



Civic Affairs Sub-Committee

Date: FRIDAY, 7 OCTOBER 2022

Time: 10.00 am

Venue: COMMITTEE ROOM, WEST WING 2ND FLOOR, GULDHALL

Members:

| | |
|---|------------------------------|
| Deputy Edward Lord (Chair) | Deputy Brian Mooney |
| Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman) | Deputy Sir Michael Snyder |
| Deputy Keith Bottomley | Alderman Gregory Jones KC |
| Tijs Broeke | Emily Benn |
| Nicholas Bensted-Smith | James Bromiley-Davis |
| Mary Durcan | Sophie Anne Fernandes |
| Deputy Christopher Hayward | Deputy Dr Giles Shilson |
| Alderman Ian David Luder | Alderman Sir William Russell |
| Alderman Nicholas Lyons | Wendy Mead |

Enquiries: Chris Rumbles
christopher.rumbles@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:
www.youtube.com/watch?v=8LddF9yyl2Y

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the Civic Affairs Sub-Committee meeting on 18 July 2022.

For Decision
(Pages 7 - 16)

4. **WORK PROGRAMME**

Report of the Town Clerk.

For Information
(Pages 17 - 18)

5. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS IN ACCORDANCE WITH STANDING ORDER NOS. 41(A) AND 41(B)**

Report of the Town Clerk

For Information
(Pages 19 - 22)

Members Facilities and Support

6. **MEMBERS LEARNING AND DEVELOPMENT**

Report of the Town Clerk.

For Decision
(Pages 23 - 52)

Ethical Standards

7. **MEMBER'S CODE OF CONDUCT**

Report of the Comptroller and City Solicitor and Monitoring Officer.

For Decision
(Pages 53 - 94)

General Business

8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

9. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

10. EXCLUSION OF THE PUBLIC

The following matters relate to functions of the Court of Common Council which are not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings. The matters will, therefore, be considered in non-public session unless the committee determines to the contrary.

For Decision

Part 2 - Non Public Agenda

11. MINUTES

To agree the non-public minutes of the Civic Affairs Sub-Committee meeting on 18 July 2022.

For Decision
(Pages 95 - 104)

12. DELEGATED AUTHORITY REPORT

Report of the Remembrancer.

For Information
(Pages 105 - 106)

Benefices

13. CHAIR TO BE HEARD

Hospitality

14. APPLICATIONS FOR HOSPITALITY

For Decision

a) Application A (Pages 107 - 112)

Report of the Remembrancer.

b) Application B (Pages 113 - 118)

Report of the Remembrancer.

c) Application C (Pages 119 - 124)

Report of the Remembrancer.

15. **APPLICATIONS FOR THE USE OF GREAT HALL**

Report of the Remembrancer

For Decision
(Pages 125 - 128)

16. **FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY**

Report of the Remembrancer.

For Information
(Pages 129 - 130)

17. **FORTHCOMING CORPORATE AND STAKEHOLDER ENGAGEMENT EVENTS**

Report of the Executive Director of Innovation and Growth.

For Information
(Pages 131 - 132)

18. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2021-22, 2022-23 AND 2023-24**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 133 - 146)

19. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 147 - 158)

20. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

21. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Confidential Agenda

22. **MINUTES**

To agree the confidential minutes of the Civic Affairs Sub-Committee meeting on 18 July 2022.

For Decision

23. **STATE OCCASIONS**

Remembrancer to be heard.

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CIVIC AFFAIRS SUB-COMMITTEE

Monday, 18 July 2022

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room, West Wing, 2nd Floor West Wing on Monday, 18 July 2022 at 1.45 pm and available to view at www.youtube.com/watch?v=Z02ExJ1Ptkg.

Present

Members:

Deputy Edward Lord (Chair)
Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman)
Deputy Keith Bottomley
Tijs Broeke
Deputy Christopher Hayward
Alderman Ian David Luder
Deputy Brian Mooney
Deputy Sir Michael Snyder
Emily Benn
James Bromiley-Davis
Sophie Anne Fernandes
Deputy Dr Giles Shilson
Alderman Sir William Russell
Nicholas Bensted-Smith
Wendy Mead

In Attendance

Florence Keelson Anfu

Officers:

| | |
|-------------------|---|
| Jeremy Blackburn | - Town Clerk's Department |
| Jenna Brasset | - Chamberlain's Department |
| Rachel Cartwright | - Remembrancer's Office |
| Polly Dunn | - Town Clerk's Department |
| Hanna Grace | - Remembrancer's Office |
| June Haynes | - Town Clerk's Department |
| Fiona Hoban | - Remembrancer's Office |
| Claire Holdgate | - Innovation and Growth Dept |
| Dorian Price | - City Surveyor's Department |
| Chris Rumbles | - Town Clerk's Department |
| Kristy Sandino | - Town Clerk's Department |
| Peter Oscher | - City Surveyor's Department |
| Edward Wood | - Comptroller and City Solicitor's Department |
| Paul Wright | - Deputy Remembrancer |

The Town Clerk referred to in person attendance at the meeting having been impacted by the Met Office UK Red Weather warning and potential for very warm temperatures having resulted in a number of Members joined the meeting remotely.

The Town Clerk confirmed that the Chair was happy to facilitate those Members joining the meeting virtually to be able to participate in the meeting by seeking agreement of those Members in attendance in person at Guildhall to adjourn formal proceedings to consider all items informally before reconvening the formal session and allowing decisions to be ratified by those Members in the room.

RESOLVED: That Members: -

- Agreed to an adjournment of formal proceedings to allow for consideration of agenda items during informal session.

Part 1 - Public Agenda

1. **APOLOGIES**

Apologies were received from Brian Mooney and Mary Durcan.

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

There were no declarations.

3. **MINUTES**

RESOLVED: That the public minutes of the Civic Affairs Sub-Committee meeting on 17 May 2022 be approved as accurate record.

Unguarded Protruding Stairs – A Member referred to an incident they had witnessed at an event recently when a guest tripped on unguarded stairs and a protruding obstacle and resulting in the guest having to be attended to by an accident and emergency doctor who happened to be in attendance as a guest.

The Member commented on the protruding obstacle still being in place during an event they attended over the weekend, despite having received assurances it would be removed. The City Surveyor apologised for the delay, confirming a notice had been placed on the staircase to highlight the obstacle but that he would now follow up on the issue to ensure it was resolved.

4. **WORK PROGRAMME**

The Sub-Committee received a report of the Town Clerk providing them with a work programme of relevant items relating to the work of the Sub-Committee. Updates were noted as follows:

Parental Arrangements – Work was underway looking at parental provision provided at other similar organisations with feedback also awaited from the Local Government Association. A number of individual London Boroughs have replied, but there does not appear to be a consistent position. The City Corporation's financial loss scheme appears to be consistent with those provided by Local Authorities when claiming for childcare required as a consequence of attending meetings or corporation business and so pulling this

into one document may be a helpful start. Changing tables and shelving units have been installed in a number of bathrooms across Guildhall since the last meeting, with a mini fridge and kettle in the lady Members' Room to help store milk / warm bottles. The City Corporation appears to be on the more progressive end of what councils were offering, based on current responses and information now needs to be drawn together into a single pro-active document to clarify the available support.

A Member stressed the need to ensure baby changing facilities were not only installed in the lady Members' Room but were also made available to men to ensure equality.

Member Administrative Support – There were currently two full time posts within the Governance and Member Services Team to support a select group of Chairs and Deputy Chairs. 0.5 of a post has been secured since the last meeting, but general pressures mean that work was ongoing to identify a further 0.5 of a post, without submission a growth bid, which were being discouraged at this time.

Review of Finance Assistance Scheme – Contact has been made with the Independent Panel around a discreet piece of work on SRA's, but they were not able to take on additional work as a panel due to the Chair's commitments elsewhere. Two of the three panel Members have confirmed a willingness to undertake the work together. In the interests of expediting work in this area, delegated authority was being sought to allow approval of the final fee for the work, with funding to be met from the Sub-Committee's contingency fund.

RESOLVED: That Members: -

- Agreed to delegated authority being granted to the Town Clerk, in consultation with the Chair and Deputy Chairman, to approve final instructions and fee for an Independent Panel review of the City Corporation's Finance Assistance Scheme.

Bookable Space - A Member remarked on the need for a bookable space to allow Members an opportunity to participate in Teams and Zoom meetings. It was noted this would be addressed later on the agenda.

New Member Induction – A Member questioned how feedback on the new Member induction programme would be concluded. The Board noted that the update at item 6 touched briefly on the Member development programme to date. Feedback was being taken from new and returning Members to understand how they had benefited from the induction programme and where they considered improvements could be made. This would then allow changes to be implemented and improvements made to the process in advance of the next round of elections. An update would follow at the conclusion of the review of feedback.

The Chair confirmed that they would be writing to all Members shortly seeking volunteers to sit on a Member Development Steering Group, which would be

looking to provide direct input and oversight into relevant areas of Member development and training moving forward.

5. **MEMBERS' WORKSPACE REQUIREMENTS**

The Sub-Committee received a joint report of the Town Clerk and City Surveyor providing an update in relation to a review of workspace resources and facility options to support Senior Members in their roles and seeking approval of proposals to progress this area of work.

The Chair referred to proposals within the report at option one relating to utilisation of an initial three offices for the Chairman of Planning and Transportation Committee, Deputy Chairman of Policy and Resources Committee and Chairman of Finance Committee, with a request for the associated funding to progress this. Members were supportive of progressing option one.

The Chair confirmed feedback and views were also being sought in respect of the eastern part of the Mezzanine floor and the two remaining offices required for the Corporate Services Committee Chair and Police Authority Board Chair. Members noted a proposal for an open plan split space that could be used as an extended facility for other Chairs and Deputy Chairs.

The Chair referred to a room in the West Wing that was currently being used by a number of Chairs and Deputy Chairs, with it being proposed the Members using this room move over to a dedicated space on the Mezzanine level, with the West Wing room then being made available to other Members needing a quiet space to work from. This space would also include private PODs that would allow Members an increased level of privacy whilst working. Members were provided with an example image of a POD, which they agreed looked suitable.

A Member added that it would be good to get everything approved, finalised and locked in so the new space was ready in September and the facilities were available for Members on their return from recess.

The City Surveyor referred to an issue that needed resolving. Innovation and Growth have identified the space on the mezzanine level as an opportunity to increase their capacity in that area to accommodate their new Destination City Team, with there being a need to identify an alternative location for this team and this being part of a separate consideration by Operational Property and Projects Sub-Committee.

A Member proposed a review date be put in place in the future, to coincide with budget discussions, to allow for a review and consideration of any potential improvements following a period of time.

The Chair proposed a review of the facilities take place in six months' time to consider how it looks and feels and whether there would be a need to make a small capital bid to upgrade the facility in due course.

RESOLVED: That Members: -

- Approve Option 1 set out in the report, i.e., the utilisation of an initial three offices on the Mezzanine for allocation to Senior Members at de minimis cost.
- Approve funding of £10k from the Civic Affairs contingency allocation to resource the necessary move works, including minor refurbishment and decoration and other associated costs.
- Note proposals relating the eastern part of the Mezzanine and two remaining required offices, which will be subject to future reporting.

6. **MEMBER DEVELOPMENT AND TRAINING**

The Sub-Committee considered a report of the Town Clerk providing Members with an update in respect of Member Development and Training.

The Sub-Committee were introduced to June Haynes, the newly appointed Member Services Officer

The Chairman reiterated their intention to seek volunteers from the wider Membership of the Court of Common Council to sit on the Member Development Steering Group. The Chair referred to an additional allocation of funding given to Civic Affairs Sub-Committee, with a proposal to allocate 11k of this to support the Member training offering and bring the total Member training budget up to £20k for this year. The Chair confirmed it would be a decision for the Member Development Steering Group to agree any training they consider appropriate.

A Member proposed a range of potential areas for training. This included, looking at how to work together, managing conflicts, leading through change, microaggression training, with feedback from Members to date being a resounding yes to training in these areas.

The Chair acknowledged there had been instances of difficult Member behaviours and agreed that there would be a benefit in proving some of the areas of training outlined.

During the discussion that followed, there was agreement that the training proposed was a very good idea and needed, but it was questioned how all Members could be encouraged to undertake the training. It was suggested flexibility would be needed to allow online training sessions that Members could undertake individually as well as providing in person training sessions. It was accepted that not all training could be made mandatory, but it was suggested training could be offered to all Members, making certain areas mandatory and including this as part of the Members' code of conduct, with the potential of invitations to dinners being revoked where mandatory training has not been completed.

The Town Clerk acknowledged that there had been no formalised approach to training to date. The approach to Member training was now being enhanced,

through the introduction of a dedicated Member Services Officer, utilising an online training tool, refreshing the Member Development Steering Group and by increasing the Member training budget. The intention would be to move to a point where there was a publicly available record card showing what training a Member had undertaken and areas where there would be a benefit in a Member receiving further training, with a formalised training plan being put in place.

A Member suggested looking at other sectors e.g., education where there were mandatory training requirements in key areas and to consider what Member training could be looked at in the same way. The Chair referred to judicial office where mandatory training was required. A Member added that models already existing for the City Corporation to follow.

The Chair thanked Members for their input. It was suggested the wider points regarding making certain training mandatory would be looked at and reviewed as part of the Member Development Steering Group strategy.

RESOLVED: That Members: -

- Endorse the proposal to develop a new Member Development Strategy and the intention to present revised proposals in respect of the composition of the Member Development Steering Group.
- Delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chairman, to consider ad hoc requests in respect of attendance at events or training sessions, until the new Member Development Strategy is in place.
- Provisionally allocate up to £11,000 from the Sub-Committee's contingency fund to support the Member training offering, with approval of specific training courses and associated draw-down delegated to Town Clerk, in consultation with the Chair and Chief Commoner.

7. **MEMBERS' CODE OF CONDUCT**

The Comptroller was in attendance to provide Members with an update following discussion at the last meeting in terms of making changes to the complaints procedure in relation to informal resolution.

The Comptroller confirmed that the Chair of the Civic Affairs Sub-Committee had met with the Chair of the Independent Panel following the last meeting to discuss making more explicit reference to the informal resolution route in the complaints procedure and an approach had been agreed, but with the final revised wording still to be finalised. A key change would be the inclusion of a tick box on the complaint form for the complainant to indicate whether they would be willing to consider informal resolution. If so, this avenue would be exhausted before the complaint would go forward to the Assessment Panel. Some other lessons learned from recent cases would also be incorporated.

The Comptroller sought approval for delegated authority being granted to the Town Clerk, in consultation with the Chair and Deputy Chairman, to endorse the revised complaints procedure once it was available and approve any

remaining matters relating to the Independent Panel ahead of submission to the Court. The Comptroller confirmed he would be more than happy to circulate the paper to all Members of the Sub-Committee for comment, with this being welcomed by Members.

RESOLVED: Authority be delegated to the Town Clerk, in consultation with the Chair and Deputy Chairman, to endorse the revised complaints procedure and approve any remaining matters relating to the Independent Panel ahead of submission to the Court.

The Comptroller mentioned that one outstanding matter was the procedure for selecting a Member to advise the Appeal Panel on contextual matters. At present the complaints procedure simply stated that the Town Clerk would appoint a Member for this purpose. The Comptroller confirmed that an appeal hearing was pending and that the Town Clerk would welcome a steer on how best to exercise his discretion in the present case.

In terms of the pending appeal hearing, it was proposed that the Town Clerk appoint a Member in consultation with the Chair of the Independent Panel, the Chief Commoner and the Chair of the Civic Affairs Sub-Committee. Moving forward, another option would be for a panel of Members to be elected annually by the Court for this purpose and then selected by the Town Clerk on a rota basis.

Members were supportive of the approach proposed for resolving the immediate issue, agreeing that further consideration could then be given to this matter in the autumn and the views of the Court sought.

RESOLVED: That Members agreed to the appointment of a Member to advise the Appeal Panel on contextual matters being dealt with by the Town Clerk, in consultation with the Chair of the Independent Panel, the Chief Commoner and the Chair of the Civic Affairs Sub-Committee.

At this point in the meeting, a Member highlighted their observations on the Members' Code of Conduct, specifically around Member behaviour. The Member confirmed that they had been in correspondence with the Comptroller and had been sent some helpful documents. These included a report presented to Court of Common Council in 2020, which had recommended that worked examples of bullying and harassment be included in the Members' Code of Conduct, as well as the new Local Government Association Model Councillor Code of Conduct, which the Comptroller was intending to bring to the next meeting for comment.

The Member suggested the City Corporation's Members' Code of Conduct was currently too vague, with explicit examples needed to make clear unacceptable behaviours. At this point in time Members were able to dispute any suggestion of bullying behaviour, with the Members' Code of Conduct needing to be more explicit around vexatious behaviour and clear on what behaviour was acceptable. The Member suggested the Members' Code of Conduct required a detailed review, updating and approval by the Court of Common Council.

The Member highlighted a further consideration when looking at what action can be taken once a Member has been found to be bullying or harassing. There was a need to lead by example, with it not being acceptable to allow bullying or harassing behaviour to slide. The Member suggested that Members' views and thoughts be sought on this before looking at a refresh of the Members' Code of Conduct and presenting it to Court of Common Council.

During the discussion that followed, it was acknowledged that whatever was written in the Members' Code of Conduct would only ever be part of the picture, and that in terms of what harassment and respect looked like the individual context would always be important.

The Deputy Chairman remarked on there being a need for further consideration around enforceability and sanctions, noting that limited sanctions were currently available as a matter of law and that Members were elected representatives.

The proposal for inclusion of explicit examples was welcomed, with this having been proposed previously but not having received the support of all Members. It was suggested there may now be increased appetite for this proposal with the new cohort of Members.

The Chair noted that the Comptroller was intending to circulate a report on the Members' Code of Conduct and, in light of the comments raised, requested that he consult with relevant Members before bringing forward proposals to Civic Affairs Sub-Committee for their further consideration.

RESOLVED: That Members: -

- Instruct officers to review the Members' Code of Conduct, in consultation with interested Members, and bring forward proposals in the autumn.

8. **STANDARDS**

The Comptroller confirmed there were no additional standards related issues to share at this time.

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no public questions.

10. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

There were no urgent items of business.

At this point in the Meeting, the formal meeting was reconvened to allow those Members in the room in Guildhall an opportunity to ratify and approve the decisions reached during informal session.

Resolved: That Members: -

- Granted their approval of the decisions reached during informal session.

11. **EXCLUSION OF THE PUBLIC**

RESOLVED: That Members agreed to exclude the public for the following matters relating to functions of the Court of Common Council which were not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings.

Part 2 - Non-Public Agenda

12. **MINUTES**

RESOLVED – That the Minutes from the Civic Affairs Sub-Committee meeting on 17 May 2022 be approved as an accurate record.

13. **DELEGATED AUTHORITY REPORT**

The Sub-Committee received a report of the Town Clerk detailing delegated action taken between meetings.

14. **BENEFICES UPDATE**

The Sub-Committee considered an update of the Chair in relation to Benefices.

15. **APPLICATIONS FOR THE USE OF GREAT HALL**

The Sub-Committee considered a report detailing applications for the use of Guildhall.

16. **COMMITTEE HOSPITALITY**

The Committee considered a report of the Remembrancer relating to committee hospitality.

Applications for Hospitality

The Sub-Committee considered several applications for hospitality.

- **Application A**
- **Application B**
- **Application C**
- **Application D**

17. **REVIEW OF THE GUILDHALL ELIGIBLE CATERERS LIST**

The Sub-Committee considered a report of the Remembrancer relating to a review of the Guildhall Eligible Caterers List.

18. **CORPORATE AND STAKEHOLDER ENGAGEMENT EVENTS**

The Sub-Committee received a report of the Director of Innovation and Growth detailing corporate and stakeholder engagements events.

ADDITIONAL ITEMS OF BUSINESS

a) Forthcoming Commitments

The Sub-Committee considered a report of the Remembrancer detailing forthcoming commitments.

b) Summary of Committed Hospitality Funding for 2021-22, 2022-23 and 2023-24.

The Sub-Committee considered a joint report of the Chamberlain and Remembrancer detailing committed hospitality funding.

Part 3 - Confidential Agenda

19. MINUTES

RESOLVED – That the confidential minutes from the Civic Affairs Sub-Committee meeting on 17 May 2022 be approved as an accurate record.

20. MEMBERS' BUSINESS TRAVEL AND TRANSPORTATION POLICIES

The Sub-Committee considered a report of the Town Clerk relating to Members' Business Travel and Transportation policies.

21. MEMBER REQUESTED ITEM

The Sub-Committee considered a Member requested item.

The meeting ended at 4.05pm

Chair

Contact Officer: Chris Rumbles
christopher.rumbles@cityofllondon.gov.uk

Civic Affairs Sub : Work Programme 2022

| Work Area | Agreed position | Update |
|--|--|---|
| Parental Arrangements for Members (17.05.22) | <ul style="list-style-type: none">Town Clerk to consider further and report back at an appropriate point on what additional parental provision can be provided to Members. | <p>ONGOING</p> <p>Work has taken place look at what parental provision is already in place and what additional support can potentially be provided through existing schemes. Contact has been made with Local Authorities and the Local Government Association looking at parental provision provided across local government and considering best practice in this regard.</p> <p>Work is ongoing pulling together information on all the parental provision currently available at the City Corporation into one document so this can then be provided to Members for their ease of reference.</p> |
| Members' Workspace Requirements (17.05.22) | <ul style="list-style-type: none">Town Clerk and City Surveyor to proceed with developing the option of providing additional facilities on the mezzanine level of the West Wing. | <p>ONGOING</p> <p>Work has been completed (15/09/22) to deliver an initial three offices (west side – P&T Chairman, Finance Chairman and Deputy CPR) on the Mezzanine for allocation to Senior Members at de minimis cost, as plan attached.</p> <p>The remaining space to the eastern side, including the two offices (Corporate Services Chairman and CoL Police Authority Chairman) require the current IG teams to move once alternative space is available. Proposals relating the eastern part of the Mezzanine and two remaining required offices, will be subject to future reporting.</p> |
| Members' Bedrooms (17.05.22) | <ul style="list-style-type: none">Town Clerk to draw up and agree proposals for discretionary use of the Members' Bedrooms. | <p>COMPLETE</p> <p>Approval obtained under delegated authority to a revised 'Members' Bedroom 'Booking Terms and Eligibility' rules, with an exemption clause having been added giving discretion to the Chair and Deputy Chairman of Civic Affairs Sub-Committee, in consultation with the Town Clerk, to determine and authorise appropriate free use outside of the existing limitations.</p> |
| Members' Administrative Support (17.05.22) | <ul style="list-style-type: none">Town Clerk to report back with recommendations and proposals for consideration relating to administrative support for Members. | <p>ONGOING</p> <p>Resources for an additional 0.5 FTE post have now been secured; however, given general funding pressures and restrictions on growth bids, work remains ongoing to identify whether budgetary provision can be identified in respect of the remaining 0.5 FTE required. If and when additional funding is identified, the Sub-Committee will be asked to consider whether the post should be used to enhance support and resilience for the existing individuals in receipt of support, or whether to extend the pool of supported individuals.</p> |

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| Members' Transportation Arrangements (17.05.22) | <ul style="list-style-type: none">Town Clerk to arrange a review of the Members' Transportation Policy and Member aspects of the Business Travel Scheme looking at appropriate linkages across the organisation and reporting back. | <p><u>ONGOING</u></p> <p>The Town Clerk agreed to review Member's Business Travel Scheme and Transportation Policies. This work has commenced and a report was presented at Civic Affairs Sub-Committee agenda in July setting out the latest position.</p> |
| Review of the Members' Financial Assistance Scheme and Options for Phase 2 (17.05.22) | <ul style="list-style-type: none">London Councils Independent Remuneration Panel to be invited to review options for introducing Special Responsibility Allowances at the City Corporation. | <p><u>ONGOING</u></p> <p>Contact has with made London Councils Independent Remuneration Panel, but they were not able to take on additional work at this time owing to the Chair's commitments. Two of the three panel Members confirmed their willingness to under the work together.</p> <p>Feedback is awaited from the panel Members on the level of work involved and a proposed fee for undertaking this work.</p> |
| Court of Common Council – Arrangements for Members (17.05.22) | <ul style="list-style-type: none">Town Clerk and City Surveyor to review options for additional space requirements in Court of Common Council meetings. | <p><u>ONGOING</u></p> <p>Options were to be explored over the summer recess period and reported back. Options are still to be explored owing to more pressing considerations in other areas of work taking priority over the summer recess period.</p> |
| Members Code of Conduct – Complaints Procedure and Ancillary Matters from the Panel of Independent Persons (17.05.22) | <ul style="list-style-type: none">Chair and Comptroller to feed back to the Independent Persons Panel Members' views of a need to include informal resolution as the first part of the complaints process, talk through and agree how this can be taken forward and report back. | <p><u>COMPLETE</u></p> <p>Revised Members' Code of Conduct – Complaints Procedure and form approved under delegated authority for onward submission to Court of Common Council</p> <p>City Corporation response to ancillary matters raised by the Panel approved for onward submission to Court of Common Council</p> |
| New Member Induction Feedback | <ul style="list-style-type: none">Formal report to follow conclusion of the New Member Induction Programme providing feedback. | <p><u>ONGOING</u></p> <p>Detailed update to follow at the conclusion of the induction period. Date to be confirmed.</p> |
| Members' Training | <ul style="list-style-type: none">Town Clerk to consider the current provision of Members' training including budgetary requirements. | <p><u>COMPLETE</u></p> <p>Report on agenda at Civic Affairs Sub-Committee agenda 7.10.22</p> |
| Benefices | <ul style="list-style-type: none">Contact to be made with Members seeking nominations to act as City Corporation link with benefices. | <p><u>ONGOING</u></p> <p>Chair has reached out to Members seeking nominations.</p> |

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| Committee(s) Civic Affairs Sub-Committee – for information | Dated: 07/10/2022 |
| Subject: Decisions taken under delegated authority or urgency powers. | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | See Background Report |
| Does this proposal require extra revenue and/or capital spending? | See Background Report |
| If so, how much? | See Background Report |
| What is the source of Funding? | See Background Report |
| Has this Funding Source been agreed with the Chamberlain's Department? | See Background Report |
| Report of: Town Clerk | For Information |
| Report author: Chris Rumbles, Town Clerk's Department | |

Summary

This report advises Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b) since the last meeting.

Recommendation

That Members note the action taken since the last meeting of the Committee.

Main Report

- Since the last meeting of the Committee, approval has been given under urgency procedures or delegated authority arrangements, pursuant to Standing Order No. 41, as follows: -

Delegated Decision: Members' Code of Conduct – Complaints Procedure

BACKGROUND:

Policy and Resources Committee at its meeting on 5 May 2022 considered a report updating on implementation of the Members' Code of Conduct – Complaints Procedure and to consider ancillary matters raised by the Independent Persons Panel (IPP).

During discussion of the item, a number of Members raised their concern that there was no informal resolution aspect more explicitly set out within the policy, whilst recognising that this would not always be viable with certain complaints e.g., sexual assaults. Policy and Resources Committee resolved that the Members' Code of Conduct be referred to Civic Affairs Sub-Committee for further consideration.

Civic Affairs Sub-Committee subsequently considered the item at its meeting on 5 May 2022 during which agreement was reached on Independent Persons Panel recommendations to increase its size to 12 Members and a proposed minimum level

of training required of Panel Members. It was also agreed that the Chair and Comptroller would meet with the IPP to feedback points raised by Members and talk through how an informal resolution could be taken forward and introduced as the first part of the process.

The Comptroller provided a further oral update at the Civic Affairs Sub-Committee meeting on 18 July 2022 confirming the Chair had met with the Independent Panel and an approach had been agreed with the IPP to make more explicit reference to the informal resolution within the complaints procedure, but with the final revised wording still to be agreed. A key change proposed would be the inclusion of a tick box on the complaint form for the complainant to indicate whether they would be willing to consider informal resolution. If so, this avenue would be exhausted before the complaint would go forward to the Assessment Panel.

Members resolved to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chairman, to endorse a revised complaints procedure and approve any remaining matters relating to the IPP ahead of submission to the Court.

All Members of Civic Affairs Sub Committee were subsequently provided with an updated version of the Members' Code of Conduct - Complaints Procedure and form, with this having already been approved by the Independent Persons Panel and including more explicit reference to informal resolution as requested by Policy and Resources Committee and Civic Affairs Sub-Committee. Those Members that responded confirmed that they were content with the final position reached.

Approval was therefore sought and granted by the Town Clerk, in consultation with the Chair and Deputy Chairman of Civic Affairs Sub-Committee to: -

- A revised Members' Code of Conduct – Complaints Procedure and form for onward submission to Court of Common Council.
- The City Corporation's response to the ancillary matters raised by the Panel in their letter to the City Corporation (detailed in section 4 of the report of May 2022 to Policy and Resources Committee); and agree onward recommendations to the Court of Common Council thereon.

Delegated Decision: Arrangements for discretionary use of Members' Bedrooms

BACKGROUND:

At the meeting of Civic Affairs Sub-Committee on 17 May 2022, the Chair provided an update in relation to Members' workspace requirements and the Guildhall masterplan stressing how it was important that the right facilities and access requirements were available to all Members to allow them to undertake their role seamlessly.

During discussion of this item, Members noted that there was an issue relating to the Members' Bedroom Policy and the very rigid limits that were currently in place when agreeing free use of the bedrooms. Members were in agreement that there was a need to insert a reasonable exemption clause to give some discretion to the Chair/Deputy Chairman/Town Clerk to agree ad hoc variations to the existing limits on timings of and official usage, where there were particular accessibility needs or

legitimate other reasons (for instance, heavily pregnant Members who may be unable to travel during rush hour).

As such, delegated authority was granted to the Town Clerk, in consultation with the Chair and Deputy Chairman, to agree and finalise arrangements relating to discretionary use of Members' Bedrooms within the 'Booking Terms and Eligibility' rules.

Subsequently, the Members' Bedroom 'Booking Terms and Eligibility' rules were reviewed. A revision had been proposed, explicitly referencing that it is recognised there will on occasions be exceptional circumstances outside of the 'Booking Terms and Eligibility' rules where it would be appropriate to allow free use. On these occasions, it had been proposed allowing for some discretion to be given to the Chair and Deputy Chairman of Civic Affairs Sub-Committee, in consultation with the Town Clerk, to determine and approve reasonable ad hoc variations to the currently very rigid limits on timings and official usage.

Approval was therefore sought and granted by the Town Clerk, in consultation with the Chair and Deputy Chairman of Civic Affairs Sub-Committee to-

- A revised 'Members' Bedroom 'Booking Terms and Eligibility' rules, with an exemption clause having been added giving discretion to the Chair and Deputy Chairman of Civic Affairs Sub-Committee, in consultation with the Town Clerk, to determine and authorise appropriate free use outside of the existing limitations

In accordance with Standing Order 41 (a) and 41 (b), Members are asked to note the recent decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman.

Copies of background papers concerning these decisions are available from Chris Rumbles on request.

Contact:

Chris Rumbles

Tel 020 7332 1405

Christopher.rumbles@cityoflondon.gov.uk

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| | |
|---|---|
| Committee(s): Civic Affairs Sub-Committee | Dated: 7 th October 2022 |
| Subject: Members Learning and Development | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | 3 |
| Does this proposal require extra revenue and/or capital spending? | N |
| If so how much? | N/A |
| What is the source of funding? | |
| Has this Funding Source been agreed with the Chamberlain's Department | N/A |
| Report of: Town Clerk & Chief Executive | For Decision |
| Report author(s) June Haynes, Member Services Officer Polly Dunn, Principal Governance and Member Services Manager | |

Summary

This report provides the Sub-Committee with an update in respect of Member's learning, development and training issues and seeks to establish a refreshed Member Learning & Development Steering Group in order to take this work forward.

Recognising the importance of robust and resilient Member leadership, which will enable all Members to fulfil their role as part of the Court of Common Council, the Civic Affairs Sub-Committee has taken the decision to embark on a new programme to achieve this outcome. It is proposed that this will be delivered by revisiting the existing Member Development Strategy, which will include a structured, rolling learning and development programme to support new and returning Members to Court; and a refresh of the Members Development Steering Group and its Terms of Reference.

In order to assist Members in making informed decisions, exercises have been undertaken to identify existing resources and basic administration has been implemented to help facilitate the development of a considered programme and strategy. This report aims to provide information on the positive progress made and present brief plans on how officers plan to engage the MLDSG to take the work forward.

Recommendations

Members of the Civic Affairs Sub-Committee are asked to:

1. Note the information in the report and the progress made;
2. Approve the refresh and proposed membership of the Member Learning and Development Steering Group and revised Terms of Reference and to:
3. Approve option 2 as detailed within the report.

Main Report

Background

1. The Member Development Steering Group, a body established to manage Member learning and development, has not met since February 2022. At its meeting of 18th July 2022, the Civic Affairs Sub-Committee agreed to endorse the proposal to review and refresh the Member Learning and Development (L&D) Strategy, incorporating a remodelled Member Learning and Development Steering Group (MLDSG) with the main objective to deliver a Members L&D rolling programme.
2. The existing Member Development Strategy expired with the last Court and focus from March 2022 had been on inducting the 38 newly elected Members. As these Members have been fully integrated into City of London business, we are now able to return our attention to the rolling programme of L&D.

Current Position

3. Historically, Member Development (as driven by the Member Services Department) has been particularly reactive, rather than pro-active. It is recognised that service departments across the organisation also provide training opportunities to Members, but these opportunities have not been proactively monitored, recorded or advertised. This has led to missed opportunities, duplication and lack of efficiencies.
4. Following implementation of the Target Operating Model, the Governance Member Services Team welcomed a dedicated Member Services Officer, who will (amongst other responsibilities) take a lead on Member L&D. This individual has been in post since July.
5. At its meeting of 9 June 2022, the Policy & Resources Committee agreed to allocated £60k for the Civic Affairs Sub-Committee, to be used for matters within its remit, including Member L&D. £11k has so far been assigned for the use of L&D, on top of an existing £9k budget.
6. The Civic Affairs Sub-Committee has shown their commitment to member learning and development by agreeing a set of principles and objectives to be achieved. Engagement has empowered Members to endorse the refresh and given them ownership of the process. The strategic approach to member development can be demonstrated by the agreement to revise the

development strategy and recharge the Member Learning and Development Steering Group who would have oversight of the rolling programme and be responsible for ensuring value for money and implementing appropriate future L&D spend. The existing Member learning and development framework and offer will result in a structured future plan. A fundamental to the success of the programme would be evidence that resources were successful being directed to deliver build capacity.

7. Following a range of stakeholder involvement and comment, it is recommended that a revised strategy would deliver on the Corporation's aspirations to support the future provision of Member development activity. As an important element of delivering the strategy, the Member Learning & Development Steering Group would be closely involved in the redraft and its eventual implementation.
8. Emphasis can be given to the experiences of newly appointed Members of Court and their evaluation of the induction programme, and combined with considerations of returning Court Members, this will helpfully influence the final offer.
9. The main objective of the MLDSG will be to deliver a new L&D Strategy and implement an invigorated rolling programme of events that are appropriate, timely and value for money. They would then be responsible for reviewing the programme on an ongoing basis.
10. To avoid even further duplication and silo-working, efforts since the last meeting have been focussed on consolidating existing resource. This has included, but is not limited to:-
 - Reviewing online training that is already available for Members
 - Establishing a record system so Member training history can be maintained
 - Seeking steers from Chief Officers on what statutory and/or desirable training they feel Members may benefit from in the exercising of their duties in that service area
 - Consultation with the L&D offer in local authorities nationally.
 - Commencing plans to evaluate the Member Induction work from March-June 2022
 - Active advertisement and monitoring of courses made available to Members from internal and external sources.
11. The process thus far has provided officers the opportunity to work collaboratively across departments ensuring all aspects of the work of the Corporation are considered in the eventual draft strategy. This approach to working would also see the benefits of a multi-disciplinary approach resulting in a reduction of duplication of effort. An example of the successful multi-disciplinary approach has seen the Member Services Department working closely with colleagues undertaking the City Corporation's Charities Review, to make suggestions to the delivery of the L&D

programme and to combine some of our outcomes with theirs review. Working with the wider team there has been the opportunity to share ideas and best practice. An example of responses in regards to the final offer from chief officers can be seen at Appendix A.

12. Comparison of the Corporation's offer against local authorities nationally has taken place, the local L&D structure and offer is significantly more involved. Please see comments attached at Appendix B.
13. A useful and ambitious benchmark for the City Corporation would be the [London Member Development Charter \(LMDC\)](#). The LMDC is based on the charter for member development, developed by North West Regional Employers and is a joint initiative with the Improvement and Development Agency (IDeA). The Charter was intended to be a statement of a council's commitment to developing and supporting its elected members. It is aimed to help councils adopt a structured approach to councillor development and to 'building elected member capacity'. Whilst at this stage the City Corporation may not be in a position to be recognised, Members may find that the LMDC provides a useful framework to assist us in the commencement of the new strategy, and eventual target to work towards. By way of review and challenge to the internal structure and offer at the Corporation, the use of the self-assessment tool used to accredit those councils hoping to achieve the (LMDC), principles could be used to underpin the programme and serve as a check and balance, ensuring the content and delivery are appropriate, seeking best practice and value for money. An example self-assessment template is attached at Appendix C.

Member Learning & Development Steering Group

14. As referred throughout this report, until 2022 there has been a Member Development Steering Group which considered all matters relating to Member development. This group consisted of any Members with an interest in L&D, and was chaired by the Chief Commoner. Its purpose is set out in Appendix D.
15. There are no proposed changes to the MDSG's purpose, but there is a proposed re-brand to MLDSG.
16. However, to reflect the wider Court interest and legitimacy of the eventual strategy, we would like to propose a slightly more formal Membership for the Sub-Committee's consideration:
 - Chief Commoner (Current)
 - Immediate Past Chief Commoner (changing to Chief-Elect following their appointment in November every year)
 - One Senior Alderman
 - One Junior Alderman
 - Chair, Civic Affairs Sub-Committee
 - Two Members of the Civic Affairs Sub (to be appointed by the Civic Affairs Sub)
 - *Four Members of the Court of Common Council (to be appointed by the Court)

17. If this Membership, or something similar, is supported by Members, they may wish to consider a few other matters:

- 'ring-fence' a number (perhaps two) of the wider Court places for new members (i.e. those elected at the last all out elections). This would ensure their essential input and representation. Newer Members will provide invaluable input, particularly on the delivery of an induction programme.
- MDSG has previously been chaired by the Chief Commoner – so we could carry this practice over. Alternatively, the chairmanship of this committee could provide a valuable development opportunity for a Member who does not Chair another Committee or sub-committee.
- Adding an external/co-opted Member to the Steering Group.

Options

18. Option 1 - To continue with the present arrangements for Member Development delivering a range of opportunities on an ad hoc basis with little or no targeted programmes outside the statutory offers being made. Members are, on the whole, happy with the services provided to them.

18.1 The member L&D offer continued to be delivered reactively, with a high percentage of the risk of duplication, limitations on member specific themed sessions with a potential for limitation in respect of value for money. Statutory training would continue to be delivered. Evaluation and monitoring the offer may be difficult to gauge accuracy as recording is reliant on information being communicated across teams.

19. Option 2 – To appoint the MLDSG as described, and task them with improving upon the current arrangements, building on feedback from all Members, particularly those more recently elected Members, seeking the advice from chief officers and senior management of the essential tools and skills required for Members to understand their role and perform their duties effectively as members of the Court and local ward councillors. To combine the qualitative information using the structure and elements of the Member Development Charter tool kit to underpin the service and to meet the objectives to produce an appropriate, timely and cost effective rolling programme that is regularly evaluated and monitored.

19.1 To raise the profile and ease of recognition, it is suggested that a rebrand of the service take place, this would be in the form of a recognisable strapline to be used for all L&D communication. To move away from the word training and replace it with Learning and Development. On receiving any communication members would instantly recognise it as a learning and development opportunity or notification. A refresh of the L&D Strategy using the LMDC assessment tool as the framework that underpins the work of the team. Using an amalgamation of responses from Members and senior officers in respect of what skills and knowledge Members feel would help them to fulfil their various roles and what senior officers would consider an essential baseline of information important for all members of the Court and in their role as ward councillors.

- 19.2 To seek out unique ways to attract member participation, to use a range of delivery methods to support higher rates of Member engagement.
 - 19.3 To continue on the work started with chief officers working collaboratively to inform the required level of need and the desire of Members want.
 - 19.4 The Member L&D Steering Group to be responsible for oversight of the budget and spend, it is therefore recommended to support monitoring in terms of spend and value for money that the Group move to meeting quarterly to align with budgetary deadlines.
 - 19.5 To develop a member facing internal web page to allow members direct access to all their L&D needs. This communication tool would act as a portal to L&D opportunities, it would act as an archive for previously hosted events, it could also be the first port of call to access the Members L&D rolling programme. This could also be used as a discreet area for Members to receive general information on Court and ward matters.
- 20. The MLDSG would report to the Civic Affairs Sub-Committee through submission of minutes. The Civic Affairs Sub-Committee would also retain final approval of the eventual draft strategy. Proposals on the regularity of that review will also be brought forward in due course.
 - 21. Option 3 – that the responsibilities outlined under option 2 be exercised by the Civic Affairs Sub-Committee, without the establishment of any working party or steering group.
 - 22. Option 2 is the commended option for delivery of the Member Learning and Development Strategy.

Corporate and Strategic Implications

Strategic Implications:

- 23. The main objective of proposals is to develop the skills and knowledge base of our Members and to assist them to perform their many varied duties. To build their resilience and support them to become experts in the exercising of those duties, which should ultimately assist in the delivery of all aspects of our Corporate and Strategic Plan. The profile of the L&D function both internally and externally to the organisation would demonstrate the drive of the Corporation to ensure that all resources are explored when seeking to deliver the business of the organisation, striving towards the delivery of our corporate plan. To embrace best practice and to deliver on value for money

Financial Implications:

24. The Civic Affairs Sub-Committee had provisionally allocate up to £9,000 from the contingency fund to support the Member learning and development offer, with interim arrangements in place for the approval of specific learning events and associated draw-down delegated to Town Clerk, in consultation with the Chair and Chief Commoner. The Chair confirmed additional allocation of funding given to Civic Affairs Sub-Committee of 11k to bring the total Member Learning and Development training budget up to £20k for this year.

Resource Implications

25. Additional resources had been put in place with the appointment of a Members Services Officer who is responsible for ensuring that the objectives are met. This has help to create a team of officers responsible for the Learning and Development offer. There has been a strategic approach to developing the work programme which has ownership and buy in from Members and senior officers. It is anticipated that this work will be extremely beneficial in the streamlining of existing resource.

Legal Implications

26. There is a legal requirement for those Members serving on certain committees (notably Planning & Transportation and Licencing Committees) – any essential training will be recognised and incorporated in the final strategy. These training courses will be carried out as necessary in the interim period. There are therefore no legal implications.

Risk Implications

27. The success of the programme is reliant on the level of member engagement, if the offer is not appropriate or engaging the objectives would not be met. There are also corporate risks associated with Member L&D, as Members are required to attend some statutory/compulsory courses, in particular those Members sitting on committees of a quasar judicial nature involving the licensing and planning functions or school appeals. Areas of non-statutory nature areas across the Corporation require a minimum baseline knowledge to serve, in these areas such as any of the charities, Trustee responsibilities and generally chairing skills.

Equalities Implications

28. The programme will be accessible to all Members and would accommodate those requiring support to ensure that all delegates are starting at the same entry level. Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. The proposals contained in this report do not have any potential negative impact on a particular group of people based on their protected characteristics.

Climate Implications:

29. There are no climate implications arising from this report.

Security Implications:

30. There are no security implications arising from this report.

Appendices

Appendix A - Officer responses

Appendix B – Local Authority comment

Appendix C – London Council's Self-Assessment Tool

Appendix D – Proposed Terms of Reference of the MLDSG

Contact:

June Haynes, Members Services Officer

June.haynes@cityoflondon.gov.uk

Chief Officer Responses

Chief officers were asked to provide a list of subjects that they felt that were essential for Councillors to assist them to perform their perspective roles effectively and would build capacity and confidence for those new members joining the Corporation. A sample of responses can be seen in the table below. This exercise has identified duplication in some areas which could be addressed when formulating the rolling programme.

| Name | Designation | Comment |
|----------------|---|--|
| John Barradell | Town Clerk & Chief Executive | All Members offered a briefing session from the Assistant Town Clerk on the City of London Corporation’s governance as part of the induction programme to build on knowledge with a more specific Police Authority focus |
| Gregory Moore | Assistant Town Clerk & Executive Director | <ul style="list-style-type: none">• Induction - the Town Clerks Office and functions.• Structure of Common Court• The Corporation’s local authority responsibilities |
| Michael Cogher | Comptroller & City Solicitor | <ul style="list-style-type: none">• The role and responsibilities of members (to include Code of Conduct and Member/Officer Charter) – a potential to include Whistleblowing and audit• Basic constitution and structure of local government and the Corporation• Basic Town and Country Planning and Licensing (for members on those committees) (split into planning and licensing)• Basic Trustee responsibilities (for members on BHE, charitable open spaces etc.)• Basic elections (suggestion re timing to coincide with an election)• Data Protection (potential to include audit and whistleblowing) |

| | | |
|--|---|---|
| | | <ul style="list-style-type: none"> • The role of Chair <p>Historically there has been an offer for some of the above, particularly Code of Conduct/Charter including a number of sessions post the March elections.</p> |
| Paul Double | Remembrancer | To provide an overview of the City's constitution to include its role as a local authority alongside its other functions as an incorporated body. |
| David Fansworth/Julia Pridham Milly Ehren/Joseph Anstee | Managing director Bridge House Estates | <p>The Corporate Charities Review is implementing a training programme, available to all Members, on key charity management topics i.e. conflicts of interest, charity law basics, understanding governing documents, regulatory frameworks etc. Training will be delivered via webinar sessions on specific topics with Q&A's included. Sessions will be recorded and made available for Members unable to attend live sessions.</p> <p>Training have been provided BHE Trustee Duties, Bridges, both with regards to tourism and engineering, City Bridge Trust, Investments, Charity Finance, Cross-cutting Strategic Ambitions such as DEI, Climate Action and Philanthropy, and Branding & Communications. Ad-hoc training sessions are also provided arising from Member requests, most recently on City Bridge Trust's application and assessment process.</p> |
| Emma Moore | Chief Operating Officer | <ul style="list-style-type: none"> • Public Sector Equality Duty (PSED) • understanding difference between executive and non-executive decisions would both be useful as well as • value for money requirements for audit purposes. |
| Alix Newbold | Interim Director of Police Authority | <ul style="list-style-type: none"> • Corporate Parenting • Public sector equality duty • Equality and diversity and inclusion • Member code of conduct • Complaints |

| | | |
|----------------------------|----------------------------------|---|
| | | <ul style="list-style-type: none">• Safeguarding including child protection (N)• Scrutiny (N)• City of London Corporation Governance Structures• Policing and Crime• Role of Board including statutory roles and responsibilities (N)• Structure of Policing /Law enforcement (N) <p>(N) = new offer</p> |
| Damian Nussbaum | Director of Economic Development | Offering delivery once a year looking at the major three Strategies: <ul style="list-style-type: none">• Competitiveness Strategy• Destination Strategy• Climate Action Strategy |
| Chris Keesing Matt Lock | Audit Whistleblowing | This has been recognised as a new area of training. There currently is a policy but no specific training, however the subject is linked to Corporate Anti-Fraud & Corruption Strategy. |

In addition an area to consider is Media, how and when to comment

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Sample of National Authority Responses

| Authority | Question | Forum Response |
|-----------|---|--|
| Tamworth | Member induction/training programme | <p>Coventry L&D strategy and offer reported to Council (March 2022) focused on four key areas</p> <ul style="list-style-type: none">• Purpose of the Strategy• Assessing Need and Requesting Training• Training Matrix• Governance and Deliver <p>Cornwall – delivered the member induction pack using Microsoft Teams with links to access paper copies. Session were recorded for the purpose of viewing at a later date.</p> |
| | Virtual induction packs | <p>Feedback delivered via Microsoft forms circulating a survey with the option to download the form.</p> |
| Norfolk | Mandatory Members Training Programme – Here at Norfolk County Council we are reviewing our Councillor Mandatory Training Pre and Post Election and would be | <p>Watford – general training needs met and delivered annually include planning and licensing. Scrutiny training held every 2 years (not statutory but useful for members taking part in task and finish working groups). e-learning used to provide Members with safeguarding and IT security information. When officers request learning the test question is “if Members doesn’t do the training what is the penalty?”</p> |

| | | |
|----------------|--|--|
| | <p>grateful if you can share your programme.</p> | <p>Hertfordshire – learning pool ilearning for officers and are members included, nothing specific for Members</p> <p>Milton Keynes – posted a copy of their induction programme.</p> <p>Unnamed authority- presentations given to group leaders initially for consideration, other than the legal bare minimums, what they considered “essential”. This included a number of areas that they agreed were important enough that all Members should be required to attend.</p> <p>Post-election, turn outs were reported back etc and the response was to... declassify those which weren't legally essential!</p> <p>Programme was pretty much one or two sessions per committee/thematic area, general intros to the organisation and use of Modern.Gov. More recent additions have been around personal safety and diffusing situations.</p> <p>Training is mandatory for those sitting on Licensing, and Planning and Joint Development Control Committee and run by external trainers: James Button for Licensing and Alison Blom-Cooper alison@fortismere-associates.co.uk for Planning. Also Equality and Diversity, GDPR delivered internally.</p> |
| Lambeth | <p>Safety Training for Members</p> <p>Currently, at the Lambeth's DSO team we are looking for a training provider for 'Personal Safety' for our councillors. Can anyone recommend and provide a contact</p> | <p>North Norfolk - used Miranda Smythe from Baikie-Wood Consultancy who provided a session called ' personal Safety for Councillors' they all received a booklet outlining the basics! Facilitator recommended by the LGiU but I think she can be booked direct via her website. Feedback from the councillors was good.</p> <p>Cambridgeshire – delivered in-house and found practical advice on the Suzy Lamplugh Trust website, including on canvassing at election time.</p> <p>LGA website was noted as a good source</p> |

| | | |
|--------------------|-----------------------------------|--|
| | for possible trainers we can use? | |
| Ashford | Member Training Record | Several responses from various authorities the majority used an excel spreadsheet and stored them in SharePoint. |
| Danny Saxby | Feedback forms | Two responses – both reporting limited success, as a workaround one authority used comments and questions from Members that were asked in the “chat” function during the training session. |

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The Member Development Charter

Self-assessment template

Produced in conjunction with the following organisations



Member Development Charter

This template aims to help councils that sign up to aspire to the principles of the Charter for Member Development. It provides a guide for self-assessment and for drawing up an action plan to achieve the required award. Councils wanting to use their own action planning format should do so.

Whichever style of action plan is used it should identify:

- future planned action
- when action is expected to be completed
- who is responsible for the action
- who is responsible for monitoring implementation of the action plan.

Councils may find it useful to have a team of people responsible for pulling the action plan together, such as the all party member development group with officer support.

Those responsible for drawing up the action plan should look at each point on the guidelines and ‘What this means in practice’ section and ask:

1. What evidence do we have that suggests we are following good practice?
2. What action do we need to take, if any, to follow good practice or continuously improve? (Taking account of any resource implications and constraints)
3. When will this action be taken by?
4. Who will be responsible for the action?

A named person should be identified as being responsible for monitoring the action plan.

Member Development Charter self-assessment template

| Criterion 1. There is a clear commitment to councillor development and support | | | | | | |
|--|---|--|----------|--------|---------|---------|
| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
| 1. | Political and managerial leadership is committed to the development of councillors | <ul style="list-style-type: none"> • Clear commitment from the political and managerial leadership • Established cross party councillor development task group (CDTG) that meets regularly • There is a clear councillor development strategy which is embedded into practice and regularly reviewed • Named councillor(s) and officer(s) responsible for councillor development | | | | |

Criterion 1. There is a clear commitment to councillor development and support

| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
|-----|---|--|----------|--------|---------|---------|
| 1.2 | The council actively encourages citizenship and publicises the role of councillors as community leaders as part of promoting local democracy so as to encourage under-represented groups to become councillors | <ul style="list-style-type: none"> The council holds a range of activities and events to encourage people to become councillors | | | | |
| 1.3 | The council is committed to ensuring equal access to learning and development for all councillors | <ul style="list-style-type: none"> Statistical analysis of cultural and personal circumstances Timing of councillor development takes account of cultural and personal circumstances All councillors have equal access to councillor development The development programme includes a range of delivery methods to meet the different learning styles of councillors Councillors are regularly updated on councillor development activities | | | | |

| Criterion 1. There is a clear commitment to councillor development and support | | | | | | |
|--|--|---|----------|--------|---------|---------|
| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
| 1.4 | The council has a designated budget for councillor development which is adequate to meet priority development needs | <ul style="list-style-type: none">Budget is explicit and clearly identified and monitored | | | | |
| 1.5 | Designated officer/s of the council have responsibility for coordinating councillor development | <ul style="list-style-type: none">Appropriate and adequate officer resources are in place to support councillor development | | | | |

| Criterion 2. The council has a strategic approach to councillor development | | | | | | |
|---|--|--|----------|--------|---------|---------|
| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
| 2.1 | The council has a councillor development strategy in place | <ul style="list-style-type: none">• The strategy is developed and monitored by the cross party member development task group• Strategy identifies priority development needs and makes stated and clear links with council's corporate/ strategic objectives• The strategy is regularly reviewed (at least once every three years) by the cross party member development task group• The strategy includes an induction process that is evaluated after each election | | | | |
| 2.2 | The council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives | <ul style="list-style-type: none">• A process exists to identify individual development needs in the form of a Training Needs Analysis (TNA) or Personal Development Plans (PDPs) and is working effectively | | | | |

| Criterion 2. The council has a strategic approach to councillor development | | | | | | |
|---|---|--|----------|--------|---------|---------|
| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
| 2.3 | The various councillor roles are clearly defined and outline how they contribute to the achievement of community, political and council objectives | <ul style="list-style-type: none"> • Councillors demonstrate an understanding of the skills and knowledge required in their ward and council wide roles • Councillor role descriptions exist and are maintained for all key roles including the ward councillor • Councillors are clear about what the council is trying to achieve and the key role they play in this as councillors | | | | |
| 2.4. | The council has a structured process for assessing current and future leadership and executive team development needs | <ul style="list-style-type: none"> • Structured process to assess current and future leadership development needs • A development plan is in place that supports the political and management teams in learning about each other and working effectively together • Leadership development is used to support future succession planning | | | | |

| Criterion 2. The council has a strategic approach to councillor development | | | | | | |
|---|--|--|----------|--------|---------|---------|
| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
| 2.5 | There is a corporate councillor development plan in place | <ul style="list-style-type: none">• Councillor learning and development plan links to council's corporate objectives and the development of councillors• The councillor learning and development plan includes individuals, committees and political leadership needs | | | | |

| Criterion 3. Learning and development is effective in building capacity | | | | | | |
|---|--|---|----------|--------|---------|---------|
| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
| 3.1 | Investment in learning and development is regularly evaluated in terms of the cost benefit and impact | <ul style="list-style-type: none">• Evaluation strategy is in place to analyse the cost and benefits of councillor development• Political and managerial leadership display a good understanding of both the costs and benefits of development activities• Councillors can describe why they did certain activities, what they learnt and what difference it has made to them carrying out their various roles as councillors | | | | |
| 3.2 | Learning is shared with other councillors and where appropriate, with officers and stakeholders to encourage capacity building in the council and a learning organisation culture | <ul style="list-style-type: none">• Knowledge and learning is shared with councillors, peers, officers and others | | | | |

| Criterion 3. Learning and development is effective in building capacity | | | | | | |
|---|---|--|----------|--------|---------|---------|
| | Elements | Requirements for Charter | Evidence | Action | By when | By whom |
| 3.3 | The council demonstrates a commitment to an effective councillor learning and development programme by implementing improvements to learning and development activities as they are identified | <ul style="list-style-type: none">Continuous improvement in the approach to developing councillors is identified and implemented | | | | |



Local Government Association

Local Government House
Smith Square
London SW1P 3HZ

Telephone 020 7664 3000
Fax 020 7664 3030
Email info@local.gov.uk
www.local.gov.uk

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please contact us on 020 7664 3000.
We consider requests on an individual basis.

REF 11.32

Member Learning & Development Steering Group

Terms of Reference

The Member Development Steering Group agreed its terms of reference in 2003. They were as follows:

Purpose

To ensure that all Members have access to opportunities to broaden their specialist knowledge and skills in relation to their duties as Aldermen or Common Councilmen.

1. Determine the composition of group.
2. Design a development strategy/policy for Aldermen and Councilmen.
3. Develop a comprehensive induction programme for all new Members.
4. Set and monitor training budget allocated to Member development – ensure it is being used effectively and delivers value for money.
5. Establish a range of development opportunities which members may pursue individually or in groups based on an analysis of their needs.
6. Ensure Members are made aware of the opportunities available
7. Encourage Members to pursue the opportunities available

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| | |
|---|--|
| Committee(s): Civic Affairs Committee – For Decision | Dated: 11 th October 2022 |
| Subject: Member's Code of Conduct | Public |
| Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? | |
| Does this proposal require extra revenue and/or capital spending? | Y/N |
| If so, how much? | £ |
| What is the source of Funding? | |
| Has this Funding Source been agreed with the Chamberlain's Department? | Y/N |
| Report of: Member's Code of Conduct | For Decision |
| Report author: Michael Cogher, The Comptroller and City Solicitor and Monitoring Officer | |

Summary

1. Synopsis

- 1.1 This report presents the Corporation's current Code of Conduct for Members for review against the Model Code of Conduct produced by the Local Government Association ("LGA").

2. Recommendations

- 2.1 That Members consider the LGA Code against the Corporation's Code, and in particular:
- (i) Whether to recommend to Policy and Resources and the Court of Common Council that the LGA Code be adopted with or without modification; or
 - (ii) Whether to retain the existing Code with or without modification and in the former case to make the appropriate recommendation to Policy and Resources and the Court of Common Council.

3. Background

- 3.1 Under s.27 of the Localism Act 2011 ("the Act") the Corporation is under a statutory duty to promote and maintain high standards of conduct by members and co-opted members.
- 3.2 Under S.28 of the Act the Corporation is required to have in place a code of conduct setting out the conduct expected of elected and co-opted members of the Corporation together with a mechanism to allow complaints to be considered and determined.

- 3.3 The Act replaced the previous standards arrangements and Model Code of Conduct under the Local Government Act 2000, which had operated between 2002 and 2012, with a de-centralised and “localist” system under which there is no national code of conduct for local authority members.
- 3.4 Instead, each relevant authority must adopt its own code consistent with the Principles of Public Life including provisions in relation to pecuniary and other interests.
- 3.5 The Principles of Public Life, which are not further defined in the legislation, are:
- (a) Selflessness
 - (b) Integrity
 - (c) Objectivity
 - (d) Accountability
 - (e) Openness
 - (f) Honesty
 - (g) Leadership
- 3.6 Guidance issued dated 31st May 1995 provides some definitions of the Principles (see **Appendix 1**) which are incorporated into the Corporation’s Code.
- 3.7 In 2012 the DCLG (the predecessor of the Department of Levelling Up, Housing and Communities) and the LGA both produced example Codes. The Corporation initially adopted the very “light touch” DCLG Code which was substantially strengthened in 2014. The last review of the Corporation’s Code of Conduct took place on 16th July 2020, when the Court of Common Council approved the addition of provisions relating to anti-Semitism. Proposals for the incorporation of definitions of bullying and harassment were dropped. The Court report is attached at **Appendix 2**.
- 3.8 The Corporation’s current Code is attached at **Appendix 3**. Whilst the statutory obligations under the Act only apply to the Corporation in its capacity as a local authority it has traditionally applied the Code of Conduct across all its functions.
- 3.9 In January 2019 the Committee on Standards in Public Life published its Review on Local Government Ethical Standards:
<https://www.bing.com/ck/a?!&p=54d593d6647089b3JmItdHM9MTY1OTM4MDA1OCZpZ3VpZD0wZTUyNWNjYy1mN2YxLTRlYzltYmE5Yy1jZjRhMGI5ODZhOGYmaW5zaWQ9NTE3OA&ptn=3&hsh=3&fclid=588f588e-11cb-11ed-9894-d11c2fa2c3a8&u=a1aHR0cHM6Ly93d3cuZ292LnVrL2dvdMvYbm1lbnQvY29sbGVjdGlvbNmbG9jYWwtZ292ZXJubWVudC1ldGhpY2FsLXN0YW5kYXJkcw&ntb=1>

- 3.10 The Committee noted that “there is considerable variation in local authority codes of conduct. Some of this is straightforward variation in structure and wording, but there is also considerable variation in length, breadth, clarity and detail”.
- 3.11 It went on to note that this variation can cause confusion in areas with multiple tiers of local government, for example where members sit on both a County and a District Council.
- 3.12 Accordingly, its first recommendation (Recommendation 1) was that the LGA should create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government.
- 3.13 The LGA duly created and consulted on a new Model Code of Conduct which was published in January 2021. A copy of the LGA Code is attached at **Appendix 4**.
- 3.14 The Government’s response to the Report was published on 18th March 2022 [LGA Model Member Code of Conduct: Consultation response analysis, November 2020 | Local Government Association](#) and in relation to Recommendation 1 it responded:
- 3.15 “It is for individual councils to set their own local code, in line with the Act. The Government has previously published a light-touch illustrative code of conduct. The Local Government Association has worked with sector representative bodies to update its own suggested code of conduct, with the intention that this new suggested code could establish a consistent benchmark that local authorities can amend or add to as they see fit to reflect local circumstances and priorities. The Local Government Association published the updated code of conduct in January 2021. However, it remains a local decision on whether this model code is adopted”.

4. The LGA Code

- 4.1 Whilst the LGA Code does not differ from the Corporation’s Code in broad effect it contains some significant differences in style and emphasis, being arguably more modern and accessible, together with a commitment to mandatory training, for example:
- A clear statement that support, training, and mediation is encouraged prior to taking action using the Code (Introduction)
 - A more detailed explanation of the concept of “respect” and the limits of legitimate challenge (Paragraph 1)
 - A more detailed explanation of bullying, discrimination, and harassment, including the incorporation of the ACAS definition of bullying, previously not adopted by the Corporation (Paragraph 2)
 - A more detailed explanation of the relationships with officers (Paragraph 3)
 - A more detailed explanation in relation to dispute (Paragraph 5)

- A mandatory training undertaking and specific undertakings in relation to co-operation with investigations etc. (Paragraph 8)

5. Comments of the Monitoring Officer

5.1 The Corporation is under a statutory duty to promote and maintain high standards of conduct. It is also under a statutory duty to secure continuous improvement in the way in which its functions are exercised. The Sub-committee should therefore consider whether the adoption of the LGA Code, with or without modification is likely to contribute to the improvement of the promotion and maintenance of high standards of Member conduct within the Corporation.

5.2 Considerable work has been invested in the Corporation's Code over many years and it remains fit for purpose.

However, the LGA Code is arguably more modern in its approach, incorporates more examples and is written in plain English. Corporation specific issues, such as our list of non-pecuniary interests could easily be incorporated and areas of potential controversy e.g., compulsory training could be deleted.

5.3 The Corporation is a unitary authority and does not have "two tier" issues although a number of members are involved in local authorities.

5.4 As the Government response states, the adoption of the LGA Code is entirely a matter for individual local authorities. A "straw poll" of its 23 members in January 2022 by the London Boroughs' Legal Alliance, of which the Corporation is a member, revealed not only a disappointing response rate but no consistency across respondent London Boroughs (see **Appendix 5**). However, there may be some advantage in the Corporation adopting what can be regarded as the benchmark of good practice.

5.5 Were the Sub-committee to be minded to make any changes to the Corporation's Code it should consider undertaking appropriate consultation with affected members and co-opted members and the Independent Standards Panel.

6. Conclusion

6.1 Finally, it should be noted that the statement in the LGA Code that the Monitoring Officer has a statutory responsibility for the implementation is not strictly correct. The Corporation has the statutory responsibility both for the Code and for ensuring that there is a mechanism in place for complaints to be determined. The Monitoring Officer has a statutory duty to report to the Court if he considers that the Corporation has failed to comply with these obligations.

Appendices

1. Definitions of Principles
2. Updated Code of Conduct
3. The Corporation's current Code
4. The LGA Model Councillor Code
5. Legal Alliance response

Michael Cogher

Comptroller and City Solicitor and Monitoring Officer
Comptroller and City Solicitor's Department

T: 020 7332 3699

E: Michael.cogher@cityoflondon.gov.uk

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Appendix 1 – Definitions of the Principles

1. The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Report – Standards Committee

Updates to the Members' Code of Conduct

To be presented on Thursday, 16th July 2020

*To the Right Honourable The Lord Mayor, Aldermen and Commons
of the City of London in Common Council assembled.*

SUMMARY

In accordance with our terms of reference, the Standards Committee is required to prepare, keep under review and monitor the City of London Corporation's Members' Code of Conduct and make recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct.

At its meeting on 5th December 2019, this Court approved that the International Holocaust Remembrance Alliance (IHRA) definition of anti-Semitism, including the agreed working examples should be adopted the City Corporation and that this definition and working examples should also be included within both the Members' and Officers' Code of Conduct. Your Standards Committee have actioned this with regard to the Members' Code of Conduct where the IHRA definition is now referenced within the body of the document with full details included as a separate appendix.

Further to this, and in considering Best Practice Recommendations from the Committee for Standards in Public Life at their meeting on 24th January 2020, your Standards Committee are also proposing to further amend the Members' Code of Conduct to include definitions of the terms bullying and harassment together with a list of examples of the sorts of behaviour covered by these definitions. Again, it is proposed that this is referenced both within the body of the main document and in greater detail in a separate appendix.

RECOMMENDATION

That the Court of Common Council adopts the updated Members' Code of Conduct as set out in Appendix 1 with immediate effect.

MAIN REPORT

Background

1. In accordance with our terms of reference, the Standards Committee is required to prepare, keep under review and monitor the City of London Corporation's Members' Code of Conduct and make recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct.
2. Both the Secretary of State for Communities and Local Government and the Leaders' Committee of London Councils recommended that UK and London

local authorities consider adopting the International Holocaust Remembrance Alliance (IHRA) Definition on Anti-Semitism. The Court of Common Council first considered these recommendations in light of a reported increase in anti-Semitic incidents across the UK during the first half of 2019, and the adoption of the definition by at least 19 London boroughs. At a meeting of this Court in December 2019, Honourable Members considered and approved the adoption of the IHRA definition on anti-Semitism and asked that this be included, alongside working examples, within the Members' and Officers' Code of Conduct. Your Standards Committee received a resolution to this effect at its 24th January 2020 meeting where it was agreed that the best approach would be to reference the IHRA definition within the body of the Members' Code of Conduct with full details included by way of a separate appendix to the existing document. We hope that Members will be satisfied with this approach.

3. Whilst reviewing the Members' Code of Conduct and, separately, Best Practice Recommendations from the Committee for Standards in Public Life (CSPL), the Standards Committee also felt that this was an opportune time to seek to further define the terms 'bullying and harassment' within the body of the Members' Code of Conduct and also to separately append some examples of the types of behaviours included within these definitions. The definition of bullying and the examples of bullying behaviour used are drawn from the Advisory, Conciliation and Arbitration Service ("ACAS"). The definition of harassment is drawn from the Equality Act 2010. We hope that Honourable Members will agree that this is a necessary, sensible and useful addition to the Code.
4. The evidence received by the CSPL suggests that most allegations of Code breaches relate to bullying and harassment. At the same time, their sampling found that most Codes of Conduct do not cover this behaviour effectively. Whilst most Codes had a specific prohibition on bullying and intimidation, only two out of twenty Codes sampled included specific behaviours that would amount to bullying, and five only had a broad provision such as 'showing respect for others'.
5. Members will know that when the current version of the City Corporation's Members' Code of Conduct was adopted in March 2018, the pre-existing reference to "Always treating people with respect, including the organisations and constituents that you engage with and those that you work alongside" was supplemented by the additional explicit wording "...and not bullying, harassing (including sexually harassing), intimidating or attempting to intimidate any person." However, the Code does not currently include a definition of bullying and harassment nor give examples of the sort of behaviour that would be caught, something which we would like to now rectify.

Conclusion

- 6, It is recommended that the Court of Common Council approve the changes to the Members' Code of Conduct as set out in Appendix 1.

Appendices

- Appendix 1 –Revised Members' Code of Conduct incorporating revisions approved by the Standards Committee on 24th January 2020.

All of which we submit to the judgement of this Honourable Court.

DATED this 24th day of January 2020.

SIGNED on behalf of the Committee.

Ann Holmes
Chairman, Standards Committee

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

1. You are a member of the City of London Corporation ("the Corporation") or a member of a committee of the Corporation (in this Code collectively referred to as a "Member") and hence you shall have regard to the Seven Principles of Public Life –

- a) **SELFLESSNESS:** Holders of public office should act solely in terms of the public interest.
- b) **INTEGRITY:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

NB - This Principle applies only to conduct by a Member in their capacity as a Member which may foreseeably lead to the Member being subjected to inappropriate influence in the performance of their duties. It does not apply to contracts of employment, service or other formal and informal business relationships entered into by Members in their private capacities and which are dealt with by the rules on disclosable pecuniary and non-pecuniary interests.

- c) **OBJECTIVITY:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- d) **ACCOUNTABILITY:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- e) **OPENNESS:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- f) **HONESTY:** Holders of public office should be truthful.
- g) **LEADERSHIP:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

2. As a Member your conduct shall in particular address the Seven Principles of Public Life by:
- a) Championing the public interest, taking into account the needs of your constituents, including those that did not vote for you, and the community as a whole.
 - b) Dealing with representations or enquiries from residents, City voters, members of our communities and visitors fairly, appropriately and impartially.
 - c) Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Corporation or the good governance of the Corporation in a proper manner.
 - d) Exercising independent judgement and not compromising your position by allowing individuals or organisations to improperly influence you in the performance of your official duties by means of any financial or other obligations.
 - e) Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
 - f) Being accountable for your decisions and co-operating when scrutinised internally and externally, including by constituents.
 - g) Contributing to making the Corporation's decision-making processes as open and transparent as possible to enable constituents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account, and not seeking to prevent any person from obtaining information that they are entitled to by law.
 - h) Restricting access to information when the wider public interest or the law requires it, and not disclosing confidential information, unless you are entitled to by law – refer to the Monitoring Officer if you are unsure.
 - i) Behaving in accordance with all of the Corporation's legal obligations, alongside any requirements contained within the Corporation's policies, protocols or procedures, including on the use of the Corporation's resources.
 - j) Ensuring that, when using or authorising the use by others of the resources of the Corporation, such resources are not used improperly for political purposes (including party political purposes) and having regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
 - k) Valuing your colleagues and officers of the Corporation and engaging with them in an appropriate manner and one that underpins the mutual respect that is essential to good local governance.
 - l) Always treating people with respect, including the organisations and constituents that you engage with and those that you work alongside, and not bullying, harassing (including sexually harassing), intimidating or attempting to intimidate any person. (See Appendix 1 for definitions of bullying and harassment.)

- m) Not doing anything which could reasonably be regarded as bringing your office or authority into disrepute.
- n) Upholding the Corporation's obligations under the Equality Act 2010 by promoting equality, and not discriminating unlawfully against any person on the grounds of race, gender, disability, religion or belief, sexual orientation or age. The Corporation has adopted the International Holocaust Remembrance Alliance definition of antisemitism (see Appendix 2).
- o) Registering and declaring any private interests, both pecuniary and non-pecuniary, that relate to your public duties in a manner conforming with the procedures set out below.
- p) Providing leadership through behaving in accordance with these principles when championing the interests of constituents with other organisations as well as within the Corporation.

Registering and declaring pecuniary and non-pecuniary interests

3. You must, within 28 days of taking office as a Member, notify the Town Clerk (on behalf of the Corporation's Monitoring Officer) of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners, together with any non-pecuniary interests of yours described in paragraph 7 below and thereafter maintain an up to date register of any such interests.
4. The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (Appendix 3) currently define disclosable pecuniary interests under the following categories:
 - a) Employment, office, trade, profession or vocation
 - b) Sponsorship
 - c) Contracts
 - d) Land
 - e) Licences
 - f) Corporate tenancies
 - g) Securities
5. Where you believe you have a sensitive interest¹, you should apply to the Monitoring Officer (via the Town Clerk) for exemption from the requirement that details of the interest be published and made available for inspection.
6. In addition, you must, within 28 days of taking office as a Member, and thereafter on an ongoing basis, notify the Corporation's Monitoring Officer (via the Town Clerk) of any other pecuniary or non-pecuniary interest which you consider should be included on

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

your Members' Declaration form if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life.

7. In any event you are required to disclose your membership of any:
 - (a) Management board or similar organ of any charity or body directed to a charitable purpose (e.g. a trustee or director) but excluding any charity or other such body administered by the Corporation
 - (b) Club or Society active in the City of London or which relates to any functions of the Corporation
 - (c) Fraternal or Sororal Societies
 - (d) Livery Company, City Company without Livery, Guild or Company seeking Livery
 - (e) Political Party
 - (f) Organisation, one of whose principal purposes includes the influence of public opinion or policy, and which is likely to seek to affect the policy of the Corporation or which may have an impact on its services or stakeholders
 - (g) Professional Association
 - (h) Trade Association
 - (i) Trade Union
 - (j) Management board or similar organ of any organisation not falling within paragraph 3 or sub-paragraphs (a)-(i) above.
8. You must also notify the Corporation's Monitoring Officer (via the Town Clerk) of any gift or hospitality received by you as a Member with a value of £100 or more, or multiple gifts 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. Such notification must be made within 28 days of receipt, or within 28 days of reaching the cumulative threshold, as appropriate.
9. Special provision shall be made for the Lord Mayor and other holders of special offices in relation to the registration of gifts and hospitality to be set out in Guidance to be issued by the Standards Committee.
10. Entries shall be retained in the register of gifts and hospitality for three years – older entries will be removed.
11. If an interest has not been entered onto the Corporation's register, then the Member must disclose the interest to any meeting of the Corporation at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'¹.
12. Following any disclosure of an interest not on the Corporation's register or the subject of pending notification², you must notify the Monitoring Officer (via the Town Clerk) of the interest within 28 days beginning with the date of disclosure.
13. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State.

² This is where an interest has been notified to the Monitoring Officer but has not yet been entered on the register.

14. Your participation in any item of business:

- a) in which you have any other interest; or
- b) that affects a donor from whom you have received any gift or hospitality;

that is registered, or ought to be registered as set out above, will need to be considered by you on a case by case basis. You will only be expected to exclude yourself from speaking or voting in exceptional circumstances, for example where there is a real danger of bias.

15. If in doubt about any of the above matters you are encouraged to seek advice from the Town Clerk or the Corporation's Monitoring Officer.

Definition of Bullying

Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone.

Definition of Harassment

Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

Working Examples

Examples of bullying and harassment include, but are not limited to:

- Spreading malicious rumours, or insulting someone by word or behaviour.
- Copying memos that are critical about someone to others who do not need to know.
- Ridiculing or demeaning someone – picking on them or setting them up to fail.
- Exclusion or victimisation.
- Unfair treatment.
- Overbearing supervision or other misuse of power or position.
- Unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected.
- Making threats or comments about job security without foundation.
- Deliberately undermining a competent worker by overloading and constant criticism.
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

IHRA Definition of Antisemitism

"Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

IHRA Working Examples

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for "why things go wrong." It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.

- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews.

Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

STATUTORY INSTRUMENTS

2012 No. 1464

LOCAL GOVERNMENT, ENGLAND

The Relevant Authorities (Disclosable Pecuniary Interests)
Regulations 2012

Made - - - - 6th June 2012

Laid before Parliament 8th June 2012

Coming into force - - 1st July 2012

The Secretary of State, in exercise of the powers conferred by sections 30(3) and 235(2) of the Localism Act 2011⁽³⁾, makes the following Regulations.

Citation, commencement and interpretation

1.—(1) These Regulations may be cited as the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and shall come into force on 1st July 2012.

(2) In these regulations—

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of [a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014, other than a society registered as a credit union];

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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⁽⁴⁾ and other securities of any description, other than money deposited with a building society.

Specified pecuniary interests

2.The pecuniary interests which are specified for the purposes of Chapter 7 of Part 1 of the Act are the interests specified in the second column of the Schedule to these Regulations.

Signed by authority of the Secretary of State for Communities and Local Government

Grant Shapps
Minister of State

6th June 2012

Department for Communities and Local Government

⁽³⁾ 2011 c.20.

⁽⁴⁾ 2000 c. 8.

SCHEDULE

Regulation 2

| <i>Subject</i> | <i>Prescribed description</i> |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | <p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992⁽⁵⁾.</p> |
| Contracts | <p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land | Any beneficial interest in land which is within the area of the relevant authority. |
| Licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer. |
| Corporate tenancies | <p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p> |
| Securities | <p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> |

⁽⁵⁾ 1992 c. 52.

EXPLANATORY NOTE

(This note is not part of the Regulations)

Section 30 of the Localism Act 2011 provides that a member or co-opted member of a relevant authority as defined in section 27(6) of the Localism Act 2011, on taking office and in the circumstances set out in section 31, must notify the authority's monitoring officer of any disclosable pecuniary interest which that person has at the time of notification. These Regulations specify what is a pecuniary interest. Section 30(3) of the Act sets out the circumstances in which such an interest is a disclosable interest.

A full impact assessment has not been produced for these Regulations as no impact on the private or voluntary sectors is foreseen.

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Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. *Respect*

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. *Use of position*

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. *Use of local authority resources and facilities*

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. *Complying with the Code of Conduct*

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. *Interests*

As a councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject | Description |
|--|---|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.] |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the |

| | |
|----------------------------|--|
| | <p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land and Property | <p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p> |
| Licences | <p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p> |
| Corporate tenancies | <p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p> |
| Securities | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p> |

| | |
|--|---|
| | spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|---|

* 'director' includes a member of the committee of management of an industrial and provident society.

* '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 other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

| Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council; | |
|---|---|
| Any Body - | (a) exercising functions of a public nature; |
| | (b) directed to charitable purposes; or |
| | (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) |
| of which you are a member or in a position of general control or management. | |

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Appendix 5 – Legal Alliance response

| Member | Adoption of LGA Code of Conduct Model |
|----------------------|---|
| Bexley | No - some elements already incorporated into Bexley's Code eg Social Media guidance & definition bullying and harassment. |
| Brent | No – existing code very similar |
| Bromley | |
| Camden | |
| City of London | No – considering matter in Autumn |
| Ealing | No – not at present |
| Enfield | |
| Greenwich | No |
| Hackney | In progress – Propose to adopt Code with some amendments |
| Hammersmith & Fulham | In progress - Propose to adopt Code |
| Haringey | |
| HB Public Law | No - Harrow and Barnet - not adopted as the existing codes were adequate Yes – Hounslow - adopted with some amendments |
| Hillingdon | |
| Islington | |
| Kensington & Chelsea | In progress – not yet, but will propose adoption after May |
| Lambeth | |
| London Fire | |
| One Source | No – Havering - not at present In Progress – Newham - Aiming to adopt with some amendments in April for implementation after the elections |
| Redbridge | |
| Southwark | |
| Tower Hamlets | Yes – adopted with amendments |
| Waltham Forest | No – but reviewing code in February |
| Westminster | |

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