

AGENDA

Meeting **London Assembly (Plenary)**
Date **Wednesday 20 June 2012**
Time **10.00 am**
Place **Chamber, City Hall, The Queen's
Walk, London, SE1 2AA**

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A meeting of the Assembly will be held to deal with the business listed below. This meeting will be
open to the public. There is access for disabled people, and induction loops are available.

Jennette Arnold OBE AM
Chair of the London Assembly

Darren Johnson AM
Deputy Chair
Tuesday 12 June 2012

Further Information

If you have questions, would like further information about the meeting or require special facilities
please contact: Rebecca Arnold, Committee Services Manager; Telephone: 020 7983 4421; E-mail:
rebecca.arnold@london.gov.uk; Minicom: 020 7983 4458.

For media enquiries please contact: Mark Demery, Tel: 020 7983 5769, Email: mark.demery@london.gov.uk
Minicom: 020 7983 4458.

If you have any questions about individual reports please contact the report author whose details are
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Proper Officer: Mark Roberts, Executive Director of Secretariat.

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Certificate Number: FS 80233

**Agenda
London Assembly (Plenary)
Wednesday 20 June 2012**

1. Apologies for Absence and Chair's Announcements

To receive any apologies for absence and any announcements from the Chair.

2. Declarations of Interests (Pages 1 - 2)

The Assembly is recommended to:

- (a) Note the list of memberships of functional bodies and London Borough Councils, as set out in the table at Item 2;**
- (b) Note gifts and hospitality received by Members, as set out on the Authority's gifts and hospitality register; and**
- (c) Declare any other personal or personal prejudicial interests in specific items listed on the agenda over and above those items listed in the table above and including any interests arising from gifts or hospitality received within the previous three years or from the date of election to the London Assembly, whichever is the later, which are not at the time of this meeting reflected on the Authority's register of gifts and hospitality.**

3. Transport for London: Functional Body Question Time (Pages 3 - 16)

Part A:

The Assembly will put the attached questions to the Mayor, Boris Johnson (in his capacity as Chair of Transport for London) and Peter Hendy (Commissioner, Transport for London) on the work and policies of Transport for London.

Part B:

Motion submitted in the name of the Chair:

"That the Assembly notes the answers to the questions asked."

4. Action Taken by the Chair Under Delegated Authority & Outcome of Confirmation Hearings (Pages 17 - 36)

Report of: Executive Director of Secretariat

Contact: Rebecca Arnold, rebecca.arnold@london.gov.uk tel: 020 7983 4421

The Assembly is recommended to:

- (a) Note recent action taken by the Chair of the Assembly, Jennette Arnold AM, in accordance with the authority delegated to her, namely to agree to hold Confirmation Hearings in relation to proposed appointments to the offices of Deputy Chair of Transport for London, Chair of the London Legacy Development Corporation and Chairman of the London Fire and Emergency Planning Authority and to ask the candidates to provide their CVs, and not to hold a Confirmation Hearing in relation to the proposed appointment to the office of Chair of the London Cultural Strategy Group;**
- (b) Note the decision of the Confirmation Hearings Committee, further to its meeting held on 23 May 2012 and as set out at Appendices 1 ,3 and 5, to recommend that the Mayor should proceed with his proposed appointments to the offices of Deputy Chair of Transport for London and Chairman of the London Fire and Emergency Planning Authority and to recommend to the Mayor that he should not proceed with his proposed appointment to the Chair of the London Legacy Development Corporation, and note the responses received from the Mayor; and**
- (c) Note the decision of the Police and Crime Committee, further to its meeting held on 31 May 2012 and as set out at Appendix 7, not to object to the proposed appointment to the office of Deputy Mayor for Policing and Crime.**

5. Appointments made by the Mayor under Section 67(1) (a) and (b) of the GLA Act (Pages 37 - 40)

Report of: Executive Director of Secretariat

Contact: Rebecca Arnold, rebecca.arnold@london.gov.uk tel: 020 7983 4421

The Assembly is recommended to note the appointments by the Mayor, under Section 67(1) (a) and (b) of the GLA Act 1999 (as amended), as set out at Appendix 1 to the report.

6. Proposed Minor Changes to the GLA's Standing Orders (Pages 41 - 240)

Report of: Executive Director of Secretariat

Contact: Ed Williams, ed.williams@london.gov.uk tel: 020 7983 4439

The Assembly is recommended to approve and adopt the revised version of the GLA's Standing Orders, as set out at Appendix 1, to take effect from when relevant provisions of the Localism Act 2011 come into effect, expected to be 1 July 2012.

The appendix to this item is attached, for Members only, on pages 43 to 240. This document can also be downloaded at: <http://www.london.gov.uk/who-runs-london/the-london-assembly/whole-assembly>

7. Expenses and Benefits Framework (Pages 241 - 288)

Report of: Executive Director of Resources

Contact: David Gallie, david.gallie@london.gov.uk tel: 020 7983 4968

The Assembly is recommended to:

- (a) That the Assembly agrees the Expenses and Benefits Framework jointly with the Mayor insofar as it relates to the Mayor, Assembly Members and the Authority's statutory officers; and**
- (b) That the Assembly responds to the Head of Paid Service with any comments it has on the revised Framework in respect of staff appointed under Section 67(2) of the GLA Act.**

8. Motions (Pages 289 - 290)

Report of: Executive Director of Secretariat

Contact: Rebecca Arnold, rebecca.arnold@london.gov.uk tel: 020 7983 4421

The Assembly is asked to consider the motions submitted by Assembly Members.

9. Date of Next Meeting

The next scheduled meeting of the London Assembly will be the Mayor's Question Time meeting which will take place at 10.00am on Wednesday 4 July 2012 in the Chamber, City Hall.

10. Any Other Business the Chair Considers Urgent

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London Assembly

Membership of Functional Bodies and London Borough Councils

Member	(Personal) Interest
Tony Arbour	Member, LFEPA; Member, LB Richmond
Jennette Arnold	
Gareth Bacon	Member, LFEPA; Member, LB Bexley
John Biggs	
Andrew Boff	
Victoria Borwick	Member, Royal Borough of Kensington & Chelsea, Statutory Deputy Mayor
James Cleverly	Chairman of LFEPA
Tom Copley	
Andrew Dismore	Member, LFEPA
Len Duvall	
Roger Evans	Member, LB Havering
Nicky Gavron	
Darren Johnson	Member, LFEPA; Member, LB Lewisham
Jenny Jones	
Stephen Knight	Member, LFEPA; Member, LB Richmond
Kit Malthouse	
Joanne McCartney	
Steve O'Connell	Member, LB Croydon
Caroline Pidgeon	
Murad Qureshi	
Onkar Sahota	
Navin Shah	Member, LFEPA; Member, LB Harrow
Valerie Shawcross	
Richard Tracey	
Fiona Twycross	Member, LFEPA

[Note: LB - London Borough; LFEPA - London Fire and Emergency Planning Authority. The appointments to LFEPA reflected above take effect as from 17 June 2012.]

Recommendations:

- (i) That the list of memberships of functional bodies and London Borough Councils, as set out in the table above, be noted;**
- (ii) That gifts and hospitality received by Members, as set out on the Authority's gifts and hospitality register, be noted; and**
- (iii) That all Members declare any other personal or personal prejudicial interests in specific items listed on the agenda over and above those items listed in the table above and including any interests arising from gifts or hospitality received within the previous three years or from the date of election to the London Assembly, whichever is the later, which are not at the time of this meeting reflected on the Authority's register of gifts and hospitality.**

The above memberships of the GLA's Functional Bodies and London Borough Councils are listed for the purposes of public transparency. However, Members should note that in accordance with the GLA's Code of Conduct, they must declare any other **personal interests** (except interests arising

from gifts and hospitality that appear on the gifts and hospitality register at the time of the meeting) they have in any item on the agenda or as they arise during the course of the meeting. Members must say to which item their interest relates. If they have a personal interest Members must also consider whether or not that interest is a **prejudicial personal interest** and take the necessary action. When considering whether or not they have a declarable interest, Members should consult paragraphs 8-12 of the Code.

A **personal interest** is, generally, one that would affect a Member (either directly or through a connection with a relevant person or organisation) more than other people in London, in respect of the item of business under consideration at the meeting.

If a member of the public, knowing all the relevant facts, would view a Member's personal interest in the item under consideration as so substantial that it would appear likely to prejudice the Member's judgment of the public interest, then the Member has a **prejudicial personal interest**.

The Code of Conduct also specifically requires Members, where considering a matter which relates to or is likely to affect a person from whom they have received a gift or hospitality with an estimated value of at least £25 within the previous three years or from the date of election to the London Assembly, whichever is the later, to disclose the existence and nature of that interest at any meeting of the Authority which they attend at which that business is considered.

The obligation to declare any gift or hospitality at a meeting as a personal interest is discharged, subject to the proviso set out below, by registering gifts and hospitality received on the Authority's on-line database. The on-line database may be viewed here: <http://www.london.gov.uk/gifts-and-hospitality-register>. At Assembly meetings, under the declarations of interest agenda item, Members are then asked to note that gifts and hospitality received by Members are set out on the Authority's register.

If any gift or hospitality received by a Member is not set out on the on-line database at the time of the meeting, and under consideration is a matter which relates to or is likely to affect a person from whom a Member has received a gift or hospitality with an estimated value of at least £25, Members are required to disclose these at the meeting, either at agenda Item 2 or when the interest becomes apparent.

It is for Members to decide, in light of the particular circumstances, whether an interest arising from the receipt of a gift or hospitality is also a prejudicial personal interest. Where receipt of a gift or hospitality does give rise to a prejudicial interest the Member must withdraw from the room and not seek to improperly influence any relevant decision.

Consequences: If a Member has a **personal interest**: they must declare the interest but can stay, speak and vote. If the Member has **prejudicial personal interest**: they declare the interest, cannot speak or vote on the item and must leave the room.

20 June 2012

PRIORITY ORDER PAPER

Report No: 3

Subject: Functional Body Question Time: Transport for London

Report of: Executive Director of Secretariat

It is requested that questions not asked or answered during the meeting be given a written response by Monday 25 June 2012

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Performance of London Underground

Question No: 72 / 2012

[Caroline Pidgeon](#)

How concerned are you with the recent performance of London Underground?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Concern

Question No: 7 / 2012

[Valerie Shawcross](#)

Which single Transport issue in London is causing you the most concern at the moment?

Boris Johnson (Chair, TfL)

Government Delivery of Mayoral Policies

Question No: 6 / 2012

[Richard Tracey](#)

In electing you Mayor of London, Londoners were endorsing a number of policies that will require Government support. How will you persuade the Government to accept the policies for which Londoners voted?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Bow Roundabout – transparency

Question No: 5 / 2012

[Jenny Jones](#)

At which meeting (including date) was the decision taken not to go ahead in 2010 with the safety improvements at Bow Roundabout recommended in the Jacobs report, and what part did your transport adviser at that date play in the decision making process?

Questions for Written Answer

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

New Bus for London (1)

Question No: 8 / 2012

[Joanne McCartney](#)

With regards to the new bus for London:

- What is the annual cost of the 'conductor' on the new bus?
- Can you please provide a job description or outline the responsibilities that the conductor will be expected to undertake?
- What target have you set as to the number of operating hours that the hop-off hop-on facility will be available?
- What target have you set as to reductions in the level of fare evasion on the new bus?
- What are you doing to monitor accident and injury rates from use of the new bus?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

New Bus for London (2)

Question No: 9 / 2012

[Joanne McCartney](#)

What are the accident and injury figures to date in relation to the new bus?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

New Bus for London (3)

Question No: 10 / 2012

[Joanne McCartney](#)

What has Transport for London done to date to monitor the level of fare evasion on the new bus and what are the results of such monitoring? Does the level of fare evasion differ depending on whether the 'conductor' is present?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Planning bus services to health needs

Question No: 11 / 2012

[Joanne McCartney](#)

What is TfL doing to engage with the health service in order to plan bus provision to suit current and future health service needs? Does Transport for London have regular meetings with the NHS to discuss these issues?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

24 hour Freedom Pass on Overground Rail in Enfield & Haringey

Question No: 12 / 2012

[Joanne McCartney](#)

Many residents in Enfield & Haringey rely on the overground rail network but they cannot yet use their freedom pass 24 hours a day and are at a disadvantage compared to residents living near tube services. What action have you, and will you take to ensure that all freedom pass holders can access overground rail services 24 hours a day?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Contactless Payment System

Question No: 13 / 2012

[Joanne McCartney](#)

During the election campaign you pledged to introduce contactless payment on London's buses in June. I understand that you will now be unable to meet that pledge. What are the reasons for the delay and when can we expect contactless payments to be rolled out across the bus network?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Piccadilly Line Upgrade

Question No: 14 / 2012

[Joanne McCartney](#)

Are you able to give me any clearer indication as to when the promised Piccadilly Line upgrade will commence? What work are you doing to ensure the necessary funding for this needed scheme is in place?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Crossrail Accessible Toilets

Question No: 15 / 2012

[Joanne McCartney](#)

Having led the London Assembly's initial investigation into public toilet provision in London I am dismayed that there will be Crossrail stations without fully accessible toilet provision. What steps are you taking to ensure that all stations have toilet facilities and that those facilities are fully accessible to disabled Londoners?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Cycle Safety

Question No: 16 / 2012

[Joanne McCartney](#)

Can you please update me as to the roll-out of Trixi mirrors on the TLRN? What action is Transport for London taking to encourage or assist London Boroughs to fit Trixi mirrors on their road networks?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Henly's Corner

Question No: 17 / 2012

[Andrew Dismore](#)

Will the Mayor review the layout of Henly's Corner to improve safety for cyclists?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Measuring success of campaign on sustainable forms

Question No: 18 / 2012

[Fiona Twycross](#)

Considerable effort is currently being put in to encouraging both spectators and Londoners to walk, cycle and use alternative sustainable forms of transport during the games. This will potentially have both a benefit in relation to anticipated overcrowding on public transport and in relation to health. How is TfL planning to measure and review the success of these efforts and are there plans – if the efforts are successful – to follow up the campaign with putting increased resources in to encouraging cycling and walking longer term?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Accessibility of public transport during the games

Question No: 19 / 2012

[Fiona Twycross](#)

Encouraging people to use sustainable transport during the Games will not necessarily help the considerable numbers of people with reduced mobility, particularly if there is still overcrowding and the potential for stations to be closed or for there to be considerable delays as a result of overcrowding. What measures are TfL taking to ensure that people with reduced mobility can still access public transport during the games and what advice are they giving staff in relation to assistance to people with reduced mobility should severe issues occur during the games?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

'Reforming our Railways' – the future of London's railways

Question No: 20 / 2012

[Valerie Shawcross](#)

Which rail franchises for services covering the Greater London area do TfL have plans to bid for?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

TfL maps

Question No: 21 / 2012

[Navin Shah](#)

There are published maps of both London Underground and London Rail lines, with detailed predicted levels of passenger congestion, which inform the democratic debate about reducing congestion. Would you agree to publish and maintain equivalently-detailed maps of under-use of existing London rail transport corridors, compared to their estimated maximum passenger capacity (whatever the current train service), which could contribute to discussions about population increases in London?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Oyster LED Displays

Question No: 22 / 2012

[Navin Shah](#)

How old are the earliest current Oyster gates at stations, and what is their predicted lifespan? Do you accept that many of the green and red LED displays have degraded so much it is sometimes impossible to see if they are entry or exit gates? When will you upgrade the displays?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Orbital Rail

Question No: 23 / 2012

[Navin Shah](#)

Do you acknowledge the benefits of deflecting demand away from central London-bound journeys, into orbital and contra-flow radial journeys? What steps are you taking, regarding your promise to build orbital extensions to Croydon trams and the DLR, to meet at Bromley North, for instance?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Recycling on the Overground

Question No: 24 / 2012

[Navin Shah](#)

Thank you for your response to Question No. 928/2012. Can you confirm that London Overground stations that have multiple kinds of litter bins really do maintain separate processing streams for material put into "paper", "plastic" and general litter bins by passengers? How are the streams handled, and how pure are they? Are there predicted figures for final separated waste stream proportions, and have they proved to be accurate?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Jubilee Line (1)

Question No: 25 / 2012

[Navin Shah](#)

What have you done in response to the frequent breakdowns of the specially designed Queen Jubilee Line trains?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Jubilee Line (2)

Question No: 26 / 2012

[Navin Shah](#)

How do you intend to improve the quality of the Jubilee line for Londoners who constantly experience delays and breakdowns?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Strikes

Question No: 27 / 2012

[Navin Shah](#)

Given the recent threat of strikes by the RMT, will you meet and negotiate with the drivers, to

avoid the disruption to our transport system during the Olympics?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Racism on the Underground

Question No: 28 / 2012

[Navin Shah](#)

With regards to the rising number of racist abuse cases on the underground, what are your plans for tackling this issue?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Security arrangements during the Olympics

Question No: 29 / 2012

[Navin Shah](#)

What special measures are you taking to ensure the safety of passengers on the underground during the Olympics?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Travel in London

Question No: 30 / 2012

[Navin Shah](#)

How do you intend to make travel in London more renewable and sustainable?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Emissions from vehicles

Question No: 31 / 2012

[Navin Shah](#)

How do you intend to cut the amount of emissions emitted from vehicles in London, in order to improve the dreadful air quality of the capital?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Cycle safety

Question No: 32 / 2012

[Navin Shah](#)

How do you intend to make cycling safer for Londoners?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Safer minicabs

Question No: 33 / 2012

[Navin Shah](#)

Would you and TFL consider supporting a scheme and/or campaign to promote safety whilst using London taxi and mini cab services via the use of a smart phone application?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Customer Service Advisers

Question No: 34 / 2012

[Navin Shah](#)

Why have you employed 600 Customer Service Advisers when you deleted 800 posts last year? Surely it would have been more cost-effective for TfL to not have had to pay for voluntary severance for 800 members of staff and then pay to train new staff?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Twitter

Question No: 35 / 2012

[Valerie Shawcross](#)

I have had complaints that the @barclayscycles nor indeed, any of TfL's twitter accounts will respond to direct queries and questions. Why is this?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Bus industrial relations

Question No: 36 / 2012

[Valerie Shawcross](#)

Further to the answer to Mayor's Question number 1464/2012, what negotiations have taken place between TfL, bus operators and Unite to resolve the dispute regarding Olympic pay for bus drivers? What has TfL's involvement been?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Bus services in Streatham

Question No: 37 / 2012

[Valerie Shawcross](#)

Please give an update on TfL's plans to improve bus services in the Streatham area, particularly with regard to the new Streatham Hub.

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Herne Hill road safety

Question No: 38 / 2012

[Valerie Shawcross](#)

Please give an update on the pilot Young Transport Ambassadors Scheme which has been trialled in the Herne Hill area. Will the scheme be rolled out to other boroughs?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Access works at Heathrow

Question No: 39 / 2012

[Valerie Shawcross](#)

I note from the agenda for TfL's Projects and Planning Panel on 31st May that access works at Heathrow terminals 1,2 and 3 tube station are behind schedule. When will these works be completed?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Kings Cross Gyratory

Question No: 40 / 2012

[Jennette Arnold](#)

In your answer to question 1372 / 2012 you state that “A series of key stakeholder workshops will be organised in June which will allow various parties to discuss their aspirations for the work at King’s Cross Gyratory and to highlight the issues that affect local residents.” Given the confusion that has arisen with my constituents regarding works to the King’s Cross Gyratory in the past can you please answer each of the following in full:

- a) Please provide a list of all the ‘key stakeholder groups’ who will be invited to these workshops
- b) Please outline details of how local residents can get involved with these workshops
- c) Please outline how you intend to advertise this consultation to the public.
- d) How long do you expect this consultation period to last ?
- e) When do you expect the results of the consultation?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Barking to Gospel Oak Line

Question No: 41 / 2012

[Jennette Arnold](#)

Can I have assurance from the Mayor and Commissioner that every effort will be made to deliver electrification of Barking to Gospel Oak Line with in the next transport funding round?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Barclays Cycle Hire

Question No: 42 / 2012

[Jennette Arnold](#)

How many cycling Ambassador schemes, like the one in Tower Hamlets, are there in place around London to encourage people on Low Incomes to use Barclay’s Cycle Hire bikes?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Hackney Wick Station Westbound Platform Closure

Question No: 43 / 2012

[Jennette Arnold](#)

My constituents have asked me to register their strong objection to plans to close the Westbound Platform at Hackney Wick Station during Games time. People in Hackney Wick will already have their travel severely disrupted with the rerouting of the 276 bus. The plans to close the platform will make it almost impossible for anybody with poor mobility living in Hackney Wick and dependent on public transport to travel during the Games period. I believe Hackney Council have also registered their objections to these plans with you. In light of the impact that this will have on the lives of local people will you commit to binning these plans?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

West Anglia Franchise

Question No: 44 / 2012

[Jennette Arnold](#)

The Greater Anglia Rail Franchise will be up for tender at the beginning of summer. Will you confirm that TfL will be entering an expression of interest in taking over the franchise so that my constituents can have an on time, value for money service similar to the North and East London lines which my constituents continue to rate highly?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Thames Estuary Airport

Question No: 45 / 2012

[Murad Qureshi](#)

Which one of the airport proposals in the Thames Estuary does the Mayor and TfL now favour, Lord Foster's proposal on the Isle of Grain or the Mayor's proposal at Shivering Sands?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Spend on aviation

Question No: 46 / 2012

[Murad Qureshi](#)

What TfL resources can we expect to be spent on aviation issues like the Thames Estuary Airport proposals over this new political term?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Olympic demand at Heathrow

Question No: 47 / 2012

[Murad Qureshi](#)

Does TfL think that Heathrow can cope with the demands made during the Olympic period?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Transport around Heathrow

Question No: 48 / 2012

[Murad Qureshi](#)

What is TfL doing to improve its services to Heathrow, both in the immediate vicinity of the airport for employees, and for passengers from further afield?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Airport connectivity

Question No: 49 / 2012

[Murad Qureshi](#)

What are you doing to improve connectivity between London airports both within Greater London and in the South East?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Air Quality

Question No: 50 / 2012

[Murad Qureshi](#)

Can TfL substantiate the claim made by the Mayor at the MQT session on 23rd May that air quality had improved over his first political term?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Congestion levels outside the Congestion Charging Zone

Question No: 51 / 2012

[Murad Qureshi](#)

What are the present levels of congestion in central London at peak times immediately inside and outside the congestion charge zone?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Congestion and air quality

Question No: 52 / 2012

[Murad Qureshi](#)

Are the levels of vehicles which are stationary or idling in traffic because of congestion during peak times contributing to poor air quality in Central London?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Anti-idling enforcement

Question No: 53 / 2012

[Murad Qureshi](#)

How are you enforcing your short term measures on idling engines along the Marylebone and Euston Roads?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

New jobs from Crossrail

Question No: 54 / 2012

[Murad Qureshi](#)

Now that the tunnelling has began at Royal Oak in Paddington, what are the numbers of jobs and apprenticeships being produced for local residents on a monthly basis?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Lorry movements at Royal Oak portal

Question No: 55 / 2012

[Murad Qureshi](#)

What measures have been taken to limit the impact of lorry movements for the tunnel segments going into Royal Oak portal in Paddington?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Crossrail service levels

Question No: 56 / 2012

[Murad Qureshi](#)

When do you expect during this new term to begin negotiating service levels for Crossrail after its construction?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Linking Crossrail with HS2

Question No: 57 / 2012

[Murad Qureshi](#)

What work has Crossrail done to link the line with HS2 at Old Oak Common?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

150 years of the Tube

Question No: 58 / 2012

[Murad Qureshi](#)

What are you doing to celebrate the 150th anniversary of the tube system along the Paddington to Farringdon tracks?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Improvements to the Tube

Question No: 59 / 2012

[Murad Qureshi](#)

What improvements can we expect in this new political term on the sub-surface lines, in particular on the Circle, District and City & Hammersmith lines?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Signal box at Edgware Road

Question No: 60 / 2012

[Murad Qureshi](#)

When can we expect Edgware Rd (Circle, District & City and Hammersmith) tube station's signal box to be fully replaced?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Updating Earls Court control rooms

Question No: 61 / 2012

[Murad Qureshi](#)

When can we expect Earls Court (at sub-surface level control rooms) to be fully updated?

Boris Johnson (Chair,TfL)

Maze Hill Station

Question No: 62 / 2012

[Len Duvall](#)

Residents in the Maze Hill area remain disappointed and dismayed at TfL and Southeastern Trains that it has taken over two years to provide a dedicated direct access route to Maze Hill station platform. Will the Mayor intervene on behalf of residents and now fast track this work before the Olympics?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Maze Hill Station 2

Question No: 63 / 2012

[Len Duvall](#)

Residents in the Maze Hill area remain disappointed and dismayed at TfL and Southeastern Trains that it has taken over two years to provide an Oyster card reader at the dedicated direct access route at Maze Hill station platform. Will the Mayor intervene on behalf of residents and now fast track this work before the Olympics?

Boris Johnson (Chair,TfL)

Oyster Card Top-Up

Question No: 64 / 2012

[Len Duvall](#)

Will the Mayor investigate reports that there were faults with Oyster Card on 12th and 13th May that lead to commuters being double charged for auto top-ups?

Boris Johnson (Chair,TfL)

Southern Way/Bugsby's Way Junction, Greenwich

Question No: 65 / 2012

[Len Duvall](#)

Southern Way/Bugsby's Way/Commercial Way forms a four arm traffic signal junction that has seen a series of accidents, many involving buses. Despite best efforts by the Council to ensure the safety of pedestrians, TfL continues to place the blame for these accidents on the road system. Will the Mayor intervene on this matter and launch an investigation?

Boris Johnson (Chair,TfL)

River Crossings

Question No: 66 / 2012

[Len Duvall](#)

With regard to your river crossings Scheme, what assessment has the Mayor made of the expectations of the Royal Borough of Greenwich and the Thames Gateway to ensure convergence is achieved in line with the London Plan?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

River Crossings 2

Question No: 67 / 2012

[Len Duvall](#)

Since the consultation of the proposed plans for river crossings, what further assessment has the Mayor made of capacity issues for the schemes and can he provide a break down by project?

Boris Johnson (Chair,TfL)

River Crossings 3

Question No: 68 / 2012

[Len Duvall](#)

Will the Mayor release information on the cost estimates and possible funding sources for each project of the river crossing scheme?

Boris Johnson (Chair,TfL)

River Crossings 4

Question No: 69 / 2012

[Len Duvall](#)

What conversations has the Mayor held with a) the Treasury, b) the Department for Transport and c) other governmental bodies regarding funding mechanisms for the river crossing scheme by each project?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

River Crossings 5

Question No: 70 / 2012

[Len Duvall](#)

When will TfL announce its new modelling data for traffic management of the proposed river crossing?

Boris Johnson (Chair,TfL)

River Crossings 6

Question No: 71 / 2012

[Len Duvall](#)

Can the Mayor confirm if his river crossings scheme will be tolled?

Boris Johnson (Chair,TfL)

River Crossing 7

Question No: 73 / 2012

[Len Duvall](#)

Will the Mayor ensure that the Thames river walk will not be disrupted by his river crossing scheme, and that a creative solution will be sought to allow walkers to continue to use the path?

Boris Johnson (Chair, TfL) and Peter Hendy (Commissioner, TfL)

Barclays Cycle Hire industrial relations

Question No: 74 / 2012

[Valerie Shawcross](#)

What negotiations have TfL or its contractors had with the RMT regarding their dispute regarding conditions for Barclays Cycle Hire staff during the Games?

Subject: Action Taken by the Chair Under Delegated Authority & Outcome of Confirmation Hearings

Report to: London Assembly (Plenary)

Report of: Executive Director of Secretariat

Date: 20 June 2012

This report will be considered in public.

1. Summary

- 1.1 This report outlines recent action taken by the Chair of the London Assembly, in accordance with the authority delegated to her, in relation to Confirmation Hearings, and notifies the Assembly, in accordance with Standing Orders 9.2 G and 10.6 H, of the outcome of a number of Confirmation Hearings.

2. Recommendations

- 2.1 That the Assembly notes recent action taken by the Chair of the Assembly, Jennette Arnold AM, in accordance with the authority delegated to her, namely to agree to hold Confirmation Hearings in relation to proposed appointments to the offices of Deputy Chair of Transport for London, Chair of the London Legacy Development Corporation and Chairman of the London Fire and Emergency Planning Authority and to ask the candidates to provide their CVs, and not to hold a Confirmation Hearing in relation to the proposed appointment to the office of Chair of the London Cultural Strategy Group;
- 2.2 That the Assembly notes the decision of the Confirmation Hearings Committee, further to its meeting held on 23 May 2012 and as set out at Appendices 1, 3 and 5, to recommend that the Mayor should proceed with his proposed appointments to the offices of Deputy Chair of Transport for London and Chairman of the London Fire and Emergency Planning Authority and to recommend to the Mayor that he should not proceed with his proposed appointment to the Chair of the London Legacy Development Corporation, and notes the responses received from the Mayor; and
- 2.3 That the Assembly notes the decision of the Police and Crime Committee, further to its meeting held on 31 May 2012 and as set out at Appendix 7, not to object to the proposed appointment to the office of Deputy Mayor for Policing and Crime.

3. Background and Issues for Consideration

Action Taken by the Chair under Delegated Authority

- 3.1 The Mayor wrote to the Chair of the Assembly on 15 May 2012 – in accordance with the provisions of Section 60A and Schedule 4A of the Greater London Authority Act 1999 (“the GLA Act 1999”)– to advise the Assembly of his proposed appointment of the following:
- Isabel Dedring to the office of Deputy Chair of Transport for London;
 - Councillor Daniel Moylan to the office of Chair of the London Legacy Development Corporation;
 - James Cleverly to the office of Chair of the London Fire and Emergency Planning Authority; and
 - Iwona Blazwick to the position of Chair of the London Cultural Strategy Group.
- 3.2 In accordance with the provisions of Schedule 4A to the GLA Act the Chair of the Assembly has delegated authority to (i) decide whether to hold a Confirmation Hearing for the Mayor’s candidate for appointment to any of the offices listed in Section 60A(3) of the Act (as amended); and (ii) to request that the Mayor’s candidate for appointment produce, under paragraph 6(4) of Schedule 4A of the GLA Act, documents that relate to his or her proposed appointment.
- 3.3 The Chair, in accordance with the authority delegated to her, decided to hold Confirmation Hearings in relation to three of the proposed appointments and to ask the candidates to produce their CVs and any other information which the Confirmation Hearings Committee might be interested in. The Chair decided not to hold a Confirmation Hearing for the position of Chair of the London Cultural Strategy Group.

Confirmation Hearings Committee decision

- 3.4 The Confirmation Hearings Committee met on 23 May 2012 to put questions to Isabel Dedring, the Mayor’s proposed appointee to the position of Deputy Chair of TfL.
- 3.5 The Committee decided to recommend that the Mayor proceed with the appointment of Isabel Dedring to that office. During the question and answer session, Isabel Dedring gave an undertaking to the Committee to address as a priority the issue of changing the culture of Transport for London so that it would be more open and transparent in the way in which it operates. In particular the Committee wanted to see Ms Dedring encourage TfL to go beyond the minimum requirements of the Localism Act in its efforts to be transparent. The Committee also expressed its strong concern that Ms Dedring would also bring about improvements in respect of customer issues and TfL’s relationships with community and external organisations and elected representatives. The Committee also hoped that cultural changes within TfL and the TfL Board may also bring a more open and positive attitude to information sharing and willingness to abide by the spirit of the Freedom of Information Act. The recommendation letter which was sent to the Mayor is attached as **Appendix 1**. The response received from the Mayor is attached at **Appendix 2**.
- 3.6 At the same meeting the Confirmation Hearings Committee put questions to James Cleverly AM, the Mayor’s proposed appointee to the office of Chairman of the LFEPA. The Committee agreed to recommend that the Mayor proceed with the appointment of James Cleverly AM to that office. The

recommendation letter which was sent to the Mayor is attached as **Appendix 3**. The response received from the Mayor is attached at **Appendix 4**.

- 3.7 Also at the same meeting, the Confirmation Hearings Committee put questions to Councillor Daniel Moylan, the Mayor's proposed appointee to the position of Chair of the London Legacy Development Corporation. Following discussion, some Members expressed the view that they did not consider that Councillor Moylan had demonstrated sufficient knowledge and experience in the area of regeneration which was crucial to this role. It was agreed, by majority and named vote, that the Committee should recommend that the Mayor not proceed with the appointment of Councillor Daniel Moylan to the office of Chair of the LLDC. All Members expressed concerns about Councillor Moylan's workload, in particular his responsibilities in relation to the Mayor's aviation policy and his membership of the Board of TfL. The recommendation letter which was sent to the Mayor is attached as **Appendix 5**. The response received from the Mayor is attached at **Appendix 6**.

Police and Crime Committee Decision

- 3.8 The Mayor wrote to the Chair of the London Assembly's Police and Crime Committee on 14 May 2012 to provide formal notification – in accordance with the provisions of Section 60A and Schedule 4A of the GLA Act 1999 (as amended) – of his proposed appointment of Councillor Stephen Greenhalgh to the office of Deputy Mayor for Policing and Crime.
- 3.9 Section 32(5) of the Police Reform and Social Responsibility Act 2011 provides that the special scrutiny functions as defined in Section 60A and Schedule 4A of the GLA Act 1999 – which include deciding whether to hold a confirmation hearing for the proposed candidate for the Deputy Mayor for Policing and Crime and whether or not to request the candidate to provide, in advance of the meeting, any relevant documentation – may only be exercised by a meeting of the whole Police and Crime Committee and may not be delegated to a single Assembly Member.
- 3.10 Under paragraph 10 of Schedule 4A of the GLA Act 1999 (as amended) and Standing Order 9.2.H, the Police and Crime Committee may exercise a veto the appointment of the candidate as Deputy Mayor for Policing and Crime where the candidate is not a member of the London Assembly if the Committee votes by at least two-thirds of the members present and voting, for the following motion:
- “The Police and Crime Committee hereby resolves to veto the proposed appointment of as Deputy Mayor for Policing and Crime”.
- 3.11 The Committee met on 22 May 2012 and agreed to hold a Confirmation Hearing in respect of the proposed appointment and to request that Councillor Greenhalgh provide, in advance of the Hearing, an updated CV and any other information in relation to the proposed appointment to the position.
- 3.12 The Confirmation Hearing in respect of the proposed appointment to the office of the Deputy Mayor for Policing and Crime took place at the Police and Crime Committee meeting held on 31 May 2012. The Committee put questions to Councillor Greenhalgh regarding his proposed appointment.
- 3.13 The Committee decided not to object to the appointment. The Committee noted and welcomed Councillor Greenhalgh's undertaking to ensure the transparency of the MOPC, and to maintaining an effective dialogue with – and actively listening to input from – the public, Assembly Members and

the London boroughs. The Committee indicated that it would expect Councillor Greenhalgh to take full account of these views and consultations when formulating any plans.

3.14 Members also raised the following issues:

- The Committee noted – and Councillor Greenhalgh acknowledged – his lack of experience in relation to policing matters and the steep learning curve that will come with the role; and
- The Committee, in reaching its decision, welcomed Councillor Greenhalgh's commitment to step back from his family business, to ensure that he is able to commit sufficient time and has the capacity to properly carry out what is a very demanding role.

3.15 The Committee indicated that these were matters which it would return to in due course. The recommendation letter which was sent to the Mayor is attached as **Appendix 7**.

4. Legal Implications

4.1 Section 60A and schedule 4A to the Greater London Authority Act 1999 set out the provisions relating to the confirmation process. An explanation of the provisions has been set out in the text above.

4.2 The end of the confirmation process has now been reached in respect of the five appointments referred to the report. The GLA Act specifies that the end of the confirmation process is reached when:

The Mayor has given the Chair of the Assembly/Chair of the Police and Crime Committee (as applicable) the notification required by paragraph 5(2) of Schedule 4A in respect of acceptance or rejection of the Assembly's recommendation;

OR

The period of 3 weeks (from the day on which the Assembly received notification from the Mayor of the candidate(s) whom he intends to appoint) has expired without any recommendation or written notice of a decision to exercise the veto (as applicable) being given to the Mayor by the Assembly.

6. Financial Implications

6.1 There are no financial implications arising from this report.

List of appendices to this report:

Appendix 1 – Recommendation letter re the proposed appointment to the office of Deputy Chair of Transport for London;

Appendix 2 – Response from the Mayor dated 31 May 2012;

Appendix 3 – Recommendation letter re the proposed appointment to the office of Chair of the London Fire and Emergency Planning Authority;

Appendix 4 – Response from the Mayor dated 31 May 2012;

Appendix 5 - Recommendation letter re the proposed appointment to the office of Chair of the London Legacy Development Corporation;

Appendix 6 - Response from the Mayor dated 31 May 2012;

Appendix 7 - Recommendation letter re the proposed appointment to the office of Deputy Mayor for Policing and Crime.

Local Government (Access to Information) Act 1985
List of Background Papers: MDA numbers 448, 449, 450
Contact Officer: Rebecca Arnold, Committee Services Manager Telephone: 020 7983 4421 E-mail: rebecca.arnold@london.gov.uk

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Valerie Shawcross CBE AM, Chair of the Confirmation Hearings Committee

London Assembly
City Hall
The Queen's Walk
London, SE1 2AA

Mr Boris Johnson
Mayor of London
City Hall
The Queen's Walk
More London
London SE1 2AA

30 May 2012

Dear Mayor 

Confirmation Hearing: Proposed Appointment of Isabel Dedring to the office of Deputy Chair of Transport for London

In accordance with Schedule 4A to the GLA Act 1999, I write to inform you of the Confirmation Hearings Committee's recommendation with regard to your proposed appointment of Isabel Dedring, Deputy Mayor for Transport, to the office of Deputy Chair of the Board of Transport for London (TfL).

The Confirmation Hearings Committee questioned Isabel Dedring at its meeting on 23 May 2012 in relation to the office of Deputy Chair of TfL. The Committee unanimously agreed to recommend that you should proceed with her appointment to that office.

However, in their support for her appointment, the Committee noted that Ms Dedring had given an undertaking to address as a priority the issue of changing the culture of TfL so that it is more open and transparent in the way in which it operates, in particular:

- The Committee would want to see Ms Dedring encourage TfL to go beyond the minimum requirements of the Localism Act in its efforts to be transparent.
- The Committee expressed its strong concern that Ms Dedring would also bring about improvements in respect of customer issues and TfL's relationships with community and external organisations and elected representatives.
- The Committee also hoped that cultural changes within TfL and the TfL Board may also bring a more open and positive attitude to information sharing and willingness to abide by the spirit of the Freedom of Information Act.

A transcript of the Confirmation Hearing is enclosed and the Committee's consideration of the appointment is set out on pages 18 to 19.

On behalf of the Confirmation Hearings Committee I would like to wish Isabel well in carrying out her new role as Deputy Chair of TfL.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Valerie'.

Valerie Shawcross CBE AM
Chair of the Confirmation Hearings Committee

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Valerie Shawcross CBE

Chair of the Confirmation Hearings Committee
City Hall
The Queen's Walk
London SE1 2AA

Date: 31 MAY 2012

Dear Val

Confirmation Hearing: Deputy Chair of Transport for London (TfL)

Thank you for your letter and enclosure of 30 May which I have considered carefully.

I am pleased that your Committee unanimously recommended that I proceed with Isabel Dedring's appointment as Deputy Chair of TfL.

I have written to Isabel to confirm her appointment as Deputy Chair of TfL with effect from 18 June.

I have also asked Isabel to consider the points you have raised in your letter with regard to changing the culture of TfL.

Yours ever,



Boris Johnson
Mayor of London

Cc: Sir Edward Lister, Chief of Staff and Deputy Mayor for Planning

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Darren Johnson AM, Chair of the Confirmation Hearings Committee

London Assembly
City Hall
The Queen's Walk
London, SE1 2AA

Mr Boris Johnson

Mayor of London
City Hall
The Queen's Walk
More London
London SE1 2AA

30 May 2012

Dear Mayor

Confirmation Hearing: Proposed Appointment of James Cleverly to the office of Chairman of the London Fire and Emergency Planning Authority

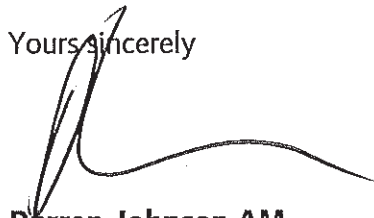
In accordance with Schedule 4A to the GLA Act 1999, I write to inform you of the Confirmation Hearings Committee's recommendation with regard to your proposed appointment of James Cleverly AM to the office of Chairman of the London Fire and Emergency Planning Authority (LFEPA).

The Confirmation Hearings Committee questioned James Cleverly at its meeting on 23 May 2012 in relation to the office of Chairman of LFEPA. The Committee agreed to recommend that you should proceed with his appointment to that office.

A transcript of the Confirmation Hearing is enclosed and the Committee's consideration of the appointment is set out on page 17.

On behalf of the Confirmation Hearings Committee I would like to wish James well in carrying out his new role as Chairman of LFEPA.

Yours sincerely



Darren Johnson AM

Chair of the Confirmation Hearings Committee

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Darren Johnson AM

Chair of the Confirmation Hearings Committee
City Hall
The Queen's Walk
London SE1 2AA

Date: 31 MAY 2012

Dear Darren

Confirmation Hearing: Chairman of the London Fire and Emergency Planning Authority (LFEPA)

Thank you for your letter and enclosure of 30 May which I have considered carefully.

I am pleased that your Committee unanimously recommended that I proceed with James Cleverly's appointment as Chairman of LFEPA.

I have written to James to confirm his appointment as Chairman of LFEPA with effect from 17 June.

Yours ever,



Boris Johnson
Mayor of London

Cc: Sir Edward Lister, Chief of Staff and Deputy Mayor for Planning

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John Biggs AM, Chair of the Confirmations Hearings Committee

London Assembly
City Hall
The Queen's Walk
London, SE1 2AA

Mr Boris Johnson

Mayor of London
City Hall
The Queen's Walk
More London
London SE1 2AA

30 May 2012

Dear Mayor

Confirmation Hearing: Proposed Appointment of Councillor Daniel Moylan to the office of Chair of the London Legacy Development Corporation

In accordance with Schedule 4A to the GLA Act 1999, I write to inform you of the Confirmation Hearings Committee's recommendation with regard to your proposed appointment of Councillor Daniel Moylan to the office of Chair of the London Legacy Development Corporation (LLDC).

The Confirmation Hearings Committee questioned Councillor Moylan at its meeting on 23 May 2012 in relation to the office of Chair of the LLDC.

The Committee agreed to recommend by a vote of 5 to 4 that you should not proceed with Councillor Moylan's appointment to that office as they did not consider that he had demonstrated sufficient knowledge and experience in the area of regeneration which was crucial to this role. (Andrew Boff AM, Stephen Knight AM, Steve O'Connell AM and Richard Tracey AM voted against the resolution as they did not support this argument.)

The Committee additionally agreed that if you were minded to proceed with the appointment of Councillor Moylan to the post of Chair of the LLDC, you should take account of the Committee's concerns about Councillor's Moylan's workload. We were concerned that his range of other responsibilities, in particular his responsibilities in relation to your aviation policy and his membership of the Board of Transport for London, would require such time as to significantly reduce that available for effective leadership of the LLDC. I would emphasise that no dissent was recorded to this view.

I have enclosed a transcript of the Confirmation Hearing and the Committee's consideration of Councillor Moylan's suitability for the post are set out from pages 17 to 22.

Yours sincerely



John Biggs AM
Chair of the Confirmation Hearings Committee

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John Biggs AM

Chair of the Confirmation Hearings Committee
City Hall
The Queen's Walk
More London
London SE1 2AA

Date: 31 MAY 2012

Dear John

Confirmation Hearing: Chair of the London Legacy Development Corporation (LLDC)

Thank you for your letter and enclosure of 30 May which I have considered carefully.

I have noted that your Committee recommended that I do not proceed with Daniel Moylan's appointment as Chair of the LLDC.

I nominated Daniel because of his strong record as Deputy Chair of Transport for London and Deputy Leader of the Royal Borough of Kensington & Chelsea. I also nominated him because of my admiration for his proven commitment to improving London's public realm and innovative work on design issues.

I remain of the view that his strong leadership skills combined with his commitment to a well-designed and economically sustainable Olympic Park mean that he is very well placed to undertake this role.

Given the breadth and depth of expertise on the LLDC's Board, I am confident that the Corporation's leadership team has the full range of skills, knowledge and experience required to secure a successful future for the Park and surrounding area. I do not agree with your Committee's view that detailed regeneration knowledge and experience is crucial to this role.

I have written to Daniel to confirm his appointment as Chair of the LLDC with effect from 18 June.

I will speak to Daniel about the workload point you raise.

Yours ever,



Boris Johnson
Mayor of London

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Joanne McCartney AM, Chair of the Police and Crime Committee

Boris Johnson

Mayor's Office for Policing and Crime

London Assembly
City Hall
The Queen's Walk
London, SE1 2AA

1 June 2012

Dear Boris,

Thank you for your attendance at the Police and Crime Committee on 31 May 2012 for the Question and Answer Session with the Police Commissioner.

As you know, the Committee also held a Confirmation Hearing in respect of your proposed appointment to the office of Deputy Mayor for Policing and Crime, Councillor Stephen Greenhalgh.

In accordance with Schedule 4A to the GLA Act 1999 (as amended), I can confirm that the Committee unanimously agreed not to object to the appointment.

Members noted and welcomed Councillor Greenhalgh's undertaking to ensure the transparency of the MOPC, and maintaining an effective dialogue with - and actively listening to input from - the public, Assembly Members and the London boroughs. We would expect Councillor Greenhalgh to take full account of these views and consultations when formulating any plans.

However, Members raised further points which we would like to place on record, namely:

- The Committee noted – and Councillor Greenhalgh acknowledged – his lack of experience in relation to policing matters and the steep learning curve that will come with the role; and
- The Committee, in reaching our decision, welcomed Councillor Greenhalgh's commitment to step back from his family business, to ensure that he is able to commit sufficient time and has the capacity to properly carry out what is a very demanding role.

These are matters which the Committee will return to in due course.

A full transcript of the Hearing is currently being produced and will be forwarded to you shortly.

On behalf of the Committee, I would like to wish Councillor Greenhalgh well in carrying out his new role as Deputy Mayor for Policing and Crime.

Yours sincerely



Joanne McCartney AM
Chair of the Police and Crime Committee

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Subject: Appointments made by the Mayor under Section 67(1) (a) and (b) of the GLA Act

Report to: London Assembly (Plenary)

Report of: Executive Director of Secretariat

Date: 20 June 2012

This report will be considered in public

1. Summary

- 1.1 The Assembly is asked to note recent appointments made by the Mayor, under Section 67(1) (a) and (b) of the GLA Act.

2. Recommendation

- 2.1 **That the Assembly notes the appointments by the Mayor, under Section 67(1) (a) and (b) of the GLA Act 1999 (as amended), as set out at Appendix 1.**

3. Background and Issues for Consideration

- 3.1 Section 67(5) of the GLA Act 1999 (as amended) ("the GLA Act") requires the Mayor to notify the Assembly in writing of any staff whom he appoints under Section 67(1) of the GLA Act.
- 3.2 Accordingly, the Mayor has now written to the Chair of the Assembly to provide formal notification to the Assembly of the appointment of the following, under Section 67(1)(a) and (b) of the GLA Act:
- Chief of Staff and Deputy Mayor, Policy and Planning - Sir Edward Lister;
 - Deputy Mayor, Transport - Isabel Dedring;
 - Deputy Mayor, Education and Culture - Munira Mirza;
 - Deputy Mayor, Housing, Property and Land - Richard Blakeway;
 - Mayoral Director, Marketing and London 2012 Communications - Dan Ritterband;
 - Director of Communications - Will Walden; and
 - Mayoral Advisor, Environment and Political Affairs - Matthew Pencharz.
- 3.3 A copy of the letter from the Mayor is attached at **Appendix 1**.

4. Legal Implications

- 4.1 The requirement for the Mayor to notify the Assembly of his staff appointments is referred to above. There are no other direct legal implications.

5. Financial Implications

5.1 There are no financial implications arising from this report.

List of appendices to this report:

Appendix 1 – Letter from the Mayor dated 1 June 2012

Local Government (Access to Information) Act 1985
List of Background Papers: None.
Contact Officer: Rebecca Arnold, Committee Services Manager Telephone: 020 7983 4421 E-mail: rebecca.arnold@london.gov.uk

GREATER LONDON AUTHORITY

Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4157
Web: www.london.gov.uk

Jennette Arnold OBE AM
Chair of the London Assembly
City Hall
The Queen's Walk
London SE1 2AA

Date:

01 JUN 2012

Dear Jennette

Section 67 (1) (a) and (1) (b) appointments

I am writing to advise you of the appointments I have made under section 67 (1) (a) and 67 (1) (b) of the GLA Act 1999.

I have established the role of Chief of Staff and Deputy Mayor, Policy and Planning and have re-appointed Sir Edward Lister with effect from 7 May 2012. The salary for the role will be £139,000. I considered the salary for this post and decided that this salary is commensurate with the breadth and level of accountability of the role, and now is appropriate when benchmarked against my other advisors and the GLA Executive Directors.

I have established the role of Deputy Mayor, Transport and am appointing Isabel Dedring to the role, with effect from 7 May 2012. Isabel will be on secondment to the GLA from TfL from 7 May 2012 and will be appointed as a GLA employee with effect from 18 June 2012.

I have established the role of Deputy Mayor, Education and Culture and appointed Munira Mirza with effect from 7 May 2012.

I have established the role of Deputy Mayor, Housing, Property and Land and appointed Richard Blakeway with effect from 7 May 2012.

I have established the role of Mayoral Director, Marketing and London 2012 Communications and appointed Dan Ritterband to the role with effect from 7 May 2012.

I have established the role of Director of Communications and have appointed Will Walden to the role with effect from 2 July 2012.

The salary for all the appointments above, with the exception of Sir Edward Lister, will be £127,784. This has been the salary for my most senior appointments and has not changed since 2008. You will be aware that this is a salary that I adopted from the benchmark adopted by the previous administration and I have chosen not to increase this ceiling over recent years.

GREATERLONDONAUTHORITY

All these appointments were made under Section 67(1) (b) of the GLA Act and all appointees, with the exception of Will Walden, were interviewed during my last term in office and were appointed on merit. Will Walden was interviewed by a panel, chaired by me, on 24th May 2012 and was appointed on merit.

I have established the role of Mayoral Advisor, Environment and Political Affairs (under section 67 (1) (a) of the GLA Act 1999) and appointed Matthew Pencharz to this role with effect from 14 May 2012. He was re-appointed as Political Advisor from 7 May 2012. Matthew was interviewed and appointed on merit for the role of Mayoral Advisor, Environment. His salary will be £70,000 and this will include remuneration for being my appointee on the London Waste and Recycling Board. I believe this salary appropriately reflects the increased accountabilities of the role.

All the appointments will be on GLA generic terms and conditions of employment.

I intend to publish all the job descriptions on the GLA website as soon as possible.

Yours ever,

A handwritten signature in black ink, appearing to be 'Boris Johnson', with a long, sweeping horizontal stroke extending to the right.

Boris Johnson
Mayor of London

Subject: Proposed Minor Changes to the GLA's Standing Orders

Report to: London Assembly (Plenary)

Report of: Executive Director of Secretariat

Date: 20 June 2012

This report will be considered in public

1. Summary

- 1.2 The Assembly is asked to consider and approve minor changes to the GLA's Standing Orders.

2. Recommendation

- 2.1 **The Assembly is recommended to approve and adopt the revised version of the GLA's Standing Orders, as set out at Appendix 1, to take effect from when relevant provisions of the Localism Act 2011 come into effect, expected to be 1 July 2012.**

2. Background and issues for Consideration

- 2.1 In accordance with Section 36 of the GLA Act 1999 (as amended), the Assembly may make the Standing Orders for the Authority, in consultation with the Mayor.
- 2.2 It is now proposed to amend Standing Orders to delete references in relation to the Standards Committee and make consequential changes to the numbering of Standing Orders.
- 2.3 This is to reflect the fact that the Assembly (at its Annual Meeting held on 11 May 2012) and the Mayor (via Mayoral Decision form 1003) have jointly agreed that – when the relevant provisions of the Localism Act 2011 come into effect and once the mandatory requirement to have a Standards Committee has ended – the Committee will be dis-established and the operation of the Member complaints system will become the responsibility of the Monitoring Officer.
- 2.4 Officers have also taken the opportunity to delete references within Standing Orders to the Business Management and Administration Committee, as that committee has now been renamed.
- 2.5 The revised version of Standing Orders is set out at **Appendix 1**, for the Assembly's formal approval. Proposed changes are set out in tracked changes.
- 2.6 Proposals to change Standing Orders would usually be discussed at the business management committee prior to submission to the Assembly. However, given the minor and technical nature of the changes, both the Chair of the Assembly and the Chair of the GLA Oversight Committee have agreed that they are happy for the changes to be submitted direct to the Assembly on this occasion.

- 2.7 All Groups have been informally consulted on the changes and have confirmed their in principle approval. The Mayor has also been consulted on the changes and his response is currently awaited.

3. Legal Implications

- 3.1 Section 36 Greater London Authority Act provides that the Assembly, in consultation with the Mayor, may make Standing Orders of the Authority and the procedure of the Assembly, its committees and sub-committees shall be regulated by those Standing Orders.
- 3.2 The Standing Orders of the Authority may make provision regulating the procedure to be followed by any Member of the Assembly.
- 3.3 The Standing Orders may also make provision regulating the procedure to be followed by the Mayor or by the Assembly in discharging any functions of the Mayor or Assembly to the extent that the functions:
- consist of consultation, or any other interaction or relationship between the Mayor and the Assembly; or
 - are exercisable by the Mayor in relation to the Assembly or by the Assembly in relation to the Mayor.
- 3.4 Standing Orders of the Authority may make provision for any other matter for which provision by Standing Orders of the Authority is authorised or required by or under any provision of the GLA Act or another enactment, but are also subject to any other provisions of the GLA Act or other enactments which regulate the procedure of the Assembly or any procedure to be followed by the Mayor.
- 3.5 The Standing Orders of the Authority may make different provision for different circumstances.

4. Finance Implications

- 4.1 There are no direct financial implications.

List of appendices to this report:

Appendix 1 –Proposed revised Standing Orders

Local Government (Access to Information) Act 1985
List of Background Papers: None.
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E-mail: ed.williams@london.gov.uk

**STANDING ORDERS
OF THE
GREATER LONDON AUTHORITY**

[Standing Orders of the Greater London Authority approved by the
London Assembly on 11 May 2012 following consultation with the Mayor of
London.]

Edition No. **7**

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STANDING ORDER 1

STANDING ORDERS, MEETINGS AND AGENDAS

1.1 THE AUTHORITY'S STANDING ORDERS

Application: applies to the Authority, and (in respect of paragraphs C to E and I) to the Assembly, its committees and subcommittees.

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A. The Assembly, following consultation with the Mayor, may make Standing Orders for the Authority, and (following such consultation) subsequently vary or revoke them under sections 36(1) and (8) of the GLA Act 1999. Neither the Assembly nor the Mayor may delegate their functions under section 36 of the Act concerning the Authority's Standing Orders^[1].

B. A printed copy of these Standing Orders shall be given to the Mayor, to each Member of the Assembly and to the Independent Persons appointed under Section in accordance with Section 28(7) of the Localism Act 2011.

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C. Later decisions of the Assembly will prevail over any earlier decision of its committees to the extent that the Assembly's decision is contrary or inconsistent with the other body's decision, but subject to any applicable rule of law or natural justice.

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D. The ruling of the Chair (or other person presiding at the meeting in question) of the Assembly and its committees as to the interpretation or application of any of these Standing Orders, or as to any proceedings of such bodies, shall be final following the advice of the Executive Director of Secretariat (or the post holder undertaking those duties).

E. In accordance with section 36(2) of the GLA Act 1999, the procedures of the Assembly and those of any committees of the Assembly shall be regulated by these Standing Orders of the Authority in accordance with paragraph L below^[2].

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- F. Subject to any other provision of the GLA Act 1999 or any other enactment which regulates or provides for the regulation of the procedure to be followed by the Mayor, Standing Orders of the Authority may:

in accordance with section 36(3) of the GLA Act 1999, make provision for regulating the procedure to be followed by any Member of the Assembly by whom functions of the Authority are exercisable pursuant to arrangements under section 54 of that Act;

- (1) in accordance with section 36(4) of the GLA Act 1999, regulate the procedure to be followed by the Mayor or by the Assembly in discharging any functions of the Mayor or the Assembly, to the extent that the functions:
 - a. consist of consultation, or any other interaction or relationship between the Mayor and the Assembly; or
 - b. are exercisable by the Mayor in relation to the Assembly or by the Assembly in relation to the Mayor;
- (2) in accordance with section 36(5) of the GLA Act 1999, make provision for any other matter for which provision by Standing Orders of the Authority is authorised or required by any other provision of that Act or any other enactment;
- (3) in accordance with section 36(7) of the GLA Act, make different provision for different circumstances.

| *Changes to Standing Orders*^[2]

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- G. Any motion to add to, vary or revoke these Standing Orders (other than one to suspend any such provision during a meeting) shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Assembly and the Mayor shall be consulted upon the motion and his/her response reported to the meeting.

SPECIAL QUORUM: Changes to these Standing Orders under this paragraph may only be effected if at least two-thirds of the whole number of the Members of the Assembly is present when a proposal to do so is voted upon. Although two-thirds of the Assembly must be present, the vote to approve changes only requires a simple majority of votes cast by Members present and voting (see section 53(1) of the GLA Act 1999).

- H. Standing Orders may be suspended by the Assembly so far as regards any business at a meeting at which their suspension is moved, but such a suspension will have effect for that meeting only.

SPECIAL QUORUM: A motion to suspend Standing Orders under this paragraph may be moved without notice provided (if so moved) if at least two-thirds of the whole number of the Members of the Assembly is present when the motion is voted upon.

- I. Unless expressly prevented in the text, the provisions of specific Standing Orders may be suspended by a committee so far as regards any business at a meeting at which their suspension is moved, but such a suspension will have effect for that meeting only.

Interpretation of Standing Orders

- J. The following will have effect for the interpretation of Standing Orders, unless the context otherwise requires, but subject to paragraph L below and any express provision in Standing Orders to the contrary:

- (1) "Assembly" means the London Assembly, and reference to a meeting of the Assembly includes a Mayor's Question Time;
- (2) "Assembly Budget Meeting" or "Budget Meeting" means a meeting where the Assembly considers the Draft Consolidated Budget or Final Draft Budget in accordance with section 87 and paragraphs 5 (Assembly consideration of the Mayor's Draft Budget) and 8 (Approval of Mayor's Final Draft Budget by the Assembly) of Schedule 6 to the GLA Act 1999;
- (3) "Authority" means the Greater London Authority which consists of the Mayor of London and the London Assembly;
- (4) "business management committee" refers to the committee designated from time to time by the Assembly as that committee for the purposes of Standing Order 9.4 below;
- (5) "Budget Related Motion" has the meaning given to it in Standing Order 6.2 below;
- (6) "committee" for the purposes of these Standing Orders means an ordinary or advisory committee, or a subcommittee;

(7) Chair means the Chair of the Assembly, or of a committee or subcommittee as the case may be, and includes any person presiding over a meeting in accordance with Standing Order 2.1;

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(8) "Formal Budget Amendment" has the meaning given to it in Standing Order 6.2 below;

(9) "GLA Act" refers to the Greater London Authority Act 1999 (as amended by relevant legislation, including the GLA Act 2007);

(10) "Mayor" means the Mayor of London;

(11) "Member" includes (as relevant) co-opted members of advisory committees, and the Independent Standards Members appointed to the Standards Committee;

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(12) "Non-MQT Business" means that part of an Assembly meeting called as a Mayor's Question Time where the Assembly considers items of business other than the Mayor's periodic report or puts questions to the Mayor, or to staff required to attend the meeting, in accordance with sections 45(3), 52(3) or 70(5) of the GLA Act 1999;

(13) "Non-Budget Business" means that part of an Assembly meeting called as a Budget Meeting where the Assembly considers items of business other than the Draft Consolidated Budget or Final Draft Budget in accordance with section 87 and paragraphs 5 and 8 of Schedule 6 to the GLA Act ;

(14) "Staffing Committee" refers to the committee designated from time to time by the Assembly as that committee for the purposes of Standing Order 9.5 below;

(15) "in writing" includes emails and faxes except where specific requirements are applied in relation to petitions, motions etc;

(16) a reference to the Leaders of the Political Groups includes a reference to their nominees, and "Political Group" and "Leader" has the meaning given to it in sections 15 to 17 of the Local Government and Housing Act 1989 as applied by section 57 of the GLA Act 1999;

- (17) a reference to a particular post includes any person acting up into that post, or another post to which the relevant functions have been wholly or mainly transferred;
 - (18) reference to an Act of Parliament or a statutory instrument includes any subsequent amendment, repeal or revocation.
- K. Subject to paragraph J above, other words and phrases are as expressly defined in the relevant Standing Order or in the corresponding footnote in the relevant “Notes and Definitions” section. In the event of any ambiguity, the Legal Adviser to the Assembly shall advise on their proper meaning. (Otherwise the notes and definitions contained in those sections are for the purposes of clarification only, and that section does not form part of the corresponding Standing Order.)

Application of Standing Orders

- L. The Authority’s Standing Orders shall apply in accordance with the “Application” section to each individual Standing Order, subject to anything to the contrary, or to any restriction, limitation or condition stated in the text of that Standing Order.
- M. These Standing Orders form part of the Authority’s Corporate Governance Framework. The documents that make up the Framework include, but are not limited to, the Financial Regulations, the Contracts and Funding Code, the Code of Conduct (a statutory Code) and the Schemes of Delegation of Functions of both the London Assembly and the Mayor of London. The documents that make up the Authority’s Corporate Governance Framework are approved when required either or jointly by the Assembly and/or Mayor as appropriate.

Notes and definitions

[1] The bar on delegation under paragraph A applies to the Mayor and Assembly and is a requirement of s36(9) of the GLA Act.

[2] Note that paragraphs G and H above (including the requirement for a special quorum) do not apply to any addition or variation of Standing Orders at a Budget Meeting made in accordance with Standing Order 6.6 below.

Deleted: [2] Although a committee of the Authority as a whole, and not of the Assembly, Standing Orders apply to the Standards Committee – see SO 11.2C. ¶

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1.2 MEETINGS OF THE ASSEMBLY AND ITS COMMITTEES

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. The Assembly ~~and~~ its committees shall hold their meetings in accordance with the Annual Timetable, agreed or varied from time to time by the London Assembly or its business management committee^[1], and (if applicable) the rules and procedures approved by that committee, under Standing Order 1.3G, but subject always to:

(1) the Chair of the Assembly's powers to call an extraordinary meeting of that body under Standing Order 1.7; and

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(2) Members' rights to requisition meetings under Standing Order 1.8 below.

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- B. Before the expiry of 10 days after the date of the poll at an ordinary GLA election^[2], the Assembly shall hold a meeting to elect the Chair and Deputy Chair of the Assembly.

- C. Within 25 days^[3] after the date of the poll at an ordinary election the Assembly shall hold a Mayor's Question Time.

- D. Formal notices of individual Assembly and committee meetings will be published in accordance with Part 5A of the Local Government Act 1972 (as amended) and Standing Order 1.11 below.

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- E. Unless the body in question decides otherwise, every meeting of the Assembly and its committees will be held at City Hall, be open to the public in accordance with section 100A of the Local Government Act 1972 and shall commence during normal office hours.

Deleted: and the Standards Committee

Notes and definitions

[1] The Business Management and Administration Committee has been designated as the committee for the purposes of SO 9.4 responsible for the Assembly's business management functions.

[2] An ordinary GLA election refers to the regular poll to elect the Mayor and all 25 Members of the Assembly every 4 years. Section 52(2), GLA Act requires the first Assembly meeting after an ordinary GLA election to be held within 10 days (including weekends, public and bank holidays) of the poll.

[3] This is required by s52(4), GLA Act .

1.3 THE ANNUAL TIMETABLE OF MEETINGS

Application: paragraphs A to C below apply to the business management committee only; paragraphs D to H below apply to the Assembly, its committees ~~and~~ subcommittees.

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- A. The business management committee will approve an annual timetable of meetings ("Annual Timetable") for meetings of the Assembly ~~and~~ its committees for the forthcoming Assembly year, giving indicative dates and times for when meetings are to be held, subject to paragraph F below. The Assembly will then consider and confirm the Annual Timetable at its first meeting of the Assembly Year^[1].

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- B. Before approving the Annual Timetable, Group Leaders will be consulted on its contents, as will the Mayor as regards the proposed dates for Mayor's Question Times ~~and~~ the Assembly Budget Meetings.

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- C. The Annual Timetable will designate the following meetings (the agendas for which may include other items of business as the Chair of the relevant body considers appropriate) subject to paragraph G below, if applicable:

- (1) a sufficient number of Assembly meetings as "Mayor's Question Times" ("MQTs") in accordance with section 52(3) of the GLA Act, to ensure that at least 10 are held in that calendar year^[2];
- (2) one Assembly meeting designated as the Annual Meeting, to be held at least once in every calendar year in accordance with Standing Order 1.4 below;
- (3) two "Assembly Budget Meetings" in accordance with Standing Order 6:
 - one to consider the Mayor's Draft Consolidated Budget ("the Draft Budget Meeting") to be held on or before the 1st day of February^[3] each year; and
 - another to consider the Mayor's Final Draft Budget ("the Final Budget Meeting") to be held before the end of February^[3];

and such meetings may be combined with a Mayor's Question Time if the Chair of the Assembly considers it appropriate;

(4) other Assembly meetings (“plenary meetings”) for the purpose of transacting such other general business as the Chair determines;

(5) meetings of committees as and when required.

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D. The detailed content and format of a meeting shall be for the Chair of the Assembly ~~or committee~~ to determine, but subject to any decision of the body in question to the contrary.

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E. The dates and times of meetings in the Annual Timetable are indicative only, and will be confirmed by a formal notice calling the meeting published under Standing Order 1.1~~1~~ below.

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F. The publication by the Executive Director of Secretariat in accordance with Standing Order 1.1~~1~~ below of a formal notice calling a meeting shall be conclusive as to the date, time and place it is to be held.

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G. The approval of the Annual Timetable under paragraph A above shall not prevent the Assembly or its business management committee from subsequently varying it. In addition, either body may approve rules and procedures from time to time prescribing the maximum number of meetings a committee may hold in an Assembly year and how any additional extraordinary meetings (other than those requisitioned under Standing Order 1.8 below) may be called.

H. The approval of the Annual Timetable, and any rules and procedures under paragraph G above, is subject to the provisions of Standing Order 1.~~7~~ and 1.~~8~~ below.

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Notes and definitions

[1] “Assembly year” refers to the period between Annual Meetings of the Assembly.

[2] Under s52(3) of the GLA Act it is a statutory requirement to hold 10 MQTs per calendar year.

[3] These deadline dates are set out in paragraphs 3(4) and 6(6) of Schedule 6 to the GLA Act.

1.4 BUSINESS OF THE ANNUAL MEETING

Application: applies to the Assembly only.

- A. In a calendar year when an ordinary GLA election^[1] falls to be held, the first Assembly meeting held after the poll shall be the Annual Meeting; otherwise the Annual Meeting shall be held on a date to be determined by the Assembly.
- B. The Annual Meeting will transact the following business:
- (1) as the first item of substantive business, the election of the Assembly's Chair and Deputy Chair^[2], in accordance with section 52(2) of the GLA Act 1999 and Standing Order 1.5 below;
 - (2) receive reports concerning proposals for the establishment of its committees (if any), including:
 - the approval of the number of seats on each;
 - the approval of their terms of reference^[3];
 - the appointment of individuals to those bodies (or approval of a mechanism for their appointment) in accordance with the rules on political proportionality under sections 15 to 17 of the Local Government and Housing Act 1989;
 - the appointment of Chairs and (if any) Deputy Chairs of committees in accordance with Standing Order 1.6 below, unless the Assembly decides to leave this to the body concerned;
 - (3) receive a report concerning the approval of the list of Substitute Members for committees in accordance with Standing Order 8.6;

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- (4) consider and confirm the annual timetable of meetings (“Annual Timetable”) for meetings of the Assembly ~~and its committees for the forthcoming Assembly Year;~~
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 - (5) consider the Assembly’s Scheme of Delegation, and (for noting only) the Mayor’s Scheme of Delegation as are maintained under Standing Orders ~~10.8 and 10.9 below;~~
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 - (6) in accordance with Standing Order 8.4, make and/or confirm any appointments (including substitutes) to outside bodies;
 - (7) agree any outstanding minutes of Assembly or committee meetings as a correct record ^[4]; and
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 - (8) any other business the Head of Paid Service ^[6] decides to include on the agenda of the Annual Meeting.
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- C. Motions may not be considered at the Annual Meeting, unless accepted as urgent business in accordance with Standing Order 1.1 ~~QA~~ below.
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- D. Unless otherwise decided when they are established, the duration of every committee (if any) and the term of appointment of their members, shall be until the start of the next Annual Meeting (or until the date of the poll in respect of the next ordinary GLA election if sooner), when they must be re-established and re-appointed if they are to continue.
- E. The Assembly may also vary from time to time the terms of reference of any of its committees, as may the business management committee in relation to such bodies with the exception of itself. The decision of the Assembly will prevail where the views of business management committee and the Assembly diverge (SO 1.1C refers).

Notes and definitions

[1] An ordinary GLA election refers to the elections held for the Mayor and all 25 Assembly Members under s2(7) of the GLA Act.

[2] There is no statutory requirement under the GLA Act to hold an annual meeting, but s51 requires the Assembly to elect a Chair and Deputy Chair of the Assembly within 10 days of the poll at an ordinary GLA election.

[3] It may prove necessary to vary the terms of reference of a committee during the Assembly Year and this may be done, in accordance with Standing Order 1.4(E).

[4] The Assembly, as the parent body, may approve the minutes of committee meetings. Members are not required to have been present at a meeting in order formally to approve the minutes of that meeting.

Deleted: [4] Under s53(10) of the Local Government Act 2000 the Standards Committee is not subject to the rules requiring political proportionality set out in sections 15 to 17 of the Local Government and Housing Act 1989. There is nothing to prevent the Assembly appointing on that basis however.¶

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1.5 ELECTION OF THE CHAIR AND DEPUTY CHAIR OF THE ASSEMBLY

Application: applies to the Assembly only.

- A. The Assembly shall elect from amongst themselves a Chair (“the Chair of the Assembly” or “the Chair”) and Deputy Chair (“the Deputy Chair of the Assembly” or “the Deputy Chair”).
- B. If either position falls vacant then the first item of business at its next Assembly meeting (including an MQT) shall be to fill the vacancy^[1]. Whenever the position of Chair is vacant then the Deputy Chair shall be the Assembly’s acting Chair until that position is filled^[2].
- C. Aside from a vacancy, and subject to any different term of office decided under paragraph D below, the election of the Chair and Deputy Chair shall take place at the Annual Meeting.
- D. The Assembly may determine the length of the Chair’s and Deputy Chair’s terms of office, subject to a maximum term of appointment of one Assembly year. Appointments will normally run from appointment at an Annual Meeting to the commencement of the next Annual Meeting.
- E. The Head of Paid Service, or his/her nominated officer, shall conduct the proceedings to elect the Chair and/or Deputy Chair^[3].
- F. Only votes “for” a candidate shall be taken. Where there are two or more candidates in the election, and when a vote is taken there is not a simple majority of votes cast (abstentions not counted) in favour of one of them, then the name of the person having the least number of votes shall be struck off the list. A fresh vote shall then be taken, and such votes repeated, until a simple majority of votes is cast in favour of one candidate. If only one candidate stands, provided he or she has been proposed and seconded, and it is apparent to the officer conducting the process that no other Assembly Member intends to stand, then that person shall be deemed to have been appointed as the Chair or Deputy Chair of the Assembly without a vote having to be taken.
- G. The Assembly may remove its Chair and/or Deputy Chair at any time before the expiry of their terms if it passes a notice of motion declaring them to be removed from office^[4].

Notes and definitions

[1] & [2] To fill the vacancies as the first item of business is a requirement of s51(6) of the GLA Act. The Deputy Chair becomes acting Chair whenever the former is vacant under s51(7).

[3] At common law an election of Chair is invalid if presided over by a candidate in that election.

[4] A motion under paragraph G must be moved in accordance with Standing Order 3 and, if an Urgent Motion, both the Chair of the Assembly and the Assembly itself must consent to it being considered as an urgent item of business in accordance with Standing Order 1.1^Q below (Urgent business and adding urgent items). To be effective such a motion must propose they are to be removed from the office of Chair or Deputy Chair rather than simply expressing no confidence in the Chair or Deputy Chair.

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1.6 APPOINTMENT OF CHAIRS AND DEPUTY CHAIRS OF ASSEMBLY COMMITTEES

Application: applies to the Assembly in so far as it appoints committee Chairs and Deputy Chairs, and to committees and subcommittees ~~if allowed~~ to appoint their own Chairs.

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- A. The Assembly shall appoint the Chairs and (if any) Deputy Chairs of its committees (or, if established after the Annual Meeting, the parent committees shall appoint the Chairs and Deputies of their subcommittees) unless the Assembly (or, in the case of a subcommittee so appointed, unless the parent committee) decides to allow a committee or subcommittee to elect its own. If so, the procedure in Standing Order 1.5F above shall apply to their election, which shall be conducted by the Executive Director of Secretariat or nominated officer.
- B. The Deputy Mayor may not be appointed the Chair of any committee whether ordinary or advisory.
- C. No Assembly Member can preside as the Chair or Deputy Chair of a committee if that body's remit includes the scrutiny of a function or power of:
 - (1) the Mayor; or
 - (2) a Functional Bodyand that person (either directly or as a Member of the Functional Body or other body in question) exercises or assists in the exercise of those functions or powers.
- D. If the position of committee Chair or Deputy Chair falls vacant then the Assembly shall fill the vacancy at its next meeting. If there is a Deputy Chair then he/she shall be the acting Chair until the vacancy is filled.
- E. Advisory committees and their subcommittees^[1] may have Chairs or Deputies who are not Assembly Members.

Notes and definitions

[1] Under s55(3) of the GLA Act an ordinary committee may not include non Assembly Members but advisory committees may under s55(4)

1.7 POWERS TO CALL EXTRAORDINARY MEETINGS

Application: applies to the Assembly (other than MQTs), its committees and subcommittees.

A. The Chair of the Assembly may call an extraordinary meeting of the Assembly at any time, taking into account any requests received from Assembly Committees or requests received in accordance with Standing Order 1.8, below^[1].

B. The Chair of a committee may only call additional meetings of that body if in doing so the maximum number of meetings prescribed under Standing Order 1.3G above for that Assembly year (if any) has not been exceeded. Where that prescribed number is exceeded then any further extraordinary meetings may only be called in accordance with rules and procedures approved under Standing Order 1.3G.

C. Before calling the extraordinary meeting the Chair shall consult the Deputy Chair (if any) and in the case of an Assembly meeting, if practicable to do so, he/she shall consult the Political Group Leaders.

D. An extraordinary meeting called under this Standing Order 1.8 may only transact business included in the agenda accompanying the formal notice calling it.

E. This Standing Order 1.7 does not apply to the calling of a Mayor's Question Time, which may not be called as an extraordinary meeting^[2].

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APPOINTMENT OF CHAIR
AND DEPUTY CHAIR OF THE
STANDARDS COMMITTEE[¶]

A. . . The Chair and Deputy Chair of the Standards Committee shall be appointed by the members of that Committee in accordance with Standing Order 11.2F. The Executive Director of Secretariat or his/her nominated representative shall conduct proceedings for the election of the Chair.

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Standards Committee may call an
extraordinary meeting of that
Committee at any time.

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Notes and definitions

[1] Chairs of committees have no power to call additional meetings of their committees unless authorised to do so by rules made by the Assembly or the business management committee under SO 1.3G.

[2] The GLA Act does not allow an MQT to be called as an extraordinary meeting.

General comment: If the extraordinary meeting is called on less than 5 clear working days' public notice then the urgency procedure under Standing Order

1.10A below must be followed at the start of the meeting.

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1.8 MEMBERS' RIGHTS TO REQUISITION EXTRAORDINARY MEETINGS

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Application: applies to the Assembly (other than MQTs), its committees, and subcommittees.

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Requisitions of Assembly meetings

- A. If the Chair of the Assembly refuses to call an extraordinary meeting of the Assembly after a written request has been presented to him/her for that purpose signed by any five Assembly Members or if, without so refusing, the Chair does not call and hold an extraordinary meeting within seven days^[1] after such a request was presented to him/her, then the following provisions of this Standing Order (apart from paragraph D below) shall apply to the calling of the extraordinary Assembly meeting.
- B. The Members making the request to the Chair of the Assembly under paragraph A above shall state the purpose of the proposed meeting, including the text of any motion to be proposed.
- C. After the expiry of the seven day period mentioned in paragraph A above then any five^[2] Assembly Members may forthwith call an extraordinary meeting of the Assembly by presenting the Executive Director of Secretariat with a Requisition Notice complying with paragraph E below. The extraordinary meeting thereby requisitioned must be held within 10 working days^[3] of the date the Requisition Notice was presented to the Executive Director of Secretariat. Upon receipt of the Requisition Notice, the Executive Director shall arrange for a formal notice calling the meeting to be published in accordance with Standing Order 1.1.1 below and circulated to all those entitled to attend as soon as possible in compliance with that notice.

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Requisitions of committee meetings

- D. A meeting of a committee (ordinary or advisory) may be requisitioned if at least one half of its total Membership^[4] presents the Executive Director of Secretariat with a Requisition Notice complying with paragraph E below. The Executive Director of Secretariat shall immediately give a copy to the Chair of the committee. The extraordinary meeting thereby requisitioned must be held within 10 working days of the date the Requisition Notice was presented to the Executive Director of Secretariat. Upon receipt of the Requisition Notice, the Executive Director shall arrange for a formal notice calling the meeting to be published in accordance with Standing Order 1.1.1 below and circulated to all those entitled to attend as soon as possible in compliance with that Requisition Notice. The following provisions of

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this Standing Order apply to the calling of the extraordinary committee meeting thereby requisitioned.

General

E. A Requisition Notice must be dated and clearly state that it is a formal requisition to call a meeting under this Standing Order 1.8. Notice of the meeting must set out the precise date and time^[4] of the extraordinary meeting and an agenda of the items of business to be considered, including (where an Assembly meeting) the text of any motion and named proposer and seconder.

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F. An extraordinary meeting shall be cancelled if the Requisition Notice is withdrawn before the day of the meeting. The notice may only be withdrawn by notice in writing (in this provision emails and faxes will not be accepted) signed by all Members who signed the Requisition Notice and delivered to the Executive Director of Secretariat, who shall arrange for notice to be sent to all Members entitled and for notice of the cancellation to be posted on the Authority's website.

G. This Standing Order 1.8 does not apply to the calling of Mayor's Question Time, which may not be requisitioned as an extraordinary meeting^[5].

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Notes and definitions

[1] Section 52(9) of the GLA Act sets out a statutory right to requisition meetings of the Assembly. Section 52(9) does not specify "clear days" or "working days" but simply "days", and so the time limit under paragraphs A and C includes weekends, public holidays etc as well as the day the request was made. If called on less than 5 clear days' public notice the procedure in Standing Order 1.11A applies.

[2] Where meetings of the Assembly are concerned, s52(9) of the GLA Act requires at least 5 Assembly Members to sign the requisition for it to be valid.

[3] "Working days": see the definition in Note No.2 to Standing Order 1.10 below. Note that it is simply "days" under paragraph A but it is "working days" under paragraph C.

[4] Under Standing Order 1.2E, unless the body in question decides otherwise all Assembly and committee meetings must be held at City Hall and must commence during normal office hours.

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| ~~[5]~~ The GLA Act does not allow a Mayor's Question Time to be called using the requisition procedure.

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General comment: The Chair of the Assembly, or of a committee, presides at the requisitioned extraordinary meeting in the ordinary way unless absent, in which case Standing Orders 2.1 B or C apply. The quorum for a requisitioned meeting is that required by Standing Order 2.4 below. Also Standing Orders apply to the requisitioned meeting in the same way as to normal Assembly/committee meetings.

1.9 NORMAL NOTICE PERIOD FOR MEETINGS

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Application: applies to the Assembly, its committees and subcommittees.

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- A. A meeting of the Assembly for Mayor's Question Time shall be called by not less than 14 clear working days' public notice being given in accordance with section 100B of the Local Government Act 1972, unless it is the first such meeting after an ordinary GLA election, in which case the notice formally calling the meeting shall be given as soon as practicable after the date of the poll^[1].
- B. All other meetings of the Assembly ~~and~~ of its committees shall be called by not less than 5 clear working days' public notice^[2] being given in accordance with sections 100B and 100E of the Local Government Act 1972 (as amended), unless the relevant Chair has given his/her consent to it being called on shorter notice and to the items of business on the agenda being urgent under Standing Order 1.10A or a meeting is called using the powers in Standing Order 1.7.
- C. If a committee was scheduled to meet at the time chosen for an extraordinary meeting of the London Assembly then its commencement will be delayed until the rise of the Assembly, and the notice published under Standing Order 1.11 below calling the Assembly meeting will indicate this.

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Notes and definitions

[1] See s52(6) of the GLA Act , as amended by Local Government Act 2003, s127(1), Sch 7, paras 68, 69(1), (3).

[2] A "working day" excludes a Saturday, Sunday, Christmas Day and Boxing Day and any other day that is a bank holiday, public holiday or day of public thanksgiving or mourning. A "clear day" excludes the day of the notice's publication and the day of the meeting.

1.10 CONSIDERING URGENT BUSINESS AND ADDING URGENT ITEMS

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Application: applies to the Assembly, its committees and subcommittees.

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- A. An urgent item of business (including an item added to the agenda) may only be considered without having been open to public inspection for at least 5 clear working days^[1] if (and only if):
- (1) in accordance with section 100B(4B) of the Local Government Act 1972 the person presiding^[2] at the meeting considers that, by reason of special circumstances, the item should be considered as a matter of urgency; and (if so) makes a statement to that effect at the meeting which shall be recorded in the minutes; and
 - (2) where a motion to the Assembly is concerned, the meeting itself, by a vote without debate, agrees to proceed in those circumstances and to consider the urgent item following the proposer of the motion having explained the reasons for urgency in accordance with Standing Order 3.12B(1) below^[3].
- B. For the avoidance of doubt, the Assembly's consent under paragraph A(2) above is not required for the consideration at an Assembly Budget Meeting of a Formal Budget Amendment or a Budget Related Motion moved in accordance with Standing Order 6.
- C. Items of business to which paragraph A above applies, including those submitted on that basis, shall be referred to in Standing Orders as "Urgent Items", and motions as "Urgent Motions".

Notes and definitions

[1] A "working day" excludes a Saturday, Sunday, Christmas Day and Boxing Day and any other day that is a bank holiday, public holiday or day of public thanksgiving or mourning. "Clear day" excludes the day of publication of the notice and the day of the meeting.

[2] "Person presiding" includes the Chair or other person under Standing Order 2.1B or 2.1C. Under s100B(4)(b) of the Local Government Act 1972 it is the "chairman of the meeting" who must give consent, who may not necessarily be the permanent Chair of the body in question.

[3] This only applies to the Assembly when it considers an urgent motion, and is not a statutory requirement. Note that under Standing Order 3.12B(1) the mover

of an urgent motion has the right to speak for up to 1 minute to explain why it is urgent before the vote referred to in 3.12B(2) is taken.

General note: As a result of s100B(4)(b) of the Local Government Act 1972 the Chair of the Assembly or a committee (or other person presiding at the meeting) has a statutory veto over urgent items of business ie where less than 5 clear working days has been given. Therefore paragraph A(1) applies to extraordinary meetings requisitioned under Standing Order 1.8 as well as to those called by a Chair under Standing Order 1.7.

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1.11 FORMAT AND PUBLICATION OF NOTICES CALLING MEETINGS

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Application: applies to the Assembly, its committees, and subcommittees.

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A. Every meeting of the Assembly ~~and~~ its committees ~~be called or summoned~~ by the publication and despatch of a formal notice in accordance with this Standing Order 1.11.

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B. Every notice formally calling a meeting of the Assembly or a committee (including a requisitioned meeting) shall be published in the name of the Executive Director of Secretariat (or the post holder undertaking those duties) in his/her capacity as "proper officer" under Part 5A of the Local Government Act 1972 (as amended)^[1].

C. The Executive Director of Secretariat shall arrange for copies of the notice calling a meeting, together with the items listed at paragraph E below, to be sent to:

- (1) every Assembly Member and to the Mayor; and
- (2) in the case of committees, every member of that body including co-opted members (if any).

D. Notices will be deemed to be published on the day the notice is dated and despatched with the items listed in paragraph E below.

E. The notice calling a meeting shall include^[2]:

- (1) the time, date and location of the meeting;
- (2) an agenda of the items of business to be considered; and
- (3) a copy of each of the reports for the meeting, unless (where distribution to the press and public is concerned) the whole or part of any report is, in the Executive Director of Secretariat's opinion, likely to disclose exempt or confidential information within the meaning of Part 5A of the Local Government Act 1972^[3];
- (4) for Assembly meetings, copies of those notices of motion and amendments (if any) as were deposited with the Executive Director of Secretariat by not later than 12 noon on the sixth clear working day before the date of the meeting, to be set out in the order in which they were received;

- (5) for MQT meetings, questions to the Mayor submitted under Standing Order 5.6 below and, for members of staff required to attend MQTs, details of the subject areas they are likely to be questioned upon as required by Standing Order 5.7D, as were deposited with the Executive Director of Secretariat by not later than 12 noon on the sixth clear working day before the date of the meeting, to be set out in the agenda in the order in which they were received;
 - (6) details of the subject areas that the Mayor, members of staff or other persons are likely to be questioned upon as required by Standing Order 2.15B(1) or (2) below, as have been deposited with the Executive Director of Secretariat by not later than 12 noon on the sixth clear working day before the date of the meeting, to be set out in the agenda in the order in which they were received;
 - (7) any further statements or particulars as are necessary in the Executive Director of Secretariat's opinion to indicate the nature of the items included on the agenda; and
 - (8) copies of any other documents supplied to Members in connection with the item that the Executive Director of Secretariat considers appropriate.
- F. If a report is not available at the time an agenda is published, then a supplementary agenda will be published with the report as soon as possible thereafter^[4]. (If published on less than 5 clear working days' public notice, the items of business on the supplementary agenda shall be regarded as urgent business and will therefore be subject to the rules set out at Standing Order 1.10.)
- G. If withdrawn before the date for despatch of the agenda by its proposer and seconder by notice in writing to the Executive Director of Secretariat, the notice of motion or notice of amendment is not required to be included on the agenda.
- H. Copies of the notice calling the meeting, its agenda, reports and the other items listed in paragraph E above shall (subject to paragraph E(3) above) be open for public inspection by being:
- (1) published on the Authority's website; and
 - (2) available for collection by members of the press and public from the Secretariat.

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- I. Agendas, reports and other related documents may be despatched by electronic means or in hard copy, and the date of despatch shall refer to the earliest means by which such documents are circulated by or on behalf of the Executive Director of Secretariat.
- J. The Mayor and Assembly Members will be sent a hard copy of all documents unless they request them to be sent only in electronic format.

Notes and definitions

[1] The Executive Director of Secretariat is the designated “proper officer” for the purposes of Part 5A of the Local Government Act 1972 (access to information) under the Assembly’s Scheme of Delegation.

[2] Except for paragraphs (4) to (6) the other matters listed in paragraph E are required by s100B(7) of the Local Government Act 1972 (as amended).

[3] Any decision of the Executive Director of Secretariat to exclude from publication for the press and public all or part of a report on the basis that it contains exempt information is subject to confirmation or otherwise by the Assembly or relevant committee at the meeting.

[4] Instead of putting the note “Report to follow” on an agenda, a supplementary agenda should be issued in accordance with paragraph F.

1.12 CHAIR'S POWERS CONCERNING THE AGENDA

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Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. Following consultation with the Executive Director of Secretariat (or his/her representatives), the Chair may decide what business is to be transacted at the meeting and the order in which items will appear on the published agenda subject (in either case) to:
- (1) any rule of law requiring business to be considered; or
 - (2) Members raising matters/issues at meetings by notice of motion under Standing Order 3.3F or (in the case of a committee) which have been referred to the committee;
 - (3) the statutory officers⁽¹⁾ requiring that the published agenda for the meeting is to include a particular item of business, or particular content in a report, if pursuant to the discharge of their statutory functions;
 - (4) any previous decision of the body in question to defer an item for consideration to that meeting, or a decision of the Assembly to refer an item to a committee under Standing Order 3.13.
- B. If in the opinion of the Chair, after consultation with the Executive Director of Secretariat, any question, motion, recommendation in a report or amendment is unlawful or improper or fails to comply with Standing Orders, then the Chair may determine that it is out of order and shall not be considered by the meeting and, in addition, may also be excluded from the printed agenda. The Chair shall contact the Member(s) who submitted the question, motion, report or amendment as soon as practicable giving reasons for his/her decision.

Notes and definitions

[1] the officer designated as the Authority's Head of Paid Service under section 72 of the GLA Act; the Chief Finance Officer appointed under section 127 of the Act; and the Monitoring Officer designated under section 73 of the Act.

1.13 CANCELLING MEETINGS AFTER THE FORMAL NOTICE HAS BEEN PUBLISHED

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Application: applies to the Assembly, its committees and subcommittees.

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A. Except in the case of scrutiny review meetings, where a formal notice calling a meeting of the Assembly or of a committee has been published under Standing Order 1.11 above, the meeting may not be cancelled or postponed^[1].

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B. Scrutiny review meetings may be cancelled after the formal notice has been published if, for example, witnesses are unable to attend and the meeting has no substantive business to discuss. In this situation the Executive Director of Secretariat may cancel the meeting following consultation with the Chair, and shall then notify all members of the body concerned of the cancellation and publish a notice to that effect on the Authority's website as soon as possible^[2].

C. Paragraph A above shall not apply to a meeting requisitioned under Standing Order 1.8 above.

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D. Where a meeting is postponed under B above, the business will be considered on a date agreed for the holding of the postponed meeting. Where a meeting is cancelled the business will fall, and will only be discussed at a subsequent meeting if it is added to the agenda in the usual way.

Notes and definitions

[1] It is doubtful whether a meeting, once properly convened by service of the notice of meeting, may be lawfully cancelled or postponed. The proper course is to convene the meeting and immediately adjourn it.

[2] The agendas for scrutiny review meetings are often fluid and, in order to avoid convening meetings at which no invited guests are able to attend nor substantive business is programmed, these meetings may be postponed or cancelled if the Chair agrees. This does not apply where guests have been summonsed to attend a meeting.

1.14 MINUTES OF MEETINGS

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Application: applies to the Assembly and its committees.

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- A. The Executive Director of Secretariat shall keep minutes of the proceedings of all meetings of the Assembly and its committees in such form as he/she determines from time to time^[1].

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- B. Minutes shall be presented at the next suitable meeting of the body in question for their approval as a correct record of the proceedings, and shall be signed by the Chair or other person presiding. For the purposes of these Standing Orders and section 56(4) of the GLA Act the “next suitable meeting” is that meeting in respect of which the minutes to be approved were available to be published with the agenda^[2].
- C. In relation to Mayor’s Question Time “minutes” includes the text of any question put pursuant to section 52(3) at the meeting, the text of the answer given to any such question, and whether the question was put, or the answer given, orally at the meeting or in writing subsequently^[3].
- D. The minutes shall also include a record of all Members attending the meeting and other persons participating in the proceedings, including the Mayor.
- E. The minutes of a meeting of a subcommittee shall be reported to the next suitable meeting of its parent committee.
- F. Where necessary, the Executive Director of Secretariat may edit the minutes to ensure their clarity, accuracy and lawfulness.

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Notes and definitions

[1] As required by s56, GLA Act, the Assembly approves the form of the minutes but this is delegated by paragraph A to the Executive Director of Secretariat.

[2] Section 56(4), GLA Act allows Standing Orders to state what is to be regarded as the next suitable meeting. Paragraph B, above, sets out a definition of ‘next suitable meeting’ in this context.

[3] This is a requirement of s56(5) of the GLA Act which defines what minutes are to include in the context of MQT.

General comment: Section 56(3) of the GLA Act states that any minute purporting to be signed by the person presiding at its next suitable meeting (as in paragraph B above) is to be received in evidence without further proof. Paragraphs A to D are required by section 56, GLA Act.

1.15 COMMUNICATIONS CONCERNING ASSEMBLY BUSINESS

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Application: applies to the Assembly, its committees, and subcommittees.

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- A. All notifications to Members from the Chair of the Assembly or from the Chair of a committee about meetings and their business shall go via the Executive Director of Secretariat.
- B. All notices, documentation and other correspondence sent to the Assembly or to a committee by the Mayor, Assembly Members or other persons, in relation to the business of the Assembly or the relevant committee, shall be regarded as having been properly given if delivered to the Chair of the Assembly or the Chair of the committee in question.

STANDING ORDER 2

REQUIREMENTS FOR HOLDING MEETINGS

2.1 THE CHAIR OR OTHER PERSON PRESIDING

Application: applies to the Assembly, its committees, and subcommittees.

- A. The Chair of the Assembly, or of a committee, will preside over and chair all meetings of that body (including any requisitioned under Standing Order 1.9). The Chair of the Assembly shall preside over Mayor's Question Times^[1].
- B. If the Chair is absent then the Deputy Chair^[2] (if any) will preside.
- C. If after 15 minutes from the time the meeting was due to start both the Chair and Deputy Chair are absent, then (as its first item of business) the meeting will elect from those present a Member to preside at that particular meeting.
- D. Paragraphs B and C above also apply if the Chair cannot be present or cannot preside over a particular item of business.
- E. The person presiding (including the Deputy Chair or other duly appointed Member) may during that meeting exercise all the powers and functions given by law or Standing Orders to the Chair.
- F. Any reference to a "Chair" in Standing Orders shall include any such other duly appointed person presiding over the meeting.

Notes and definitions

[1] Paragraphs A to F apply to Mayor's Questions Time in the same way as they apply to other meetings of the Assembly.

[2] In paragraphs B to F “Chair” and “Deputy Chair” refer to the Chair of the Assembly and the Deputy Chair of the Assembly, elected under Standing Order 1.5 above, where meetings of that body are concerned. Otherwise, Chair refers to the person appointed or elected as the Chair and Deputy Chair (if any) of a committee or subcommittee.

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2.2 THE CHAIR'S GENERAL DUTIES

Application: applies to the Assembly ~~and its committees.~~

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- A. The Chair's^[1] general duties^[2] include the following, subject to anything required by law or Standing Orders:
- (1) chairing the meeting;
 - (2) ensuring the fair, efficient and timely transaction of business;
 - (3) keeping order at the meeting;
 - (4) complying with the law and Standing Orders as they apply to the meeting, having regard to advice from the Executive Director of Secretariat;
 - (5) deciding the order in which Members will be called to speak;
 - (6) deciding what conduct is "in order" in terms of Standing Orders; and
 - (7) preventing Members and others from making allegations about the conduct of a person who is not present at the meeting (and therefore unable to reply) in breach of Standing Order 2.10A below.
- B. Following advice from the Executive Director of Secretariat (or his or her representative) the Chair's ruling on any matter of order or procedure under Standing Orders shall be final.
- C. If the Chair thinks it necessary to do so, he or she may interrupt business to restore order and may suspend or adjourn the meeting for whatever period of time he/she considers appropriate.
- D. If the Chair considers it would assist the conduct of business he or she may take items of business in an order different from that set out on the agenda for the meeting.

Notes and definitions

[1] In paragraphs A to D "Chair" refers to the Chair of the Assembly, elected under Standing Order 1.5 above, where meetings of that body are concerned; otherwise it refers to the person appointed or elected as the Chair of a committee

or subcommittee. "Chair" also includes any person presiding in the Chair's absence.

[2] Chairs' powers are also referred to in SO1.1² (Chair's Powers concerning the Agenda) and SO¹⁰.2 (Standing Delegation to Chairs).

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2.3 QUESTIONS TO THE CHAIR

Application: applies to the Assembly, its committees, and subcommittees.

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- A. Any Member may ask the Chair of the Assembly, or of a committee, any question relevant to the business of the meeting or the functions, powers or procedures of that body. Such questions may be asked before, during or after the meeting and, if put in writing, shall receive a formal response under paragraph C below, unless paragraph B applies. Alternatively, the Chair may redirect any question to the Chair of an appropriate committee to answer.
- B. The Chair may decline to answer any question that is not relevant to the functions, powers or procedures of the body in question.
- C. The Chair shall provide a written answer within three clear working days if it is not reasonably practicable to provide an oral answer at the meeting.

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2.4 QUORUM

Application: applies to the Assembly, its committees and subcommittees.

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A. Except where a Special Quorum applies, the quorum to enable business to be transacted is as follows:

(1) in the case of Assembly meetings, when no Assembly seats are vacant^[1], the quorum is half of the number of Assembly Members; and

(2) in the case of other committees, the quorum is such number as is not less than one half of its total membership (including co-opted members).

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(2) . for the Standards Committee, the quorum is such number as is not less than one half of its total membership provided that at least one Independent Standards Member is present. ¶

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B. If one or more Assembly seats are vacant then the quorum for meetings of the Assembly shall be not less than half of the number of the remaining Assembly Members (ie instead of by reference to the whole number of Assembly seats: 25).

C. A different quorum (higher or lower) from that stated in paragraph A^[2] above shall apply when certain business is transacted if either:

(1) these Standing Orders so require; or

(2) the Assembly passes a resolution to that effect;

which shall be called a “Special Quorum” in these Standing Orders.

D. SPECIAL QUORUM: A proposal at an Assembly meeting to prescribe a special quorum under paragraph C above is itself subject to a special quorum. This requires that at least two-thirds of the whole number of Assembly Members (or, in the event of vacancies, then two-thirds of such lower number as remain) is present before such a proposal can be considered (ie 17 members if no seats are vacant).

E. If a quorum (including a special quorum) is not present within 15 minutes of the time when the meeting was due to commence as stated on the agenda, the meeting shall be abandoned and the business will fall.

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F. With the exception of the Assembly Budget Meetings^[3], if the Chair of a meeting finds that the meeting has become inquorate, the Chair may wait for 5 minutes, following which, if the meeting is still inquorate, the meeting shall end and any business not concluded at that point shall fall. If

before the end of the 5 minute period a quorum is restored, the meeting will continue and finish the business on the agenda.

- G. If, following an adjournment, the Assembly, committee or subcommittee is to reconvene at a stated time but the meeting remains inquorate at that stated time, paragraph E above does not apply and the meeting will end.

Notes and definitions

[1] Assembly meetings: if no Assembly seats are vacant then the quorum for an Assembly meeting shall be 13 Members. See paragraph B where one or more are vacant.

[2] “Special quorum” means a quorum prescribed under paragraph C different from that under paragraph A. It can be for either the whole meeting or for the consideration of a particular item of business. Only the Assembly can approve a special quorum under paragraph C, either for its own meetings or for committee meetings. To assist the reader where a special quorum applies the words are in capitals.

[3] “Assembly Budget Meeting” in paragraph F refers to the two meetings called to consider the Draft Consolidated and Final Draft Budgets and covered by Standing Order 6.14 (Inquoracy during Budget Meetings).

General comment: The difference between paragraphs E and F is that the former applies at the start of the meeting and the latter if a meeting goes inquorate sometime thereafter.

At common law a quorum cannot be less than three, as otherwise the Chair’s casting vote would potentially determine every item of business. If a meeting becomes inquorate the business falls as a result of Paragraph F. Any business not transacted by that point can only be considered if a new agenda is issued calling a new meeting (which could be an extraordinary meeting).

2.5 REQUIRED MAJORITY FOR TAKING DECISIONS

Application: applies to the Assembly, its committees and subcommittees,

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A. All questions and other matters coming before, or to be decided by, the Assembly, or by a committee, shall be decided by a simple majority of its members present and voting^[1]. (This rule is subject to paragraph B below.)

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B. Decisions shall not be made by a simple majority of votes cast if the Greater London Authority Act or some other enactment requires a different basis for the taking of the decision^[2].

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C. Paragraphs A and B may not be suspended under Standing Order 1.11^[3]

Notes and definitions

[1] Paragraphs A and B are statutory requirements and reflect the wording of s53(1) and (3) of the GLA Act 1999. "Present and voting" means that only those physically present can vote and abstentions are not counted when determining if there is a simple majority. Unless a statute requires otherwise the Assembly, and its committees, must decide things by a simple majority of votes cast; they cannot decide to do so on a different basis.

[2] The following are matters that various statutes require be decided on a different basis:

- the approval of amendments to the Mayor's final draft budget, by the Assembly, requires the agreement of at least a two-thirds majority of Assembly Members present and voting: paragraph 8(4) of schedule 6 to the GLA Act 1999;
- the allocation of seats on committees or subcommittees between political groups on a non-proportional basis (ie not in accordance with the principles set out in s15(5) of the Local Government and Housing Act 1989) requires the consent of the Assembly given by unanimity of votes cast ie no Member voting against: see s17(1)(b) of the Local Government and Housing Act 1989.

[3] Paragraph C reflects the mandatory requirements of ss53 (1) and (3) of the GLA Act 1999.

2.6 VOTING

Application: applies to the Assembly, its committees and subcommittees; but paragraph C below is suspended in accordance with SO 6.6 in relation to votes on Formal Budget Amendments to the Final Draft Budget at the Final Budget Meeting; paragraph D below is suspended in relation to Formal Budget Amendments at both Assembly Budget Meetings; and the whole of SO 2.6 is added to in accordance with SO 6.6E.

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A. Every Member of the Assembly, or of a committee, may cast one vote if a vote is called^[1].

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B. If equal numbers of votes are cast then the Chair may additionally give a second or casting vote (whether or not he or she voted in the first instance)^[2].

C. The mode of voting will be by show of hands other than where the provisions of Standing Order 2.7A are invoked^[2].

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D. If a motion or recommendation (including as amended), or amendment, comprises two or more elements then it will be debated as a whole, but the Chair may allow Members to vote on each element separately if any Member so requests and the Chair considers that to do so will assist the conduct of business^[3].

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E. Any Member may require a delay in proceedings of two minutes before a vote is taken to allow Members temporarily out of the meeting to take part in the vote.

F. Paragraphs A, B and E above may not be suspended under Standing Order 1.11 so as to deny any Member their vote or the Chair his/her casting or second vote^[4].

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Notes and definitions

[1] The Chair's second or casting vote is a statutory requirement (s53(2) of the GLA Act 1999) and may not be suspended.

Deleted: Members who vote in circumstances where they have a personal and prejudicial interest under the GLA Code of Conduct do so in breach of that Code, unless prior to the meeting they have obtained a dispensation from the Standards Committee in accordance with Standing Order 11.2E.¶

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[2] Assembly Budget Meetings: paragraph C is suspended where the vote is upon a Formal Budget Amendment to the Final Draft Budget at the Final Budget Meeting: see SO 6.6. Instead this is to be by named vote, taken in alphabetical order, where each Assembly Member states whether he/she wishes to vote for, against or to abstain – see SO 6.6E.

[3] Assembly Budget Meetings: paragraph D is suspended by SO 6.6 in respect of any vote taken on a Formal Budget Amendment at either of the two Assembly Budget Meetings, so as to prevent separate votes being taken on the separate elements making up a Formal Budget Amendment that are required to be calculated under ss85(4) to (8) of the GLA Act 1999 in respect of the GLA and Functional Bodies – see SO 6.6. (Where a Budget Related Motion is moved as part of the same report proposing a Formal Budget Amendment, then it is to be voted upon separately (see SO 6.12G) and where a Budget Related Motion comprises separate elements these can be voted upon individually.)

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[4] This reflects the fact that s53(1) of the GLA Act 1999 implies that every Member has one vote and s53(2) gives the Chair or person presiding a casting or second vote, and so neither can be suspended.

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2.7 RECORDING OF VOTES AND ABSTENTIONS

Application: A Applies to the Assembly. B applies to the Assembly, its committees, subcommittees,

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- A. At meetings of the Assembly (only), if any single Assembly Member so requests before a vote is taken, a recorded vote shall be taken where the voting on any question shall be recorded in the minutes so as to show how each Assembly Member present gave his/her vote. The Chair shall ask each member present in turn, in alphabetical order of name (but with the Deputy Chair and the Chair being called last), to declare how they wish to cast their vote (for or against) or whether they wish to abstain from voting.

- B. At Assembly, committee and subcommittee meetings any Member may require after the vote is taken that the minutes record that the members of his/her own Political Group, or himself/herself individually, voted against or abstained from voting.

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2.8 PUBLIC'S ATTENDANCE AT MEETINGS

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. All meetings shall be open to the press and public unless, and to the extent that, they are lawfully excluded by a resolution of the Assembly or of a committee, under section 100A(4) of the Local Government Act 1972 (exempt information items^[1]) or by section 100A(2) of that Act (confidential information items^[2]).

Deleted: or of the Standards Committee

- B. Where such a resolution is passed the Chair may direct that:

- (1) the room in which the meeting is being held is to be cleared of the press and public (including the Chamber and/or any areas of the building from which proceedings can be seen or heard); or
- (2) the meeting itself will move to another room to continue in private, if that would be more practicable.

- C. The right of the press and public to be present during the open part of a meeting under paragraph A is subject to the Chair's powers to suppress or prevent disorderly conduct or misbehaviour at meetings, and to any power of exclusion conferred by these Standing Orders or under the general law.

- D. No person other than a member of the body in question shall have any right to participate in the meeting unless invited to do so by the Chair.

Notes and definitions

[1] "Exempt information" refers to the categories of information concerning which the Assembly/committee has the discretion to take in private session, as set out in section 100I and Parts I - III of Schedule 12A to the Local Government Act 1972.

[2] "Confidential information" (as defined by s100A(3) of the 1972 Act) means:

- information furnished to the Authority by a government department upon terms (however expressed) which forbid the disclosure of the information to the public; and
- information the disclosure of which is prohibited by or under any enactment or by order of a court.

General comment: In addition to the above, ss58(3) and (4) of the GLA Act 1999 add four further categories of confidential information relating to Transport for London and the London Development Agency (set out in subparagraph (4)) as to when the Assembly/committee must go into private session. Also, s65 of the GLA Act applies access to information provisions to documents obtained using the powers under s61(1) to require attendance at Assembly meetings and the production of documents.

2.9 LENGTH OF ASSEMBLY MEETINGS

Application: applies to Assembly meetings only, other than MQTs and the Assembly Budget Meetings.

- A. Every Assembly meeting, other than a Mayor's Question Time or either of the Assembly Budget Meetings^[1], will finish not more than 2 hours and 30 minutes from the time indicated on the agenda as the start of the meeting, unless by resolution passed before the end of the 2 hours and 30 minutes it is agreed the meeting will be extended in order to finish the business or any part of the business remaining on the agenda.
- B. Mayor's Question Times shall finish after 2 hours 30 minutes from the time indicated on the agenda unless the Chair extends the meeting in order to (a) allow the answer to the final question to be given or (b) to question the Mayor about urgent matters, in either case in accordance with the rules and procedures for MQT made under Standing Order 5.10 below.

Notes and definitions

[1] The "Assembly Budget Meetings" in paragraph A refer to the two Assembly meetings held to consider the Draft Consolidated and Final Draft Budgets in accordance with Schedule 6 of the GLA Act 1999. There is no time limit on these meetings.

General comment: There is no time limit on committee and subcommittee meetings.

2.10 MEMBERS' CONDUCT IN THE MEETING

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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A. The Mayor, Assembly Members and co-opted members of committees shall treat each other, members of GLA staff and other persons with respect and comply with their obligations under the GLA's statutory Code of Conduct^[1].

B. If in the Chair's opinion any Member or the Mayor:

- (1) persistently disregards the Chair's rulings;
- (2) behaves improperly or offensively; or
- (3) wilfully obstructs the meeting's business;

then the Chair or another Member may move that "[The named Member] not be further heard" or that "[The Member named] shall immediately leave the meeting". If the motion is seconded it shall be put to the vote and determined without discussion.

C. If passed, the named Member or Mayor shall comply and/or leave the Chamber or other room where the meeting is held.

Notes and definitions

[1] It is a statutory requirement of the GLA Code of Conduct that Members treat each other (as well as third parties) with respect: see paragraph 3(1) of the Code. A copy is contained in the Rule Book.

2.11 DISPLAY OF BANNERS ETC

Application: applies to the Assembly, its committees and subcommittees

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- A. Unless the Chair explicitly approves beforehand, the display by Members or by the public of any banners, posters or other material or props in the Chamber^[1] or room where the meeting is held, or in any part of the building visible or audible to the Members attending the meeting, is prohibited. The Chair may withdraw any approval if he/she considers it necessary for the effective conduct of the meeting.

Notes and definitions

[1] For the purposes of this Standing Order reference to the Chamber includes the whole extent of the ramp; the areas visible to the meeting include the public corridor around the Chamber and the public areas outside the committee rooms.

2.12 MISCONDUCT BY THE PUBLIC

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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A. If a member of the public:

- (1) interrupts or attempts to take part in the proceedings; or
- (2) displays any material in contravention of Standing Order 2.11 above; or
- (3) otherwise distracts Members' or the public's attention from the proceedings; or
- (4) takes photographs etc in breach of paragraph C below;

then the Chair shall warn the person concerned and, if the conduct in question continues, the Chair may order his/her removal from the Chamber or room where the meeting is held. In exceptional circumstances the Chair may order that a member of the public be removed from the Chamber or meeting room without warning.

B. If there is a disturbance in any part of the Chamber^[1] or room where the meeting is held, or in any area of the building open to the public and visible or audible to the Members attending the meeting that in the Chair's opinion hinders the conduct of business, then the Chair may:

- (1) order that area to be cleared; and/or
- (2) suspend or adjourn the meeting for such period as he/she thinks appropriate without seeking the meeting's approval.

C. The press and public have no right to take photographs, broadcast or make audiotape or video recordings of meetings without the express approval of the Executive Director of Secretariat, which must be obtained before the meeting.

Notes and definitions

[1] For the purposes of this Standing Order reference to the Chamber includes the whole extent of the ramp; the areas visible to the meeting include the public corridor around the Chamber and the public areas outside the committee rooms.

2.13 FOOD AND DRINK IN THE CHAMBER

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. Apart from the drinking water provided, no food or drink shall be consumed in the Chamber.

2.14 DISCUSSION OF MATTERS AFFECTING INDIVIDUAL MEMBERS OF STAFF

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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A. As a general principle, there is a presumption that information about a member of GLA staff, or a question or other matter relating to:

- (1) the general responsibilities attaching to a particular appointment or post; or
- (2) a particular person's discharge of those responsibilities;
- (3) the level of remuneration and other benefits generally of GLA staff of Head of Unit level and above^[1];

may properly be given or discussed in public session provided that it does not involve the disclosure or likely disclosure of any of the matters mentioned in paragraph B below, and subject to the particular facts relating to the discussion, and subject to advice from the Monitoring Officer and the Executive Director of Secretariat or their representatives where necessary.

B. The information referred to above is:

- (1) facts and matters relating to ongoing disciplinary, appeal, grievance or legal proceedings concerning any individually identifiable member of GLA staff (current or former)^[2];
- (2) the details of the private or personal life of any individually identifiable member of GLA staff that are not in the public domain and are unrelated to the individual's work at the GLA;
- (3) subject to paragraph A(3) above, terms and conditions of employment, including but not limited to the appointment, promotion, dismissal, salary, superannuation or conditions of service of any individually identifiable member of GLA staff (as opposed to staff generally or a group of staff in the same position)^[3]; or

C. Whenever the discussion or information presented to the meeting involves the disclosure, or likely disclosure, of matters mentioned in paragraph B above then the Chair shall remind the meeting that, if it wishes to continue such discussions, or receive such information, it must consider whether or not to exercise its discretion to exclude the press and public from the

meeting by passing a relevant resolution under section 100A(4) of the Local Government Act 1972 on the grounds of the disclosure, or likely disclosure, of information falling within paragraph 1 of Schedule 12A^[4] to that Act (information relating to individuals).

Notes and definitions

[1] There is a presumption that information about the posts (but not the post holders) of Head of Unit and above including their level of remuneration and other benefits (which may include the salary, superannuation or conditions of service mentioned in paragraph B(3)) should normally be considered in public session. However, this is subject to the particular facts relating to the discussion, and subject to advice from the Monitoring Officer, and the Executive Director of Secretariat or their representatives where necessary.

[2] This is in order not to affect prejudicially those proceedings, and to comply with the GLA's employment law obligations.

[3] However, where anything falls within paragraphs B(1) or (2) concerning a Head of Service or above, or the appointment, promotion or dismissal of such persons (ie falling within paragraph B(3) but not mentioned in paragraph A(3)), then the meeting must consider going into closed session in accordance with paragraph C.

[4] Paragraph 1 of Part 1 to Schedule 12A covers: *"Information relating to any individual."* This is subject to a public interest test (see paragraph 10 of Part 2 of Schedule 12A).

General comment: The presumption is that the meeting should pass an exclusion resolution if it wishes to discuss matters referred to in paragraph B, although the discretion to conduct the business in public exists.

2.15 QUESTIONS TO PERSONS INVITED TO ATTEND MEETINGS TO ANSWER QUESTIONS

Application: applies to the Assembly meetings (other than MQT).

- A. This Standing Order governs the questioning of the Mayor, senior members of GLA staff, and other persons or representatives of bodies invited (but not required^[1]) to attend Assembly meetings.
- B. Information indicating in reasonable detail the subject areas about which:
 - (1) the Mayor or members of GLA staff are likely to be asked questions shall be submitted to the Executive Director of Secretariat by Members no later than 12 noon six clear working days before the date of the meeting;
 - (2) other persons are likely to be asked questions shall be submitted no later than 12 noon six clear working days before the date of the meeting.
- C. The Executive Director of Secretariat shall request the attendance of the person(s) to be invited by giving prior notice in writing at least six clear working days before the date of the meeting. The invitation shall indicate the subject areas that the person is likely to be questioned about.
- D. Members' questions will be addressed through the Chair.
- E. The Chair will call Members to ask their questions (including supplementary questions) in such order/number as shall ensure broad proportionality between the Political Groups, taking into account the time available during any particular meeting and the aggregate number of meetings to be held over the Assembly year^[2].
- F. Supplementary questions, and exceptionally questions on areas not notified under paragraphs A to C above, will be permitted at the Chair's discretion.
- G. If it is not reasonably practicable to provide an oral answer at the meeting, or if a question on the agenda was not reached during the time allowed, then:
 - (1) in the case of GLA staff, such answers will be provided to the Executive Director of Secretariat within 3 clear working days of the meeting;

- (2) other persons shall be invited to submit their reply in writing to the Executive Director of Secretariat.

H. For the avoidance of doubt, this Standing Order 2.15 shall not:

- (1) apply to a Mayor's Question Time;
- (2) govern or restrict the formal exercise of the powers to require GLA staff to attend MQT under section 70(4) of the GLA Act or to require the attendance of witnesses and production of documents under sections 61 to 65 or 110 of that Act.

Notes and definitions

[1] "Required" in paragraph A refers to being required to attend the meeting under sections 61 to 65 and/or under section 70(4) of the GLA Act.

[2] "Assembly year" refers to the period between Annual Meetings of the Assembly.

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STANDING ORDER 3

GENERAL RULES FOR MOTIONS, REPORTS, AMENDMENTS AND PETITIONS

3.1 RAISING ISSUES BEFORE THE ASSEMBLY

Application: applies to the Assembly meetings only, including MQTs.

- A. All questions or matters to be decided by the Assembly shall be raised by notice of motion complying with Standing Order 3 unless:
- (1) they relate to points of order or personal explanation or questions to the Chair concerning the purpose of the meeting or the functions, powers or procedures of the Assembly;
 - (2) the law or Standing Orders allow them to be raised without notice of motion, including matters that the Chair is given to decide under Standing Orders, procedural matters the Chair is obliged to put to the meeting for its decision, and motions permitted under Standing Order 4.3B; or
 - (3) they are contained in, or concerned with, a report before the meeting.

3.2 REPORTS AND THEIR RECOMMENDATIONS

Application: applies to the Assembly and its committees ~~and~~ subcommittees.

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- A. All reports (including those from Members) shall contain legal and financial implications in accordance with such procedures for the approval and publication of reports as the Executive Director of Secretariat agrees from time to time, unless the Executive Director of Resources or the Authority's legal advisers otherwise agree^[1]. (However this requirement shall not apply to reports containing Formal Budget Amendments moved at the Assembly Budget meetings.) A recommendation shall be from a named officer or from a Member/Members.
- B. A recommendation contained in a report may be amended at the meeting, without prior notice of the proposed amendment being given.
- C. Every report, recommendation or motion purporting formally to amend the Draft Consolidated Budget or the Final Draft Budget^[2], and/or containing any Budget Related Motions (including any motions or amendments seeking to amend them) shall comply with the requirements of Standing Order 6 (Assembly Budget Meetings)^[3] ^[4].

Notes and definitions

[1] The Authority's legal advisers are:

(i) Transport for London legal advisers providing legal advice to the GLA pursuant to the Instrument of Delegation which took effect on 14 December 2009.

(ii) The Legal Adviser to the London Assembly.

[2] In paragraphs A and C "Formal Budget Amendments" and "Budget Related Motions" above are as defined in Standing Order 6 (Assembly Budget Meetings).

[3] Assembly Budget Meetings: Standing Order 6 contains exhaustive requirements for the moving of motions or amendments intended formally to amend the Draft Consolidated or Final Draft Budgets. These are "Formal Budget Amendments" within the meaning of that Standing Order and they must comply with the requirements for such amendments in SO 6.10: otherwise they are deemed to be Budget Related Motions, which cannot formally amend the budget.

[4] Note that the rules concerning the scope of amendments under Standing Order 3.5 are suspended in relation to Formal Budget Amendments and Budget Related Motions – see SO 6.6A(2).

3.3 MOTIONS

Application: applies to Assembly meetings and, paragraphs F and G only, to meetings of committees ~~and~~ subcommittees.

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Deleted: and the Standards Committee

- A. Every Assembly Member has the right to submit a motion and to have it considered by the Assembly if:

(1) notice of that motion has either been deposited with the Executive Director of Secretariat by 12 noon on the sixth clear working day prior to the meeting or has been accepted as urgent under Standing Order 1.10A; and

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(2) it otherwise complies with the requirements of Standing Orders (including this Standing Order 3); and

(3) it is proposed and seconded at the meeting.

- B. Every motion must be relevant to the functions of the Assembly or matters of importance to Londoners or those who live, visit or work in Greater London.

- C. A motion may contain statutory proposals to the Mayor under section 60 of the GLA Act.

- D. Formal Amendments to the Draft Consolidated and Final Draft Budgets and other Budget Related Motions within the meaning of Standing Order 6 (Assembly Budget Meetings) may only be moved in accordance with Standing Order 6^[1].

- E. Notices of motion may not be submitted to the Annual Meeting unless accepted as urgent in accordance with Standing Order 1.10A above.

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- F. Motions may only be considered by a committee if:

(1) the motion was referred by the Assembly under Standing Order 3.13 below; or

(2) exceptionally, with the agreement of the Chair of the Assembly, and following consultation with the Political Group spokespersons on his/her committee, the Chair of a committee considers that it would be appropriate for the committee to consider a motion, the subject matter of which:

- is relevant to the functions of the Assembly or matters of importance to Londoners or those who live, visit or work in Greater London;
- falls within that committee's approved terms of reference; and
- is of such topicality and importance that the committee should consider it before the next scheduled meeting of the Assembly.

G. When a motion is considered by a committee pursuant to paragraph F(2) above, it shall be considered, and may be amended etc, in accordance with the rules and procedures (as are relevant and applicable to a committee) set out in Standing Orders 3.3 to 3.11 inclusive (except Standing Order 3.3E), and Standing Order 4.1^[2] to 4.5 inclusive, modified accordingly.

Notes and definitions

[1] Formal Budget Amendments and Budget Related Motions in paragraph D above are as defined in Standing Order 6 (Assembly Budget Meetings). See SO 6.10 for the format of Formal Budget Amendments and Budget Related Motions.

[2] Standing Order 4.1F, which sets out rules for movers' rights to reply, reservation of speeches etc, does not apply at committee meetings.

[3] Standing Orders 3.19 and 3.22 set out the specific rules in relation to moving a motion to reject a draft Strategy and to reject the Mayor's designation of a Mayoral development area.

3.4 SUBMITTING MOTIONS AND AMENDMENTS

Application: Applies to the Assembly and, where a motion is considered pursuant to Standing Order 3.3F(2), to committees ~~and~~ subcommittees; but Standing Order 3.4 (in whole) is suspended in relation to Formal Budget Amendments, and paragraph F below (only) is suspended in relation to Budget Related Motions, at the Assembly Budget Meetings in accordance with Standing Order 6.6A(2).

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- A. A motion shall be placed before the meeting by a notice of motion made in writing, or if proposed orally from the floor it shall be reduced to writing, so as (in either case) to set out:
 - (1) the text of the proposed motion or amendment; and
 - (2) the names of the Members proposing and seconding it; and
 - (3) if moved by notice beforehand, the date of the meeting to which the motion is submitted, which if not stated will be presumed to be the next Assembly meeting (including Mayor's Question Time).
- B. The Chair shall advise the meeting at the earliest opportunity of any motion or notice of any motion received but not printed on the order paper of the meeting.
- C. Nothing in this Standing Order 3.4 shall prevent a motion or an amendment from being considered if moved orally from the floor. If a motion (other than a procedural one moved under Standing Order 4.3B) or amendment has not already been circulated in written form (including where it has been moved orally from the floor), the Chair may defer or adjourn debate in order for the motion to be put into writing and circulated to every Member present at the meeting.
- D. If a notice of motion or notice of amendment is deposited with the Executive Director of Secretariat by the deadline referred to in Standing Order 3.3^[1] it shall be printed and included in the agenda for the meeting.
- E. If received after the deadline mentioned in paragraph D but before the day of the meeting, the Executive Director of Secretariat will copy the proposed notice of motion or amendment to all Assembly Members electronically and shall provide copies at the meeting^[2].
- F. If a motion or amendment, whether moved by notice of such or moved from the floor, is the same or substantially the same as one that has been

rejected by the Assembly within the preceding 6 months then the motion/amendment shall not be considered unless it bears the name of at least 7 Assembly Members or, if moved from the floor, at least 7 Assembly Members shall indicate their support.

Notes and definitions

[1] The deadline referred to in paragraph D is 12 noon on the sixth clear working day before the meeting.

[2] If moved during a meeting without 5 clear working days' prior public notice and it relates to a new item of business, then (a) the Chair must give his/her consent under Standing Order 1.10A; and (b) the Assembly must consent to it being considered.

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Assembly Budget Meetings: At Assembly Budget Meetings the whole of SO 3.4 is suspended in relation to Formal Budget Amendments. As regards Budget Related Motions only paragraph F above (requirement to have 7 signatures etc where moving a previously rejected motion or amendment) is suspended; as a result a Budget Related Motion must comply with SO 3.4A to E. See SO 6.6A(2).

3.5 SCOPE OF AMENDMENTS

Application: applies to the Assembly and, where a motion is considered pursuant to Standing Order 3.3F(2), to committees ~~and~~ subcommittees; but paragraphs A, B and C below are suspended at the Assembly Budget Meetings in relation to Formal Budget Amendments in accordance with Standing Order 6.6A(2).

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- A. An amendment shall be relevant to the motion or recommendation being considered, and shall be to:
- (1) refer a subject of debate to a committee for consideration or reconsideration with or without instructions;
 - (2) leave out words;
 - (3) leave out words and insert or add others; or
 - (4) insert or add words.
- B. An amendment shall not have the sole or substantially the effect of:
- (1) making negative the motion, recommendation or amendment before the meeting; nor
 - (2) introducing a new proposal unrelated to the subject matter of the motion or report; nor
 - (3) introducing a new proposal that negatives the effect of the motion or recommendations in question.
- C. If in the opinion of the Chair, after consultation with the Executive Director of Secretariat, any amendment to a motion or recommendation in a report is unlawful, improper or fails to comply with Standing Orders, then the Chair may determine that it is out of order and it shall not be considered by the meeting and shall, if appropriate, be excluded from the published agenda and/or minutes.

Notes and definitions

Assembly Budget Meetings: The rules under paragraphs A, B and C above concerning the permitted scope of amendments are suspended in their entirety in relation to Formal Budget Amendments. See Standing Order 6.6A(2).

3.6 ALTERATION AND WITHDRAWAL OF MOTIONS AND AMENDMENTS

Application: applies to the Assembly and, where a motion is considered pursuant to Standing Order 3.3F(2), to committees ~~and~~ subcommittees ~~;~~ but Standing Order 3.6 (in whole) is suspended at the Assembly Budget Meetings in relation to Formal Budget Amendments and Budget Related Motions in accordance with Standing Order 6.6A(2).

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A. A Member may, with the consent of the meeting (signified without discussion)

(1) alter a motion that he or she has proposed, or alter the recommendations in such a report (but only where the report is from that Member); or

(2) with the consent of his/her seconder, accept an amendment to his/her motion or to the recommendations in his/her report;

if (in any such case) the alteration is one which could be made as an amendment under Standing Order 3.5 (Scope of amendments).

B. The proposer of a motion or of the recommendations contained in a Member's report may withdraw them if both his or her seconder and the meeting (signified without discussion) give permission to do so. Once the proposer has received permission for its withdrawal no Member may speak upon it and it is deemed to have been withdrawn.

Notes and definitions

Assembly Budget Meetings: the whole of Standing Order 3.6 is suspended during the consideration of a Formal Budget Amendment or Budget Related Motion at an Assembly Budget Meeting. See Standing Order 6.6A(2).

3.7 CONSIDERATION OF AMENDMENTS TO MOTIONS AND REPORTS

Application: applies to the Assembly and, where a motion is considered pursuant to Standing Order 3.3F(2), to committees ~~and subcommittees~~.

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- A. An amendment to a motion, or to the recommendations in a report (whether a Member's or officer's report), must be proposed and seconded.
- B. Such an amendment can be proposed at any time during the debate or (in the case of Assembly meetings) it may be proposed beforehand by notice of amendment.

Notes and definitions

If lodged in time, a notice of amendment can be included in the published papers for the meeting – see Standing Order 1.1¹.

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3.8 ORDER OF DEBATING AND LIMIT ON NUMBER OF AMENDMENTS

Application: applies to the Assembly and, where a motion is considered pursuant to Standing Order 3.3F(2), to committees ~~and~~ subcommittees and; but Standing Order 3.8 (in whole) is suspended at the Assembly Budget Meetings in relation to Formal Budget Amendments and Budget Related Motions in accordance with Standing Order 6.6A(2).

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- A. Subject to B below, only one amendment to a motion or the recommendations in a report may be proposed to the meeting at any one time and no further amendment shall be moved (by being proposed and seconded) until the amendment under discussion has been disposed of.
- B. If the Chair considers that it would assist the conduct of business to permit two or more amendments to be discussed (but not voted on) concurrently, they will be debated in the order they were received unless the Chair considers that it will assist business to debate them together or in a different order.

Notes and definitions

Assembly Budget Meetings: This Standing Order is suspended when Formal Budget Amendments and/or Budget Related Motions are being considered at either Assembly Budget Meeting. [See Standing Order 6.6A(2).] At the Assembly Budget Meetings all such amendments and motions are to be debated at the same time (see SO 6.12F) and there is no limit on the number of motions and amendments that can be considered consecutively.

3.9 BAR ON CONSECUTIVE AMENDMENTS WITH THE SAME EFFECT

Application: applies to the Assembly and, where a motion is considered pursuant to Standing Order 3.3F(2), to committees ~~and~~ subcommittees ; but Standing Order 3.9 (in whole) is suspended at the Assembly Budget Meetings in relation to Formal Budget Amendments and Budget Related Motions in accordance with Standing Order 6.6A(2).

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- A. If an amendment to a motion or to a recommendation in a report is lost, no other amendment having the same or substantially the same effect as the lost amendment may be moved.
- B. The Chair shall decide whether paragraph A applies to any particular amendment.

Notes and definitions

Assembly Budget Meetings: This Standing Order is suspended when Formal Budget Amendments and/or Budget Related Motions are being considered at either Assembly Budget Meeting. [See Standing Order 6.6A(2).]

3.10 EFFECT OF SUCCESSFUL AMENDMENT

Application: applies to the Assembly and to committees, ~~and subcommittees; but Standing Order 3.10 (in whole) is suspended at the Assembly Budget Meetings in relation to Formal Budget Amendments and Budget Related Motions in accordance with Standing Order 6.6A(2).~~

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A. If an amendment is carried then:

- (1) the motion or recommendations thereby amended shall take the place of the original version and shall become the motion or recommendations upon which further amendments may be moved: the Chair shall indicate this to the meeting;
- (2) any amendment moved in relation to the text of the original version of the motion or recommendations (ie before their amendment) shall then fall unless equally applicable to the amended motion or recommendation;
- (3) the motion or recommendations (as then amended in their final form) shall be put to a vote as the substantive question before the meeting.

B. Paragraph A applies to motions and to recommendations in reports.

Notes and definitions

Assembly Budget Meetings: This Standing Order is suspended when Formal Budget Amendments and/or Budget Related Motions are being considered at either Assembly Budget Meeting. [See Standing Order 6.6A(2).] The effect of a successful Formal Budget Amendment to the Draft Consolidated and Final Draft Budgets is governed by Standing Order 6.

3.11 CHAIR'S POWERS CONCERNING MOTIONS, REPORTS AND AMENDMENTS

Application: applies to the Assembly, its committees and subcommittees.

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- A. The Chair shall rule on the admissibility of all motions, recommendations in reports and amendments to them and on their compliance with Standing Orders.
- B. If in the opinion of the Chair, after consultation with the Executive Director of Secretariat or his/her representative, any question, motion, recommendation(s) in a report, or amendment to either (including in particular anything covered by Standing Order 3.16 Reversal of previous meeting's decisions and motions) is unlawful, improper, or fails to comply with Standing Orders, then the Chair may determine that it is out of order and it shall not be considered by the meeting. (This rule applies whether the motion etc was proposed during or before the meeting.)

3.12 URGENT MOTIONS AT ASSEMBLY MEETINGS

Application: applies to the Assembly only; but paragraphs B(1) and (2) below are suspended at the Assembly Budget Meetings in relation to Formal Budget Amendments and Budget Related Motions in accordance with Standing Order 6.6A(2).

- A. This Standing Order 3.12 only applies to the consideration of motions by the Assembly in circumstances where the notice of motion has not been open to public inspection for at least 5 clear working days before the meeting^[1]^[2], in which case paragraph B below shall apply.
- B. If (and only if) the Chair of the meeting^[3], in accordance with Standing Order 1.10A(1), consents because there are special circumstances (which shall be specified in the minutes) to the motion being considered as a matter of urgency in accordance with section 100B(4)(b) of the Local Government Act 1972 then:
- (1) the proposer of the motion may make an oral statement of up to 1 minute in length as to why the Assembly should agree to consider it;
 - (2) the Assembly shall then decide, by taking a vote without debate, whether or not to treat the motion as urgent under Standing Order 1.10A(2) and to consider it.

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Notes and definitions

[1] This reflects the statutory requirement in section 100B(3) of the Local Government Act 1972 that agendas, reports etc are open for inspection by the public for at least 5 clear working days or else they cannot be considered unless urgent.

[2] A “working day” excludes a Saturday, Sunday, Christmas Day and Boxing Day and any other day that is a bank holiday, public holiday or day of public thanksgiving or mourning. “Clear day” excludes the day of publication of the notice and the day of the meeting.

[3] Standing Order 1.10 covers urgent business. Paragraph B(1) reflects the procedure under s100B(4)(b) of the Local Government Act 1972, where the Chair of the meeting must be of the opinion that the item should be considered at the meeting as a matter of urgency by reason of special circumstances. As a result the Chair of the meeting (including any other person presiding) has a statutory veto over whether urgent business can be considered under s100B(4)(b). “Person presiding” includes the Chair or other person under Standing Order 2.1B

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or 2.1C. Under s100B(4)(b) of the Local Government Act 1972 it is the “chairman of the meeting” who must give consent, who may not necessarily be the permanent Chair of the body in question.

| **Assembly Budget Meetings:** Paragraphs B(1) and (2) are suspended when Formal Budget Amendments and/or Budget Related Motions are being considered at either Assembly Budget Meeting, so that the Assembly does not have to agree to take a motion on less than 5 clear working days' notice, although the Chair must consent to do so under s100B(4)(b) of the 1972 Act. [See Standing Order 6.6A(2).]

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3.13 REFERRAL OF MOTIONS WITHIN A COMMITTEE'S REMIT

Application: paragraphs A and B apply to the Assembly only. Paragraph C applies to committees, and to subcommittees. The whole of Standing Order 3.13 is suspended at the Assembly Budget Meetings in relation to Formal Budget Amendments and Budget Related Motions in accordance with Standing Order 6.6A(2).

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A. Where the subject matter of a motion to the Assembly (whether moved orally or by notice) comes within the terms of reference of a particular committee, then any Member may propose that the Assembly, on a vote without discussion, refers the motion to that named committee.

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B. Before it takes the above vote, the proposer of the original motion shall have the right to make a statement of up to 1 minute in length as to why it should not be so referred, after which the question of referral shall be put to the vote.

C. The committee in question shall consider a motion so referred at its next meeting, or as soon as practicable thereafter, and report their conclusions back to the Assembly.

D. This Standing Order shall not apply to motions accepted as urgent business under Standing Order 1.10.

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Notes and definitions

Assembly Budget Meetings: This Standing Order is suspended so as not to allow any Formal Budget Amendment or Budget related Motion to be referred to a committee. [See Standing Order 6.6A(2).]

3.14 MOVER OF A REFERRED MOTION'S RIGHT TO ATTEND COMMITTEE MEETING

Application: applies to committees, and to subcommittees.

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- A. The Assembly Member who proposed a motion referred to a committee under Standing Order 3.14 shall:
 - (1) be given notice of the meeting of the committee at which it is proposed to consider the motion; and
 - (2) have the right to attend the meeting and, if he/she attends, have an opportunity of explaining the motion^[1].
- B. The speech of the proposer of a motion at a committee will not exceed five minutes.

Notes and definitions

[1] Unless he/she is a member of the committee to which the motion has been referred (including as a substitute) the proposer of a referred motion cannot vote at the meeting.

3.15 MOTIONS NOT MOVED

Application: applies to the Assembly only.

A. If a motion to the Assembly is not moved:

- (1) by the Member who gave notice of it; or
- (2) by some other Assembly Member at the meeting

it shall be treated as withdrawn and shall not be moved without fresh notice unless the Assembly, by a vote taken without discussion, consents to it being postponed to a future meeting.

3.16 REVERSAL OF PREVIOUS MEETINGS' MOTIONS AND DECISIONS

Application: applies to the Assembly and its committees and subcommittees.

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A. Where the purpose or effect of a proposal is to reverse a previous decision or resolution of that body^{[1] [2]} taken at a previous meeting, then such a proposal may only be raised:

(1) at Assembly meetings, by a motion or an amendment to a motion or by a report from an officer or from a Member lodged with the Executive Director of Secretariat; or

(2) at committee meetings, by an officer's or Member's report or by a proposal raised from the floor at the meeting;

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and (in either case) it shall be subject to and comply with the requirements of this Standing Order 3.16.

B. In order for it to be considered at a meeting, where the decision or resolution in question was passed within the preceding 6 months, the notice of motion or notice of amendment or Member's report (as the case may be) must bear the names of 7 Members of the committee or Assembly when lodged with the Executive Director of Secretariat. This must be at least 7 clear working days before the agenda is sent out, or less where the Chair decides the matter is urgent business.

C. Paragraphs A and B above shall not apply to recommendations contained within an officer report proposing a reversal of a previous decision, or to any motion or recommendation for reversal moved in pursuance of a report approved by a committee.

D. A committee may not purport to reverse a decision of their parent body or another body or of the Assembly, but instead shall submit a report to the Assembly recommending such action.

E. Once the Assembly has finished its consideration of the Draft Consolidated or Final Draft Budgets, a resolution passed by it formally amending or approving either budget may not be later reversed under this Standing Order 3.16.

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F. . Once the Standards Committee or its Sub-Committee has, following a hearing, made a finding (under the Standards Committee (England) Regulations 2008/1085 regulation 19) as to whether a Member has or has not failed to comply with the Authority's Code of Conduct for Members, any such decision may not be later reversed under this Standing Order 3.16.¶

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Paragraph E above may not be suspended under Standing Order 1.11 (Suspension of Standing Orders).

Notes and definitions

[1] The decision or resolution being reversed must be legally capable of reversal.

[2] The Chair has the power to rule out of order motions or amendments were these to be unlawful – see Standing Order 1.1²B.

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3.17 STATUTORY PROPOSALS TO THE MAYOR: SECTION 60 GLA ACT 1999

Application: paragraphs A-C apply only to the Assembly, and paragraph D applies only to committees ~~and~~ subcommittees.

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- A. Only the Assembly^[1] may approve a statutory proposal to the Mayor under section 60 of the GLA Act 1999, necessitating a response to any such proposal from the Mayor in accordance with section 45(2) of the Act in an MQT Report and paragraph B below.
- B. The report required to be submitted by the Mayor under section 45(2) shall include his response to proposals submitted by the Assembly under section 60.
- C. The Assembly may make statutory proposals under section 60 at any time. This may be by notice of motion or amendment (by prior notice or from the floor, including as part of a Budget Related Motion^[2]) or following a recommendation to do so from a committee.
- | D. A committee or subcommittee ~~may at any time recommend to the Assembly that it makes a statutory proposal to the Mayor under section 60 of the GLA Act 1999.~~

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Notes and definitions

[1] Section 60(2) of the GLA Act prevents committees from making statutory proposals under s60.

[2] Budget Related Motions are defined in Standing Order 6.

3.18 STATUTORY POWERS TO REQUIRE ATTENDANCE AND THE PRODUCTION OF DOCUMENTS

Application: applies to the Assembly and its ordinary committees only, but not to ordinary subcommittees, or to advisory committees or subcommittees.

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- A. The Assembly and, pursuant to Standing Order 10.1, every ordinary committee may exercise such of the powers under section 61(1)(a) or (b) of the GLA Act as they consider appropriate in the circumstances to require any person to whom sections 61(2) to (5)^[2] apply to:

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- (1) attend the proceedings of the Assembly or of the committee (as the case may be) for the purpose of giving evidence; and/or
- (2) produce to the Assembly or to the committee (as the case may be) documents in his/her possession or under his/her control.

- B. The exercise of the Assembly's powers under section 61(1) may not be delegated by the Assembly, or by an ordinary committee, to a subcommittee or to an individual Assembly Member or to any member of staff of the Authority^[1].

Notes and definitions

[1] Section 62(1) of the GLA Act states that an ordinary committee (note, not an advisory one) can exercise the Assembly's powers under s61(1) if, and only if, expressly authorised to do so under Standing Orders. The General Delegation under Standing Order 9.1, which is confirmed by paragraph D of that standing order, authorises every ordinary committee to exercise the Assembly's powers under s61(1). The Standards Committee cannot exercise these powers because it is not a committee of the Assembly, but rather a committee of the Authority as a whole. Also by s62(1), neither ordinary subcommittees nor advisory committees or advisory subcommittees can exercise these powers.

[2] Under ss61(2) to (5) the following people can have a requirement under s61(1) imposed upon them for the following purposes:

- (i) To attend to give evidence in connection with matters in relation to which statutory functions are exercisable by the Authority or any Functional Body, and/or to produce documents which relate to those matters:

- “Any person who is a member of staff of the Authority, or of any functional body, to whom sections 1 to 3 of the Local Government and Housing Act 1989 apply”: see s61(2)(a). This covers the holders of politically restricted posts but (since it is not a Functional Body) not an officer in the Metropolitan Police Service, including the Commissioner of Police, since the 1989 Act does not apply to them.
- “Any person who is the chairman of, or a member of, any functional body”: see s61(2)(b). This covers the Mayor but only if he/she is also the Chair of Transport for London (TfL) and the imposition of a requirement to attend or produce documents under s61(2)(b) can only be used in connection with matters in relation to which statutory functions are exercisable by TfL ie in the capacity as Chair of TfL.
- “Any person who has within the eight years prior to the date of the requirement to be imposed [under s61(1)] been the chairman, or a member of, any functional body”: see s61(2)(c).

(ii) To attend to give evidence in connection with the exercise by the person attending of the functions of the Authority, and/or to produce documents which relate to the exercise of those functions by that person:

- “Any person who is an Assembly Member”: see s61(5)(a).
- “Any person who has within the eight years prior to the date of the requirement to be imposed [under s61(1)] been an Assembly Member”: see s61(5)(b).
- “Any person who has within the eight years prior to the date of the requirement to be imposed [under s61(1)] been the Mayor”: see s61(5)(c).

(iii) To attend to give evidence in connection with a contractual relationship with the Authority, and/or to produce documents which relate to that contractual relationship:

- “Any person who has within the eight years prior to the date of the requirement to be imposed [under s61(1)] had a contractual relationship with the Authority”: see s61((3)(a). This does not cover contracts awarded by the Functional Bodies.
- “Any person who is a member of, or a member of staff of, a body which has within the eight years prior to the date of the requirement to be imposed [under s61(1)] had such a relationship”: see s61(3)(b).

(iv) To attend to give evidence in connection with a grant received from the Authority, and/or to produce documents which relate to that grant:

- “Any person who has within the eight years prior to the date of the requirement to be imposed [under s61(1)] received a grant from the Authority”: see s61(4)(a). This does not cover grants given by the Functional Bodies.
- “Any person who is a member of, or a member of staff of, a body which has within the eight years prior to the date of the requirement to be imposed [under s61(1)] received such a grant”: see s61(4)(b).

General: The Assembly can pass a resolution imposing a requirement to attend a meeting of a committee. Similarly, the business management committee can impose a requirement to attend a future Assembly meeting or a future meeting of another committee (no other committee can do this). Under paragraph A, both the Assembly and the committee designated under Standing Order 10.4 can impose a requirement to attend or produce documents in relation to their own business and future meetings.

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3.19 ASSEMBLY CONSULTATION ON THE MAYOR'S STRATEGIES AND THE ASSEMBLY'S POWER TO REJECT

Application: applies to the Assembly.

- A. In accordance with section 42(1) of the GLA Act, the Mayor is required to consult the Assembly when preparing or revising all those strategies listed at section 41 of the Act. Before publishing a strategy (or, in the case of the housing strategy, before submitting the draft to the Secretary of State) the Mayor must lay a copy of the draft strategy before the Assembly by submitting a paper copy of the draft strategy to the Chair of the London Assembly (copied to the Executive Director of Secretariat) [1].
- B. The Mayor should submit a draft strategy to the Assembly in accordance with Standing Order 3.19 by not less than midday on the day that is six clear working days in advance of the relevant Assembly or committee meeting.
- C. Noting that only the London Assembly itself may properly exercise the power to reject a strategy (as provided for at (F) below), the Assembly, or any relevant ordinary Committee of the Assembly to which the necessary authority has been granted by the Assembly (either through its terms of reference or otherwise through a formal decision), may provide a response to a consultation referred to in Paragraph A above.
- D. The Mayor must not publish any final strategy that is relevant to this Standing Order (or, in the case of the housing strategy, submit the draft to the Secretary of State) if, within the period of twenty-one days beginning with the day on which the copy is provided to the Assembly in accordance with Standing Order 3.19B above, the Assembly resolves formally to reject the draft.
- E. Any motion for the Assembly to reject a draft strategy must be considered at a meeting of the Assembly throughout which members of the public are entitled to be present.
- F. If the Assembly votes by at least two-thirds of the Members present and voting, for the following motion:

The Assembly hereby resolves to reject Mayor's draft xxxxx strategy

the Mayor must not publish that strategy (or, in the case of the housing strategy, submit the draft to the Secretary of State), other than by way of providing a further revised version of that document to the Assembly.

- G. The motion set out at (F) above may be moved by the Chair of the Assembly as part of the formal agenda for the relevant meeting of the London Assembly or, without notice, by any Member at a meeting of the London Assembly at which a draft strategy is considered. Standing Orders 3.3(A) and 3.12 shall be suspended in relation to such motions. However, the remaining rules set out at Standing Orders 3.3 to 3.15 in relation to the consideration of motions shall apply in the usual way. The motion, if moved, must be seconded prior to its consideration.
- H. The Assembly may, during the debate, agree to amend the text of the original motion (as set out in paragraph F above) to include its reasons for passing the motion and any other relevant commentary that it wishes the Mayor to consider.

Notes and definitions

[1] This Standing Order applies where the Mayor has prepared, and is ready to publish, a draft of any of the strategies to which section 41 of the GLA Act applies (including a revised version of the strategy), but not to a revised version of a strategy containing only revisions which (a) are specified in a direction as to the contents of the strategy which is given to the Mayor under this Act (or which the Mayor considers are necessary in consequence of any revisions so specified); or are not so specified but the Mayor considers to be necessary to comply with such a direction (section 42B(1) and (2)).

[2] As required by section 42B(5). Abstentions do not count as a vote against, and so are excluded from the calculation of the two-thirds majority.

3.20 SCOPE AND PROCEDURE FOR LODGING PETITIONS

Application: applies to the Assembly only.

- A. Any member of the public or representative of an organisation may request in accordance with this Standing Order that a Member of the Assembly presents a petition to a plenary meeting[1] of the Assembly concerning any matter:
- (1) within the responsibilities of the Mayor of London or London Assembly, or the Functional Bodies; or
 - (2) otherwise of importance to Londoners, including those who visit, live or work in Greater London.
- B. In order to be considered a petition must:
- (1) be addressed to the Mayor, the Assembly, a Functional Body (as the case may be);
 - (2) clearly indicate the name, address and contact telephone number of the person organising the petition, or where the petition was organised on the internet, its data controller[2];
 - (3) be presented in the form of printed sheets, each of which includes the “prayer” of the petition (the “prayer” is the formal request or other matter that the petition is about) or, if the petition was organised on the internet, clearly demonstrate that internet users who subscribed to the petition knew what the prayer was;
 - (4) include each petitioner’s name and address (sufficient that the person and their address can be identified), as well as his/her signature or, where the petition was organised on the internet, their names and email addresses;
 - (5) indicate the total number of manual or electronic signatories to the petition.
 - (6) Young people aged 17 or under signing a petition may give their address as that of the school, or other recognised youth group or similar organisation that they attend (with details of their class name where appropriate), provided that the lead petitioner is a teacher at or leader of that school or youth group or similar organisation.

- C. Written notice of intention to present a petition at an Assembly meeting, together with a copy of it, must be delivered to the Executive Director of Secretariat by no later than 12 noon six clear working days before the date of the meeting.
- D. The Executive Director of Secretariat will look at the petition to ensure that it complies with the requirements of this Standing Order and will bring any problem or defect to the Chair's attention.
- E. The Chair may rule on the admissibility of the petition and may exclude any that fail to comply with this Standing Order.
- F. Petitions may not be presented to committees or to the Assembly's Annual Meeting or to either of the two Assembly Budget Meetings.

Notes and definitions

[1] An Assembly plenary meeting in paragraph A is one that is not an MQT, the Annual Meeting or an Assembly Budget Meeting.

[2] "Data controller" in paragraph B(2) above has the meaning given to it in the Data Protection Act 1998 as (subject to subsection 1(4) of that Act): *"a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed."* Section 1(4) states: *"Where personal data are processed only for purposes for which they are required by or under any enactment to be processed, the person on whom the obligation to process the data is imposed by or under that enactment is for the purposes of this Act the data controller."*

3.21 PRESENTATION OF PETITIONS TO THE ASSEMBLY

Application: applies to the Assembly only.

- A. An Assembly Member presenting a petition accepted under Standing Order 3.20 shall do so by reading out the request or “prayer” of the petition (but not the names of the signatories). Otherwise, on that occasion he or she shall not speak on the petition and the petition will not be debated.
- B. If the Assembly Member due to present the petition is not in attendance, an alternative Assembly Member may present it subject to the permission of the Chair.
- C. The Assembly will decide, by a vote without debate, whether or not to forward the petition to the Mayor, a Functional Body, a committee or some other appropriate organisation with a request for a response to the points made in the prayer to the petition.
- D. Any response received will be reported to the Assembly for information and forwarded to the petition’s organiser.
- E. The petition, including the text of the prayer but not its signatories, will be reported in the minutes of the meeting to which it was presented. The subsequent response (if any) received will be published in the minutes of the next appropriate Assembly meeting.

3.22 ASSEMBLY CONSULTATION ON THE DESIGNATION OF A MAYORAL DEVELOPMENT AREA AND THE ASSEMBLY'S POWER TO REJECT

Application: applies to the Assembly.

- A. In accordance with section 197 of the Localism Act, the Assembly will consider any proposals to designate a Mayoral Development Area in two stages.
- B. Under section 197(3) of the Localism Act 2011, the Mayor is first required to consult the Assembly on any proposals to designate a Mayoral Development Area. The Mayor must lay a copy of the consultation document before the Assembly by submitting a paper copy of the document to the Chair of the London Assembly (copied to the Executive Director of Secretariat).
- C. The Mayor should submit a document containing any proposal to designate an area as a Mayoral Development Area by not later than midday on the day that is six clear working days in advance of a relevant Assembly meeting.
- D. The Assembly may provide a response to the consultation referred to in Paragraph 3.22 A above and the Mayor must have regard to any comments made. The Mayor shall write to the Chair of the London Assembly giving reasons for any relevant matters on which the comments from the Assembly are not accepted.
- E. The Mayor shall then submit a document containing details of the final proposals to designate an area as a Mayoral Development Area by not later than midday on the day that is six clear working days in advance of a relevant Assembly meeting.
- F. If, within the period of twenty one days beginning with the day on which the proposals are provided to the Assembly in accordance with Standing Order 3.22 E above, the Assembly votes by at least two-thirds of the Members present and voting^[1] for the following motion:

"The Assembly hereby resolves to reject the Mayor's designation of xxx as a Mayoral development area."

the Mayor may not designate that area a Mayoral Development Area^[2].

- G. The motion set out at F above may be moved without notice by any Member at a meeting at which the Proposal is considered. Standing Orders 3.3(A) and 3.12 shall be suspended in relation to such motions. However, the remaining rules set out at Standing Orders 3.3 to 3.15 in relation to the consideration of motions shall apply in the usual way. The motion, if moved, must be seconded prior to its consideration.
- H. The Mayor must consult the Assembly before altering the boundaries of a Mayoral Development Area so as to exclude any area of land.

Notes and definitions

[1] As required by section 197(5)(b) of the Localism Act 2011. Abstentions do not count as a vote against, and so are excluded from the calculation of the two-thirds majority.

[2] The Mayor is able to submit further proposals for the designation of an area as he deems necessary and that the same procedure as set out in this Standing Order applies.

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STANDING ORDER 4

RULES FOR THE DEBATE

4.1 SPEECHES

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. All speeches shall be addressed to the Chair.
- B. The Chair shall be heard without interruption when speaking.
- C. When the Chair is on his/her feet, no other Member may remain standing.
- D. Only at Assembly meetings, Members shall stand when making speeches on motions, reports or amendments to them.
- E. Any Member who moves a motion, an amendment or a report may speak to it. If the report is from an officer the Chair may invite the appropriate officer to speak, including at Assembly meetings.
- F. At Assembly meetings only:
 - (1) when seconding a motion or amendment, the seconder may, if he/she then declares an intention to do so, reserve his/her speech until a later period of the debate;
 - (2) the mover of a motion or a Member's report (whether or not amended) has a right to reply at the close of the debate on the motion or report, immediately before it is put to the vote;
 - (3) if an amendment is moved, the mover of the original motion or Member's report shall, in addition to the mover of the amendment, also have a right of reply at the close of the debate on the amendment, but any reply shall be strictly confined to answering previous speakers and shall not introduce any new matter into the debate;
 - (4) if multiple amendments are debated concurrently, the mover of the original motion will have a right of reply only at the close of the debate. If amendments are taken in sequence, the mover of the

original motion may reply at the end of the debate on each of the amendments moved (for the avoidance of doubt the above rules in this paragraph F shall not apply at committee meetings).

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- G. The Chair shall decide the order of speakers at the meeting.
- H. While a Member is speaking the other Members shall remain silent, unless making a point of order or personal explanation under Standing Order 4.4 below or asking the Chair a question under Standing Order 2.3.
- I. Members shall direct their speeches to the question or matter under discussion, or to the personal explanation or point of order being made under Standing Order 4.4 below unless asking the Chair a question under Standing Order 2.3.

4.2 LENGTH OF SPEECHES

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. Subject to B and D below, at Assembly meetings Members' speeches, including when moving a motion, shall not exceed 5 minutes.
- B. The proposer of a Formal Budget Amendment and/or a Budget Related Motion shall not exceed 10 minutes.
- C. At ~~other committee or subcommittee meetings, no speech shall exceed 5 minutes, including the speech of a mover of a motion.~~
- D. At the beginning of each debate the Chair may determine that speeches are shorter or, exceptionally, that they may be longer. The Chair shall state the length of speeches and the reasons for his/her decision.
- E. The Mayor's speeches shall not exceed 5 minutes in length. This paragraph E does not apply to the Assembly Budget Meetings or to a Mayor's Question Time^[1].

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Notes and definitions

[1] For the avoidance of doubt, Paragraph E does not apply at the Assembly Budget Meetings, where the Mayor's speech is governed by Standing Orders 6.3D and 6.4C) or MQT (where the relevant provision is Standing Order 5.4A, which applies to the Mayor's oral update on his/her MQT Report and limits it to 5 minutes).

4.3 RESTRICTION ON MOVING MOTIONS DURING THE DEBATE

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. When a motion or report is under debate no other motion shall be moved by a Member except one mentioned in paragraph B or allowed by paragraph C below.
- B. Subject to paragraph C, the following motions may be moved orally without prior notice:
- (1) to amend a motion or report;
 - (2) to proceed to the next item of business on the agenda under Standing Order 4.5B below^[1];
 - (3) that the question be now put to a vote in accordance with Standing Order 4.5C below;
 - (4) to adjourn the debate under Standing Order 4.5D below;
 - (5) to adjourn or suspend the meeting under Standing Order 4.5D below;
 - (6) that a named Member be not further heard under Standing Order 2.10B, by the Chair or another Member;
 - (7) that a named Member shall immediately leave the meeting, by the Chair under Standing Order 2.10B;
 - (8) a motion under section 100A or 100D of the Local Government Act 1972 to exclude the press and public;
 - (9) to extend the meeting under Standing Order 2.9;
 - (10) a motion that the Chair considers necessary to move in the circumstances in order to comply with a legal requirement.
- C. Nothing in this Standing Order 4.3 shall restrict or inhibit the Chair from raising any question or issue of procedure with Members for the meeting's guidance or approval, or from exercising any power or function given to the Chair under Standing Orders, including those relating to the Chair's general duties, Standing Order 2.2 in particular.

Notes and definitions

[1] The Procedural Motions referred to in paragraphs B(2) to (5) are set out in Standing Order 4.5 below.

Assembly Budget Meetings: Under SO 6.6C, paragraph B above is varied so as to allow the Substantive Motion, or a Formal Budget Amendment or Budget Related Motion as defined and in accordance with Standing Order 6 (Assembly Budget Meetings), to be moved in addition to those listed in paragraphs B(1) to (10) above.

4.4 POINTS OF ORDER AND PERSONAL EXPLANATIONS

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. An Assembly Member or the Mayor may indicate to the Chair that he/she wishes to speak on a point of order or in personal explanation, and shall be heard as the next speaker unless the Chair decides that he/she should be heard later in the meeting.
- B. A POINT OF ORDER shall relate only to an alleged procedural breach. In order to raise a point of order validly with the Chair, the Member must say that he/she is raising a point of order and state which provision in Standing Orders or statutory provision he/she is raising.
- C. A PERSONAL EXPLANATION shall be confined to some material part of a speech by the Assembly Member or the Mayor during the meeting which appears to have been misunderstood in the present debate, or to an allegation as to the Mayor or Member's conduct that appears to have been misunderstood or misinterpreted.
- D. If it appears that statements or actions of a Member not present at a meeting have been misunderstood, or an allegation as to the Member's conduct appears to have been misunderstood or misinterpreted, the Member may, with the consent of the Chair, make a personal explanation at the next meeting they attend.
- E. The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall be final and not open to discussion.

4.5 THE PROCEDURAL MOTIONS

Application: applies to the Assembly, its committees and subcommittees, except when the latter or any of its sub-committees deals with a complaint about a Member under the local assessment regime.

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A. Any single Member may move without comment, at the end of a speech of another, one of the following motions ("procedural motions"):

- *"to proceed to the next item of business on the agenda";*
- *"that the question be now put to a vote";*
- *"that the debate be now adjourned";*
- *"that the meeting now adjourns";*

on the seconding of which the Chair shall proceed as set out below, and all votes on such procedural motions shall be taken without discussion. (If moved during a speech, the procedural motion will be considered after the speaker has finished.)

B. ON A MOTION TO PROCEED TO NEXT BUSINESS: unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, he/she shall put to the vote the motion *"To proceed to the next business"*, with the effect that (if the motion is passed) the item of business under consideration shall fall, subject to paragraphs (1) and (2) below:

- (1) at Assembly meetings: the Chair shall give the mover of the original motion or Member's report a right of reply^[1] prior to the vote on the procedural motion being taken;
- (2) at committee meetings: the Chair may ask a relevant officer to comment before the vote is taken.

C. ON A MOTION THAT THE QUESTION BE NOW PUT TO A VOTE: unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, the Chair shall first put to the vote that *"The question now be put"* with the following effect:

- (1) at Assembly meetings: if the procedural motion is passed, the Chair shall then give the mover (only) of the original motion/Member's report a right of reply^[1] limited to 2 minutes in length after which no other Member shall be permitted to speak; after the mover's speech

the Chair shall put the motion or report under consideration to the vote, together with any amendments that have been moved by that point;

- (2) at committee meetings: if the procedural motion is passed, the Chair shall put the recommendations of the report to the vote, together with any amendments that have been moved by that point.

- D. ON A MOTION TO ADJOURN THE DEBATE OR TO ADJOURN THE MEETING: if in the Chair's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, the Chair shall put the adjournment motion to the vote without giving the mover of the original motion or Member's report his/her right of reply^[1] on that occasion.
- E. If a motion to adjourn is passed under paragraph D then the Chair shall indicate the date and time when the meeting or debate (as appropriate) will resume or (if the meeting so agrees) the Chair, following the meeting, shall decide the date and time of the resumption, which shall be communicated to all Members entitled to attend.

Notes and definitions

[1] At Assembly meetings the right of reply under paragraphs B to D above does not apply when an Assembly Member introduces a report to the meeting under Standing Order 4.1E above. It only applies in relation to motions and their movers. At committee meetings there is no right of reply before the Chair puts the appropriate procedural motion to the meeting.

Deleted: F. . Paragraph A above shall not apply to the Standards Committee when considering a complaint under the local assessment regime^[2]. ¶

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Deleted: [2] Under this regime, which is established by the Local Government Act 2000 (as amended) sections 57A – 66, and the Standards Committee (England) Regulations 2008/1085, the Standards Committee is responsible for considering and determining allegations that a GLA Member or former Member has breached its Code of Conduct. ¶

STANDING ORDER 5

MAYOR'S QUESTION TIME

5.1 APPLICATION OF STANDING ORDERS TO MQT

- A. Subject to paragraph B below, this Standing Order 5 applies to that part of a Mayor's Question Time (MQT) meeting during which the Assembly considers the Mayor's MQT Report and puts questions to the Mayor, or to staff required to attend the meeting, in accordance with sections 45(3), 52(3) or 70(5) of the GLA Act 1999.
- B. Standing Order 5 shall not apply to any Non-MQT Business^[1] transacted at a meeting called as a Mayor's Question Time and where the Assembly transacts such business then the Authority's other Standing Orders (as relevant and applicable) shall apply, including Standing Orders 1 to 4 in particular.
- C. Notwithstanding paragraph A above, the Authority's other Standing Orders (as relevant and applicable) will apply to Mayor's Question Time in the same way they apply to other meetings of the Assembly subject to the provisions of such Standing Orders not conflicting with any express provision set out in this Standing Order 5.
- D. Nothing in this Standing Order 5 shall apply to, govern or restrict the exercise by the Assembly or a committee of their powers to invite attendance or to impose a requirement to attend or to produce documents under sections 61 to 65 or 110 of the GLA Act 1999.

Notes and definitions

[1] Often motions are submitted to MQTs, or business that would normally be considered at a plenary meeting is added to the agenda to be dealt with once the time allotted for questioning the Mayor has finished.

5.2 PURPOSE OF MQT MEETINGS

Application: applies to MQT meetings only.

- A. At Mayor's Question Time^[1] the Assembly:
- (1) will consider the written periodic report ("the MQT Report") submitted by the Mayor under s45(1) of the GLA Act 1999;
 - (2) may put oral or written questions to the Mayor about his/her MQT Report and/or any other matter in relation to which statutory functions are exercisable by the Mayor in accordance with s45(3) of the Act and Standing Order 5.5 below;
 - (3) may put questions to any GLA employee who has been required to attend Mayor's Question Time to answer questions from Assembly Members in accordance with sections 52(3)(b)(ii), 70(4) and (5) of the GLA Act 1999 and Standing Order 5.7 below.
- B. Following consultation with relevant Executive Directors, the Chair may decide what other business, if any, is to be transacted at the meeting and the order in which those other items will appear on the published agenda subject (in either case) to:
- (1) any rule of law requiring business to be considered; or
 - (2) the Head of Paid Service requiring that the published agenda for the meeting is to include a particular item of business, or particular content in a report, following consultation with the Chair, Monitoring Officer and Section 127 Officer.
- C. If in the opinion of the Chair, after consultation with the Executive Director of Secretariat, any question, motion, recommendation in a report or amendment is unlawful or improper or fails to comply with Standing Orders then the Chair may determine that it is out of order and shall not be considered by the meeting and, if necessary, excluded from the printed agenda. The Chair shall contact the Member(s) who submitted the motion, report or amendment as soon as practicable giving reasons for his/her decision.

Notes and definitions

[1] In this Standing Order 5 “MQT” refers to an Assembly meeting (a Mayor’s Question Time) held in accordance with s52(3) of the GLA Act 1999.

The Assembly must hold 10 MQTs (no more, no less) in every calendar year. Under s45(3) the Mayor must attend every MQT Meeting and must answer questions put to him at the meeting about matters in relation to which statutory functions are exercisable by him. This includes anything he/she has/could have done under the Authority’s principal purposes under s30 of the GLA Act 1999 (the power to do anything that promotes wealth creation, social and environmental improvement) and his/her personal duties under eg the GLA Code of Conduct (eg the duty not to bring the Authority or his office into disrepute). The Mayor’s duty to attend, and the content of questions, should be balanced against his right to have his personal and family life respected. Deliberate and unreasonable failure to attend, or to stay or answer questions at MQT Meetings, may trigger a breach of the Code of Conduct, notwithstanding the limit of 6 meetings under s13 having not been reached.

5.3 THE MAYOR'S PERIODIC REPORT

Application: paragraphs A and B apply to MQT Meetings.

- A. The Mayor shall deposit the periodic report required by sections 45(1) and (2) of the GLA Act 1999 ("MQT Report") with the Director of Secretariat not later than 14 calendar days^[1] before the date of the Mayor's Question Time meeting for which it was prepared.
- B. The MQT Report shall contain:
 - (1) the matters the Mayor is required to report under section 45(2) of the GLA Act 1999, being notifications of decisions taken by the Mayor which he/she considers to be of significance, and the reasons for which they were taken;
 - (2) the Mayor's response to any statutory proposal approved by the Assembly in pursuance of section 60(1) of the Act in accordance with section 45(2)(c); and
 - (3) an appendix providing details of those decisions taken since the last MQT report by the Mayor or by others under powers delegated by him/her, where either a mayoral approval form or directorate approval form (or equivalent) has been employed in accordance with the GLA's Governance Framework (as approved from time to time).
- C. Details of decisions referred to in paragraph B(3) above taken during each month during which no Mayor's Question Time is held shall be provided in the same format to the Executive Director of Secretariat not later than ten working days before the end of each such month.

Notes and definitions

[1] This refers to calendar days, not working days, and so the 14 days includes weekends, public and bank holidays. In addition, they are not 'clear' days.

5.4 THE MAYOR'S ORAL UPDATE TO THE MQT REPORT

Application: applies to MQT meetings only.

- A. At the discretion of the Chair, the Mayor may be given the opportunity to provide an oral update of up to 5 minutes in length on matters occurring since the MQT Report was deposited with the Executive Director of Secretariat under Standing Order 5.3A above.
- B. The Chair shall decide when in the meeting the Mayor's update shall be given, and shall afford Members the opportunity to put questions to the Mayor (including supplementary questions) upon the content of his/her update, in accordance with the rules and procedures made under Standing Order 5.10 below. Where a question or supplementary question is substantially the same as a priority question listed on the order paper for the meeting, the Chair may rule that it be raised later in the meeting, when the answer to that priority question is given.
- C. The Chair may direct that a question deposited under Standing Order 5.6 that asks the Mayor to give an update to his report (or a similar question to like effect) shall not be answered by the Mayor until the point in the meeting when the Mayor gives his oral update in accordance with paragraph B above.

5.5 SCOPE OF QUESTIONS

Application: applies to MQT meetings only.

- A. Questions to the Mayor must relate to one of the following:
- (1) any actions or decisions taken by the Mayor;
 - (2) actions or decisions of members of GLA staff, whether appointed by the Mayor, by the Mayor and Assembly acting jointly or by the Head of Paid Service;
 - (3) any of the statutory functions exercisable by the Mayor;
 - (4) any oral or written statements made by the Mayor in any other forum or context; or
 - (5) anything raised by the Mayor in his/her oral update or any decision taken by the Mayor since the deposit of the MQT Report for that meeting; and
 - (6) any matter of importance to Londoners and Greater London.
- B. In order for a question falling within the scope of A(6) above to be valid, it must also clearly relate to one of the categories at A(1) to A(5).
- C. Any supplementary questions asked by Assembly Members must be relevant to the original question asked.
- D. For the avoidance of doubt, Standing Order 2.14 (Discussion of matters affecting individual members of staff) shall apply to any questions put to the Mayor relating to GLA Staff.

5.6 DEPOSITING QUESTIONS FOR THE MAYOR

Application: applies to MQT meetings only.

- A. Questions to the Mayor will be in writing and shall be notified to the Executive Director of Secretariat by not later than 12.00 noon on the sixth clear working day before the date of the MQT meeting.
- B. Paragraph A above does not apply to questions asked at the meeting concerning the Mayor's Update under Standing Order 5.4 or to supplementary questions.

5.7 SUMMONSING AND QUESTIONING GLA STAFF AT MQT MEETINGS

Application: applies to MQT meetings only.

- A. The following members of GLA staff (only)^[1] may be required under section 70(5) of the GLA Act 1999 to attend MQT meetings in order to answer questions from Assembly Members:
- (1) those holding politically restricted posts under section 67(2) of the GLA Act; and
 - (2) those appointed by the Mayor under section 67(1)(b) of that Act, irrespective of whether they hold a politically restricted post.
- B. The Chair, following consultation with the Deputy Chair and the Leaders of the Political Groups, may request the attendance of a member of staff mentioned in paragraph A above. (This shall not prevent the Assembly itself from exercising these powers at any other time.)
- C. Upon a request from the Chair under paragraph B above, the Head of Paid Service shall give written notice as soon as practicable to the person concerned of the requirement to attend MQT (stating the date, time and location of the MQT meeting), so that it is given not less than 6 clear working days before the meeting, unless the Chair considers it impractical to do so for reasons of urgency which shall be stated in the Head of Paid Service's notice.
- D. Information indicating in reasonable detail the subject areas about which such members of GLA staff are likely to be asked questions:
- (1) shall be given by Members to the Executive Director of Secretariat by 12.00 noon, not less than 6 clear working days in advance of the meeting; and
 - (2) shall be communicated to the person concerned by the Executive Director so that he/she receives not less than 6 clear working days' notice of the questions;
- unless (in either case) the Chair considers it impractical to do so for reasons of urgency.
- E. For the avoidance of doubt, Standing Order 2.14 (Discussion of Matters affecting Individual Members of Staff) shall also apply when staff are questioned at MQT under this Standing Order 5.7.

Notes and definitions

[1] It is a term in the contract of employment of every politically restricted member of GLA staff (including the 10 the Mayor can appoint under s67(1)(b) but excluding the 2 political advisors he/she may appoint under s67(1)(a)) that they comply with a requirement to attend MQT Meetings and answer any question put by Assembly Members at that meeting – see s70(4) and (5) of the GLA Act 1999. This Standing Order sets out the mechanism for making such a requirement.

5.8 QUESTIONS RULED OUT OF ORDER

Application: applies to MQT meetings only.

- A. The Chair may, prior to or at the meeting, if brought to his/her attention, rule out of order any question that does not comply with Standing Order 5.5 or which is improper, unlawful or otherwise places the Authority at significant risk of legal challenge or does not comply with any rules and procedures made under Standing Order 5.10A below, and may also, upon advice, decide that it shall not be included in the agenda to be despatched for the MQT meeting. The Chair shall inform the member who submitted the question giving his/her reasons.

5.9 MQT MEETING: ORDER OF BUSINESS AND WRITTEN ANSWERS TO QUESTIONS

Application: applies to MQT meetings only.

A. At Mayor's Question Time the first item of business after:

- Chair's announcements;
- apologies for absence;
- declarations of interest; and
- the approval of minutes

shall be the Mayor's MQT Report, then the meeting will proceed to questions to the Mayor or to staff in accordance with this Standing Order 5.9.

B. All questions will be addressed through the Chair, whether they are to the Mayor or a member of staff.

C. Where questions to the Mayor are concerned, the Chair may decide on a different order from that in paragraph A following consultation with the Mayor and the Leaders of the Political Groups prior to the meeting.

D. The Chair will call Members to put questions to the Mayor (including supplementary questions) in such order/number as shall ensure broad proportionality between the Political Groups, taking into account the time available during any particular meeting and the aggregate number of meetings to be held over the Assembly year^[1].

E. If it is not practicable for the Mayor or member of staff to answer orally a question on the agenda then he/she shall provide a written answer to the Executive Director of Secretariat before the end of the third working day following the date of the MQT meeting in accordance with the duty to do so under sections 45(4)(b) and 70(6)(b) of the GLA Act 1999.

Notes and definitions

[1] "Assembly year" refers to the period between Annual Meetings of the Assembly.

5.10 RULES AND PROCEDURES FOR MQT MEETINGS

Application: applies to MQT meetings only.

- A. The Chair of the Assembly may from time to time approve detailed rules and procedures for the conduct of Mayor's Question Time, following consultation with the Mayor^[1], Deputy Chair and the Leaders of the Political Groups.
- B. The procedures may include reference (but are not limited to) the number and scope of questions Members may deposit under Standing Order 5.6, the consolidation of similar questions, the rejection of duplicate questions and, at the meeting, the ordering, themes and number of questions and supplementary questions (including their scope), the time to be allotted to different questions, and how time shall be extended beyond the time limit imposed under Standing Order 2.9 to allow for a question (including supplementaries) to which the Mayor is then responding to be completed.
- C. Rules and procedures approved under paragraph A above are subject to any provision of section 45 of the GLA Act 1999 that regulates or provides for the regulation of the procedure of Mayor's Question Time, and to Chair's duties under Standing Order 5.9D above.

Notes and definitions

[1] Under s36(8) of the GLA Act 1999 Standing Orders may only be varied or revoked after consultation with the Mayor.

STANDING ORDER 6

THE ASSEMBLY BUDGET MEETINGS

6.1 APPLICATION OF STANDING ORDER 6

Application: applies during and in relation to both Assembly Budget Meetings only.

- A. Standing Orders 6.2 to 6.17 (inclusive) below only apply in respect of the Draft Budget Meeting and the Final Budget Meeting when the Draft Consolidated and Final Draft Budgets respectively are considered in accordance with section 87 and paragraphs 5 and 8 of Schedule 6 to the GLA Act 1999¹.
- B. Notwithstanding paragraph A above, the Authority's other Standing Orders (as relevant and applicable) will apply to the Budget Meetings in the same way as they apply to other meetings of the Assembly but subject to any provision of such Standing Orders not conflicting with any express provision set out in this Standing Order 6, and always subject to their addition, variation or suspension under Standing Order 6.6 below.
- C. Standing Order 6.17 below (Formal laying of certain documents before the Assembly) shall govern the deposit with the Assembly of the various documents therein mentioned as required by Schedules 6 and 7 of the GLA Act 1999.
- D. If the Mayor fails to comply respectively with paragraphs 3(4) or 6(6) of Schedule 6, then Standing Order 6.18 below (Procedure where Mayor fails to comply with Schedule 6) shall apply to the Assembly's consideration of the Draft Consolidated Budget prepared by it in accordance with paragraph 4 of Schedule 6, and to the Consolidated Budget Requirement determined by the Assembly for the Authority in accordance with paragraph 7 of Schedule 6.
- E. Where the Draft Consolidated Budget and / or the Final Draft Budget do not comply with the "Relevant Principles"² then the procedures set out in Schedule 6 of the GLA Act 1999 as inserted by paragraph 137 of Schedule 6 of the Localism Act 2011 will apply. In such circumstances whether a substitute budget is being prepared by the Mayor or the Assembly due to a failure to comply with the Relevant Provisions, Standing Order 6.5 will

apply. The other Budget Standing Orders of this Budget Standing Order 6 will also apply, in the absence of any relevant or contrary provisions enacted by paragraph 137 of schedule 6 of the Localism Act.

Notes

- [1] All references to the GLA Act 1999 within this Standing Order 6 are taken to refer to the GLA Act 1999 as amended by the GLA Act 2007 and the Localism Act 2011 in relation to the Authority's statutory budget setting process.
- [2] The "relevant principles", in relation to a budget or a council tax requirement for a financial year, means the principles approved by the House of Commons for the financial year under section 52ZD of the Local Government Finance Act 1992 (principles in connection with council tax referendums). Whether or not a budget or council tax requirement for a financial year complies with the relevant principles is to be determined by reference to whether or not the amount that would be calculated for the year under section 88 or 89 above (calculation of basic amount of council tax) by reference to the budget or council tax requirement is excessive by reference to the relevant principles.

6.2 INTERPRETATION

Application: applies to Standing Order 6, during and in relation to both Assembly Budget Meetings and to other Standing Orders as appropriate.

A. Unless otherwise indicated or required by the context the following words and terms are as defined below for the purposes of this Standing Order 6 and Standing Orders generally:

- “budget”, depending on the stage of the approval process, means the Draft Consolidated Budget as defined in paragraph 3 of Schedule 6 of the Act (including the consolidated council tax requirement, component budgets and component council tax requirements set out within it) or the Final Draft Budget as defined in paragraph 6 (1) of Schedule 6 of the Act for the forthcoming financial year, as at the time it is considered;
- “Budget Meeting” means (as relevant) an Assembly Budget Meeting being either the Draft Budget Meeting held under Standing Order 6.3 or the Final Budget Meeting held under Standing Order 6.4 below, and that part of the meeting when the budget is considered if combined with other business;
- “Budget Related Motion” means a motion submitted in connection with the budget which does not qualify as a Formal Budget Amendment as defined below;
- “Constituent Body” means the Assembly, the Mayor or one of the four Functional Bodies;
- “Formal Budget Amendment” refers to any proposal formally to amend one or more of the figures in a budget as presented by the Mayor as relates to all or any of the Constituent Bodies and which are required to be calculated in accordance with sections 85(4) to (8) of the GLA Act 1999; and (to avoid doubt):
 - a. all such amendments must be submitted in accordance with Standing Order 6.10 below, in order to be considered as a Formal Budget Amendment; and
 - b. any reference to amending or formally amending a budget is a reference to proposing one or more of those figures in substitution of those presented by the Mayor; and

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- c. neither the Draft Consolidated Budget nor the Final Draft Budget may lawfully be amended otherwise than by a Formal Budget Amendment proposing such figures in substitution of those contained in the Mayor's budget;
- "public meeting" means a meeting of the Assembly throughout which members of the public are entitled to be present^[1];
- "requisite majority" means:
 - a. amendments to the Draft Consolidated Budget: in the case of a Formal Budget Amendment to the Draft Consolidated Budget, a simple majority of votes cast by Assembly Members present in favour of the amendment;
 - b. amendments to the Final Draft Budget: in the case of a Formal Budget Amendment to the Final Draft Budget, a vote of not less than two-thirds of Assembly Members present and voting in favour of the amendment;
- "Schedule 6" refers to Schedule 6 to the GLA Act;
- "Substantive Motion" means (as appropriate) the motions referred to in paragraphs 6.7C and 6.8D below.

Notes and definitions

[1] If the Assembly went into private or confidential session at any point, it would then cease to be a public meeting for the purposes of Schedule 6 at which it could lawfully consider, amend or approve either the Draft Consolidated Budget or Final Draft Budget.

6.3 THE ASSEMBLY DRAFT BUDGET MEETING

Application: applies to the Draft Budget Meeting only.

- A. The Draft Consolidated Budget prepared under paragraph 3 of Schedule 6 shall be presented by the Mayor in accordance with Standing Order 6.5 below, on or before the 1st day of February each year^[1].
- B. The Assembly shall hold a public meeting (“the Draft Budget Meeting”) designated for the purpose of considering and approving that budget (with or without amendment). The Assembly is required to hold this meeting on or before the 1st day of February each year. Where the Mayor is unable to provide the Draft Consolidated Budget in time for it to be published with the agenda for that meeting, he will write to the Chair of the Assembly to confirm the date on which it will be provided^[2].
- C. The date of the Draft Budget Meeting shall be that identified in the Annual Programme, or (if different) such other date as the Chair of the Assembly decides is appropriate. Before determining the date of the meeting the Chair shall consult the Mayor and Leaders of the Political Groups. Business at the Draft Budget Meeting may be combined with other business, including a Mayor’s Question Time.
- D. Before the Assembly considers the Draft Consolidated Budget the Chair of the Assembly shall invite the Mayor to introduce and explain it to the meeting. The Mayor may speak for up to 10 minutes.
- E. The meeting may agree to put questions to the Mayor concerning the budget. The period allowed for such questions shall be such as the Chair considers appropriate (following consultation with the Mayor and the Leaders of the Political Groups).

Notes and definitions

[1] This date is set out in paragraph 3(4) of Schedule 6.

[2] The agenda for a meeting must be published 5 clear working days’ before the meeting – see Standing Order 1.9

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6.4 THE ASSEMBLY FINAL BUDGET MEETING

Application: applies to the Final Budget Meeting only.

- A. On the last day on or before the end of February each year the Assembly shall hold a public meeting (the “Final Budget Meeting”) designated for the purpose of considering and approving (with or without amendment) the Mayor’s Final Draft Budget prepared under paragraph 6 of Schedule 6^[1].
- B. The date of the Final Budget Meeting shall be that identified in the Annual Programme, or (if different) such other date as the Chair of the Assembly decides is appropriate. Before determining the revised date of the meeting the Chair shall consult the Mayor and the Leaders of the Political Groups. Business at the Final Budget Meeting may be combined with other business, including a Mayor’s Question Time.
- C. Before the Assembly considers the Final Draft Budget the Chair of the Assembly shall invite the Mayor to introduce and explain it to the meeting. The Mayor may speak for up to 10 minutes.
- D. The meeting may agree to put questions to the Mayor concerning the budget. The period allowed for such questions shall be such as the Chair considers appropriate (following consultation with the Mayor and Leaders of the Political Groups.)
- E. The Assembly may, at any time prior to the determination of the final consolidated council tax requirement for the GLA Group, hold one or more Assembly Budget Meetings, to consider and agree amendments relating to the Assembly’s component budget and component council tax requirement, by the requisite majority of Assembly Members. Such a meeting would not be the formal Draft Budget or Final Draft Budget meeting but the proceedings would be governed by this Standing Order 6 as if it were a Final Draft Budget meeting. The Assembly would then proceed to hold its formal Final Draft Budget meeting to consider the draft consolidated budget (revised as necessary following initial consideration of the Assembly’s final draft component budget/council tax requirement).

Notes and definitions

[1] The end of February is specified in paragraph 8(7) of Schedule 6.

6.5 PROCEDURE FOR DEPOSITING BUDGET DOCUMENTS, AMENDMENTS AND BUDGET RELATED MOTIONS

Application: applies in relation to both Assembly Budget Meetings.

- A. The Mayor shall deposit with the Executive Director of Secretariat a copy of the Draft Consolidated Budget or the Final Draft Budget and accompanying reports (if any), and any statements that are due to be laid before the Assembly in accordance with Standing Orders 6.17A (2) or (4) for the purposes of its being despatched to Assembly Members for their consideration at a public meeting of the Assembly^[1] (the Budget Meetings).
- B. In order to comply with section 100B(3) of the Local Government Act 1972^[2] the budget and any accompanying report must be available for inspection by the public for at least 5 clear working days before the date of the Budget Meeting.
- C. The Mayor may amend any item in the deposited budget and/or accompanying report up and until the point when the Chair opens the Budget Meeting. Any such amendments shall be made following consultation with the Chair as to the presentation of the amended documents to the Assembly and by depositing the relevant revised documentation with the Executive Director of Secretariat, who shall arrange for it to be made available to Assembly Members, the press and public as soon as practicable in advance of the Budget Meeting^[3].
- D. In the event of the Mayor seeking to present amendments directly after the meeting opens, the Chair should allow these to be presented to the meeting, provided that, in the opinion of the Chair the amendments are presented and explained in writing and in sufficient detail, which shall include clear information as to the implications of the amendments for the remainder of the budget proposals, to allow the Assembly properly to consider them.^[4]

Notes and definitions

[1] The public meetings are required by paragraphs 3(3) and 6(4) of Schedule 6.

[2] Sections 100A to 100K of the Local Government Act 1972 are applied to the Assembly by s58 of the GLA Act 1999. See the notes to Standing Order 1.10 (Considering urgent items and adding urgent business) for the definition of working and clear days.

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[3] This provision does allow the Mayor to amend his/her previously published (for the purposes of the Assembly Budget Meetings) draft and final draft Budget documents at any point up until the point when the Chair opens the relevant Budget Meeting. In this event the Chair may have to adjourn the meeting in order to allow the Political Groups to consider their response and any consequential revisions to prepared Budget Related Amendments and Budget Related Motions.

[4] In this event the Chair may have to adjourn the meeting in order to allow the Political Groups to consider their response and any consequential revisions to prepared Budget Related Amendments and Budget Related Motions.

6.6 VARIATION/SUSPENSION OF STANDING ORDERS DURING BUDGET MEETINGS

Application: applies to both Assembly Budget Meetings.

A. The following provisions of Standing Orders are automatically suspended:

(1) in Standing Order 2 (Requirements for Holding Meetings):

<i>Provision</i>	<i>Extent and effect of suspension</i>
2.6 paragraph C only Voting to be by show of hands	Suspended in respect of votes taken on Formal Budget Amendments to the Final Draft Budget only. (Such votes are to be by named, alphabetical vote in accordance with paragraph E(1) below)
2.6 paragraph D only Individual votes on separate elements	Suspended in respect of votes taken on Formal Budget Amendments at either of the Assembly Budget Meetings (Individual votes on the separate elements comprising a Formal Budget Amendment not to be allowed – see paragraph E(2) and (3) below)

(2) in Standing Order 3 (General Rules for Motions, Reports, Amendments and Petitions):

<i>Provision</i>	<i>Extent and effect of suspension</i>
3.4 (in whole) Submitting motions and amendments	Suspended for Formal Budget Amendments, which are to comply with the requirements of SO 6.10 instead
3.4 paragraph F only Previously rejected motions/amendments to bear 7 signatures etc	Suspended for Budget Related Motions
3.5 paragraphs A, B and C Scope of amendments	Suspended for Formal Budget Amendments

3.6 (in whole) Alteration and withdrawal of motion/amendments	Suspended for Formal Budget Amendments and Budget Related Motions
3.8 (in whole) Order of debating amendments	Suspended for Formal Budget Amendments and Budget Related Motions
3.9 (in whole) Bar on consecutive amendments with same effect	Suspended for Formal Budget Amendments and Budget Related Motions
3.10 (in whole) Effect of successful amendment	Suspended for Formal Budget Amendments and Budget Related Motions
3.12 paragraph B only Assembly to consent to considering urgent motions	Suspended for Formal Budget Amendments and Budget Related Motions
3.13 (in whole) Referral of motions within a committee's remit	Suspended for Formal Budget Amendments and Budget Related Motions
3.16 (in whole) Reversal of previous meetings' decisions and motions	Suspended for Formal Budget Amendments and Budget Related Motions
4.2 (in part) Length of speeches	Suspended for formal budget amendments (see SO 6.6D)

- B. The Assembly's other Standing Orders (as relevant) shall apply (added to, amended or suspended as set out in this Standing Order 6.6 paragraphs C to E below) during the Budget Meeting (or that part of the Budget Meeting) when the Assembly considers either the Draft Consolidated or Final Draft Budgets in accordance with paragraphs 3 and 6 of Schedule 6 to the GLA Act.

- C. Standing Order 4.3 shall apply, varied as necessary:
- (1) to allow Formal Budget Amendments and Budget Related Motions as required by this Standing Order to be moved in addition to those listed in paragraphs B (1) to (10) of that Standing Order; and
 - (2) to allow Members proposing Formal Budget Amendments (only) to speak for up to 10 minutes.
- D. At the beginning of each debate the Chair may determine that speeches are shorter or, exceptionally, that they may be longer. The Chair shall state the length of speeches and the reasons for his/her decision.
- E. Standing Order 2.6 (voting) shall apply to voting on Formal Budget Amendments, added to and varied as follows:
- (1) where a vote is taken on a Formal Budget Amendment to the Final Draft Budget (only) the method of voting shall be by named vote, with the Chair asking each member present in turn, in alphabetical order of name (but with the Deputy Chair and the Chair being called last), to declare how they wish to cast their vote (for or against) or whether they wish to abstain^[1];
 - (2) not to permit separate votes to be taken on the value of the individual / aggregate amounts required to be calculated by sections 85(4) to (8) of the GLA Act 1999 (ie the figures referred to in the Schedule to the Formal Budget Amendment Report); (see footnote 2) or
 - (3) not to permit separate votes to be taken on the separate elements comprising a Formal Budget Amendment (whether moved as a motion or on recommendations in a report (ie recommendations 1 to 3 in Part B of the Formal Budget Amendment Report) concerning the amendment of the figures referred to in paragraph 6.6E(2) above;
 - (4) where a Budget Related Motion comprises two or more separate elements, separate votes may be taken on those elements if any Assembly Member so requests^[3].

Notes and definitions

[1] A named vote by alphabetical order only applies at the Final Budget Meeting (not the Draft Budget Meeting) to votes on Formal Budget Amendments. A show of hands applies to all votes at the Draft Budget Meeting and, at the Final Budget Meeting, to votes on the Substantive Motion, Budget Related Motions and any procedural motions raised from the floor.

[2] ie Separate votes cannot be taken on each of the individual figures making up a Constituent Body's component budget, nor on one particular Constituent Body's council tax requirement

[3] ie Separate votes can be taken on those Budget Related Motions that do not formally amend the budget figures as set out in s85, GLA Act.

General Note: To clarify, if the Assembly transacts Non-Budget Business at a meeting called as a Budget Meeting (eg by combining it with Mayor's Question Time or having Non-Budget items or motions on the agenda) then the Authority's other Standing Orders shall govern the transaction of that Non-Budget Business in the normal way.

6.7 CONSIDERATION OF THE DRAFT CONSOLIDATED BUDGET

Application: applies to the Draft Budget Meeting only.

- A. The Assembly is under a duty to approve the Draft Consolidated Budget (together with the draft component budgets comprised within it) with or without amendment^[1].
- B. If the Assembly has finished its consideration of the Draft Consolidated Budget, but has not by then expressly approved it (either with or without amendment) then the Assembly's approval of that budget will be deemed to have been given, without any amendment having been made, by paragraph 5(5) of Schedule 6.
- C. When it considers the Draft Consolidated Budget the Substantive Motion before the Assembly, set out in the agenda, shall be as follows^[2]:

"To approve the Draft Consolidated Budget for [Financial Year], together with the draft component budgets comprised within it, with or without amendment."

If the substantive motion is not approved, then paragraph B above applies.

- D. The Substantive Motion may be amended by a Formal Budget Amendment in accordance with procedures described in Standing Orders 6.12 and 6.15 to 6.18 below (as appropriate), with the effect that the Draft Consolidated Budget (together with the draft component budgets comprised within it) is amended in accordance with such Formal Budget Amendment (if any) as prevails in accordance with those procedures.
- E. If a Formal Budget Amendment is carried by the requisite majority^[3] then the Substantive Motion shall fall and the Draft Consolidated Budget shall be deemed agreed as amended.

Notes and definitions

[1] Under paragraph 5(3) of Schedule 6 the Assembly is under a duty to approve the Draft Consolidated Budget, with or without amendment. If the Assembly does not approve the Draft Consolidated Budget within a reasonable time of it being laid, the Mayor can lay the statement referred to in paragraph 6(2)(a) of Schedule 6, and the Assembly's approval of that budget (without amendment) is then deemed to have been given under paragraph 6(2)(b) of that Schedule.

[2] The Substantive Motion provides a starting point for the Assembly's consideration of the budget.

[3] By being carried by a simple majority of votes cast in its favour.

6.8 CONSIDERATION OF THE FINAL DRAFT BUDGET

Application: applies to the Final Budget Meeting only.

- A. The Assembly is under a duty to approve the Final Draft Budget (with or without amendment) before the last day of February^[1].
- B. Subject to the next paragraph, if the Assembly has finished its consideration of the Final Draft Budget but has not by then expressly approved it (either with or without amendment) then the Assembly's approval of that budget will be deemed to have been given, without any amendment having been made, by paragraph 8(5) of Schedule 6.
- C. If by the last day of February the Assembly has not finished its consideration of the Final Draft Budget then on that day the Final Draft Budget shall become the Authority's Consolidated Budget for the forthcoming financial year in accordance with paragraph 9 of Schedule 6.
- D. When it considers the Final Draft Budget the Substantive Motion before the Assembly, set out in the agenda, shall be as follows^[2]:

"To approve the Final Draft Budget for [Financial Year] with or without amendment."
- E. The Substantive Motion may be amended by a Formal Budget Amendment in accordance with the procedures described in Standing Orders 6.12 and 6.15 to 6.18 below (as appropriate), with the effect that the Final Draft Budget is amended in accordance with such Formal Budget Amendment (if any) as prevails in accordance with those procedures.
- F. If a Formal Budget Amendment is carried by the requisite majority then the Substantive Motion shall fall and the Final Draft Budget shall be deemed agreed as amended.

Notes and definitions

[1] This duty is imposed by paragraphs 8(3) and (7) and paragraph 9 of Schedule 6.

[2] This provides a starting point for the Assembly's consideration of the budget.

6.9 PRESUMPTION AT END OF FINAL BUDGET MEETING

Application: applies to the Final Budget Meeting only.

- A. If the Assembly has not decided, on a vote^[1], to continue its consideration of the Final Draft Budget, then at the end of the Final Budget Meeting the Assembly will be taken to have concluded its consideration of the budget for the purposes of Schedule 6^[2].

Notes and definitions

[1] Carried by a simple majority vote in favour of the motion.

[2] At this point the default provisions in paragraph 8(5) of Schedule 6 apply. This states that once the Assembly has finished considering the Final Draft Budget, that budget is deemed to have been approved without amendment unless the Assembly has actually amended the budget by the requisite majority.

6.10 FORMAT OF FORMAL BUDGET AMENDMENTS AND BUDGET RELATED MOTIONS

Application: applies in relation to both Assembly Budget Meetings.

- A. Paragraphs 6.10B to 6.10K below apply to any proposal to amend either the Draft Consolidated Budget (and any of the component budgets comprised within it) and the Final Draft Budget.
- B. For the purposes of Standing Order 6 all proposals before the Budget Meeting relating to the budget (howsoever raised) shall be classed as either a Formal Budget Amendment or a Budget Related Motion, as follows:
 - (1) *Formal Budget Amendment:* this is a proposal that (if passed by the requisite majority) would formally and legally amend the budget (known as a “Formal Budget Amendment”) and may only be raised by way of a motion or recommendations in a report complying with paragraphs E to K below and shall be treated as such for the purposes of Standing Order 6.
 - (2) *Budget Related Motion:* this is a proposal moved in connection with the budget (whether raised by way of motion or the recommendations contained in a report) that either:
 - a. does not purport to amend the budget; or
 - b. seeks to do so, but which is defective in terms of the requirements of a Formal Budget Amendment under this Standing Orderwhich shall be classed as a “Budget Related Motion” and treated as such for the purposes of this Standing Order 6.

(To clarify, a recommendation/recommendations in a Formal Budget Amendment Report that does not comply with E below is to be treated as a Budget Related Motion.)
- C. The Chair’s ruling, following advice from the proper officer at the meeting, on the classification of any proposal as either a Formal Budget Amendment or a Budget Related Motion shall be conclusive for the purposes of the procedure at the meeting. If in the opinion of the Chair, after consultation with the Executive Director of Secretariat, any Formal Budget Amendment or Budget Related Motion is unlawful, improper or fails to comply with

Standing Orders, then the Chair may determine that it is out of order and it shall not be considered by the meeting.

- D. The Assembly may only consider a Formal Budget Amendment if it has been proposed and seconded and complies with the following requirements:
- (1) it must take the form of either:
 - a. a motion; or
 - b. a report to the Assembly, that complies with paragraphs E to J below; and
 - (2) it must be from individual Assembly Members or from a Political Group and (in either case) it must state the names of the Members proposing and seconding it.

Motions

- E. If a motion is used formally to seek to amend the budget then it must include text that clearly and unambiguously states the following “budget figures”:
- (1) the value of each of the aggregates/amounts for each of the Constituent Bodies required to be calculated under sections 85(4) to (8) of the GLA Act 1999^[1] and how these shall amend those figures proposed by the Mayor in his/her budget; and
 - (2) the amount of each Constituent Body’s component council tax requirement, and the Authority’s consolidated council tax requirement, arising from those calculations and how these shall amend the requirements proposed by the Mayor.
- F. The document putting forward the motion must also clearly differentiate between its explanatory/supporting text and the Formal Budget Amendment, and between the latter and any other motions (Budget Related Motions) proposed^[2].

Formal Budget Amendment Reports

- G. If a report is used formally to seek to amend the budget, then it shall be as set out in a “Formal Budget Amendment Report”, or be in such other form

as the Section 127 Officer and Monitoring Officer in consultation with the Executive Director of Secretariat approve from time to time:

- (1) any explanatory/ supporting text shall be set out in Part A of the report; Part B of the report shall contain the Formal Budget Amendments as recommendations numbers 1 to 3;
 - (2) any Budget Related Motions shall be set out in Part A of the report, as recommendation number 4 onwards;
 - (3) the Schedule to the report shall contain the following “budget values”: that is, the value of each of the aggregates/amounts for each of the Constituent Bodies required to be calculated under sections 85(4) to (8) of the GLA Act 1999 and how these shall amend those figures proposed by the Mayor in his/her budget, the amount of each Constituent Body's component council tax requirement, and the Authority's consolidated council tax requirement, arising from those calculations and how these shall amend the requirements proposed by the Mayor.
- H. If no formal amendment to the budget is proposed, then the report (if used) may omit recommendations nos. 1 to 3 in Part B and the Schedule entirely, but if so it shall be treated as a Budget Related Motion.

Format of subsequent Amendments if a Formal Budget Amendment is carried

- I. If two or more Formal Budget Amendments are moved under Standing Order 6.16 below, once the first such amendment has been carried by a requisite majority, or any have been subsequently carried, then the budget figures in such other Formal Budget Amendments as have been moved by that point (ie the point at which the first or subsequent Formal Budget Amendment is carried by a requisite majority) shall be taken to refer to (and seek to amend) those figures as stated in that first or latest carried amendment, notwithstanding that they will in fact refer to the Mayor's budget figures in the text.
- J. Formal Budget Amendments shall refer to (and seek to amend) the budget figures in the last such Budget Amendment as was carried by the requisite majority before the point it is moved.
- K. The Chair may adjourn the meeting, stating when and where it will reconvene, if it is deemed necessary to amend the outstanding documentation (such as remaining Formal Budget Amendments) to reflect

any updated budget figures following the approval of a Formal Budget Amendment.

- L. In accordance with Standing Order 6.12M the principle that the latest decision in time of the Assembly shall prevail applies, with the result that (as the case may be) the later approval of a Formal Budget Amendment in accordance with this Standing Order 6 shall prevail over an earlier approval of the Substantive Motion or of any Formal Budget Amendment or Budget Related Motion, which shall then fall as a result.

Bar on amendments or motions negating or reversing earlier carried motions and amendments

- M. No Budget Related Motion may be moved if its effect (if approved) would be solely to negative, or solely to reverse, any previously approved Substantive Motion, Formal Budget Amendment or Budget Related Motion.

Notes and definitions

[1] ie as referred to in the Schedule to the Formal Budget Amendment Report.

[2] Eg concerning matters the Assembly wishes to formally observe/note concerning the budget or approval process, matters of importance to Greater London, or even the making by the Assembly of formal proposals to the Mayor under s60(1) of the GLA Act 1999.

6.11 THRESHOLD FOR CARRYING FORMAL BUDGET AMENDMENTS ETC

Application: applies to both Assembly Budget Meetings.

- A. Amendments to the Draft Consolidated Budget shall require a simple majority of Members voting in favour of the Formal Budget Amendment to carry and amend the Draft Consolidated Budget^[1].
- B. Amendments to the Final Draft Budget shall require a two-thirds majority of Members voting in favour of a Formal Budget Amendment to pass an amended Final Draft Budget^[2].
- C. The Draft Consolidated Budget and Final Draft Budget (as appropriate) may be approved without amendment by a simple majority of Members.
- D. Unless otherwise provided for, all other questions or matters falling to be decided by the Assembly during the Budget Meeting (including a Budget Related Motion) shall be decided by a simple majority^[1].

Notes and definitions

[1] The normal rules of a simple majority of votes cast under s53(1) of the GLA Act 1999 apply.

[2] As required by 8(4) of Schedule 6. Abstentions do not count as a vote against, and so are excluded from the calculation of the two-thirds majority.

[3] Ie as referred to in the Schedule to the Formal Budget Amendment Report.

6.12 GENERAL RULES FOR THE TRANSACTION OF BUSINESS AT THE BUDGET MEETING

Application: applies in relation to both Assembly Budget Meetings.

- A. The Substantive Motion, Formal Budget Amendments and Budget Related Motions shall be considered, moved, debated and voted upon in accordance with the rules and principles set out in paragraphs 6.12 B to O below.
- B. The Substantive Motion shall be set out on the agenda for the Budget Meeting and shall be considered without being proposed or seconded by any Member. It shall be put to the vote if no Formal Budget Amendment is carried by a requisite majority.
- C. Formal Budget Amendments shall be moved before Budget Related Motions are moved.
- D. Where a Budget Related Motion is tabled as part of a report or motion also containing a Formal Budget Amendment then it shall be deemed to have been moved at the same time (and in the same order) as that Formal Budget Amendment and in accordance with paragraph E below.
- E. As between themselves, Formal Budget Amendments will be moved in order of the one proposing the greatest reduction to the Consolidated council tax requirement (as proposed by the Mayor) being taken first, with the amendment proposing the smallest reduction (or greatest increase, as the case may be) being moved last. The Chair shall decide the order following consultation with the Executive Director of Resources; if of equal aggregate effect, the Chair shall draw lots to determine the order.
- F. The Assembly shall debate the Substantive Motion, Formal Budget Amendments and Budget Related Motions at the same time in accordance with Standing Order 4 (as amended for the Budget Meeting by Standing Order 6.6 above) and in accordance with any decision taken under Standing Order 6.4E.
- G. Voting shall take place in the following order:
 - (1) Formal Budget Amendments first, in the order they were moved (for clarification, the vote on a Budget Related Motion tabled as part of a report or motion containing a Formal Budget Amendment shall be taken under paragraph (3) below);

- (2) if, following the approval of a Formal Budget Amendment, any further such Amendments are proposed and seconded, then the Assembly shall vote on those Amendments before voting on Budget Related Motions;
 - (3) then such Budget Related Motions as by then have been tabled (including any of those mentioned in paragraph (1) above) in the order that they were moved (NB this has the result that a Budget Related Motion mentioned in paragraph (1) above will be voted upon before any other separately tabled Budget Related Motion, which will have been moved later);
 - (4) then the special procedural motion under Standing Order 6.120 (if proposed and seconded);
 - (5) then, last, the Substantive Motion.
- H. A new Formal Budget Amendment or a new Budget Related Motion may be moved from the floor at any time (but subject to Standing Order 6.10J above) unless another is under debate or is being voted upon, when it may only be moved after that debate or vote has finished.
- I. There is no restriction on the number of times that the same Assembly Members may move (propose and/or second) different Formal Budget Amendments or Budget Related Motions.
- J. Once moved, a Formal Budget Amendment may only subsequently be amended if its proposer and seconder consent to accept the amendment (the Assembly's consent to them doing so is not required). No such amendment may be accepted once voting on the amendment or motion has started.
- K. No motion of any sort may be moved which purports to amend any other Formal Budget Amendment unless it is a Formal Budget Amendment referred to in paragraphs I or J of Standing Order 6.10.
- L. The proposer of a Formal Budget Amendment or Budget Related motion may withdraw them if his or her seconder gives permission to do so. Once the proposer has received permission for its withdrawal no Member may speak upon it and it is deemed to have been withdrawn.
- M. The principle that the latest decision in time of the Assembly shall prevail applies, with the result that (as the case may be) the later approval of a Formal Budget Amendment in accordance with this Standing Order 6 shall

prevail over an earlier approval of the Substantive Motion or of any Formal Budget Amendment or Budget Related Motion, which shall then fall as a result.

- N. The later approval of a Budget Related Motion shall not prevail over any earlier approved Substantive Motion or Formal Budget Amendment but (as between it and any other earlier approved Budget Related Motions) it shall prevail to the extent that it negatives or is inconsistent with those earlier motion(s).

- O. Before putting the substantive motion to the vote and bringing the meeting to a close, the Chair shall ask if any further Formal Budget Amendments or other Budget Related Motions are to be moved. A Member may then move, with a seconder, the following special procedural motion:

“That an indicative named vote be taken on each Constituent Body’s final component council tax requirement (as amended).”^[1]

End of meeting

- P. Finally, the Chair shall announce the effect of the proceedings on the budget, and whether:

- (1) the Assembly has amended the budget; or
- (2) if not, whether the budget has been approved, either by an express vote by the Assembly to that effect or by operation of law under Schedule 6 to the GLA Act.

- Q. The Chair shall then announce that the Assembly has finished its formal consideration of the budget and the meeting shall end (or, if combined with other business on the agenda, the Assembly’s formal consideration of the budget shall end) for the purposes of Schedule 6.

Notes and definitions

[1] Note that if, during the voting on the individual components of the budget, any specific vote secures a majority, this does not amount to a Budget Amendment. Only Formal Budget Amendments secured by a two-thirds majority have the effect of amending the budget.

6.13 ADJOURNMENTS

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Application: applies to both Assembly Budget Meetings.

- A. The Assembly (by a motion proposed, seconded and voted upon without debate) or the Chair (without a vote) may adjourn the Budget Meeting at any point in the proceedings for such period as the Assembly or Chair (as the case may be¹) considers appropriate in the circumstances, but in so doing must not seek to frustrate the Assembly from fulfilling its statutory duty in relation to the budget.
- B. Whenever the Budget Meeting adjourns, the Chair or Assembly will announce the time or date when the meeting will resume. Unless the contrary is stated or resolved, the Assembly will be taken not to have concluded its consideration of the budget, which will continue when the meeting reconvenes.
- C. There are no limits on the number of adjournments the Assembly may agree.

Notes and definitions

General: This is to prevent there being any doubt that the Assembly has finished its consideration of the budget, thereby inadvertently triggering the default provisions in paragraphs 5(5), 8(5) or 9 of Schedule 6 which deem the Assembly's approval of the budget without amendment.

¹ For example, to implement the provisions of Standing order 6.10K.

6.14 INQUORACY DURING THE BUDGET MEETING

Application: applies to both Assembly Budget Meetings.

- A. If at any point after it has commenced the Budget Meeting becomes inquorate, then the meeting shall automatically stand adjourned for a period of up to 15 minutes from the point the inquoracy is drawn to the Chair's attention. The Chair shall at that point declare that the meeting is inquorate and is adjourned for that 15 minute period.
- B. If within that 15 minute period a quorum is present, then the Budget Meeting shall resume; if a quorum is not present after that 15 minutes has expired, then the Budget Meeting shall not end but shall then stand adjourned. Unless the contrary has been resolved prior to that point, the Assembly will not be taken to have concluded its consideration of the budget, which will continue when the meeting reconvenes. The Chair shall determine the date and time when the meeting is to resume, following consultation with the Mayor and the Leaders of the Political Groups, which shall be communicated to Assembly Members and the Mayor by the Executive Director of Secretariat.
- C. If, following an adjournment, the Assembly is to reconvene at a stated time but the meeting remains inquorate at that stated time, paragraph B above does not apply and the meeting will end.

6.15 PROCEDURE WHERE NO FORMAL BUDGET AMENDMENTS ARE MOVED

Application: applies to both Assembly Budget Meetings.

- A. If no Formal Budget Amendment has been moved, the Chair will proceed in accordance with Standing Order 6.12G (3)–(5). The Chair shall finally put the appropriate Substantive Motion to the vote, as follows:

“To approve the Draft Consolidated Budget, together with the Component Budgets comprised within it, with or without amendment”

or

“To approve the Final Draft Budget with or without amendment.”

6.16 PROCEDURE WHERE FORMAL BUDGET AMENDMENTS ARE MOVED

Application: applies to both Assembly Budget Meetings.

- A. Where a Formal Budget Amendment has been moved, and once the proposer, seconder and others have made their speeches and the Assembly has concluded its debate in accordance with Standing Order 4 (as amended for the Budget Meeting) and in accordance with any decision taken by the Assembly and the provisions of Standing Order 6.4E, the Chair shall put it to the vote in accordance with this Standing Order 6.16.
- B. If it attracts a requisite majority of votes cast in its favour then that Formal Budget Amendment shall carry and thereby automatically amend the budget in accordance with Standing Orders 6.7D (Draft Consolidated Budget) and 6.8E (Final Draft Budget).
- C. The Chair shall then proceed in accordance with Standing Order 6.12G (2)-(5).
- D. If no budget amendment(s) are carried, the Chair shall proceed in accordance with Standing Order 6.15 above.

6.17 FORMAL LAYING OF CERTAIN DOCUMENTS BEFORE THE ASSEMBLY

Application: paragraphs A(1) to (3) apply in relation to the Draft and Final Budget Meetings as appropriate, and paragraph (4) in the circumstances set out in Schedule 7 of the GLA Act 1999.

- A. The following documents shall be laid before the Assembly for the purposes of Schedules 6 and 7 to the GLA Act 1999 by being deposited with the Executive Director of Secretariat:
- (1) the Mayor's statement that he/she is proceeding by virtue of paragraph 6(2)(a) of Schedule 6;
 - (2) the Mayor's statement of reasons as to why the Final Draft Budget under paragraph 6(5) of Schedule 6 is different from the amendments the Assembly had approved at the earlier Draft Budget Meeting^[1];
 - (3) the Mayor's statement that he/she is proceeding by virtue of paragraph 5(2)(a) of Schedule 7^[2];
 - (4) the Mayor's statement of reasons as to why the final draft substitute calculations under paragraph 5(5) of Schedule 7 is different from the amendments the Assembly had approved at the earlier First Draft stage^[3].
- B. As soon as practicable after receiving the document, the Executive Director of Secretariat shall send copies to every Assembly Member. A report concerning the formal laying of the document shall be considered at the next Assembly meeting after the document is laid^[4].

Notes and definitions

[1] Paragraph 6(5) of Schedule 6 requires the Mayor to lay a paragraph 6(5) statement before the Assembly in accordance with the Authority's Standing Orders.

[2] Paragraph 5(2)(a) of Schedule 6 requires the Mayor to lay a paragraph 5(2)(a) statement before the Assembly in accordance with the Authority's Standing Orders.

[3] Paragraph 5(2) of Schedule 7 requires the Mayor to lay a paragraph 5(2)(a) statement before the Assembly in accordance with the Authority's Standing Orders.

[4] In this event, the Authority's consolidated council tax requirement is to be deemed to be that agreed by the Assembly.

6.18 PROCEDURE WHERE MAYOR FAILS TO COMPLY WITH SCHEDULE 6

Application: applies in the circumstances set out in Schedule 6 of the GLA Act 1999 to either of the Draft and Final Budget Meetings of the Assembly, as appropriate.

- A. If on 2nd February the Mayor has failed to present a Draft Consolidated Budget or otherwise to comply with paragraph 3(4) of Schedule 6, then the Chair of the Assembly shall call a meeting of the Assembly as soon as practicable in order for it to decide how it shall proceed under paragraph 4 of Schedule 6 so as to prepare a draft component budget for each of the Constituent Bodies and a Draft Consolidated Budget.
- B. If on the last day of February the Mayor has failed to present a Final Draft Budget or otherwise to comply with paragraph 6(6) of Schedule 6, then the Chair of the Assembly shall call a public meeting of the Assembly as soon as practicable in order to determine the Authority's consolidated council tax requirement in accordance with paragraph 7 of Schedule 6.
- C. If the Draft Consolidated Budget presented by the Mayor does not comply with the Relevant Principles, in accordance with paragraph 1A of Schedule 6, then the Assembly shall prepare a Draft Substitute Budget that accords with these principles and the other procedures set out in Schedule 6 as inserted by paragraph 137 of Schedule 6 of the Localism Act 2011 will apply.
- D. If the Final Draft Budget presented by the Mayor does not comply with the Relevant Principles, in accordance with paragraph 6A of Schedule 6, then the Mayor shall also prepare a Draft Substitute Consolidated Budget that complies with these principles, and the other procedures set out in Schedule 6 as inserted by paragraph 137 of Schedule 6 of the Localism Act 2011 will apply.
- E. At the same time as the Mayor presents his Draft Substitute Consolidated Budget to the Assembly, and before the last day of February, the Mayor shall lay before the Assembly a written statement of the reasons for the differences between the Final draft Budget and the Draft Substitute Consolidated Budget, and the other procedures set out in Schedule 6 as inserted by paragraph 137 of Schedule 6 of the Localism Act 2011 will apply.
- F. The provisions of the new Schedule 4ZA of the Local Government Finance Act 1992 as added by Schedule 5 of the Localism Act are applicable where any of the procedures set out in Schedule 6 of the Localism Act trigger the referendum provisions in Schedule 4ZA in respect of appropriate billing authorities and excessive basic council tax.

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STANDING ORDER 7

THE STATE OF LONDON DEBATE AND PEOPLE'S QUESTION TIMES

7.1 THE STATE OF LONDON DEBATE

Application: applies to the State of London Debate only.

- A. Once in every financial year the Mayor must hold a meeting that is open to the public called the "State of London Debate" ("the Debate")^[1].
- B. The Mayor shall approve the form of the Debate and its procedures^[2]. These procedures must give members of the public an opportunity to speak. The Mayor must consult the Assembly before approving the form of the Debate and its procedures.
- C. Members of the public who attend or speak at the Debate do so subject to, and in accordance with, those procedures^[3].
- D. The Mayor shall decide the date of the Debate providing that it is held:
 - (1) in the months of April, May or June; and
 - (2) that date is at least 7 days after the date the Mayor's Annual Report (relating to the financial year last ended) is published under section 46 of the GLA Act.
- E. The Mayor must determine the place at which the meeting is to be held and give at least one month's notice of the date and place of the meeting to members of the public^[4].
- F. The Mayor may appoint any person to preside at the Debate, whether or not that person has a connection with the GLA, following consultation with the Assembly^[5].

Notes and definitions

[1] The State of London Debate is not a meeting of the Assembly and the rules under the GLA Act and other relevant legislation concerning Assembly meetings,

access to information etc do not apply to the Debate. It is a meeting required under s47 of the GLA Act 1999.

[2] The Mayor has the power to approve procedures for the Debate under s47(2), which can include provisions to control disorderly conduct etc.

[3] This is provided for in s47(5).

[4] This is required by s47(7).

[5] As required by ss47(2) to (4). The Assembly must be consulted about the identity of the person to be appointed to chair the debate and the form it is to take.

7.2 PEOPLE'S QUESTION TIMES

Application: applies to the two People's Question Time meetings only.

- A. Twice in every financial year, the Mayor and the Assembly must hold and attend a meeting that will be open to all members of the public, which may be called "People's Question Time" ("PQT")^[1].
- B. The Mayor shall approve the form of each statutory PQT meeting and its procedures, following consultation with the Assembly^[2].
- C. Members of the public who attend or speak at PQT do so subject to, and in accordance with, those procedures.
- D. The Mayor decides the date of PQT meetings, following consultation with the Assembly, the date of which must not be less than one month before or one month after the date of the State of London Debate.
- E. The Mayor must determine the place at which the PQT meeting is to be held, and give at least one month's notice of the date and place of the meetings to members of the public.
- F. The Mayor may appoint any person to preside at the PQT meeting, whether or not that person has a connection with the Greater London Authority, following consultation with the Assembly^[3].

Notes and definitions

[1] Section 48 of the GLA Act 1999 sets out the requirements for the People's Question Times (PQTs). The two PQT meetings are not meetings of the Assembly, and the rules under the GLA Act and other relevant legislation concerning Assembly meetings, access to information etc do not apply to them.

[2] The Mayor has the power to approve procedures for PQT meetings, which can include provisions to control disorderly conduct etc – see s48(3).

[3] The Assembly must be consulted about the identity of the person to be appointed to chair each particular meeting and the form it is to take – see ss48(2) to (5) of the GLA Act 1999.

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STANDING ORDER 8

COMMITTEES AND SUBCOMMITTEES

8.1 ESTABLISHMENT OF COMMITTEES AND SUBCOMMITTEES

	Application: applies to the Assembly, its committees, <u>and</u> subcommittees.	Deleted: , Deleted: and to the Standards Committee
A.	The Assembly may establish and disestablish committees (either ordinary or advisory).	Deleted: ¶ ¶ B. . The Standards Committee may establish subcommittees for the purposes of discharging the functions as set out in Standing Order 11.2G without the approval of the Assembly or the business management committee.
B.	The Staffing Committee may establish subcommittees for the purposes of senior staff appointments without the approval of the Assembly.	Deleted: C Deleted: D
C.	The Business Management Committee may establish subcommittees for the purposes of performing functions in relation to its terms of reference.	Deleted: E Deleted: the Standards Committee,
D.	Committees other than the Staffing Committee and the Business Management Committee, may also establish subcommittees, but only with the prior approval of the Assembly or the Business Management Committee.	Deleted: F
E.	Whenever a committee or subcommittee is established, the following matters shall be identified and decided by the body that establishes it, or authorises its establishment:	Deleted: , other than the Standards Committee
	(1) in relation to a committee, the number of seats and the identity of those who will sit on it ^[1] (or the mechanism by which they shall be appointed in accordance with Standing Order 8.3 below (Political Balance);	Deleted: <#>in the case of the Standards Committee ^[2] , the number and identity of the Independent Members of Standards Committee in accordance with Standing Order 11.2; ¶ Formatted: Bullets and Numbering Deleted: ; and ¶ ¶ except for the Standards Committee ^[3] , its terms of reference. Deleted: G Deleted: , except for the Standards Committee
	(2) the identity of the Chair and (if any) Deputy Chair or whether the committee/subcommittee is to appoint them.	
F.	Unless otherwise decided when established:	
	(1) all committees and subcommittees shall be presumed to be "ordinary" committees or subcommittees for the purposes of section 55(1) of the GLA Act; and	
	(2) for committees, the duration and the term of appointment of their members shall be for one year or until the start of the next Annual	

Meeting (whichever is the sooner), when they must be re-established and re-appointed if they are to continue;for subcommittees their duration and the term of appointments of their members shall be for one year or until the start of the first meeting of the body which established the subcommittee after the Annual Meeting when they must be re-established and re-appointed if they are to continue.

- | G. A member of a subcommittee need not be a member of its parent committee.
- | H. If a casual vacancy arises the Assembly (only) shall approve arrangements for filling the vacancy at its next meeting.
- | I. With the Assembly's prior approval, an advisory committee or advisory subcommittee may include or consist wholly of persons who are not Assembly Members^[1].

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Deleted: This rule also applies to vacancies in the Assembly Members appointed to the Standards Committee, but not to vacancies in the Independent Standards Members on that Committee, which are dealt with under Standing Order 11.2 – Note 2 below.

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Notes and definitions

[1] An ordinary committee or ordinary subcommittee cannot include in its membership any person who is not an Assembly Member: s55(3) GLA Act. However, advisory committees and subcommittees can include such persons.

- | J.

Deleted: [2] The appointment of Assembly Members and, the Mayor and Independent Standards Members to the Standards Committee is covered by Standing Order 11 (Ethical Standards).¶

[3] Under SO 11.2D the Standards Committee approves its own terms of reference.¶

8.2 MEMBERS' RIGHTS TO BE OBSERVERS AT COMMITTEE

Application: applies to the Assembly in relation to appointments to its committees. Applies to committees and subcommittees in relation to participating observers.

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- A. Any Assembly Member may attend any public meeting of the Assembly and its committees as a non-voting observer and participate, with the consent of the Chair, in the business of that meeting.

8.3 POLITICAL BALANCE

Application: applies to the Assembly, its committees and subcommittees.

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- A. The seats on all ordinary and advisory committees will be allocated and appointed by the Assembly in accordance with the requirements of sections 15 to 17 of the Local Government and Housing Act 1989 as between the members of those Political Groups (if any) as have been properly constituted and notified to the Head of Paid Service (as proper officer), in accordance with the Local Government (Committees and Political Groups) Regulations 1990^[1] and the 1989 Act.

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- B. The determination referred to in paragraph D below shall take place at the Annual Meeting or as soon as possible after any such further determination is required by or under sections 15 to 17 of the 1989 Act and the 1990 Regulations.

- C. Before determining the allocation of seats under paragraph A above, the Executive Director of Secretariat shall submit a report to the Assembly showing what allocation(s) would, in his/her opinion, best meet the requirements of the principles set out in section 15(4) of the 1989 Act (and/or identifying any allocations that do not) whenever such a determination is required by or under that Act.

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- D. The Assembly shall determine the allocation of seats to Political Groups following consideration of that report and appoint persons to them in accordance with the determination so approved. The function of determining the allocation of seats on any ordinary committee under sections 15 to 17 of the 1989 Act as between Political Groups may not be delegated^[2]; the Assembly, by virtue of this Standing Order, authorises its Staffing Committee and its business management committee (only) to establish ordinary sub-committees for the purposes set out in Standing Orders 8.1 ~~B~~ and ~~C~~ and on the advice of the Executive Director of Secretariat, to allocate seats to those bodies in accordance with sections 15-17 of the 1989 Act. Any sub-committee so established would then be included within the overall political balance calculations^[3].

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- E. Seats on ordinary committees and sub-committees may only be allocated and appointed (whether by the Assembly or by an authorised committee) on a non-proportionate basis (ie on a basis other than in accordance with the principles stated in section 15(4) of the 1989 Act^[4]) if the Assembly (only)¹ approves such an allocation by unanimity of those present and voting, abstentions not counting (ie where no Assembly Member casts a

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vote against) when considering a report on political balance from the Executive Director of Secretariat^[5].

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Deleted: F. . The appointment of Assembly Members to the Standards Committee shall be exclusively governed by Standing Order 11.2 below.¶

Notes and definitions

[1] See Statutory Instrument 1990/1553 as amended.

[2] This is in accordance with normal local government practice.

[3] The 1989 Act does not require seats to be allocated proportionately to sub-committees.

[4] The principles set out in s15(4) of the 1989 Act are the following:

- that all the seats are not allocated to the same Political Group (Principle I);
- that the biggest number of the seats go to the Political Group with the most seats on the Assembly (Principle II);
- that, subject to the above two principles, the total number of seats on the ordinary Committees of the Assembly are allocated to each Political Group in the same proportion as the group's representation on the Assembly (Principle III); and
- that, subject to the above three principles, the number of seats on each committee are allocated to each Political Group in the same proportion as the group's representation on the Assembly (Principle IV).

Deleted: [1] By s53(10) of the Local Government Act 2000 the Standards Committee is exempt from the political balance requirements of the Local Government and Housing Act 1989. See SO 11.2, under which the Assembly can if it wishes appoint Assembly Members to the Standards Committee in accordance with the political proportionality rules in section 15 to 17 of the Local Government and Housing Act 1989.¶

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However, if it is practicable to do so, effect should additionally be given to Principle IV.

Under s17(1)(b) of the 1989 Act unanimity of votes cast is required to approve any such non-proportionate allocation (s17(1)(b) states "without any member of the authority or committee voting against them").

[5] The 1990 Regulations contain provisions concerning how Political Groups are to determine who is to sit for their group on a committee.

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8.4 APPOINTMENT OF ASSEMBLY MEMBERS TO OUTSIDE BODIES

Application: applies to all Assembly Members.

- A. Appointments of Assembly Members to outside bodies by the Mayor shall be notified by that Member to the Executive Director of Secretariat for information as soon as practicable after the appointment is made.
- B. Appointments of Assembly Members to outside bodies by the Assembly will ordinarily be made by the Assembly at its Annual Meeting as required.
- C. In making appointments, the Assembly will determine the terms and period of such appointments, subject to any specific requirements of the relevant outside body.
- D. Every Assembly Member appointed to an outside body by the Assembly is required to prepare a written report to the Assembly annually on the work they have undertaken.
- E. Substitutes for Assembly Members serving on outside bodies will be appointed only where the outside body concerned requires this or agrees to it.
- F. The Assembly at its Annual Meeting will appoint named substitutes for those Members appointed to outside bodies where appropriate.
- G. The Executive Director of Secretariat shall keep a register of all such appointments.

8.5 WORKING GROUPS AND PANELS

Application: applies to the Assembly, its committees and subcommittees and advisory committees.

Deleted: and to the Standards Committee

- A. The establishment of working groups or working panels or other such bodies for the purpose of advising or undertaking work on any matter^[1], which are not constituted as bodies to which the access to information provisions of Part 5A of the Local Government Act 1972 apply, requires the prior consent of the Assembly or the business management committee^[2].
- B. For clarification, a body constituted under paragraph A above cannot exercise any function of the Assembly or determine any matter, other than to make a recommendation.
- C. A member of a working group or panel unable to attend a meeting may request any Assembly or co-opted member to attend in their stead.

Notes and definitions

[1] Otherwise the body would be a committee/subcommittee and so subject to access to information rules.

[2] The business management committee refers to the committee designated as such for the purposes of Standing Order 10.4.

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Deleted: This currently refers to the Business Management and Administration Committee.

8.6 SUBSTITUTES FOR COMMITTEES AND SUBCOMMITTEES

Application: applies to committees and subcommittees.

Deleted: , and to the Standards Committee.

- A. The Assembly must agree (and may subsequently vary) a standing list of named Substitute Members for each committee. The list of substitute Members for each subcommittee will be agreed by the relevant parent body.
- B. A substitution shall not be effective until the Substitute Member has informed the Executive Director of Secretariat's representative that he/she is present at the meeting in substitution for a named Member and the Member for whom he/she is substituting is in fact absent.
- C. Once his or her substitution is effective, the Substitute Member may exercise at the meeting all the powers (including the right to speak and vote) of the person he/she is substituting for. However, these powers shall cease at the end of the meeting unless they have been granted a specific delegation of authority by the relevant body.
- D. If a Member substitutes for the Member who is Chair, the Deputy Chair of the body shall preside. If the Deputy Chair is not present the body shall elect a person to preside over that meeting.

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8.7 JOINT MEETINGS AND JOINT SUBCOMMITTEES

Application: Applies to committees and subcommittees.

Deleted: , and to the Standards Committee.

- A. Any two or more committees or subcommittees may hold a joint meeting, and their Chairs shall between them decide who shall preside over the meeting before its agenda is published (in default of agreement the Chair of the Assembly shall decide) and the agenda shall name the Member presiding. At the joint meeting all the members of the committees present may vote on any question on which a vote is called.
- B. Subject to the prior agreement of the Assembly or the business management committee, and subject to Standing Orders 8.1 and 8.3 above, any two or more committees may establish a joint subcommittee to deal with any matter in which there is a joint interest.

8.8 PROCEDURES FOR RECORDING DISSENT IN RELATION TO SCRUTINY REVIEWS

Application: applies to the Assembly, its committees and subcommittees.

- A. Any Member of any ordinary committee or sub-committee who wishes to dissent from the proposed views of that body arising from an investigation or review is entitled to have such dissent formally recorded, including by way of publication of a Minority Report.
- B. The procedures that govern the recording of any dissent expressed by the minority Member(s) shall be approved from time to time by the Chair of the Assembly in consultation with the Deputy Chair of the Assembly (on the recommendation of the Executive Director of Secretariat) and then, circulated to all Assembly Members and appended to these Standing Orders. (Before recommending the procedure for approval, the Executive Director of Secretariat shall consult the Chair of the Assembly and Leaders of the Political Groups.)

8.9 APPOINTMENT OF RAPPORTEURS

Application: applies to the Assembly, its committees and subcommittees.

- A. A committee or subcommittee (ordinary or advisory) may appoint one or more of its members to be a rapporteur, delegated with the task of undertaking a review or investigation (or part of one) on its behalf^[1]. Rapporteurs will undertake their functions in accordance with rules and procedures (including a timetable) approved by that body and will report their findings back to it for approval, unless given specific authority to complete and publish findings without being required to present a report back to the body which established the rapporteurship).
- B. The business management committee^[2] must approve every proposal to appoint a rapporteur under paragraph A above before the rapporteur may start his/her duties: and that committee shall approve any budgetary provision upon which the rapporteur may call for the purposes of the review or investigation in question.

Notes and definitions

[1] Under s54(3) of the GLA Act a committee may approve arrangements for the discharge of any of its functions by a single member of the Assembly. Co-opted members of a committee cannot be appointed rapporteurs under this provision.

[2] Business management committee refers to the committee designated for the purposes of Standing Order ~~10.4~~.

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STANDING ORDER 9

THE POLICE AND CRIME COMMITTEE

9.1 THE ESTABLISHMENT OF THE POLICE AND CRIME COMMITTEE

Application: Subject to paragraph B below, this Standing Order 9 applies to the Assembly, its committees and sub-committees and the Police and Crime Committee and its sub-committees.

- A. The Assembly must establish and thereafter maintain a committee of the Assembly to be known as the Police and Crime Committee.
- B. The Assembly must arrange for the functions granted to the Assembly by the Police Reform and Social Responsibility Act 2011 (“the Police and Crime Committee Functions and the complaint functions²) to be discharged on its behalf by the Committee.
- C. The Assembly must determine, ordinarily at its annual meeting, the number of seats of the Police and Crime Committee, appoint the membership of the Committee (noting that persons who are not Members of the Assembly may be members of the Police and Crime Committee) and determine the term of office of the members of the Committee.
- D. The Executive Director of Secretariat, further to a decision of the Assembly, and in consultation with the Chair and Deputy Chair of the Assembly and party Group leaders will draw up procedures for the appointment of members of the Police and Crime Committee who are not Assembly Members.
- E. The Assembly may, from within the appointed membership of the Committee and at each annual meeting of the Assembly or otherwise when a vacancy arises in the office, determine the identity of the Chair (and Deputy Chair (if any), or determine that the Police and Crime Committee is to appoint the Chair (and Deputy Chair (if any)).

² The Police and Crime Committee Functions are those conferred by section 33 of the Police Reform and Social Responsibility Act 2011 and section 60A and Schedule 4A of the Greater London Authority Act 1999 as amended. The complaint functions are those conferred by section 31 of the Police Act and under the Elected Local Policing Bodies (Complaints and Misconduct) Regulations made under the Police Act.

- F. The Assembly must determine the terms of reference of the Police and Crime Committee; which must include the statutory functions of the Assembly's Police and Crime Committee and the relevant statutory complaint-handling functions.
- G. The special scrutiny functions granted by section 33(1) of the Police Reform and Social Responsibility Act 2011 and by section 60A of and schedule 4A of the Greater London Authority Act 1999 as amended³ may only be exercised at a meeting of the whole Police and Crime Committee, which must be quorate in accordance with Standing Order 2.4.
- H. The Police and Crime Committee may appoint a sub-committee to discharge any of its formal functions of the Committee except the special scrutiny functions referred to in Standing Order 9.1.G above; it may appoint informal groups of its members in order to undertake work on its behalf from within its remit and to make recommendations back to the Committee or one of its sub-committees for decision(s).
- I. The number of members of any sub-committee of the Police and Crime Committee and their terms of office are to be fixed by the Committee. Persons who are not members of the Assembly may be members of a sub-committee.
- J. Standing Order 8.1 Committees and Sub-committees applies except as to paragraphs E, F, G and J which are dealt with by this Standing Order. Otherwise, the 'application' section of each chapter of the Authority's Standing Orders details the applicability of the remainder of the Standing Orders to this Committee.

³ These are functions are to: (a) review the draft police and crime plan, or draft variation, given to the Assembly by the Mayor's Office for Policing and Crime in accordance with section 6(6)(c), and (b) make a report or recommendations on the draft plan or variation to the Mayor's Office for Policing and Crime; and to hold a confirmation hearing in respect of the appointment of the Deputy Mayor for Policing and Crime and exercise the Committee's power of veto if the candidate is not an Assembly Member.

9.2 CONFIRMATION HEARINGS

Application: Applies to the Police and Crime Committee and any sub-committee of the Committee.

- A. Where the Mayor's Office for Policing and Crime proposes to make an appointment to the office of Deputy Mayor for Policing and Crime as specified in section 60A(3) of the GLA Act, the Mayor's Office for Policing and Crime must notify the Chair of the London Assembly's Police and Crime Committee in writing (copied to the Executive Director of Secretariat) of the person whom he intends to appoint ("the candidate").
- B. In accordance with the provisions of Schedule 4A to the GLA Act 1999 (as amended), the Chair of the Committee has delegated authority: (i) to decide whether to hold a confirmation hearing for the Mayor's Office for Policing and Crime candidate for appointment to the office of Deputy Mayor for Policing and Crime listed in Section 60A(3) of the Act; and (ii) to request that the Mayor's Office for Policing and Crime candidate for appointment produce, under paragraph 6(4) of Schedule 4A of the GLA Act, documents that relate to his or her proposed appointment.
- C. A notice requesting a candidate for appointment to attend a confirmation hearing will be sent by the Authority's Head of Paid Service in accordance with paragraph 7 of Schedule 4A of the GLA Act and the notice may specify any documents that the Chair of the Police and Crime Committee has requested the candidate to produce under Standing Order 7.2.B above.
- D. Confirmation Hearings will be held in accordance with Section 60A and Schedule 4A of the GLA Act.
- E. The Police and Crime Committee will normally meet in public, but will consider any reasonable request from the candidate to meet in private under the provisions of Schedule 12A of the Local Government Act 1972.
- F. The scope of questions to be asked by the Police and Crime Committee can include anything reasonable and relevant to the candidate's fitness for office and ability to do the job.
- G. Following any confirmation hearing, the Chair of the Police and Crime Committee will write to the Mayor within three weeks of the date of notification of the appointment in Standing Order 9.2.B above, to communicate the Committee's recommendation as to whether or not the candidate should be appointed to office, and of any motion passed to veto

the appointment under Standing Order 9.2.H and I below, and will also ensure that the Assembly is notified of every such decision.

- H The Committee may veto the appointment of the candidate as Deputy Mayor for Policing and Crime where the candidate is not a member of the London Assembly.
- I. If the Committee votes by at least two-thirds of the members present and voting, for the following motion, where that the candidate is not a member of the London Assembly:

“The Police and Crime Committee hereby resolves to veto the proposed appointment of as Deputy Mayor for Policing and Crime.”

Then, if the Chair of the Police and Crime Committee notifies the Mayor’s Office for Policing and Crime of the motion to veto within three weeks of the notification of the proposed appointment by the Mayor’s Office for Policing and Crime under Standing Order 9.2.C, the Mayor’s Office must not appoint the candidate as Deputy Mayor for Policing and Crime⁴.

⁴ Paragraph 10 of schedule 4A The Greater London Authority Act 1999 as amended.

9.3 THE POLICE AND CRIME COMMITTEE AND THE LONDON ASSEMBLY

Application: Applies to the London Assembly, its committees and sub-committees including the Police and Crime Committee and its sub-committees.

- A. The Assembly may not arrange for any of its other functions to be discharged by the Police and Crime Committee.
- B. The Assembly cannot exercise any of the special scrutiny functions delegated to the Police and Crime Committee by the Police Reform and Social Responsibility Act 2011 and section 54(5) of the GLA Act does not apply to the Committee in this respect.
- C. For the avoidance of doubt: the Mayor is still required to meet his/her statutory responsibilities in respect of Mayor's Question Time meetings and related procedures and all other responsibilities in respect of scrutiny by the London Assembly as set out in the various relevant Acts of Parliament, regulations and these Standing Orders; the Assembly and its Committees and Sub-committees may continue to invite the Commissioner of Police for the Metropolis and/or his/her representatives for questioning on relevant matters in London as is deemed necessary; and the Assembly could summons the person holding the office of Deputy Mayor for Policing to answer relevant questions, as permitted by the GLA Act and these Standing Orders.

9.4 QUESTIONS TO THE MAYOR'S OFFICE FOR POLICING AND CRIME

Application: Applies to the Police and Crime Committee.

- A. This Standing Order governs the questioning of the Mayor's Office for Policing and Crime, the Deputy Mayor for Policing and Crime (or any person who has held either of those posts within eight years of the request), any member of staff of the Mayor's Office for Policing and Crime and other persons or representatives of bodies requested (but not required⁵) to attend Police and Crime Committee meetings or their sub-committees (except in relation to the exercise of special scrutiny functions which can not be delegated to a sub-committee of the Committee), which persons for the avoidance of doubt include the Commissioner of Police for the Metropolis requested to attend under section 33 (8) of the Police Reform and Social Responsibility Act.
- B. The Chair of the Police and Crime Committee may from time to time approve detailed rules and procedures for the conduct of questioning the parties required to attend in accordance with Standing Order 9.4.A above, following consultation with the MOPC, Deputy Mayor for Policing and Crime and the Leaders of the Political Groups.
- C. The procedures may include reference (but are not limited to) to the number and scope of questions Members may deposit under this Standing Order, the consolidation of similar questions, the rejection of duplicate questions and, at the meeting, the ordering, themes and number of questions and supplementary questions (including their scope), the time to be allotted to different questions, and how time should be extended beyond any time limit to be imposed to allow for a question (including supplementaries) to which the parties required to attend in accordance with Standing Order 9.4.A above, are then responding, to be completed.
- D. For the avoidance of doubt, this Standing Order 9.4 shall not govern or restrict the formal exercise of the powers to require MOPC staff to attend the Police and Crime Committee under section 32 of the Police Reform and Social Responsibility Act or to require the attendance of witnesses and production of documents under sections 61 to 65 or 110 of the GLA Act.
- E. The Committee may exercise such of the powers under section 33 (5) to (9) of the Police Reform and Social Responsibility Act as they consider

⁵ Required" in this Standing Order 7.4 refers to being required to attend the meeting under section 33 of the Police Act.

appropriate in the circumstances to require any person to whom section 33(6)(2) applies, to:

(1) Attend the proceedings of the Committee for the purpose of giving evidence; and/or

(2) Produce to the Committee documents in his/her possession or under his/her control.

- F. The exercise of the Committee's powers under section 33(5) to require attendance may not be delegated by the Committee to a sub-committee or to an individual Assembly Member or to any member of staff of the Authority.⁶

⁶ By s62(1) of the GLA Act, neither ordinary subcommittees nor advisory committees or advisory subcommittees can exercise these powers.

9.5 THE POLICE AND CRIME COMMITTEE AND THE ANNUAL REPORT AND POLICE AND CRIME PLAN

Application: Applies to the Police and Crime Committee and its sub-committees.

- A. The Police and Crime Committee or a sub-committee may on receipt of the annual report produced by the Mayor's Office for Policing and Crime, in accordance with section 12 of the Police Reform and Social Responsibility Act 2011, hold a meeting to ask the MOPC such questions about the report as it sees fit, review the report and submit proposals to the MOPC on the report.
- B. In accordance with section 6(6)(c) of the Police Reform and Social Responsibility Act, the Mayor's Office for Policing and Crime is required to send a draft Police and Crime Plan or a variation of an existing plan to the Committee.
- C. In accordance with section 33(1) of the Police Reform and Social Responsibility Act, the Committee must review the draft plan or variation and make a report or recommendation to the Mayor's Office for Policing and Crime. The MOPC is required to:
 - (i) have regard to any report or recommendations made by the Committee to the draft strategies or variations; and
 - (ii) give the Committee a response to any such report or recommendations and publish that response.

9.6 THE POLICE AND CRIME COMMITTEE AND CONDUCT MATTERS

Application: Applies to the Police and Crime Committee and its sub-committees.

- A. The Police and Crime Committee will approve formal procedures by which it will deal with complaints about conduct matters in accordance with section 31 and schedule 7 of the Police Act 2011 and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2011.

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STANDING ORDER 10

DELEGATION OF THE ASSEMBLY'S FUNCTIONS

10.1 THE GENERAL DELEGATION

Application: applies to the Assembly, its committees and subcommittees.

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- A. The Assembly shall keep under review the exercise by the Mayor of the statutory functions exercisable by him/her, and for the purpose of discharging that duty the powers available to the Assembly and its committees (and subcommittees if any) include the powers under Section 59 of the GLA Act to investigate and to prepare reports.
- B. Unless expressly decided to the contrary when established, the terms of reference of every scrutiny or investigation shall be deemed to include an implied requirement to examine^[1]:
 - (1) to what extent (if at all) the Mayor could use the Authority's powers under section 30 of the GLA Act in relation to its subject matter of the inquiry or investigation; and
 - (2) to consider making recommendations to the Mayor as to how he/she could use those statutory powers or any other available ones.
- C. Every ordinary or advisory committee and subcommittee^[2] of the Assembly is delegated under section 54(1) of the GLA Act the power to discharge any of the Assembly's functions as are capable of being exercised within that committee or subcommittee's approved terms of reference^[3] subject to any express decision to the contrary by the Assembly or where expressly excluded by law or by Standing Orders.
- D. The functions of the Assembly delegated to committees and subcommittees under paragraph A above include (without limitation) the following:

by an ordinary committee only:

- (1) for the purposes of section 62(1) of the GLA Act , the exercise of the Assembly's powers to require the attendance of witnesses and/or the production of documents in accordance with sections 61 to 64 of that Act^[4];
- (2) the powers of the Assembly to require financial information from a Functional Body under section 110 of the GLA Act 1999;
- (3) subject to Standing Order 8.1^[5], Standing Order ~~10.7~~, and to any express direction by the Assembly to the contrary, to establish, appoint members and delegate functions to an ordinary subcommittee;

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by an ordinary committee or sub-committee only:

- (4) the function of keeping the Mayor's exercise of his/her statutory functions under review in accordance with section 59(1) of the GLA Act, including determining what matters to investigate and prepare reports about under section 59(2) and (in particular) what matters are of importance to Greater London for the purposes of subsection (e) of that section;
- (5) power to do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of any function of the Authority which is exercisable by the Assembly, or with the Mayor acting jointly, in accordance with section 34 of the GLA Act;
- (6) subject to Standing Order ~~10.7~~ below and to any express direction by the Assembly or parent committee to the contrary to delegate functions to a single Member of the Assembly under section 54(3-4) of the GLA Act;

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- E. None of the above limits the Assembly's right to exercise the same powers or to delegate them to other committees.

Notes and definitions

[1] The purpose of paragraph B is to link every review or investigation with the Assembly's primary duty under s59(1), which is to *"keep under review the exercise by the Mayor of the statutory functions exercisable by him"*.

[2] The Assembly's committees are divided into two types under s55 of the GLA Act 1999: ordinary and advisory. The difference is that an advisory committee can only advise on matters relating to the discharge of functions: they cannot actually discharge any functions. Therefore an advisory committee cannot take any executive decision or other decision that authorises expenditure. Ordinary committees can do so. The general delegation in this Standing Order 9.1 applies to both ordinary and advisory committees, subject to that basic limitation.

[3] The Assembly's powers under ss61 to 65 of the GLA Act cannot be delegated to or exercised by an ordinary subcommittee, or by an advisory committee or advisory subcommittee, or by an individual Assembly Member or a member of staff: see s62(1), GLA Act. Under s62(1) only those committees expressly authorised by Standing Orders can exercise the Assembly's powers under s61(1).

[4] The details of exercising this power (eg what information etc and by when) may be delegated to the Chair or a single Member.

[5] Under Standing Order 8.1 the Assembly's prior approval is required before a committee can establish a subcommittee, unless its terms of reference explicitly include the power to establish a subcommittee and to appoint its members. Standing Order 8.1 permits the Staffing Committee and the Business Management Committee to establish subcommittees, without the prior approval of the Assembly or the Business Management Committee.

Deleted: [3] The Standards Committee is a committee of the Authority as a whole (ie the Mayor and Assembly) and so cannot be delegated functions that are the Assembly's.

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10.2 STANDING DELEGATION TO CHAIRS

Application: applies to the Assembly and its ordinary committees, and subcommittees.

- A. The Chair of the Assembly, and the Chairs of every ordinary or advisory committee or subcommittee, may do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of any of that body's functions including (without limitation) the following^[1]:

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- (1) inviting persons to attend meetings and entering into correspondence on that body's behalf in accordance with agreed decisions or in relation to any agreed annual work programme;
- (2) speaking to the media in accordance with protocols regarding media relations as approved by the Executive Director of Secretariat from time to time following consultation with the Assembly's Political Group Leaders.

- B. Paragraph A is subject to Standing Order **10.3** (Matters reserved to the Assembly) and to any express decision to the contrary by the body of which that person is Chair.

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Notes and definitions

- [1] The matters referred to in paragraph B are, under Standing Order **10.7A**, to be exercised in accordance with the Corporate Governance Framework.

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10.3 MATTERS RESERVED TO THE ASSEMBLY

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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A. The following functions are reserved for exercise by a meeting of the Assembly only, and are not delegated to any committee or subcommittee (ordinary or advisory) of the Assembly, ~~or to any individual Assembly Member:~~

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(1) any function which under the GLA Act or other statutory provision or rule of law can only be exercised by a meeting of the Assembly and which cannot be delegated, including the following:

- a. the power to make proposals to the Mayor under section 60 (1) of the GLA Act;
- b. the function of determining the allocation of seats on any ordinary committee (as defined by the GLA Act) under sections 15 to 17 of the Local Government and Housing Act 1989 Act as between Political Groups under that Act;
- c. the functions of the Assembly under section 20A of the Police Act 1996 (Questions to Metropolitan Police Authority members on their functions at London Assembly Meetings)^[1];
- d. the consideration and approval (with or without amendment) of the Mayor's Draft Consolidated and Final Draft Budgets in accordance with section 87 and Schedules 6 and 7 of the GLA Act;

(2) the variation or amendment of approved Standing Orders;

(3) such other matters as are specifically and exclusively referable to a meeting of the Assembly under these Standing Orders;

(4) such other matters as the Assembly may from time to time reserve to itself for decision notwithstanding any provision in Standing Orders to the contrary, but subject to the GLA Act or other statutory provision or rule of law.

Notes and definitions

[1] Section 20A(1) of the Police Act 1996 states: *"The London Assembly shall make arrangements (whether by Standing Orders or otherwise) for enabling questions on the discharge of the functions of the Metropolitan Police Authority to be put by Members of the Assembly at a meeting of the Assembly for answer by a person nominated by the Metropolitan Police Authority for that purpose."* Subsection (2) states: *"On being given reasonable notice by the London Assembly of a meeting of the Assembly at which questions on the discharge of the Metropolitan Police Authority's functions are to be put, the Metropolitan Police Authority shall nominate one or more of its members to attend the meeting to answer those questions."*

10.4 THE BUSINESS MANAGEMENT COMMITTEE

Application: applies to the Assembly (paragraphs A and D) and to the committee designated for the purposes of Standing Order 9.4 only (paragraphs B and C).

- A. The Assembly shall appoint one ordinary committee to undertake its business management functions, which it shall designate for the purposes of this Standing Order 10.4 (called the “business management committee” in these Standing Orders)^[1].

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- B. The business management committee shall have the functions mentioned in paragraph C below in addition to anything else contained in its approved terms of reference, but subject always to:

(1) any express decision of the Assembly to the contrary;

(2) Standing Order 10.3 (Matters reserved to the Assembly); and

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(3) any other contrary provision of Standing Orders or of a statutory provision and rule of law.

- C. The functions mentioned in paragraph B above are:

(1) the power to determine any matter falling within the functions of the Assembly following consultation by the Chair of the business management committee with the Chair of the Assembly and the Leaders of the Political Groups;

(2) the power to deal with and determine any question, issue or other matter not falling within the approved terms of reference of any other committee or subcommittee (ordinary or advisory);

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(3) following consultation by the Chair of the business management committee with other Chairs affected, the power to vary from time to time the approved terms of reference of the Assembly’s other committees and subcommittees (ordinary or advisory), so as to include for the future an issue or matter not otherwise provided for and thereby to facilitate the efficient and effective discharge of the Assembly’s functions^[1].

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- D. The business management committee may be called by whatever name the Assembly decides appropriate, and its functions may be combined with those of the Staffing Committee mentioned in Standing Order 10.5 (the

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Staffing Committee) as well as with such other functions as the Assembly from time to time decides.

Notes and definitions

| ~~[1]~~ The variation of the business management committee's *own* terms of reference requires the Assembly's approval. It cannot vary its own terms of reference.

Deleted: [1] At the present time the Business Management and Administration Committee has been appointed as the "business management committee" under paragraph A.¶

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10.5 THE STAFFING COMMITTEE

Application: applies to the Assembly.

- A. The Assembly shall designate one of its committees for the purpose of this Standing Order ~~10.5 (to be known in this and other Standing Orders as “the Staffing Committee”)~~ to which it shall delegate, as being within that Committee’s terms of reference, the exercise of:

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- (1) its powers of staff appointment (acting jointly with the Mayor) under sections 72(1), 73(1) and 127A(1) of the GLA Act;
- (2) its powers to determine (acting jointly with the Mayor) terms and conditions of employment of staff appointed under sections 72(1C), 73(1C), and 127A(3) of the GLA Act;
- (3) its powers to respond to any consultation before the Head of Paid Service exercises his or her powers under sections 67(2) (staff appointment) or 70(2) (terms and conditions of service);
- (4) its powers for taking disciplinary action in accordance with the Statutory Officers Protocol – Staffing.

(The Staffing Committee may be called by any title and may be combined with the committee required under Standing Order 9.4 (the business management committee)).

- B. Any procedure that is required to be followed by the Staffing Committee by or under the Head of Paid Service Protocol – Staffing or the Statutory Officers Protocol – Staffing, referred to in Standing Order 12, shall apply to the Assembly, if the Assembly chooses to exercise its powers in relation to the matter, and it is reasonably practicable for a meeting of the Assembly to follow the procedure in question.
- C. At the first meeting in each Assembly year, and at other times if appropriate, the Staffing Committee shall receive a report detailing the extent of the Authority’s staff establishment as at that time, including any posts appointed by the Mayor under section 67(1) of that Act.

10.6 CONFIRMATION HEARINGS COMMITTEE

- A. The Assembly will establish a Confirmation Hearings Committee, as an ordinary committee of the Assembly, to deal with matters that the committee is empowered to deal with under section 60A and Schedule 4A of the GLA Act and under this Standing Order. The Assembly will appoint the members of the Committee and approve its term of reference, and may appoint the Chair and Deputy Chair of the Committee.
- B. Where the Mayor proposes to make an appointment to any of the offices specified in section 60A(3) of the GLA Act, the Mayor must notify the Chair of the Assembly in writing (copied to the Executive Director of Secretariat) of the person whom he intends to appoint ("the candidate").
- C. In accordance with the provisions of Schedule 4A to the Act, the Chair of the Assembly has delegated authority to (i) decide whether to hold a confirmation hearing for the Mayor's candidate for appointment to one of the offices listed in Section 60A(3) of the Act; and (ii) to request that the Mayor's candidate for appointment produce, under paragraph 6(4) of Schedule 4A of the GLA Act, documents that relate to his or her proposed appointment.
- D. A notice requesting a candidate for appointment to attend a confirmation hearing will be sent by the Authority's Head of Paid Service in accordance with paragraph 7 of Schedule 4A of the GLA Act and the notice may specify any documents that the Chair of the Assembly has requested the candidate to produce under C above.
- E. Confirmation Hearings will be held in accordance with Section 60A and Schedule 4A of the GLA Act.
- F. The Confirmation Hearings Committee will normally meet in public, but will consider any reasonable request from the candidate to meet in private under the provisions of Schedule 12A of the Local Government Act 1972.
- G. The scope of questions to be asked by the Committee can include anything reasonable and relevant to the candidate's fitness for office and ability to do the job.
- H. Following any confirmation hearing, the Chair of the Confirmation Hearings Committee will write to the Mayor to communicate the Committee's recommendation as to whether or not the candidate should be appointed

to office and will also ensure that the London Assembly is notified of every such decision.

10.7 TERMS OF DELEGATION OF FUNCTIONS

Application: applies to any functions delegated by the Assembly, its committees and subcommittees.

- A. All functions delegated under this Standing Order ~~10~~, by decision of the Assembly, a committee or subcommittee, or by any other means, are to be exercised by those committees, subcommittees, individual Assembly Members or co-opted members in accordance with:

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- (1) this Standing Order ~~10.7~~;
- (2) any other applicable Standing Order;
- (3) any restrictions, conditions or limitations set out in the Scheme of Delegation maintained under Standing Order 9.8 below, where delegated to a single Assembly Member; and
- (4) any applicable provision in the Authority's Corporate Governance Framework as approved from time to time including Financial Regulations^[1], the Contracts and Funding Practice Code, the GLA's Code of Conduct^[2], and the Staff Code of Ethics;

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together with, and subject to, any other applicable legal requirement, statutory or otherwise.

- B. Any function delegated under this Standing Order or otherwise to a committee or subcommittee, to a member of the Assembly or co-opted member:

- (1) shall not prevent the Assembly, committee or subcommittee that made the delegation from exercising those functions;
- (2) may be withdrawn by the Assembly at any time (notwithstanding they were delegated by a committee, subcommittee or single Assembly Member) or by the body or person that approved the delegation.

- C. Nothing in this Standing Order ~~10.7~~ requires any decision made by a Chair or the Executive Director of Secretariat during a meeting or (outside one) in connection with the chairing, holding or calling of a meeting to be documented^[3].

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Notes and definitions

[1] These are as approved by the Executive Director of Resources from time to time under s127 of the GLA Act .

[2] This is the statutory code of conduct as adopted and varied from time to time by joint decision of the Mayor and the Assembly under s51 of the Local Government Act 2000.

[3] Eg the Executive Director of Secretariat does not have to sign a Directorate Approval Form to send an agenda out and the Chair is not required to sign a Member Delegated Action Form to adjourn a meeting.

10.8 THE ASSEMBLY'S SCHEME OF DELEGATION

Application: applies to the Assembly, its committees ~~and~~ subcommittees.

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- A. The Executive Director of Secretariat shall record (and keep up to date) in a register or scheme of delegation (called in this Standing Order "the Scheme of Delegation") details of all those functions that have been delegated on a permanent or standing basis by the Assembly, its committees or subcommittees to an individual Assembly Member or co-opted member, in whatever capacity, which shall be exercised in accordance with such restrictions, conditions and limitations as are stated therein.
- B. The approved terms of reference of committees and subcommittees and details of matters delegated or given to the Chair of the Assembly or of a committee or subcommittee by or under Standing Orders may be omitted from the Scheme. Ad hoc delegations concerning short-lived matters also need not be recorded.
- C. The public may inspect the Scheme of Delegation during normal office hours and a copy shall be posted on the Authority's website.
- D. Where a committee report includes a delegation of a permanent or standing nature (including to a single Assembly Member) then it shall state that the Scheme of Delegation should be amended accordingly. The Executive Director of Secretariat shall update and amend the Scheme in those circumstances. Any defect or failure to do so shall not invalidate the exercise of any those delegated functions.
- E. The Scheme of Delegation shall be reported to and approved by the Annual Meeting, and may be amended between such meetings by any of the bodies mentioned in paragraph A above responsible for approving delegations.

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Notes and definitions

[1] The Assembly cannot formally delegate functions to an individual member of staff. However, the exercise of administrative functions by GLA staff (the Executive Director of Secretariat in particular) in connection with the Assembly's executive functions is not prevented by s54(1) and is authorised by the GLA's Decision Making Framework.

10.9 THE MAYOR'S SCHEME OF DELEGATION

Application: applies to the Authority.

- A. The Executive Director of Resources, as Chief Finance Officer, shall maintain in a scheme or register of delegation (and keep updated) details of all functions that have been delegated on a permanent or standing basis by the Mayor under section 38 of the GLA Act^[1].
- B. The public may inspect the scheme during normal office hours and a copy shall be posted on the Authority's website.
- C. The Mayor's Scheme of Delegation shall be reported to the Assembly's Annual Meeting.

Notes and definitions

[1] Under s38 of the GLA Act the Mayor may delegate his functions to a range of bodies and individuals, including the Deputy Mayor and GLA staff, whether appointed by the Mayor or by the Assembly.

[Note: New Standing Order 11 was formally agreed by the Assembly in January 2012 and will come into effect with the commencement of the new Standards regime (expected to be 1 July 2012). It is included here for the sake of completeness.]

STANDING ORDER 11

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MEMBER CONDUCT AND ETHICAL STANDARDS

11.1 THE GLA CODE OF CONDUCT

Application: applies to the Mayor, every Member of the Assembly, and to other co-opted members of committees or subcommittees.

- A. The Mayor and the London Assembly acting jointly shall approve and adopt a Code of Conduct ("the Code") dealing with the conduct that is expected of members and co-opted members of the Authority when they are acting in that capacity.
- B. The Code must:
- (1)(when viewed as a whole) be consistent with the seven principles of public life set out in section 28(1)(a-g) of the Localism Act 2011[1]; and
 - (2)(in accordance with, and meeting the requirements of, sections 28(2)(b), 29 – 34 of the Localism Act 2011 and any regulations made thereunder) include the provision the Mayor and Assembly acting jointly consider appropriate in respect of the registration in the Authority's register, and disclosure of (i) pecuniary interests and (ii) interests other than pecuniary interests[2].
- C. The Mayor, each Assembly Member, and every other co-opted member of an Assembly committee or subcommittee shall comply with the Code, as approved and adopted from time to time by the Authority under Standing Order A above, and shall comply with any guidance, procedures or requirements relating to the Code that are approved and issued by the Authority's Monitoring Officer, following consultation with the Mayor and the Assembly.
- D. No person appointed as a co-opted member of a committee or subcommittee (whether ordinary or advisory) may act in office unless

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he/she has given to the Head of Paid Service a written undertaking that in performing his/her functions the member will observe the Authority's Code as approved and adopted from time to time by the Authority under Standing Order A above.

Notes and definitions

[1] Under s27(2) of the Localism Act 2011 the Authority must adopt a Code dealing with the conduct expected of members and co-opted members of the authority when they are acting that capacity. Section 28 of the Localism Act 2011 requires that the Code must, when it is viewed as a whole, be consistent with the principles of public life. A copy appears in the Rule Book. By s28(13-14), and 27(6) and (9) the Code must be adopted by the Mayor and the Assembly acting jointly on behalf of the Authority.

[2] Sections 28(2)(b), 29 – 34 of the Localism Act 2011 provide for the registration and disclosure of interests, and section 30(3) sets out the descriptions of disclosable pecuniary interests, which are to specified in regulations made by the Secretary of State – see Standing Order 11.2)

11.2 THE REGISTER OF INTERESTS AND INTERESTS

Application: applies to the Mayor, every Member of the Assembly, and to other co-opted members of the Authority.

- A. The Monitoring Officer must establish and maintain a register of interests of members and co-opted members of the Authority.
- B. The Mayor, each Assembly Member, and every other co-opted member of an Assembly committee or subcommittee must, within 28 days of the Code being approved and adopted by the Authority under Standing Order 11.1, or, where it is later, within 28 days of their election or (in the case of a co-opted member) their appointment, notify the Authority's Monitoring Officer in writing (for registration in the Authority's register of interests) of any interests they are required to register under the Authority's Code.
- C. The Mayor, each Assembly Member, and every other co-opted member of an Assembly committee or subcommittee must, within 28 days of becoming aware of any new or change to any interest they are required to register under the Authority's Code, notify the Authority's Monitoring Officer in writing (for registration in the Authority's register of interests) of that new interest or change.
- D. The Mayor, each Assembly Member, and every other co-opted member of an Assembly committee or subcommittee shall comply with any guidance, procedures or requirements relating to the registration and disclosure of interests that are approved and issued by the Authority's Monitoring Officer, after consulting with the Mayor and the Assembly.
- E. Where a Member has an interest that, in accordance with the Authority's Code and any guidance, procedures or requirements issued by the Monitoring Officer under D above, precludes that Member from:
 - (i) participating, or participating further, in any business before a meeting (within the definition of meeting contained in the Authority's Code), or
 - (ii) participating in any vote, or further vote, taken on the matter at the meetingthat Member must withdraw from the meeting while any discussion or vote takes place.

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11.3 COMPLAINTS ALLEGING A BREACH OF THE CODE OF CONDUCT

Application: applies to the Mayor, every Member of the Assembly, and to other co-opted members of committees or subcommittees.

A. In accordance with section 28(6) of the Localism Act 2011, the Authority must have in place arrangements under which complaints alleging a breach of the Code ("complaints") can be investigated and be determined.

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B. The arrangements for considering complaints are to be contained in a complaints procedure to be established by the Monitoring Officer following consultation with the Mayor and Assembly. The procedure must provide that the Monitoring Officer, or a Deputy Monitoring Officer (where the Monitoring Officer is unable to act due to absence or an actual or potential conflict of interest), will:

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- receive all complaints;
- where appropriate, normally try to resolve complaints informally;
- only investigate complaints where the allegations are objectively and reasonably considered by the Monitoring Officer (or Deputy Monitoring Officer) to be serious matters and that, in taking this decision, the Monitoring Officer (or Deputy Monitoring Officer) will take into account:
 - o any relevant guidance and professional advice, and any relevant criteria and factors that the Authority's Standards Committee had previously taken into account when assessing complaints; and
 - o the views of at least one independent person ("independent person") appointed for such purposes by the Mayor and the Assembly acting jointly in accordance with section 28 of the Localism Act 2011
- before making a decision on a complaint that it has been decided to investigate, seek and take into account – in relation to the complaint – the views of at least one independent person;
- make arrangements for a member who is the subject of a complaint to seek the views of an independent person in relation to the complaint;
- upon completing an investigation, produce a written investigation report making one of the following findings:
 - o that the member complained about has failed to comply with the Authority's Code of Conduct (a finding of failure); or
 - o a finding that a member who is the subject of a complaint has not failed to comply with the Code (a finding of no failure)

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- not have any power to apply, or recommend any sanctions to be applied, in respect of a member who has been found to have failed to comply with the Code;
- report to the Mayor and Assembly on the operation of, and decisions made under, the complaint procedure.

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11.4 DELEGATION AND OTHER STANDARDS MATTERS

Application: applies to the Mayor, every Member of the Assembly, and to other co-opted members of committees or subcommittees.

- A. The Mayor and the London Assembly acting jointly are responsible for adopting the Authority's Code of Conduct under 11.1 above. This function may not be delegated by either the Mayor or Assembly.
- B. Subject to A above, all other standards functions and matters contained in Chapter 7 of the Localism Act 2011 may be delegated by the Mayor and the Assembly acting jointly to an officer of the Authority or to a standards committee established by the Mayor and the Assembly acting jointly under section 35 of the Localism Act 2011.
- C. The Mayor and the Assembly acting jointly, or any officer or standards committee acting under delegated authority, may, in connection with the discharge of any standards functions contained in Chapter 7 of the Localism Act 2011, seek the views of an independent person (see 11.3 B above) in relation that those matters.

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MEMBERS' RIGHTS AND ENTITLEMENTS

12.1 MEMBERS' REMUNERATION, EXPENSES AND PENSIONS

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Application: applies to the Mayor and the Assembly.

- A. The Mayor and the Assembly shall jointly exercise the Authority's functions of making determinations, in accordance with sections 24, 26 and 26A of the 1999 Act, of:
- (1) the salaries for the Mayor, Deputy Mayor, Chair of the Assembly and Assembly Members, subject to independent review by an appropriate organisation appointed for that purpose;
 - (2) the allowances to the Mayor and Assembly Members to reimburse the expenses incurred in the exercise of their functions;
 - (3) approving and implementing a scheme for the payment of pensions to or in respect of persons who have ceased to be the Mayor or an Assembly Member; and
 - (4) approving and implementing a scheme for payments to the Mayor and Assembly Members upon leaving office.
- A. To comply with:
- (1) section 24(8) of the GLA 1999 Act, a copy of every approved determination of salaries or allowances;
 - (2) section 26(5) of the Act, a copy of every approved determination for the payment of pensions;
 - (3) section 26A(4) of the Act, a copy of every approved determination for the payment of grants to the Mayor and Assembly Members upon leaving office; and
 - (4) section 27 of the Act, a statement of the sums paid to the Mayor and each Assembly Member by way of salary, allowances, provision for pension and payments upon ceasing to hold office in the preceding financial year

shall be published by the Head of Paid Service as soon as practicable thereafter by being posted on the Authority's website and the Executive Director of Secretariat shall maintain copies available for public inspection during normal office hours.

- C. The Mayor and Assembly Members shall arrange for the publication of details of their expenses on the GLA website ^[1].

Notes and definitions

[1] The Assembly, at its meeting on 15 July 2009 agreed to publish, on the Authority's website, details of every Member's expense claim for 2008-09 and 2009-10 onwards (the amount and summary explanatory information as to the nature and purpose of the claim), once approved, through each Member's individual web page on the Authority's web site. The Authority's Expenses and Benefits Framework sets out detailed rules in relation to expenses.

1.2.2 MEMBERS' ACCESS TO INFORMATION, DATA AND DOCUMENTS UNDER PART 5A OF THE LOCAL GOVERNMENT ACT 1972^[1]

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Application: to all Assembly Members, and to co-opted members of committees ~~and~~ subcommittees.

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A. In accordance with the Local Government Act 1972:

(1) An individual member of the Assembly, and a co-opted member of a committee or subcommittee, ~~for the purposes of his/her duties; or~~

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(2) the Assembly, a committee or subcommittee of the Assembly, ~~for the purposes of any scrutiny, investigation or inquiry or of any other statutory function exercisable by it:~~

Deleted: and the Standards Committee

may inspect or request copies of any data or document (including those in electronic form) of the Authority which is in the Authority's possession or control in accordance with and subject to any relevant statutory provision (e.g. provisions relating to advice to the Mayor) or rule of law as advised by the Authority's legal advisers.

B. Routine requests for documents and data above should be directed to the relevant Executive Director. More complex requests and/or any requests for information made formally under the provisions of paragraph A(1) above should be made to the Executive Director of the Secretariat who will co-ordinate the provision of information.

C. Where the data or document contain "exempt information", as defined by the Local Government Act 1972, an elected member must demonstrate that they have a "need to know" to enable them properly to perform their duties. Any request for exempt information will also be subject to the public interest test, which will be administered by the Proper Officer.

D. It is the responsibility of individual members to decide whether or not to make public any information received. Where the information is exempt, to do so may be a breach of the Code of Conduct and/or the Data Protection Act^[2].

E. Where the data or information contains "confidential" information, as defined by the Local Government Act 1972, the information may be made available to elected members but cannot, under any circumstances, be published^[3].

- F. The rights of elected members set out under the Local Government Act 1972 to access information held by the Authority supplement those under the Freedom of Information Act 2000. Therefore elected members may be entitled to access information which would ordinarily be exempt from release under Freedom of Information procedures.
- G. The Authority's legal advisers^[4] may issue guidance from time to time on Assembly Members' rights of access to information under paragraph A above.

[Note: Standing Order 3.18 sets out the Assembly's powers to summons and require information under Sections 61-62 and 110 of the GLA Act 1999.]

Notes and definitions

[1] This Standing Order covers only the statutory rights of access to information and premises provided by the Local Government Act 1972 (as amended by the Local Government (Access to Information)(Variation) Order 2006) (applicable to the GLA by virtue of s58 GLA Act). Nothing in the Standing Order affects the rights of Members to obtain access to information via other means, including the Freedom of Information Act 2000, the Data Protection Act 1998, sections 61 to 65 of the GLA Act , section 110 of the GLA Act, and section 228 of the Local Government Act 1972 and the common law.

Deleted:

[2] The Data Protection Act protects certain types of personal data held by the Authority, for example home addresses and medical history. Protected information must only be passed to persons who are registered (with the Information Commissioner) "data controllers". All 26 elected members are registered data controllers. Therefore, protected information may be passed to them, but only where absolutely necessary or where volunteered by the relevant individuals themselves. As registered data controllers, members are subject to all of the rights and liabilities contained within the Data Protection Act, including, but not limited to, ensuring that information constituting personal data is held in strict confidence, not passed on and not published (without redaction as necessary).

In addition, section 33A of the Data Protection Act does not prohibit the release of personal information to Assembly Members. However, the Act does restrict Members from further passing the information on, and to do so would most likely lead to a breach of the Data Protection Act.

[3] In accordance with the Local Government Act 1972, "confidential information" means: (a) information furnished to the council by a Government

department upon terms (however expressed) which forbid the disclosure of the information to the public; and (b) information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.

[4] The Authority's legal advisers are:

(i) Transport for London legal advisers providing legal advice to the GLA pursuant to the Instrument of Delegation which took effect on 14 December 2009.

(ii) The Legal Adviser to the London Assembly.

12.3 RIGHTS OF ACCESS TO PREMISES

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Application: applies to all Assembly Members and to co-opted members of committees ~~and subcommittees.~~

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Deleted: and the Standards Committee

- A. A Member of the Assembly shall have a general right of access to all premises owned or occupied by the Authority (except those exclusively let or licensed to others) provided he/she gives reasonable prior notice and identifies him/herself to the persons in charge of such property as a member of the Assembly.

STANDING ORDER 13

STAFF STANDING ORDERS

13.1 REQUIREMENT TO HAVE STAFF STANDING ORDERS

- A. The Local Authorities (Standing Orders) Regulations 1993 (SI 1993/202), and the Local Authorities (Standing Orders) (England) Regulations 2001 (SI 2001/3384) require relevant authorities to adopt standing orders relating to staff. Whilst the GLA Act sections 67(7), 72 (1B) (b), 73 (1B) (b), and 127A (2) (b) require the Authority to adopt the staff standing orders contained in the regulations referred to above, those regulations do not strictly apply to the GLA. Accordingly, insofar as it is possible to apply them to the Authority, the relevant provisions of the regulations have been applied to the Authority and relevant staff within the protocols referred to at 12.2 A-C below.

Deleted: STANDING ORDER 12¶

¶ THE STANDARDS COMMITTEE AND ETHICAL STANDARDS¶

¶ 12.1 THE GLA CODE OF CONDUCT¶

¶ **Application:** applies to the Mayor, every Member of the Assembly, and to other co-opted members of committees or subcommittees, including Independent Standards Members on the Standards Committee (Independent Standards Members are co-opted members of the Authority).¶

¶ A. . The Mayor, each Assembly Member, the Independent Standards Members, and every other co-opted member of an Assembly committee or subcommittee shall comply with the GLA's Code of Conduct⁽¹⁾, as approved and adopted from time to time by the Authority under section 51 of the Local Government Act 2000 ("the Code"). In particular they shall:¶

¶ <#>disclose their personal interests and prejudicial interests at meetings of the Authority in accordance with paragraphs 8 to 12 of the Code;¶

¶ <#>in accordance with paragraphs 10 and 12 of the Code, not participate where they have a prejudicial interest, unless prior to the meeting they have obtained a dispensation from Standards Committee under Standing Order 11.2E;¶

¶ <#>notify the Monitoring Officer within 28 days of any financial and other interests he/she is required to register in the Standing Register of Interests in accordance with paragraphs 13 to 14 of the Code (and within 28 days from becoming aware of any changes, notify the Monitoring Officer).¶

¶ B. . In addition to the above, following a written request from the Monitoring Officer to do so, the Mayor, Members of the Assembly, Independent Standards Members, and other co-opted members shall within 28 days notify the Monitoring Officer whether or not the financial and other interests they are required to register in the Register of Interests are correct, and/or supply the details of any changes to entries in the Register that are required to be made in order to comply with paragraphs 13 to 14 of the Code. The Monitoring Officer shall make such a request under this paragraph at least once every ... [1]

13.2 AUTHORITY PROTOCOLS APPLYING REQUIRED STANDING ORDERS

- A. By virtue of this Standing Order, in making any staff appointments under section 67(1) of the GLA Act and in dealing with any matters concerning the employment of staff appointed under that section, the Mayor must comply with any relevant procedure or protocol on Mayoral appointments and staffing (agreed by the Mayor) in force from time to time ^[1].
- B. By virtue of this Standing Order, in making any staff appointments under section 67(2) of the GLA Act and in dealing with any matters concerning the employment of staff appointed under that section, the Head of Paid Service must comply with any relevant procedure or protocol on appointments and staffing (agreed by the Head of Paid Service in consultation with the Mayor and the Assembly) in force from time to time ^[2].
- C. By virtue of this Standing Order, in making any staff appointments under sections 72(1), 73(1) and 127A of the GLA Act, and in dealing with any matters concerning the employment of staff appointed under those sections, the Mayor and the Assembly acting jointly must comply with any relevant procedure or protocol on appointments and staffing (jointly agreed by them) in force from time to time ^[3].

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Notes and definitions

[1] The document currently in force under and referred to in this Standing Order is the Protocol on Mayoral Appointments adopted by the Mayor on 19 May 2009, and considered by the Business Management and Administration Committee on 31st March 2009.

[2] The document currently in force and referred to in this Standing Order is the Head of Paid Service Staffing Protocol (considered by the Assembly on 11 November 2009 and the Mayor on 21 December 2009) adopted by the Head of Paid Service on 21 December 2009. The Head of Paid Service's Scheme of Delegations - Staffing was considered by BMAC and the Mayor, and adopted by the Head of Paid Service on the same dates as the HOPS Staffing Protocol.

[3] The document currently in force and referred to in this Standing Order is the Statutory Officer - Staffing Protocol (jointly adopted by the Assembly on 11 November 2009 and the Mayor on 21 December 2009).

Subject: Expenses and Benefits Framework

Report to: London Assembly (Plenary)

Report of: Executive Director of Resources

Date: 20 June 2012

This report will be considered in public

1. Summary

- 1.1 This report seeks the approval of the London Assembly to the Expenses and Benefits Framework.

2. Recommendations

- 2.1 **That the Assembly agrees the Expenses and Benefits Framework jointly with the Mayor insofar as it relates to the Mayor, Assembly Members and the Authority's statutory officers; and**
- 2.2 **That the Assembly responds to the Head of Paid Service with any comments it has on the revised Framework in respect of staff appointed under Section 67(2) of the GLA Act.**

3. Background

- 3.1 The current version of the GLA's Expenses and Benefits Framework was approved by the Assembly in October 2010. A regular review of the Framework has identified the need for some minor revisions to the Framework. This report highlights the proposed changes to the approved Framework and seeks approval to the full revised Framework which is attached as **Appendix 1** to this report.

4. Issues for Consideration

- 4.1 *Additional stress on the importance of not circumventing the ordering system (para 1)*

Although the existing Framework does spell out that the expenses framework should not be used as means of avoiding the official ordering system, internal audit have recommended that this should be emphasised in revising the Framework. Accordingly, revisions to paragraph 1 have been made to emphasise that wherever possible goods and services should be procured via TfL procurement / SAP.

- 4.2 *Reporting of Mayoral advisors expenses (para. 2.9)*

Under the previous administration only Mayoral advisors who were statutorily appointed had their expenses publicly reported to the Standards Committee / Audit Panel. It would seem appropriate that special appointments by the Mayor who as part of their terms of engagement may be able to

claim expenses, should also be classified as a 'reportable person' and have any expenses publicly reported.

4.3 *Taxi use (para 3.4), third parties (para. 3.5) and Oystercard (para. 3.6-3.8)*

The revised Framework codifies the practice adopted over the last year to require an explicit reason to be given why public transport is unavailable or impractical if a taxi is used. Further, it is proposed to make it a requirement to give a reason why public transport could not be used when third parties use taxis. Finally, journeys within London are to be only reimbursed up to the equivalent cost on an Oyster card, as only the lowest fare should be claimable.

4.4 *Three star limit on hotels (para 5.1)*

The existing Framework states that in most circumstances accommodation of a 3 star standard is expected to be acceptable. If it is not then prior written approval must be sought. These requirements have become increasingly unworkable and impractical, as often there is a requirement to stay in a particular hotel where a conference is being held. It is proposed to relax the requirement to stay only in 3 star accommodation but introduce additional safeguards to ensure value for money. This includes the requirement to produce 3 quotes via the internet and the option not to fully reimburse costs if the evidence produced is not compelling.

4.5 *Lunches whilst abroad (para. 6.3)*

The existing Framework does not allow for the reimbursement of lunches whether in the UK or abroad. (NB. There are special arrangements for staff based in Brussels). It is proposed that staff below Head of Service level whilst abroad could claim for lunches up to a maximum amount. This is because it would be unreasonable for them to make their own lunch arrangements whilst abroad.

4.6 *Tipping / Service Charges on business entertainment (paras 7.8 to 7.10)*

The existing Framework is silent on tipping whilst business entertaining. Internal Audit has recommended that an explicit policy is introduced and it is proposed that a service charge of up to 12.5 per cent could be reimbursable in the UK when business entertaining. Appropriate limits are also suggested for service charges whilst business entertaining abroad. Tips on subsistence meals and taxis are not reimbursable.

4.7 *Blackberries (section 10), New Standards regime (para. 12.8) and other minor changes*

The section on blackberries has been updated to reflect the fact that mobile phones with limited functionality are now outmoded. A new paragraph has been inserted to reflect the new Standards regime. Finally, throughout the document text has been changed to reflect updated roles, responsibilities and titles for officers.

5. Legal Implications

- 5.1 Section 24 of the GLA Act 1999 (as amended) provides that the Authority shall pay salaries and expenses to the Mayor and Assembly Members as the Authority (by the Mayor and Assembly acting jointly) shall determine.

- 5.2 The Mayor and the Assembly acting jointly are also responsible for appointing and determining the terms and conditions of the statutory officers – the Head of Paid Service, the Monitoring Officer, the Chief Finance Officer and the Greater London Returning Officer.
- 5.3 There is no express power within the GLA Act (as amended) for the Mayor and the Assembly to delegate functions that are exercisable jointly by them. Accordingly, the full Assembly must take any decision which relates to expenses for elected Members or to the terms and conditions of the statutory officers, including changes to the Expenses and Benefits Framework.
- 5.4 Under section 70(2) of the GLA Act 1999 (as amended) the Head of Paid Service may employ staff appointed under section 67(2) on such terms and conditions as he, after consultation with the Mayor and the Assembly, thinks fit.

6. Financial Implications

- 6.1 There are no direct financial implications associated with this report, although ensuring that the Expenses and Benefits Framework is fit for purpose will of course strengthen financial management within the Authority.

List of appendices to this report:

Appendix 1 – Expenses and Benefits Framework

Local Government (Access to Information) Act 1985
List of Background Papers: None
Contact Officer: David Gallie, Assistant Director - Finance
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EXPENSES AND BENEFITS FRAMEWORK

**This Framework applies to the Mayor, Assembly Members and
Officers of the Greater London Authority**

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1. Introduction

- 1.1 This Framework sets out the procedures for dealing with expenses at the GLA. As a general rule you should only be claiming for travel and subsistence that are reasonably incurred in carrying out the business of the Authority.
- 1.2 You should never use the expenses regime as a means of avoiding the official ordering procedures. Wherever possible accommodation and travel should be procured in advance through the Authority's SAP e-Procurement system.
- 1.3 Training courses, conferences, stationery, IT consumables and other such goods and services should not be purchased on personal debit/credit cards. Such goods and services should be procured via TfL Procurement/SAP. Reimbursement for such goods will not be approved via expenses.
- 1.4 Whilst this Framework is primarily aimed at the Mayor, Assembly Members and officers of the GLA, for ease of reference it also includes sections on consultants and unpaid people (e.g. work placements).
- 1.5 The underlying principle is value for money in terms of cost/time and proper accountability for public funds.
- 1.6 You will find some useful examples throughout the guide to assist you in deciding whether you can make a claim.
- 1.7 This guide will be regularly reviewed and updated. In the meantime please send any comments to the Assistant Director (AD) of Finance – Telephone 020 7983 4968. The date of the next full review is May 2013.

Delegated Authority

- 1.8 The Executive Director of Resources has delegated authority, where appropriate, to:
 - Amend Expenses and Benefits rates on an annual basis, having regard to inflation rates;
 - Approve expenditure relating to Expenses and Benefits outside the guidance Framework, subject to expenses being reasonably incurred in carrying out the business of the Authority and to prepare an annual report on the use of this authority to the Mayor and an appropriate Committee of the Assembly; and
 - For practical day to day purposes the Executive Director of Resources has delegated his responsibilities under this Framework to the Assistant Director – Finance. References to the Executive Director of Resources in this Framework are taken to include the Assistant Director – Finance.

2. Expenses Claims

Procedure for Claiming Expenses

2.1 There is now one form, as shown in Appendix A, which is also stored on the Intranet, http://intranet.london.gov.uk/sites/default/files/intranetfiles/expense_claim_form.xls for all claims. You should use the Excel electronic version so that the totals will be calculated for you. If you have difficulty accessing or using the form, please contact the Senior Finance Officer, ext 4159.

2.2 The procedure is as follows:

- before incurring expenditure, obtain in principle approval from the Budget Holder;
- use the correct form;
- fill in all the relevant sections, and make sure you provide sufficient explanations and include the correct account codes;
- attach all relevant receipts including VAT receipts;
- review your claim using the Expenses Form Checklist (Appendix C);
- get the form authorised by the Budget Holder (the SAP Cost Centre Manager), the relevant Assistant Director or Executive Director; and
- submit the form to Finance, 6th Floor for checking and payment.

Note that claims made by the Mayor and the Head of Paid Service should be authorised by the Executive Director of Resources. Claims made by Executive Directors should be authorised by the Head of Paid Service (shown in appendix B). If the approver is not available, expenses should be approved by the approver's line manager (i.e. there is a presumption of upward delegation).

2.3 Supplementary information is required for the following:

- **Travel expenses:** you must show the starting point and the destination as well as the purpose of the visit;
- **Taxis:** you must give an explicit reason why public transport was not used; and
- **Business entertaining:** you must show the names of the recipients, their organisation, and the purpose of the entertaining must be clearly stated.

2.4 Claims must be made within **3 months** of incurring the expenditure. Claims beyond this date **will not** be reimbursed.

2.5 The GLA will not reimburse any credit card/bank charges resulting from a delay in submitting an expense claim.

2.6 All claims will be paid via payroll. You need to submit your expense claim to Finance by the deadlines set out in the payroll submission timetable. The timetable can be found at <http://intranet-u64.london.gov.uk/content/payroll-admissions-timetable>

If your form is incorrect in any way it will be returned to you for amendment.

Authorisation of Expense Claims

- 2.7 Where expense claims are authorised but the actual claim contravenes requirements of the Expenses and Benefits Framework, the Budget Holder should:
- ensure that details are recorded on the claim to show why they have not been able to comply with the Framework; and
 - provide a written note demonstrating that value for money (VFM) has been achieved.

Reporting Of Expenses

- 2.8 Expenses paid to the Mayor and Assembly Members will be reported in public both as part of the final accounts and through quarterly reports to an appropriate Committee of the Assembly. The reports will include expenses paid via the payroll or by other means, and include domestic and foreign travel, and subsistence.
- 2.9 Expenses paid to Mayoral advisors and senior staff will be reported in public to an appropriate Committee of the Assembly. The reports will include expenses paid via the payroll or by other means, and include domestic and foreign travel, and subsistence. For these purposes Mayoral advisors includes those unpaid advisors whose terms of engagement / appointment allows them to claim expenses under this Framework.

Checklist

- 2.10 You should refer to the checklist at Appendix C, to ensure your form is correct, as any mistakes will delay payment.

3. Travel

General

Travel arrangements

- 3.1 All travel arrangements (trains, flights and accommodation) should be made in advance wherever possible. Each Directorate is responsible for making their own travel arrangements and must comply with the authority's purchasing procedures and procurement rules.
- 3.2 There is, at present, no preferred supplier for the procurement of travel services. Therefore, when sourcing travel services you will need to be able to demonstrate value for money and compliance with the Contracts and Funding Code. This will entail obtaining written quotations. The Contracts and Funding Code is located at <http://intranet.london.gov.uk/pages/procurementsshopping>.
- 3.3 If invoices need to be paid in a foreign currency, please contact the Financial Services Centre at accountspayable@tfl.gov.uk or on 0845 303 5100.

UK (Domestic)

- 3.4 The Mayor and Assembly are committed to the use of public transport. Everyone is expected to use public transport wherever possible, and **taxis and private cars** should only be used when public transport is **unavailable or impractical**. **Where a taxi is used an explicit reason must be given why public transport is unavailable or impractical for the claim to be processed. Any taxi claim without an explicit reason given will be returned to the claimant. A statement to the effect that "public transport was not available" is not sufficient in relation to the use of taxis in and around London.**
- 3.5 The requirement to use public transport extends to transport used by or booked for third parties e.g. consultants, guests. If taxis are booked for third parties the reason why public transport was not used must be provided - in the text box of the shopping cart, the non-GLA staff expense claim form or on the Request for Payment form.
- 3.6 **Tube journeys/Oystercards**
You should aim to pay the lowest fare possible for tube journeys, this is best achieved by using a pre-paid Oystercard.
- 3.7 Journeys on public transport within London will only be reimbursed up to the cost of the equivalent journey on an Oystercard.
- 3.8 All claims for Oyster card journeys must be supported by a print out of the journeys undertaken with the GLA business journeys highlighted and the reason for the journey stated on the expense claim form.

Reclaiming Travel Expenses

- 3.9 Claims must be made using the Expenses Claim Form, (example at appendix A) and will be paid via payroll in the next available monthly payroll run.

- 3.10 Travel costs claimed must be incurred in the course of GLA business.
- 3.11 Claims must be made on the basis of actual expenditure incurred. The GLA will not reimburse you for travel to/from home and your permanent workplace. There are some exceptions to this general rule and these are covered in paragraphs 3.15 onwards.
- 3.12 For all journeys by **tube, bus, taxi, train** and via the **Mayor's Cycle Hire scheme** please ensure that you:
- Agree the journey in advance with the Budget Holder;
 - Retain a receipt/ticket/oyster printout as proof of expenditure; and
 - Do not claim for any journey that is covered by your existing travel card or Oystercard.

Additionally please note the following:

Train

- Standard Class is the normal class of travel. Where this is not considered appropriate, prior written approval must be obtained from your Executive Director or from the Head of Committee and Member Services (as appropriate).

Cycle Hire Scheme

- The total re-imbursement on usage of the scheme is limited to the equivalent cost of using public transport; and
- The scheme should only be used if the Authority's own pool bikes are not available.

<p>Example - Travel</p> <p>You live in Zone 6 and you travel from home directly to a meeting near Marble Arch which is in Zone 1, and then on to City Hall.</p>	<p><u>Scenario 1:</u> this is not substantially different from "ordinary commuting" and the entire journey is covered by your travel card, in which case you cannot make a claim.</p> <p><u>Scenario 2:</u> your annual ticket only covers your daily journey on main line services to London Bridge, and you have to pay additional tube fares, in which case you can claim for the additional tube fares.</p>
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Mileage Allowances

3.13 When you use your own vehicle for GLA business, please ensure that you:

- Agree the journey in advance with the Budget Holder;
- Do not use your car for home to work journeys;
- Only use a car where it is essential e.g. carrying heavy files, where no other public transport is available or where the cost of public transport compared to the use of the car is prohibitive; and
- Attach proof of business use insurance to your expense claim – if you do not have this you will not be reimbursed.

It is your responsibility and not the GLA's to make appropriate insurance arrangements in such cases.

3.14 The table below contains the amount payable per mile for the Mayor, Assembly Members and directly appointed GLA staff.

Rates per Business Mile

Type of vehicle	First 10,000 miles	Above 10,000
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

Home to Work Travel (for Late Night Working only)

3.15 The GLA will not reimburse you for travel to and from home and work.

3.16 There is, however, one exception to this general rule when you are working late at night, further details are provided below.

Late Night working / Heavy equipment - files

3.17 You can **only** claim the cost of using a taxi from work to home where **all** the following conditions are met:

- you are occasionally required to work late, (after 9pm);
- those occasions are neither frequent nor regular, (frequent means more than sixty times a year and regular means a predictable pattern); and
- by the time you can go home public transport has stopped or it would not be reasonable to use public transport.

These exemptions do not generally apply to any travel from home to work.

<p>Travel</p> <p>You go to a meeting in Croydon on behalf of the GLA at 7pm and this goes on until 9pm. To get there you take the train from London Bridge to Croydon, and then take a bus to the venue. After the meeting, you get a taxi to your home which is 5 miles away</p>	<p>Your existing annual ticket covered the main line journey. However, you had to pay extra for the bus and the taxi. You can claim for the bus and taxi fares. However, the taxi fare home is only allowable because it was late at night and not practical to use public transport. Under Inland Revenue guidelines this must not be a regular occurrence.</p>
--	--

3.18 Where you have to use a taxi to carry files or equipment in relation to GLA business, travel will be reimbursed provided:

- the equipment/files are for GLA business;
- you do not usually drive to work in your own car;
- it is not feasible to use public transport; and
- this only happens occasionally.

However, usage of a taxi to carry files / equipment is a taxable benefit which the GLA will meet only if all the criteria above are met.

Travel to a Temporary Workplace

3.19 You can claim the cost of travel to/from home to a location other than your permanent workplace (i.e. City Hall/Brussels European Office) where your attendance is necessary in order to carry out your job and the journey is significantly different to your ordinary commuting journey.

3.20 Travel to a temporary workplace e.g. to an event, should be by public transport however, if you need to travel by taxi this must be agreed in advance with the Budget Holder.

Travel Allowances (Mayor's Press Office Only)

3.21 Special provision has been made for these staff in the Mayor's Press Office to receive a fixed annual allowance to meet the cost of early travel to work. This allowance was granted purely to cover the issue of early travel to work. Other claims by these staff members will be subject to the conditions of the Expenses and Benefits Framework.

Taxable Benefits/Dispensation

- 3.22 Broadly, employees are taxable on all income they receive from their employment including pay, benefits in kind and any expenses payments (including payments relating to business travel). There are, however, some types of benefits in kind or expenses payments that you do not need to include on a tax return to HMRC because they are either by law exempt from tax, e.g. cost of VDU eye tests or are covered by the GLA's dispensation. A dispensation means that HMRC have reviewed the GLA's internal arrangements surrounding the reimbursement of these costs to you and have deemed these payments non-taxable and for this reason you do not have to report these on your own tax return.
- 3.23 The reimbursement of newspapers purchased for use at work is not covered by the dispensation and are a taxable benefit. This means that tax will be deducted from the amount you are reimbursed.

Dispensation

- 3.24 The GLA has a dispensation from the Inland Revenue, which covers:
- business travel (excluding ordinary commuting);
 - subsistence (excluding the cost of videos, newspapers, beverages not complementing an evening meal and private phone calls);
 - business entertaining;
 - business phone calls made from a private home telephone or personal mobile telephone;
 - reimbursement of the cost of equipment, materials and services necessarily incurred, including payments made by company credit card;
 - professional subscriptions to organisations on the HMRC List 3; and
 - hire cars.
- 3.23 Details of these dispensations are covered in the relevant sections of this guide.
- 3.24 Any expenses paid outside this dispensation may be taxable and if so they will be reported on Form P11D, (form P11D is a Her Majesty's Revenues and Customs requirement), after the end of the tax year. Each employee included on the P11D return will receive a copy of the relevant details for their own tax return.

Rates for Travel and Subsistence

- 3.25 See Appendix D for Quick Reference Guide to Expenses and Benefits.

Foreign Travel

Insurance

- 3.26 If you are to travel abroad on GLA business, the GLA has in place travel insurance to cover this activity.

- 3.27 Prior to any such travel, you must contact the Senior Treasury Accountant: ext 4144 who will provide you with an emergency contact number and policy details.
- 3.28 The following policies and underlying principles will be applied to all overseas travel undertaken in carrying out the functions of the GLA.

Approval for Foreign Travel

Prior authority to travel for the **Mayor and all staff** (excluding the officers appointed by the Mayor) must be obtained from the GLA's Head of Paid Service.

Prior authority to travel for the **officers appointed by the Mayor** must be obtained from the Mayor.

Prior authority for **Assembly Members** must be obtained from the Chair of the Assembly. (Any travel outside of the UK for the Mayor or an Assembly Member should be registered with the GLA's Monitoring Officer).

See Appendix E for Foreign Travel Forms or
<http://intranet.london.gov.uk/pages/finance-forms>

Foreign Travel Approval forms

- 3.29 Once completed and authorised, all Foreign Approval Forms must be forwarded to the Senior Treasury Accountant, ext 4144.

Class or mode of travel

- 3.30 **Economy/Economy Plus class**, unless there are exceptional reasons, will be the class of travel. The only exception to this rule is where there is a health-related issue. In this situation, the relevant Budget Holder must be satisfied that travel other than economy class is appropriate. In making any decision, Budget Holders are expected to ensure that best value for money is obtained.

Upgrades

- 3.31 Where travel arrangements are to be upgraded above economy class, prior approval should be obtained from the Executive Director of Resources; where prior approval cannot be obtained, the person travelling must accept the risk that any costs arising from the upgrade over and above the pre-approved levels may not be subsequently authorised, unless sound business or health reasons can be demonstrated. Upgrade must be booked in advance of the journey and not **at the station/airport** on the day of travel.
- 3.32 Assembly Members will **not** travel by air and will instead use more sustainable modes of transport, when travelling to Paris, Brussels or mainland Britain, in connection with Assembly business.

Membership of frequent flyer programmes

- 3.33 The GLA has no objection to any member of staff belonging to frequent flyer programmes operated by most airlines (commonly known as air miles). However, membership of any such scheme must not influence travel decisions or choice of airline.
- 3.34 If staff accrue points (or something similar) solely as a result of carrying out the functions of the Authority and this entitles them to free flights at a later date, then they must utilise them for official purposes only.

Other Travel Costs

- 3.35 Officers will be reimbursed for any reasonable business-related travel expenses incurred abroad, e.g. taxi, train, etc. In considering what is 'reasonable', the Executive Director of Resources will be guided by the principles and examples elsewhere in this Framework.

A receipt must support all expense claims.

4. Annual Travel Cards and Season Ticket Loans

Annual Travel Cards

- 4.1 The Mayor and Assembly Members are entitled up to a six-zone Fixed Fee (Annual) Oystercard.
- 4.2 The travel card can be obtained in two ways:
- (i) An application form is submitted to Finance and a GLA cheque is issued to London Underground/Train Operator for the value of the travel card; or
 - (ii) The Mayor or Assembly Members purchases the travel card and then submits an expense claim to Finance.

Travel Card Application Form

- 4.3 The Travel Card application form can be found at:
<http://intranet.london.gov.uk/pages/expenses-and-payroll>.

Income Tax and National Insurance position

- 4.4 The provision of an Oystercard is a taxable benefit. The Inland Revenue have advised that, as the card is likely to be used primarily for travel to and from home the Mayor and Assembly Members will be taxed on the full value of the card. It is then up to the Mayor and Assembly Members to demonstrate the extent of any business use to their tax office at year-end.
- 4.5 However, if you have already purchased an Oystercard and are seeking reimbursement:
- this is deemed to be a cash benefit by the Inland Revenue;
 - National Insurance Contributions (NIC) and income tax must be paid on the benefit when it is received;
 - the GLA will inform the payroll provider, and the necessary tax and National Insurance deductions will be made in the same month as the reimbursement; and
 - you can claim the business use element (to be agreed between the Mayor and the Assembly and the tax inspector) as allowable expenditure on your annual tax return.

<p>If you apply for a six-zone card and you are paying tax at 40%, then the tax and National Insurance contribution due will be approximately £850.</p>
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Replacement Travel Cards

- 4.6 If your Oystercard is lost or stolen, or fails to operate at the ticket barrier, you need to ring the Oystercard helpline on 0845 3309876 as TfL will need some details from you e.g. the last time the card was used, your password.

Season Ticket Loans

- 4.7 Staff can apply for an interest free annual travel card. The loan is paid via payroll and recovered as deductions from pay over 11 months.
- 4.8 The season ticket loan application form, further information, including the loan conditions can be found at <http://intranet.london.gov.uk/pages/expenses-and-payroll>.

5. Hotel Accommodation

Guiding principles

- 5.1 The GLA will pay for or reimburse the Mayor, Assembly Members and staff for hotel accommodation where:
- the stay is for **business purposes**;
 - the stay has been agreed **in advance** with the Budget Holder, however, where unforeseen situations arise and an appropriate Budget Holder cannot be contacted authorisation must be obtained at the earliest possible opportunity;
 - the principle of securing **value for money** and **best use of public funds** should always be observed and lower priced suitable accommodation should be used whenever possible;
 - there is no explicit limitation to the star standard of hotel accommodation that can be used. However, three quotes should be obtained for accommodation and these quotes must be attached to expenses claims. The quotes would normally be obtained by attaching a print out of relevant website searches of hotel accommodation that would demonstrate that the accommodation chosen was reasonable and good value for money. If such evidence of securing value for money is not attached, re-imbursement of hotel costs will not be made. If evidence produced is not compelling, then only partial re-imbursement may be made; and
 - higher costs may be incurred where it is necessary to accommodate the needs of a member of staff with a disability or special needs or where it is essential for a member of staff to use a hotel nominated by an event organiser. In these circumstances such costs must be brought to the attention of, and approved by, the Budget Holder before a booking is made.

UK (Domestic)

Payment

- 5.2 Hotel accommodation should be booked in advance and wherever possible paid for directly by the GLA. This can be done either by the hotel invoicing the GLA or by the use of a corporate credit card.
- 5.3 If a credit card is required to hold a booking or the purchase is being made via the Internet, you need to contact the AD Finance on ext. 4968 or in his absence the Head of Office of the Corporate Management Team ext 5757 to arrange this via a corporate credit card.

Useful Example

Hotel Accommodation As part of your trip to Manchester you stay overnight in a B&B. You tried to book in advance but the B&B was not prepared to invoice the GLA, so you had to pay by credit card.	You can claim for the overnight stay, including breakfast. The GLA will not reimburse you for extras in hotels such as laundry, room service, videos, newspapers etc.
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Foreign

- 5.4 When booking **hotels** abroad if it is not possible for the payment to be made by the GLA Corporate Credit Card you may pay with your personal credit card and seek reimbursement via an expense claim, (example, appendix A).
- 5.5 The principles (as set out above) in relation to hotel accommodation in the UK when on GLA business apply equally to business trips abroad. Before a trip is undertaken approval should be sought using the Foreign Travel Approval form.
- 5.6 Hotel accommodation must only be arranged where it is clearly necessary as a direct result of a member of staff's business activities on behalf of the GLA. The requirement for hotel accommodation must be agreed in advance with the Budget Holder, except where unforeseen situations arise and an appropriate Budget Holder cannot be contacted - in which case authorisation must be obtained at the earliest possible opportunity, based on a clear business case and with relevant supporting documentation. There is no explicit limitation to the star standard of hotel accommodation that can be used. However, three quotes should be obtained for accommodation and these quotes must be attached to expenses claims. If such evidence of securing value for money is not attached, re-imbursement of hotel costs will not be made. If evidence produced is not compelling, then only partial re-imbursement may be made.
- 5.7 Evidence of the applicable **exchange rate** must be attached to the claim, e.g bank or bureau de change receipt.

Useful Example

Hotel You come into work on Friday and decide to stay overnight in a hotel as you are going to France early the next morning on Eurostar for a holiday.	The GLA will not pay for any accommodation that has been booked for private reasons, even if you go there straight from work or come to work directly from the hotel.
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6. Subsistence

UK (Domestic)

- 6.1 As a general rule, subsistence will only be paid for evening meals and, where applicable breakfast. As the Mayor, Assembly Members and officers have to provide their own lunch's, time spent away from the office during the day should not result in any additional expenditure. Claims for breakfast will normally be associated with an overnight stay. Hotel extras such as drinks, snacks, newspapers etc will not be reimbursed.

Useful Example

Subsistence You go to a meeting in Harrow which lasts for 3 hours and on the way back you stop for lunch	Staff are expected to provide their own mid-day lunch, therefore you have not incurred any additional expense and you cannot claim for this.
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- 6.2 Claims should be made on the basis of actual expenditure incurred excluding alcohol, which is not recoverable.
- 6.3 Claims for breakfast should not exceed **£10** and claims for dinner should not exceed **£30**. The Executive Director of Resources should approve any costs in excess of these in advance. There is no guarantee that approval will be given and if costs have already been incurred then the excess may not be authorised for reimbursement if the circumstances were not exceptional. Although lunches are explicitly not claimable within the UK (or for those staff who are based in Brussels), it is permissible for claims of up to £15 to be made for lunch whilst on overseas travel by staff below Head of Service level. Staff at Head of Service level or above cannot claim for lunches abroad.
- 6.4 Subsistence claims should be made where you are away from the office for a period of time and have to buy meals for yourself. Please note that there is a separate section on business entertaining. Business entertaining involves taking someone from another organisation (i.e. not part of the GLA group) out for a meal and the rules are different, (see section 8).

All claims must exclude alcoholic drinks and be supported by VAT receipts.

Alcohol is not permitted as reclaimable expenditure for Subsistence.

Alcohol is only a permitted as reclaimable expenditure for Business Entertaining and Civic Hospitality (see section 7)

Useful Example

Subsistence You travel to Manchester as part of a research project and stay overnight. You have an evening meal in a restaurant.	You can claim for the meal, however, you should not spend more than £30 and your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.
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Foreign

- 6.5 No allowances will be paid in relation to undertaking any foreign travel. However, officers will be reimbursed for legitimate expenses incurred in the course of the travel e.g. breakfast, dinner and other incidental expenses.
- 6.6 Claims should not exceed the UK equivalent standard i.e. **£10** for breakfast and **£30** for dinner (excluding alcohol). Although lunches are explicitly not claimable within the UK (or for those staff whose are based in Brussels), it is permissible for claims of up to £15 to be made for lunch whilst on overseas travel by staff below Head of Service level. Staff at Head of Service level or above cannot claim for lunches abroad.

A VAT receipt must support all expense claims
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Incidental expenses

- 6.7 In exceptional circumstances, the Executive Director of Resources can make a sterling cash advance that can be converted into the relevant foreign currency by the Mayor, an Assembly Member or senior GLA officer where he/she is travelling abroad. Any such advance will need to be fully accounted for by the claimant in accordance with the principles in this Framework. If the Executive Director of Resources were to use this exceptional provision, he/she will publicly report its usage to an appropriate Committee of the Assembly as soon as practical.

GLA Code of Conduct

- 6.8 Under the GLA's Code of Conduct for the Mayor and Members of the Authority the cost of any visit outside the UK for which the Authority has paid or will pay is an interest, which should be registered by any recipient subject to the Code. Details should be supplied to the GLA Monitoring Officer, ext 4399.

7. Entertaining and Hospitality

Business Entertaining

7.1 The Inland Revenue dispensation states that:

- the cost of entertaining staff or colleagues in the same organisation is not considered to be bona fide business entertaining; and
- business entertaining **must involve representatives of outside organisations**, and must **not** be predominantly for social purposes.

For these purposes, Functional Bodies are not classed as outside organisations. GLA employed contractors (external contractors contracted in) are subject to the same rules.

Business entertaining You have an informal meeting with an officer from the MOPC and decide to go to a restaurant in the London area.	You cannot claim for this as the MOPC does not count as an external organisation in this context and there is no clear benefit to the GLA from the meeting and there is no clear benefit to the GLA from the meeting.
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7.2 As a general rule, given that we have very limited resources available for entertaining; you should **not** take people out to lunch or dinner and expect to be reimbursed by the Authority. We have facilities at City Hall for hosting meetings and these should be used wherever possible. You should always bear in mind that we are dealing with taxpayers' money and must demonstrate public accountability.

7.3 However, an exception may be made where:

- Either you are the Mayor, an Assembly Member or are a senior member of staff (Executive Director, Monitoring Officer, Mayoral Policy Adviser); or
- your role requires occasional business entertaining and you have obtained specific agreement from your Executive Director in advance; or
- you are hosting a visit from overseas.

In all exceptional cases the following conditions apply:

- There is good reason to use a restaurant or other facilities rather than GLA facilities;
- You can clearly demonstrate that the purpose of the meeting is GLA business and not social; and
- You have chosen a reasonably priced location.

7.4 You should spend no more than **£40** a head (for lunch) or **£50** a head (for dinner) including alcoholic drinks, which although permissible, should be kept to a minimum. This should be inclusive of **VAT**.

Useful Example

Business entertaining You agree in advance with your Executive Director that you should take a senior official from a leading Homelessness charity out for lunch to discuss the GLA's role in Housing. You cannot hold the meeting at GLA offices as s/he can only meet you in Camden for an hour at 12 noon. The purpose of the meeting is to ensure that the charity understands the GLA's role in this field, and to see if they are interested in participating in a working party.	You can claim for this lunch, and you can claim up to £40 a head subject to the presentation of a proper receipt. You must show the name and organisation of the recipient and the purpose of the meeting on the claim form. You should keep alcoholic drinks to a minimum.
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- 7.5 Where the Mayor or Chair of the Assembly are meeting and entertaining a Government Minister, a foreign dignitary, a senior representative of a key GLA stakeholder or hosting an occasion of significant importance to the authority, then within reasonable limits, depending on the circumstances, a higher amount can be claimed, which although appropriate, should be kept to a minimum.
- 7.6 For all business entertaining claims you will be asked to supply:
- the name and organisation of the recipients; and
 - the purpose of the business entertaining.
- 7.7 The provisions regarding Business Entertaining are also applicable to foreign trips where such entertaining is necessary. However, costs of such entertaining should reflect local economical conditions and should, as far as possible, reflect the limits applicable to the UK. If possible, all Business Entertaining should be booked prior to leaving the UK, or by utilising the services of foreign consultants/experts. All such entertaining must be met from within approved budgets.

Remember that VAT cannot be recovered on business entertaining and this therefore increases the cost to the Authority.

Tips/Gratuities

- 7.8 Service Charges are permitted only on business entertaining and reimbursement is limited to 12.5% of the total bill within the UK and up to 20% of the total bill overseas, depending upon the convention within the country, with the claimant paying for any excess.
- 7.9 Tips on subsistence meals will not be reimbursed.
- 7.10 Tips for taxis will not be reimbursed.

Civic Hospitality

7.11 Hospitality can be provided where:

- the guests are predominantly from outside organisations (you should not organise events that are for Assembly Members and Staff only);
- the purpose is clearly GLA business and not political; and
- there is sufficient budget available to meet the cost.

7.12 Where you need to organise a function at City Hall or elsewhere you should:

- seek agreement from your Executive Director in advance;
- confirm the budget available;
- order and pay for hire of premises and refreshments in advance through the official procedures wherever possible;
- make use of GLA accounts with suppliers where appropriate; and
- you may need to refer to the GLA decision-making process to ensure appropriate approval has been sought; this can be found on the intranet.

7.13 Alcohol is permissible for Civic Hospitality, but should be kept to a minimum.

Ordering Light Refreshments

7.14 As a general rule, the Mayor, Assembly Members and officers should only order tea and coffee for meetings where there are outside visitors present. Similarly, lunch should **only** be ordered for long meetings that span the lunch period and **also** include outside visitors. Any lunch that is ordered must be ordered in advance from the in house caterer via the Catering catalogue on SAP. They should be modest and be at a reasonable cost e.g. sandwiches, fruit and soft drinks.

This should be ordered through the GLA's in-house caterers via the Catering catalogue on SAP.

7.15 The provision of free or subsidised food for refreshments for Assembly Meetings (including invited guests) or Interview Panels is subject to a PAYE settlement agreement with Inland Revenue on which tax and NI is paid by the employer only.

Meetings

Assembly Meetings

7.16 If a buffet is provided on a regular basis for Assembly Meetings, this is a taxable benefit and will be declared to the Inland Revenue at the end of the year. The GLA will pay the tax on behalf of members under a PAYE settlement agreement.

7.17 As a guide the cost should be limited to a maximum of **£15** per head.

Committee meetings

Assembly Group meetings

- 7.18 The GLA will not pay for refreshments for Assembly Party Group meetings. However, Group Heads of Office may organise refreshments and arrange for Assembly Members to meet the cost privately.

Other meetings

- 7.19 The Mayor, Assembly Members and officers should only order refreshments for meetings where outside visitors are present.

Ordering procedure

- 7.20 Orders for catering should be made with the in-house caterers. All such orders should be placed in advance of the event via the catering catalogue on SAP.
- 7.21 If you wish to order food from other suppliers (e.g. organic suppliers) you must be able to demonstrate value for money in advance of making the order.

It is not appropriate to go out and buy food and drinks for official GLA-related meetings and events and claim this back on expenses, as this may not comply with the GLA's Contracts Code. Those wishing to do this must present a business case to the relevant Budget Holder in advance.

Alcohol (Mayor, Members and Senior Staff only)

- 7.22 Alcohol is permissible but should be kept to a minimum and should primarily be for events involving outside visitors (see Business Entertaining, Section 7.1).

8. Party Conferences

- 8.1 Any claims for expenses related to party conference attendance must be consistent with the following guidelines.
- 8.2 Members of the London Assembly, recognising the party political aspect of attendance at conferences, have decided that the costs of their attendance will not fall on the GLA's budget.
- 8.3 The Mayor similarly recognises the party political aspect of attendance at conferences and has decided that the cost of attending the conference of his political party will not fall on the GLA's budget. However, expenses could be incurred and claimed for carrying out functions of the office of the Mayor of London when in attendance at other party conferences.
- 8.4 With regard to staff, whether appointed by the Mayor, the Head of Paid Service or the Mayor and Assembly jointly, any claims for expenses related to party conference attendance must be consistent with the following guidelines. Attendance at party conferences, as at any other external event, is acceptable for the following purposes:
- explaining the role and operation of the GLA;
 - promoting the GLA and any aspect of its work; and
 - ascertaining information to enable the person concerned to better perform his or her role at the GLA.
- 8.5 A distinction has to be drawn between the purposes set out in 8.4 above and any promotion of or participation in political activity for its own sake, particularly activity unrelated to the role and functions of the GLA as any expenditure on this type of activity would be unlawful. Therefore, staff that attend party political conferences wholly as a party member and not representing the GLA in any respect are not entitled to reclaim any of the expenditure incurred in attending the conference. In addition, they must follow the Authority's rules in relation to politically restricted activity (where relevant), must take annual leave as necessary and abide by the Authority's rules on the use of the GLA's resources.
- 8.6 However, attendance at a party conference may combine both GLA/official and political activities, e.g. GLA-related activity at a fringe meeting or exhibition as well as participation in the political debate of the conference. In this circumstance, an apportionment between these two activities would be appropriate, and that apportionment would be applied to the officer's costs (i.e. travel and subsistence). This would ensure that, if challenged, we could demonstrate no personal or party advantage was, or appeared to be, obtained from the Authority's budgets.
- 8.7 Similarly, if non-GLA activity were conducted in what would normally be regarded as working hours, a proportional deduction of leave (or pay, if the person opted for unpaid leave) would be appropriate in order to demonstrate a clear and unequivocal separation of activities, for transparency both to the public and to the auditor. In this respect, staff that attend party political conferences as party members and not as GLA staff must book annual leave for the time incurred. However, some political activities are restricted at all times if the employee is in a politically restricted post (employees should seek HR guidance).

- 8.8 In summary, the proportion of time and claimable expenses should be as follows:
- If staff attendance is wholly for the purposes of the GLA, the whole cost of their travel and subsistence would be reimbursable by the Authority and their attendance would not require annual leave to be taken; and
 - If attendance is in support of an elected Member at a conference (including any fringe meetings or other events) other than of that Member's party, OR if the members of staff are not members of the party whose conference they are attending, the whole cost of travel and subsistence shall be similarly reimbursable.
- 8.9 Where the member of staff is a member of the political party concerned, an abatement in respect of expenses to be claimed from the Authority is to apply.
- 8.10 The level of abatements that will be applied to any expenses claimed by any officer – whether appointed by the Mayor or the Head of Paid Service or by the Mayor and Assembly jointly – in relation to party conferences are:
- For staff who attend purely in relation to GLA activities and who accrue no personal benefit (for example by being a member of the political party concerned) – no abatement will be applied; and
 - For staff that attend and who are members of the political party concerned and/or undertake non-GLA related activities at the conference – a 25% abatement will be applied to expenses claims (and annual leave should be taken as necessary, noting that certain activities are prohibited for politically restricted officers).
- 8.11 All relevant Budget Holders must ensure in advance that the levels of GLA expenditure incurred and resources applied (for example, the number of staff in attendance from any one team) in relation to party conference are reasonable, proportionate and can be fully justified. All relevant line managers should seek to ensure, in advance, that there is clarity and agreement on the activities to be undertaken by any member of staff attending a party conference.
- 8.12 Staff will be notified of any costs that need to be recovered from them in relation to party conferences and this will be deducted from their next available pay, unless they advise Finance otherwise.

9. Training, Conferences and Awaydays

- 9.1 All short courses and conferences should be job related. Attendance must be agreed with your line manager in advance and it should be agreed that they would be of benefit to your work.
- 9.2 The standard ordering procedure should be followed when booking short courses and conferences and you should always check that there is sufficient budget provision before an order is completed.
- 9.3 Shopping carts for training and conferences should state the names of the staff member attending and a brief description provided of how the training/conference relates to the employee's job.
- 9.4 The GLA has a training scheme for sponsoring longer courses and details are available on the HR section of the Intranet.
- 9.5 Expenses for an evening meal when you are attending a training course or conference that does not involve staying overnight will only be paid in exceptional circumstances. These will not cover alcohol and will be limited to a maximum of **£30** a head. Such expenses will only be paid where the following conditions apply:
- The approval of an Executive Director has been obtained in advance;
 - Attendance is job related and will benefit your work; and
 - The conference or course extends significantly beyond normal working hours, or ends at a normal time, but is in a location that significantly increases travelling time, so that you would not arrive home until late.

Useful Examples

Conference/training course <u>Scenario 1:</u> You attend a conference that does not end until 8.00 p.m. <u>Scenario 2:</u> You attend a course that ends at 6.00 p.m. but the length of the journey means you will not get home until 9.00 p.m.	You can claim for a meal, however, you should not spend more than £30 and your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.
<u>Scenario 3:</u> You attend a conference that ends at 6.00 p.m. and your journey home will take one hour. <u>Scenario 4:</u> You attend a course and your journey home will take three hours, but the course ends 4.00 p.m.	You cannot claim for expenses for an evening meal.

- 9.6 Away days and similar events for Members and staff must have a clearly defined purpose and be for work and not social reasons. All the arrangements should be made in advance where possible and this includes hire of premises and catering. As a guide you should spend no more than **£15** a head on lunch.

10. Reimbursement for the Cost of Equipment

Blackberries

- 10.1 Blackberries are used to ensure that the Mayor, Assembly Members and key staff can access email/phone services out of working hours or while on the move. It also helps facilitate flexible working.
- 10.2 Blackberries can be purchased for use at the discretion of the Budget Holder. The Budget Holder needs to satisfy him/herself that the person has a requirement to access email services out of working hours or while on the move and that the benefit to the GLA is worth the cost of procuring and running the Blackberry, particularly if it facilitates flexible working.
- 10.3 The principle of securing value for money and best use of public funds should always be observed and, for example, an upgrade to the latest product release is not acceptable.
- 10.4 Information regarding Blackberries is available on the Technology Group section of the intranet.
- 10.5 The Technology Group regularly reviews developments in technology and options that become available to the workforce to communicate by new means. In order to expedite such flexible working, the Executive Director of Resources may approve such additional expenses that are properly incurred by staff as part of new developments under this Framework.

The Mayor and Assembly Members

- 10.6 The Mayor and Assembly Members should contact the Technology Group at TGProcurement@london.gov.uk or ext. 4170 to discuss their requirements.
- 10.7 The Mayor and Assembly Members have three options, although Option 1 is preferred:

Option 1 – Request a blackberry for GLA use

Technology Group will order this through a contract with the GLA's mobile phone contractor. There is a choice of blackberries available. All bills will be addressed to the GLA and paid in full by the GLA on the understanding that the phone will **only be used for GLA business**. However, where the personal calls have been made, a declaration of personal usage is required to be made together with re-imburement.

Option 2 – Get a second line on an existing phone with bills sent to GLA direct

Some companies can provide this facility. There will then be two numbers and the two bills will be sent to separate addresses (home and work), but there will be only one handset. The second line should be for **business calls only**. You will need to contact Technology Group to arrange this.

Option 3 – Use an existing phone for GLA business and continue to have bills sent to your home address

This option should only be used if the majority of calls are private. In this case you will be required to submit a copy of your phone bill, highlighting the business calls and submit this attached to an expense claim. You will not be entitled to claim for line rental.

In options 2 and 3 there must be fully itemised VAT bills.

Staff

- 10.8 In the case of GLA staff, option 1 above is available. The Authority will pay all bills and the phone **must only be used for business calls**. Personal calls on a phone provided by the GLA should be avoided and only made in an emergency.
- 10.9 Only as an exception, which must be authorised by line management, may staff reclaim costs for business calls as in option 3 using the expense claim process.
- 10.10 Under option 1, bills will be posted to Finance. Finance staff will photocopy the bill and send it to the phone holder along with a declaration form if call charges exceed £10 per quarter. The phone holder is required to go through the itemised bill and list all personal calls on the declaration and return it to Finance, the amount declared plus VAT will be deducted from pay in the next available pay run. Where call charges exceed £100 per quarter line managers are required to review the bills and certify that they have reviewed and discussed the phone usage with the employee. A higher threshold of £200 per quarter applies to a small number of staff in the Mayor's Press Office named by the Director of External Affairs.
- 10.11 To apply for a blackberry, staff must first obtain in principle approval from their budget holder and then contact the Technology Group at TGProcurement@london.gov.uk or ext. 4170 or go to the relevant page of the intranet.

Equipment at home

- 10.12 The Technology Group maintains an asset management system that records equipment provided to the Mayor, Assembly Members, Mayoral staff or officers for use at home. This includes computers, faxes, printers and pagers, but excludes mobile phones.
- 10.13 There is no tax charge arising if the equipment is provided for the sole purpose of enabling the Mayor, Assembly Member or officer to perform the duties of their employment and the equipment is used for work purposes and private use is not significant.

Return of equipment

- 10.14 The Mayor, Assembly Members and staff are responsible for returning all equipment supplied to them by the GLA when departing the GLA as per the arrangements relating to ICT Equipment for Departing Politicians and Staff.

11. Staff Benefits

Flexible Benefits

- 11.1 Under the Authority's flexible benefits scheme, within the terms and conditions of service, staff are entitled to trade in up to two days annual leave for a choice of benefits.

Payment

- 11.2 Staff will be reimbursed for the value of either one or two days leave for one of the options described below. This payment will be subject to the normal PAYE deductions. Claims should be made directly to the Human Resources Team by producing a receipt or other proof of payment, together with an annual leave card for adjustment. Payment will be made in the next available salary run.
- 11.3 The value of leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. Payments are subject to deductions for tax and national insurance. The value of leave has been calculated as **£223** per day.
- 11.4 Only full days can be reimbursed and payment will not be made to cover the difference between the option being reimbursed and the one or two-day value if the amount being reimbursed is less. However, parts of options can be added to bring the value up to that of a whole one or two day/s.

Benefit Options - Payment towards all, or part of the following:

Subscription to a professional body.
Additional voluntary contributions to pension.
Annual membership subscription for any health scheme, benefits or facilities, or fitness or sports facilities.
Medical treatment.
Personal training or development.
Annual season ticket loan.
Spectacles or contact lenses.
Private health insurance.
Personal student loan.
Childcare facilities.
Bicycle loan.
Bicycle or cycling equipment and accessories.

Useful Examples

Scenario 1: Gym membership costs £400	Two days leave can be traded in to cover this, but only £400 will be paid, not the full two-day's value of £223.
Scenario 1: Gym membership costs £400 and the member of staff also purchases a £500 season ticket.	Two days leave can be traded in to cover the £400 gym membership and the additional £46 can be paid towards the value of the season ticket.

Eye Tests

- 11.5 The GLA will reimburse the full cost of eye tests up to the NHS standard eye test charge of £19.32, which should be claimed using the standard expense form and must be supported by proof of payment.

Glasses

- 11.6 The GLA will reimburse costs up to £80 for glasses if they are only required for VDU use. Claims should be made using the standard expense form and must be supported by a letter from your optician verifying the VDU test and that the need for glasses is only for working on a VDU.

Payment of Professional Subscriptions

- 11.7 The GLA recognises the important work of professional associations, and will support membership where this will directly benefit the organisation, as well as the individual and the body is recognised by the HM Revenue and Customs (See: <http://www.hmrc.gov.uk/list3/list3.htm#1>).
- 11.8 The general principle will be that GLA will only pay for one subscription per person based on the criteria below.
- 11.9 For the GLA to reimburse the annual subscription, criteria 1 and 2 below must be met plus one or more of the additional criteria.

Criteria 1

The employee is a permanent member of staff who has successfully completed their probationary period (fees can be reimbursed to the individual if the association requires payment before the probation period ends). The employee can be full-time or part-time. No payments will be made for fixed term contract staff, secondees, consultants, or temporary members of staff.

Criteria 2

The body is recognised by the HM Revenue and Customs (see 11.7).

PLUS one or more of the following:

Criteria 3

Membership is a legal requirement of the job i.e. the person would not legally be allowed to practice if they were not members.

Criteria 4

Membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile.

Criteria 5

As part of the TUPE agreement, transferred staff will continue to have their subscriptions reimbursed if this was the case in their previous organisations.

Criteria 6

Payment is agreed at the point of recruitment. This includes the situation where the recruiters, on behalf of the GLA, choose to honour the employee's existing commitment to a course of study which they have partially completed and which requires student membership.

Criteria 7

The GLA agrees to fund a course of study for an employee and student membership is compulsory as part of this. The implications of the undertaking are described in the GLA's Training Agreement. The GLA will continue to pay full subscriptions once the employee 'graduates', providing they remain a permanent member of staff and can make a case for membership using the criteria above.

11.10 In order to claim staff must:

- Have agreement from their line Manager and Director for membership and payment;
- provide a copy of a certificate or membership card to Finance; and
- complete the standard expense form, (Appendix A) and attach it to the copy of the membership card and receipt or some other proof of payment.

The claim will be reimbursed through the payroll/or the organisation will be paid by cheque/BACS on submission of a Cheque Requisition Form/raising of a Purchase Order.

If a number of staff require membership of the same professional body, there may be scope to buy corporate membership. Where this occurs, it is the responsibility of the Executive Director to bring this to the attention of Finance.

12. Payments to External Persons

Expenses payments to external persons

- 12.1 Payments can be made to individuals, from outside bodies, for expenses they incur whilst working on a GLA project or event. The expenses should normally be for travel and subsistence and reimbursement should be on a cost basis.
- 12.2 Claims must be made using the non-GLA personnel Expenses claim form, which can be found at <http://intranet.london.gov.uk/pages/finance-forms>. VAT receipts should be attached to any claim. Reimbursement will not be made where receipts are missing.
- 12.3 Any approved ongoing allowances e.g. attendance allowances, may be subject to income tax and national insurance and would have to be paid via the payroll or the individual may need to invoice the GLA. Any such proposals must be discussed with the AD Finance on ext 4968, before any agreement is entered into.

Payments to consultants

- 12.4 The Contracts and Funding Code contains a section on Payments to Consultants which can be found on the intranet.

Payments to work experience placements

- 12.5 This section applies to people who come to work at the GLA for a short period of time to gain work experience and who are unpaid.
- 12.6 Work placements will be reimbursed by BACS or cheque for actual expenses incurred on travel but the reimbursement for subsistence is restricted to a maximum of **£5.00** per day. Please discuss the need to have a bank account with the work experience placement early on in the engagement process.
- 12.7 Claims must be made using the Non GLA Personnel expenses claim form found at <http://intranet.london.gov.uk/pages/finance-forms> . VAT receipts should be attached to any claim. Reimbursement will not be made where receipts are missing.

Payments to Independent Members / persons

- 12.8 The Authority has appointed 6 Independent Members who are able to investigate and determine matters referred to them by the Monitoring Officer and who, as co-opted Members of the Authority, can make claims for expenses under this Framework. These Independent Members are appointed to serve until 30 June 2012. Thereafter, the Authority will, under the Localism Act 2001 provisions, have a number of appointed Independent Persons who will be consulted on matters referred to them by the Monitoring Officer. It is proposed that the Independent Persons, once those positions become operational in law (expected to be on 1 July 2012) be (a) paid an allowance, the level of which shall be determined by the Mayor and Assembly acting jointly from time to time, for any work undertaken in relation to reviewing formal complaints referred to them by the Monitoring Officer; and (b) able to make claims for travel and subsistence expenses and benefits in accordance with this Framework for the work they undertake for the Authority.

13. Corporate Credit Card

13.1 Where a GLA corporate credit card has been issued to a member of staff, the card:

- must only be used where it is not possible to use the Authority's standard purchasing and payment methods (i.e. raising a shopping cart, TfL issuing a purchase order, receiving an invoice from the supplier and paying by BACS);
- should not be used to avoid the Authority's purchase ordering processes. For example, where hotel accommodation cannot be booked in advance using conventional purchasing methods, the booking will be made by the AD Finance using his corporate card;
- should not be used to avoid proper approval to expenses in line with the Authority's Expenses and Benefits Framework; and
- only be used for the purpose issued and should not be used as a general credit facility.

13.2 Corporate credit cards held outside the Finance Team should in general be used only for:

- meals and incidental expenses for the cardholder or a group of GLA members or officers travelling overseas in accordance with this Framework; and
- purchases that cannot be made using any other method.

13.3 Whilst corporate credit cards may be used for group expenses, this does not preclude individual members of a group travelling together from using their own funds to meet expenses and then reclaiming them through the approved Expenses and Benefits Framework.

Guidelines on the use of the Corporate credit card

13.4 Accounting for Expenditure and Providing Supporting Information:

- Each month the Senior Accountant Treasury Services will receive from the Credit Card Company a statement of card usage. Details of all purchases and expenses shown on the statement for the card must be recorded on the credit card transaction log sheet, shown in Appendix G; and
- All expenditure that is shown on the statement must be properly approved in accordance with the Expenses and Benefits Framework and supported by:
 - a transaction receipt (a receipt for VAT regulations) which shows what goods, materials or services have been received, and
 - a credit card receipt for the transaction (if the transaction receipt incorporates the credit card receipt then a separate credit card receipt will not be required).

14. Summary of Key Contacts

14.1 You should contact the following people if you have any queries or comments

Subject	Contact name	Contact number
Comments on the framework and procedures	AD Finance	4968
	Chief Accountant	4255
Processing of expenses claims and Annual travel cards	Senior Finance Officers	4159 /4218
Insurance	Senior Treasury Accountant – Treasury Services	4144

GREATER LONDON AUTHORITY
TRAVEL & SUBSISTENCE CLAIM FORM(PAYROLL)

Name: Tel:

Directorate Section

Payroll Number:

Claimant's Signature:

I claim the amount shown and confirm that I have incurred the expenses shown whilst on official GLA business. These expenses have not been previously claimed from the GLA or any other organisation
YOUR PAYROLL NUMBER MUST BE INSERTED ABOVE.

Signature: _____ Date: _____

Authorising Officer's Signature:

I confirm that I have checked these expenses and that they are reasonable and relate to official GLA business and can be processed for payment.

Signature: _____ Print name: _____ Date: _____
(COMPULSORY)

Finance Approval:

Arithmetic Checked:

Signatories Checked:

Coding Checked:

Approved for Payment: _____ Date: _____

Signature

Print Name:

Transferred from the column totals from overleaf:

Column	TOTALS CLAIMED	Account	W
1	Car Mileage	- 520410	
2	Bicycle Mileage	- 520410	
3	Taxis UK	- 520410	
4	Taxis Abroad	- 520410	
5	General Fares	- 520410	
6	Meals	- 537010	
7	Business Entertaining	- 531030	
8	Accommodation	- 537000	
9	Other Expense	- 504700	
10	VAT	- 120800	
	TOTAL CLAIMED	£ -	

Transaction Reference:

SAP Journal Number:

Processed By:

Date Processed:

Guidance Notes:

For all Expenses & B

Intranet.london.gov

Expenses & Benefits

Fill this form in

You must attach rec

VAT (only applies to

correctly. Restauran

20% (we cannot rec

Details of all journe

point, plus the busin

Please refer to the E

You may only claim

or home to destinatio

claimable unless unc

your line manager

Expenses - payroll s

Intranet.london.gov

[illegible]

Appendix B – Authorising Officers

<u>Claimant</u>	Authorising Officer
Mayor	Executive Director of Resources
Assembly Members*	Executive Director of Secretariat
Mayoral Advisors (10+2)	Mayor
Head of Paid Service	Executive Director of Resources
Executive Directors	Head of Paid Service

For all other staff , authorisation will be based on the financial value of the claim as follows:	
Executive Director, Resources	£5,000+
Executive Directors	£1,000 - £5,000
Assistant Directors	Up to £1,000
Budget Holders (SAP Cost Centre Managers)	Up to £500

If the Budget Holder is claiming, their line manager should authorise the claim.

*This includes AMs whose expense claims relate to Mayoral activity / workstreams.

Appendix C – Expenses form Checklist

- ☐ Have you used the right form?
- ☐ Is the arithmetic correct?
- ☐ Have you attached all the receipts?
- ☐ Do the receipts reconcile to the claim?
- ☐ If you are converting from a foreign currency have you shown the exchange rate clearly?
- ☐ Has all VAT been separately identified?
- ☐ Is the account/department code correct?
- ☐ Has the claim been signed by the Budget Holder?
- ☐ Have you supplied sufficient information?
- ☐ For all travel please show start and end destination and purpose of visit.
- ☐ For all business entertaining please show names and organisation of recipients, and purpose of meeting.
- ☐ Is the mileage rate correct?
- ☐ Is the claim for eligible expenditure re-imbursable by the Authority?

Appendix D

Quick Reference Guide to Expenses and Benefits

EXPENSE/BENEFIT	ALLOWANCE
Purchase of a six-zone annual travel card (Mayor /Assembly Members only)	The cost of the travel card. This is a taxable benefit.
Public transport (tube and bus)	Actual cost of ticket <ul style="list-style-type: none"> • Journey must be agreed in advance with an authorising officer (staff only) • Must retain a receipt as proof of expenditure • Cannot claim for any journey that is covered by your existing Oystercard
Rail fares	Actual cost of ticket <ul style="list-style-type: none"> • Journey must be agreed in advance with an authorising officer (staff only) • Must retain a receipt as proof of expenditure • Cannot claim for any journey that is covered by your existing Oystercard • Standard Class is the normal class of travel.
Air Travel	Wherever possible air travel should be booked in advance ensuring value for money is obtained. <ul style="list-style-type: none"> • <u>Economy/Standard Class</u> for flights. • Foreign Travel Approval form must be completed and authorised
Taxi Fares	Taxis should only be used where public transport is not available or not practical The actual cost of the taxi fare incurred from a hailed

	taxicab. A receipt must be obtained.
Mileage	<p>45 pence for the first 10,000 miles and 25 pence thereafter</p> <ul style="list-style-type: none"> • Journey must be agreed in advance with an authorising officer • Must provide proof of business insurance when using your personal car • Cars must only be used where it is essential e.g. carrying heavy files and where no other public transport is available or where the cost of public transport compared to the use of the car is prohibitive.
Subsistence	<p>Actual cost of meal, not exceeding £10 for breakfast or £30 for dinner (limits quoted do not include VAT). All claims must exclude alcoholic drinks and be supported by VAT receipts. You are expected to provide your own lunch whether at City Hall or elsewhere, except on foreign travel where a limit of up to £15 applies to lunches for staff below Head of Service level. Staff at Head of Service level or above cannot claim for lunches abroad.</p> <p>For overnight stays in hotels extras such as drinks, snacks, newspapers etc will not be reimbursed.</p>

Appendix E – Foreign Travel Approval Forms

Foreign Travel Approval (FTA) forms can be found at the following link

<http://intranet.london.gov.uk/pages/finance-forms>

There are four Foreign Travel Approval Forms (see below). Please ensure you use the correct form.

[Foreign Travel Approval Form Mayoral Advisors/Deputy Mayors \(on administration business\)](#)

[Foreign Travel Approval Form for Mayor/Directors/Staff reporting to Directors appointed by the Mayor](#)

[Foreign Travel Approval Form Assembly Members](#)

[Foreign Travel Approval Form for Staff](#)

You will need to obtain a FTA number from Senior Accountant Treasury Services on ext 4144.

You need to quote this number in the FTA No. box on the form (top right-hand corner) and also on all shopping carts raised for foreign flights and accommodation costs.

Once signed, all FTAs must be returned to the Senior Accountant, Treasury Services, 6th Floor..

Appendix F – Guidelines on the use of GLA Corporate Credit Card

The GLA has a limited number of corporate credit cards to facilitate the purchasing of goods and services in emergencies, when travelling abroad and where payment is only possible by a card. All cardholders must adhere to the guidelines below and sign the terms and conditions on receipt of the card.

- Credit cards must only be used for GLA business, they should not be used for private expenditure.
- Credit cards must only be used where no other means of purchasing is available.
- Cardholders must comply with the GLA's contracts code of practice at all times.
- Cardholders must comply with the GLA's Expenses and Benefits Framework at all times, particularly in relation to subsistence, hotel accommodation and business entertaining.
- Cardholders must check the terms and conditions of suppliers when using their card, particularly in relation to cancellation arrangements.
- When travelling abroad, every effort should be made to book travel and accommodation in advance and the card should only be used for incidental expenses such as meals.
- The cardholder is responsible for ensuring that the GLA secures value for money at all times.
- The cardholder must account for all expenditure on the card and provide receipts and supporting documentation.
- The card should be used only by cardholder for their own expenses or the legitimate expenses of a group travelling together (for instance, a meal for a group of GLA staff on a trip abroad).

- If these Guidelines and the Terms and Conditions are not adhered to the card may be withdrawn.

Appendix G – GLA Corporate Credit Card Log

GREATERLONDONAUTHORITY

NATWEST CORPORATE CARD LOG

MONTH:

NAME _____

PHONE No: EXT

CARD No. _____

EXPIRY DATE:

CARDHOLDER'S SIGNATURE: _____

Date: _____

I confirm that I have checked these expenses and that they relate to official GLA business and are within the terms and conditions of use of the corporate credit card and the Expenses and Benefits framework.

Authorising signature: _____ Date: _____

Print name: _____

*** The GLA cannot claim VAT on business entertainment**

Ref No	Date Used	Supplier Name	Description of Goods/Services	Was the expense for business entertainment ? (Yes/No)*	COST CENTRE CODE	WBS CODE	EXPENSE CODE	Net Amount £	VAT Amount £ **	Gross Amount £
1										0.00
2										0.00
3										0.00
4										0.00
5										0.00
6										
7										
8										
9										
10										
11										
12										
13										
14										
			TOTAL					0.00	0.00	0.00

Subject: Motions

Report to: London Assembly (Plenary)

Report of: Executive Director of Secretariat

Date: 20 June 2012

This report will be considered in public

1. Summary

- 1.1 The Assembly is asked to consider the motions set out which have been submitted by Assembly Members.

2. Recommendation

- 2.1 **That the Assembly considers the motions set out below.**

3. Issues for Consideration

- 3.1 The following motion has been proposed in the name of **Jenny Jones AM** and will be seconded at the meeting:

“The Assembly calls on:

1) The London Organising Committee of the Olympic and Paralympic Games (LOCOG) to recommend that the International Olympic Committee (IOC) introduces criteria for the selection of world wide sponsors for future Games that exclude food and drinks companies strongly associated with high calorie brands and products linked to childhood obesity, and to encourage national organising committees to adopt similar criteria;

2) The Mayor of London to encourage the organisers of future major sporting events in London to adopt criteria for appointment of sponsors that exclude such food and drinks companies; and

3) The Government to consider introducing restrictions on advertising and exclusive marketing at major sporting events by such food and drinks companies.”

- 3.2 The following motion has been proposed in the name of **Andrew Dismore AM** and will be seconded at the meeting:

“This Assembly notes the widespread, cross-party, support for one minute's silence during the London Olympic Games to mark the 10th Olympiad since and 40th anniversary of the terrorist massacre of Israeli competitors and their coaches during the 1972 Munich Olympics.

This Assembly urges the Mayor of London to use his position and influence to ensure an official minute's silence remembrance is observed in the Olympic Park during the Opening or Closing Ceremonies of the London Olympic Games.”

- 3.3 The following motion has been proposed in the name of **Murad Qureshi AM** and will be seconded by Onkar Sahota AM:

“This Assembly believes that the Mayor's plans for a new airport in the Thames Estuary are simplistic and ill-considered and calls upon him to abandon this vanity project.

For a new airport in the Thames Estuary to be a success, Heathrow would need to close, which would have a devastating effect on London's economy, costing over 100,000 jobs in west London. The proposed airport would cause huge environmental damage to a protected area which is used by many thousands of migrating birds, creating a high risk of bird strike. It would threaten a huge increase in noise, congestion and pollution for millions of people in the east and south east of London, especially in Bromley, Bexley, Havering and Barking.”

- 3.4 The following motion has been proposed in the name of **Richard Tracey AM** and will be seconded at the meeting:

“This Assembly backs Londoners in their desire that public transport strike ballots should require 50%+1 of all eligible members to vote in their favour in order for the ballot to pass. Further to this, this Assembly urges the Government to legislate to this effect as swiftly as possible.”

List of appendices to this report: None.

Local Government (Access to Information) Act 1985
List of Background Papers: None.
Contact Officer: Rebecca Arnold, Committee Services Manager
Telephone: 020 7983 4421
E-mail: rebecca.arnold@london.gov.uk