

MEMBER DEVELOPMENT AND STANDARDS SUB COMMITTEE
Friday, 7 February 2025

Minutes of the meeting of the Member Development and Standards Sub Committee
held at Committee Room 2 - 2nd Floor West Wing, Guildhall on Friday, 7 February
2025 at 13.45 pm

Present

Members:

Deputy Peter Dunphy (Chair)
Helen Fentimen OBE JP (Deputy Chair)
Alderman Alison Gowman
Deputy Henry Pollard
Naresh Sonpar

Observing Virtually

Deputy Nighat Qureishi

Officers:

Polly Dunn	- Town Clerk's Department
Christopher Rumbles	- Town Clerk's Department
Gemma Stokley	- Town Clerk's Department
Katie Davies	- Town Clerk's Department
Isaac Thomas	- Town Clerk's Department
Michael Cogher	- Comptroller and City Solicitor
Edward Wood	- Comptroller and City Solicitor's Department

1. APOLOGIES

Apologies were received from Deputy Keith Bottomley, Eamonn Mullally, Steve Goodman, Deputy Charles Edward Lord and Deputy Christopher Haywood.

Deputy Nighat Qureishi attended the meeting virtually.

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

There were no declarations.

3. PUBLIC MINUTES

RESOLVED, that the minutes of the meeting held on 24 October 2024 be approved as a correct record.

4. TERMS OF REFERENCE

The Sub-Committee considered a report of the Town Clerk providing an opportunity to consider the Sub-Committee's terms of reference and decide whether any changes were required in time for the annual re-appointment, composition and terms of reference of Sub-Committees review to be undertaken by Policy and Resources Committee.

RESOLVED: That Members: -

- Approved the terms of reference of the Member Development & Standards Sub-Committee.

5. **MEMBERS' CODE OF CONDUCT – GUIDANCE TO MEMBERS**

The Sub-Committee considered a joint report of the City Solicitor and the Town Clerk.

A Member queried the reference to the Queen at page 34 of the agenda pack, and officers confirmed that the sentence would be amended accordingly.

RESOLVED, that Members-

- Determined that the draft guidance be approved and, on the proviso that the new Code is adopted as recommended by the Court of Common Council on 6 March 2025, brought into force at the same time.

6. **UPDATED INDUCTION SCHEDULE 2025**

The Sub-Committee considered a report of the Town Clerk providing an update on the 2025 Member Induction preparations and the proposed programme for New Member Induction.

During the discussion, the following points were raised:

- a) Members discussed the proposed arrangements for the two New Member Induction Days set to take place on Monday 24 March and Wednesday 26 March. It was agreed by Members that the 'Induction Fayre' should henceforth be referred to as the 'Induction Fair'.
- b) A Member queried which events detailed in the induction schedule (at Appendix 1) were aimed specifically at New Members and which were open to all Members, new and returning. Officers responded that events marked with an asterisk were aimed solely at New Members, but that the rest of the training programme was open to all Members and would include useful refresher training for returning Members.
- c) A Member questioned whether arrangements were in place for updating Member security passes and photographs. Officers responded that, at the request of the security team, arrangements for security passes were on hold until after the elections. Members that were not re-elected would be given the opportunity to apply for an associate Members pass for the Guildhall Club. Officers also indicated that the Member photographs used on the City of London website would not need to be updated for returning Members. However, should a returning Member's wish to update their photograph, they could do so by sending a new one through to the Member Services & Governance Team. It was suggested that a clear background should be used.

- d) It was queried by a Member why returning Members would not be able to attend session's specifically aimed at New Members as sessions such as the Policy Chairman's Breakfast Briefing on the Corporation's role as Financial Professional Services (FPS) Ambassador might provide useful information to returning Members. Officers responded that this had been at the discretion of the incumbent Policy Chairman.
- e) A Member queried whether there would be opportunities for Aldermanic engagement in Member Induction events such as at the Induction Fair. Officers responded that although Alderman were not invited to the Induction Fair, Member Buddies would be invited to attend, which would enable Aldermanic representation at the event. Officers also drew attention to various opportunities for Aldermanic engagement at events , such as the Chief Commoner's All Member Reception on the rising of Court on 25 April 2025, which would provide an opportunity to network with New Members.

RESOLVED, that Members:-

- Noted the contents of the report and the updated Member Induction Schedule (Appendix 1) for the initial few weeks and the first quarter following election.

7. MEMBER/MEMBER BUDDYING SCHEME

The Sub-Committee considered the report of the Town Clerk providing a progress update and further clarification on the Member/Member Buddying Scheme that was approved at the last meeting.

The Chairman suggested that some extra detail should be added to the Draft Member 'Buddying' Scheme Guidance detailing areas that Member buddies will not be responsible for, such as the formal complaint process.

RESOLVED, that Members:-

- Noted the outcome of the selection process for identifying Member buddies as well as further proposals as to the introduction of a Member/Member buddying scheme as part of the 2025 Induction Plan.

8. MEMBER BEHAVIOUR ACTION PLAN UPDATE

The Sub-Committee heard the Town Clerk.

Members were provided with a verbal update on several areas of progress in relation to the Member Behaviour Action Plan:

- a) Development of a clear 'Mission Statement':
Members were informed that a Mission Statement was to be developed with the new membership of Sub-Committee following the elections.
- b) Review of Code of Conduct:

Members noted that the review of the Code of Conduct had been actioned, including proposals for training.

- c) Review of Member/Officer Charter:
Members were informed that early conversations had begun relating to the Member/Officer Charter, with formal consultations to follow.
- d) Member Training and Development on protected characteristics:
The Sub-Committee noted that the Human Resources department was moving its online training provision to a new online service system. A list of available resources relating to cultural competency would be shared with Members. This would, for example, include an EEDI handout for distribution at the Code of Conduct training sessions.
- e) Member/Member Buddying Scheme:
Members noted that the Buddying Scheme was in progress, subject to the election of the Member buddies in March.
- f) Committee specific inductions:
Members were advised that Committee-specific training would be progressed by the Member Services & Governance Team.
- g) Ward deputy description and Chief Commoner descriptions:
Members noted that these actions would be picked up in new civic year.
- h) Chairs training:
Members noted that training for Committee Chairmen would be integrated as part of the ongoing Member training and development programme.
- i) Request for annual appraisals:
Officers clarified that the intention to undertake annual appraisals at the end of the civic year would be communicated with Members at the beginning of the civic year so that Members would be aware that their feedback would be sought at the end of the year.

RECEIVED.

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

There were none.

10. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

Referral from EDI Sub-Committee

The Sub-Committee considered a referral from the EDI Sub-Committee concerning a particular email. This matter was referred to the Member Development and Standards Sub-Committee under its responsibilities for the Members' Code of Conduct. The Sub-Committee was invited to consider further Member training in relation to the Code of Conduct, to consider how this could be made mandatory and how it could be enforced. Members agreed that

training on this particular matter would be adequately covered by the mandatory Code of Conduct sessions that were being scheduled as part of the Member Induction.

RESOLVED, that Members:-

- Noted the referral from the EDI Sub-Committee and considered how this may be enforced through Member training.

11. EXCLUSION OF THE PUBLIC

RESOLVED – That, the following matters relate to business under the remit of the Court of Common Council acting for the City Corporation as charity Trustee, to which Part VA and Schedule 12A of the Local Government Act 1972 public access to meetings provisions do not apply. The following items contain sensitive information which it is not in the best interests of the charity to consider in a public meeting (engaging similar considerations as under paragraphs 3 and 5 of Schedule 12A of the 1972 Act) and will be considered in non-public session.

The meeting ended at 2.29pm

Chair

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