

Standing Orders of the Court of Common Council

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PART 1 – Introduction

1. Application and Interpretation

1. Unless otherwise specified, these Standing Orders shall govern the proceedings of: -
 - (a) the Court of Common Council¹;
 - (b) Committees and Sub-Committees of the Court of Common Council.
2. The person presiding at a meeting of the Court of Common Council (the Lord Mayor) or of a Committee or Sub-Committee (the Chair/Chairman) is the final authority as to the interpretation of Standing Orders.
3. For the purposes of these Standing Orders: -
 - (a) the term “Lord Mayor”, in the absence of the Lord Mayor, applies to the Locum Tenens;
 - (b) the term “Chair” or “Chairman”, in the absence of the elected Chair/Chairman, applies to the person taking the Chair of a Committee, Sub-Committee meeting;
 - (c) the term “Member” refers to an elected Member of the Court of Common Council (including Aldermen);
 - (d) where there are references to “the Town Clerk”, the Deputy or Assistant Town Clerk or other properly appointed Officer shall be authorised to act in the absence of the Town Clerk or where there is a vacancy in the office of Town Clerk.
4. Working Parties of the Court and its committees are, by definition, non-decision making bodies, appointed to study and report on a particular question, making recommendations based on its findings. Whilst informal in nature, where appropriate, the conduct of business of Working Parties should be managed in accordance with these Standing Orders.

2. Suspension

1. The Court shall have the power to suspend, alter or abrogate Standing Orders by resolution carried by a simple majority of the Members present and voting.
2. No Committee, Sub-Committee or Officer may suspend, alter or abrogate a Standing Order unless given authority by the Court to do so.

¹ The Court of Aldermen has its own Standing Orders

3. Amendment

1. Any proposal to amend these Standing Orders shall first be considered by the Policy & Resources Committee (as the committee responsible for oversight of the Court's governance arrangements) whose recommendations shall be reported to the Court for approval. Thereafter, the Town Clerk is authorised to make the necessary amendments.
2. The Town Clerk is authorised, after consultation with the Chamberlain,
 - (a) to adjust the financial limits specified in these Standing Orders in line with changes in the value of money, and must do so on an annual basis;
 - (b) to make any consequential amendments to the relevant Standing Orders and report such amendments to the Policy & Resources Committee.

PART 2 – Court of Common Council Meetings

4. Access to Meetings

1. All meetings are open to the public unless: -
 - (a) confidential information as defined in Section 100A(3) of the Local Government Act 1972 is to be discussed; or,
 - (b) a resolution has been passed to exclude the public as there is likely to be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972;
2. In respect of non-local authority and non-police authority functions this Standing Order is not applied unless the Court of Common Council determines otherwise.

5. Notice of Meetings

Public notice of the time and place of meetings of the Court of Common Council shall be posted in an appropriate place at least five working days before the meeting, or if a meeting is convened at shorter notice, then at the time it is convened.

6. Summons

1. The Town Clerk will issue a Summons, on behalf of the Lord Mayor, for each meeting stating the time at which the Court will meet and the time at which, or after which, any ballots will be conducted.
2. Except in cases of urgency or where circumstances make it impracticable, the Summons and accompanying papers will be sent to Members five clear working days in advance of the meeting.
3. The Town Clerk has discretion, having regard to the convenience of the Court, to settle the order in which items of business appear on the Summons and, if necessary, during a meeting with the consent of the Lord Mayor and the agreement of the Court, to amend the published order of business.
4. When an Address, Memorial, Petition or Remonstrance to the Throne, or to any Member of the Royal Family, is to be considered, on the advice of the Policy & Resources Committee when appropriate, the item shall be taken immediately after the opening of the Court, following the confirmation of the Minutes and the introduction of any new Members, unless the matter is to be considered with the public excluded when it shall be considered at an appropriate time. No such Address, Memorial, Petition or Remonstrance shall be reconsidered or altered after having been agreed to by the Court.
5. On the occasion of the Lord Mayor taking their seat for the first time, an instruction to Members to wear their gowns will be included in the Summons.

6. The Chair/Chairman of the Policy & Resources Committee shall be given the opportunity to provide the Court with a brief statement at each meeting concerning the key and strategic issues affecting the City and the work of the City of London Corporation. A maximum of three Members may ask one question in direct response to the Chair/Chairman's statement.

7. Quorum

1. The quorum for meetings of the Court is 40 Members, one of whom must be the Lord Mayor and two of whom must be Aldermen.
2. If a quorum is not established within five minutes of the time stated on the Summons, the meeting will be dissolved and all business will be adjourned to the next meeting and those present may depart.
3. If, during a meeting of the Court, it is the opinion of the Lord Mayor that a quorum has ceased to exist, business will be suspended whilst the number of Members present is counted and the result announced.
 - (a) If a quorum exists, the business will proceed.
 - (b) If a quorum does not exist, the meeting will be dissolved and all remaining business will be adjourned to the next meeting.

8. Attendance

1. The names of Members attending the Court shall be recorded as they enter the Court and printed in the Minutes of the meeting.
2. A Common Councillor² attending the Court for the first time shall:
 - (a) before taking their seat, be called formally into the Court by the Town Clerk and introduced to the Lord Mayor by the Deputy or another Member of their Ward;
 - (b) be clothed in a mazarine gown by the Remembrancer's representative and conducted to their seat.

² Aldermen will be welcomed by the Chief Commoner (or their representative) from their seat.

9. Reports

1. When submitting any proposal to the Court, Committees have discretion to circulate a printed report to every Member of the Court as part of the agenda for the meeting at which it is to be considered.
2. A Sub-Committee is not entitled to submit a report to the Court unless it has Terms of Reference approved by the Court which confer the requisite authority on it to do so.
3. A minority of either a Committee or Sub-Committee is not entitled to submit a report to the Court.
4. A report or decision of a Committee or Sub-Committee may be referred to the Court providing that notice of the referral by not less than 20 Members of the Court is submitted to the Town Clerk by no later than 12 noon, nine working days before the meeting of the Court for inclusion in the Summons.
 - (a) A Member seeking to submit a referral on grounds of urgency, notice of which has not been included in the Summons, must inform the Town Clerk of the terms of that referral not less than 12 noon the day before the Court so that the Lord Mayor may rule on the need for urgency.
 - (b) No action shall be taken to implement any decision pertaining to the subject of the referral until such time as the Court shall have considered the matter, subject to the proviso that: such referral would not preclude a decision being taken and/or implemented that, in the opinion of the Town Clerk, was necessary for legal reasons or for the efficient conduct of the City Corporation's business.

10. Ballots

1. Ballots will be held when: -
 - (a) there is more than one Member seeking appointment to a vacancy on a Committee or to represent the City of London Corporation on an outside body. Members may nominate themselves. Members nominated by others shall be advised by the Town Clerk and requested to confirm or not such nomination. If no response is received, such Member(s) will be considered to be in nomination;
 - (b) a recommendation is made to appoint an Officer whose appointment is in the gift of the Court³;
 - (c) there is more than one Member seeking appointment to the role of Chief Commoner.

³ Officers whose appointment is in the gift of the Court is set out at Standing Order 62(1)

2. Before the votes on a matter to be decided by ballot are counted, the Lord Mayor will nominate two Scrutineers who will supervise the counting of votes.
3. For the purpose of casting their votes, Members must be present in Court when a ballot is called.
4. When one vacancy has to be filled on a Committee or Sub-Committee and there are more than two candidates, voters shall mark numbers against candidates' names on ballot papers in order of preference.
 - (a) Upon the absence of any candidate achieving 50% of first preference votes, the candidate with the fewest first preference votes will be eliminated and their votes reallocated according to their second preference therein.
 - (b) Procedure in 10.4(a) is repeated until one candidate has obtained 50% of the votes cast.
 - (c) Without prejudice to the foregoing 10.4(a) and (b), the successful candidate will be the first candidate to obtain 50% of the votes cast in the ballot.
5. When two or more vacancies have to be filled, the candidates with the highest number of votes shall be declared to be elected. Where the available terms are of differing lengths, the longest term shall be awarded to the candidate with the highest number of votes, the next longest term to the candidate with the second highest number of votes, and so on. In the event of an equality of votes, or in the event of no contest, terms shall be allocated according to seniority (the longer term to the more senior Member). Practice can diverge from this only in the event that all parties are in agreement, to be facilitated by the Town Clerk.

11. Conduct of Debate for Motions and Amendments

1. This Standing Order applies to the conduct of debate on Motions brought forward to Court by Committee (via a Report pursuant to SO9) and by Members (pursuant to SO12), as well as Amendments.
2. Members must stand in their places (if able to do so) or otherwise indicate clearly their wish to speak. If two or more Members wish to speak, the Lord Mayor may select one of them to speak, in which case all other Members must be seated.
3. No Member may speak more than twice on the same question other than the Chair/Chairman of the Policy & Resources Committee (or, in their absence, the Deputy Chair/Chairman) to provide a clarification of policy if such be required.
4. The Mover of a Motion⁴ or Amendment, may not speak for longer than five minutes, plus a further five minutes in reply to the debate, and any subsequent speaker must not speak for more than three minutes on the first occasion and two minutes on the second occasion except with the consent of the Court (such times to include the putting of the Motion or Amendment).

⁴ For the purposes of Standing Order 11, the Mover and Seconder of a Motion brought forward by a Committee, shall be the Chair and Deputy Chair of the Committee (or other appropriate Senior Member, in their absence).

5. Any Amendment so moved shall relate to the subject matter of the Motion and shall not have the effect of negating the Motion.
6. To ensure the efficient management of the Court business and in the best interests of the conduct of debate (including any concerns of legal implications or consequences) Members are encouraged to submit advanced notice of any amendments, by no later than 12noon on the day of the meeting. In these instances, if possible, hard copies of the proposed amendments will be provided upon entry to the Court and published (if appropriate).
7. Upon an amendment being moved on the floor of Court without prior notice, there shall be a pause of no more than five minutes to allow for these amendments to be handed to the Town Clerk in writing, to provide absolute clarity on what is being debated and voted on.
8. Should the Mover of an Amendment to a Motion choose to speak for a second time on the Amendment, they shall be the penultimate speaker (the Mover of the original Motion, being the final speaker on the Amendment). In such circumstances, the Mover of the Amendment must not speak for more than five minutes and the Mover of the original Motion must also not speak for more than five minutes.
9. Every Member must confine their speech strictly to the Motion, Report or Amendment under discussion or to a point of order or explanation⁵, and must not be repetitious. The ruling of the Lord Mayor on issues of relevance or repetition is final.
10. At any time, a Member may raise a point of order or make a personal explanation necessitated by the statement of another Member. Any Member speaking at the time must give way when a point of order or personal explanation is made. The ruling of the Lord Mayor on a point of order or the admissibility of a personal explanation is final.
11. Discussion will not be allowed on: -
 - (a) a Motion to extend the time allowed for the: -
 - i) length of the meeting of the Court;
 - ii) length of time allowed for consideration of Motions;
 - (b) the Mover and Seconder of a Motion or Amendment seeking permission to withdraw or amend that Motion or Amendment;
 - (c) a Motion to adjourn a debate in progress.
12. At any time other than when a Motion in the name of a committee is under discussion, a Member who has not spoken on the original Motion may move '*That the Court proceed to the next item of business*'. If this is seconded, the Motion to proceed to the next item of business shall be put forthwith and without debate unless the Lord Mayor is of the opinion that the Motion is premature or is in any

⁵ See definitions of Points of Order and Points of Explanation at Addendum 3A and 3B

sense an abuse of the rules of the Court. If the Motion is carried, the item of business which was before the Court when the Motion was moved shall not be re-introduced during the same meeting without the consent of the Court.

13. If a Member, who has not spoken on the current question, stands (if able) or otherwise indicates, either while another Member is addressing the Court or, if there is a Motion before the Court, at the conclusion of a speech and moves '*That the question be now put*', and this is seconded and carried, that question shall be put forthwith and without debate unless the Lord Mayor is of the opinion that the Motion is premature or in any sense is an abuse of the rules of the Court. In no case shall the Mover be precluded from a right to reply should they elect to exercise it.
14. A debate may take place upon a Motion for adjournment of the Court, but will be confined to that subject except for instances when the adjournment has been called for emergency purposes (e.g. building evacuation). In these instances, the Lord Mayor will be permitted to adjourn the Court immediately, without opportunity for debate.
15. No Member shall make derogatory personal references or use offensive expressions or improper language to any other Member of the Court or Officers.

12. Members' Motions

1. All Motions must relate to matters that are within the powers or duties of the City of London Corporation.
2. All Notices of Motion (other than procedural, those relating to changes of membership of Committees and those to which Standing Order Number 12 (7) applies) must be signed by no fewer than ten Members and be submitted to the Town Clerk by no later than 12 noon, nine working days before the meeting of the Court for inclusion in the Summons.
3. Notices of Motions set out in the Summons shall include the names of the signatories thereto.
4. A Member seeking to move a Motion (other than procedural, those relating to changes of membership of Committees and those to which Standing Order Number 12 (7) applies) on grounds of urgency, notice of which has not been included in the Summons, must inform the Town Clerk, in writing, of the terms of that Motion not less than 9.00am on the day of Court so that the Lord Mayor may rule on the need for urgency.
5. The Mover may, with the consent of the Seconder, at any time, withdraw a Motion of which they have given notice, at which time discussion of that Motion shall cease.
6. A time limit of not more than 60 minutes will be allowed for the discussion of all Motions put forward by Members. When a Mover rises to move a Motion at the commencement of a debate they shall be advised of the remaining time allotted

for motions and asked whether they wish to proceed or to have the debate adjourned and carried over to the next meeting. Any Motion so adjourned will be placed first under the item for Motions included on the Summons for the next meeting after any procedural Motions and preceding any Motions not reached within the allotted time.

7.

- (a) No Motion to rescind or amend any resolution passed within the preceding six months, and no Motion or Amendment to the same effect as one that has been rejected in the preceding six months, or any Motion or Amendment that has been passed over by virtue of Standing Order Number 11(12), can be proposed unless notice thereof appears on the Summons and bears the names of at least 40 Members.
- (b) Once a Motion proposed under Standing Order Number 12 (7)(a) has been dealt with by the Court, it shall not be open to any Member to propose a similar Motion or Amendment within a further period of six months.
- (c) However, the provisions of Standing Orders 7(3)(a) and 7(3)(b) will not apply to Motions or Amendments appearing on the Summons in pursuance of a recommendation of a Committee nor to resolutions made under the urgency procedures in Standing Order Number 19.

13. Questions

1. A Member may ask the Chair/Chairman of a Committee any question: -

- (a) on an item of the Committee's business that is included in the Summons;
- (b) on a matter that is not included in the Summons but in relation to which the Court has powers or duties and which affects the City or the City of London Corporation;
- (c) provided that, except in cases of urgency, notice of the question has been given to the Town Clerk in writing not later than 12 noon, two working days before the meeting.
- (d) That is no more than 150 words in length.

NB: A Member may ask no more than one question (excluding supplementaries) at any meeting of the Court, unless one is carried over from the previous meeting of the Court, in which case the Member will be permitted to ask two.

2. The Town Clerk will, re-direct a question if they consider it to have been addressed to the Chair/Chairman of an inappropriate Committee. In the event of a dispute, the Lord Mayor's ruling will be final.

3. A Member seeking to ask a question without due notice as a matter of urgency must inform the Town Clerk in writing of the terms of the question not less than 60 minutes before the time scheduled for the start of the meeting so that the Lord Mayor may rule on the need for urgency.
4. Every question shall be put and answered without discussion, although Chair/Chairmen may decline to answer. Questions are to be circulated, in writing, to all Members upon arrival at the Court meeting. Questions will normally only be answered if the Member giving notice is present to put their question in person. In exceptional circumstances, the Lord Mayor may direct that the Town Clerk puts the question on behalf of a Member who is unavoidably absent and where they consider it would be in the interests of the Corporation that the Court hear the Chair/Chairman's answer.
5. A Chair/Chairman (including the Chairs/Chairmen of any sub-committees which are empowered to report directly to the Court) may not speak for longer than three minutes in response to any question or supplementary question except with the consent of the Court.
6. A Member asking a question may ask one supplementary question, and six other Members may each ask one supplementary question provided that the supplementary questions arise naturally out of the original question and the answer to it.
7. Any supplementary questions that the Town Clerk considers do not relate to matters in which the Court has powers or duties and which do not affect the City or the City of London Corporation will not be allowed.
8. A Member asking a supplementary question may speak for no longer than two minutes.
9. A time limit of not more than 40 minutes will be allowed for the putting and answering of questions, including supplementary questions, and it shall not be in order to move for an extension of that time.
10. Questions not dealt with owing to the expiration of the 40 minutes time limit shall be deferred for consideration at the following meeting and shall be put in advance of other questions, or may, with the consent of the questioner, be answered in writing within two working days, a copy of the answer being placed in the Members' Reading Room, circulated by email and published on the City Corporation website.

14. Divisions

1. A Member demanding a Division must stand for that purpose (if able to do so), or otherwise indicate. A Division will not be allowed unless another 11 Members (i.e. 12 in total) stand in their places (if able to do so) to support the demand.
2. If a Division is allowed, the Lord Mayor should instruct the Town Clerk to input the question into the electronic voting software.

3. The Town Clerk will repeat the Motion and every Member then present and wishing to vote will cast their vote either for the affirmative or the negative, using the electronic voting device provided (the Lord Mayor having the right to a second, casting vote). An option on the device will also allow Members to abstain, should they wish.
4. Once every Member has placed their vote, polling will close and the result will appear immediately, on a screen visible to all Members.
5. Members will have an opportunity to scrutinise the votes and will stand if they wish to contest the vote recorded in their name.
6. The Town Clerk will then declare the result.
7. If it appears to the Lord Mayor that the electronic voting system cannot be used for any reason a vote should be taken through the following non-electronic mechanism:
 - (a) The Lord Mayor will ensure that two Tellers for the affirmative and two for the negative are appointed. If there are insufficient Members of the Court willing to act as Tellers, no Division will take place.
 - (b) If a Division is allowed, the Town Clerk will ring the Division bell and at the expiration of three minutes they will ascertain whether a Division is still demanded. If so, the Bar of the Court will be closed after which no Member may enter or leave the Court except for the purpose of recording their vote until the Division has been declared closed.
 - (c) The Town Clerk will repeat the Motion and every Member then present and wishing to vote will cast their vote either for the affirmative or the negative (the Lord Mayor voting without leaving the Chair and having the right to a second, casting vote).

The Ayes for the question will go through the Bar of the Court to the right of the Lord Mayor and the Noes through the Bar to the left, the votes being recorded at the respective exits.

- (d) Members wishing to abstain should remain seated and the Lord Mayor will seek confirmation of their intention before accepting a declaration from the Tellers that every Member wishing to vote has done so, after which the Bar of the Court will be re-opened and Members will return to their seats through the central entrance.
- (e) The Town Clerk will call for the Tellers' reports and declare the result.

15. Disorder

1. In the event of disorder or a persistent disregard of the authority of the Lord Mayor, and if they consider it necessary in the interests of the Court and the City of London Corporation, the Lord Mayor will ask that there be no further interruption. If the interruption continues, they may: -
 - (a) direct the Member(s) of the Court they consider to be abusing the Court to retire for the remainder of the sitting or for such lesser period as they may decide, any such decision to be final;
 - (b) require that a member(s) of the public be removed from the public gallery;
 - (c) at any time if they consider it desirable in the interest of order, suspend a sitting or adjourn a meeting of the Court for such time as they may decide.

16. Duration

If, after three hours from the time appointed for the start of the meeting, the business has not been concluded, the meeting will close, any debate being suspended, and all unfinished business will stand adjourned to the next meeting unless a two-thirds majority of the Members present wish the meeting to continue, and subject to there being a quorum. Items that are so adjourned and which, in the opinion of the Town Clerk, require a decision before the next meeting will be considered in accordance with Standing Order Number 19.

17. Minutes

1. The minutes of the Court will be printed and circulated and will include: -
 - (a) All Motions and Amendments together with the names of the Movers and Seconders and including the names of Movers of reports.
 - (b) The results of any Ballot (pursuant to Standing Order Number 10).
 - (c) The results of any Division (pursuant to Standing Order Number 14).
 - (d) The names of any Members presented to Royal and other Distinguished Persons received at Guildhall.
2. The correctness of the minutes will be verified at the beginning of the following regular meeting of the Court. No discussion shall take place upon the minutes, except upon their accuracy and any question of their accuracy shall be raised by motion.

18. Chief Commoner

1. The holder of the Office of Chief Commoner shall be a Common Councillor⁶.
2. The Chief Commoner shall be elected by the Court of Common Council at the October meeting each year.
3. The term of office of the Chief Commoner shall be for a period commencing and ending on the date of the first Court of Common Council after the wardmotes each year.
4. A Member is ineligible to seek election as Chief Commoner if they have previously served the Office of Chief Commoner.
5. Candidates for election to the Office of Chief Commoner shall be nominated by exactly ten other Members, nominations to be submitted to the Town Clerk by no later than nine working days before the meeting of the Court for inclusion in the Summons. Submissions must be made in writing and accompanied by the signatures of the ten Members supporting the candidate's nomination.
6. The Chief Commoner shall be:
 - (a) an ex-officio Member of the Policy & Resources Committee.
 - (b) ineligible to chair any City Corporation Grand Committee.
7. In the event of a casual vacancy for the Office of Chief Commoner, responsibility for the Office shall fall to the immediate past Chief Commoner until such a time as a new Chief Commoner (or Chief Commoner designate) is elected by the Court.

19. Decisions between Meetings

1. Between regular meetings of the Court of Common Council, if, in the opinion of the Town Clerk, it is urgently necessary for a decision to be made, then the powers of the Court may, where lawfully possible, be exercised by the Town Clerk. Before exercising this power, they must obtain the comments of: -
 - the Lord Mayor
 - the Chief Commoner
 - the Chair/Chairman of the Policy & Resources Committee
 - the Chair/Chairman of the Finance Committeeor a nominee of each who shall be, respectively,
 - an Alderman
 - a Past Chief Commoner still in Common Council
 - a Member of the Policy & Resources Committee
 - a Member of the Finance Committee

⁶ Aldermen are not eligible to stand for the position of Chief Commoner.

2. Where the recommendation is made by the Policy & Resources Committee or the Finance Committee then the fourth person shall be the Chair/Chairman of the Planning & Transportation Committee or their nominee from that Committee.
3. Where the recommendation is made jointly by two of the aforementioned committees, then the fourth person shall be the Chair/Chairman of the Port Health and Environmental Services Committee or, if they are also conflicted, another senior Chair/Chairman, to be determined by the Town Clerk.
4. The Town Clerk's powers only extend to the approval or non-approval of the recommendation placed before them, not its amendment.
5. Each decision of approval shall be reported to the next regular meeting of the Court with an explanation of the need for the use of this procedure.
6. Each decision of non-approval shall be submitted to the next meeting of the Committee or Sub-Committee making the recommendation and that Committee or Sub-Committee may submit the matter for decision by the full Court if this is still feasible. Where a decision of non-approval is in prospect, the Chair/Chairman of the recommending Committee or their representative shall be informed and allowed to make representations in support of their Committee's decision.

20. Petitions

1. Any Petition (other than for grants of money) intended to be presented to the Court must be lodged at the Town Clerk's office, duly endorsed by the Member presenting, not later than 12 noon ten working days before the meeting of the Court at which it is proposed to present the Petition, which from the time of being lodged shall remain in the custody of the Town Clerk. The wording of the Petition or a summary thereof shall be printed on the Summons for the Court.
2. No Petitioner shall be permitted to address the Court except in reply to questions.
3. Petitions are to be referred by the Court to the relevant Committee(s) for further consideration.

PART 3 – Committees and Sub-Committees

21. Appointment

The annual appointment of Committees of the City of London Corporation will take place at the first regular meeting of the Court of the civic year, which will normally follow the annual Wardmotes and be held in April.

22. Committee Limit

1. Subject to (3) below no Member shall serve on more than six Committees, be they Ward or Non-Ward Committees;
2. For the purposes of this Standing Order, the following exemptions are to be made:
 - Natural Environment Board and the West Ham Park Committee shall count as one Committee.
 - Crime and Disorder Scrutiny Committee
 - Local Government Pensions Board
 - Health & Social Care Scrutiny Committee
 - Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee⁷
3. This limit shall not apply:
 - (a) If a vacancy on a committee has been advertised on at least two occasions and remains unfilled. In such circumstances, a Member may serve on that committee even though it may cause the limit to be exceeded for the remainder of the civic year.
 - (b) Where service on Committees is in an ex-officio capacity.

23. Ward Committees

1. Ward Committees comprise at least two Aldermen together with a number of Commoners as detailed in Standing Order No. 23(3).
2. The Aldermen shall be appointed on the basis of nominations by the Court of Aldermen (notwithstanding SO 23(5)).
3. The Commoners shall be appointed on the basis of:
 - (a) one Member from each Ward (regardless of whether the Ward has sides) having five or fewer Members;

⁷ The FCCRASP Committee is time limited – this Standing Order is to be deleted upon the expiration of the Committee.

- (b) two Members from each Ward (regardless of whether the Ward has sides) having six or more Members;
 - (c) one Member representing a Ward or Side of Ward that has agreed to pair with another Ward, which is geographically nearby, for the purpose of representation on one or more Ward Committees;
 - (d) up to two Members on the Community and Children's Services Committee from Wards with 200 or more residents (as determined by the Ward Lists).
4. Wards shall choose whether to nominate a Member(s) to serve on each of the several Ward Committees.
 5. In the event that a Ward's Common Councillor/s does not wish, for whatever reason, to be nominated to serve on a Ward Committee, the appointment can, if the Ward so chooses and the Alderman is in agreement, be taken by the Alderman of the Ward.
 6. After consultation with the Members of their Wards, the Deputies of the Ward shall submit the nominations to the Town Clerk subject to the following: -
 - (a) the term of office of a Member on a Ward Committee is one year;
 - (b) a Member who has served four terms on a Ward Committee, separately or consecutively, is not eligible for appointment for a further term whilst there is a Member of the Ward who has not served and wishes to do so, unless the majority of the Members of the Ward so decide.
 - (c) If a Member does not believe Standing Orders 23(6) a-b have been followed, said Member may write to the Ward Deputy and Town Clerk requesting an opportunity to review the nomination.
 7. If a Ward chooses not to nominate a Member(s) (Common Councillors or the Alderman of the Ward) to serve on a Ward Committee, the Town Clerk shall notify the vacancy to all Members and seek nominations prior to the appointment being made by the Court.

24. Non-Ward Committees

1. Non-Ward Committees comprise Members elected by the Court for either: -
 - (a) a specific term at the end of which, if eligible, the Member must seek re-election; or,
 - (b) an indefinite term subject to annual re-appointment by the Court.
2. Any Member wishing to serve must notify the Town Clerk in writing and all applications received will be listed on the Summons for the meeting of the Court at which the appointment is to be made. If necessary, a ballot will take place in accordance with Standing Order Number 10.

25. Vacancies

1. When a vacancy occurs in any Committee or Sub-Committee (where appointed by the Court), the Member elected to fill it will continue for the remainder of the term of the Member creating the vacancy, and such part of the term will count as a full term for the purposes of Standing Orders Number 23(6).
2. Prior to the expiry of a completed term of office on a Non-Ward Committee, or when vacancies arise, all Members will be notified by the Town Clerk no less than two weeks before the meeting of the Court. In the event that the Member does not respond, it shall be assumed that they wish to re-stand, unless they are otherwise ineligible to do so. Members may be permitted to withdraw their nomination at any time.

26. Sub-Committees

1. The Committees of the City of London Corporation may at any time: -
 - (a) constitute, dissolve, or alter the membership of a Sub-Committee set up by them;
 - (b) within its terms of reference from the Court, authorise a Sub-Committee to act on behalf of the main Committee;
 - (c) appoint a Working Party to consider and report on particular matters but such Working Party shall have no delegated powers.

N.B. The constitution of any new Sub-Committee or Working Party shall be subject to the approval of the Policy & Resources Committee (as the committee responsible for oversight of the Court's governance arrangements).
2. The role of Chair of a Sub-Committee is to be elected from and by the membership of the Appointing Committee unless otherwise prescribed within that Sub-Committee's constitution. The process for the appointment of Sub-Committees and their Chairs is set out in Addendum 2A.
3. In order to be eligible to stand as Chair of a Sub-Committee the Member must be a Member of the Appointing Committee. This includes Ex-Officio Members. External Members may stand, providing there is no other reason by which they must be precluded from doing so⁸.
4. A Member who has served three consecutive terms as Chair of a Sub-Committee, is not eligible for appointment for a further term in that office whilst there is an eligible Member that has not served and wishes to do so.

⁸ For a Sub-Committee Local Authority Functions with decision making powers, it may not be legitimate for an External Member to hold the position of Chair or Deputy Chair, due to restrictions set out within s. 13 of the Local Government and Housing Act 1989.

5. Ex-Officio Members of the Appointing Committee are eligible to vote in these appointments; External Members may only vote if they have voting rights conferred unto them by the Court of Common Council.
6. The role of Deputy Chair of a Sub-Committee is to be determined from and by the membership of Sub-Committee itself. The election of Deputy Chair will take place in accordance with Addendum 2B.
7. In order to be eligible to stand as Deputy of a Sub-Committee the Member must be a Member of the Sub-Committee. This includes Ex-Officio Members. External Members may stand, providing there is no other reason by which they must be precluded from doing so⁹.
8. In the event that the Chair is unable to be present at the first meeting of the Sub-Committee, the immediate past Chair, or the most senior Member present, should be moved into the Chair until such a time that the Deputy Chair is elected.
9. In the event that there are no nominees for the positions of either Chair or Deputy Chair of a given Sub-Committee, the Chair and/or Deputy Chair of the Appointing Committee will automatically assume the position(s), to be determined between themselves.
10. Expressions of interest for membership on Sub-Committees, and their Chairship, must be no more than 150 words in length and be received by the Town Clerk not later than one full working day prior to the scheduled date of the meeting of the Appointing Committee.
11. Expressions of interest to act as Deputy Chair of a Sub-Committee, must be no more than 150 words in length and be received by the Town Clerk not later than one full working day prior to the scheduled date of the meeting of the Appointing Committee.
12. The proposed composition of Sub-Committees shall not be increased solely to avoid a ballot for contested vacancies without the consent of the appointing Committee.
13. In instances where the Court of Common Council has appointment rights to a Sub-Committee, these will be made for terms of up to four years (to be determined by the Appointing Committee).
14. The quorum for a Sub-Committee shall be any three of its Members, unless otherwise specified by the appointing Committee or the Court.
15. The Chair of a Sub-Committee shall have the same powers over that Sub-Committee, as prescribed unto Committee Chairs¹⁰.

⁹ For a Sub-Committee Local Authority Functions with decision making powers, it may not be legitimate for an External Member to hold the position of Chair or Deputy Chair, due to restrictions set out within s. 13 of the Local Government and Housing Act 1989.

¹⁰ See Standing Order 28(1)

27. Joint Meetings of Committees

In the event of a reference to a Joint Meeting of any of the Committees and/or Sub-Committees of the Court, the quorum shall be nine, comprising no fewer than three Members of each participating Committee or Sub-Committees.

28. Chairs/Chairmen

1. Each Committee shall have a Chair/Chairman who will: -

- (a) preside at every meeting of the relevant Committee at which they are present;
- (b) sign the minutes of proceedings of the previous meeting when approved as a correct record;
- (c) in case of an equality of votes, have a second casting or casting vote. If the Chair/Chairman is unwilling to exercise a second or casting vote the decision shall be taken by lot;
- (d) determine all questions of order;
- (e) have power, after consultation with the Deputy Chair/Chairman, and subject to consultation with the Town Clerk and necessary Chief Officers to:-
 - convene an additional meeting;
 - vary the place of a scheduled meeting before the Summons has been issued, providing it meets accessibility requirements;
 - cancel a meeting if, in their opinion, there is insufficient business to warrant the holding of such a meeting or for other reasons.
 - Reschedule a meeting if believed to be in the best interests of the Corporation to do so and providing the committee has also been consulted, if less than three months' notice is given.¹¹

2. The term of service of Chairs/Chairmen, subject to annual re-election, is limited as follows: -

Policy & Resources Committee	5 years*
Finance Committee	5 years*
City of London Police Authority Board	4 years*
Barbican Centre Board	4 years*
City Bridge Foundation Board	4 years*
Boards of Governors of the three	
City of London Independent Schools	6 years*
Other Committees	3 years*

*The years to run consecutively.

¹¹ In the event that neither the Chair nor Deputy Chair are able to attend at the agreed time, the meeting can be chaired by an alternate Member for that one meeting (to be appointed by the Committee on the day).

(For the purpose of this Standing Order, if a Member is elected to the Chair during the course of the year, a period of service commencing before 1 October shall count as one year; a period of service commencing on or after 1 October shall not count as one year).

3. A Member is ineligible to seek election as Chair/Chairman of a Ward or Non-Ward Committee (other than a specifically appointed Reception Committee) in the following circumstances: -

(a) If they are already a Chair/Chairman of another Committee (Ward or non-Ward), other than in the case of the following Committees: -

- Gresham (City Side)
- Health & Social Care Scrutiny Committee
- Crime and Disorder Scrutiny Committee
- Health & Wellbeing Board
- Local Government Pensions Board
- Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee¹²

NB for the purposes of this Standing Order, the Natural Environment Board and West Ham Park Committee will count as one Committee.

(b) If they are resident in, or a tenant of, any property owned by the City of London Corporation they may not be Chair/Chairman of the Committee or Sub-Committee having control of such property (with the exception of the Community & Children's Services Committee);

(c) If they are an ex-officio Member of a Committee;

(d) If they are the Deputy Chair/Chairman of the Audit & Risk Management Committee for the time being.

(e) External Members may not stand as Chairs of Committees.

4. Ahead of the first meeting of each Committee following the annual appointment, the Town Clerk will seek written expressions of interest from Members who are willing and eligible to take the Chair. Such expressions of interest must be received by the Town Clerk not later than one full working day prior to the scheduled date of the meeting.
5. In the event that no expressions of interest have been received by the deadline stated in Standing Order 28(4), the Town Clerk will seek expressions of interest under the relevant agenda item at the meeting of the Committee.
6. The names of those who are willing to serve will be voted on by Ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting:

¹² The FCCRASP Committee is time limited – this Standing Order is to be deleted upon the expiration of the Committee.

- (a) the candidate with the fewest votes will be eliminated;
 - (b) if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out;
 - (c) candidates may also elect to withdraw at this stage;
 - (d) a further ballot will be held amongst the remaining candidates and the procedure in (a) to (c) repeated until one candidate has obtained a majority of the votes cast.
8. Ex-officio Members of a Committee are not eligible to vote in the election of Chair/Chairman of that Committee other than in the case of the Policy & Resources Committee.

29. Deputy Chairs/Chairmen

1. Each Committee, with the exception of the Policy and Resources Committee, shall have a Deputy Chair/Chairman who will, in the absence of the Chair/Chairman, have the powers, duties and rights of the Chair/Chairman.
2. With the exception of the first and fifth year of a chairmanship, the Policy and Resources Committee shall have three Deputies, one of whom shall be designated the Deputy Chair/Chairman to exercise the formal responsibilities of that role, with the remaining two Vice Chairs/Chairmen.
3. In the case of all Committees: -
 - (a) the immediate past Chair/Chairman, if on the Committee and if willing to serve, will be eligible to serve as Deputy Chair/Chairman for the first year upon the election of a new Chair/Chairman, subject to election by the Committee in the usual way;
4. A Member is ineligible to seek election as Deputy Chair/Chairman of a Ward or Non-Ward Committee (other than a specially appointed Reception Committee) in the following circumstances: -
 - (a) if they are resident in, or a tenant of, any property owned by the City of London Corporation they may not be Deputy Chair/Chairman of the Committee or Sub-Committee having control of such property;
 - (b) if they are an ex-officio Member of a Committee they may not be Deputy Chair/Chairman of that Committee except in the case of the immediate past Chair/Chairman for the first year upon election of a new Chair/Chairman.
 - (c) External Members may stand as Deputy Chairs of Committees, if set out explicitly in the Court Order (i.e. where there is express provision for two Deputy Chairs, one External and one Common Councillor).

5. Ahead of the first meeting of each Committee following the annual appointment, the Town Clerk will seek written expressions of interest from Members eligible for election as Deputy Chair/Chairman (or Deputy/Vice Chairs/Chairmen in the case of the Policy and Resources Committee) and who are willing to serve. Such expressions of interest must be received by the Town Clerk not later than one full working day prior to the scheduled date of the meeting.
6. In the event that no expressions of interest have been received by the deadline stated in Standing Order 29(5), the Town Clerk will seek expressions of interest under the relevant agenda item at the meeting of the Committee.
7. The names of those who are willing to serve will be voted on by ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting:
 - (a) the candidate with the fewest votes will be eliminated;
 - (b) if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out;
 - (c) candidates may also elect to withdraw at this stage;
 - (d) a further ballot will be held amongst the remaining candidates and the procedure in (a) to (c) repeated until one candidate has obtained a majority of the votes cast.
8. The election of the three Deputy/Vice Chairs/Chairmen of the Policy and Resources Committee shall be undertaken as follows: -
 - (a) The election of a Deputy Chair shall be undertaken first, as follows: -
 - i. Where the number of candidates is less than or matches the number of vacancies (i.e., one) the candidate will automatically be treated as being elected to office.
 - ii. In the event of a contest, the names of those who are willing to serve will be voted on by ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting:
 - the candidate with the fewest votes will be eliminated;
 - if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out;
 - candidates may also elect to withdraw at this stage;

- a further ballot will be held amongst the remaining candidates and the procedure above repeated until one candidate has obtained a majority of the votes cast.

(b) For the election of two Vice Chairs: -

- i. Where the number of candidates is less than or matches the number of vacancies (i.e., two) the candidates will automatically be treated as being elected to office.
- ii. Where there are more candidates than vacancies, a ballot will be undertaken with Members indicating their preferred candidate(s). Members can choose not to vote for the maximum number of candidates.
- iii. Once votes have been cast and counted, any candidate having 50% or more of the number of votes will be elected.
- iv. Unless the candidates each secure 50% of the vote, the candidate with the least number of votes will drop-out automatically. If there is more than one candidate securing the least but identical number of votes then a ballot will be held between those candidates to determine which one will drop-out. Other candidates may also elect to withdraw at this stage.
- v. A further ballot will be held amongst the remaining candidates and any candidate securing 50% or more of the vote will be elected. This process will be repeated until all vacancies are filled.
- vi. There may come a point in the process where a candidate or candidates with the least number of votes drops out, leaving a number of candidates that matches the number of vacancies. In those circumstances, no further ballot is necessary as the candidates will automatically be treated as being elected to office (without having to secure 50% of the vote).

9. Ex-officio Members of a Committee are not eligible to vote in the election of Deputy Chair/Chairman of that Committee other than in the case of the Policy & Resources Committees.

30. Ward Reception Committees

1. Unless there are specific reasons for the arrangements for any hospitality relating to a visiting Head of Government or State (or other guest of the sovereign to whom official hospitality is to be extended) being referred to a Standing Committee, responsibility will be referred to a Ward Reception Committee appointed by the Court.

2. The Town Clerk is authorised to summon the first meeting of the Committee.
3. The appointment of Commoners shall be by rotation within the total membership of the Common Council, and before the appointment of a Ward Reception Committee, the Town Clerk shall notify each Member next on the rota for appointment. If a Member does not wish to serve on the next Ward Reception Committee, the Town Clerk shall liaise with the next Member on the rota to fill the vacancy.
4. The appointment of Aldermen shall also be by rotation, comprising two Aldermen above the Chair and four Aldermen below the Chair.
5. In the event of an entertainment for which a Ward Reception Committee has been appointed, not taking place, the Aldermen and Commoners serving on that Committee shall be re-appointed on the next available Ward Reception Committee.
6. A Member is eligible to seek election as Chair/Chairman of a Ward Reception Committee in the following circumstances: -
 - (a) provided they have completed two years' service on the Court;
 - (b) provided they are not an ex-officio Member of the Committee;
7. A Member may chair one Royal or State Ward Reception Committee and one Non-Royal or Non-State Ward Reception Committee, in either order. A Member may serve as chair of more than one Ward Reception Committee only where there is specific justification to do so, such as exceedingly close connections with the proposed state. This will be up to the Ward Reception Committee to determine by majority vote.
8. The provisions of Standing Order Number 28 as regards the election of a Chair/Chairman shall be applied at the first meeting of the Committee. Thereafter, the Member elected as Chair/Chairman will, subject to being in Common Council, continue in that office until the function has taken place.
9. If, after the list of Members eligible to serve as Chair/Chairman of a Ward Reception Committee has been read, no Member has sought election, a second list shall be read in which all Members of the Committee are eligible.
10. The Chief Commoner for the time being will serve as the Deputy Chair/Chairman.

31. Access to Meetings

1. All meetings of Committees and Sub-Committees are open to the public unless: -
 - (a) confidential information as defined in Section 100A(3) of the Local Government Act 1972 is to be discussed; or,
 - (b) a resolution has been passed to exclude the public as there is likely to be

disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972;

In respect of non-local authority and non-police authority functions this Standing Order is not applied unless the Court of Common Council (in relation to Committees) or a Committee (in relation to Sub-Committees) determines otherwise.

2. The filming, photographing or making of audio recordings of meetings will be allowed in accordance with the City of London Protocol on the filming/recording of meetings adopted by the Court in May 2014.

32. Notice of Meetings

1. Public notice of the time and place of meetings of Committees and Sub-Committees will be posted in an appropriate place at least five clear working days before the meeting, or if a meeting is convened at shorter notice, then at the time it is convened.
2. Where public notice is not required for Committees and Sub-Committees discharging solely non-local authority and non-police authority functions, Members will be issued notice of the time and place of meetings of Committees and Sub-Committees five clear working days before the meeting, or if a meeting is convened at shorter notice, then at the time it is convened.

33. Summons

1. The Town Clerk will issue a Summons for each meeting stating the time and place at which the Committee or Sub-Committee will meet and setting out the order of business.
2. Any Committee or Sub-Committee may be summoned upon the written requisition of a number of its Members not less than the quorum of the Committee or Sub-Committee, provided they have business to lay before the Committee or Sub-Committee. Such business will be set out in detail together with the reason(s) why the matter(s) to be raised could not wait until the next regular meeting.
3. A special meeting of a Committee or Sub-Committee shall not, except in the case of absolute necessity, be called on the same morning or afternoon as that appointed for the regular meeting or another Committee, and under any circumstances the special meeting shall be called at a different time from that of the other Committee.
4. Except in cases of urgency or where circumstances make it impracticable, the Summons and accompanying papers will be sent to Members five clear working days in advance of the meeting.
5. A limit to the number of Committees to consider a specific item of business shall be limited to no more than three (a sub-committee, a Service Committee and a

Corporate Committee). The most appropriate Committee(s) in each instance shall be determined by the Town Clerk and relevant Chairs notified to provide an opportunity for objection and reappraisal. In the event of an objection, the final judgement of the Lord Mayor and Chief Commoner shall be sought. It shall not be permitted for this decision to be overturned on the appointment of their respective successors.

34. Attendance

1. Members are entitled to attend meetings of Committees and Sub-Committees of which they are not Members, but must not vote or, without the permission of the Chair/Chairman of the meeting, speak on any matter.
2. If a question is referred by the Court to any Committee to examine and report, the Member moving the reference shall be invited to attend the Committee in the event that they are not a Member of that Committee and shall be permitted to take part in any discussion that may arise therefrom, but not vote on the matter.
3. Consistent with the principles set out in Standing Order 44, in exceptional circumstances¹³ in non-public session, no Member, or co-opted Member, who is not a Member of that Committee or Sub-Committee, is permitted to attend the proceedings other than those who have been requested or allowed to attend by the Chair or Panel.

35. Quorum

1. The quorum for each Committee shall be set annually by the Court when the Committees are appointed in accordance with Standing Order Number 21.
2. If the quorum is not established within ten minutes of the time stated on the Summons, the formal meeting will be dissolved and formal consideration of the business adjourned to the next regular meeting unless, in the opinion of the Chair/Chairman, a special meeting should be called before that date.
3. If, during a meeting of a Committee or Sub-Committee, a quorum ceases to exist the meeting shall adjourn until a quorum is re-established. If there is no reasonable likelihood that it will be re-established within 15 minutes, the meeting will be dissolved and all remaining business adjourned to the next meeting. Any items that have not been considered by the meeting before its dissolution and which, in the opinion of the Chair/Chairman, require a decision before the next meeting will be considered in accordance with Standing Order Number 40.

¹³ Such as (but not limited to) when the Panel of Independent Persons are considering the conduct of an elected Member or a co-opted Member in relation to the City of London Corporation's Code of Conduct for Members, deliberations for licensing applications, specific staffing matters of significant commercial interest, or where information has been conferred to the Corporation in confidence by the Royal Household or His Majesty's Government.

36. Conduct of Debate

1. All debate at meetings of Committees and Sub-Committees will be managed through the Chair/Chairman. Members must indicate clearly their wish to speak. If two or more Members wish to speak, the Chair/Chairman will determine the order of speakers.
2. Every Member must confine their speech strictly to the Report, Motion or Amendment under discussion or to a point of order or explanation, and must not be repetitious. The ruling of the Chair/Chairman on issues of relevance or repetition is final.
3. Any Amendment so moved shall relate to the subject matter of the Motion or Report. To ensure the efficient management of the Committee or Sub-Committee's business and in the best interests of the conduct of debate (including any concerns of legal implications or consequences) Members are encouraged to submit advanced notice of any amendments.
4. Upon an amendment being moved during debate without prior notice, there shall be a pause of no more than five minutes to allow for these amendments to be settled with the Town Clerk, to provide absolute clarity on what is being debated and voted on.
5. Upon an Amendment being put and seconded, debate on the Amendment will commence. Following the debate, the Mover of the Amendment may be permitted a final opportunity to speak, after which, Amendment will be put to the Committee or Sub-Committee for decision, to be carried by simple majority, before returning to debate on the substantive Report or Motion.
6. At any time, a Member may raise a point of order or make a personal explanation necessitated by the statement of another Member. Any Member speaking at the time must give way when a point of order or personal explanation is made. A point of order shall relate only to an alleged breach of Standing Orders or statutory provision. A personal explanation shall be confined to some material part of a former speech by the Member at the same meeting, which may have been misunderstood. The ruling of the Chair/Chairman on a point of order or the admissibility of a personal explanation is final.
7. If a Member stands (or, if unable to do so, indicates otherwise) either while another Member is addressing the Committee or, if there is a Motion before the Committee, at the conclusion of a speech, and moves '*That the question be now put*', and this Motion is seconded and carried, that question shall be put forthwith and without debate unless the Chair/Chairman is of the opinion that the Motion is premature or in any sense is an abuse of the rules of the Committee. In no case shall the Mover be precluded from a right to reply should they elect to exercise it.

37. Decisions

1. Decisions made by Committees and Sub-Committees will be either unanimous or will represent the view of the majority of those Members present and eligible to

vote. The Town Clerk will, if requested, record in the minutes of a meeting the name(s) of any Member(s) dissenting from a majority decision.

2. If, in the opinion of the Chair/Chairman, it is unclear whether a majority has been achieved or lost on a particular question, the Chair/Chairman will request those in attendance and eligible, to indicate their votes 'for' or 'against' by show of hands, to be conducted by the Town Clerk and confirmed by the Chair/Chairman. Abstentions may also be recorded.
3. If a full division is sought, the Town Clerk will record in the minutes the division of Members' votes, by name, providing this has the support of a fifth of Committee or Sub-Committee Members present and voting.
4. Pursuant to Standing Order 28(1)(c), in the event of an equality of votes, the Chair/Chairman may exercise a casting vote. If they do not wish to exercise this right, then the decision shall be taken by lot.

38. Disorder

During both Committee and Sub-Committee meetings, in the event of disorder or a persistent disregard of the authority of the Chair/Chairman, and if they consider it necessary in the interests of maintaining order, the Chair/Chairman will ask that there be no further interruption. If the interruption continues, they may:-

- (a) direct the Member(s) causing disorder or disregarding their authority to retire for the remainder of the meeting or for such shorter period as the Chair/Chairman may decide. In the event of non-compliance with that instruction, and with the consent of the majority of the Committee or Sub-Committee to be determined immediately on a show of hands, the Chair/Chairman shall take all reasonable steps for the removal of such Member(s) from the meeting;
- (b) require a member(s) of the public to be removed from the meeting.

39. Duration

If, after two hours from the appointed time for the start of the meeting, the business has not concluded, the meeting will close and any unfinished business will stand adjourned to the next meeting unless a two-thirds majority of the Members present wish the meeting to continue, and subject to there being a quorum.

40. Decisions between Meetings

Between scheduled meetings of each Committee or Sub-Committee, if:

- (a) in the opinion of the Town Clerk, it is urgently necessary for a decision to be made; or

- (b) the Committee or Sub-Committee have delegated power to the Town Clerk to make a decision.

then the powers of the Committee or Sub-Committee may, where lawfully possible, be exercised by the Town Clerk. Before exercising this power, they shall seek and obtain the comments of the Chair/Chairman and Deputy Chair/Chairman of the Committee or Sub-Committee or, failing either of them, their nominees. Other than where circumstances make it impracticable, the wider views of the committee or sub-committee membership shall also be sought. Each action or decision shall be reported to the next regular meeting of the Committee or Sub-Committee.

41. Conferences

1. Members and Officers are authorised to attend events (i.e. conferences, congresses, seminars, meetings, exhibitions etc.) on behalf of the City of London Corporation in accordance with the Business Travel Scheme and Financial Regulations.

42. Outside Bodies

1. A Member may serve as a representative of the City Corporation on no more than six outside bodies at the same time.
2. Standing Order Number 42(1) shall not apply to ex-officio appointments to outside bodies including those that apply to the Court of Aldermen.

PART 4 – Interests

43. Interests

1. If a matter for decision is under consideration by the Court, or any Committee thereof, in which a Member has an interest they must act in accordance with the provisions of the Localism Act 2011 and the Members' Code of Conduct.

PART 5 – Access to Documents

44. Access to Documents

1. A Member of the Court is entitled to inspect, or be provided with a copy of, documents belonging to the City of London Corporation that it is reasonably necessary for them to see in order to carry out their duties as a Common Councilman or Alderman. Consistent with this presumption of a Member's entitlement to access documents, a Member has a right of access to all documents relating to business transacted or to be transacted at a meeting of the Court of Common Council, a Committee or Sub-Committee as set out in Standing Order Number 44(2) and (3).
2. In respect of the City Corporation's local authority and police authority functions a Member has a right of access to all documents relating to business transacted or to be transacted at a meeting of the Court of Common Council, a Committee or Sub-Committee, although if it appears to the Town Clerk that information contained in the documents is exempt information by virtue of Schedule 12A to the Local Government Act 1972 they have a discretion to withhold the documents from inspection unless the information relates to the financial or business affairs of any particular person, including the City Corporation (except in respect of contract negotiations), or the information relates to any noticed imposing requirements on a person or direction the City Corporation proposes to make under any enactment, in which case the documents are required to be open to inspection.
3. Standing Order Number 44(2) shall apply to the City Corporation's non-local authority and non-police authority functions and a Member shall have a right of access to all documents relating to business transacted or to be transacted at any relevant meeting of the Court of Common Council, a Committee or Sub-Committee, unless the Town Clerk determines otherwise.
4. Where a request for access to documents is declined by the Town Clerk, the Member may refer the matter to the Chair/Chairman and the Deputy Chair/Chairman of the appropriate Committee or Sub-Committee who will consider the advice of the Town Clerk before either granting or refusing the request.
5. A Member has the same right as a member of the public to request information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and to have that information communicated to them subject to any exemptions on the disclosure of information properly kept confidential.
6. A Member must preserve the confidentiality of any document containing confidential or exempt information that is in their possession.

PART 6 – Acts of Common Council

45. Bills and Acts

1. A Bill for an Act of Common Council shall be printed and circulated to all Members of the Court before it is submitted to the Court.
2. Every Bill shall be submitted to the appropriate Committee(s) for approval and to the Recorder of London for settling before it is submitted to the Court of Common Council and the report of the appropriate Committee (if any) shall be printed and circulated with the Bill.
3. Unless otherwise ordered by the Court of Common Council, a Bill for an Act of Common Council shall be read a first and second time at one meeting of the Court and shall at the next or a subsequent meeting be read a third time and made an Act of Common Council.

PART 7 – Parliamentary Legislation

46. Bills and Acts

1. No active proceedings for or against any Bill in Parliament (beyond such steps in the case of a Private Bill as may be necessary to obtain or preserve a *locus standi*, or the delivery of formal professional retainers) shall be undertaken without the express authority of the Court, save in a case of emergency which shall be reported at the next ensuing Court.
2. It shall be an instruction to the Remembrancer that where in any Act of Parliament it is necessary to mention or describe the Local Authority for the City of London, such Authority shall be stated to be “The Mayor, Aldermen and Commons of the City of London in Common Council assembled”, or “the Common Council”.

PART 8 – Finance

47. Budgets: Resource Allocation, Revenue Estimates and Capital Budgets

1. Resource allocation plans, revenue estimates and five-year capital budgets shall be prepared annually in respect of the City Fund, City's Estate and the City Bridge Foundation.
2. Resource allocation plans for the subsequent financial year shall for: -
 - (a) City Fund and City's Estate be approved by the Policy & Resources Committee, following previous consideration by the Efficiency & Performance Working Party and the Resource Allocation Sub-Committee; and
 - (b) City Bridge Foundation be approved by the City Bridge Foundation Board.
3.
 - (a) The Policy & Resources Committee shall determine the basis and assumptions to be adopted in the preparation of detailed revenue estimates and capital budgets for City Fund and City's Estate, together with any provisional resource allocations for those Funds.
 - (b) The City Bridge Foundation Board shall determine the basis and assumptions to be adopted in the preparation of detailed revenue estimates and capital budgets for City Bridge Foundation, together with any provisional resource allocations subject to any overarching policy or budget set by the Court.
4. For City Fund and City's Estate the requirements of the Local Government Act 2003 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code shall be complied with, as follows: -
 - (a) the Chamberlain, as Chief Financial Officer, shall:
 - i. report on the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals; and,
 - ii. prepare Prudential Indicators in accordance with the Code.
 - (b) Members shall:
 - i. approve the Prudential Indicators as part of the budget setting process by the Court of Common Council; and,
 - ii. have regard to the Chamberlain's advice regarding the robustness of the estimates and the adequacy of reserves.
5. For City Bridge Foundation (and any other charity for which the City Corporation is the Trustee), the requirements of charity law, guidance provided by the Charity Commission on financial management, and relevant requirements of the Charities

Statement of Recommended Practice shall be complied with as follows: -

- (a) The Chamberlain as Chief Financial Officer, whether or not acting by an authorised delegate with responsibility for the charity, shall report on the robustness of the budgets and adequacy of the charity's free reserves and other contingency sums allowed for in the budget proposals; and
 - (b) Members shall have regard to the Chamberlain's advice regarding the robustness of the budgets and the adequacy of free reserves and other contingency sums.
6. The Chamberlain is required to monitor against the approved Prudential Indicators for City Fund and City's Estate and report, via the Finance Committee, to the Court of Common Council if they are to be breached.
7. All financial items shall be categorised in accordance with the City Corporation's Financial Regulations and final determination of any categorisation shall be the responsibility of the Chamberlain and generally applied as follows:-
- (a) recurrent revenue items – analysed between central risk, local risk and recharges;
 - (b) one-off revenue projects – analysed between routine revenue projects financed from within existing local risk budgets; supplementary revenue projects financed from one-off augmentations of local risk resources; and,
 - (c) capital projects.
8. Detailed revenue estimates for the subsequent financial year, including all recurrent revenue items and routine revenue projects, shall for City Fund and City's Estate be submitted to each Spending Committee in accordance with the Policy & Resources Committee determination, and for City Bridge Foundation the relevant budgets, analysis of projected movements on reserves and proposed allocation of funding to the charity's primary and ancillary object shall be submitted to the City Bridge Foundation Board. Concurrently, schedules of supplementary revenue projects, along with five-year capital budgets, shall for City's Fund and City's Estate also be presented to each Spending Committee, and for City Bridge Foundation to the City Bridge Foundation Board.
9. The Finance Committee for City Fund and City's Estate, and the City Bridge Foundation Board for City Bridge Foundation, shall as relevant present to the Court of Common Council in March of each year the following: -
- (a) the revenue estimates for City Fund and City's Estate;
 - (b) the five-year capital budgets and summaries of supplementary revenue projects;
 - (c) the annual budget reports in respect of all revenue and capital proposals for the City Fund and City's Estate, including recommendations as to the Non-Domestic Rate and Council Tax to be levied in the following financial year and the Prudential Code Indicators to apply to the City Fund.

- (d) The annual budget reports in respect of all revenue and capital proposals for City Bridge Foundation, alongside analysis of projected movements on all reserves held over the next three years, including an annual review of the reserves policy and proposed allocation of income to the charity's ancillary object which is surplus to that required for the primary object in that year.
10. No Committee of the Court of Common Council or Officer shall commit the City Corporation to expenditure without the approval of the Court of Common Council, unless otherwise provided for in these Standing Orders.
11. Similar principles to those stated in Standing Order 47(9) shall operate, as appropriate, for income items, such that: where income is received outside the City Fund and City's Estate budget set for the relevant year, or outside the annual budget for a charity for which the City Corporation is charity trustee, the relevant Service Committee (for City Bridge Foundation this is the City Bridge Foundation Board) shall be required to authorise acceptance of those funds which must be in accordance with the strategies and plans set for each fund.
12. No proposal (other than the grant or renewal of a lease) shall be carried out, or submitted to the Court of Common Council, until the estimated financial effect has as relevant first been submitted to and approved by the Finance Committee for City Fund and City's Estate, and to the City Bridge Foundation Board for City Bridge Foundation, unless otherwise provided for in these Standing Orders or authorised under existing officer delegated authority.
13. Where expenditure is necessary for which no provision has been made by the Court of Common Council but which will be wholly reimbursed by a person or organisation separate from the City Corporation, the Chamberlain may authorise such expenditure from a holding account.

48. Financial Regulations

1. The Financial Regulations form part of the City Corporation's overall system of financial management, accountability and control and shall be complied with by all City of London Corporation staff.
2. The Financial Regulations are maintained by the Finance Committee.

49. Project Management

1. Save for City Bridge Foundation projects where these responsibilities lie with the City Bridge Foundation Board unless reserved to the Court of Common Council: -
 - (a) approval of the City of London Corporation's programme of projects is the responsibility of the Policy and Resources Committee and Finance Committee through the Projects & Procurement Sub-Committee which scrutinises individual projects, and the Resource Allocation Sub-Committee, which considers the overall programme of project activity and its funding.

- (b) decisions about projects are made in conjunction with Spending Committees and the Projects & Procurement Sub-Committee and the Court of Common Council for high value projects; and
- 2. Officers shall ensure that all routine revenue, supplementary revenue and capital projects shall comply with the provisions contained within the City of London Corporation's agreed Project Procedure.
- 3. The Projects & Procurement Sub-Committee will periodically review the Project Procedure. Technical adjustments and changes to the Procedure may be authorised by the Policy and Resources Committee.
- 4. The Town Clerk, in consultation with the Projects & Procurement Sub-Committee for City Fund and City's Estate or with the City Bridge Foundation Board for City Bridge Foundation, or the relevant Chair/Chairman and Deputy Chair/Chairman as appropriate, may vary the Project Procedure in relation to individual projects in cases when it is deemed appropriate to do so, with the exception of: -
 - (a) Approval of schemes for refurbishment or re-development or reinstatement of up to £5,000,000 per scheme / per property, for investment properties, with funding either from the relevant sales pool, providing the sales pool is in credit with sufficient funds to cover the total cost of the scheme, or from other appropriate sources will be granted, as provided for within the Scheme of Delegations to Officers.
- 5. The Town Clerk will produce and keep up to date guidance for Officers, in the form of a Project Toolkit, to ensure that the Project Procedure is followed.

50. Procurement and Contract Letting

- 1. All procurement and contracts activity will be undertaken by Officers in accordance with the City of London Corporation's agreed Procurement Regulations.
- 2. The Projects & Procurement Sub-Committee will periodically review the Procurement Regulations and may authorise any technical adjustments. Significant changes to the Regulations require the approval of the Court of Common Council. The City Bridge Foundation Board shall be consulted in advance of any changes adopted which will have an impact upon the charity.
- 3. The Chamberlain will produce and keep up to date guidance for Officers to ensure the Procurement Regulations are followed.

51. Writing-Off Debts

- 1. Any Committee appointed by the Court of Common Council may agree, with the concurrence of the Chamberlain, to the writing-off of a debt due to the Corporation if satisfied that: -
 - (a) the debt is no longer recoverable at law; or,

(b) the cost to the City Corporation of commencing or continuing recovery at law is likely to exceed the amount of the debt or the balance uncollected; or,

(c) there are reasonable grounds for writing-off the debt subject to the amounts in excess of £500,000 for investment property debt, and £100,000 for all other City Fund and City's Estate being approved by the Finance Committee and for City Bridge Foundation being approved by the City Bridge Foundation Board.

(NB. 1. Standing Order Number 51(1)(c) shall not apply to the Barbican Centre Board

N.B. 2. The financial limit for writing-off school fees shall be £3,500 per term).

2. Each Committee's powers under (1) above are delegated to specific Chief Officers in accordance with the relevant sections of the Scheme of Delegations.

PART 9 – Property

52. Corporate Plans and Strategies

1. The City of London Corporation shall develop and adopt plans and strategies for the management and investment of its property assets as follows: -
 - (a) Corporate Asset Management Strategy which shall be subject to regular review (not less than every five years) by
 - the Resource Allocation Sub-Committee and approval by the Policy & Resources Committee for City Fund and City's Estate; and
 - the City Bridge Foundation Board for City Bridge Foundation;
 - (b) Investment Property Strategies which shall be subject to annual reports and regular review (not less than every three years) by
 - the Investment Committee, Finance and Policy & Resources Committees for City Fund and City's Estate, and
 - the City Bridge Foundation Board for City Bridge Foundation.
2. The plans and strategies referred to in Standing Order Number 52(1) shall be based on assumption that all property transactions are on open market terms.
3. All property transactions shall be made in accordance with the plans and strategies referred to in Standing Order Number 52(1).
4. Any proposed property transactions, including transactions which together form part of a series of transactions, that are not in accordance with the plans and strategies referred to in Standing Order Number 52(1) or are not based on open market terms shall be subject to the approval of,
 - (a) the originating Committee and the Resource Allocation Sub-Committee (for non-investment property) and the Investment Committee (for investment Property) for City Fund and City's Estate, and the City Bridge Foundation Board for City Bridge Foundation; and
 - (b) the Court of Common Council if required by the parameters set out in Standing Orders Numbers 54, 56 (2), 57 and 58.

53. Capital Buildings Board (Policy & Resources Committee)

Where projects have been referred to, or are within the remit of, the Capital Buildings Board, decisions in relation to the acquisition and disposal of properties related to the project, including disposal or alternative use of current operational properties to be vacated on completion of the project, shall sit outside of the normal Standing Orders (54-59) governing acquisitions and disposals.

54. Acquisitions

1. For the purpose of this Standing Order, the following definitions shall apply: -

City Fund & City's Estate: -

- "investment property assets" - properties within the remit of the Investment Committee that are managed by the City Surveyor as investments yielding capital and/or revenue returns.
- "operational property assets" - properties within the day-to-day control of committees that are held primarily for the provision of operational services by or on behalf of the City of London.

City Bridge Foundation: -

- "investment property assets" properties, whether endowment or invested income funds, which are managed by the City Surveyor as investments yielding capital and/or revenue in accordance with the investment strategies and policies set for the charity.
- "operational property assets" properties which are held for use by the charity.

2. Acquisitions of interests in investment property assets shall follow the City Corporation's agreed Investment Property Acquisition Procedure adopted for each Fund and require the following approvals: -

City Fund: -

Total Acquisition Costs	Approval by
Less than £5,000,000	Investment Committee and Finance Committee
£5,000,000 and above	Investment Committee, Finance Committee and Court of Common Council

City's Estate: -

Total Acquisition Costs	Approval by
Less than £5,000,000 (subject to funding being available in the relevant Designated Sales Pool)*	Investment Committee and Finance Committee
£5,000,000 and above	Investment Committee, Finance Committee and Court of Common Council

City Bridge Foundation: -

Total Acquisition Costs	Approval by
Less than £5,000,000 (subject to funding being available in the relevant Designated Sales Pool)*	City Bridge Foundation Board
£5,000,000 and above	City Bridge Foundation Board and Court of Common Council

**If funding is not available in the relevant Designated Sales Pool the approval of the Court of Common Council shall also be required.*

3. Acquisitions of interests in operational property assets, and for City Bridge Foundation this includes a decision to re-purpose investment property as an operational property asset, shall require the following approvals: -

City Fund & City's Estate: -

Total Acquisition Costs	Approval by
Less than £2,500,000	Spending Committee and Resource Allocation Sub-Committee
£2,500,000 and above	Spending Committee and Resource Allocation Sub-Committee and Court of Common Council

City Bridge Foundation: -

Total Acquisition Costs	Approval by
Less than £2,500,000	City Bridge Foundation Board
£2,500,000 and above	City Bridge Foundation Board and Court of Common Council

55. Identification of Property Assets Surplus to Departmental and/or Operational Requirements

1. Committees are required to consider the effective and efficient use of all operational property assets within their management and control. For City Fund and City's Estate property this will be monitored by the Resource Allocation Sub-Committee. For City Bridge Foundation property this will be monitored by the City Bridge Foundation Board.
2.
 - (a) For City Fund and City's Estate operational property, where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Resource Allocation Sub-Committee. This does not apply where lettings are an integral part of the service e.g. market or housing tenancies.
 - (b) For City Bridge Foundation operational property, where assets are no longer required for use by the charity, a report on the circumstances must be made to the City Bridge Foundation Board.

56. Freehold Disposals

1. Disposals of freeholds subject to 2000-year leases and of former freehold highway land shall for City Fund and City's Estate be subject to the approval of the Investment Committee (investment property assets) or the Resource Allocation Sub-Committee (for non-investment property assets), and for City Bridge Foundation be subject to the approval of the City Bridge Foundation Board.
2. All other freehold disposals shall require the following approvals: -

City Fund and City's Estate: -

Anticipated Receipt	Approval By	
	<i>Investment Property Asset</i>	<i>Non-Investment Property Asset</i>
Less than £1,000,000	Investment Committee	Officer Delegation
£1,000,000 to less than £5,000,000	Investment Committee and Finance Committee	Officer Delegation
£5,000,000 and above	Investment Committee, Finance Committee and Court of Common Council	Resource Allocation Sub-Committee and Court of Common Council

City Bridge Foundation: -

Anticipated Receipt	Approval By	
	<i>Investment Property Asset</i>	<i>Non-Investment Property Asset</i>
Less than £5,000,000	City Bridge Foundation Board	Officer Delegation
£5,000,000 and above	City Bridge Foundation Board and Court of Common Council	City Bridge Foundation Board and Court of Common Council

57. Leasehold Disposals/Surrenders

1. All lettings shall be subject to the following: -

- (a) lettings for a period of 30 years or less, including lease renewals and the grant of easements, wayleaves and similar arrangements as well as all rent reviews, shall be solely subject to the approval of the Committee having control of such property or any properly authorised Officer (under the scheme of delegations): -
- (b) for City Fund and City's Estate the grant of any lease at less than full rack rental value for a period of 175 years or less (including optional extensions of term) shall require the approval of the Investment Committee (investment property assets) or the Resource Allocation Sub-Committee (for non-investment property assets), any premium being subject to the following approvals: -

City Fund and City's Estate: -

Anticipated Premium Receipt (1) (2)	Approval By	
	<i>Investment Property Asset</i>	<i>Non-Investment Property Asset</i>
Less than £2,500,000	Officer Delegation	Officer Delegation
£2500,000 to less than £5,000,000	Investment Committee and Finance Committee	Resource Allocation Sub-Committee
£5,000,000 and above	Investment Committee, Finance Committee and Court of Common Council	Resource Allocation Sub-Committee and Court of Common Council

- (c) for City Bridge Foundation the grant of any lease at less than full rack rental value for a period of 175 years or less (including optional extensions of term) shall require the approval of the City Bridge Foundation Board, any premium being subject to the following approvals: -

City Bridge Foundation: -

Anticipated Premium Receipt (1) (2)	Approval By	
	<i>Investment Property Asset</i>	<i>Non-Investment Property Asset</i>
Less than £5,000,000	City Bridge Foundation Board	City Bridge Foundation Board
£5,000,000 and above	City Bridge Foundation Board and Court of Common Council	City Bridge Foundation Board and Court of Common Council

(1) For the purpose of these Standing Orders 'receipt' means receipt by the City of London Corporation.

(2) And where the rent is no more than £1,000,000

- (d) the granting of long leases for a peppercorn rent without a premium, where there are no additional financial implications, for example, leases for substations with UKPN, will be approved as per the Scheme of Delegations to officers.

58. Variations

1. Minor variations (i.e. those which do not affect the open market value of the property) to the terms of ground lease restructurings, disposals, acquisitions and other transactions, or to leases being taken by the City of London Corporation as tenant (whether as trustee of City Bridge Foundation or otherwise), and where the variations are necessary to complete the transaction expediently shall be subject solely to the approval of the Committee having control of such property or any properly authorised Officer.
2. Other variations to the terms of an existing lease, tenancy, licence or other agreement relating to property shall be subject to the following approvals:

Variation to lease income*	Premium Receipt*	For City Fund and City's Estate - Approval by	For City Bridge Foundation - Approval by
Less than plus or minus 15%	Less than 12 months' income	Officer delegation	Officer Delegation
More than plus or minus 15%	More than 12 months' income	Committee controlling the property and Finance Committee.	City Bridge Foundation Board
-	Any premium more than £2,500,000	Committee controlling the property, Finance Committee and Court of Common Council	City Bridge Foundation Board and Court of Common Council

**Whichever is the higher value between the variation to lease income and anticipated premium receipt.*

59. Disposals Subject to Planning Agreements

When land held by the City of London Corporation as freeholder (whether as trustee of City Bridge Foundation or otherwise) is approved for redevelopment subject to a planning agreement under Section 106 of the Town & Country Planning Act 1990, the following shall be solely subject to the approval of the Committee having control of such property or any properly authorised Officer: -

- (a) the inclusion of a condition within any disposal that the freeholder or lease holder must adhere to the terms of the planning agreement; and,
- (b) consenting to the City Corporation's land being bound by the planning obligations in the planning agreement.

PART 10 – Staff

60. Employee Handbook

The City of London Corporation's employment terms and conditions and the Code of Conduct for employees are contained within the Employee Handbook which is maintained by the Corporate Services Committee.

61. Officers

1. No person shall be eligible to be appointed or elected by the Court to any paid office if that person: -
 - (a) is a Member of the Court;
 - (b) has been a Member of the Court within 12 calendar months of the election, unless the paid office or situation has become vacant since the person ceased to be a Member of the Court.
2. If any person holding any place of emolument in the gift or appointment of the Court accepts the office of Alderman or Common Councilman of the City, their place shall be immediately vacated.
3. The creation of posts of Grade I or above requires the approval of the appropriate Chief Officer, the Corporate Services Committee and the Court of Common Council. The re-designation of posts of Grade I and above, where there are no grading implications, must be referred to the Town Clerk or the Service Committee where appropriate.

62. Appointments

1. All appointments for Chief Officer posts are subject to the City Corporation's Chief Officer Appointment Procedure, subject to the appointment of the following posts being made by the Court of Common Council: -
 - Town Clerk & Chief Executive
 - Chamberlain
 - Commissioner of the City of London Police
 - Comptroller & City Solicitor
 - Remembrancer
2. All appointments for designated Deputy Chief Officer posts are subject to the Chief Officer Appointment Procedure.
3. A Member of the Court shall not request for any person any appointment with the City of London Corporation, but this shall not preclude a Member from giving

a written testimonial of a candidate's ability, experience or character to the City of London Corporation with or in connection with an application for appointment.

4. Each Member and senior employee of the City of London Corporation shall disclose to the Town Clerk any relationship known to them to exist between themselves and any person whom they know to be a candidate for an appointment with the City of London Corporation. The Town Clerk shall report to the Common Council, the Committee or the Chief Officer making the appointment any disclosure made to him under this Standing Order.

(N.B. For the purposes of this Standing Order, 'senior employee' means the Chief Officer, their deputy, or an employee making the particular appointment, and persons shall be deemed to be related if they are husband and wife or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other, including in each case step or adoptive relationships).

63. Disciplinary Action

1. In the following paragraphs:

- (a) "Chief Finance Officer", "Disciplinary Action", "Head of the Authority's Paid Service" and "Monitoring Officer" have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001.
- (b) "Relevant Officer" means the Head of Paid Service (Town Clerk), Chief Finance Officer (Chamberlain) or Monitoring Officer (Comptroller and City Solicitor), as the case may be.
- (c) "Commissioning Chairs/Chairmen" means the Chairs/Chairmen of the Policy and Resources Committee, Finance Committee and Corporate Services Committee.
- (d) "independent person" means a person appointed under section 28(7) of the Localism Act 2011.
- (e) "the Panel" means a Committee appointed by the Court of Common Council under section 102(4) of the Local Government Act 1972 for the purposes of advising the Court of Common Council on matters relating to the dismissal of Relevant Officers of the City of London Corporation.
- (f) "Relevant Meeting" means a meeting of the Court to consider whether or not to approve a proposal to dismiss a Relevant Officer.
- (g) "The Regulations" mean the Local Authorities (Standing Orders) (England) (Amendments) Regulations 2015.

- (h) “Local Government Elector” means a person registered as a local government elector in the register of electors for the City of London Corporation in accordance with the Representation of the People Acts.
2. A Relevant Officer may not be dismissed by the City of London Corporation unless the procedure set out in the following paragraphs is complied with.
 3. Any complaints regarding a Relevant Officer will be considered by the Commissioning Chairs/Chairmen. The Commissioning Chairs/Chairmen will manage and oversee the investigation of these complaints and determine the appropriate action to take. Upon receipt of a complaint, the Commissioning Chairs/Chairmen shall first determine whether it raises a prima facie case of misconduct which requires consideration.
 4. Where the Commissioning Chairs/Chairmen consider there is a case to be answered that could result in dismissal, a meeting of the Panel will be convened.
 5. If the Commissioning Chairs/Chairmen then recommend the dismissal of a Relevant Officer, the Regulations require that the decision to dismiss is approved by the Court of Common Council. The Regulations require that the Court of Common Council considers:
 - (a) any advice, views or recommendations of a properly appointed Panel (the Statutory Officer Review Panel);
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representations from the Relevant Officer.
 6. The Court of Common Council must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel. “Relevant independent person” means any independent person who has been appointed by the Court of Common Council or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the Court of Common Council considers appropriate. This role will be fulfilled by the Independent Persons appointed to the Independent Appeals Panel.
 7. The Panel comprises the following Members of the Court of Common Council:
 - The Chief Commoner;
 - Chair/Chairman of Planning and Transportation Committee;
 - Chair/Chairman of Port Health and Environmental Services Committee;
 - Chair/Chairman of the Markets Board;
 - Chair/Chairman of the City of London Police Authority Board;
 - two Independent Persons appointed to the Independent Appeals Panel.
 8. The Regulations state that the Independent Persons must be appointed to the Panel in accordance with the following priority order (subject to such relevant independent persons accepting the invitation):

- (a) a relevant independent person who has been appointed by the Court of Common Council and who is a local government elector;
 - (b) any other relevant independent person who has been appointed by the Court of Common Council;
 - (c) a relevant independent person who has been appointed by another authority or authorities.
9. The Court of Common Council must appoint any Panel at least 20 working days before the relevant meeting. In the event that this requirement sets a deadline for appointment of the Panel which falls between the first meeting of the Court of Common Council in any municipal year and the election of the Chair/Chairman of any of the Committees specified at Standing Order 64(7), the Chair/Chairman of the Committee for the previous municipal year will be considered to continue to serve as the Chair/Chairman of the Committee and therefore be appointed to the Panel.
10. The role of the Panel is to review the findings of the disciplinary investigation and report of the Commissioning Chairs/Chairmen including any representations made by the Relevant Officer. The Panel is then to provide its advice, views or recommendations to the Commissioning Chairs/Chairmen.
11. Any remuneration, allowances or fees paid by the City of London Corporation to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the Localism Act 2011.
12. If dismissal is proposed, the Commissioning Chairs/Chairmen will report to the Court of Common Council with the findings of the investigation and the advice, views or recommendations of the Panel. The Relevant Officer will have the opportunity to make representations. Any action to dismiss the officer must be agreed through a vote of the Court.
13. Officers shall ensure that consideration of any disciplinary action relating to a Statutory Officer, including possible dismissal, shall comply with the provisions contained within the City of London Corporation's Statutory Officer Disciplinary Procedure.

PART 11 – The City Seal

64. Affixing the Seal

1. The City Seal shall not be fixed to any document unless: -
 - (a) the document has been approved by one of the Law Officers;
 - (b) the sealing has been authorised by a resolution of the Court or of a Committee to which the Court has delegated its powers on its behalf.
2. A resolution of the Court (or of a Committee thereof where that Committee has the power) to authorise the acceptance of any tender, the purchase, sale, letting or taking of any property; the issue of any stock; the presentation of any petition, memorial, or address; the making of any rate or contract; or any other matter, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.
3. The affixing of the City Seal shall be attested by the Town Clerk or by their duly appointed representative or by the Comptroller & City Solicitor or by their duly appointed representative.

65. Register of Documents Sealed

The Town Clerk shall keep a Register recording details of each sealing.

ADDENDUM 1: Definitions for the purpose of the Standing Orders

(Grand) Committee

A “Committee”, also referred to as a “Grand Committee”, means any Committee or Board directly appointed by the Court of Common Council (e.g. The Finance Committee; Board of Governors of the Guildhall School of Music and Drama). It does not refer to Committees of the Court of Aldermen, which are subject to separate Standing Orders.

Sub-Committee

A “Sub-Committee”, is a formal sub-group of any given Grand Committee. It may or may not have decision-making powers, based on its own terms of reference. For example, the Resource Allocation Sub-Committee, is a sub-group of Policy and Resources Committee.

Confusion often arises where the Grand Committee has been titled a Board (e.g. the City of London Police Authority Board is a Grand Committee). In these cases, the Sub-Committees are often referred to as “Committees”. For example, the Resource Risk and Estates Committee of the City of London Police Authority Board, is titled “Committee”, but is, constitutionally speaking, a Sub-Committee.

Conversely, we also have some Sub-Committees entitled “Board”, e.g. the Capital Buildings Board.

Appointing Committee

The “Appointing Committee”, refers to the specific Grand Committee which is choosing to delegate some of its functions to a Sub-Committee. For example, the Community and Children’s Services (CCS) Committee is the Appointing Committee of the Homelessness and Rough Sleeping Sub-Committee. Whilst other Grand Committees may have the right to appoint Members to the Sub (in this example, the City of London Police Authority Board may nominate a representative), CCS is responsible for the Sub-Committees constitution, or, appointment.

Summons

The Summons of a meeting is the formal notice of the Agenda, generally communicated by e-mail. This is issued five clear working days in advance of the meeting, unless there are exceptional circumstances that make this impossible.

First meeting of the Civic Year

Historically referred to as “municipal year”, the City of London Corporation Civic year runs from April to April. It starts with the April Court of Common Council meeting. Therefore, the first time a Committee, or Sub-Committee meets after that Court of Common Council session, can be described as “the first meeting of the Civic Year”.

STANDING ORDER 26 - ADDENDUM 2A: Nomination and Election Process for Sub-Committees and Sub-Committee Chairs

Five clear working days prior to the meeting

Summons of the Appointing Committee meeting is issued five clear working days in advance of its first meeting of the Civic Year by the Town Clerk to all its Members and (where the Summons is issued before the first Court of Common Council meeting of the Civic Year) to any candidates standing for election to the Appointing Committee.

Along with the Summons, the Town Clerk will distribute the terms of reference of any Sub-Committees and seek expressions of interest for the associated vacancies. The Town Clerk will also seek nominations for those who wish to stand for Chair of any of those Sub-Committees. Expressions of interest may be no more than 150 words. Only one expression of interest is required.

One clear working day prior to the meeting

The deadline for nominations to the Sub-Committee will be at 5pm one clear working day prior to the meeting. I.e. if the meeting is on a Monday, the deadline will be 5pm on the previous Thursday. The Town Clerk will circulate any expressions of interest received, as soon as is practicable after this deadline.

At the meeting

At the meeting of the Committee, when the relevant item is reached and once the Terms of Reference (including the Composition) of the Sub-Committees has been approved, the Chair will commence the appointment process. The Town Clerk will draw the Committee's attention to the names of those validly in nomination, and an opportunity will be given for Members to withdraw. If there are fewer nominations than there are vacancies to be filled on any of the Sub-Committees, nominations can re-open for those/that Sub-Committee(s) only.

If the number of nominees does not exceed the total number of vacancies, those in nomination will be appointed directly to the Sub-Committee.

OR

In instances where the number of nominees does exceed the total number of vacancies, the Town Clerk will conduct a ballot. The successful candidate(s) will be determined as those with the highest votes. In the event of an equality of votes, a second ballot will be conducted between the parties concerned, with the successful candidate(s) achieving the highest votes. The Chairman will have the ability to cast a deciding vote.

The Town Clerk will then announce, of those successfully appointed to the Sub-Committee, who has nominated themselves as Chair.

If no one wishes to nominate themselves, the Chair of the Grand Committee will assume the role until the next meeting.

OR

If there is one valid nominee, they will be announced as being duly appointed for the year ensuing.

OR

If there are multiple nominees, the Town Clerk will conduct a ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting: the candidate with the fewest votes will be eliminated; if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out; candidates may also elect to withdraw at this stage; a further ballot will be held amongst the remaining candidates and the procedure repeated until one candidate has obtained a majority of the votes cast. In the event of an equality of votes for the preferred candidate, the Chair of the Appointing Committee will have the ability to cast a deciding vote.

STANDING ORDER 26 - ADDENDUM 2B: Nomination and Election Process for the Deputy Chair of Sub-Committees

Five clear working days prior to the meeting

Summons of the Sub-Committee meeting is issued five clear working days in advance of the meeting by the Town Clerk to all its Members. Along with the Summons, the Town Clerk will seek expressions of interest for those who wish to stand for Deputy Chair. Expressions of interest may be no longer than 150 words. Eligibility is captured within Standing Order 27, pertaining to Sub-Committees.

One clear working day prior to the meeting

The deadline for nominations as Deputy Chair to the Sub-Committee will be at 5pm one clear working day prior to the meeting. I.e. if the meeting is on a Monday, the deadline will be 5pm on the previous Thursday. The Town Clerk will circulate any expressions of interest received, as soon as is practicable after this deadline.

At the meeting

At the meeting of the Sub-Committee, when the relevant item is reached the Town Clerk will draw the Committee's attention to the names of those in nomination, and an opportunity will be given for Member to withdraw. If there are no nominations then, nominations can re-open.

If no one wishes to nominate themselves, the position will remain vacant until the next meeting.

OR

If there is one valid nominee, they will be announced as being duly appointed for the year ensuing.

OR

If there are multiple nominees, the Town Clerk will conduct a ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting: the candidate with the fewest votes will be eliminated; if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out; candidates may also elect to withdraw at this stage; a further ballot will be held amongst the remaining candidates and the procedure repeated until one candidate has obtained a majority of the votes cast. In the event of an equality of votes for the preferred candidate, the Chair of the Appointing Committee will have the ability to cast a deciding vote.

Explanatory Note – Amendments (Court of Common Council)

An Amendment is a formal proposal to vary the terms of a Motion before the Court of Common Council, before it is voted on and adopted.

The Motion in its original form, prior to any Amendment, is known as the ‘Original Motion’. If Amendments to it are agreed, it is then referred to in consequent debate as either the ‘Motion as Amended’ or the ‘substantive Motion’.

A valid Amendment:-

- cannot negate the Motion that it seeks to alter: this can be achieved properly through voting against the Motion, instead;
- must be relevant, i.e., pertinent to the Original Motion or subject matter;
- must not be ultra vires, i.e., it must be within the scope of the Court’s remit and something it can make determinations in relation to;
- must be consistent, i.e., it cannot be incompatible with other elements of the Original Motion which remain unchanged by the Amendment, or incompatible with decisions taken earlier in the same meeting, and must be articulated in such a way as to be understandable and allow the terms to be implemented;
- must not be vexatious and / or intended to impede the business of the meeting.

The decision as to whether or not an Amendment is valid rests with the Lord Mayor who, in practice, is likely to seek advice from officers. An improper decision to put an Amendment may vitiate the decision to which the proposed Amendment relates (*Henderson vs Bank of Australasia, 1890*).

Amendments must be seconded, at which point (presuming they are in order) they are before the Court and become the subject of debate.

Each Amendment must be dealt with (i.e., debated and voted on) in turn: it is not in order to seek to amend an Amendment under discussion. In the event that notice has been provided of multiple prospective Amendments, it is for the Lord Mayor to determine the order in which they are considered.

No Amendment may be considered which is inconsistent with an Amendment that has already been adopted through debate, or which effectively reproduces an Amendment already rejected by the Court.

In view of the above, it is advisable to provide notice of Amendments in advance of meetings so far as is practicable, which has the added benefit of ensuring Members are clear prior to debate as to the detail of what they are being asked to consider.

Where Amendments are produced in the meeting itself, again, it is good practice to produce these in writing, or articulate them slowly and clearly, to allow for the Town Clerk to verify the terms and share them with the Court for the purposes of clarity.

Members FAQs for the Conduct of Debate at the Court of Common Council

Contributing to Debate - SO11(3) and SO11(4)

No Member may speak more than twice on the same report/motion/amendment¹⁴

If contributing to debate, Members must not speak for more than three minutes on the first occasion and two minutes on the second occasion (except with the consent of the Court).

The mover of any Motion or Report may not speak for longer than five minutes, plus a further five minutes to reply to debate.

To assist Members, there is a red and green light situated on the Dais to the Lord Mayor's right hand side. When a Member starts speaking, the green light will show. The green light will remain on until there is 30 seconds left of their allotted time, at which point the red light will also be turned on. Once the final 30 seconds has passed, and the time limit is exceeded, only the red light will show and the Member will be asked to take their seat.

Amendments SO11(5) and SO 11(6)

Amendments must relate to the subject matter of the Motion and cannot have the effect of negating the Motion.

Upon the amendment being moved, there shall be a pause of no more than five minutes to allow for these amendments to be handed to the Town Clerk in writing, to provide absolute clarity on what is being debated and voted on.

If the Mover of an Amendment chooses to speak for a second time on their Amendment, they shall be called by the Lord Mayor as the penultimate speaker (with the Mover of the original Motion/Report being the final speaker). The Mover of the Amendment must not speak for more than five minutes and the Mover of the original Motion must not speak for more than five minutes.

Questions SO13

A Member asking a question will be permitted one supplementary. Six other Members may each ask one further supplementary question each, providing they arise naturally out of the original question and answer.

The time limit for questions is 40 minutes.

Divisions SO14

If you wish to demand a division (i.e. a recorded vote) a Member must stand (if able to do so). A Division will only be allowed unless another 11 Members (i.e. 12 total) indicate their support.

Points of Order/Explanation SO11(9)

See advice, overleaf.

General conduct of debate

Every Member must confine their speech strictly to the Motion or Amendment under discussion or to a point of order or explanation (SO11(9)).

At any time other than when a Motion in the name of a committee is under discussion, a Member who has not spoken on the original Motion may move '*that the Court proceed to the*

¹⁴ other than the Chair/Chairman of Policy & Resources Committee (or in their absence, the Deputy Chair/Chairman) to provide a clarification of policy.

next item of business.’ If seconded, and carried by the Court, the business proceeds to the following item on the agenda (SO11(12))¹⁵.

During a debate, Members are permitted to stand and move *‘That the question be now put.’* If seconded and carried by the Court, the report/Motion/Amendment before the Court will be put forthwith and without debate¹⁶. (SO11(13))

No Member shall make derogatory personal references or use offensive expressions or improper language to any other Member of the Court or Officers (SO11(15)).

Standing Orders 11(6) and (7) and 37(1) and (2): Points of Order and Points of Explanation

Points of order

- A point of order is an objection claiming some irregularity in the constitution or conduct of a meeting.
- A point of order relates to procedure. It is **not** concerned with the arguments or the principles or the political views put forward in debate, or with the truth or falsehood, correctness or incorrectness of statements made in the course of debate. A difference of opinion is not a point of order. A Member making a point of order may not abuse it by making a speech.
- A Member may raise a point of order at any time without notice. It must, however, be raised as soon as the alleged irregularity / impropriety becomes apparent.
- Should a Member wish to raise a point of order, they should rise (where able) to interrupt debate and announce so. The Town Clerk will then pause debate to allow for the Member raising the point of order to articulate it. Any individual engaged in debate, other than the one making the point of order, must stop speaking, sit down and allow the point of order to be made. Substantive debate will proceed only once the point of order has been addressed.
- When a point of order is raised by a Member and they have been called upon by the Town Clerk, they should immediately specify the standing order or rule of debate alleged to have been infringed, before any other comments are made. This point of order shall be decided by the Chair, who shall be required to make a decision, with that decision being conclusive and final. No debate is permitted on a point of order.
- By way of example, the more usual irregularities which would be legitimate points of order include:
 - the use of irrelevant or improper language;
 - that a quorum is not present;
 - that an amendment is a simple negative of the motion before the meeting;
 - that the motion is *ultra vires* or not within the scope of the notice given;
 - that no question is before the meeting, e.g., where a motion has not been seconded; and
 - any non-compliance with standing orders.

Personal explanation

¹⁵ unless the Lord Mayor is of the opinion that the Motion is premature or is in any sense an abuse of the rules of the Court.

¹⁶ unless the Lord Mayor is of the opinion that the Motion is premature or in any sense is an abuse of the rules of the Court.

- A Member may find that they have made a misstatement that is being quoted by a later speaker, or that the latter has misunderstood or misquoted them.
- In such circumstances, the Member is allowed to raise on a point of explanation and to interrupt the speaker for a few moments while they make the desired correction. This prevents the speaker developing their argument on wrong facts or figures or a misunderstanding and so wasting the time of the meeting.
- The concession is one that should be carefully controlled by the Chair to avoid misuse similar to that which affects points of order, i.e., an attempt to make a speech or advance particular arguments or political views.