



Freedom Applications Committee

Date: THURSDAY, 8 FEBRUARY 2018
Time: 1.45 pm
Venue: COMMITTEE ROOM 4 - 2ND FLOOR WEST WING, GUILDHALL

Members: Sir David Hugh Wootton (Alderman) (Chairman)
Sir Mark Boleat (Ex-Officio Member)
Simon D'Olier Duckworth, OBE, DL
Vincent Thomas Keaveny (Alderman)
Catherine McGuinness, Deputy (Ex-Officio Member)
Wendy Mead, OBE (Ex-Officio Member)

Enquiries: Edward Gilbert
Tel: 0207 332 3726
edward.gilbert@cityoflondon.gov.uk

Refreshments will be available at the meeting.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes of the meeting held on 13 November 2017.

For Decision
(Pages 1 - 4)

4. **TERMS OF REFERENCE**

Report of the Town Clerk.

For Decision
(Pages 5 - 8)

5. **LETTER: MAGISTRACY AND LIVERY SUB-COMMITTEE**

To receive a letter sent by the Clerk to the Chamberlain's Court to the Livery on behalf of the Magistracy and Livery Sub-Committee, explaining the role of the Sub-Committee.

For Information
(Pages 9 - 12)

6. **DRAFT LETTER TO ACADEMIES - EQUALITY AND DIVERSITY**

Report of the Chamberlain.

For Decision
(Pages 13 - 16)

7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

8. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-public Agenda

9. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 13 November 2017.

For Decision
(Pages 17 - 18)

10. UPDATE: HONORARY FREEDOM (TO FOLLOW)

Report of the Remembrancer.

For Information

11. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

Part 3 - Confidential Agenda

13. CONFIDENTIAL MINUTES

To agree the confidential minutes of the meeting held on 13 November 2017.

For Decision

14. LIST OF HEADS OF MISSIONS

Report of the Town Clerk.

For Discussion

15. PROCESS FOR NOMINATING DIPLOMATIC/SIGNIFICANT POLITICAL FIGURES FOR THE FREEDOM

Report of the Town Clerk.

For Decision

16. FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS

Report of the Chamberlain.

For Decision

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

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FREEDOM APPLICATIONS COMMITTEE Monday, 13 November 2017

Minutes of the meeting of the Freedom Applications Committee held at Committee Room 1 - 2nd Floor West Wing, Guildhall on Monday, 13 November 2017 at 9.00 am

Present

Members:

Alderman Sir David Wootton (Chairman)
Alderman Vincent Keaveny
Deputy Catherine McGuinness (Ex-Officio Member)
Sir Mark Boleat (Ex-Officio Member)
Wendy Mead (Chief Commoner) (Ex-Officio Member)

Officers:

Edward Gilbert	-	Town Clerk's Department
Peter Kane	-	The Chamberlain
Murray Craig	-	Clerk to the Chamberlain's Court
Michael Cogher	-	Comptroller and City Solicitor
Bruce Hunt	-	City Remembrancer

1. APOLOGIES

There were none. Simon Duckworth was absent.

2. MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

3. MINUTES

The Committee agreed that item 6 of the minutes of the previous meeting (Nominating Ambassadors for the Freedom of the City) should be amended to state that ambassadors should not automatically be awarded a Freedom by Special Nomination. The Committee further agreed that the agreed process also applied to senior political figures, and that the Foreign and Commonwealth Office will only be consulted on any such nomination once the Committee has agreed for that nomination to proceed.

RESOLVED – That, with those amendments made, the public minutes of the meeting held on Monday 9th October 2017 be agreed as a correct record.

4. **FREQUENCY OF MEETINGS**

The Committee agreed that, in order to accommodate the new process for nominating ambassadors and other significant political figures, it should meet on a bi-monthly basis going forward.

The Town Clerk undertook to confirm future meeting dates for 2018/2019.

RECEIVED.

5. **OUTSTANDING REFERENCES**

There were none.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were none.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was none.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 – Non-Public Agenda

9. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on Monday 9th October be agreed as a correct record.

10. **REMOVAL OF THE HONORARY FREEDOM**

The Committee considered a report regarding the removal of the Honorary Freedom.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were none.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The Committee discussed the nomination of a potential recipient of the Freedom of the City, whose name was not included in the list of outstanding Freedoms (item 14).

Part 3 – Confidential Agenda

13. **CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes of the meeting held on Monday 9th October 2017 were agreed as a correct record.

14. **OUTSTANDING FREEDOMS**

The Committee received a report of the Town clerk which set out a list of outstanding potential recipients for the Freedom of the City which required input from the Committee.

The meeting ended at 10.05 am

Chairman

**Contact Officer: Edward Gilbert
Tel: 0207 332 2716
edward.gilbert@cityoflondon.gov.uk**

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Committee:	Date:
Freedom Applications Committee	8 February 2018
Subject: Terms of Reference	Public
Report of: Town Clerk	For Decision
Report Author: Edward Gilbert, Executive Officer to the Court of Aldermen	

Summary

The purpose of this report is for the Freedom Applications Committee to consider, and make any amendments to, its Terms of Reference in advance of the beginning of the new Municipal Year.

Recommendations

It is recommended that the Committee:-

- (a) considers the Committee's Terms of Reference (including its constitution and quorum), and whether it wishes to make any amendments to it;
- (b) notes the frequency of the Committee's meetings for 2018-19.

Main Report

1. This report sets out the terms of reference and composition of the Freedom Applications Committee (Appendix A).
2. The Committee is asked to note the scheduled meeting dates for 2018/19 Municipal Year, which are as follow:
 - 11/04/2018: 10:00
 - 14/06/2018: 15:30
 - 26/07/2018: 15:00
 - 27/09/2018: 15:00
 - 28/11/2018: 10:00
 - 12/02/2019: 10:00
3. Where there is no business, and with the Chairman's consent, meetings may be cancelled.

Appendices:-

- Appendix A – Terms of Reference, Freedom Applications Committee

Contact:

Edward Gilbert, Executive Officer to the Court of Aldermen
Town Clerk's Department
Tel: 020 7332 3726
Email: edward.gilbert@cityoflondon.gov.uk

APPENDIX A

FREEDOM APPLICATIONS COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of:-

- two Aldermen nominated by the Court of Aldermen
- one Member of the Policy and Resources Committee, appointed by that Committee
- the following ex-officio Members:-
 - the Chief Commoner
 - The immediate past Chief Commoner until the election by Common Council of his or her successor
 - The Chief Commoner designate once elected by Common Council
 - the Chairman and a Deputy Chairman of the Policy & Resources Committee (or, in their absence, a nominated representative of each Member)

2. **Quorum**

The quorum consists of any three Members.

3. **Membership 2017/18**

Sir David Wootton, Alderman
Vincent Keaveny, Alderman

together with the Members referred to in paragraph 1 above.

4. **Terms of Reference**

- (a) To examine and report back on any applications for the Freedom referred to the Committee by the Court of Common Council.
- (b) To consider informally any non-livery nominations that may be referred to it, prior to their submission to the Court of Common Council.

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Committee:	Date:
Freedom Applications Committee	8 February 2018
Subject: Letter: Magistracy and Livery Sub-Committee	Public
Report of: Town Clerk	For Information
Report Author: Edward Gilbert, Executive Officer to the Court of Aldermen	

Summary

In December 2017 the Clerk to the Chamberlain's Court sent a letter to the Livery stating the role of the Magistracy and Livery Sub (General Purposes Committee of Aldermen) Committee. Included in the letter was a reference to the Clerk to the Chamberlain's Court's role in carrying out a vetting process to all candidates who apply for the Freedom. Due to this reference, the letter is brought to the Committee for information, and Members are asked to note the letter as appended.

Recommendation

- It is recommended that the Committee notes the letter sent to the Livery (Appendix A).

Appendices:-

- Appendix A – Letter to Livery Clerks regarding the role of the Magistracy and Livery Sub-Committee

Contact:

Edward Gilbert, Executive Officer to the Court of Aldermen
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APPENDIX A



5 December 2017

Dear Fellow Clerk,

I write to inform you about the work of the relatively newly established Sub-Committee of the Court of Aldermen, namely the Magistracy and Livery Sub-Committee (General Purposes Committee of Aldermen). You will recall in the past a Livery Company has contacted me as Clerk of the Chamberlain's Court regarding such issues as applying for a Royal Charter or a supplemental Charter; amending Company Ordinances, By-Laws; having an independent examination of accounts as opposed to a full audit or increases to the size of a permitted Livery. I acted as a form of conduit between the Livery and the Court of Aldermen. I would liaise with the Chairman of the General Purposes Committee of Aldermen who until he retired as an Alderman was Sir David Howard Bt.

When Sir David retired it was decided that a new Sub Committee should be established to deal with such issues. The Chairman of the Magistracy and Livery Sub-Committee is Alderman Alison Gowman and the membership of the Sub-Committee consists of the following Aldermen: Charles Bowman, David Graves, Timothy Hailes, Peter Hewitt, Ian Luder and Sir David Wootton. It is also attended by Paul Double, the City Remembrancer, me and the Clerk is Edward Gilbert.

The process has not changed greatly; I remain the first point of contact regarding such queries and discuss them with Alderman Alison Gowman and report back to the Sub-Committee. If the issue is a major one such as applying for a Royal Charter then a petition to the Court of Aldermen is required but if it is a minor change then I on behalf of the Chamberlain in conjunction with the Chairman of the Magistracy and Livery Sub-Committee can authorise it under delegated authority or (if necessary) the Chairman may refer it to the Sub-Committee. An annual report will be produced for the Sub-Committee detailing approvals granted without its intervention. I can advise as to whether changes are likely to be treated as minor or major. It is worth noting here that all such changes in ordinances and charters do need approval from the Court of Aldermen which takes its oversight role very seriously.

I also write to inform you that the Chamberlain's Court is now carrying out a vetting process to all candidates who apply for the freedom without the intervention of a Livery Company. This is to ensure that there is no reputational damage to the City of London should an undesirable candidate be awarded the Freedom. This has not been extended to applicants who are put forward by Livery

Companies because the City relies on the individual Companies to carry out their own vetting procedures. I am aware that many Companies already have a robust vetting procedure either by interview, a membership sub-committee or by recommendation of existing Liverymen so this is a gentle reminder to ensure that such standards are maintained.

If you have any queries or observations regarding the contents of this letter please do not hesitate to contact me.

Yours faithfully

Murray Craig

Clerk of the Chamberlain's Court

0207 332 3055

murray.craig@cityoflondon.gov.uk

Committee:	Date:
Freedom Applications Committee	8 February 2018
Subject: Draft letter - Equality and Diversity	Public
Report of: Town Clerk	For Decision
Report Author: Edward Gilbert, Executive Officer to the Court of Aldermen	

Summary

At the meeting of the Freedom Applications Committee on 9th June 2017, the Committee considered a report regarding how to increase diversity and inclusion in respect to the Freedom of the City. The Committee endorsed the suggestion that City of London Academies and family schools, as well as cadets organisations, should be written to by the Clerk to the Chamberlain's Court to encourage them to apply for the Freedom of the City.

To this end, a letter has been drafted (Appendix A) which the Committee is asked to review and agree. Members are asked to note that the appended letter (which is written as if addressed to an academy) will be used as a template, and therefore will be tailored to the intended recipient as relevant.

Recommendation

- It is recommended that the Committee comments on the draft letter and agree for the content of the letter (with any necessary amendments made) to be circulated to City academies and family schools, and cadets organisations.

Appendices:-

- Appendix A – Draft letter to Academies regarding the Freedom of the City

Contact:

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APPENDIX A

As a way of strengthening the ties between the Academy and the City of London, Sir David Wootton, on behalf of the Freedom Application Committee, would like to extend the Freedom of the City to 4 of your senior students.

The Freedom is an ancient custom dating back to the thirteenth century which the City of London is very proud of and we are keen to maintain it as a living tradition. Despite it being largely symbolic today it still represents a unique slice of London history. It is a vibrant institution which may be an Honorary Freeman like Professor Stephen Hawking or a member of one of the 110 Livery Companies of the City of London or someone who lives or works in the City.

The Freedom for your students would be a special affair as they are to be *invited* to receive the Freedom rather than applying for it. The Chamberlain of London would conduct the ceremony in person and the pupils selected can invite family or friends to attend. Sadly it is no longer a privilege to take sheep over London Bridge but the experience will be a memorable one and away of marking their achievements at the Academy. At a later date we plan to hold a reception for all the recipients from our various Schools and Academies.

As to how you select the candidates this is up to you. It might be that the Head Boy or Head Girl be put forward; it may be the pupils who achieved the highest grades in their A-levels; or a pupil who has contributed to the life in another way through sporting endeavour or charitable work or you might hold an essay writing competition with the Freedom being the prize for the pupil who writes the best essay. The choice is yours.

The only proviso is that the candidates must be 18 and above and of good character.

Murray Craig, the Clerk of the Chamberlain's Court (murray.craig@cityoflondon.gov.uk or 020 7332 3055) will guide you regarding the process and answer any questions you may subsequently have.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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