

# City of London Corporation Committee Report

<b>Committee(s):</b> Senior Remuneration Sub-Committee	<b>Dated:</b> 17 July 2025
<b>Subject:</b> SMG Volunteering Activities & Register of Interest	<b>Public report:</b> For Information
<b>This proposal:</b> <b>Provides Statutory Duties</b> <b>Provides Business Enabling Functions</b>	
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	No
<b>Report of:</b> Alison Littlewood, Executive Director & Chief People Officer	
<b>Report author:</b> Jacqui Cover Chief of Staff	

## Summary

At the Corporate Services Committee Meeting on 7 May, Members asked for more information on the Senior Management Groups (SMG) volunteering activities and their declared Register of Interest.

## Recommendation(s)

Members are asked to:

- Note this report.

## Main Report

### Background

1. Officers within the SMG can take up to 2 days or 14 hours per year to participate in volunteering activities, between 1 January and 31 December, as with graded employees, this is adjusted pro rata for part-time officers.

2. Officers within the Senior Management Group must also complete a Register of Interest Form annually to declare the nature of involvement and benefits derived by the City Corporation and the approximate time spent on outside paid work and interests, as well as outside voluntary work and interests affecting their working life. Where they have no declaration to make, they must submit a nil return.
3. Any new declarations in the intervening time between annual reviews must be declared at the earliest opportunity and the same principles apply.

## **Proposal**

4. A review of the Code of Conduct and Conflict of Interest policies will take place before the end of the calendar year. This will include an assessment of SMG Declarations and Register of Interests and will provide guidance on which activities should be disclosed.
5. The updated policies will be reported to this Committee upon completion later this year.

## **Conclusion**

6. We recommend that Members receive this report, which is provided for information pending the review of both the Code of Conduct and Conflict of Interest policies.

## **Appendices**

N/A

## **Background Papers**

- Conflict of Interest policy
- Code of Conduct policy

**Jacqui Cover**  
**Chief of Staff**

T: 020 7332 1415

E: [jacqueline.cover@cityoflondon.gov.uk](mailto:jacqueline.cover@cityoflondon.gov.uk)