

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

### Summary

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

### Recommendation

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

### Main Report

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

### Delegated Decision: Members' Code of Conduct – Complaints Procedure

#### BACKGROUND:

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

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

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

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

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

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

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

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

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

### **Delegated Decision: Arrangements for discretionary use of Members' Bedrooms**

#### **BACKGROUND:**

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

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

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

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

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

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

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

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

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

**Contact:**

Chris Rumbles

Tel 020 7332 1405

[Christopher.rumbles@cityoflondon.gov.uk](mailto:Christopher.rumbles@cityoflondon.gov.uk)