



Member Development and Standards Sub Committee

Date: FRIDAY, 15 DECEMBER 2023

Time: 11.00 am

Venue: COMMITTEE ROOMS – 2ND FLOOR WEST WING, GUILDHALL

Members: Deputy Ann Holmes (Chief Commoner) (Chair)
Helen Fentimen (Deputy Chairman)
Munsur Ali
Deputy Keith Bottomley
Deputy Peter Dunphy
Anthony David Fitzpatrick
Deputy Alison Gowman
John Griffiths
Deputy Christopher Hayward
Deputy Charles Edward Lord
Eamonn Mullally
Deputy Nighat Qureishi
Naresh Hari Sonpar

Enquiries: June Haynes, Member Services Officer
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<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 CBE
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. **PUBLIC MINUTES**

To agree the public minutes and non-public summary of the meeting held on 15th September 2023.

For Decision
(Pages 5 - 8)

STANDARDS ITEMS

4. **DRAFT CODE OF CONDUCT**

Joint report of the Town Clerk and Comptroller and City Solicitor.

For Decision
(Pages 9 - 68)

5. **MANDATORY TRAINING**

Report of the Town Clerk and Chief Executive.

For Decision
(Pages 69 - 108)

6. **STANDARDS UPDATE**

Comptroller and City Solicitor to be heard.

For Information

MEMBER DEVELOPMENT ITEM

7. **MEMBER LEARNING AND DEVELOPMENT UPDATE**

Report of the Town Clerk.

For Decision
(Pages 109 - 130)

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

9. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

10. EXCLUSION OF THE PUBLIC

That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

For Decision

Part 2 Non Public Agenda

11. NON-PUBLIC MINUTES

To agree the non-public minutes of the previous meeting held on 15th September 2023.

For Decision
(Pages 131 - 132)

12. CONFIDENTIALITY AND CODE OF CONDUCT

Report of the Comptroller and City Solicitor.

For Decision
(Pages 133 - 136)

13. INDEPENDENT REVIEW

Report of the Town Clerk, to follow.

For Decision

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

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

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MEMBER DEVELOPMENT AND STANDARDS SUB COMMITTEE

Friday, 15 September 2023

Minutes of the meeting of the Member Development and Standards Sub Committee held at on Friday, 15 September 2023 at 11.00 am

Present

Members:

Deputy Ann Holmes (Chief Commoner) (Chair)
Helen Fentimen (Deputy Chairman)
Anthony David Fitzpatrick
Alderman Alison Gowman
Naresh Hari Sonpar
Eamonn Mullally

Officers:

Gregory Moore	Town Clerk's Department
Gemma Stokely	Town Clerk's Department
Michael Cogher	Comptroller and City Solicitor's Department
Edward Wood	Comptroller and City Solicitor's Department
Deborah Bell	Community & Children's Services Department
Stuart Carruthers	Learning and Development

1. APOLOGIES

An apology for absence was received from Deputy Christopher Hayward.

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

There were no declarations.

3. PUBLIC MINUTES

The public minutes of the Member Development and Standards Sub-Committee meeting of 21st July 2023 were considered and approved as a correct record, subject to the removal of one attendance entry for Eamonn Mullally whose attendance had been duplicated.

4. STANDARDS UPDATE

The Town Clerk and Comptroller & City Solicitor updated the Sub-Committee with regard to the ongoing recruitment of three additional Independent Persons as sanctioned by the Court of Common Council. It was reported that a total of 44 applications had been received and that shortlisting was due to take place later today. Following this, interviews would be held in the week commencing 25th October and that any candidate considered appointable by the Recruitment Panel would ultimately require the approval of the full Court of Common Council before being appointed. .

The City Solicitor reported that the revised Code of Conduct developed by the Civic Affairs Sub-Committee would be presented to the next meeting of the Sub-Committee for further comment and approval, prior to wider consultation.

The Sub-Committee were informed that, at present, there were no live complaints under the Code of Conduct.

RECEIVED.

5. MEMBER DEVELOPMENT UPDATE

The Sub-Committee received a report of the Town Clerk, and were encouraged to comment and provide feedback in relation to recent learning and development activity.

Members of the Sub-Committee who had attended the recently held “Decision Making and Influencing Change” session – the first offering of Quarter 1, were in agreement that the style of delivery and knowledge of the presenters was good, which was enriched by their internal knowledge of the systems within the Corporation. There was acceptance around the late notice and circulation of invitations which may have impacted on Members ability to attend. It was envisaged that, going forward, Members would be notified of forthcoming sessions in good time. The recent session had been recorded and uploaded to the Members Portal; a full list of all Quarter 1 offerings was now also provided.

It was noted that the Quarter 1, Leadership sessions had a particular focus on skills for chairs, Members felt that there should be a balance between skills and knowledge offerings.

The Chair suggested investigating a level of ‘soft’ appraisal for Chairmen to support them in the effective management of their committees which the Town Clerk undertook to explore in further detail.

The Chair talked of the benefits of an overall critical evaluation of Quarter 1 of the L&D programme, looking at what worked well and not so well; how best to engage learners, the creation of a “golden thread” to include key prompts, member behaviour and building on comments from the Court; these considerations would influence the content of Quarter 2 of the programme.

RECEIVED.

6. MEMBERS' DIGITAL PLATFORM - PRESENTATION

The Town Clerk reported that all Members had now been provided with a link to the portal and Officers continued discussions with IT colleagues to enable Members direct access to the portal as their landing page.

The Town Clerk displayed the Portal page to the meeting and talked the Sub-Committee through its layout and content. Members commented that the portal was a useful resource. However, they were conscious that there would be a requirement for varied levels of Member support around the technology. The Town Clerk reassured all that the Governance and Member Services Team

would be available to support those Members who required any additional guidance.

The inclusion of reception dates was a feature that the Town Clerk had been in discussion with the Remembrancers Department about, the Sub-Committee felt that all function dates should be included in the list going forward. The Sub-Committee commented that Members needed to be encouraged to inform Officers when their availability to attend certain events had changed so as to minimise any wastage and to also allow others to attend in their absence where possible. Members of the Sub-Committee reported that it was not always clear as to how they should withdraw acceptance for invitations. The Town Clerk agreed to take these comments back to colleagues in the Remembrancers Department.

A Member queried how the Member Portal might be accessed on mobile devices. The Town Clerk explained that the landing page would be activated via Members' Corporation laptops and PCs only but that it would also be possible to bookmark the page on individual Corporation mobile devices to improve ease of access.

RECEIVED.

7. **QUESTIONS ON MATTERS RELATED TO THE WORK OF THE SUB-COMMITTEE**

None.

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

No items of other business that the Chair considered urgent were received.

9. **EXCLUSION OF THE PUBLIC**

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

10. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 21 July 2023 be approved as a correct record.

11. **INDEPENDENT REVIEW**

The Sub-Committee heard the update of the Town Clerk relating to the Independent Review.

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

None.

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

There were two additional items of business that the Chair considered urgent and which the Committee agreed should be considered whilst the public were excluded relating to the handling on non-public/ confidential information and Sub-Committee attendance.

The meeting ended at 12.52 pm

Chairman

Contact Officer: June Haynes, Member Services Officer
june.haynes@cityoflondon.gov.uk

Agenda Item 4

Committee(s) Member Development and Standards Sub-Committee	Date: 15 December 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, Assistant City Solicitor	

Summary

The Civic Affairs 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 draft of a potential Code was then considered at further meetings of the Civic Affairs Sub-Committee in December 2022 and March 2023, together with some particular areas for discussion. Now that the Member Development and Standards Sub-Committee has responsibility for this area of work, the draft Code is presented for your 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 approve the latest version of the draft Code of Conduct or provide any additional comments;
- To confirm the arrangements for further consultation.

Main Report

Background

1. The Civic Affairs 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 draft of a potential Code was then considered at further meetings of the Civic Affairs Sub-Committee in December 2022 and March 2023, together with some particular areas for discussion.
2. As highlighted at your first meeting in July 2023, your Sub-Committee now has responsibility for this area of work, and the draft Code is therefore presented for your further consideration and review. 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 for information.
3. Certain relatively straightforward changes to the LGA code include 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". Changes have also 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.
4. Other matters previously agreed by the Civic Affairs Sub-Committee in relation to the new Code are as follows:
 - 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;
 - A new provision in relation to charities should be included;
 - The minimum value for gifts and hospitality that must be registered should remain at £100;
 - The existing provisions around cumulative gifts or hospitality worth £200 or more should be retained;
 - The special arrangements for the Lord Mayor and Sheriffs in relation to gifts and hospitality should be retained and extended to the Policy Chair;

- The list of ‘other’ registerable interests should be updated as set out in Table 2 of the draft Code;
 - The current arrangements for declarations and participation where disclosable pecuniary and non-pecuniary interests are engaged should be retained;
 - The International Holocaust Remembrance Alliance (IHRA) definition of Antisemitism should be retained;
 - Training in the Code of Conduct should be mandatory.
5. However, if your Sub-Committee wishes to revisit any of the above matters, or any other aspect of the draft Code, then this report represents an opportunity to do so.

Additional considerations

Mandatory training

6. In relation to training, the Civic Affairs Sub-Committee decided to retain C8.1 from the LGA code in the new draft Code, which states that, “I undertake Code of Conduct training provided by the Corporation”. This would mean that any Member failing to undertake Code of Conduct training would be in breach of the Code. Members will recall that your Sub-Committee also considered this issue as a preliminary matter at your July meeting and were in agreement that Code of Conduct training should be mandatory. A further report to consider the new training arrangements in more detail, together with additional potential measures to supplement the relevant provision in the draft Code, comprises a separate item on your agenda.

Confidentiality and access to information

7. Members will recall that concerns around the leaking of non-public information were raised at both your July and September meetings. As previously advised, both the current Code of Conduct (2(g)-(h)) and the draft Code of Conduct (C4) contain wording relating to confidentiality and access to information. Both sets of provisions are considered to sufficiently address these issues from a drafting perspective. However, a further report looking at these matters in more detail, including additional practical steps that could be taken to supplement the Code requirements, also comprises a separate item on your agenda.

Consultation and next steps

8. 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

9. The Civic Affairs Sub-Committee 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 potential draft Code was considered by that Sub-Committee in December 2022 and March 2023. 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:

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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
Report to the Civic Affairs Sub-Committee dated 31 March 2023

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.
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.

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 Member Development and Standards 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	<p>Any licence (alone or jointly with others) to occupy land in the area of the Corporation for a month or longer</p>
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>

	<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 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.</p>
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* '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.~~

~~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 decided by the authority.”~~

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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.

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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.

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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.

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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.

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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.

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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

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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.

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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:

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

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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.

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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.

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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.

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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.

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C2. Bullying, harassment and discrimination

As a Member:

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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).

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C3. Impartiality of officers of the Corporation

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As a **Member**:

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

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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.

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C4. Confidentiality and access to information

As a **Member**:

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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.

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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.

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C5. Disrepute

As a Member:

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

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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.

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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:

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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.

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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

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As a **Member**:

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C7.1 I do not misuse **Corporation** resources.

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

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- 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.

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

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31. Examples include:

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

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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.

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C8. Complying with the Code of Conduct

As a **Member**:

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

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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.

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Protecting your reputation and the reputation of the Corporation

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C9. Interests

As a Member:

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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.

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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.

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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.

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C10. Gifts and hospitality

As a Member:

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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.

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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.

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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 Member Development and Standards Sub-Committee.

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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.

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Deleted:). Disclosable Pecuniary Interests means issues relating

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

Deleted: declare the interest,

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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.](#)

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[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 data-bbox="1114 488 1567 517" style="border: 1px solid red; padding: 2px;">Deleted: council</div> <div data-bbox="1114 517 1567 546" style="border: 1px solid red; padding: 2px;">Deleted: councillor</div> <div data-bbox="1114 568 1567 598" style="border: 1px solid red; padding: 2px;">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 data-bbox="1114 725 1567 754" style="border: 1px solid red; padding: 2px;">Deleted: councillor</div> <div data-bbox="1114 777 1567 806" style="border: 1px solid red; padding: 2px;">Deleted: councillor</div> <div data-bbox="1114 940 1567 969" style="border: 1px solid red; padding: 2px;">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 data-bbox="1114 1077 1567 1106" style="border: 1px solid red; padding: 2px;">Deleted: council</div> <div data-bbox="1114 1155 1567 1184" style="border: 1px solid red; padding: 2px;">Deleted: councillor</div> <div data-bbox="1114 1207 1567 1236" style="border: 1px solid red; padding: 2px;">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 data-bbox="1114 1319 1567 1348" style="border: 1px solid red; padding: 2px;">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 data-bbox="1114 1368 1567 1397" style="border: 1px solid red; padding: 2px;">Deleted: councillor's</div> <div data-bbox="1114 1426 1567 1456" style="border: 1px solid red; padding: 2px;">Deleted: council</div> <div data-bbox="1114 1456 1567 1485" style="border: 1px solid red; padding: 2px;">Deleted: councillor</div> <div data-bbox="1114 1507 1567 1536" style="border: 1px solid red; padding: 2px;">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 data-bbox="1114 1666 1567 1695" style="border: 1px solid red; padding: 2px;">Deleted: councillor's</div> <div data-bbox="1114 1718 1567 1747" style="border: 1px solid red; padding: 2px;">Deleted: council</div>

	(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 <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.
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Deleted: councillor
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* '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:	
<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,

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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.

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 procedur... [3]

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 16 July 2020.



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**

<i>Made</i> - - - -	<i>6th June 2012</i>
<i>Laid before Parliament</i>	<i>8th June 2012</i>
<i>Coming into force</i> - -	<i>1st July 2012</i>

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

Citation, commencement and interpretation

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

(2) In these regulations—

“the Act” means the Localism Act 2011;

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

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

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

“M” means a member of a relevant authority;

“member” includes a co-opted member;

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

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

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

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000⁽⁴⁾ and other securities of any description, other than money deposited with a building society.

Specified pecuniary interests

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

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

Grant Shapps
Minister of State

6th June 2012

Department for Communities and Local Government

⁽³⁾ 2011 c.20.

⁽⁴⁾ 2000 c. 8.

SCHEDULE

Regulation 2

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

⁽⁵⁾ 1992 c. 52.

EXPLANATORY NOTE

(This note is not part of the Regulations)

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

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

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Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

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

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

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

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

Introduction

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

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

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

Definitions

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

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

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

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

Purpose of the Code of Conduct

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

General principles of councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

This Code of Conduct applies to you when:

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

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

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

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

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

Standards of councillor conduct

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

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

General Conduct

1. *Respect*

As a councillor:

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

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

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

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

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

2. *Bullying, harassment and discrimination*

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

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

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

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

3. *Impartiality of officers of the council*

As a councillor:

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

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

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

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

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

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

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

5. Disrepute

As a councillor:

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

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

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

6. Use of position

As a councillor:

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

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

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

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

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

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

Examples include:

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

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

8. *Complying with the Code of Conduct*

As a councillor:

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

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

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

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

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

Protecting your reputation and the reputation of the local authority

9. *Interests*

As a councillor:

9.1 I register and declare my interests.

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

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

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

10. Gifts and hospitality

As a councillor:

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

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

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

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

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B

Registering interests

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

Declaring interests

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

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

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

you must disclose the interest.

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

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

Agenda Item 5

Committee(s) Member Development and Standards Sub-Committee	Date: 15 December 2023
Subject: Introduction of Members' Mandatory Code of Conduct Training	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: Town Clerk and Chief Executive	For Decision
Report author: Gemma Stokley, Principal Governance and Member Services Manager	

Summary

In relation to Code of Conduct training, the Civic Affairs Sub-Committee (who previously had oversight of this area of work and all Standards related matters) concluded that the Corporation should adopt the wording from the LGA Model Code of Conduct which states that, "I undertake Code of Conduct training provided by the Corporation". In practice, this would mean that any Member failing to undertake Code of Conduct training would be in breach of the Code.

Members will recall that the Member Development and Standards Sub-Committee, who have now assumed responsibility for this area of work, considered this issue as a preliminary matter at their July meeting and were also of the view that Code of Conduct training should be mandatory for all. This report therefore considers what the new training arrangements might look like in more detail, together with any additional potential measures that Members may wish to see introduced to supplement the relevant provision in the draft Code.

Recommendation(s)

Members are asked to consider various options in terms of mandatory Code of Conduct training implementation and delivery as well as any optional additional measures they may wish to see introduced.

Main Report

Background

1. Although the Corporation has previously resisted the introduction of mandatory Code of Conduct training, the Civic Affairs Sub-Committee (who previously had oversight of this area of work) noted that all Members of the Planning and Transportation Committee were required to complete mandatory training on planning issues before being able to consider applications and that there was therefore some sort of precedent around this type of requirement. Given this, coupled with the increasing spotlight on Member Behaviour and an increase in Member-on-Member complaints under the Code of Conduct, they were unanimously of the view that 'C8.1' from the LGA's new draft Code, which states that, "I undertake Code of Conduct training provided by the Corporation" should be adopted.
2. In practice, this would mean that any Member failing to undertake Code of Conduct training would be in breach of the Code. Members will recall that your Sub-Committee, having now taken over responsibility for this area of work, also considered this issue as a preliminary matter at your July meeting and were unanimously agreed that Code of Conduct training should be mandatory.
3. This report therefore asks Members to now consider the new training arrangements in more detail, together with additional potential measures to supplement the relevant provision in the draft Code.

Additional Measures

4. Given that your Sub-Committee is firmly in agreement with the introduction of mandatory training you may wish to also supplement or pre-empt any change to the Code of Conduct through other additional measures. This could simply involve publishing data on those Members either attending or failing to attend Code of Conduct training. At the other end of the spectrum, this could involve seeking the introduction of a dedicated Standing Order requiring Members to have undertaken Code of Conduct training before they can be appointed to any Committee.

Implementation

5. The Sub-Committee are asked to consider when might be an opportune moment to implement the introduction of mandatory Code of Conduct training. The draft Code of Conduct detailing the need for all to undertake the training will be the subject of wider consultation once approved by this Sub-Committee before onward referral to both the Policy and Resources Committee and the Court of Common Council for adoption. It is expected that this process will conclude to coincide with the new Civic Year in April 2024. Even if this process is delayed, Members may consider this the most appropriate point at which to introduce the requirement for mandatory training for all.

Scheduling/Delivery

6. Once Members have decided upon a timeframe for the implementation of mandatory Code of Conduct training there will also need to be a clear communications plan in place around this as well as an appropriate and agreed schedule of training to share with all in good time.
7. Your Sub-Committee may have a view on the mandatory elements of the training, or you may wish to delegate this aspect to the Monitoring Officer. The slides used and topics covered within the most recent session are attached at Appendix 1 for your information.
8. Further thought would also need to be given to the frequency of the training – whether it would have to be completed annually or only at the beginning of a Member’s term of office for example. At your July meeting, refresher training every two years was mooted as a possible minimum requirement, following the initial Member induction. Depending on the additional measures adopted, Members might need to be given a window in which they must complete any mandatory training. Sufficient sessions would also need to be provided to ensure that every Member had the opportunity to attend.
9. At present, the Comptroller and City Solicitor, as Monitoring Officer, offers such training in-house to all newly elected Members and also as a refresher open to all at various points throughout the Civic Year. The most recent session was held as part of Q1 of the wider Member Development Programme overseen by this Sub-Committee and took place on 2nd October 2023. This particular session was offered as a hybrid session to both elected and Co-opted Members and was attended by 4 Common Councillors and 2 Co-opted Members. The session was also recorded to enable others to view at their convenience. The Governance and Member Services Team were also asked to provide some data on the percentage of Members who had previously undertaken voluntary Code of Conduct training. The information gathered highlighted that the round of training offered to both new and returning Members from April – June 2022 had been attended by a total of just 17 Members across the three sessions.
10. Members would need to consider whether viewing a recording of such sessions could be counted as having undertaken the necessary training or would be appropriate for refresher purposes only. There would also need to be a mechanism by which viewing of the recording could be verified.
11. Members will also need to consider whether they feel that these sessions, traditionally delivered in-house and in a hybrid fashion are sufficient or whether they might want to introduce different methods of delivery. Some have mentioned, for example, that online based training with a self-assessment/test element to conclude would be preferable or something that could be used to supplement the in-house sessions. It should, however, be noted that this would require additional finances/resourcing and the engagement of a external facilitator as it would be highly unlikely that this type of training could be designed in-house.

Co-opted Members/External Committee Members and Independent Persons

12. Recently, our in-house training sessions on the Code of Conduct have also been offered to our Co-opted/External Committee Members as well as to our Independent Persons, who must apply the Code of Conduct and have all voluntarily agreed to follow its provisions.
13. The statutory provisions in the Localism Act 2011 only apply to elected members and co-opted members with voting rights. However, the Corporation's Code of Conduct is applied to any member of the Corporation and any member of a committee or sub-committee of the Corporation, so the proposed mandatory training element will apply to all. However this doesn't extend to external representatives on consultative groups. At present, our Boards, Committees and Sub-Committees have 140 spots for external representatives.
14. We will clearly be seeking to include this group within any training plans. Members will need to consider whether it is appropriate to train them alongside Common Councillors or whether to arrange separate sessions targeted at them specifically. If separate sessions are arranged, frequency of training would need to mirror that offered to elected Members. Again, there will need to be a clear communications plan in place around this ahead of implementation.
15. Members may also wish to consider what additional measures could be employed to ensure that external representatives also complete the training upon appointment to Committees/Sub-Committees.

Record Keeping/Transparency

16. Ahead of training being introduced as mandatory, Members will need to take a view as to whether they intend to make public records on attendance, or indeed non-attendance, at Code of Conduct training.
17. The Governance and Member Services Team would be responsible for holding records of attendance centrally and for the publication of this information if deemed necessary.

Conclusion

18. The Civic Affairs Sub-Committee previously expressed a preference to introduce mandatory Code of Conduct training by adopting C8.1' from the LGA's new draft Code, which states that, "I undertake Code of Conduct training provided by the Corporation". Having now assumed responsibility for all Standards-related matters, this Sub-Committee fully endorsed this view.

Having established that Members are keen to introduce mandatory Code of Conduct training, this report asks that Members now consider the implementation and delivery of such training in more detail as well as to give

thought to any supplementary measures they may wish to introduce to reinforce the obligation to be set out within the City Corporation's own Code of Conduct.

Contact:

Gemma Stokley
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Appendices

Appendix 1 – Slides from Member Development Session on the Member/Officer Charter and Members' Code of Conduct (2nd October 2023)

Background papers

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

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

Report to the Civic Affairs Sub-Committee dated 31 March 2023

Report to the Member Development and Standards Sub-Committee dated July 2023

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The Member/Officer Charter and Members' Code of Conduct

Presented by Michael Cogher,
Comptroller and City Solicitor, Deputy Chief Executive
2nd October 2023



Question ?

- Does the Corporation promote and maintain high standards of conduct by Members/Co-opted Members?

Statutory duties

‘A relevant authority must promote and maintain high standards of conduct by Members and Co-opted Members of the authority’ – S.27(1) Localism Act 2011

‘relevant authority means
the Common Council of the City of London
in it’s capacity as a local authority or police
authority – S.27 (6)(h)’

Member/Officer Charter

- Guide to the appropriate working relationships between members and officers across all Corporate functions
- Viewed in conjunction with Members' and Employees' Codes of Conduct (but not part of them)
- May therefore be relevant in Standards or Disciplinary matters

Overarching Principles

- Good administration and effective decision making dependent upon successful member/officer working relationships
- Such relationships founded on mutual trust, respect and an understanding of roles and responsibilities
- In addition to avoiding actual impropriety members and officers should also seek to avoid the appearance/suspicion of improper conduct

Role of Members

- Determining policy and strategic direction
- Monitoring performance in implementing policy & delivery of services
- Representing the Corporation externally
- Representing the constituents and stakeholders
- It is not the role of members to involve themselves in the detail of day to day management of the Corporation's services
- An individual member cannot exercise lawful authority. Decisions may only be taken by the Court, Committee or Sub-committee or officer exercising delegated powers

Role of Officers

- To provide important advice guidance and information to members
- Implement promptly and efficiently the Corporation's policies
- To manage the provision of services and the discharge of statutory functions
- Officers must recognise the right of members to determine policy and not act to undermine that right

Role of Chairman/women/person

Chairpersons have a key leadership role within the Corporation. In discharging their traditional role of ensuring effective and efficient consideration of Committee business, including maintaining order, they have a crucial role in creating a positive and inclusive committee environment which allows robust debate, challenge and scrutiny to take place in a respectful and courteous manner, where neither Members nor Officers are exposed to bullying, undermining or other inappropriate conduct.

Inappropriate conduct towards another participant whether, Member, Officer or a Third Party, at a committee meeting is not consistent with good governance, committee management, and the Corporation's Values. Such behaviour can often best be resolved there and then by the appropriate intervention of the Chair/Chairman and such action should be supported by the Committee. Prompt action in such cases is likely to prevent the souring of relationships and escalation to formal procedures and creates a supportive environment. This responsibility extends to the business of the committee outside formal meetings e.g. at informal meetings and in correspondence. The Chair has a common law duty and power to maintain order at meetings.

Expectations of Members

- Working Partnership
- Understanding of and support for respective roles, workloads and pressures
- Leadership and policy direction
- Respect, dignity and courtesy
- Integrity, mutual support & confidentiality
- Not to be bullied or subjected to undue pressure (members having regard to the seniority of the officer in question)
- That they will not use their relationship with officers to advance their personal interests or influence decisions improperly
- Compliance at all times with the relevant Code of Conduct.

The Standards Regime

- History
- Localism Act 2011
- Principles of Public Life and General Conduct
- Interests & Hospitality

History

- Local Government Act 1972
- Local Government & Housing Act 1989
- Local Government Act 2000
(New Ethical Framework Mark I)
- New Ethical Framework Mark II (2005)
- Localism Act 2011
- Committee on standards in public life report on Local Government Ethical Standards (Jan 2019)
- Lord Lisvane's Governance Review (2020)
- Local Government Association Model Code (2020)
- Government's response to committee's report (March 2022)

Localism Act 2011

New Ethical Framework & Standards Board Regime abolished

New light touch 'localist' regime introduced

No Model Code but statutory obligation to register/declare DPI's

Criminal sanctions for failure to comply with rules on DPI's

Other breaches dealt with by local non-statutory measures
e.g.

censure, removal from Committees or of privileges

DCLG and LGA produced 'Indicative codes'

Localism Act 2011

- Statutory Duty to promote and maintain high standards of conduct of Members and Co-Opted Members
- LA must adopt a code dealing with the conduct expected of Members
- Code must be consistent with the “principles of public life”
- Must include provisions LA considers appropriate for the registration of pecuniary interests and any other interests it considers appropriate
- Must have in place arrangements under which allegations can be investigated and determined (no express statutory sanctions)
- Must appoint at least one ‘independent person’ whose views must be sought and taken into account before it takes its decision on an allegation

Corporation Position

- Conventional Standards Committee operated from 2012 -2021
- From 2021 the Corporation established an independent standards panel to deal with complaints. Final decision in relation to sanctions are referred to Court of Common Council.
- Review of the Code and policy rests with the Policy and Resources Committee (Member Development and Standards Sub) and Court of Common Council (CoCo)

Decision Making

- Conduct arrangements are a local authority function.
- Can be discharged only by CoCo, Committee/Sub Committee, Officer, another local authority/Joint Committee
- Independent Panel xxxx advisory
- Determination of breach/sanction – CoCo, other decision delegated to the Town Clerk

Code of Conduct

- Conduct governed by principles of:
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership
- The Principles of Public Life.

Notable Code of Conduct Provisions (1)

Paragraph 1 - sets out and explains the Principles of Public Life

Paragraph 2 - General Conduct

Paragraphs 3 to 7 - Registration and Interests

Paragraphs 8 to 10 - Registration and Hospitality

Paragraphs 11 to 15 - Interests and Participation

General conduct

- 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.
- 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).

Disclosable Pecuniary Interests (1) (DPI)

- Members must within 28 days of becoming a member notify MO of any disclosable pecuniary interests
- Where re-elected only interests not already registered need be registered
- No rolling requirement under the Act to update subject to interests arising at meetings but Code requires register to be kept up to date.
- Town Clerk operates an annual reminder system

Disclosable Pecuniary Interests (2)

- Set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Interests of yours
- Interests of your spouse/civil partner of which you are aware

Disclosable Pecuniary Interests (3)

- Employment, office, trade profession or vocation (for profit/gain)
- Sponsorship for being a member
- Contracts with the Corporation (you or body in which you have beneficial interest)
- Beneficial interest in land in the City
- Licences to occupy land in the City
- Corporate tenancies (Corporation the landlord/you have a beneficial interest in the tenant)
- Securities (place of business/land in the City and nominal value of £25,000 plus or 1/100th issued share capital)

Rules on DPI's at Meetings

- Apply where you are at a meeting of the Corporation and have a DPI in any matter being considered
- And are aware of the interest
- If not registered, then you must disclose to meeting
- Notify MO of DPI within 28 days of disclosure
- You may not participate in any discussion
- May not vote
- Only need to leave the room where the Principles of Public Life would require it.

The Problem

- Act does not give additional assistance in judging whether “a member has a DPI in any matter to be considered or being considered of the meeting”.
- Test: would a reasonable member of the public with knowledge of the facts consider that you would be likely to be influenced by the interest.

Non-Pecuniary Interests

- a) Management board or similar organ of any charity or body directed to a charitable purpose (e.g. 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.

Hospitality

- 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.
- 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.
- Entries shall be retained in the register of gifts and hospitality for three years – older entries will be removed.

Failure to Comply with the Code

- Criminal sanctions in relation to DPI (fine of up to £5,000/xxxxxxx)
- Standards Panel investigation
- Power of censure, removal of privileges
- Appointing body may remove from committee or sub-committee
- In certain circumstances a decision may be subject to judicial review or investigation by ombudsman

Sensitive Interests & Dispensations

- Interests the disclosure of which may subject a member to violence or intimidation may be redacted by MO
- Standards Committee may grant dispensation from the restrictions on speaking and voting where appropriate upon a written application

Statutory Grounds for Dispensation

- Number of persons prohibited from participation such as proportion to impede business of the body.
- The Corporation considers it in the interest of residents in the area
- The Corporation considers it otherwise appropriate to grant a dispensation
- Statutory discretion!

Complaints Procedure

- Informal resolution encouraged Member/Officer Charter and Pre-Complaint Protocol
- Assessment Panel
- Hearing Panel
- Appeal Panel
- Finding of breach and sanctions must be approved by Court of Common Council

Pre-Complaint Protocol

- Where an elected member wishes to complain about another elected member and has indicated on their complaint form that they have complied with the pre-complaint protocol, the Monitoring Officer will seek confirmation in writing from the Chief Commoner, or the Aldermanic chairs as appropriate, that they have been contacted by the complainant and that efforts to resolve the concern have been unsuccessful. No further action will be taken in relation to the complaint and the time limits set out in the following provisions of this complaints procedure will not begin to run until confirmation has been received.
- Where an elected member wishes to complain about another elected member and has indicated on their complaint form that they have not complied with the pre-complaint protocol, the Assessment Panel will consider any explanation for this that has been included on the complaint form as a preliminary matter. The Assessment Panel will only proceed to assess the complaint in accordance with the following provisions of this complaints procedure where there are exceptional circumstances to justify this course of action.

Possible sanctions

- Censure ('a severe expression of disapproval')
- Withdrawal of Corporation hospitality
- Recommending removal from a particular committee or committees
- Other action



Committee(s): Member Development and Standards Sub-Committee	Date: 15 th December 2023
Subject: Member Learning and Development Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	All
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: Town Clerk and Chief Executive	For Decision
Report author(s) June Haynes, Member Services Officer	

Summary

This report provides the Sub-Committee with an update in respect of the delivery of the Member Learning and Development programme to date, as outlined in the Members' Learning and Development Strategy.

Since the last meeting of the Sub-Committee on 15th September 2023, work has been undertaken to continue to deliver and conclude the offerings of Quarter 3 of the current civic year (September to December 2023). Under the themed and structured rolling programme approved by your Sub-Committee, this focused on Leadership skills. The series of sessions offered was aimed at supporting and building resilient Members as leaders and at providing opportunities to broaden their knowledge and further develop skills. A review of the offerings under Quarter 3 as well as detail of attendance and any feedback received on each session are set out here for your consideration.

Officers, working with relevant colleagues and Chief Officers, but also, where relevant, external providers, have now also scheduled offerings for Quarter 4 of this civic year (January to March 2024). These are now presented to the Sub-Committee for their comment and approval.

Looking even further ahead so that we might publicise these in good time, your suggestions as to what might be usefully covered as part of the Quarter 1 programme for the new civic year are also now sought.

Finally, and in recognition of the fact that any rolling programme will never fully meet the needs of all elected Members at any given time, we ask that the Sub-Committee give formal consideration to the mechanism by which individual Members might request to undertake any external training.

Recommendations

Members are asked to:

- note the report and to provide any additional feedback as to Quarter 3 (September to December 2023) offerings, delivery and attendance;
- consider the content and direction proposed in respect of future offerings outlined for Quarter 4 (January to March 2024) and the potential offerings for Quarter 1 (April to June 2024). and
- approve the process by which Members are able to apply to attend non-City learning events

Main Report

Background

1. At its meeting of 15th September 2023, the Member Development and Standards Sub-Committee endorsed a Member Learning and Development programme which would be delivered as quarterly themes, the first of which would focus upon leadership skills. The Sub-Committee was not formed until Quarter 2 and didn't meet until just before the recess. As will be seen at Appendix 1, sessions only started in September so, for the purposes of analysis have been included in Quarter 3, which has now concluded. An evaluation of the sessions offered, feedback provided and attendance statistics can be viewed at Appendix 1 and an example of the post event evaluation form is appended as Appendix 1a of this report.
2. Quarter 4 will seek to support Members learning around health, safety and wellbeing. Quarter 1 of the new civic year (April to June 2024) will acknowledge feedback and aim to be more responsive to Members requests and continuing or emerging needs. The previously agreed themes that focus on equalities, diversity and inclusion as well as data and information will be scheduled across the remaining quarters of the programme. As previously agreed, officers continue to investigate development opportunities, initially liaising with our inhouse colleagues to provide bespoke training solutions to reflect the Corporation's unique arrangements. Where necessary and for particularly specialist subjects, external presenters are engaged.
3. An example of the responsiveness of the programme is demonstrated as colleagues within the Education and Skills Department have already agreed to schedule an all Member session revisiting the relationship between the City of London Corporation and it's family of schools, this event will take place following a revision of the policy framework which is due to report to the Court of Common Council in July 2024.

Current Position

4. In consultation with the Chair and Deputy Chairman of the Sub-Committee, a list of offerings was compiled for Quarter 3 of this civic year (our initial offerings

under the rolling programme) to support Members in their roles as leaders. In the interest of completeness, the full, planned Learning and Development programme with themes approved by this Sub-Committee are set out within the table below:

2023/24	Theme/Focus
Q3	Leadership Skills <ul style="list-style-type: none"> - Chairing in the City of London Corporation - Decision Making and Influencing Change - Speech Writing - Public Speaking - Member Behaviour, Code of Conduct and Member Officer Charter - Corporate Parenting - Finance in the City of London Corporation - Recruitment and Selection - Introduction to Licensing
Q4	Health, Safety & Wellbeing <ul style="list-style-type: none"> - Mental Health Awareness and Building Resilience - Personal Safety/Lone Working - Stress Management - Mental Health First Aid Kit

Programme Outline for Quarter 4

5. The table below provides the Sub Committee with further detail of the proposed sessions that are hoped to be delivered in Quarter 4 of the programme, and officers are now seeking your input and final approval of these to allow for advertising to take place in good time.

Member Learning and Development Programme Quarter 4								
Q4	Date	Target Audience	Desired Outcome	Session Content	Presenter	Format	Recorded Y/N	Cost
Health, Safety & Wellbeing								
Mentally Healthier Members	Jan – Mar 23 2hrs	All Members	Supporting your own mental health as a councillor Supporting community mental health	Self-reflection Self-care Interactive evidence-based methods to help mental health.	Edward Davie Mental Health Expert	Virtual	Y	£1,000

				Using local government powers and influence to improve mental health in your ward	Lambeth Member for 12 years.			
Mental Health First Aid Kit	29 Feb 2024 10.00 – 12.00	All Members	Aware of and know how to manage your own health and safety.	An introduction to Health and Safety systems in place at the City Corporation for your protection	Kaye Saxton-Lea Stuart Curruthers L&D Trainer	hybrid	Y	In house
Stress Awareness	Online Liaising with HR	All Members			Stuart Curruthers L&D Trainer			In house
Personal Safety	Online or in person sessions	All Members	Lone working and personal safety	Bespoke training solutions	The Suzi Lamplugh Trust	Ongoing talks	TBC	External

Quarter 1 offering – (April - June 2024)

6. Whilst there were initially plans for this Quarter to focus on the theme of Data and Access to Information and this can still remain the main focus, we have also been approached by Members to suggest that they would like to see more City specific sessions delivered here. Suggestions to date have included sessions focusing on the Court of Aldermen, Ward Deputies, Beadles and Livery Companies.
7. Whilst we are not yet seeking to finalise any Q1 offerings we do require the Sub-Committee's thoughts and input such that this can be worked up into a fuller programme in good time for final approval at your next scheduled meeting.
8. Given that some of the feedback around non-attendance to date has focused upon insufficient notice of sessions Officers now intend to bring to this Sub-Committee reflections on the current or recently concluded Quarter, firm plans for the next quarter and ideas for the subsequent quarter to each

meeting allowing time to plan sufficiently ahead whilst also building in some flexibility to respond to any specific feedback/Member input.

9. Officers are continuing to actively seek out and research relevant offerings to populate the entire programme and will approach internal officers, other London Boroughs and known reliable networks to gain intelligence and signposting to previously highly rated providers; this will influence a list of future options. In addition to the scheduled offerings, there will remain the opportunity to react to L&D need and to provide necessary updates in order to respond to changes in legislation and or internal policy.
10. Wherever possible, all sessions to date have been recorded to promote accessibility, engagement and value for money, allowing for a refresher of the subject when required and to facilitate viewing of the session by Members unavailable to attend at the scheduled time. Recordings have been made available via the members portal and for those co-opted members with a City Corporation email address. This has had limited success to date and viewing figures have ranged between 1- 5 per recording. At the conclusion of each session, Members were also requested to complete a feedback form in recognition of the importance of post evaluation, to influence future events, to enable future appropriateness of sessions and to keep content relevant. Appendix 1 details the post event comments made during Quarter 3.
11. The rolling programme does not seek to deliver an exhaustive list of opportunities and Members will continue to require specific learning when appointed to various roles and committees Individual Additional/External Training Requests
12. Recognising that individual learning needs cannot always be accommodated internally and as part of a wider programme designed to suit all, there is also a mechanism for Members to apply to the Sub-Committee to attend non City learning events which they consider may be of particular interest or use to them in their various roles. Members are requested to complete a form which explains the requirement to attend any such event and also gives some commitment to feedback any learning to their peers.
13. The Sub- Committee would be requested to make a decision on each individual application received based on the information contained within the form, which will consider appropriateness, cost etc; Between meetings the decision would need to be delegated to the Chair and Deputy Chairman of your Sub-Committee to take a view on. A sample of the application form that has been used for this purpose to date can be viewed at Appendix 2 and your formal approval of this is now requested. The form can be helpfully signposted on our Members' Portal going forward to ensure that all Members are aware of this offering.
14. The Sub-Committee has a total budget of £20,000 to cover both group and individual Member development offerings for the coming period. There is an annual budget allocation of £9k made by the City Corporation for Member Learning and Development. The Civic-Affairs Sub-Committee, noting that this was a significantly lower sum than that allocated by other local authorities,

agreed to commit a further £11k (via the Policy Contingency fund) which has been transferred to this Sub-Committee for the coming financial year. This will need to be used to fund the engagement of any external providers enlisted to help deliver the wider programme as well as for any requests to attend individual external training sessions. This will therefore need to be taken into account when reviewing any applications from individual Members. The Sub-Committee will need to advise upon how this is to be monitored to ensure that it is allocated as fairly as possible such that certain Members are not having multiple applications approved at the detriment of others and it is made clear that, where there are competing demands on the budget, priority will be given to those submitting an application for the first time for example.

15. It should also be made clear that the budget held by the Member Development and Standards Sub-Committee would cover the costs of Member attendance at any event approved via this mechanism. Costs of accommodation or travel would not be met from here but could be applied for by Members in the usual manner.

Members' Portal

16. The roll out of the Members' Portal is now complete and Members, whilst using their City Corporation devices, are directed here as their landing page. To date, the page has received in excess of 1,300 views. The evaluation of use of the page is limited to numbers only and does not allow for individual interrogation of how frequently each section within the portal is accessed. However, from the viewing figures available to date we can conclude that Members are accessing the Portal regularly and are spending a minimum of 5 minutes reviewing items on or linked to the page.
17. Areas of interest will include the future digitalisation of the Members' pocketbook which will be uploaded to the Portal to coincide with the circulation of the hard copy of the document. Information regarding up and coming elections also feature on this page. The content is constantly reviewed and updated and we very much welcome your views and feedback on this at all times.

Measurement and Analysis

18. As previously reported, it will be crucial to monitor and measure delivery to ensure not only the appropriate use of resources, but to allow us to take forward learnings for the future. There is a commitment to this within the Member Development Strategy, and we plan to deliver against this by reporting quarterly on the following metrics:
 - Course offerings for the previous quarter;
 - Course attendance figures;
 - Qualitative feedback for individual courses;
 - Budget and cost updates.
19. The first update report is attached at Appendix 1 of this report.

Corporate and Strategic Implications

Strategic Implications:

20. The profile of the L&D function, both internally and externally, demonstrates Members' commitment to ensuring that they have the relevant skills to deliver on all areas of the City's Corporate Plan, including the ambitions to embrace best practice and to deliver on value for money requirements, and to support individuals to promote and cultivate communities within the organisation and amongst the City's resident population.

Financial Implications:

21. There is an annual budget allocation of £9k made by the City Corporation for Member Learning and Development. The Civic-Affairs Sub-Committee, noting that this was significantly lower sum than that allocated by other local authorities, agreed to commit a further £11k (via the Policy Contingency fund) which has been transferred to this Sub-Committee for the coming financial year. This provides a total of £20k for Member Learning and Development opportunities in the coming period.

Resource Implications

22. No further resource implications have been identified following previous reporting. The appointment of the dedicated Member Services Officer continues to be responsible for ensuring that objectives are met and helps to draw together a team of officers across departments to be collectively responsible for the Member Learning and Development offer.

Risk Implications

23. The success of the Member Learning and Development Programme is reliant on the level of Member engagement. If the offer is not sufficiently appropriate or engaging, objectives will not be met. If successful, the delivery of the Strategy ought to help mitigate against corporate risks across the organisation, with Members being better equipped to discharge their various responsibilities. To date the programme has been delivered according to plan, however member attendance remains a concern with at least one session being cancelled due to the low uptake. Officers seek to find a solution to negate this risk and welcome consideration and comments from the Sub Committee.

Equalities Implications

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

requiring support to enable all delegates to have the same opportunities. Where possible, reasonable adjustments will be made to allow equality of access.

Climate Implications:

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

Security Implications:

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

Conclusion

26. This report presents an update on the delivery to-date of the Member Learning and Development programme, including evaluation of Quarter 3 and Members' are invited to comment and offer reflections and alterations to the offerings in Quarter 4 and considerations in terms of the headlines for Quarter 1.

Appendices

Appendix 1 – Evaluation of Member Learning and Development Programme Quarter 3 (September to December 2023)

Appendix 1a – Post Learning Event Evaluation form

Appendix 2 – Application Form to attend Non City Learning Events

Contact:

June Haynes, Members Services Officer

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Member Learning and Development Programme

Evaluation of Quarter 3 September – December 2023

1. The purpose of this paper is to provide the Member Development and Standards Sub-Committee with a snapshot of the learning and development sessions that have taken place in Quarter 3 of the programme.
2. As previously mentioned, the L&D programme has been divided into four themed quarters, the first of which was Leadership. The intention of the sessions were to support Members as community leaders and in their varied roles as Members of the Court.
3. Each of the sessions were notified to the Court by the Chief Commoner in a series of regular newsletters which also signposted Members to the portal for full course details and to register their interest in attending. Reminders of each session were communicated and advertisement using emails from the Chief and officers. Various days of the week and times were offered in an attempt to maximise attendance, this approach, however, had limited success.
4. At the conclusion of each session an evaluation form was circulated to those in attendance, followed by a chaser email a week later to those that have not responded in a bid to maximise response rates. An example of the post event evaluation form can be found at Appendix 1a of this paper.
5. For ease of reference the following table provides an overview of offerings for the previous quarter, course attendance figures, qualitative feedback for individual courses and a budget and cost update. This is followed by a more in-depth review of each session.

Title of the Event	Date and Time	Offered to	Members in attendance
Decision Making and Influencing Change	Wed 13 th Sept 4.00pm	All Members	4 in person 2 online (6)

Chairing in the City	Tues 19 th Sept 10.00am	All Members	7 in person 1 online (8)
Member Behaviour, Code and Conduct and Member Officer Charter	Mon 2 nd October 2.00pm	All Members and Co-opted members	Members and Co-optees 4 in person 2 online (4)
Speech Writing	Wed 11 th October 3.30pm	All Members and Co-opted members	Members and Co-optees 3 in person 2 online (4)
Delivering a Speech	Wed 18 th October 4.00pm	All Members and Co-opted members	3 in person 2 online (4)
Corporate Parenting	Tue 14 th Nov 5.00pm	All Members	5 in person 1 remote (6)
Recruitment and Selection	Thurs 16 th Nov 10.00am	Offered to Members involved in the recruitment of senior and executive managers	This session was cancelled due to poor uptake
Finance in the City	Fri 24 th Nov 2.00pm	All Members	8 in person 3 online (11)
Introduction to Licensing	Tues 5 th Dec 4.00pm	All Members	3 online

A total of 46 Members have attended sessions throughout Quarter 3 representing a combination of repeat attendance and single Member attendance across the 8 of 9 sessions that have taken place.

Decision Making and Influencing Change – 13th September 2023 – 4.00pm – 5.30pm

6. The purpose of this session was to provide Members with an understanding of how to navigate the City's decision making process and to support their effectiveness in seeking change. The session was delivered by an internal officer with extensive knowledge and expertise in the subject, which was echoed in the comments of all those who attended. The session was evaluated positively and the general consensus was that Members would recommend the session to their peers.
7. The session was offered to all members of the court and 11.25% (9) Members showed interest in attending. On the day, 4 Members attended in person with 2 Members accessing the session remotely.

8. The post session evaluation is based on the comments of 4 respondents. Three respondents stated the session outcomes were met, one respondent felt that the outcomes were not fully met and commented that “this is a broad subject with some aspects not covered in this session”.
9. It was commented that the session could be improved with the inclusion of case studies in regard to standing orders and court procedures. A request was made for the introduction of an online facility for Members to access advise on best practice.

Chairing in the City – 19th September 2023 – 10.00am – 11.30am

10. The outcome of this session sought to provide an understanding of the specific requirements and responsibilities entailed in chairing a Corporation Committee and in combination with the “Decision Making and Influencing Change” session would support new and existing Members in maximising their effectiveness at meetings irrespective of their role. The presentation was delivered by an experienced senior City officer with extensive knowledge and experience, which was commented on positively by all participants.
11. This session was offered to all Members of the Court and following advertising attracted a response of 17.5% (14). There were 8 Members in attendance on the day, one of whom attended remotely.
12. Comments were favourable in terms of the content and presentation, however it was mentioned that it would be useful for all new and prospective chairs to attend this session and it was suggested that this could be marked as essential or highly recommended going forward.

Member Behaviour, Code of Conduct and Member Officer Charter – 2nd October 2023 – 2.00pm – 3.30pm

13. The desired outcome of this session was to raise Members awareness of the Members’ Code of Conduct, the Member Officer Charter together with the legal framework governing the conduct of Members and co-opted members. This was one of a series of learning opportunities offered to Co-opted members in addition to Members of the Court. The session was delivered by an experienced senior City officer who received positive feedback from those taking part.
14. Following advertisement 12 responses were received, 3 Co-opted Members and 9 (11.25%) Members of the Court. Four participated via Microsoft Teams and a mixture of 2 elected Members and 2 Co-opted members attended in person.
15. Post event comments included a plea to include greater emphasis on those involved with charities and outside bodies. There was a suggestion that the session should be compulsory for all Members and that, following the next all out election, it would be a good time to introduce this as part of an Induction.

16. Procedurally, one participant mentioned that earlier sight of the presentation slides would allow for more focused questions.

Speech Writing – 11th October 2023 – 3.30pm – 5.00pm

17. The objective of this session was to enable Members and Co-opted members to be confident about speech writing.
18. This session was offered to the Court and Co-opted members and attracted a response rate of 11, of which 9 (11.25%) were Members of the Court . This session was followed by an event entitled “Delivering a Speech” which was intended to complement the learning from this session. The presenter was a knowledgeable City senior officer and from the limited feedback received was positively evaluated.

Delivering a Speech – 18th October 2023- 4.00pm – 5.30pm

19. The desired outcome for Members and Co-opted members was to understand the key considerations in delivering an effective speech, achieving a score or 8.75 out of 10 following evaluation.
20. The event post advertisement attracted 7 responses, 5 (6.25%) were Members of the Court and 2 Co-opted members. On the day, 3 Members attended in person 1 Member and 1 Co-opted Member attended online. This event was delivered by professionals from the Guildhall School of Music and Drama who were positively evaluated, and to-date has been the only session delivered externally and attracted a charge to the budget of £450inc.
21. Overall comments included the length of time of the session and how the presenter was limited in what could be achieved. On reflection, it was felt by those attending remotely that they would have benefited from being in the room. Participants enjoyed taking part in the practical elements and would have benefited from criticism of their speech delivery. The takeaways from the session included “I learnt about breathing and preparing my body, helped to reflect on my speaking style”. When asked how the session would support their role, comments included focus on defining three main objectives in delivering a speech, one participant felt more supportive as a representative of the City and the session would be used as a foundation to more training in public speaking.
22. Members would like to have the opportunity to have a follow up session with the presenters. One member commented that the Corporation should use GSMD talent and resources more.
23. Overall consensus in the room and remotely was to run the session again in conjunction with another Speech Writing session.

Corporate Parenting – 14th November 2023 – 5.00pm – 6.30pm

24. Members were encouraged to attend this session to meet the desired outcome of developing familiarity with their role as a corporate parent and to understand the expectations required of them in fulfilling that role. All participants that completed the evaluation felt that the overall learning outcomes had been met.
25. The Chair set a minimum response rate of 4 participants for this and future sessions to proceed. 6 Members were in attendance and it was therefore confirmed that the session could take place. The session was delivered colleagues in the Community and Children's Services Department and they were evaluated as being knowledgeable when responding to Members questions.

Finance in the City – 24th November 2023 - 2.00pm – 3.00pm

26. In recognition of the scope and complexity of the subject, the session aimed to provide Members with a baseline understanding of the City's financial landscape and how to navigate it. The session was delivered by internal senior officers with expert knowledge in the field.
27. The subject engaged Members which was acknowledged by the number of participants, 3 online and 8 in the room. The feedback from the session was positive and one Member suggested that the timing should be increased to allow for additional Member questions post the officer presentation.

Introduction to Licensing – 5th December 2023 – 4.00pm – 5.00pm

28. The learning outcomes for this session was focused on those Members that do not currently sit on the Licensing Committee and Members it was hoped would have a working knowledge of licensing law and how best to support their constituents, both residents and local businesses, in navigating licensing processes. The session was delivered internally by experienced licensing officers that were knowledgeable and able to answer Members questions.
29. At the time of writing this paper, no Member evaluation of the session has taken place, however anecdotally, the session was well received by participants.

General Comments and Future Sessions

30. Members making general comments and taking the opportunity to influence future offerings included a suggestion of a session on the legal role of Officers/ Members in relation to the corporation as a Local Authority including sources of advice.
31. A session focused upon the role of the Corporation supporting Financial and Professional Services was also requested. In response, a session was offered on Finance in the City later in the third Quarter of the programme.

32. The Member Services Officer is now also liaising with the Corporate Charities team to enable a future session focused on representing the City in charities and other voluntary organisations to be delivered going forward following requests for this.
33. Dealing with practical ward topics such as refuse collection, street litter, street lighting, pavement conditions, managing noise nuisance, anti-social behaviour, City engagement, dock-less bike/scooter nuisance, antisocial behaviour, parking/vehicle idling, traffic congestion and other issues have also been requested by Members to date.

Post Event Activity

34. Several of the sessions were recorded to enable those Members that were unable to attend the session to view the video, as new information or for those in attendance, as a refresher. The numbers of those viewing the post event recordings range from 3 – 5, this method of post event circulation of data has been provided but remains unsuccessful in engaging Members.
35. There has been a suggestion that bitesize online training packs that can be accessed by individuals in their own time could engage more Members. This would, however, likely require additional and potentially external resourcing and therefore financing. In addition, it was suggested that Members workplace learning activity should be linked to an individual learning account in the Corporation. This would also clearly have resource implications and the accuracy of any such record would be entirely reliant on individual Members communicating with Officers as and when they are involved in any relevant learning outside of the organisation.
36. There was some appetite for Member learning records to be made publicly available on the Corporation's website in a similar way to that of the Members registers of interest and declarations.

Budget and Costs

37. Value for money has been a contributing factor in drawing up the rolling programme and it can be reported that to-date £450 has been charged to the overall budget of £20,000 held by this Sub-Committee for this financial year. This was for costs related to the "Delivering a Speech" session delivered externally by the professionals at the Guildhall School of Music and Drama which was well received by all participants who felt that it would be a good session to repeat and to offer to their peers.

Member L&D - Member Behaviour- Code of Conduct and Member Officer Charter - 2nd Oct 2023

Outcomes

- An awareness o the Members' Code of Conduct, the Member Officer Charter.
- The legal framework governing the conduct of Members and Co-opted members.

1. Did you feel that the desired outcomes of the session were met?

- Yes
- No
- Partly



2. If you answered 'No' or 'Partly', please explain how the outcomes were not met.

3. Was the facilitator knowledgeable and able to respond to your questions?

Yes

No

Partly

4. If you responded 'No' or 'Partly' to question 3, could you provide any information on how responses to your question (s) were not met?

5. Would you recommend this session to your peers?

Yes

No

Maybe

6. Do you have any comments or suggestions that could improve this session?

7. Do you have any suggestions for future sessions that you may find useful?

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**ATTENDANCE AT NON-CITY CORPORATION
DEVELOPMENT EVENTS – REQUEST FORM**

Please complete this form prior to arranging attendance at a non-City event.

Completed forms should be submitted to the Governance and Member Services
Team, Town Clerk’s Department.

PERSONAL DETAILS

Name:(Please print)

ACTIVITY

Title of the event/ activity:

.....
.....
.....

Date of event/ activity:

Cost of attendance (if known):

Training provider (name/contact details):

.....

.....

.....

What are your personal objectives for attending this development event/activity?

How will this event benefit you in your role?

How will you share information gathered e.g. evaluation form, materials from event/activity.

Signed: **Date:**

Approved by

Member Development and Standards Sub Committee: Yes No

Date of approval:

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