

Record of guidance and advice on standards and conduct issued to councillors

1. Constitutional Guidance

Document	Last reviewed by Standards Committee	Last updated	Last date of issue to Members (if not same as date last updated)
Members' Code of Conduct	22 nd July 2019	7 th October 2019	9 th October 2019
Dealing with Misconduct Complaints against Members	22 nd July 2019	7 th October 2019	9 th October 2019
Members' Gifts and Hospitality Protocol	10 th January 2019	24 th January 2019	7 th June 2021
Member/Officer Protocol	10 th January 2019	21 st January 2019	-
Use of Information Technology – Guidance on the Members' Code of Conduct	6 th February 2018	6 th February 2018	27 th March 2018
Social Media Guidelines for Councillors	24 th April 2019	24 th April 2019	30 th April 2019

2. Other Guidance

Area of guidance	Scope of guidance	Issued via	Date issued
Gifts and Hospitality	Reminder to register any gifts and hospitality for the 2020-21 year by 11 th June 2021.	Email	7 th June 2021
Related Party Transactions	Information regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email	2 nd March 2021
Register of Interests – co-opted and ex-officio Members	Reminder to co-opted and ex-officio Members to register any pecuniary interests, as well as gifts and hospitality.	Email	14 th January 2021

Dispensations	Advice to Members on applying for the general dispensation to permit them to participate and vote on specified matters in which they may have a pecuniary interest.	Email	11 th November 2020
Councillor's rights to information – <i>advice to officers</i>	Officers' senior leadership group reminded of councillors' rights to confidential information and need to mark-up confidential information as such when sharing with councillors.	Email	10 th November 2020
Junior Officer Contacts	Reminder on being cautious when giving out officer contact details.	Email	19 th October 2020
Register of Interests	Reminder to register any pecuniary interests, as well as gifts and hospitality.	Email	2 nd September 2020
Gifts and Hospitality	Reminder to register any gifts and hospitality for the 2019-20 year by 11 th June 2020.	Email	2 nd June 2020
Sensitive Interests	Reminder about sensitive interest provisions in Localism Act 2011 during coronavirus emergency	Email	13 th May 2020
Related Party Transactions	Information regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email	3 rd March 2020
Register of Interests	Reminder to register any pecuniary interests, as well as gifts and hospitality.	Email	2 nd September 2019
Gifts and Hospitality	Reminder to register any gifts and hospitality for the 2018-19 year by 12 th June 2019.	Email	4 th June 2019
Sensitive interests and social media	Reminder about sensitive interest provisions in Localism Act 2011 and update of Social Media Guidelines for Councillors to include advice regarding the use of agents.	Email	30 th April 2019
Related Party Transactions	Information regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email	21 st March 2019
Members' declarations in relation to budget-setting Council and Members' allowance	Advice to Members in relation to their being council taxpayers, members of outside bodies or other organisations in the context of budget-setting.	Email	25 th February 2019

	Also includes guidance on all Members having a dispensation and a collective declaration being made in respect of Members' allowances.		
Members' declarations in relation to budget-setting report at Cabinet	Advice to Cabinet Members in relation to their being council taxpayers, members of outside bodies or other organisations in the context of budget-setting.	Email	19 th February 2019
Guidance on Gifts and Hospitality/ Register of Interests	Updates to Gifts and Hospitality Protocol and Guidance on completing Register of Interests by Standards Committee	Email	24 th January 2019
Guidance on Gifts and Hospitality	Key points of Gifts and Hospitality Protocol, including Protocol as attachment.	Email	11 th December 2018
Guidance on Gifts and Hospitality; past and future interests	Guidance of the duration that gifts and hospitality have to remain on the Register of Interests. Guidance on the issue of past and future interests and when they may be classed as relevant non-pecuniary interests.	Email	25 th September 2018
Post-election standards briefing	All new Members (with returning Members invited) were given a presentation by the Borough Solicitor giving an overview of standards matters including, but not limited to: the Code of Conduct, interests, bias and predetermination, gifts and hospitality, social media, data protection and the Member/Officer Protocol.	Presentation (then circulated digitally)	9 th May 2018
Register of interests	All Members were issued with the register of interests pack post-election, which contained information and guidance on registration of interests, dispensations, sensitive interests, and gifts and hospitality.	Hard copy	5 th May 2018
Past and future interests	Guidance on the issue of past and future interests and when they may be classed as relevant non-pecuniary interests.	Email	27 th March 2018
Pre-election period for May 2018 Council elections	Guidance from the Borough Solicitor to all Members regarding the pre-election period, and rules governing use of Council resources during said period.	Email	27 th March 2018

Members' declarations in relation to budget-setting Council and Members' allowance	<p>Advice to Members in relation to their being council taxpayers, members of outside bodies or other organisations in the context of budget-setting.</p> <p>Also includes guidance on all Members having a dispensation and a collective declaration being made in respect of Members' allowances.</p>	Email	26 th February 2018 (to all Members)
Pre-election period, May 2018 – <i>guidance for officers</i>	Guidance from the Borough Solicitor to senior officers regarding the pre-election period, and rules governing use of Council resources during said period.	Email	27 th February 2018
Making declarations as meetings	Guidance on the best practice and things to avoid when making declarations at meetings	Email	30 th November 2017
Pre-election period for Gospel Oak by-election	Guidance from the Borough Solicitor to all Members regarding the pre-election period, and rules governing use of Council resources during said period.	Email	2 nd October 2017
Data protection and confidential information	Guidance on data protection, including things to look out for, rights to confidential information and discussing personal information with residents.	Email	6 th September 2017
Councillor's rights to information – <i>advice to officers</i>	Officers' senior leadership group reminded of councillors' rights to confidential information and need to mark-up confidential information as such when sharing with councillors.	Email	5 th September 2017
Guidance on gifts and hospitality	General guidance on gifts and hospitality including reissuing the Protocol, including specific guidance on new policy to log at the end of the municipal year if Member has received no gifts and hospitality for the previous year.	Email	5 th September 2017
Pre-election period for General Election	Guidance from the Borough Solicitor to all Members regarding the pre-election period, and rules governing use of Council resources during said period.	Email	6 th May 2017
Pre-election period for Gospel Oak by-election	Guidance from the Borough Solicitor to all Members regarding the pre-election period, and rules governing use of Council resources during said period.	Email	31 st March 2017

Members' declarations in relation to budget-setting Council and Members' allowance	<p>Advice to Members in relation to their being council tax payers, members of outside bodies or other organisations in the context of budget-setting.</p> <p>Also includes guidance on all Members having a dispensation and a collective declaration being made in respect of Members' allowances.</p>	Email	<p>22nd February 2017 (to Cabinet)</p> <p>27th February 2017 (to all Members)</p>
Related Party Transactions	General letter from the Borough Solicitor and the Deputy Director of Finance and Procurement regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email attachment	31 st January 2017
Conflicts of interest	General advice regarding conflicts of interests, their relationship to the Members' Code of Conduct, bias, pecuniary and non-pecuniary interests, and guidance for Members in such situations.	Email	29 th November 2016
Dispensations	Advice to Members on applying for the general dispensation to permit them to participate and vote on specified matters in which they may have a pecuniary interest.	Email	24 th November 2016
EU Referendum Publicity Rules	Guidance from the Borough Solicitor on the rules governing publicity by the Council during the period leading up to the EU referendum.	Email	20 th May 2016
Pre-Election Period, Mayor of London and Greater London Authority elections	Guidance from the Borough Solicitor to all Members regarding the pre-election period, and rules governing use of Council resources during said period.	Email	18 th March 2016
Related Party Transactions	General letter from the Borough Solicitor and the Deputy Director of Finance regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email attachment	11 th March 2016
Members' declarations in relation to budget-	Advice to Members in relation to their being council tax payers, members of outside bodies or other organisations in the context of budget-setting.	Email	26 th February 2016

setting Council and Members' allowance	Also includes guidance on all Members having a dispensation and a collective declaration being made in respect of Members' allowances.		
Pecuniary interests	Advice to Members, include examples, on approaching pecuniary interests in light of the Flower prosecution for a failure to declare pecuniary interests in breach of the Localism Act.	Email	7 th October 2015
Housing Association Dispensation	Advice to Members setting out how to apply for and guidance thereto the dispensation available for housing association tenants to participate and vote on matter regarding housing associations.	Email	11 th August 2015
Pecuniary interests	Guidance issued via the Chair of the Committee regarding the first successful prosecution of a councillor under the Localism Act and actions Members should take thereto. Includes reminder to declare gifts and hospitality.	Email	7 th April 2015
Pre-election period, UK Parliamentary elections and Hampstead Town ward by-election	Guidance from the Borough Solicitor to all Members regarding the pre-election period, and rules governing use of Council resources during said period.	Email	2 nd April 2015
Related Party Transactions	General letter from the Borough Solicitor and the Deputy Director of Finance regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email attachment	11 th February 2015
Gifts and Hospitality	General guidance reminding Members of some of the key points of the gifts and hospitality protocol.	Email	1 st December 2014
New Member induction session	Induction session for new Members covering topics including the Code of Conduct, and declarations of interest	Presentation	3 rd June 2014
Members' induction packs	Members provided with indication packs including guidance on interests, dispensations, gifts and hospitality, direction to DCLG guidance and an example register of member's interests.	Email attachment	24 th May 2014

Pre-election period, Council and European Parliamentary elections	Guidance from the Borough Solicitor to all Members regarding the pre-election period, and rules governing use of Council resources during said period.	Email	10 th April 2014
Government guidance on Members' interests	Circulation of the Department for Communities and Local Government's revised 'Openness and transparency on personal interests: A guide for councillors', September 2013 version.	Email attachment	October 2013
Members' interests following the Localism Act	Guidance on how the Localism Act changed the Members standards framework and what Members should now do.	Presentation	10 th September 2012