

Subject: Amendments to Standing Orders
Agenda item: Public item 8
Report No: 5
Meeting date: 27/09/2012
Report to: Board
Report of/by: Jonathan Dutton, Executive Director of Finance and Corporate Services

FOR DECISION

This report will be considered in public

1. SUMMARY

- 1.1. This paper seeks approval to changes to Standing Orders, in order to:
- Bring provisions for the registration and declaration of members' interests in line with new regulations;
 - Make specific provisions for Planning Decisions Committee, and associated changes to the overall rules for the operation of meetings;
 - Provide for the appointment of a Deputy Chairman, and other arrangements for deputising at meetings; and
 - Clarify provisions relating to observers.
- 1.2. A separate item on this agenda will make provisions for the establishment of the Planning Decisions Committee and the adoption of a scheme of delegation in relation to planning matters and code of practice in relation to planning decisions.

2. RECOMMENDATIONS

- 2.1 The Board is invited to **ADOPT** the draft revised Standing Orders attached as Appendix 1.

3. BACKGROUND

- 3.1. The Board adopted Standing Orders on 2 April 2012, and agreed amendments relating to telephone participation in meetings on 19 June.
- 3.2. **Disclosable pecuniary interests**
Interests to be registered
- 3.2.1. The Localism Act Part 1 Chapter 7 deals with standards in relevant authorities including local authorities, the Greater London Authority and the London Fire and Emergency Planning Authority. The National Code of Conduct is abolished and

relevant authorities must adopt their own code of conduct in accordance with the Act. The Code to be adopted will provide for the registration of pecuniary and non pecuniary interests but the pecuniary interests must include those set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, which came into force on 1 July.

- 3.2.2. Section 31 of the Act uses these mandatorily-defined pecuniary interests to define the interests which prevent participation in meetings and voting without a dispensation from the authority on the grounds set out in Section 33, and makes failure to observe them an offence.
- 3.2.3. Although the Act and Regulations do not apply to the Corporation, it is proposed that a similar approach to registrable interests is adopted in order to ensure consistency both with the GLA, and with the local authorities from which co-opted members of the Planning Decisions Committee will be drawn.
- 3.2.4. The categories of disclosable pecuniary interests set out in the Regulations are therefore now proposed as the basis for Registrable Interests (set out in Appendix B of the revised Standing Orders). One additional category is proposed to reflect the current provisions of Standing Orders. This is:
- “Any body:
- (i) to which a Relevant Person [a member of the Board or a family member as defined in the Act and the current standing orders] is appointed or nominated by the Corporation; or
 - (ii) exercising functions of a public nature (other than the GLA, TfL, the Mayor’s Office for Policing and Crime or LFEPA); or
 - (iii) directed to charitable purposes; or
 - (iv) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which a Relevant Person is a member or in a position of general control or management”
- 3.2.5. This is a narrower definition than the equivalent provision in the current Standing Orders which is as “any body public or private charitable or otherwise of which [a member or family member is] a member or in a position of general control or management”. For example, the new provision no longer *automatically* includes all companies and partnerships, though these will still be included if
- a) such a body has a current contract or grant agreement with the LLDC, or an interest in land or a place of business or a licence for a month or longer in each case in the Mayoral Development Area, and
 - b) a Board member or family member is a partner, director or has a beneficial interest in such a body’s securities.

Interests to be declared at meetings

- 3.2.6. An interest in a matter under consideration at a meeting will now be declarable:
- a) if it is a Registrable Interest (as defined above) or
 - b) where a decision in relation to that matter might reasonably be regarded as affecting a member’s well-being or the well-being of a family member to a greater extent than other council tax payers, ratepayers or inhabitants in the Mayoral Development Area.
- 3.2.7. A member must declare, but may remain in the meeting and still speak and vote if the interest is not registrable and his/her interest does not give rise to a real danger of bias or is not one which a member of the public aware of all the facts will regard as so significant that it is likely to prejudice the member’s judgement of how to act

in the public interest. A member with a personal interest of the kind identified at (b) above may therefore still speak and vote if it is not sufficiently prejudicial to prevent his or her acting in the public interest.

- 3.2.8. This concept of personal and prejudicial interests is taken from the now-repealed Model Code of Conduct in local government. The personal interests do not however extend to persons with whom a member has a “close association” because the Localism Act restricts the registration of interests to members and family members (not, for example, to personal and family friends).

3.3. **Changes relating to the establishment of a planning function**

- 3.3.1. The establishment of a Planning Decisions Committee has necessitated a number of revisions to the operation of meetings, some of which have a wider application within the Corporation. These cover:

- The use of casting votes in the case of deadlock, which is standard local government practice, and will be particularly important to prevent non-determination of planning applications (which creates a ground for appeal) by the Planning Committee;
- The exemption of the Planning Decisions Committee from the GLA observer provisions, reflecting the Mayor of London’s separate role in connection with planning applications;
- The requirement for the Planning Decisions Committee to put in place arrangements for members of the public to address meetings; and
- The specific quorum required for the Planning Decisions Committee, reflecting its (proposed) membership comprising Board members and members nominated by the four local authorities within the mayoral development area.

- 3.3.2. Further procedural arrangements for the operation of the Planning Decisions Committee will be adopted by that Committee.

3.4. **The appointment of a Deputy Chairman**

- 3.4.1. The Standing Orders have been amended to provide for the appointment of an official Deputy Chairman, in line with procedures at some other GLA Group organisations. The Deputy Chairman would chair meetings in the Chairman’s absence and otherwise act on his or her behalf. The Chairman is also empowered, if a committee’s chairman is absent from a particular committee meeting, to nominate another member of that committee as chairman for that meeting.

- 3.4.2. Further provisions in relation to the role of the Deputy Chairman will be considered as part of the overall review of the Corporation’s governance framework mentioned below (para 4.2).

3.5. **Clarificatory provisions on observers**

- 3.5.1. The revisions to these provisions simply make clear that different observers may be appointed to the Board and each committee, and provide for the nomination of substitutes.

4. **TIMING**

- 4.1. The changes relating to the establishment of the Planning Decisions Committee are **PRESSING**, as they need to be in place by 1 October. Other changes are less pressing, but it seemed opportune to propose all current changes at the same time.

- 4.2. A further review of Standing Orders and delegations will be undertaken in coming weeks to ensure that the Corporation's governance framework remains fit for purpose, in the light of the first few months of operation, and further reports will be presented to the Board as required.

5. FINANCIAL IMPLICATIONS

- 5.1. None.

6. CONSULTATION

- 6.1. Daniel Moylan, as Chairman, wrote to the Mayor of London on 29 August, to allow him to comment on the proposed revised Standing Orders. The Mayor wrote back on 11 September to say that he has noted the proposed scheme and has no additional comments to make. The GLA has also been consulted on the proposed changes relating to the appointment of a Deputy Chairman.

7. LEGAL IMPLICATIONS

- 7.1. The Localism Act 2011 allows the Corporation (subject to any directions from the Mayor) to decide its own procedure and that of its committees and sub-committees.

8. LIST OF APPENDICES

- Appendix 1: draft revised Standing Orders

List of Background Papers

- Standing Orders as amended and adopted by LLDC Board June 2012

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APPENDIX 1

DRAFT REVISED STANDING ORDERS



Standing Orders

DRAFT

Version control

v1.0	April 2012	Approved by LLDC Board	Approved
v2.0	June 2012	Amended to enable telephone participation	Approved
V2.6	September 2012	Amended to: <ul style="list-style-type: none">• Bring members' interests in line with new regulations• Make specific provisions for Planning Decisions Committee• Make provisions for a Deputy Chairman• Clarify provisions relating to observers	Draft

1 Background

- 1.1 These Standing Orders were initially adopted by the Corporation at its meeting on 2 April 2012 and have been subsequently revised from time to time pursuant to the power of the Corporation in schedule 21 of the Localism Act 2011, subject to any directions given by the Mayor, to decide its own procedure and the procedure of any committees and sub committees and any of its committees.
- 1.2 They are subject to the requirements of the general law applicable to the Corporation including the arrangements for admission of the public to meetings and access to documents in Part VA of the Local Government Act 1972. These provisions are not repeated in these Standing Orders but the time periods set out in them follow what is required by the 1972 Act.
- 1.3 The agenda and reports for meetings and minutes of meetings will therefore be open to inspection by the public at the Corporation's principal offices during normal business hours and published on the Corporation's web site except where publication may be properly withheld in accordance with exceptions set out in the 1972 Act.

2 Definitions

- 2.1 In these standing orders the following expressions shall have the meanings assigned to them unless otherwise indicated.

“the Act”	means the Localism Act 2011
“Board”	means the members of the Corporation for the time being
“Chairman”	means the Chairman of the Corporation or in relation to a Committee the Chairman for the time being of the Committee appointed by the Corporation or in relation to a Sub-Committee the Chairman for the time being of the Sub-Committee approved by the Chairman of the Corporation
“Chief Executive”	means the person for the time being appointed as the chief executive of the Corporation
“Committee”	means a committee established by the Corporation under paragraph 6(1) of Schedule 21 of the Act
“Connected Person”	means in relation to a Member a member of his or her family being: (a) the spouse or civil partner of the Member; or (b) a person with whom the Member is living as husband and wife; or (c) a person with whom the Member is living as if they were civil partners
“Corporation”	means the London Legacy Development Corporation

“Deputy Chairman”		means a member of the Corporation appointed in writing by the Chairman of the Corporation to hold the position of Deputy Chairman and to exercise such of the functions of the Chairman of the Corporation under these Standing Orders as s/he may from time to time determine in writing other than presiding at meetings of the Corporation
“Executive Director of Finance and Corporate Services”		means the employee of the Corporation with responsibility for the proper administration of its financial affairs
“General Counsel”		means the employee of the Corporation with responsibility to the Board for the provision of legal advice
“GLA”		means the Greater London Authority
“Mayor of London”		means the Mayor of London as defined in the Greater London Authority Act 1999
“Member”		means a member of the Corporation for the time being and in relation to a Committee or Sub Committee includes a member of the Committee or Sub Committee who is not a member of the Corporation
“Members’ Code of Conduct”	Code of	means the Code of Conduct attached to these Standing orders at Appendix A
“Planning Committee”	Decisions	means a committee of the Corporation established with delegated powers to determine applications for planning permission and other matters
“Registrable Interest”		means an interest of a kind set out in Appendix B
“Sensitive Interest”		means a Registrable Interest whose nature is such that the Member and the Chief Executive consider that disclosure of the interest to the public could lead to the Member or a Connected Person being subject to violence or intimidation.
“SO”		means Standing Order
“Sub Committee”		means a sub committee established by a Committee under paragraph 6(2) of Schedule 21 of the Act.
“Substitute Member”		means a person identified by the Corporation as a substitute member of a Committee or a person identified by a Committee with the approval of the Board as a substitute member of a Sub Committee.

3 Calling Meetings

- 3.1 A meeting of the Board may be convened by:
- (a) the Board or by the Chairman; or
 - (b) by not less than one third of the Members by sending to the Chief Executive a requisition stipulating the business to be transacted at the meeting.
- 3.2 The Chief Executive will give to the Members not less than 5 clear days' notice of a meeting of the Board convened under SO 3.1 unless there is urgency. Where a meeting is convened with less than 5 clear days' notice the reasons for urgency shall be stated in the notice.
- 3.3 The notice of meeting will give the date, time and place of each meeting and will set out the business to be transacted. Reports relating to the business to be transacted at the meeting will also be sent to Members with the notice of meeting or as soon as practicable thereafter except where the Chief Executive has notice that a Member has a Registrable Interest in the business to which the report relates.
- 3.4 Agenda items for meetings (other than a meeting convened under SO 3.1(b)) shall be agreed by the Chairman. Agenda items for meetings convened under SO 3.1(b) shall be limited to the business identified in the requisition for the meeting.
- 3.5 A meeting of a Committee or Sub Committee may be convened by the Chairman of the relevant Committee or Sub Committee or the Chief Executive after consultation with the Chairman and the provisions of SOs 3.2 and 3.3 shall apply.

4 Conduct of Meetings

- 4.1 Subject to the provisions of these Standing Orders, the Board, a Committee or Sub Committee may regulate its meetings in such manner as they think fit.
- 4.2 The Planning Decisions Committee shall make and publish arrangements for members of the public or representatives or interested organisations to address the Committee on specific applications.
- 4.3 Questions arising at a meeting shall be decided by a majority of the Members present and voting. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- 4.4 Any part of a meeting of the Board, a Committee or Sub Committee may consist of a conference call between Members some of whom are in the place at which the meeting was called and some are in different places provided that:
- (a) each Member may participate in the business of the meeting whether directly or by telephone conference or any other communications equipment which enables him or her:
 - (i) to hear each of the other participating Members addressing the meeting; and
 - (ii) if s/he so wishes, to address all of the other participating Members simultaneously

- (b) each participating Member announces to the other participating Members when s/he joins and leaves the meeting
- (c) where the meeting is open to the public members of the public are able to hear and identify participating Members present at another place

and each such participating Member shall be counted in the quorum for the meeting.

- 4.5 The quorum at a meeting of the Board for the transaction of business shall be half of the Members in office rounded down in the event of an odd number. The quorum for a meeting of a Committee or Sub Committee other than the Planning Decisions Committee shall be two Members of the Committee or, if greater, one third of the number of Members of the Committee in office. The quorum for a meeting of the Planning Decisions Committee shall be five Members of the Committee of whom a majority shall be Members of the Board.
- 4.6 The relevant Chairman, shall, if present and willing, preside at all meetings of the Corporation or a Committee or Sub Committee, but if no Chairman has been appointed, or if s/he is not present within fifteen minutes after the time fixed for holding the meeting or is unwilling to act as Chairman of the meeting, in the case of a meeting of:
- (a) the Corporation, the Deputy Chairman shall chair the meeting ;
 - (b) a Committee or Sub Committee, the Member of the Committee or Sub Committee approved by the Chairman of the Corporation shall chair the meeting,

or if s/he is not present or is unwilling to chair the meeting, the Members present shall choose one of their number to act as Chairman of the meeting.

- 4.7 If a question arises at a meeting of the Corporation or a Committee or Sub Committee as to the right of a Member to vote, the question shall be referred to the Chairman of the meeting and his ruling in relation to any Member other than himself is final and conclusive. In relation to the Chairman of the meeting, the question shall be decided by resolution of the other Members.

5 Attendance at Meetings by the Mayor's Observer and Officers

- 5.1 The Mayor shall be entitled to appoint an observer from the staff of the GLA to attend meetings of the Board or any Committee or Sub Committee (and different observers for the Board a Committee or Sub Committee) and a substitute from the staff of the GLA in the event that the observer is unavailable to attend a meeting except in the case of the Planning Decisions Committee or any of its Sub Committees. Such an observer and the substitute shall be entitled to receive notice of, and all papers for, and (but only in the case of the substitute if the observer is unavailable) to attend and speak (but not vote) at, all such meetings unless s/he has a direct or indirect interest in the matter under consideration. SO 6 and SO 8 shall apply to the observer and the substitute as if s/he were a Member.
- 5.2 The Chief Executive and Executive Director of Finance and Corporate Services shall be entitled to attend all meetings of the Board or any Committee or Sub Committee. Subject to the rights of the public to attend meetings attendance of other officers, advisers or other persons shall be at the invitation of the Chairman, and in the case of the Planning Decisions Committee the Director of

Planning Policy and Decisions, for all or part of the meeting. The Chairman may authorise the Chief Executive to issue invitations generally or in specific cases.

6 Members' Interests

6.1 A Member who has directly or indirectly an interest in a matter which is material and which conflicts or may conflict with the interests of the Corporation and is present at a meeting of the Board or a Committee or Sub Committee at which the matter is under consideration shall:

- (a) at the meeting and as soon as practicable after its commencement disclose the nature and extent of his or her interest giving rise to his or her conflict of interest; and

Save as otherwise provided in SO 6.3 shall not

- (b) participate in the consideration or discussion of the matter and leave the meeting during its consideration; and
- (c) vote on any question with respect to it

6.2 A Member shall not be counted in the quorum present at a meeting in relation to a resolution upon which s/he is not entitled to vote.

6.3 A Member who has disclosed the nature and extent of his or her interest or duty giving rise to his or her conflict of interest may, notwithstanding his or her interest, participate in the consideration or discussion and vote on the matter and be included for the purposes of a quorum at any meeting at which the matter is considered provided that:

- (a) the Member or a Connected Person does not have a Registrable Interest in the matter; and
- (b) his/her interest does not give rise to a real danger of bias or is one which a member of the public aware of all the facts will regard as so significant that it is likely to prejudice the Member's judgement of how to act in the public interest.

6.4 For the purposes of this SO 6 a Member has an interest in a matter which is material and which conflicts or may conflict with the interests of the Corporation:

- (a) if it is a Registrable Interest; or
- (b) where a decision in relation to that matter might reasonably be regarded as affecting his or her well-being or the well-being of a Connected Person to a greater extent than other council tax payers, ratepayers or inhabitants in the Mayoral Development Area.

6.5 A Member who has directly or indirectly an interest in a matter which is material and which conflicts or may conflict with the interests of the Corporation may not exercise any power delegated to him/her in relation to that matter.

6.6 A Member only has an interest derived from a Connected Person if s/he is aware of that interest.

7 Minutes and Records of Decisions

- 7.1 Minutes of the proceedings of a meeting of the Board, or of any Committee or Sub Committee shall be kept in such form as the Chief Executive may determine.
- 7.2 Any such minutes shall be signed at the same or next suitable meeting of the Board, Committee or Sub Committee by the Chairman of that meeting.
- 7.3 A Member or an employee of the Corporation acting under delegated powers shall as soon as is reasonably practicable after making a decision deliver a signed copy of that decision to the Chief Executive. The decision must include a record of any conflict of interest declared by a Member who is consulted by the Member or employee in relation to the decision.

8 Members' Conduct

- 8.1 The Members' Code of Conduct is adopted and shall have effect.
- 8.2 The Chief Executive must:
- (a) establish and maintain a register of the interests of Members described in Appendix B and notified to him/her by Members in writing;
 - (b) ensure that that a copy of the register (excluding any Sensitive Interests) is available for inspection by the public at the principal offices of the Corporation during the usual hours of opening for business and published on the Corporation's web site; and
 - (c) give effect to any changes to the Registrable Interests of a Member notified to him/her by the Member in writing.
- 8.3 A Member shall notify the Chief Executive in writing of his or her Registrable Interests if any on the later of the adoption of these Standing Orders and his or her accepting his or her appointment as a Member and shall notify the Chief Executive in writing of any changes to his or her Registrable Interests promptly and in any event no later than 28 days after s/he becomes aware of or ought to have become aware of the change.
- 8.4 The Code relating to Gifts and Hospitality set out in Appendix C is adopted and shall have effect.

9 Proper Officer

- 9.1 The Chief Executive shall discharge the duties of the proper officer under Part VA of the Local Government Act 1972 (Access to Meetings and Documents) as applied to the Corporation.

10 The Seal

- 10.1 The Board shall adopt a seal and provide for its safe custody.
- 10.2 The application of the seal is to be authenticated by the Chairman, any other

Member of the Corporation, the Chief Executive or the Executive Director of Finance and Corporate Services.

- 10.3 The seal shall be used only by the authority of the Board or a Committee or Sub Committee or a Member or employee of the Corporation acting under delegated powers.

11 Signing of Documents

- 11.1 Where any document is necessary to give effect to any decision of the Board, a Committee or Sub Committee it shall be signed by the Chief Executive, or Executive Director of Finance and Corporate Services, or General Counsel.
- 11.2 The Executive Director of Finance and Corporate Services may appoint in writing such employees of the Corporation as s/he thinks fit either generally or in specific cases to sign documents, notices, letters or other communications required to discharge the business of the Corporation.

12 Service of Documents

- 12.1 Members shall from time to time inform the Chief Executive of their preferred email and postal addresses for receipt of written notice of meetings, agenda papers and other documents.
- 12.2 The failure to send written notice or agenda papers to a Member, or the non-receipt of duly dispatched written notice and agenda papers by a Member, shall not invalidate the proceedings at a meeting.

Appendix A

Members' Code of Conduct

Introduction

1. This Code applies to Members of the Corporation, co-opted Members and observers at meetings of the Corporation its Committees and Sub Committees with the right to speak ("Members"). Members must observe this Code whenever conducting the business of the Corporation.

2. This Code shall not have effect in relation to activities undertaken other than in a capacity described in paragraph 1, unless otherwise expressly indicated.

3. Members must comply with this Code and ensure that they understand their duties, rights and responsibilities, and that they are familiar with the Corporation's statutory framework in the Localism Act 2011 and within the GLA Group as a functional body.

The General Principles of Public Life

4. Members must also observe the nine General Principles of Public Life namely:

- (a) Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.
- (b) Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.
- (c) Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
- (d) Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.
- (e) Openness – Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.
- (f) Personal judgement – Members may take account of the views of others, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
- (g) Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Corporation's employees.

- (h) Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.
- (i) Leadership – Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Individual Responsibilities

5. All persons covered by this Code are personally responsible for their conduct and must:

- (a) Act in good faith and in the overall interests of the Corporation and in a way that preserves public confidence in the Corporation;
- (b) Not use their position with the Corporation to promote their private interests or to confer on or secure an advantage or disadvantage for persons, firms, businesses or other organisations connected to them;
- (c) Comply with the Corporation Code relating to the receipt of gifts and hospitality;
- (d) Not, without express prior authority of the Corporation or a committee with delegated powers, commit, or purport to commit, the Corporation, its Officers or resources to any future course of action;
- (e) Not to use Corporation resources for a party political purpose and to observe the Corporation's guidance on pre-election political activity;
- (f) Not use information gained in the course of their public service for personal gain or for political purposes;
- (g) Not disclose information received in confidence, without the consent of the person authorised to give it, unless required by law to do so;
- (h) Not prevent another person from gaining access to information to which that person is entitled by law;
- (i) Cooperate with the Chief Executive or his or her nominee in any investigation relating to breach of this Code or any other part of the Corporation's Standing Orders; and
- (j) Promote equality by treating others with respect and not discriminating unlawfully against any person.

Induction, Training & Development

6. Members shall participate in all induction, skills evaluation training and development and other programmes required by the Corporation from time to time.

Appointments to Outside Bodies

7. A Member may be appointed or nominated by the Corporation as a member of another body or organisation. If so, the Member will be bound by the rules of conduct of that organisation and their responsibility for any actions taken as a member of such an organisation will be to the organisation in question. The Member must, however, also

continue to observe the rules in this Code in carrying out the duties of that body in so far as they do not conflict with his or her responsibilities to that body its code of conduct or any lawful obligation to which that other body is subject.

Member/Officer Relations

8. Members and Officers of the Corporation shall treat each other with mutual respect. All dealings between such persons must observe reasonable standards of behaviour and courtesy. Neither party should seek to take an unfair advantage of their position or act in a way which compromises their respective roles and responsibilities.

Breach of Code

9. Any complaint of Member misconduct should be addressed to the Chief Executive who will:

- (a) determine whether the complaint appears to identify misconduct and whether the complaint merits investigation;
- (b) in appropriate cases, cause an investigation to be conducted into the complaint; and
- (c) report the outcome of the investigation to the Mayor.

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Appendix B

Registrable Interests

The following interests of a Member or the members of the family of a Member (“a Relevant Person”) but in the case of the members of the family of a Member only where known to him/her are registrable

- (a) Any body:
 - (i) to which a Relevant Person is appointed or nominated by the Corporation; or
 - (ii) exercising functions of a public nature other than the Greater London Authority, Transport for London, the Mayor’s Office for Policing and Crime or the London Fire and Emergency Planning Authority; or
 - (iii) directed to charitable purposes; or
 - (iv) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which a Relevant Person is a member or in a position of general control or management.
- (b) Any employment, office, trade, profession or vocation carried on for profit or gain by a Relevant Person.
- (c) Any beneficial interest in land or a place of business in the Mayoral Development Area of:
 - (i) a Relevant Person; or
 - (ii) a Relevant Person’s employer; or
 - (iii) any body in which the Relevant Person has a beneficial interest.
- (d) Any grant agreement, contract for goods or services or works which has not been fully discharged made between the Corporation and
 - (i) a Relevant Person; or
 - (ii) a Relevant Person’s employer; or
 - (iii) any body in which the Relevant Person has a beneficial interest.
- (e) Any land in the Mayoral Development Area for which
 - (i) a Relevant Person; or
 - (ii) a Relevant Person’s employer; or
 - (iii) any body in which the Relevant Person has a beneficial interest

has a licence (alone or jointly occupying with others) to occupy for a month or longer.

- (f) Any tenancy where to the Member's knowledge the landlord is the Mayoral Development Corporation and the tenant is a body in which the Relevant person has a beneficial interest.
- (j) Any payment or provision of any other financial benefit (other than from the Corporation or a local authority) made or provided within the previous 12 months in respect of any expenses incurred by the Member in carrying out duties as a member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

"family member" means the following:

- (i) the spouse or civil partner of the Member;
- (ii) a person with whom the Member is living as husband and wife; and
- (iii) a person with whom the Member is living as if they were civil partners;

"body in which the Relevant Person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest unless:

- (i) the total nominal value of the securities is not more than £25,000 or one hundredth of the total issued securities of that body; or
- (ii) if the securities of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest is not more than one hundredth of the total issued securities of that class.

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

Appendix C

Gifts and Hospitality Code

Scope of the Code

- 1 In this Code, references to “Gifts and Hospitality” includes goods, services, tickets, awards, food, drink, travel, accommodation, events, special terms, vouchers, favours, honours and any other tangible or intangible benefit.
- 2 This Code applies to Gifts and Hospitality offered or provided by a person or body other than the Corporation to Members of the Corporation, co-opted Members and observers at meetings of the Corporation, its Committees and Sub Committees with the right to speak (“Members”) or to any other person at the request of a Member
- 3 Members must observe this Code whenever conducting the business of the Corporation.

General Approach

4. The general approach of the Corporation to Gifts and Hospitality offered to a person covered by this Code arising out of or in connection to a Member’s role with the Corporation is that such Gifts and Hospitality should be declined. The acceptance of gifts and hospitality risks being perceived as influencing a Member and may bring their integrity or personal judgement into question. There are however exceptions set out in paragraphs 9-11 below.
5. Any such offers made and declined should be noted and the General Counsel informed.
6. Those covered by this Code must not accept any gift with a significant monetary value, nor should they solicit personal gifts under any circumstances. Similarly, offers of lavish hospitality or hospitality which could be interpreted as a means of exerting an improper influence over the way Members carry out their duty should be neither solicited nor accepted. The timing of hospitality in relation to sensitive matters should also be a consideration in accepting or offering any hospitality that falls within the scope.
7. Equally, any attempt made to induce those covered by this Code by the offering of Gifts and/or Hospitality should be reported to the General Counsel immediately.
8. All Members must record any Gifts and Hospitality received, unless it is an excepted item, in a register held by the Chief Executive.

Exceptions

- 9 Provided that a gift is worth less than £50, has negligible resale value or onward giving potential, is not money and has a relevance to work, it may be accepted without being declared.

- 10 Hospitality offered worth less than £50 and within one of the exceptions listed below, may be accepted without a record being made:
- (a) Refreshment provided at, or immediately after, a work meeting; or
 - (b) A standard form of transport to or from a work meeting; or
 - (c) A working meal whilst engaged on Corporation business.
- 11 Repeated gifts or hospitality from the same source within any twelve month period should be aggregated. If the aggregated amount is greater than £50, all items should be declared and recorded, with the exception of refreshment provided at work meetings, provided that in each instance the refreshment is worth less than £50.

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