



Civic Affairs Sub-Committee

Date: FRIDAY, 31 MARCH 2023

Time: 10.00 am

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

Members:

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

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

Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

<https://www.youtube.com/@CityofLondonCorporation/streams>

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.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

Ian Thomas
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 7 February 2023.

For Decision
(Pages 7 - 14)

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

Report of the Deputy Town Clerk.

For Discussion
(Pages 15 - 20)

5. **WORK PROGRAMME**

Report of the Deputy Town Clerk.

For Information
(Pages 21 - 22)

Members' Facilities and Support

6. **MEMBERS' BEDROOM POLICY**

Assistant Town Clerk to be heard.

7. **MEMBERS' FINANCIAL SUPPORT POLICY AND SPECIAL RESPONSIBILITY ALLOWANCE: UPDATE ON IMPLEMENTATION**

Report of the Deputy Town Clerk.

(Pages 23 - 26)

8. **MEMBER TRANSPORT PROTOCOL**

Report of the Deputy Town Clerk.

Ethical Standards

9. MEMBERS' CODE OF CONDUCT

Report of the Comptroller and City Solicitor and Town Clerk and Chief Executive.

For Decision
(Pages 39 - 100)

General Business

10. OUTSIDE BODIES

Chair to be heard.

11. DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

Report of the Deputy Town Clerk.

For Information
(Pages 101 - 104)

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

13. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

14. EXCLUSION OF THE PUBLIC

MOTION: That the public be excluded for the following matters relating 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.

Part 2 - Non Public Agenda

15. MINUTES

- a) To agree the non public minutes of the Civic Affairs Sub-Committee meeting on 7 February 2023 (Pages 105 - 110)

- b) To receive a note of the Civic Affairs Sub-Committee Informal Strategy Session on Friday 9 December 2022 (Pages 111 - 116)

16. **BENEFICES**

- a) Chair to be heard
- b) St John Bethnal Green (Pages 117 - 118)

Hospitality

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

Report of the Remembrancer.

For Decision
(Pages 119 - 124)

18. **CITY HOSPITALITY COST GUIDELINES 2023/24**

Report of the Remembrancer.

For Decision
(Pages 125 - 130)

19. **COMMITTEE HOSPITALITY BUDGET ALLOCATION**

Report of the Remembrancer.

For Discussion
(Pages 131 - 134)

20. **APPLICATIONS FOR THE USE OF GUILDHALL**

Report of the Remembrancer.

For Decision
(Pages 135 - 140)

21. **APPLICATIONS FOR HOSPITALITY**

For Decision

- a) Application A (Pages 141 - 144)
Report of the Remembrancer.
- b) Application B (Pages 145 - 148)
Report of the Remembrancer.
- c) Application C (Pages 149 - 152)
Report of the Remembrancer.

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

Report of the Remembrancer.

For Information
(Pages 153 - 154)

23. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 155 - 164)

24. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 165 - 182)

25. **DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

For Information
(Pages 183 - 184)

26. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

Report of the Deputy Town Clerk.

For Information
(Pages 185 - 188)

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

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

Part 3 - Confidential Agenda

29. **MINUTES**

To agreed the confidential minutes of the Civic Affairs Sub-Committee meeting on 7 February 2023.

For Decision

This page is intentionally left blank

CIVIC AFFAIRS SUB-COMMITTEE

Tuesday, 7 February 2023

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,
West Wing, 2nd Floor West Wing on Tuesday, 7 February 2023 at 1.45 pm

Present

Members:

Deputy Edward Lord (Chair)
Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman)
Nicholas Bensted-Smith
Deputy Keith Bottomley
Tijs Broeke
Mary Durcan
Deputy Ann Holmes
Alderman Ian David Luder
Alderman Gregory Jones KC
Emily Benn
James Bromiley-Davis
Deputy Dr Giles Shilson
Alderman Sir William Russell
Wendy Mead
Alderman Professor Michael Mainelli

In Attendance

Ruby Sayed

Officers:

Paul Double	- City Remembrancer
Nigel Lefton	- Remembrancer's Department
Dorian Price	- Guildhall Manager
Fiona Hoban	- Remembrancer's Department
Bob Roberts	- Deputy Town Clerk
Paul Wright	- Deputy Remembrancer
Greg Moore	- Assistant Town Clerk
Jenna Brassett	- Chamberlain's Department
Rachel Cartwright	- Remembrancer's Department
Leann Corachea	- Remembrancer's Department
Tim Fletcher	- Deputy Town Clerk's Department
Chris Rumbles, Clerk	- Deputy Town Clerk's Department
David Mendoza Wolfson	- Deputy Town Clerk's Department

Part 1 – Public Agenda

1. APOLOGIES

Apologies were received from Sophie Fernandes.

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

There were none.

3. **MINUTES**

RESOLVED: That the minutes of the Civic Affairs Sub-Committee meeting on 6 December 2022 be approved as an accurate record.

4. **WORK PROGRAMME**

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

Members' Workspace Requirements – IG's proposed move to the Irish Chambers had received push back from Operational Property and Projects Sub-Committee resulting in a funding gap. The cost of IG relocating would be £40k with only £20k in their budget. If additional funding cannot be found they would be happy to stay in their current location. Members were given a choice of depleting Civic Affairs' Sub-Committee's contingency budget or progressing a bid to Policy and Resources Committee seeking the additional funding.

The Chair stressed the importance of gaining vacant possession of the mezzanine level with this being important to a number of other moves. As such, it was important for IG staff to move over to the Irish Chambers.

The Chair proposed a bid be submitted to Policy and Resources Committee seeking the required funding.

RESOLVED: That Members agreed to submit a bid to the Policy and Resources Committee Contingency Fund to secure an additional £20,000 of funding in support of IG's move to the Irish Chambers.

Members' Transportation Arrangements – This remains a work in progress. The Chair added how they would welcome a detailed update on progress at the next meeting.

Review of the Members' Financial Assistance Scheme – The Chair remarked on how this piece of work appeared to be slipping. Work was underway in breaking down the time worked by each of the Chairs. An update and timetable would follow at the next meeting.

Court of Common Council – Arrangements for Members – Update on agenda.

Induction Feedback – Now with the Member Development and Learning Steering Group and an updated has been provided.

5. **SEATING ARRANGEMENTS AT COURT OF COMMON COUNCIL**

The Town Clerk commented on a number of options being considered through re-arranging the existing layout of Court of Common Council meetings,

rescheduling meetings to a different day of the week and also looking at a different venue for meetings with the aim of generating more income through allowing a greater use of the Great Hall for private hire, depending on what Members wanted to consider.

A Member responded confirming they had previously raised the issue for consideration given the potential income loss through Tuesday to Thursday being preferred days of the week for events to be held. The Member added how the City Corporation was owner of the Insurance Institute that had a chamber that he considered more a more appropriate venue for committee meetings e.g., Court of Common Council and Planning and Transportation Committee, with the Livery Hall not being ideal for this purpose.

The Member suggested the Insurance Institute should be looked at as an alternative venue so a decision can be taken for the start of the 2024/25 civic year or sooner if possible. The Member proposed holding a meeting at the Insurance Institute initially to assess whether Members liked it as a venue.

A Member referred to their previous viewing of a Court of Common Council meeting online and the meeting appearing very sparsely attended, with this not appearing a good optic. The Member offered their endorsement of the proposal to consider an alternative venue, whilst adding how there was also a need to consider a reduction of seating at Court of Common Council meetings to reflect actual rather than historical attendance.

The Chair added how there were a number of interested parties across the organisation wanting access to the Insurance Institute.

A Member stressed the importance of retaining a public gallery, with there needing to be an appropriate assessment of this. The Chair responded confirming the public gallery at the Insurance Institute provided seating for up to 50 people.

A Member questioned the number of occasions there had been an interest shown and a booking lost for hire of Great Hall owing to a Court of Common Council meeting, with it being noted that firm data was not currently retained but with Court of Common Council meetings taking out a whole day for commercial bookings.

The Chair noted that Members were broadly supportive of looking at the Insurance Institute as an alternative venue for Court of Common Council meetings. The Chair proposed officers look at what can be changed with the current arrangements in the Guildhall Complex along with options for moving to Insurance Hall. It was suggested arranging a meeting at Insurance Hall to understand how it would work.

The Town Clerk agreed to report back to Civic Affairs Sub-Committee in May providing an update.

The update was noted.

6. PARENTAL / GUARDIAN ROOM

The Sub-Committee considered a joint report of the Town Clerk and City Surveyor updating on activity on creating a Parental / Guardian Room so that the Guildhall Complex was a welcoming and accessible environment for prospective and current elected Members.

A Member questioned whether the facility would also be available to staff, with the Town Clerk referring to the potential of extending provision to staff as detailed within the report. The Member added how it would not be appropriate to provide a facility for Members and not staff. The Chair suggested the issue could be raised at Corporate Services Committee to make them aware of the discussion and to consider how to respond for staff.

RESOLVED: That Members: -

- Agreed to proceed with the creation of a Parental / Guardian Room at a cost of £7,500, to be met from the Civic Affairs Sub-Committee's contingency fund and progress the proposal to use the Members' Computer Room on the Mezzanine floor for this purpose.

7. MEMBER LEARNING AND DEVELOPMENT STEERING GROUP - TERMS OF REFERENCE

The Sub-Committee considered a report of the Town Clerk presenting revised and updated terms of reference for the Member Learning and Development Steering Group.

A Member referred to the Membership and offered their endorsement that two must be newer Members. The Member added how the current wording of 'two of whom must be newer Members i.e., those elected at the last all-out elections', would rule out those elected in bi-elections and would result in missing out on a bulk of newer Members. The Member proposed the wording be amended slightly, with the Chair proposing the wording be changed to 'those Members with less than six years' service', with this receiving the support of Members.

The Chair referred to Mary Durcan having responded and expressed an interest in serving as a Civic Affairs Sub-Committee representative on the Member Learning and Development Steering Group, with Members offering their support of this appointment.

The Chair confirmed that there remained one additional place for a representative on the Member Learning and Development Steering Committee.

Emily Benn and James Bromiley Davis put themselves forward for consideration. Following discussion, during which options for appointment were considered, the Chair proposed extending the membership of the Member Learning and Development Steering Group to allow both Members to be appointed as a Civic Affairs Sub-Committee Representative, with this receiving the agreement of Members.

RESOLVED: That Members:

- Approved the terms of reference of the Member Learning and Development Steering Group with revised wording to include 'those Members with less than six years' service'.
- Agreed to the appointment of Mary Durcan as a Civic Affairs Sub-Committee Representative on the Member Learning and Development Steering Group.
- Agreed to extend the Membership of the Member Learning and Development Steering Group to allow for the appointment of Emily Benn and James Bromiley-Davis as additional Civic Affairs Sub-Committee Representatives.

8. **CHIEF COMMONER'S HANDBOOK**

The Chair referred to a copy of the latest Chief Commoner's handbook having been tabled. This was to allow Members an opportunity to review the document.

The Chair confirmed that they were not proposing the handbook be considered today, but that Members look to provide feedback on the document to the Town Clerk, with an updated handbook coming back to a later meeting of Civic Affairs Sub-Committee for consideration.

A Member questioned the order of precedence with regards to use of cars and the Chair confirmed that this would be considered as part of the transportation policy coming to the next meeting, during which the order of precedence would be reviewed.

A Member, also Chief Commoner, added how the handbook offered a sense of direction and a guide, but with there being a need to show flexibility and agility in the role.

Members noted the update.

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

There were none.

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

There were no additional items of business.

11. **EXCLUSION OF THE PUBLIC**

RESOLVED: That the public be excluded for the following items that relate 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 non-public minutes of the Civic Affairs Sub-Committee meeting on the 6th of December 2022 be approved as an accurate record.

13. DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

The Sub-Committee received a report of the Town Clerk advising Members of action taken by the Town Clerk, in consultation with the Chair and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b) since the last meeting.

14. DELEGATED AUTHORITY REPORT

The Sub-Committee received a report of the Remembrancer detailing commercial and charity hire of Guildhall and hospitality approved under delegation to the Remembrancer, in consultation with the Chair and Deputy Chairman.

15. BENEFICES

The Chair provided Members with an oral update relating to the City Benefices.

16. TRADE MARKING THE CITY CORPORATION'S EVENTS SERVICES

The Sub-Committee considered a report of the Remembrancer relating to trade marking the City Corporation's events services.

17. APPLICATIONS FOR THE USE OF THE GREAT HALL

The Sub-Committee considered a report of the Remembrancer detailing applications for the use of the Great Hall.

18. APPLICATIONS FOR HOSPITALITY

The Sub-Committee considered several applications for hospitality.

Application A

Application B

Application C

Application D

Application E

19. FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY

The Sub-Committee received a report of the Remembrancer detailing forthcoming committee or court events involving hospitality.

20. SUMMARY OF COMMITTED HOSPITALITY FUNDING

The Sub-Committee received a joint report of the Remembrancer and Chamberlain providing a summary of committed hospitality funding.

21. VARIOUS RECEPTIONS - FINAL ACCOUNTS

The Sub-Committee received a joint report of the Remembrancer and Chamberlain relating to final accounts for events.

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

There were none.

23. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no additional items of business.

Part 3 – Confidential Agenda

24. MINUTES

RESOLVED: That the confidential minutes of the Civic Affairs Sub-Committee meeting on 6th December 2022 be approved as an accurate record.

=====

At this point in the meeting, in accordance with Standing Orders, Members agreed to extend the meeting beyond two hours.

=====

The meeting ended at 4.15pm

Chair

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

This page is intentionally left blank

Committee(s)	Dated:
Civic Affairs Sub-Committee	23 March 2023
Subject: Terms of Reference and Frequency of Meetings	Public
Report of: Deputy Town Clerk	For Discussion
Report author: Chris Rumbles – Town Clerk’s Department	

Summary

As part of the post-implementation review of the changes made to the City Corporation’s governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually.

This annual review also affords Members an opportunity to review the frequency of a Committee’s meetings and determine whether it remains appropriate or requires adjustment.

Recommendations

It is recommended that:

- Receive the terms of reference of the Sub-Committee and provide comments thereon.
- Members to consider whether any change is required to the frequency of the Committee’s meetings.

Appendices

- Appendix 1 – Terms of Reference

Contact:

Chris Rumbles

Email: christopher.rumbles@cityoflondon.gov.uk

This page is intentionally left blank

Civic Affairs Sub-Committee

Composition

- Chairman and Deputy Chairman or a Vice Chairman of the Policy & Resources Committee
- Chief Commoner
- Immediate past Chief Commoner*
- Chairman of the General Purposes Committee of the Court of Aldermen, or their nominee
- Chairman of the Finance Committee
- Senior Alderman Below the Chair
- Chairman of the Guildhall Club
- Four Members of Policy & Resources Committee elected by Policy & Resources Committee
- Together with Four Members of the Court of Common Council, to be elected by the Court.

**For part of the year and then the Chief Commoner Designate for the remainder of the year (elected in October each year)*

The Chairman to be Chairman of Policy & Resources or their nominee, Deputy Chairman to be the Chief Commoner.

Terms of Reference

To be responsible for:-

Hospitality

- (a) To consider applications for hospitality which are referred to it by the Remembrancer and to make recommendations thereon to the Court of Common Council;
- (b) To review and approve arrangements for hospitality (including Committee allowances, annual functions, invitations and seating);
- (c) To consider the list of eligible caterers; and
- (d) To consider and approve the level of charges for the event spaces within Guildhall.

Ceremonials

- (e) To review the totality of the City Corporation's ceremonial protocols and practices, with the intention of bringing them up to date to reflect current circumstances;
- (f) To examine the principles behind each protocol, particularly where there have been changes in practice over recent years, making recommendations as to the approach to take in future, with a view to an updated and consolidated Ceremonials Book being produced.

Outside Bodies

- (g) Overseeing the City Corporation's Outside Bodies Scheme, to include:-
- developing the Corporation's policy towards outside body appointments;
 - keeping under review the effectiveness and appropriateness of the organisation's participation in individual bodies;
 - giving initial consideration to new requests from outside bodies for nominations;
 - advising the Court on the needs and requirements of the outside body in respect of any vacancy; and
 - periodically reviewing the City Corporation's Outside Bodies protocol.

Benefices

- (h) To consider matters relating to the City's obligations for its various Benefices*.

**The Patronage (Benefices) Measure 1986 and The Patronage (Benefices) Rules 1987, seek to confine the exercise of Church of England Patronage; i.e. the right to present Clergy, to a responsible person who is an actual Communicant Member of the Church of England or of a church in communion with it. On receiving notice of a vacancy, the City of London Corporation, as patron, is required to appoint an individual who is 'willing and able to make the Declaration of Membership and act as its representative to discharge its functions as registered patron'. In practice, the Chairman of the Sub-Committee, being a person able and willing to make the declaration, is usually appointed as the City of London Corporation's representative and this practice has worked well.*

Member Privileges

- (i) To consider and make recommendations to the Policy and Resources Committee on:-
- Members' privileges; and
 - Members' facilities, excluding Guildhall Club as it falls within the locus of the House Committee of Guildhall Club.
- (j) To agree, a programme of Member training and development, to ensure that all Members have access to opportunities

Member Financial Assistance

- (k) To oversee the Members' Support Scheme (and Extended Support Scheme) to ensure that it is fit for purpose and to review periodically whether any further assistance should be established to support Members with the delivery of their duties as elected Members of the City Corporation.

Standards

- (l) promoting and maintaining high standards of conduct by Members and Co-opted Members of the City of London Corporation and to assist Members and Co-opted Members to observe the City of London Corporation's Code of Conduct;

- (m) preparing, keeping under review and monitoring the City of London Corporation's Member Code of Conduct and making recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct;
- (n) keeping under review, monitoring and revising as appropriate the City of London Corporation's Guidance to Members on the Code of Conduct;
- (o) keeping under review by way of an annual update by the Director of HR, the City of London Corporation's Employee Code of Conduct and, in relation to any revisions, making recommendations to the Establishment Committee;
- (p) keeping under review and monitoring the Protocol on Member/Officer Relations and, in relation to any revisions, making recommendations to the Establishment Committee;
- (q) advising and training Members and Co-opted Members on matters relating to the City of London Corporation's Code of Conduct.

This page is intentionally left blank

Civic Affairs Sub : Work Programme 2023

Work Area	Agreed position	Update
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>In November, a report was submitted to OPPSC on the future of the Irish Chambers, to which it was intended to move Innovation & Growth Officers in order to make spaces available for Members on the Mezzanine. Members were content in principle but requested that a full business case (to justify their reason for more workspace) would need to be presented back, before any final confirmation of usage. IG are intending to submit a report to February OPPSC; however, there is a £20k funding gap required to facilitate the relocation.</p> <p>Policy and Resources Committee is due to consider at its meeting on 23 March 2023 a request of Civic Affairs Sub-Committee seeking the additional £20k funding required to support IG’s relocation to the Irish Chambers.</p>
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>ONGOING</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> <p>Review of policy to be undertaken at appropriate point in the work programme.</p> <p>Report on Civic Affairs Sub-Committee agenda 31.03.23</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>ONGOING</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>Dialogue remains ongoing with the Chamberlain regarding potential tax implication that may result from any proposed changes to the Scheme.</p> <p>Members Financial Support Policy Update on the Civic Affairs Sub-Committee agenda 31.03.23</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>ONGOING</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 work taking priority over the summer recess period.</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>ONGOING</p> <p>Chair has reached out to Members seeking nominations. Chair to be hear at Civic Affairs Sub-Committee on 31.03.23.</p>

Members Code of Conduct	<ul style="list-style-type: none">Members’ Code of Conduct to be update	<p><u>ONGOING</u></p> <p>Members provided feedback across a range of issues at Civic Affairs Sub-Committee on 6 December 2022. It was agreed that a report would come back presenting an updated Code of Conduct for Members’ further review and consideration.</p> <p>Report and updated Code of Conduct being presented at Civic Affairs Sub-Committee on 31.03.23.</p>

Committee(s) Civic Affairs Sub (Policy and Resources) Committee	Date: 31 March 2023
Subject: Members Financial Support Policy and Special Responsibility Allowance: Update on Implementation	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/A
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Deputy Town Clerk	For Decision
Report author: Ben Dunleavy	

Summary

Officers have been pursuing two related pieces of work on financial support for Members – the Members' Financial Support Policy and a Special Responsibility Allowance. This report provides an update on the work being carried out on these areas, including a proposal to end acceptance of late payment claims by default.

Recommendations

The Committee is asked to:

1. Agree to end acceptance of late payment claims by default under the Members' Financial Support Policy, with cases to be decided on an exceptional basis (such consideration delegated to the Town Clerk in consultation with the Chair and Deputy Chair); and
2. Note the ongoing work being undertaken on the Special Responsibility Allowance.

Main Report

Background

1. In July 2021, the Court of Common Council approved an Extended Support Scheme as part of the Members' Financial Support Policy (MFSP), which introduced an optional annual flat rate allowance for Members based on the City Corporation's rate for inner-London Weighting.
2. When agreeing the MFSP, the Court also agreed that consideration would also be given to a Special Responsibility Allowance Scheme (SRA) once the general scheme was embedded.
3. Updates on the MFSP and the SRA were provided to the Civic Affairs Sub-Committee at its meeting in May 2022, with oral updates thereafter. At the May meeting, the Sub-Committee agreed to invite the London Councils Independent Remuneration Panel ('the Panel') to review options for introducing SRAs at the City Corporation, and to delegate authority for the final instructions and fee to the Town Clerk.

4. In the interim, the MFSP has continued to become embedded and take-up has steadily increased.

Current Position and Issues of Note

MFSP

5. The MFSP was implemented in October 2021 and there are now 110 Members registered under the Policy. Since the end of the final quarter for 2022-23, claims have been processed for 104 Members.
6. At the Sub-Committee meeting in October 2022, Officers undertook to explore the option of changing the scheme so that Members could choose to claim payments on a monthly basis, as Members had raised issues with the quarterly payment scheme and its potential implications for those in receipt of Universal Credit or similar benefits.
7. Whilst it was originally understood that introducing a change to allow Members to opt-in to monthly payments would be achievable, it has subsequently transpired that enacting this change would require all participating Members to claim monthly payments. Further investigation also revealed that the change would cause corollary taxation implications, which needed to be understood in further detail. Discussions with the Chamberlain's office continue to take place; however, a prospective alternative solution has been identified in respect of the specific issue among impact on Universal Credit payments, which the Chamberlain has suggested might best be navigated through direct engagement with the DWP.
8. The Sub-Committee has also previously discussed the matter of late payment claims being submitted by Members, which incur costs for the City Corporation (due to the external administrator for the Scheme). Taking into account the newness of the policy, and the high number of new Members joining the City Corporation since the all-out elections in March 2022, the Sub-Committee indicated a willingness to allow late claims to be made for a year after those elections, while Members familiarised themselves with the process. Now that the scheme has been in place for six quarters (and four quarters since the March 2022 elections), Members of the Sub-Committee may feel that it now is an appropriate time to cease acceptance of late payment claims by default. Nevertheless, it is recognised that an element of discretion would remain appropriate to allow late claims in very exceptional circumstances, which would be subject to consideration and approval by the Town Clerk, in consultation with the Chair of the Civic Affairs Sub-Committee and the Chief Commoner.

SRAs

9. In agreeing the implementation of the MFSP, the Court also agreed to explore the potential for SRAs, particularly in relation to Chairs of Committees.
10. In May 2022, this Sub-Committee agreed to invite the London Councils Independent Remuneration Panel ('the Panel') to review options for introducing SRAs at the City Corporation, and to delegate authority for the final instructions and fee to the Town Clerk. Due to other commitments, all three Members of the Panel were not available to undertake this work as a collective, but the Chair of the Panel, supported by one of the two other Panel members, expressed their willingness to undertake this activity. This would be the same approach as taken in respect of the initial

Independent Review, which resulted in the implementation of the general Financial Support Policy. The Sub-Committee was supportive of this approach.

11. Following initial discussions around scoping and timescales, requested information has been collated and provided, and ongoing activity is underway to define specific aspects and timescales for final reporting. It should be noted that any proposed outcomes will also require review with the City Corporation's external tax advisers to ensure that any implications are fully understood prior to formal proposal and implementation.

Financial Implications

12. As noted earlier in this report, whilst late payment claims have been accepted for the past year, there are ongoing budgeting costs associated with these for the City Corporation. Ceasing acceptance of payments by default will result in a modest element of savings.

Legal Implications

13. The City Corporation is able to use the general power of competence under s.1 of the Localism Act 2011 to fund any proposed payments using City Fund. It can also use its private funds i.e., City's Cash for the same purpose. An assistance scheme provided by the authority itself is not a disclosable pecuniary interest.

Equality Impact Assessment and Public Sector Equality Duty

14. 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. An assessment of the people with protected characteristics was undertaken prior to the Scheme's approval (i.e., age, disability, gender transition, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sex orientation). It will be essential for a similar assessment to be undertaken in the event of any SRA implementation proposals.

Conclusion

15. The MFSP has been in place since October 2021, and has had a high level of take-up from Members. This shows a good level of familiarity with the scheme, justifying an end to the acceptance of late payment claims by default. Officers are continuing to investigate the implications of switching to monthly payment claims, and work is also progressing on assessing the options available in introducing SRAs.

This page is intentionally left blank

Committee(s): Civic Affairs Sub-Committee	Date: 31 March 2023
Subject: Member Transport Protocol	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1-12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Deputy Town Clerk	For Decision
Report author: Greg Moore, Town Clerk's	

Summary

The "Protocol for the Provision of Transport for Elected Members" is the policy document which sets out the procedures for the provision of transport support (in the form of cars) for Members when engaged on City of London business.

The main purpose of the protocol is to provide clear guidance for Members and officers as regards the provision of transport support, as it is recognised that the roles and responsibilities of certain Senior Members (particularly the Chief Commoner and the Chairman of the Policy & Resources Committees) can place significant burdens on the individuals concerned and the provision of transport is both reasonable and in the City Corporation's best interests, in supporting the Members to undertake their duties on behalf of the organisation.

The policy has not been updated for some considerable time (well over a decade) and, notwithstanding the fact that it has worked well to-date with no material concerns escalated, it is prudent to review and update the document to ensure any deficiencies or outdated references are addressed. It is also a useful opportunity to ensure greater awareness, amongst both Members and Officers, of the Protocol's provisions.

This report highlights those areas where updates might be helpful and invites Members to comment. Subject to any additional comments, Appendix 2 also sets out an updated version of the policy for Members' consideration.

Recommendation(s)

That Members:-

1. Note the existing Protocol, set out at Appendix 1.
2. Consider and approve the adoption of the updated Protocol, set out at Appendix 2.

Main Report

Background

1. The usage by Members of City Corporation cars is set out in a document entitled the “Protocol for the Provision of Transport for Elected Members”. (NB – this excludes the Lord Mayor and Sheriffs, for whom separate arrangements are in place).
2. That document, attached at Appendix 1, recognises there is often a need to provide transportation to Members, particularly senior Members, in support of them undertaking the responsibilities and duties associated with their roles.
3. The support outlined in this policy is in the form of City Corporation cars, i.e., transport provided directly by the Corporation. Train fares and so on are reimbursed under the separate policies covering Member Expenses and Business Travel.
4. The policy has been in place for some considerable period without alteration. The reference within to the City Lands & Bridge House Estates Committee, which last met in 2011, indicates the time period in which the policy has not been revisited; however, the fact that there have been minimal if any complaints or concerns expressed, despite a decrease in the number of cars and drivers (from three to two) made available to Members, suggests that the policy remains largely fit-for-purpose and does not require significant amendment.
5. Nevertheless, it is appropriate to review the document in order to consider whether there are any helpful updates or corrections which could be made, or gaps which could be addressed, and to confirm the policy remains fit-for-purpose.

Current Position

6. The current policy is set out at Appendix 1. Members will observe immediately that there are a number of references which require updating; for instance, the aforementioned reference to the City Lands & Bridge House Committee (abolished 2011), together with the intimation that there are three drivers/cars (there have been two since 2010).
7. It must be said that the current Protocol appears to work well (outdated references notwithstanding); issues or complaints associated with the provision of cars have been exceedingly rare in the decade plus in which it has been operating and have, almost exclusively, related to circumstances outside of the Protocol itself (for instance, non-arrival of hire cars when the two in-house drivers are otherwise engaged). Consistently high levels of positive feedback are received in relation to the in-house service and it is clear that the provision is valued extremely highly by successive Chairs and Chief Commoners.
8. However, there have from time-to-time been elements of confusion (amongst both officers and Members) as to the requirements of the Protocol and entitlement to transport, as well as the appropriate mechanisms or conventions by which bookings should be made and entitlement associated therewith (particularly where such bookings are attempted at very late notice). Given the

significant organisational turnover in recent years, this is perhaps unsurprising; a refreshed Protocol might take the opportunity to clarify these points more explicitly and allow for a greater shared understanding and awareness. Proposed wording within Appendix 2 has been set out to address these points.

Options and Proposal

9. One option available to your Sub-Committee is to simply agree to note the existing protocol and update it to reflect the changed factual circumstances since the last review.
10. However, appendix 2, whilst doing this, also takes the opportunity to provide the additional points of clarification referred to at paragraph 8 above, which is recommended.
11. It is also open to Members to make additional suggestions or amendments where they feel these would be beneficial.
12. It should be stressed that these proposals do not seek to extend the existing provision; any proposals to do so would carry prospective cost implications and would require further approvals through the appropriate channels.

Corporate & Strategic Implications

- Financial implications – the current provision is met from within existing budgets and a simple updating of the protocol carries no financial implications. Any request to extend provision would be subject to further costings and associated approvals.
- Resource implications – as above.
- Legal implications – none.
- Risk implications – none.
- Equalities implications – The Protocol has been tweaked to make specific reference to the need to make provision where reasonable adjustments are required for accessibility purposes, in keeping with the City Corporation's general obligations in this area.
- Climate implications – vehicles procured to support the Protocol are subject to the City Corporation's standing Climate Action Strategy requirements and the procurement of any replacement vehicles will be managed by the City's Procurement Team accordingly.
- Security implications – none.

Conclusion

14. There is a need to provide transportation to Members, particularly senior Members, in support of them undertaking the responsibilities and duties associated with their roles. The current Protocol, setting out the arrangements associated with this, has worked well for some years but would benefit from a refresh, wording for which is proposed at Appendix 2.

Appendices

- Appendix 1: Current Protocol
- Appendix 2: Proposed Revised Protocol (changes marked in track)

This page is intentionally left blank



CITY OF LONDON CORPORATION

PROTOCOL FOR THE PROVISION OF TRANSPORT SUPPORT FOR ELECTED MEMBERS

1. Introduction

- (1) This document sets out the procedures for the provision of transport support for Members when engaged on City of London business.
- (2) The main purpose of the procedures is to provide clear guidance for Members as regards the provision of transport support.
- (3) The City Corporation recognises the need to provide transport support for Members.
- (4) It is further recognised that the roles and responsibilities of the Senior Chairmen (ie. the Chief Commoner and the Chairmen of the Policy & Resources and Finance Committees) place significant burdens on the individuals concerned, similarly on the Chairmen of the other committees, and that this should be taken account of in the Protocol.
- (5) There are a number of ways of meeting transport needs, depending upon the particular circumstances, viz:-
 - use of a City Corporation car or private hire car
 - reimbursement of transport costs (eg. rail, bus and/or taxi)
 - reimbursement of fuel costs
 - provision of a coach or mini-bus for visits by committees or groups of Members and Officers

2. City Corporation Cars

- (1) The City Corporation currently provides three cars for the use of Members (and Chief Officers) when engaged on City of London business.
- (2) When the demand for car transport cannot be met by the City Corporation cars and there is no reasonable alternative, arrangements are made to use a private hire car(s).

3. Senior Chairmen

- (1) The Senior Chairmen shall have first call on use of the City Corporation cars.
- (2) Transport shall be provided for Senior Chairmen, if required, when attending in their official capacity,
 - external meetings (eg. meetings with ministers, civil servants, local authority representatives etc.)
 - official gatherings (eg. lunches, dinners, receptions)
- (3) Transport shall be provided for Senior Chairmen and their spouse/partner from their homes to Guildhall and other central London venues, if required, before and/or after City Corporation functions.

4. Other Chairmen

- (1) When not required by Senior Chairmen, the City Corporation cars shall be available to support other Chairmen of committees.

- (2) Transport shall be provided for Chairmen, if required, when attending in their official capacity,
 - external meetings (eg. meetings with ministers, civil servants, local authority representatives etc.)
 - official gatherings (eg. lunches, dinners, receptions)
- (3) Transport shall also be provided for Chairmen, if required, in exceptional circumstances eg.
 - collecting a Chairman from home or a business address at unsocial hours for an early meeting
 - taking a Chairman home after an official gathering

5. Deputy Chairmen

The transport support referred to in paragraphs 4 (2) and (3) shall be made available to Deputy Chairmen, if required, when they are acting on behalf of a Chairman.

6. Members

- (1) The transport support referred to in paragraphs 4 (2) and (3) shall be made available to other Members, if required, when they are acting on behalf of a Chairman or Deputy Chairman.
- (2) Additional support shall also be made available to Members, if required, in the form of the reimbursement of reasonable travel expenses for return journeys from Guildhall when attending,
 - committee or sub committee meetings and official visits away from Guildhall (eg. the City of London Freeman's School, the City of London Cemetery, the open spaces outside the City)
 - meetings of external bodies on which Members represent the City Corporation
- (3) In exceptional circumstances, wherein the Town Clerk will consult the Chief Commoner and the Deputy Chairman of the City Lands & Bridge House Estates Committee, transport support may be provided for a Member who is temporarily incapacitated (eg. for medical reasons) and who needs to attend Guildhall or other venue on City Corporation business.

7. Requests for Transport Support

- (1) Requests for the use of the City Corporation cars should, in the first instance, be directed to the Head Chauffeur in the Town Clerk's Department.
- (2) Requests for transport support other than those involving use of the City Corporation cars should be directed to the relevant Committee Clerk.

This page is intentionally left blank



CITY OF LONDON CORPORATION

PROTOCOL FOR THE PROVISION OF TRANSPORT SUPPORT FOR ELECTED MEMBERS

1. Introduction

- (1) This document sets out the procedures for the provision of transport support for Members when engaged on City of London business.
- (2) The main purpose of the procedures is to provide clear guidance for Members as regards the provision of transport support.
- (3) The City Corporation recognises the need to provide transport support for Members.
- (4) It is further recognised that the roles and responsibilities of ~~certain~~the Senior ~~Members~~Chairmen (ie.i.e., the Chief Commoner and the Chairmen of the Policy & Resources and Finance Committees) may place significant burdens on the individuals concerned, ~~The same similarly on applies to the~~ Chairsmen of ~~the~~ other committees, and that this should be taken account of in the Protocol.
- (5) There are a number of ways of meeting transport needs, depending upon the particular circumstances, viz:-
 - use of a City Corporation car or private hire car
 - reimbursement of transport costs (eg. rail, bus and/or taxi)
 - reimbursement of fuel costs
 - provision of a coach or mini-bus for visits by committees or groups of Members and Officers
 - through the Business Travel Scheme for relevant committee-approved travel

2. City Corporation Cars

- (1) The City Corporation currently provides ~~three~~two cars for the use of Members (and Chief Officers, where cars are not in use for Members) when engaged on City of London business.
- (2) When the demand for car transport cannot be met by the City Corporation cars and there is no reasonable alternative, arrangements are made to use a private hire car(s).

3. Senior ~~Chairmen~~Members

- (1) The Senior ~~Chairmen~~Members shall have first call on use of the City Corporation cars.
- (2) Transport shall be provided for Senior ~~Chairmen~~Members, if required, when attending in their official capacity,
 - external meetings (e.g., meetings with ministers, civil servants, local authority representatives etc.)
 - official gatherings (e.g., lunches, dinners, receptions)
- (3) Transport shall be provided for Senior ~~Chairmen~~Members and their spouse/partner from their homes to Guildhall and other central London venues, if required, before and/or after City Corporation functions.

(4) It is not intended for Corporation cars to be used for personal or private functions or where attendance is in a personal capacity.

4. Other Chairmen

- (1) When not required by the Senior ChairmenMembers, the City Corporation cars shall be available to support other ~~Chairmen~~ Chairs of other committees.
- (2) Transport shall be provided for ~~Chairmen~~ Chairs, if required, when attending in their official capacity,
 - external meetings (e.g., meetings with ministers, civil servants, local authority representatives, etc.)
 - official gatherings (e.g., lunches, dinners, receptions) where they are either representing the City Corporation externally, or hosting the event e.g. a committee dinner.
- (3) Transport shall also be provided for Chair~~men~~, if required, in exceptional circumstances (to be determined by the Town Clerk, in consultation with the Chief Commoner), e.g.
 - collecting a Chair~~man~~ from home or a business address at unsocial hours for an early meeting
 - taking a Chair~~man~~ home after an official gathering

5. Deputy ~~Chairmen~~ Chairs

The transport support referred to in paragraphs 4 (2) and (3) shall be made available to Deputy ~~Chairmen~~ Chairs, if required, when they are acting on behalf of a Chairman.

6. Members

- (1) The transport support referred to in paragraphs 4 (2) and (3) shall be made available to other Members, if required, when they are acting on behalf of a Chair~~man~~ or Deputy Chair~~man~~.
- (2) Additional support shall also be made available to Members, if required, in the form of the reimbursement of reasonable travel expenses for return journeys from Guildhall when attending,
 - committee or sub committee meetings and official visits away from Guildhall (e.g., the City of London Freeman's School, the City of London Cemetery, the open spaces outside the City)
 - meetings of external bodies on which Members represent the City Corporation
- (3) In exceptional circumstances, wherein the Town Clerk will consult the Chief Commoner and the ~~Deputy Chairman~~ of the ~~City Lands & Bridge House Estates~~ Civic Affairs Sub-Committee, transport support may be provided for a Member who is temporarily incapacitated (e.g., for medical reasons) or where reasonable adjustments need to be made, and ~~who~~ where the

Member needs to attend Guildhall or other venue on City Corporation business.

7. Requests for Transport Support

- (1) Requests for the use of the City Corporation cars should, in the first instance, be directed to the Head Chauffeur in the Town Clerk's Department.
- (2) Requests for transport support other than those involving use of the City Corporation cars should be directed to the relevant Committee Clerk.
- (3) In order to help manage demand and allocate resource, the Private Offices / Support Staff for the Chief Commoner and Policy Chairman shall submit weekly a schedule of car requirements for the forthcoming week. Other Chairs are similarly asked to submit requests, where possible, at least one week in advance.
- (4) It is recognised that schedules will change and all efforts will be made to accommodate this. Late requests in the first instance should always be submitted to the Head Chauffeur. Ability to accommodate late requests will be at the discretion of the Chauffeurs, taking into account competing demands, distance, and availability of drivers.

Committee(s) Civic Affairs Sub-Committee	Date: 31 March 2023
Subject: Members' Code of Conduct	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	6
Does this proposal require extra revenue and/or capital spending?	No
Report of: Comptroller and City Solicitor and Town Clerk and Chief Executive	For Decision
Report author: Edward Wood, Chief Solicitor	

Summary

Your Sub-Committee reviewed the Corporation's current Members' Code of Conduct and the Local Government Association ("LGA") Model Councillor Code of Conduct in October 2022. Members expressed a preference to adopt a new hybrid Code combining the more modern drafting of the LGA Code with some of the City specific elements from the Corporation's current Code. A first draft of a potential Code, together with a report highlighting some particular areas for discussion, was considered by your Sub-Committee on 6 December 2022. Having provided feedback across a range of issues, Members requested that a further report be brought back, presenting an updated Code of Conduct for their further consideration and review. Any proposed new Code will need to be the subject of a wider consultation process before going on to the Policy and Resources Committee and the Court of Common Council for adoption.

Recommendation(s)

Members are asked to provide further comments on the latest version of the draft Code and in particular:

- To consider whether there should be mandatory Code of Conduct training;
- To consider appropriate arrangements for declarations and participation in meetings where interests are engaged;
- To confirm the arrangements for further consultation.

Main Report

Background

1. Your Sub-Committee reviewed the Corporation's current Members' Code of Conduct and the LGA Model Councillor Code of Conduct in October 2022. Members expressed a preference to adopt a new hybrid Code combining the more modern and illustrative drafting of the LGA Code with some of the City specific elements from the Corporation's current Code. A first draft of a potential Code, together with a report highlighting some particular areas for discussion, was considered by your Sub-Committee on 6 December 2022.
2. At that meeting, certain relatively straightforward changes to the LGA code were noted, including a shorter more tailored introduction, the insertion of paragraph numbers throughout (whilst retaining the existing LGA numbering for the main Code provisions), and changes in terminology such as substituting "Member" for "councillor" and "Corporation" for "local authority". It was also noted that changes had been made at various points to reflect the fact that the Town Clerk has traditionally given advice on Code of Conduct matters and played a major role in the registration of interests at the Corporation, supplementing the role of the Monitoring Officer.
3. The initial feedback provided at the meeting was that:
 - The Code of Conduct should continue to apply to all of the City Corporation's functions and to all of its Members and external Members, whether voting or not;
 - There was agreement on the inclusion of a new provision in relation to charities;
 - There was support for the minimum value for gifts and hospitality that must be registered remaining at £100;
 - The retention of the existing provisions around cumulative gifts or hospitality worth £200 or more was endorsed;
 - There was agreement on retaining the special arrangements for the Lord Mayor and Sheriffs in relation to gifts and hospitality, and it was suggested that these arrangements might also be extended to the Policy Chair;
 - Members were content with the updated list of 'other' registerable interests as set out in Table 2 of the draft Code;
 - There was support for retaining the International Holocaust Remembrance Alliance (IHRA) definition of Antisemitism.

Remaining issues

4. An updated draft Code that reflects the previous discussions is attached (Appendix 1). A separate document highlighting all of the modifications made to the LGA Code as tracked changes is included for comparison (Appendix 2). The Corporation's current Members' Code of Conduct (Appendix 3) and the LGA Model Councillor Code of Conduct (Appendix 4) are also attached in full again for information.

Training

5. It was referenced in the previous report that the Corporation has up until now resisted mandatory Code of Conduct training, as suggested by the LGA. No conclusion was reached in relation to this issue at your Sub-Committee's last meeting, and therefore alternative options in relation to training are still shown at C8.1 in the draft Code, on which Member views are sought. The text from the LGA Code states that, "I undertake Code of Conduct training provided by the Corporation" with the alternative option simply stating that "I familiarise myself with the Code of Conduct".
6. There was a consensus view at your last meeting on the need for an appropriate level of training being available to all Members. It was noted that all Members of the Planning and Transportation Committee were required to complete mandatory training on planning issues. The potential for introducing a Standing Order requiring all Members to have similarly undertaken Code of Conduct training before they could be appointed to any Committee was also discussed. The Town Clerk was asked to provide some data on the percentage of Members who had previously undertaken voluntary Code of Conduct training, prior to your Sub-Committee considering the matter further.
7. The information received is that the most recent round of training on the Code of Conduct offered to both new and returning Members from April – June 2022 was attended by a total of 17 Members across the three sessions.

Declaring interests and participation

8. The other issue deferred from your previous meeting relates to the arrangements for declaring interests and participating in meetings where interests are engaged. It is proposed to largely retain the provisions from the Corporation's current Code in relation to declarations and participation (Appendix B, paragraphs 5-6). This is because there are some issues with the LGA Code, which goes beyond the legal requirements in several respects:
 - (i) It requires a Member with a disclosable pecuniary interest ("DPI") or any other relevant interest to leave the room, unless they have a dispensation. The Corporation's existing arrangements only requires a Member to leave the room if their continued presence is incompatible with the Code or the Seven Principles of Public Life.

- (ii) The LGA Code prohibits almost all participation in relation to non-statutory/non-pecuniary interests, whereas the Corporation's current Code requires a case by case assessment based on the danger of bias. The LGA approach is not thought to be workable for the Corporation when combined with the definition of 'other interests'.
 - (iii) The LGA Code requires a declaration in every case, even where an interest is already registered. Whilst the Corporation's Guidance currently states that this is good practice, it may not be desirable for a lapse to amount to a breach of the Code when this is not a statutory requirement.
 - (iv) The LGA Code reintroduces the interests of a friend, relative or close associate, which were included in the previous statutory regime under the Local Government Act 2000, but omitted from the Localism Act 2011. This is arguably needlessly complicated, citing various tests that are not actually included in the legislation, which solely concerns a Member or their partner having a DPI in any matter considered. It is felt that the 'catch-all' provision at Appendix B, paragraph 1 is capable of picking up any other interests of concern, in conjunction with C6.
 - (v) The LGA Code also makes reference to Members' financial interests that are not DPIs, but the list of DPIs is actually felt to be pretty comprehensive, so it is not easy to envisage such a scenario. Again, if there was such an interest, it would be caught by the 'catch-all' provision at Appendix B, paragraph 1, in conjunction with C6.
 - (vi) The LGA Code doesn't include any explicit implications where gifts and hospitality have been received.
9. However, the Sub-Committee's views on the above matters are sought, and if Members prefer the LGA treatment of any of the above matters then the relevant text can be incorporated into a later iteration of the draft Code.

Consultation and next steps

10. Once your Sub-Committee is happy with the draft Code, it will be necessary to consult more widely on the proposals, to include as a minimum all Members and Co-opted Members to whom the Code applies and the Panel of Independent Persons. Once the consultation is complete the proposals can be reported to the Policy and Resources Committee and the Court of Common Council for formal adoption.

Conclusion

11. Members previously expressed a preference to adopt a new Code of Conduct, combining the LGA Code with some elements of the Corporation's current Code. A first draft of a potential Code was considered by your Sub-Committee on 6 December 2022. An updated draft Code is now attached for further consideration and comment. Once your Sub-Committee is content with the text it will need to

be the subject of a wider consultation process before going on to the Policy and Resources Committee and the Court of Common Council for adoption.

Contact:

Edward Wood
Chief Solicitor
020 7332 1834
edward.wood@cityoflondon.gov.uk

Appendices

Appendix 1 – Draft Code of Conduct

Appendix 2 – Draft Code of Conduct showing tracked changes from LGA Code

Appendix 3 – Current Corporation Code of Conduct

Appendix 4 – LGA Code

Background papers

Report to the Civic Affairs Sub-Committee dated 11 October 2022

Report to the Civic Affairs Sub-Committee dated 6 December 2022

This page is intentionally left blank



CODE OF CONDUCT FOR MEMBERS

Introduction

1. The Localism Act 2011 requires a relevant authority to promote and maintain high standards of conduct by its members and co-opted members and to adopt a Code dealing with the conduct that is expected of them when they are acting in that capacity.
2. The legislation only applies to the City of London Corporation ("the Corporation") in its capacity as a local authority or police authority. The Corporation has, however, chosen to apply this Code to all of its functions.
3. The statutory provisions only apply to elected members and co-opted members with voting rights. However, this Code is applied to any member of the Corporation and any member of a committee or sub-committee of the Corporation (collectively referred to as a "Member").
4. This Code is largely based on the Model Councillor Code of Conduct developed by the Local Government Association, with some local differences.

Purpose of the Code of Conduct

5. The purpose of this Code of Conduct is to assist you, as a Member, 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 Members, officers and the reputation of the Corporation. It sets out general principles of conduct expected of all Members and your specific obligations in relation to standards of conduct. The Corporation 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 Member and the Corporation.

General principles of Member conduct

6. 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.
7. Building on these principles, the following general principles have been developed specifically for the role of Member.
8. 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 Member.

9. 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 the Corporation's requirements and in the public interest.

Application of the Code of Conduct

10. This Code of Conduct applies to you as soon as you make your declaration of office or attend your first meeting (as a co-opted member) and continues to apply to you until you cease to be a Member.

11. This Code of Conduct applies to you when:

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

12. 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.

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

14. You are encouraged to seek advice from the Monitoring Officer or the Town Clerk on any matters that may relate to the Code of Conduct.

Standards of Member conduct

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

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

General Conduct

C1. Respect

As a Member:

C1.1 I treat other Members and members of the public with respect.

C1.2 I treat Corporation employees, employees and representatives of partner organisations and those volunteering for the Corporation with respect and respect the role they play.

17. 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 Member, 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.
18. 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 Members.
19. 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 Corporation, the relevant social media provider or the police. This also applies to fellow Members, where action could then be taken under the Member Code of Conduct, and Corporation employees, where concerns should be raised in line with the Corporation's Member / Officer Charter.

C2. Bullying, harassment and discrimination

As a Member:

C2.1 I do not bully any person.

C2.2 I do not harass any person.

C2.3 I promote equalities and do not discriminate unlawfully against any person.

20. 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.

21. 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.
22. 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.
23. The Equality Act 2010 places specific duties on the Corporation. Members have a central role to play in ensuring that equality issues are integral to the Corporation's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services. The Corporation has adopted the International Holocaust Remembrance Alliance definition of antisemitism (see Appendix C).

C3. Impartiality of officers of the Corporation

As a Member:

C3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Corporation.

24. Officers work for the Corporation as a whole and must be politically neutral. 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.

C4. Confidentiality and access to information

As a Member:

C4.1 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.

C4.2 I do not improperly use knowledge gained solely as a result of my role as a Member for the advancement of myself, my friends, my family members, my employer or my business interests.

C4.3 I do not prevent anyone from getting information that they are entitled to by law.

25. 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 Corporation must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

C5. Disrepute

As a Member:

C5.1 I do not bring my role or the Corporation into disrepute.

26. As a Member, 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 Members and/or the Corporation and may lower the public's confidence in your or the Corporation's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Corporation into disrepute.

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

C6. Use of position

As a Member:

C6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

C6.2 Where taking decisions on behalf of a charity I act in the best interests of that charity and manage any conflicts of interest or loyalty.

28. Your position as a Member of the Corporation 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.

29. When acting on behalf of a charity for which the Corporation is the corporate trustee you are also required to comply with any conflicts of interest policy that has been adopted.

C7. Use of Corporation resources and facilities

As a Member:

C7.1 I do not misuse Corporation resources.

C7.2 I will, when using the resources of the Corporation or authorising their use by others:

- a. act in accordance with the Corporation'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 Corporation or of the office to which I have been elected or appointed.**

30. You may be provided with resources and facilities by the Corporation to assist you in carrying out your duties as a Member.

31. Examples include:

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

32. These are given to you to help you carry out your role as a Member 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 Corporation's own policies regarding their use.

C8. Complying with the Code of Conduct

As a Member:

C8.1 [I undertake Code of Conduct training provided by the Corporation. / I familiarise myself with the Code of Conduct.]

C8.2 I cooperate with any Code of Conduct investigation and/or determination.

C8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

C8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

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

Protecting your reputation and the reputation of the Corporation

C9. Interests

As a Member:

C9.1 I register and declare my interests.

34. You need to register your interests so that the public, Corporation employees and fellow Members 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 Members 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 governance is maintained.
35. You should note that failure to register or declare a disclosable pecuniary interest in relation to the Corporation's functions as a local authority or police authority may be a criminal offence under the Localism Act 2011.
36. Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from the Monitoring Officer or the Town Clerk.

C10. Gifts and hospitality

As a Member:

C10.1 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 Corporation or from persons who may apply to the Corporation for any permission, licence or other significant advantage.

C10.2 I register with the Monitoring Officer (via the Town Clerk) any gift or hospitality with an estimated value of at least £100 within 28 days of its receipt. I also register multiple gifts and/or instances of hospitality with an estimated combined value of at least £200, when received from a single donor within a rolling twelve month period, within 28 days of reaching the cumulative threshold.

C10.3 I register with the Monitoring Officer (via the Town Clerk) any significant gift or hospitality that I have been offered but have refused to accept.

37. In order to protect your position and the reputation of the Corporation, 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 Member. 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 Member, 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 Member. If you are unsure, do contact the Monitoring Officer or the Town Clerk for guidance. Special arrangements apply to the Lord Mayor and Sheriffs, and to the Chair of the Policy and Resources Committee, as set out in guidance to be issued from time to time by the Civic Affairs Sub-Committee.

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 Corporation or your election or appointment to office (where that is later) you must register with the Monitoring Officer (via the Town Clerk) the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests). You must also register any interest which falls within Table 2 (Other Registerable Interests) as well as any other pecuniary or non-pecuniary interest which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life.
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 (via the Town Clerk).
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Member, or a person connected with the 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 and participation

5. Where you have a Disclosable Pecuniary Interest in any matter that arises at a meeting you must not participate in any discussion or vote on the matter unless you have been granted a dispensation. You must declare the interest if it has not already been entered onto the Corporation's register. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. 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.

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.

Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the Corporation) made to the Member during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Member, or towards his/her election expenses.</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.</p>
Contracts	<p>Any contract made between the Member or his/her spouse or civil partner or the person with whom the Member 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 Corporation —</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 Corporation.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the Member or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Corporation for a month or longer
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the Corporation; and</p> <p>(b) the tenant is a body that the Member, or his/her spouse or civil partner or the person with whom the Member 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 Member's knowledge) has a place of business or land in the area of the Corporation; and</p> <p>(b) either—</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 (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 Member, or his/ her spouse or civil partner or the person with whom the Member is living as if they were 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 a description set out below of which you are a member or in a position of general control or management:	
Club or Society active in the City of London or which relates to any functions of the Corporation	
Fraternal or Sororal Society	
Livery Company, City Company without Livery, Guild or Company seeking Livery	
Political Party	
Professional Association	
Trade Association	
Trade Union	
Any other Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes;
	(c) one of whose principal purposes includes the influence of public opinion or policy; or
	(d) to which you are appointed or nominated by the Corporation
but excluding any position on a Committee or Court of the Corporation.	

Appendix C

IHRA Definition of Antisemitism

1. “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

2. 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.
3. 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.
4. **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).

5. **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.
6. **Antisemitic discrimination** is the denial to Jews of opportunities or services available to others and is illegal in many countries.

Adopted by the Court of Common Council on xxx.



CODE OF CONDUCT FOR MEMBERS

Introduction

1. The Localism Act 2011 requires a relevant authority to promote and maintain high standards of conduct by its members and co-opted members and to adopt a Code dealing with the conduct that is expected of them when they are acting in that capacity.
2. The legislation only applies to the City of London Corporation ("the Corporation") in its capacity as a local authority or police authority. The Corporation has, however, chosen to apply this Code to all of its functions.
3. The statutory provisions only apply to elected members and co-opted members with voting rights. However, this Code is applied to any member of the Corporation and any member of a committee or sub-committee of the Corporation (collectively referred to as a "Member").
4. This Code is largely based on the Model Councillor Code of Conduct developed by the Local Government Association, with some local differences.

Purpose of the Code of Conduct

5. The purpose of this Code of Conduct is to assist you, as a Member, 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 Members, officers and the reputation of the Corporation. It sets out general principles of conduct expected of all Members and your specific obligations in relation to standards of conduct. The Corporation 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 Member and the Corporation.

General principles of Member conduct

6. 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.
7. Building on these principles, the following general principles have been developed specifically for the role of Member.

Deleted: 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.¶

... [1]

Deleted: 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"¶

is a member of any committee or sub-committee of the authority, or,¶
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 [2]

Deleted: councillor

Deleted: councillors, local authority

Deleted: local government.

Deleted: councillors

Deleted: LGA

Deleted: councillor

Deleted: local government

Deleted: councillor

Deleted: Seven Principles of Public Life.

Deleted: councillor

8. 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 Member.

Deleted: councillor

9. 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 the Corporation's requirements and in the public interest.

Deleted: my local authority's

Application of the Code of Conduct

10. This Code of Conduct applies to you as soon as you make your declaration of office, or attend your first meeting (as a co-opted member) and continues to apply to you until you cease to be a Member.

Deleted: sign

Deleted: acceptance of the

Deleted: of councillor

Deleted: councillor

11. This Code of Conduct applies to you when:

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

Deleted: councillor

Deleted: your council

Deleted: councillor

Deleted: your council

Deleted: councillor

Deleted: your council

Deleted: councillor

Deleted: councillor

12. 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.

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

14. You are encouraged to seek advice from the Monitoring Officer or the Town Clerk on any matters that may relate to the Code of Conduct.

Deleted: Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you

Deleted: your

Deleted: Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer....

Standards of Member conduct

Deleted: councillor

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

Deleted: councillor.

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

General Conduct

C1. Respect

As a Member:

Deleted: councillor

C1.1 I treat other Members and members of the public with respect.

Deleted: councillors

C1.2 I treat Corporation employees, employees and representatives of partner organisations and those volunteering for the Corporation with respect and respect the role they play.

Deleted: local authority

Deleted: local authority

17. 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 Member, 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.

Deleted: councillor

18. 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 Members.

Deleted: councillors

19. 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 Corporation, the relevant social media provider or the police. This also applies to fellow Members, where action could then be taken under the Member Code of Conduct, and Corporation employees, where concerns should be raised in line with the Corporation's Member / Officer Charter.

Deleted: local authority

Deleted: councillors

Deleted: Councillor

Deleted: local authority

Deleted: local authority's councillor-officer protocol

C2. Bullying, harassment and discrimination

As a Member:

Deleted: councillor

C2.1 I do not bully any person.

C2.2 I do not harass any person.

C2.3 I promote equalities and do not discriminate unlawfully against any person.

20. 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.

21. 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.

22. 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.

23. The Equality Act 2010 places specific duties on the Corporation. Members have a central role to play in ensuring that equality issues are integral to the Corporation's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services. The Corporation has adopted the International Holocaust Remembrance Alliance definition of antisemitism (see Appendix C).

Deleted: local authorities. Councillors

Deleted: local authority's

C3. Impartiality of officers of the Corporation

Deleted: council

As a Member:

Deleted: councillor

C3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Corporation.

Deleted: local authority

24. Officers work for the Corporation as a whole and must be politically neutral. 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.

Deleted: local authority

Deleted: (unless they are political assistants).

C4. Confidentiality and access to information

As a Member:

Deleted: councillor

C4.1 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.

C4.2 I do not improperly use knowledge gained solely as a result of my role as a Member for the advancement of myself, my friends, my family members, my employer or my business interests.

Deleted: councillor

C4.3 I do not prevent anyone from getting information that they are entitled to by law.

25. 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 Corporation must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Deleted: local authority

C5. Disrepute

As a Member:

Deleted: councillor

C5.1 I do not bring my role or the Corporation into disrepute.

Deleted: local authority

26. As a Member, 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 Members and/or the Corporation and may lower the public's confidence in your or the Corporation's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Corporation into disrepute.

Deleted: councillor

Deleted: councillors

Deleted: your local authority

Deleted: your local authority's

Deleted: it's

Deleted: your local authority

Deleted: local authority

Deleted: councillors

Deleted: council

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

C6. Use of position

As a Member:

Deleted: councillor

C6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

C6.2 Where taking decisions on behalf of a charity I act in the best interests of that charity and manage any conflicts of interest or loyalty.

28. Your position as a Member of the Corporation 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.

Deleted: member

Deleted: local authority

29. When acting on behalf of a charity for which the Corporation is the corporate trustee you are also required to comply with any conflicts of interest policy that has been adopted.

C7. Use of Corporation resources and facilities

Deleted: local authority

As a Member:

Deleted: councillor

C7.1 I do not misuse Corporation resources.

Deleted: council

C7.2 I will, when using the resources of the Corporation or authorising their use by others:

Deleted: local

- a. act in accordance with the Corporation'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 Corporation or of the office to which I have been elected or appointed.

Deleted: local authority's

Deleted: local authority

30. You may be provided with resources and facilities by the Corporation to assist you in carrying out your duties as a Member.

Deleted: local authority

Deleted: councillor

31. Examples include:

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

Deleted: local authority

32. These are given to you to help you carry out your role as a Member 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 Corporation's own policies regarding their use.

Deleted: councillor

Deleted: local authority's

C8. Complying with the Code of Conduct

As a Member:

Deleted: councillor

C8.1 [I undertake Code of Conduct training provided by the Corporation. / I familiarise myself with the Code of Conduct.]

Deleted: my local authority.

C8.2 I cooperate with any Code of Conduct investigation and/or determination.

C8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

C8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

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

Deleted: councillor

Deleted: local authority

Deleted: local authority's

Deleted: your

Protecting your reputation and the reputation of the Corporation

Deleted: local authority

C9. Interests

As a Member:

Deleted: councillor

C9.1 I register and declare my interests.

34. You need to register your interests so that the public, Corporation employees and fellow Members 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 Members 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 governance is maintained.

Deleted: local authority

Deleted: councillors

Deleted: councillors

Deleted: local

35. You should note that failure to register or declare a disclosable pecuniary interest in relation to the Corporation's functions as a local authority or police authority may be a criminal offence under the Localism Act 2011.

Deleted: (i.e. financial)

Deleted: is

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

Deleted: your

C10. Gifts and hospitality

As a Member:

Deleted: councillor

C10.1 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 Corporation or from persons who may apply to the Corporation for any permission, licence or other significant advantage.

Deleted: local authority

Deleted: local authority

C10.2 I register with the Monitoring Officer (via the Town Clerk) any gift or hospitality with an estimated value of at least £100 within 28 days of its receipt. I also register multiple gifts and/or instances of hospitality with an estimated combined value of at least £200, when received from a single donor within a rolling twelve month period, within 28 days of reaching the cumulative threshold.

Deleted: 50

C10.3 I register with the Monitoring Officer (via the Town Clerk) any significant gift or hospitality that I have been offered but have refused to accept.

37. In order to protect your position and the reputation of the Corporation, 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 Member. 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 Member, 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 Member. If you are unsure, do contact the Monitoring Officer or the Town Clerk for guidance. Special arrangements apply to the Lord Mayor and Sheriffs, and to the Chair of the Policy and Resources Committee, as set out in guidance to be issued from time to time by the Civic Affairs Sub-Committee.

Deleted: local authority

Deleted: councillor.

Deleted: councillor

Deleted: councillor.

Deleted: your

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 Corporation or your election or appointment to office (where that is later) you must register with the Monitoring Officer (via the Town Clerk) the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests). You must also register any interest which falls within Table 2 (Other Registerable Interests) as well as any other pecuniary or non-pecuniary interest which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life.
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 (via the Town Clerk).
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Member, or a person connected with the 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 and participation

5. Where you have a Disclosable Pecuniary Interest in any matter that arises at a meeting you must not participate in any discussion or vote on the matter unless you have been granted a dispensation. You must declare the interest if it has not already been entered onto the Corporation's register. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. 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.

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.

Deleted: local authority

Deleted:) and

Deleted:). Disclosable Pecuniary Interests means issues relating

Deleted: money and finances

Deleted: .

Deleted: councillor/member or co-opted member

Deleted: member or co-opted member

Deleted: a

Deleted: which directly relates one of your Disclosable Pecuniary Interests,

Deleted: declare the interest,

Deleted: and must not remain in the room

Deleted: <#>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.¶

¶ 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.¶

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

¶ Where the matter affects the financial interest or well-being;¶ to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;¶ 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.¶

Deleted: Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Deleted: ¶
[Any unpaid directorship.]

Sponsorship	Any payment or provision of any other financial benefit (other than from the <u>Corporation</u>) made to the <u>Member</u> during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a <u>Member</u> , 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.	<div>Deleted: council</div> <div>Deleted: councillor</div> <div>Deleted: councillor</div>
Contracts	Any contract made between the <u>Member</u> or his/her spouse or civil partner or the person with whom the <u>Member</u> 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 <u>Corporation</u> — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.	<div>Deleted: councillor</div> <div>Deleted: councillor</div> <div>Deleted: council</div>
Land and Property	Any beneficial interest in land which is within the area of the <u>Corporation</u> . 'Land' excludes an easement, servitude, interest or right in or over land which does not give the <u>Member</u> or his/her spouse or civil partner or the person with whom the <u>Member</u> is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.	<div>Deleted: council</div> <div>Deleted: councillor</div> <div>Deleted: councillor</div>
Licences	Any licence (alone or jointly with others) to occupy land in the area of the <u>Corporation</u> for a month or longer	<div>Deleted: council</div>
Corporate tenancies	Any tenancy where (to the <u>Member's</u> knowledge)— (a) the landlord is the <u>Corporation</u> ; and (b) the tenant is a body that the <u>Member</u> , or his/her spouse or civil partner or the person with whom the <u>Member</u> 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.	<div>Deleted: councillor's</div> <div>Deleted: council</div> <div>Deleted: councillor</div> <div>Deleted: councillor</div>
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the <u>Member's</u> knowledge) has a place of business or land in the area of the <u>Corporation</u> ; and (b) either—	<div>Deleted: councillor's</div> <div>Deleted: council</div>

	<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 <u>Member</u>, or his/ her spouse or civil partner or the person with whom the <u>Member</u> is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
--	---

Deleted: councillor

Deleted: councillor

* '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 <u>a description set out below of</u> which you are a member or in a position of general control or management:	
<u>Club or Society active in the City of London or which relates to any functions of the Corporation</u>	
<u>Fraternal or Sororal Society</u>	
<u>Livery Company, City Company without Livery, Guild or Company seeking Livery</u>	
<u>Political Party</u>	
<u>Professional Association</u>	
<u>Trade Association</u>	
<u>Trade Union</u>	
Any <u>other</u> Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes;
	(c) one of whose principal purposes includes the influence of public opinion or policy; or
	<u>(d) to which you are appointed or nominated by the Corporation</u>
<u>but excluding any position on a Committee or Court of the Corporation.</u>	

Deleted: and to which you are appointed or nominated by the council;...

Deleted: or

Deleted: (including any political party

Deleted: trade union)

Deleted: of which you are a member or in a

Deleted: of general control or management

Appendix C

IHRA Definition of Antisemitism

Deleted: -

1. “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

2. 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.
3. 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.
4. 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).
5. 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.

Deleted: Committee on Standards in Public Life

Deleted: 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... [3]

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



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.

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.

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 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.

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

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.

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.

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.

This page is intentionally left blank

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 you or your local authority's ability to discharge your/its 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.

Committee(s) Civic Affairs Sub-Committee	Dated: 31/03/2023
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: Deputy 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 Chair and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b).

Recommendation

That Members note the action taken.

Main Report

Approval has been given under urgency procedures or delegated authority arrangements, pursuant to Standing Order No. 41, as follows: -

Delegated Decision: Purchase Card Policy for Lord Mayor and Policy Chair

BACKGROUND:

At the Civic Affairs Sub-Committee meeting on 18 July 2022, the Chair raised an issue relating to the Chairman of Policy hosting external guests on behalf of the City Corporation at his own expense and then often having to wait up to eight weeks for reimbursement of expenses incurred. Members were in agreement that the Chamberlain be instructed to review the previous decision on provision of a corporate purchase for the Chairman of Policy and granted delegated authority to the Town Clerk, in consultation with the Chair and Deputy Chairman to progress any decision required for implementation of this decision.

The matter was raised again at the Policy and Resources Committee meeting on 15 December 2022, when it was noted that the Chairman was still being required to incur significant expenses on his personal account in the process of conducting business on behalf of the City Corporation. Both the Lord Mayor and Policy Chair were required to incur expenses from their personal funds and then claim these back; given the nature of their roles the level of expenses incurred is greater than those incurred by

other Member roles. It has been noted that the process was restrictive and put the Lord Mayor and Policy Chair at a disadvantage; the provision of a Purchase Card (P-Card), as provided to Officers, would resolve this issue.

The Chamberlain confirmed that regulations and policies would need updating. The Chamberlain agreed to review relevant regulations and policies and to have the matter resolved by 31st January 2023, with Members of Policy and Resources Committee agreeing to this timetable and granting delegated authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman to take a decision necessary.

The Chamberlain took the opportunity to review the existing Purchase Card Policy and developed a specific element relating to the Chairman of Policy and Resources Committee and The Lord Mayor, taking into account the higher level of expenses that these two postholders may be required to incur in conducting business on behalf of the City Corporation (particularly in relation to emergency or urgent need, such as a last minute changes enforced on travel or accommodation plans). In considering the position, it had been recognised that the Lord Mayor incurs similar expenses in conducting business on behalf of the City Corporation and that it would be appropriate to include this role in any revision to the policy so as to make provision for usage, should it be required; this position is analogous to that identified in the Business Travel Policy, which recognises the unique roles of the two postholders and places them under distinct arrangements.

The revised policy is modelled on the current Officer policy, whilst taking into account the differing nature of the Member role in this case and altering provision accordingly. The revised code still requires usage in accordance with the City of London Procurement Code, Financial Regulations, Members Code of Conduct, Travel and Subsistence Policy and Business Travel Scheme and aligns with these existing policies as a result.

Decisions of the relevant Committees (Civic Affairs Sub-Committee given its remit in respect of Members' Privileges; and the Finance Committee given its ownership of the Financial Regulations, which the purchase card policy forms part of, and seeking agreement to proposed changes therein), were sought.

REASON FOR URGENCY: Civic Affairs Sub-Committee and Policy and Resources Committee were in agreement that a purchase card should be expedited and provided at the earliest opportunity.

An urgent decision of Finance Committee was therefore sought to allow updates to relevant financial regulations and policies, with Civic Affairs Sub-Committee being asked to grant a decision under delegated authority to endorse the proposed changes to the policy and agree that it was appropriate.

Recommendation:

To approve the Purchase Card Policy for The Lord Mayor and the Policy Chair, for implementation effective 1 February 2023.

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 this decision is available from Chris Rumbles on request.

Contact:

Chris Rumbles

Tel 020 7332 1405

Christopher.rumbles@cityoflondon.gov.uk

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank