken Between Meetings	
Report of:	For Information
Town Clerk	
<p>Summary</p> <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 28th November 2014.</p> <p>Recommendation: -</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 11th September 2014:- Revised Guidance to Members – Code of Conduct
3. At the meeting of the Standards Committee on 28th November 2014 delegated authority was granted to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Committee, to approve the final wording of the revised guidance for Members in respect of the Members' Code of Conduct, following the introduction of new requirements in October 2014.
5. The final wording of the revised Code of Conduct Guidance, taking into account the views raised by Members of the Standards Committee on 28th November 2014 (as attached at Appendix 1 of the report) were approved in accordance with Standing Order no. 41(b) on 8th December 2014.

Reason for urgency

6. In light of recent changes to the Members' Code of Conduct and the need to undertake the annual reminder process without delay and ahead of implementation of the new Standards' requirements on 1st January 2015, the revised guidance to Members needed to be approved and sent to all Members and Co-opted Members without delay.

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 28th November 2014.

Background Papers:

- Minutes of the meetings of the Standards Committee on 28th November 2014.

Appendices

- **Appendix 1** – Revised guidance for Members' (Code of Conduct)

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Guidance to Members – Members’ Code of Conduct

General

1. This Guidance is supplemental to the City of London Corporation’s Code of Conduct for Members (“the Code”). As in the Code, any reference to a “Member” includes both a member of the Corporation and a member of a committee of the Corporation.
2. Further advice on the requirements of the Code can be obtained from the Corporation’s Monitoring Officer (the Comptroller & City Solicitor) or the Committee and Member Services Team.

Register of Member Interests

3. All information provided on a Member Declaration Form will be published and made available for inspection – the only exception is where specific information is deemed to be sensitive, as set out in the Code.
4. A Member’s register of interests will be published via the respective Member’s page on the Corporation’s website. The register includes sections on disclosable pecuniary interests, non-pecuniary interests and gifts and hospitality.
5. The Code sets out the relevant timescales for registering interests. One requirement is to notify the Monitoring Officer (via the Town Clerk) of any disclosable pecuniary interest, and specified non-pecuniary interests, within 28 days of taking office as a Member. Accordingly, a Member Declaration Form will be sent to Members following election or appointment.
6. Where a Member has been re-elected or re-appointed, the requirements of the Code are satisfied if the register is updated – it is not necessary to register interests that have previously been notified to the Town Clerk.
7. The Code also states that a Member must maintain an up to date register of interests and Members are encouraged to regularly review their register entries. In addition, Members will be contacted individually once a year to review and where necessary update their register of interests and will also be reminded of the arrangements in respect of requests for dispensations.
8. Where you wish to register any interest, please use the Declaration Form provided (where appropriate) or contact the Committee and Member Services Team via email or telephone: 020 7332 1427 or 020 7332 1434.

Disclosable Pecuniary Interests

9. The Code requires Members to register their disclosable pecuniary interests, as defined by regulations made by the Secretary of State – the current regulations are included in Appendix 1 of the Code.
10. It is essential that Members follow the rules on disclosable pecuniary interests because failure to do so may result in prosecution, a fine and/or disqualification as a member for up to 5 years. Investigations and sanctions regarding breaches of this aspect of the Code will be a matter for the Director of Public Prosecutions.

Declaring interests in Securities

What are Securities?

11. For these purposes “securities” means “shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and any other securities of any description other than money deposited with a building society” (Regulation 1 of The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012).

What Securities must be registered?

12. Members must register any beneficial interest in securities where:-
 - (a) The body, to the member’s knowledge has a place of business or land within the City of London’s area; and
 - (b) either-
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body (whichever is the lower); or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

What is a “beneficial interest”?

13. A beneficial interest arises where there is a right to the economic benefit of the securities i.e. a right to the income from the securities or a share of it and a right to the proceeds of sale or part of the proceeds.

What degree of knowledge is required?

14. A member will be taken to have knowledge of the necessary facts if:-
 - They have actual knowledge; or
 - They wilfully shut their eyes to the obvious; or
 - They wilfully and recklessly fail to make such inquiries as an honest and reasonable man would make; or
 - They have knowledge of circumstances which would indicate the facts to an honest or reasonable man; or
 - They have knowledge of circumstances which would put an honest and reasonable man on enquiry.

Thus genuine and reasonable ignorance of the facts is required if the obligation to register a disclosable pecuniary interest is to be avoided.

15. There is no general obligation to undertake extensive enquiries and thus a member with significant holdings in, say, a unit trust is unlikely to be required to ascertain the value of the beneficial interest in each company within the trust and whether they have a place of business in the City provided that this is not apparent from the material routinely supplied to unit trust holders.

What is a “reasonable excuse”?

16. There is no statutory definition and whether a “reasonable excuse” for failure to register a disclosable pecuniary interest exists will depend on all the circumstances of the case. The Court will consider the actions of a Member from the perspective of a prudent person exercising reasonable foresight and due diligence having proper regard to their responsibilities.

Non-pecuniary interests

17. As of 1st January 2015, Members are also required to register specific non-pecuniary interests as set out in the Code. Some illustrative examples of the types of organisations and bodies intended to be included in particular categories in paragraph 7 of the Code are set out below:

- Fraternal or Sororal Societies would include Freemasonry and the Royal Antediluvian Order of Buffaloes;
- Club or Society active in the City of London would include a Ward Club;
- Club or Society which relates to any functions of the Corporation would include the Heath & Hampstead Society.

18. This does not do away with the general obligation, in accordance with the Nolan Principles and the general duties set out in the Code, that Members are also required to notify the Town Clerk of any other interest that warrants disclosure.

Gifts and hospitality

19. As of 1st January 2015, Members must also notify the Corporation’s Monitoring Officer (via the Town Clerk) of any gift or hospitality received that meets the thresholds set out in the Code.

20. In such cases, please contact the Committee and Member Services Team within 28 days specifying the following details:

- description of the gift or hospitality (i.e. tickets to a theatre performance);
- the date it was received;
- from whom the gift or hospitality was received; and
- an approximate value (and cumulative value, if appropriate).

Gifts and hospitality that do not need to be disclosed

21. The following do not need to be disclosed:

- gifts and hospitality provided by the Corporation, including committee dinners or lunches associated with committee visits and hospitality offered by the Corporation at external events such as MIPIM;

- local government dinners;
 - any invitation from Her Majesty The Queen;
 - tickets to sporting and cultural events (if tickets via the Corporation) including tickets to events at the Barbican Centre, or Guildhall School of Music and Drama, as well as external events (e.g. Olympics tickets in summer 2012).
22. It is acknowledged that special arrangements are required in relation to gifts and hospitality provided to ceremonial office holders, including the Lord Mayor and Sheriffs, and separate guidance will be produced in relation to this.
23. In addition, a Member only has to disclose gifts or hospitality received by virtue of being a Member – this will not normally include gifts or hospitality received from friends or family. Members should apply honesty and common sense when they consider how receipt of a gift or hospitality might be interpreted. For example, if the Member is a member of the Planning and Transportation Committee, and a birthday present arrives from an applicant just before a planning application is due to be considered, then the Member should think about how this would be interpreted by a reasonable member of the public. If in doubt, the Member should disclose the interest.
24. Members do not need to disclose gifts and hospitality that do not reach the relevant thresholds. Some examples of gifts and hospitality that are unlikely to reach the individual threshold are as follows:
- drinks receptions (where only drinks and canapés are served)
 - standard commemorative gifts including pin badges, published materials, ties, paper weights, plaques.

Gifts and hospitality that are likely to require disclosure

25. Some examples of gifts and hospitality that are likely to reach the individual threshold are as follows:
- overseas trips
 - evening dinner events (i.e. pre-dinner drinks, three course, silver service meals, all drinks)
 - bespoke gifts that have been sourced/ made specifically for the Member (e.g. an engraved crystal vase, or a gold picture frame with a signed limited edition print)
 - hospitality packages including lunch or dinner and tickets to a sporting or cultural event.

Additional caution

26. Caution should be exercised where the offer of any gift or hospitality is over and above what could reasonably be viewed as ancillary to the business being conducted, or is wholly unrelated to the business being conducted.

27. Particular caution should also be exercised by Members involved in determining regulatory matters (licensing, planning) and making decisions that affect the financial position of others.

Further information

For further information regarding the Members' Code of Conduct, please contact:

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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