

Board name: Oxford Street Development Corporation (OSDC) Board

Title of report:	Standing Orders of the Board, Scheme of Members Allowances, Expenses and Benefits Framework and GLA Use of Resources Policy
Report of:	Chair of the Board
Date:	7 January 2026
Public Access:	This report will be considered in public.

1. Summary

- 1.1. This paper invites the Board to approve and note a number of documents determining Members' conduct and remuneration, their capacity to claim certain expenses/benefits and the conducting of Board affairs more broadly, including during the pre-election period.
- 1.2. The OSDC Board Standing Orders include provisions for the calling and conduct of meetings, declarations of interest, the production of minutes, the service and signature of documents and other matters relating to the operations of the Board.
- 1.3. The OSDC Scheme of Allowances sets out Board and Committee Members' allowances, and the OSDC Expenses and Benefits Framework explains how and when Members and staff can claim expenses and benefits. The Greater London Authority (GLA) Use of Resources policy outlines the mandatory guidelines for employing the authority's resources, facilities, and public funds in a legal, objective, and politically neutral manner. The policy applies to GLA Group functional bodies all year round.
- 1.4. Part VI of the Use of Resources policy provides guidance to GLA Group functional bodies in relation to the use of resources during the pre-election period.

2. Recommendations

The Board is invited to:

- 2.1. **Approve** the adoption of Standing Orders in the form attached as **Appendix A**, subject to consultation with the Mayor; and **noting** that any future changes to the Standing Orders would be subject to consultation with and approval by the Mayor;
- 2.2. **Endorse** and **adopt** the Scheme of Board Members Allowances proposed by the Mayor in the form attached as **Appendix B**, **noting** that any future changes to the rates and eligibility criteria for Board Member allowances would be subject to consultation with and approval by the Mayor;
- 2.3. **Note** the additional provisions relating to Members allowances and benefits approved by the Mayor in the OSDC's Expenses and Benefits Framework in the form attached at **Appendix C**; and **adopt** the Expenses and Benefits Framework in full – including

provisions applying to the OSDC staff. The Board should **note** that future changes to staff allowances and benefits can be made by the Board with approval from the Mayor. The Mayor is solely responsible for setting the rates and eligibility criteria for Members' allowances and other benefit; and

- 2.4. **Note** the GLA Use of Resources Guidance, specifically part VI applying to GLA Group functional bodies as attached at **Appendix D**.

3. **Background**

OSDC Standing Orders

- 3.1. Schedule 21 paragraph 6 of the Localism Act 2011 gives the power to the Corporation, subject to any directions given by the Mayor, to decide its own procedure and the procedure of any committees and sub committees. Standing Orders have been drafted to set out the provisions for the calling and conduct of meetings, declarations of interest, the production of minutes, the service and signature of documents, and also include the Members' Code of Conduct and the specification of Registrable Interests.
- 3.2. Standing Orders 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 (as amended). 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.
- 3.3. The OSDC Governance Direction requires there to be consultation with the Mayor before adopting or making any significant changes to the Standing Orders. The Executive Director, Good Growth - or such other specified senior member of GLA staff authorised under the Mayoral Decision-Making in the GLA and GLA Financial Regulations - in consultation with the Chief Finance Officer (where the exercise of the delegation involves a material financial matter) has delegated authority to exercise the Mayor's functions under the Governance Direction.
- 3.4. The Board is invited to approve the adoption of Standing Orders attached as **Appendix A, subject** to consultation with the Mayor.

The OSDC Scheme of Allowances for Members

- 3.5. Schedule 21 paragraph 4 of the Localism Act 2011 provides that a Mayoral Development Corporation may pay travelling and other allowances to its members, and that the Mayor shall determine the rates and eligibility for such payments.
- 3.6. The Mayor is responsible for approving rates and eligibility criteria for Board members, as set out in the Scheme of Members' Allowances. The Mayor has approved the OSDC Scheme of Members' Allowances in the form attached as **Appendix B** for the purposes of the 2011 Act.
- 3.7. The Board is asked to **endorse** and **adopt** the proposed OSDC Scheme of Members' Allowances, noting that any future changes to the rates and eligibility criteria for Board member allowances would be subject to consultation with and determination by the Mayor.
- 3.8. Going forward, the OSDC Scheme of Members' Allowances can be amended by the Board to reflect changes to rate and eligibility criteria made by the Mayor, in accordance with the OSDC Governance Direction (**Appendix E**).

The OSDC Expenses and Benefits Framework

- 3.9. The proposed Expenses and Benefits Framework in the form attached as **Appendix C** contains the rules for payment of expenses and benefits connected with work to the OSDC members (Board and Committee) and staff.
- 3.10. Schedule 21 paragraph 4 of the Localism Act 2011 provides that the OSDC can determine the rates and eligibility criteria for payments made to staff, with the Mayor's agreement. As such the Mayor must agree the proposed Expenses and Benefits Framework as this involves the payment of travel and other allowances to staff.
- 3.11. The Board is asked to approve the proposed OSDC Expenses and Benefits Framework, which has been approved by the Mayor.
- 3.12. Going forward, the OSDC Expenses and Benefits Framework can be amended (in so far as it relates to staff) by the Board with agreement from the Mayor, in accordance with the OSDC Governance Direction. Where changes relate to Board members, the decision rests with the Mayor as noted above.

GLA Use of Resources Guidance

- 3.13. The GLA Use of Resources policy is a set of guidelines that dictate how the GLA's resources, facilities, and public money should be used. The policy ensures resources are used lawfully, objectively, and for public purposes, while maintaining political impartiality. The policy applies to GLA Group functional bodies all year round.
- 3.14. Part VI of the GLA Use of Resources Policy contains specific guidance on publicity and communications material in the period leading up to an election for all the bodies that make up the GLA Group and, as such, the OSDC.
- 3.15. The purpose of this section of the guidance is to ensure basic consistency in terms of the approach taken and advice given in respect of publicity and communications material issued by the GLA Group bodies during the pre-election period relating to elections. This period is the time from the date the notice of the election is published to polling day, which must be the 25th day before polling day, disregarding weekends and bank holidays.
- 3.16. The Board is invited to review and note the GLA Use of Resources Guidance.

4. Issues for Consideration

- 4.1. The adoption of the Standing Orders, Scheme of Members' Allowances and Expenses and Benefits Framework is urgent, as they will allow the OSDC Board to operate in line with governance and legal requirements under the Localism Act 2011.

Risks and Issues

- 4.2. Without internal frameworks in place to ensure the OSDC can be run effectively, and that members remuneration and expenses and benefits are set out transparently and with regard to public value, the risks of inefficient operations and financial mismanagement are heightened. The adoption of these documents by the OSDC Board will mitigate against these risks, and will ensure the Board is able to govern the whole organisation in line with legal and governance requirements.

- 4.3. Without adequate controls in place, GLA Group bodies and their staff/members run the risk of misusing public resources for unlawful and inadequate purpose.

5. Equality Comments

- 5.1. OSDC must comply with the Public Sector Equality Duty set out in section 149 Equality Act 2010 when carrying out its functions. This means it must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation, as well as to the need to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- 5.2. This involves having due regard to the need to remove or minimise any disadvantage suffered by those who share a protected characteristic or one that is connected to that characteristic; taking steps to meet the different needs of such people; and encouraging them to participate in public life or in any other activity where their participation is disproportionately low. The protected characteristics and groups are age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation and marriage/ civil partnership status. Compliance with the Equality Act may involve treating people with a protected characteristic more favourably than those without the characteristic. The duty must be exercised with an open mind and at the time a Decision is taken in the exercise of OSDC's functions.

6. Financial Implications

- 6.1. All financial implications associated with the recommendations in this report will be accommodated within the OSDC Budget.

7. Legal Implications

- 7.1. The Standing Orders are consistent with the legislative framework for the OSDC (in particular the Local Government Act 1972, the GLA Act 1999 and 2007, and the Localism Act 2011), but the Standing Orders do not seek to replicate the provisions of those Acts. Pursuant to Schedule 21 paragraph 8 of the Localism Act 2011, the Corporation can regulate its own procedures (subject to any legislative requirement or direction by the Mayor). The legal requirements applicable to the payment to Members and staff of remuneration, travelling and other allowances and sums by way of pensions and gratuities are set out in Schedule 21 paragraph 4 Localism Act 2011 and the recommendations set out in this paper reflect those requirements.

List of appendices to this report:

- **Appendix A** – OSDC Standing Orders
- **Appendix B** – OSDC Scheme of Board Members Allowances
- **Appendix C** – OSDC Expenses and Benefits Framework
- **Appendix D** – GLA Use of Resources Policy
- **Appendix E** – OSDC Governance Direction

List of background papers to this report: None.

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