

**PLEASE BRING THIS AGENDA WITH YOU**

**This meeting will be preceded by a short Service in the Guild Church of St. Lawrence Jewry at 12 noon.**

**The Lord Mayor will take the Chair at ONE of the clock in the afternoon precisely.**



## **COMMON COUNCIL**

SIR/MADAM,

You are desired to be at a Court of Common Council, at **GUILDHALL**, on **THURSDAY** next, the **19th day of APRIL, 2012**.

**CHRISTOPHER DUFFIELD,**  
*Town Clerk & Chief Executive.*

*Guildhall,*  
*Wednesday, 11<sup>th</sup> April, 2012.*

Ian David Luder, B.Sc.(Econ.)

Neil Graham Morgan Redcliffe

}

*Aldermen on the Rota*

2

1 Question – That the Minutes of the last Court are correctly recorded?

2 The Right Honourable the Lord Mayor's report on overseas visits.

3 Resolutions on Retirements, Congratulatory Resolutions, Memorials, etc.

4 Statement from the Chairman of the Policy & Resources Committee.

5 Docquets for the Hospital Seal.

6 List of applicants for the Freedom of the City:-

(A list of names, together with those of the nominators, has been separately circulated).

7 Resolutions of the Annual Wardmotes from the Wards of Aldersgate, Castle Baynard, Cheap, Cripplegate Within and Without, Farringdon Within and Portsoken (2) are the subject of a separately printed and circulated report for consideration.

8 To appoint the Committees until the first meeting of the Court in April 2013 and to agree the terms of reference and constitution for each Committee.

(A list of the proposed appointments, terms of reference and constitutions has been separately circulated).

Nominations received for vacancies:-

(Where appropriate

\* denotes a Member standing for re-appointment;

§ denotes less than ten years' service on the Court;

# denotes less than five years' service on the Court; and

^ denotes a Member whose primary residence is in the City of London.)

(a) Policy and Resources Committee (five vacancies - at least one Member to have less than ten years' service on the Court).

**(Contest)**

Nominations received:-

\* Simon D'Olier Duckworth, D.L.

§\* Robert William Duffield, B.A., M.Litt.(Oxon)

§ Marianne Bernadette Fredericks

Dr. Peter Bernard Hardwick, Q.H.P.

Tom Hoffman

\* Catherine McGuinness, M.A., Deputy

§ Dr Giles Robert Evelyn Shilson, Deputy

- (b) Hospitality Working Party of the Policy and Resources Committee (four vacancies).

**(Contest)**

Nominations received:-

- John Alfred Barker, O.B.E., Deputy
- \* Douglas Barrow, Deputy
- William Harry Dove, M.B.E., J.P., Deputy
- Simon D'Olier Duckworth, D.L.
- Robin Anthony Eve, O.B.E., Deputy
- \* William Barrie Fraser, O.B.E., Deputy
- \* Dr. Peter Bernard Hardwick, Q.H.P.
- Charles Edward Lord, O.B.E., J.P., Deputy
- Julian Henry Malins, Q.C.
- Janet Owen, M.B.E., Deputy
- Ann Marjorie Francescia Pembroke
- \* Richard David Regan, Deputy

- (c) Privileges Sub, Policy and Resources Committee (six vacancies).

Nominations received:-

- \* John Alfred Barker, O.B.E., Deputy
- William Harry Dove, M.B.E., J.P., Deputy
- Robin Anthony Eve, O.B.E., Deputy
- \* Oliver Arthur Wynlayne Lodge, T.D, B.Sc
- \* Janet Owen, M.B.E., Deputy
- \* Richard David Regan, Deputy

- (d) Energy and Sustainability Sub, Policy and Resources Committee (four vacancies).

**(Contest)**

Nominations received:-

- \* Archibald Duncan Galloway, O.B.E.
- \* Alison Jane Gowman, Alderman
- David Andrew Graves, Alderman
- \* Sylvia Doreen Moys
- \* Fiona Woolf, C.B.E., Alderman and Sheriff

- (e) Investment Committee (three vacancies).

Nominations received:-

- \* Raymond Michael Catt
- \* Tom Hoffman, LL.B.
- Clare James, M.A.

- (f) Audit and Risk Management Committee (two vacancies – at least one Member to have less than five years' service on the Court).

Nominations received:-

- \* Nigel Kenneth Challis
- \*# Oliver Arthur Wynlayne Lodge, T.D, B.Sc

- (g) Police Committee (eleven vacancies – at least one Member to have less than five years' service on the Court and a minimum of two Members must have their primary residence in the City of London).

**(Contest)**

Nominations received:-

- \*^ John Alfred Barker, O.B.E., Deputy
- \*# Douglas Barrow, Deputy
- \* Mark John Boleat
- \* Simon D'Olier Duckworth, D.L.
- \*^ Robert William Duffield, B.A., M.Litt.(Oxon)
- ^# John Fletcher
- \*^ Alison Jane Gowman, Alderman
- \* Brian Nicholas Harris
- \* Stanley Keith Knowles, Deputy
- \*^ Vivienne Littlechild
- \*^ Ian David Luder, B.Sc.(Econ.), Alderman
- \* Robert Allan Merrett
- \*^ Joyce Carruthers Nash, O.B.E., Deputy
- \* James Henry George Pollard
- \* Richard David Regan, Deputy

- (h) Board of Governors of the City of London School (two vacancies).

**(Contest)**

Nominations received:-

- Nigel Kenneth Challis
- \* William Harry Dove, M.B.E., J.P., Deputy
- Sylvia Doreen Moys
- \* Joyce Carruthers Nash, O.B.E., Deputy

- (i) Board of Governors of the City of London School for Girls (three vacancies).

Nominations received:-

- \* Robert William Duffield, B.A., M.Litt.(Oxon)
- \* Richard David Regan, Deputy
- \* Sir Michael Snyder, Deputy

- (j) Board of Governors of the City of London Freemen's School (three vacancies).

Nominations received:-

- \* Robin Anthony Eve, O.B.E., Deputy
- \* Angela Starling
- (One vacancy remains)

- (k) Board of Governors of the Guildhall School of Music & Drama (five vacancies – at least one Member to have less than five years' service on the Court).

Nominations received:-

- John Alfred Barker, O.B.E., Deputy
- \*# David Andrew Graves, Alderman
- \* Wendy Mead, Deputy and Sheriff
- Ann Marjorie Francescia Pembroke
- \* Jeremy Lewis Simons M.Sc.

- (l) Gresham Committee (City Side) (three vacancies).

**(Contest)**

Nominations received:-

- \* Robin Anthony Eve, O.B.E., Deputy  
Archibald Duncan Galloway, O.B.E.
- \* Brian Nicholas Harris
- \* Tom Hoffman

- (m) Open Spaces, City Gardens and West Ham Park Committee (two vacancies – at least one Member to have less than five years' service on the Court).

Nominations received:-

- \* Stephanie Ella Maureen Currie, M.B.E., Deputy
- \*# Alexander John Cameron Deane

- (n) Epping Forest & Commons Committee (two vacancies).

**(Contest)**

Nominations received:-

- \* George Christopher Abrahams  
John Alfred Barker, O.B.E., Deputy
- \* John Leslie Bird, O.B.E.

- (o) Establishment Committee (two vacancies).

Nominations received:-

- \* Joyce Carruthers Nash, O.B.E., Deputy
- \* Barbara Patricia Newman, C.B.E.

- (p) Hampstead Heath, Highgate Wood & Queen's Park Committee (three vacancies).

Nominations received:-

- \* Barbara Patricia Newman, C.B.E.
- \* Virginia Rounding  
(One vacancy remains)

- (q) Barbican Residential Committee, in the category of non-resident (four vacancies).

Nominations received:-

- \* Michael Hudson
- \* John Hedley Spanner, T.D.  
(Two vacancies remain)

- (r) Barbican Centre Board (four vacancies).

**(Contest)**

Nominations received:-

- The Revd. Dr. Martin Dudley
- Kevin Malcolm Everett D.Sc.
- Wendy Marilyn Hyde
- Vivienne Littlechild J.P.
- Charles Edward Lord, O.B.E., J.P., Deputy
- \* Catherine McGuinness, M.A., Deputy
- Richard David Regan, Deputy
- Jeremy Lewis Simons M.Sc.

# 6

- (s) The City Bridge Trust Committee (three vacancies- at least one Member to have less than five years' service on the Court).

**(Contest)**

Nominations received:-

- \* Raymond Michael Catt
- \* William Harry Dove, M.B.E., J.P., Deputy
- # John Fletcher
- # Michael Hudson
- # Oliver Arthur Wynlayne Lodge, T.D, B.Sc.
- # Ian Christopher Norman Seaton

- (t) Standards Committee (two vacancies).

**(Contest)**

Nominations received:-

- Nigel Kenneth Challis
- The Revd. Dr. Martin Dudley
- \* Robin Anthony Eve, O.B.E., Deputy
- \* Julian Henry Malins, Q.C.

- (u) Licensing Committee (three vacancies).

Nominations received:-

- \* Douglas Barrow, Deputy
- \* The Revd. Dr. Martin Dudley
- \* Marianne Bernadette Fredericks

- (v) Livery Committee (two Common Councilmen to be nominated for appointment).

Nominations received:-

- Richard David Regan, Deputy
- \* John Hedley Spanner, T.D.

- (w) Community and Children's Services Committee (to fill six vacancies not taken by Wards).

Nominations received:-

- Nicholas John Anstee, Alderman
- David John Bradshaw
- Nicolas Cressey
- David Andrew Graves, Alderman
- Peter Leck
- Delis Regis

## 9 Letter of:-

- (A) the Lord Levene of Portsoken, K.B.E. thanking the Court for the resolution passed following the announcement of his retirement from the Court of Aldermen; and
- (B) Christopher Duffield Esq., of 12 March 2012, giving six months' notice of his intention to retire from Office as Town Clerk of the City of London.

## 10 QUESTIONS

## 11 MOTIONS

## 12 AWARDS AND PRIZES

### Policy, Finance, Establishment, Investment and Audit Committees – Reports

#### 13 POLICY AND RESOURCES COMMITTEE (Stuart John Fraser)

22 March 2012

##### (A) Use of Guildhall

In accordance with the arrangements approved by the Court on 21 June 2001 for the approval of applications for the use of Guildhall, we now inform the Court of the following applications which have been agreed to:-

<b>Name</b>	<b>Date</b>	<b>Function</b>
EuroWeek	Tuesday 15 May 2012	Dinner
Incisive Media	Friday 15 June 2012	Awards Ceremony
Royal Life Saving Society UK	Saturday 30 June 2012	AGM & Awards Ceremony
Pipers Projects Ltd	Tuesday 10 July 2012	Awards Ceremony
Theatrical Management Association	Sunday 28 October 2012	Lunch
British Chambers of Commerce	Thursday 29 November 2012	Dinner

##### (B) Early Evening Reception to recognise the work of London's Unformed Adult Volunteers

YOU (Youth Organisations – Uniform) London is a unique partnership of ten of the oldest, largest and most experienced uniformed youth organisations in London: the Air Training Corps LaSER (London and South East Region); Army Cadet Force; Boys' Brigade; Community Fire Cadets; Girlguiding LaSER; Girls' Brigade; Sea Cadet Corps; St John Ambulance (Prince of Wales' District); The Scout Association Greater London; and Volunteer Police Cadets. It co-ordinates an area committee in each of London's 32 boroughs, with its Board chaired by one of the Deputy Lord Lieutenants of Greater London and is supported by partner organisations including the Greater London Authority. With over 17,000 adult volunteers supporting approximately 76,000 children and young people across Greater London, these organisations help to provide a range of opportunities for young people which are recognised to improve school attendance, help young people to achieve more and reduce the likelihood of antisocial behaviour.

In recognition of the commitment and contribution of current adult volunteers and to thank them their work during Her Majesty's Diamond Jubilee and the 2012 Olympic Games in London, we **recommend** that adult members and volunteers from YOU London organisations, the Mayor of London and GLA representatives, the Greater London Lieutenancy, politicians, senior figures from the Armed Forces and the Greater London Reserve Forces and Cadets Association, representatives from those Livery Companies having relevant connections, and representatives from the Metropolitan Police Service, Safer London Foundation, The Jack Petchey

Foundation, and The Prince's Trust be invited to attend a reception to be held in the Guildhall in October 2012; it being referred to this Committee to make the arrangements out of City's Cash within the approved cost parameters.

(This would be a Full Court event)

**(C) Communications Strategy 2012-2015**

The Communications Strategy sets out the City of London Corporation's plan of action over the short to medium-term for communicating our activities and managing our reputation. It is comprised of three core stands, supporting and promoting the City as a world leader in international finance and business services, promoting the City Corporation as a provider of modern, efficient and high quality local and policing services and promoting our role as a provider of valued services to London and to the nation as a whole.

The Communications Strategy, a copy of which has been circulated separately, identifies two key priorities for 2012/13, namely:-

- **Supporting London's communities** i.e. all the work we do to support educational and cultural opportunities and economic development, thereby helping to provide jobs and growth and improve the quality of life throughout London; and
- **Helping to look after London's heritage and green spaces** i.e. all the work we do to look after London and the nation's heritage and to provide green spaces across the capital and beyond.

Each City Corporation department, in drawing up their business plan, is required to take the Strategy into account when dealing with the communications aspects of their own work to ensure a consistent and co-ordinated approach.

We **recommend** that approval be given to the Communications Strategy for 2012-2015.

**(D) Retirement of the Town Clerk**

In accordance with the procedures for the appointment of Chief Officers, your Policy and Resources Committee is required to notify the Court of Common Council of a vacancy occurring in the position of Town Clerk. We, therefore, advise that Chris Duffield has tendered his resignation and intends to retire on 16<sup>th</sup> September 2012.

With the approval of the Establishment Committee, the process to find Mr Duffield's successor has now commenced.

At the meeting of the Court in January 2012, the process for recruitment to vacancies filled by the Court was raised and the Policy and Resources Committee was requested to report back on those arrangements. Work is ongoing in this respect and a report will be submitted to the Court shortly.

We **recommend** that the Town Clerk's resignation be noted.



## Rates Committees - Reports, etc.

### 14 PORT HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE (John Tomlinson B.A., BSc.)

24 January 2012

#### Heathrow Animal Reception Centre - Annual Review of Charges

It is necessary to submit periodic recommendations to the Court for a revision of the byelaws that incorporate the charges levied at the Animal Reception Centre at Heathrow (HARC). This revision is required so that the charges can be increased to take account of inflation and to meet the agreed target for estimated variable costs to be recovered on this important service.

The byelaws, incorporating a new schedule of charges for the services provided, can be found in Appendix A to a separately printed and circulated report and we **recommend** approval thereof; the Comptroller and City Solicitor being instructed to seal the Byelaws accordingly.

### 15 MOTION

#### Richard David Regan, Deputy

“That the public be excluded from the meeting for the four items of business below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1, Section 100(3) of Schedule 12A of the Local Government Act, 1972 together with one matter which has been conveyed to the City Corporation in confidence by Her Majesty’s Government (Section 100A(4) of the Act):-

- A) action taken under urgency procedures on behalf of the Court approving hospitality in connection with Her Majesty The Queen’s Diamond Jubilee;
- B) recommendations of the Policy & Resources Committee on an application for hospitality;
- C) recommendations of the Finance Committee on the Building Repairs and Maintenance Term Contract Tender;
- D) recommendations of the Property Investment Board concerning a property development in EC3; and
- E) action taken under urgency procedures to purchase a portfolio of head-leases involving both the City’s and Bridge House Estates.

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WOOTTON, Mayor  
**COURT OF COMMON COUNCIL**

THURSDAY, 8<sup>th</sup> MARCH, 2012

MEMBERS PRESENT

ALDERMEN

Wootton, D.H. The Rt. Hon. The Lord Mayor	Haines, G.W.	Redcliffe, N.G.M.
Anstee, N.J.	Hall, B.R.H.	Remnant, The Hon. P., C.B.E.
Evans, J. R.	Howard, Sir David, Bt., M.A., D.Sc.	Savory, Sir Michael
Garbutt, J.	Judge, Sir Paul	Walsh, S., M.A.
Gifford, M.R.	Lord Levene of Portsoken, K.B.E.	
	Luder, I.D., B.Sc.(Econ)	

COMMONERS

Abrahams, G.C.	Eskenzi, A.N., C.B.E., D.Sc., Deputy	James, Mrs C.	Pembroke, Mrs. A.M.F.
Absalom, J.D.	Eve, R.A., O.B.E., Deputy	Jones, H.L.M., Deputy	Priest, Ms H.J.S.
	Everett, K.M. D.Sc.	King, A.J.N., Deputy	Punter, C.
Bain-Stewart, A., M.Sc., J.P.	Fernandes, Miss S.A.	Knowles, S.K., M.B.E., Deputy	Quilter, S.D., B.Sc.(Hons)
Barker, J.A., O.B.E, Deputy	Fletcher, J.W.	Leck, P.	Regan, R.D., Deputy
Barrow, D., Deputy	Fraser, S.J.	Littlechild, Mrs V.	Regis, Miss D.
Bennett J. A., Deputy	Fraser, W.B., O.B.E., Deputy,	Lodge, O.A.W., T.D.,B.Sc.	Richardson, M.C.
Bird, J.L., O.B.E.	Fredericks, Ms, M.B.	Lord, C.E., O.B.E., J.P.	
Bradshaw, D.J.		Malins, J.H., Q.C., Deputy	Seaton, I.C.N.
Brewster, J.W.,O.B.E.	Gillon, G.M.F.	Mayhew, J.P., M.A., M.B.A.	Simons, J.L. , M.Sc
	Ginsburg, S., Deputy	Mead, Mrs. W. Sheriff	Snyder, Sir Michael, Deputy
Cassidy, M.J., C.B.E., Deputy	Graves, A.C., LL.B.	Merrett, R.A.	Spanner, J.H., T.D.
Catt, R.M.	Haines, Rev. Stephen, D., M.A. Deputy	Moore, G.W.	Starling, Mrs A.
Chadwick, R.A.H.	Halliday, Mrs. P.A., O.B.E., Deputy	Moys, Mrs. S.D.	
Challis, N. K.	Hardwick, Dr. P.B., Q.H.P.	Nash, Mrs, J.C., O.B.E., Deputy	Tomlinson, J., B.A., M.Sc.
Chapman, J.	Harris, B.N.	Newman, Mrs, B.P., C.B.E.	Tumbridge, J.R.
Cotgrove, D., B.A.	Hoffman, T.D.D., LL.B.		
Cressey, N.	Hudson, M.	Owen, Mrs. J., M.B.E., Deputy	
Currie, Miss S.E.M., M.B.E., Deputy	Hughes-Penney, R.C.	Owen-Ward, J.R., M.B.E., Deputy	
	Hunt, W.G., T.D.		
Deane, A.J.C.	Hyde, Ms W		
Dove, W.H., M.B.E., J.P., Deputy			
Duckworth, S.D'O. D.L.			
Dudley, Rev. Dr. Martin			
Dunphy, P.G.			

Minutes *Resolved* – That the Minutes of the last Court are correctly recorded.

Overseas visits The Right Honourable the Lord Mayor reported on his recent visits to Kuwait, Qatar and Saudi Arabia.

Barrow, D., Deputy Regan, R.D., Deputy *Resolved unanimously* – That, on his retirement from this Honourable Court, the Members wish to place on record their most sincere thanks to Lord Levene of Portsoken, KBE, for the service that he has given to the Corporation and to the City - as a Common Councilman for the Ward of Candlewick then as Alderman for Portsoken and, later, for Aldgate, as Sheriff, Lord Mayor and, more recently, as Senior Alderman.

It has been a remarkable record of service, spanning nearly thirty years and this Court could not have been more ably represented, at all levels in Government and in business.

It would be difficult for his colleagues to instance any one event, any one issue, to demonstrate the breadth of his involvement, his commitment, his leadership. Numerous examples spring to mind – whether that be the support that he gave to the reform of the franchise in the House, or, at the time of the introduction of the Euro, making it so clear that it was the City that was the European finance centre, even though the UK was not a part of the Euro, or, after the riots of 1999, going to see for himself the damage to the City's infrastructure and business – from the back of a motorcycle !

One event stands out in the minds of many. That is the event, borne out of his imagination, initiative and drive, to use the approach of the Millennium to celebrate achievement, by bringing together, in the presence of Her Majesty the Queen and His Royal Highness The Duke of Edinburgh, over 400 people from all walks of life; people who had one thing in common; that whether their work was known by many or by a few, they had achieved something special; they had made a difference. And that is also what the Members of this Honourable Court will remember; that Peter Levene really made a difference.

When he stands down from Office next month, The Lord Levene, so well supported throughout by Wendy, can take with him the very best wishes of all his colleagues on this Court, past and present, for a long, happy and healthy retirement from civic life in the City.

Lord Levene was heard in reply.

Hardwick, Dr P.B., Regan, R.D., Deputy *Resolved unanimously* – That the Members of this Court wish to place on record their deep appreciation for the legal advice and loyal service that Andrew Colvin, Comptroller and City Solicitor, has given to the City of London Corporation over the past 23 years – a remarkable record!

Andrew's guidance has not been restricted to legal affairs but has extended to a range of issues and his sound counselling, pragmatic advice and depth of knowledge will all be sorely missed.

It was not long after he arrived that Andrew took on the highly complex task of establishing the Association of London Government – now London Councils - winning plaudits from leading politicians across London.

Andrew has steered us through some arduous situations such as the creation of the City Bridge Trust, the Millennium Bridge "wobble" and was also instrumental in delivering the three City Academies, all of which were on time and within budget, a great achievement!

Andrew has been a strong advocate of the City Corporation's "outreach" work with our neighbouring boroughs and London Government generally by acting as legal adviser to various partnerships.

As he approaches retirement, Andrew leaves us on a high note. He has concluded his very successful career with the recent legal judgments supporting the City's stance on the camp at St Paul's Cathedral.

The Members of this Court, and especially those who have served on the Policy and Resources and Establishment Committees, have benefited from his advice and guidance and all are pleased to take this opportunity in expressing to Andrew their thanks and their very best wishes for the future.

The Comptroller and City Solicitor was heard in reply.

Hospital Seal Sundry documents were sealed with the Hospital Seal.

Applications for the Freedom The Chamberlain, in pursuance of the Orders of this Court, presented a list of the under-mentioned persons who had made application to be admitted to the Freedom of this City by redemption:-

Claire Louise Wylie	a Public Relations Manager	Haslemere, Surrey
Roger Gordon Hanbury	a Charity Chief Executive	Highnam, Gloucestershire
Baron Roman Heinrich	a Military Historian	Vienna, Austria
Leo Gamotha		
Paul Norman	a Teacher	Knaphill, Surrey
Kate Elizabeth Norman	an Administration Co-ordinator	Knaphill, Surrey
Jonathan Simon Mansfield	a Computer Consultant	Aylestone, Leicestershire
Graham Edward Lawrence	a Sales Manager	Ware, Hertfordshire
Celia Gwendolyn Lawrence	a Teaching Assistant	Ware, Hertfordshire
John Phillip Jefford	a Head of Security	Braintree, Essex
David Mark Wood, OBE	a Charity Chief Executive	Westcliff on Sea, Essex
Antony Joseph Blake	an Information Technology Business Manager	Langley Vale, Epsom, Surrey
Tiffany Taylor Tia Cox	a Local Government Officer	Bexleyheath, Bexley
Robert Andrew Michie Hendrie	a Diplomat, retired	Stockwell, Lambeth
Charles Benjamin Joseph	a Student	Notting Hill, Kensington and Chelsea
Stephen Charles Bielby	a Health and Safety Consultant	York, North Yorkshire
Olga Bielby	a Health and Safety Consultant	York, North Yorkshire
Alison Kelly	a Nurse	Alexandria, Dunbartonshire
John Albert Howard Powell	an Asphalt Roofer, retired	Islington
Gregory Lloyd Wakefield	a Metropolitan Police Officer	Hemel Hempstead, Hertfordshire
Leslie Ernest Hulks	a Heating Engineer, retired	Leigh-on-Sea, Essex
Adrian Douglas Crispin Greenwood	a Housing Association Chief Executive, retired	Bermondsey, Southwark
Sarah Anne Shanks	a Teacher	Warminster, Wiltshire

Paul Anthony Crisp	a Teacher, retired	Knaphill, Surrey
Gareth Rhodri Vaughan Jones	a Charity Administrator	Tintinhull, Yeovil, Somerset
John Yaw Kpodo	a Local Government Officer, retired	Lee Green, Greenwich
Christopher James Campbell	a Student	Woodford Green, Redbridge
Diane Clare King	a Barristers Clerk	Wimbledon, Merton
Paul Minichiello	a City of London Police Officer	Northiam, Sussex
Donna Jeannette Joscelyne	a Lead Support Worker	Harlow, Essex
Ian Paul Garnham	an Aviation Duty Manager	Maidenbower, Crawley, Sussex
Lady Ghazala Hameed	a Consultant Psychiatrist	Hampstead, Camden
Sean McCarthy	a Heavy Goods Vehicle Driver	Orpington, Bromley
Pascal Hubert Auguste	a Diplomat	Westminster
Joseph Ghislain Gregoire		
Louise Victoria Barnard	an Assistant Lawyer	Eccles, Aylesford, Kent
Daniel James Salter	a Residential Care Home Proprietor	Bridgwater, Somerset
Peter Arthur Bradbury	a Private Tutor	Bradville, Milton Keynes, Buckinghamshire
Robin Neil Douglas	a Banker	Earlsfield, Wandsworth
Jeremy George Musselwhite	a Building Engineer and Surveyor	Winchester, Hampshire
Thomas Mark Bews Woodhouse	a Clerk in Holy Orders	Royal Wootton Bassett, Wiltshire
Catherine Elizabeth Woodhouse	a Psycho Dynamic Counsellor	Royal Wootton Bassett, Wiltshire
Hugo Hawksley	a Livery Company Clerk	Merton Park, Merton
Fitzthomas Summerson	Designate	
Lorraine Lauder, MBE	a Newspaper Administrator	Walworth, Southwark
John Richard Lauder	a Carer	Southwark
Gillian Wright Macbeth Baird, OBE	a Doctor of Medicine	Epsom, Surrey
Janice Margaret Liverseidge	a Marketing and Communications Director	Marylebone, Westminster
Sarah Elisabeth Davies	a Charity Chief Executive	Stansted, Essex
Mary Agnes Sinfield, OBE	a Civil Servant, retired	Wimbledon, Merton
Matthew Adrian Mountford	a City of London Police Officer	Basildon, Essex
Adrian Valentine William Rice	an Aluminium Motor Bodywork Restorer	Upper Beeding, Steyning, Sussex
Stanley Richard Jackson	an Energy Company Manager	Westminster
Geert Jos Jeanne Maria De Proost	a Diplomat	Westminster
Christopher Joseph Magro	a Harbour Master	Brighton, Sussex
John Richard Franklin	a Head Master	Horsham, Sussex
Annette Kim Gillespie-Franklin	a Teacher	Horsham, Sussex
Daniel Michael Kanan Subramaniam	a Technical Consultant	Farringdon, Islington
Anthony Howard Henson	a Mechanical Building Services Contractor	Brentwood, Essex
Nigel Christopher Best	an Electrical Building Services Contractor	Harpenden, Hertfordshire
Robert Ian Stephenson	a Teacher	Shepherds Bush, Hammersmith and Fulham
Harriet Katharine Aldridge	a Lecturer	Charlton, Greenwich
William Whitfield	a Clerk in Holy Orders	Marchwood, Southampton, Hampshire
Allan Peter Mornement	a Management Consultant	Ashtead, Surrey

Craig John Mills	a Teacher	Bethnal Green, Tower Hamlets
Eckart Wurzner	The Mayor of Heidelberg	Heidelberg, Germany
Wayne Jeffrey Smith	a Local Government Officer	Royal Wootton Bassett, Wiltshire
Ian David Wood	a Wax Attraction Head of Operations	Bethnal Green, Tower Hamlets
Peter James Twist	a Metropolitan Police Officer, retired	Camden
Marilyn Joy Botham	an Office Manager	Hornchurch, Havering
Richard Herman Driehaus	a Money Management Company Proprietor	Chicago, Illinois, United States of America
Rolf Achilles	an Art Historian	Chicago, Illinois, United States of America
Paul Raymond Richards	a College Lecturer, retired	King's Lynn, Norfolk
Roy Grace	a Carpenter and Joiner, retired	Greenhithe, Kent
Alison May Gifford	a Tourism Assistant	King's Lynn, Norfolk
Michael McCabe	a Local Government Officer, retired	Chiswick, Hounslow
Sarah Ann Waters	an Author	Lambeth
Darren Keith Nelson	a Financial Services Company President	Fort Worth, Texas, United States of America
Gerald Mark Almeroth	a Finance Director	Banstead, Surrey
Harlan Daniel Lunn	a Transformation Coach	Petts Wood, Bromley
David Whitlock Tanner, CBE	a Rowing Performance Director	Twickenham, Richmond upon Thames
Jane Dorothy West	a Finance Director	Warlingham, Surrey
Duncan Graham Whitfield	a Finance Director	Kenley, Surrey
Ian Francis George O'Donnell	a Resources Director	Muswell Hill, Haringey
Nathan Dominic Elvery	a Finance Director	Epsom, Surrey
Michael Angel Suarez	a Finance Director	Twickenham, Lambeth
Tracie Yvonne Evans	a Local Government Officer	Denham, Buckinghamshire
Michael John Curtis	a Finance Director	St. Albans, Hertfordshire
Jeffrey Anson Martin Fowler	a Carpenter and Joiner	Greenwich
Joanna Helen Chapman	a Financial Broker	Clapham, Lambeth
Anthony Peter Ridewood	a Sales Agent	Burton on the Wolds, Loughborough, Leicestershire
Marilyn Janet Fraser	a Teacher, retired	Bayswater, Westminster
Bryony Alexandra Fraser	a Photographic Curator	Bayswater, Westminster
Anthony John Paice	a Diplomat, retired	Ottershaw, Chertsey, Surrey
Mark Oliver Thompson	a Japanese Knotweed Removal Company Director	Ripley, Surrey
Vania Isabel De Andrade Gay	a Research Nurse	Harrow
Samantha Enstone	an Events Company Director	Weybridge, Surrey
John Ian Thomas	a Property Owner	Swalecliffe, Whitstable, Kent
Michael John Plant	a Printer, retired	Tunbridge Wells, Kent
Adrian John Olliver	a Royal Naval Officer	Mannamead, Plymouth, Devon
James Brooks Close	a Medical Practitioner	Ashted, Surrey
Sarah Marianna Chatham	a Pharmaceutical Company Director	Fleet, Hampshire
Belinda Mary Jane Bryan	a Science Technician	Ashted, Surrey
Andrew Christopher Teale	an Actuarial Consultant	Ashted, Surrey
Mandy Moore	a Livery Company Office Manager	Bocking, Essex

Read.

*Resolved* – That this Court doth hereby assent to the admission of the said persons to the Freedom of this City by redemption upon the terms and in the manner mentioned in the several Resolutions of this Court, and it is hereby ordered that Mr. Chamberlain do admit them severally to their Freedom accordingly.

Appointment  
of the Irish  
Society

This day the Court proceeded to appoint the Irish Society for the year ensuing.

*Resolved* – In pursuance of His Majesty King James the First His Letters Patent under the Great Seal of England bearing the date of Westminster the 29th day of March, 1613, and in the 11th year of His said Majesty's reign, and also of His Majesty King Charles the Second His Letters Patent under the Great Seal of England bearing the date at Westminster of His said Majesty's reign, this Court doth elect and choose Ian Luder, Alderman and Cooper, to be the Governor of this City's Plantation in Ulster and Ireland, and George Gillon, Chartered Surveyor, to be Deputy to the said Governors, to continue until the ninth day of February 2013 and from thence until others shall be elected and admitted in their room and in further pursuance thereof this Court doth elect and choose:-

Nominations received:-

*Of the Aldermen*

Alison Jane Gowman, Alderman  
The Hon Philip John Remnant CBE, Alderman

*Of the Common Councilmen*

Dr Giles Robert Evelyn Shilson, Deputy  
Peter Gerard Dunphy  
John Alfred Barker OBE, Deputy  
John Tomlinson BA MSc  
James Henry George Pollard  
Richard Regan, Deputy, Chief Commoner  
Anthony Noel Eskenzi CBE, DSc, Deputy  
John David Absalom  
Charles Edward Lord, O.B.E., J.P.

*Ward*

Bread Street  
Cornhill  
Cripplegate Within  
Cripplegate Without  
Dowgate  
Farringdon Within (NS)  
Farringdon Within (SS)  
Farringdon Without (NS)  
Farringdon Without (SS)

Together with those who remain on the Society:-

*Of the Aldermen*

John Garbutt, Alderman  
David Andrew Graves, Alderman  
Neil Graham Morgan Redcliffe, Alderman

*Of the Common Councilmen*

Michael Welbank, Deputy  
Simon D'Olier Duckworth, M.A., D.L.  
Anthony Colin Graves, LL.B.  
Brian Nicholas Harris  
John George Stewart Scott J.P., B.A.(Hons)  
Stanley Keith Knowles, M.B.E., Deputy  
Catherine McGuinness, M.A., Deputy  
Ann Marjorie Francesca Pembroke  
Matthew Charles Falco Lombardi Richardson  
Elizabeth Rogula

*Ward*

Billingsgate  
Bishopsgate Within  
Bishopsgate Without  
Bridge  
Broad Street  
Candlewick  
Castle Baynard  
Cheap  
Coleman Street  
Lime Street

who, having stood last year, are continued Assistants of the said Society until the ninth day of February, 2013, and from thence until they shall be removed according to the form and orders of the said Letters Patent.



Results of  
Ballots

The Town Clerk reported the results of ballots taken at the last Court as follows:-

a) One Member on the Policy and Resources Committee for the balance of a term expiring in April 2014.

	<b>Votes</b>
Tom Hoffman	50
Hugh Fenton Morris	55

Whereupon the Lord Mayor declared Hugh Morris to have been appointed on the Policy and Resources Committee.

b) Three Members on the Guild Church Council of St. Lawrence Jewry for one year term to expire in January 2013.

	<b>Votes</b>
Roger Arthur Holden Chadwick	77
Simon D'Olier Duckworth, D.L.	75
Michael Page, B.A.(Hons.)	74
Michael Robin Castle Sherlock M.A., Deputy	52

Whereupon the Lord Mayor declared Roger Chadwick, Simon Duckworth and Michael Page to have been appointed on the Guild Church Council of St. Lawrence Jewry.

## Appointments

The Court proceeded to make the following appointments in respect of which the Town Clerk reported that the following nominations had been received:-

a) One Member on the Barbican Residential Committee for the balance of a term to expire in April 2013.

Nomination received:-  
Kevin Malcolm Everett, DSc

Whereupon the Lord Mayor declared Kevin Everett to have been appointed on the Barbican Residential Committee.

b) One Member on the Board of Governors of the City of London Freeman's School for the balance of a term to expire in April 2013.

Nomination received:-  
John William Brewster, OBE

Whereupon the Lord Mayor declared John Brewster to have been appointed on the Board of Governors of the City of London Freeman's School.

c) One Member on Bridewell Royal Hospital for a six year term to expire in January 2018.

Nomination received:-  
Kevin Malcolm Everett, DSc

Whereupon the Lord Mayor declared Kevin Everett to have been appointed on Bridewell Royal Hospital.

d) One Member on the Mitchell City of London Charity & Educational Foundation for a five year term to expire in March 2017.

Nomination received:-  
Dennis Cotgrove BA, Deputy

Whereupon the Lord Mayor declared Deputy Dennis Cotgrove to have been re-appointed on the Mitchell City of London Charity & Educational Foundation.

Questions

1) **Alex Deane** asked the **Chairman of the Policy and Resources Committee** about guidance given to City businesses about the freedom to take photographs or film within the Square Mile.

In response, the **Chairman** stated that a booklet was being prepared, for circulation shortly, which would contain advice on a wide range of security matters and would address specifically the issue of photography and filming within the Square Mile. It would highlight advice given by the British Security Industry that most filming was legitimate and that anyone engaged in such activity should be approached in a courteous manner.

In answer to a supplementary question from **Alex Deane**, the **Chairman** confirmed that the booklet would be widely circulated and the information contained therein would be made available to other Local Authorities.

2) **John Spanner** asked the **Chairman of the Port Health and Environmental Services Committee** about the Community toilet Scheme.

In response, the **Chairman** explained the merits of the Community Toilet Scheme, the increased Olympic provision and the City Corporation's cost effective strategic approach to service provision which had resulted in an award for innovation from the British Toilet Association. He confirmed that there were currently no plans to reduce the number of staffed public conveniences in the City.

In answer to a supplementary question from **John Spanner**, the **Chairman** confirmed that it was condition of the scheme that the businesses who made their toilets available for use displayed appropriate signage and, although this was monitored, Members should advise officers if they were aware of any lack of signage.

In answer to a supplementary question from **Alex Deane**, the **Chairman** stated that responsibility for disused toilet facilities was usually transferred to the Investment Committee's Property Board.

3) **John Spanner** asked the **Chairman of the Port Health and Environmental Services Committee** about the provision of litter bins in the City.

In response, the **Chairman** reported that a project to install 100 recycling bins was currently underway and was being carried out in conjunction with Renew your Streets Ltd. He outlined the current provision of litter, cigarette butt and chewing gum bins across the City and stated that a list of the locations of these bins was available upon request. He added that the Open Spaces department was considering reviewing the

provision of bins and was working with the Cleansing department to ensure that any changes would have a positive impact upon the environment and encourage recycling.

In answer to a supplementary question from **Alderman Bob Hall**, the **Chairman** agreed that a reduction in packaging would have a positive impact upon the amount of disposable litter. He referred to an initiative by a City company which issued mugs to their employees which coffee shops would fill, instead of disposable cups, giving the employees a small discount on the cost of the drink.

In answer to a supplementary question from **Deputy Stanley Ginsburg**, the **Chairman** reported that, in the light of new technology, options for facilitating the disposal of chewing gum were being considered.

Awards and Prizes

There was no report.

Motions

There were no Motions.

## Finance, Policy, Establishment, Investment and Audit Committees – Reports

### FINANCE COMMITTEE (Roger Arthur Holden Chadwick)

21 February 2012

Declarations of Interest

Ian Seaton and Jeremy Simons declared a personal interest in the following item.

#### **(A) City Fund – 2012/13 Budget Report and Medium Term Financial Strategy including Non Domestic Rates and Council Taxes for the Year 2012/13**

We have considered as to the Non-Domestic Rates and Council Taxes to be levied to meet the City Fund budget requirement during the year ensuing including the proposal to levy an unchanged premium multiplier of 0.004 on the Non-Domestic Rate and Small Business Rate multipliers to enable the City to continue to support the City of London Police, security and contingency planning activity within the Square Mile at an enhanced level. We submit a printed and circulated report thereon: City Fund – 2012/13 Budget Report and Medium Term Financial Strategy.

Matthew  
Charles  
Falco  
Lombardi  
Richardson,

*Amendment* – ‘That the Council Tax to be levied be reduced by 2% for the forthcoming year?’

Alexander  
John  
Cameron  
Deane

Upon the Question being put, the Lord Mayor declared the amendment to be not carried.

*Resolved* - That the report be agreed to and that approval be given to a resolution in the following terms:-

### Overall Financial Framework - Revenue

1. Approve the overall financial framework and the revised Medium Term Financial Strategy for the City Fund.
2. Approve the City Fund Revenue Budgets.
3. Note the following changes in assumptions from the previous forecast:
  - the impact of reduced rental and investment income on the financial position following asset sales needed to finance the capital programme;
  - lowering the anticipated interest rate to 2%; and
  - reducing the provision to cover one-off costs in securing the 12.5% savings programme to £1m.
4. Note that the Town Clerk and the Chamberlain will produce a savings plan to bring the City Fund back into balance, assuming no increase in Council Tax.

### City Police

5. Continue the policy of allowing City Police to draw from its reserves over the medium term on a managed basis, subject to a minimum £4.5m being retained.
6. Allow the Police Committee to retain police procurement savings from the PP2P programme, net of the costs of achieving those savings.
7. The issue of whether the Police Committee should meet some, or all, of the revenue impact of its capital programme will be kept under review.

### Council Tax

8. It be noted that at its meeting on 24 January 2012, the Finance Committee calculated the following amounts for the year 2012/13 in accordance with Section 31B of the Local Government Finance Act 1992:
  - (a) 6,067.44 being the amount calculated by the Finance Committee, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as the City's Council Tax base for the year; and

- (b) Parts of Common Council's Area

Inner Temple	Middle Temple	City excl. Temples (special expense area)
80.16	67.83	5,919.45

being the amounts calculated by the Finance Committee, in accordance with Regulation 6 of the Regulations, as the amounts of the City's Council Tax base for the year for dwellings in those parts of its area to which one of the special items relate.

9. For the year 2012/13 the Common Council determines, in accordance with Section 35(2) (d) of the Local Government Finance Act 1992, that any expenses incurred by the Common Council in performing in a part of its area a function

performed elsewhere in its area by the Sub-Treasurer of the Inner Temple and the Under Treasurer of the Middle Temple shall not be treated as special expenses, apart from the amount of £12,753,000 being the expenses incurred by the Common Council in performing in the area of the Common Council of the City of London the City open spaces, highways, waste disposal and street lighting functions.

10. The following amounts be now calculated by the Common Council for the year 2012/13 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:

- |                    |  |
|--------------------|--|
| (a) £350,601,677   | Being the aggregate of the amounts which the Common Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act, including the local precepts issued by the Inner and Middle Temples;  |
| (b) £345,400,000   | Being the aggregate of the amounts which the Common Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act;   |
| (c) £5,201,677     | Being the amount by which the aggregate at 10(a) above exceeds the aggregate at 10(b) above, calculated by the Common Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year;  |
| (d) £857.31        | Being the amount of 10(c) above, divided by the amount at 8(a) above, calculated by the Common Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year;  |
| (e) £13,071,832.62 | Being the aggregate amount of all special items referred to in Section 34(1) of the Act, including the local precepts issued by the Inner and Middle Temples;  |
| (f) £1,297.11 CR   | Being the amount at 10(d) above less the result given by dividing the amount at 10(e) above by the amount at 8(a) above, calculated by the Common Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates; |

## (g) Parts of Common Council's Area

Inner Temple	Middle Temple	City excl. Temples (special expense area)
£	£	£
857.31	857.31	857.31

being the amounts given by adding to the amount at 10(f) above the amounts of the special item or items relating to dwellings in those parts of the Common Council's area mentioned above divided in each case by the amount at 8(b) above, calculated by the Common Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one of the special items relate; and

## (h) Council Tax Valuation Bands

Valuation Bands	Inner Temple	Middle Temple	City excl Temples (special expense area)
	£	£	£
A	571.54	571.54	571.54
B	666.80	666.80	666.80
C	762.05	762.05	762.05
D	857.31	857.31	857.31
E	1,047.82	1,047.82	1,047.82
F	1,238.34	1,238.34	1,238.34
G	1,428.85	1,428.85	1,428.85
H	1,714.62	1,714.62	1,714.62

being the amounts given by multiplying the amounts at 10(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which, in that proportion, is applicable to dwellings listed in valuation band D, calculated by the Common Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

11. It be noted that for the year 2012/13 the Greater London Authority has proposed the following amounts in precepts issued to the Common Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

<u>Valuation Bands</u>	<u>Precepting Authority</u>
	Greater London Authority
	£
A	52.41
B	61.15
C	69.88
D	78.62
E	96.09
F	113.56
G	131.03
H	157.24

12. Having calculated the aggregate in each case of the amounts at 10(h) and 11 above, the Common Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby proposes the following amounts as the amounts of Council Tax for the year 2012/13 for each of the categories of dwelling as shown below:

Council Tax Valuation Bands Inclusive of GLA Precept

Valuation Bands	Inner Temple	Middle Temple	City excl. Temples (special expense area)
	£	£	£
A	623.95	623.95	623.95
B	727.95	727.95	727.95
C	831.93	831.93	831.93
D	935.93	935.93	935.93
E	1,143.91	1,143.91	1,143.91
F	1,351.90	1,351.90	1,351.90
G	1,559.88	1,559.88	1,559.88
H	1,871.86	1,871.86	1,871.86

13. The Common Council of the City of London hereby determines that the amount of discount awarded to dwellings in Class B as defined in the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 prescribed by the Secretary of State under the provisions of Section 11A of the Local Government Finance Act 1992 (i.e. second homes) be 10% for the financial year beginning on 1st April 2012.
14. The Common Council of the City of London hereby determines that its relevant basic amount of Council Tax for 2012/13, calculated in accordance with Section

52ZX of the Local Government Finance Act 1992 is not excessive in accordance with The Referendums Relating to Council Tax Increases (Principles) (England) Report 2012/13.

### **Non Domestic Rates**

15. The Common Council of the City of London being a special authority in accordance with Section 144(6) of the Local Government Finance Act 1988 hereby sets for the chargeable financial year beginning with 1st April 2012, a Non-Domestic Rating Multiplier of 0.462 and a Small Business Non-Domestic Rating Multiplier of 0.454 in accordance with Part II of the Schedule 7 of the said Act. (Both multipliers are inclusive of the City business rate premium of 0.004 which is unchanged from the current year.)
16. In addition, the levying by the Greater London Authority of a Business Rate Supplement in 2012/13 of 0.020 (i.e. 2.0p in the £) on hereditaments with a rateable value greater than £55,000, to finance its contribution to Crossrail, be noted.
17. A copy of the said Council Taxes and the Non-Domestic Rating Multipliers, signed by the Town Clerk, be deposited in the offices of the Town Clerk in the said City, and advertised within 21 days from the date of the Court's decision, in at least one newspaper circulating in the area of the Common Council.

### **Capital Expenditure and Financing for the Year 2012/13**

Having considered the circulated report, we further **recommend** that your Honourable Court do pass a resolution in the following terms:-

18. The City Fund capital budget be approved and its final financing be determined by the Chamberlain, apart from in regard to any possible borrowing options.
19. The continued pursuit of the approved financing methodology for the Corporation's funding commitment towards the cost of Crossrail be noted, particularly that each future year's budget report will give a detailed update on funding progress.
20. For the purpose of Section 3(1) of the Local Government Act 2003, for the financial years 2012/13 to 2014/15, the Court of Common Council hereby determines that at this stage the amount of money (referred to as the "Affordable Borrowing Limit"), which is the maximum amount which the City may have outstanding by way of borrowing, shall be £0.
21. For the purpose of Section 21(A) of the Local Government Act 2003, for the financial year 2012/13, the Court of Common Council hereby determines that the prudent amount of Minimum Revenue Provision is £0, apart from any specific requirement arising from any property leases which have to be treated as finance leases.
22. Any potential borrowing requirement and associated implications will be subject to a further report to the Finance Committee and the Court of Common Council.



23. The Chamberlain be authorised to lend surplus monies on the basis set out in the Annual Investment Strategy, with an absolute limit of £300m for maturities in excess of 364 days.
24. The following Prudential Indicators be set:

*Prudential indicators for affordability, prudence, capital expenditure and external debt.*

	2012/13	2013/14	2014/15
Estimates of the ratio of financing costs to net revenue stream:			
HRA	0.23	0.24	0.24
Non-HRA	-0.32	-0.35	-0.35
Total	-0.28	-0.30	-0.30
Estimate of the incremental impact of capital investment decisions on the Council Tax	£ (5,195)	£ (5,272)	£ (5,088)
Estimate of the incremental impact of capital investment decisions on housing rents	£ 0.04	£ 0.99	£ 0.29
Estimates of Capital Expenditure	£m	£m	£m
HRA	7.941	6.773	2.202
Non-HRA	66.584	39.841	31.335
Total	74.525	46.614	33.537
Estimates of Capital Financing Requirement	£m	£m	£m
HRA	11.068	10.799	10.578
Non-HRA	(13.710)	(13.441)	(13.220)
Total	(2.642)	(2.642)	(2.642)
Net borrowing/(Net investments)	Period 2011/12 to 2014/15 £m (149.432)		
Capital financing requirement	(2.642)		

*Prudential Indicators for Treasury Management:*

	2012/13	2013/14	2014/15
Operational Boundary for External Debt Borrowing	£m 0	£m	£m

<i>Other Long Term Liabilities</i>	0	0	0
		0	0
<i>Total</i>	0	0	0
Authorised Limit	£m	£m	£m
Borrowing	0	0	0
<i>Other Long Term Liabilities</i>	0	0	0
<i>Total</i>	0	0	0
<i>Upper Limit - Fixed Interest Rate Exposure</i>	100%	100%	100%
<i>Upper Limit-Variable Interest Rate Exposure</i>	100%	100%	100%
<i>Upper limit for Principal Sums Invested for &gt; 364 days</i>	£300m	£300m	£300m
<i>Maturity Structure of New Fixed Rate Borrowing During 2011/12</i>	<i>Upper Limit</i>	<i>Lower Limit</i>	
	%	%	
<i>Under 12 months</i>	0	0	
<i>12 months and within 24 months</i>	0	0	
<i>24 months and within 5 years</i>	0	0	
<i>5 years and within 10 years</i>	0	0	
<i>10 years and above</i>	0	0	

*Local Indicators focusing on investment incomes and revenue reserves:*

	2012/13	2013/14	2014/15
	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
<i>Net investment income lost/(gained) due to capital disposals and capital expenditure in the period 2012/13 to 2014/15</i>	(£4.4m)	(£0.2m)	(£0.3m)
<i>Times cover on</i>			

<i>unencumbered revenue reserves (bracketed figures denote annual surpluses)</i>	(28.5)	(35.7)	109.0
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### Other Recommendations

25. The Treasury Management Strategy Statement and Annual Investment Strategy 2012/13 be endorsed.
26. The Chamberlain's assessment of the robustness of budgets and the adequacy of reserves be endorsed.

### (B) Revenue and Capital Budgets 2011/12 and 2012/13

We submit a printed and circulated report which summarises the revenue and capital budgets for each of the City's three main funds, City Fund, City's Cash and Bridge House Estates together with the budgets for central support services within Guildhall Administration (which initially 'holds' such costs before these are wholly recharged). The report accompanies the Strategic Budget Book which includes all the City's budgets at a summary level in a single document.

Having considered the circulated report we **recommend** approval of the following:-

- (i) the revenue and capital budgets for City's Cash, Bridge House Estates and Guildhall Administration for the financial year 2012/13 (the budgets for City Fund having already been considered under part A above);
- (ii) the budget transfers to the Culture, Heritage and Libraries Committee; and
- (iii) the Chamberlain determining the final methods of financing capital expenditure.

Read and agreed to.

Regan,  
R.D.,  
Deputy  
Tomlinson,  
J., B.A.,  
M.Sc.

*Resolved unanimously* – That the thanks of the Court be given to the Chairman of the Finance Committee for his introduction to the budget reports and that a copy of the Chairman's speech be circulated to Members in the usual way.

### POLICY AND RESOURCES COMMITTEE (Stuart Fraser)

26 January 2012

### (A) Corporate Plan 2012-2016

The Corporate Plan is the City of London Corporation's main strategic planning document, providing a framework for the delivery of our services. The Plan, a copy of which has been separately circulated, is a clear statement of our vision and strategic aims and sets out the key policy priorities for the next four years.

Members are consulted on the Plan on a three-yearly basis and all Members had the opportunity to contribute to the Corporate Plan during its development last year. The Plan has since been refreshed, requiring a few minor changes to the wording of some of the Key Policy Priorities only. No changes have been made to the Vision, Strategic Aims or Core Values.

We **recommend** that approval be given to the Corporate Plan 2012-2015.

Read and agreed to.

**(B) Early Evening Reception to mark the unveiling of a Memorial to Bomber Command**

On Thursday, 28<sup>th</sup> June 2012, a Memorial will be dedicated in London's Green Park in the presence of Her Majesty The Queen to honour the 55,573 aircrew who died serving in "Bomber Command" during World War II.

To mark this occasion and to provide an opportunity for veterans and their families to meet socially prior to the dedication ceremony, it is **recommended** that a number of guests including a member of the Royal Family, the Chief of the Air Staff, members representing the Bomber Command Association, veterans from around the world, representatives from the RAF Benevolent Fund, the Royal Parks, and the Heritage Foundation, and supporters, politicians and representatives from Livery Companies with appropriate connections be invited to attend a reception on the eve of the unveiling; it being referred to this Committee to make arrangements out of City's Cash within the approved cost parameters.

Read and agreed to.

**(C) Early Evening Reception to coincide with a Brazilian Business Delegation Visit**

During the London 2012 Olympic Games, a Brazilian business delegation will be visiting London in light of that nation's status as the hosts of the 2016 Games.

Given the increasing economic importance of the relationship with Brazil for the United Kingdom, as well as providing an opportunity for the City to reinforce business contacts ahead of The Rt. Hon. The Lord Mayor's visit to Brazil in October 2012, it is **recommended** that a number of guests including federal, state and City politicians of Rio de Janeiro, the Mayor of Rio de Janeiro, leaders of key businesses, and representatives from the Rio 2016 sponsors be invited to attend an early evening reception on 9 August 2012 with a view to forming specific relationships and partnerships as well as providing an educational platform to publicise the Brazilian market's potential for investment; it being referred to this Committee to make the arrangements out of City's Cash within the approved cost parameters.

Read and agreed to.

**(D) Early Evening Reception to coincide with the Commonwealth Economic Forum in London**

Members may recall that in October 2010 the City welcomed the first Commonwealth Economic Forum, a body which seeks to intensify economic cooperation between the member countries of the Commonwealth, to London. In 2012 it is envisaged that the Forum will return to London and take place at Mansion House in June, timed to coincide with Her Majesty's Diamond Jubilee celebrations in order to enable senior Commonwealth figures, who are anticipated to be in London at that time, to attend.

The theme of the 2012 Forum will be "Reshaping Capitalism for Global Prosperity and Sustainable Growth", and the agenda will include policy issues of key current interest to the City, such as support for small and medium enterprises. It is anticipated that a message from the Lord Mayor on the work and positioning of the City will be included in the Conference literature, and that the Chairman of the Policy and Resources Committee will address the Forum. Guests will include various Heads of Government, trade, financial and economic affairs ministers, senior officials, and private sector leaders.

Given the City's involvement and interest in the event, it is **recommended** that a number of delegates be invited to attend a reception in order to afford them the opportunity to meet senior figures from the City and other areas of business; and that, at its conclusion, some of those attending be also invited to a dinner, on 6 June 2012; it being referred to this Committee to make the arrangements out of City's Cash within the approved cost parameters.

Read and agreed to.

**(E) Applications for the Use of Guildhall**

In accordance with the arrangements approved by the Court on 21 June 2001 for the approval of applications for the use of Guildhall, we now inform the Court of the following applications which have been agreed to:-

<b>Name</b>	<b>Date</b>	<b>Function</b>
Banks Sadler Ltd	Tuesday 29 May 2012	Graduation Ceremony
Save the Children	Monday 18 June 2012	Dinner
First Protocol	Tuesday 19 June 2012 Wednesday 20 June 2012	Conference
The Chartered Institute for Securities and Investment (CISI)	Thursday 6 September 2012	Dinner
Banks Sadler Ltd	Tuesday 20 November 2012 Wednesday 21 November 2012	Graduation Ceremonies
Financial Services Forum	Thursday 22 November 2012	Dinner
World Jewish Relief	Monday 26 November 2012	Dinner
Metropolitan Grand Lodge of London	Thursday 14 November 2013	Banquet

Received.

(F)

### London Boroughs Grants Scheme 2012/2013 – Levy on the London Local Authorities – Report of action taken under urgency procedures

The Common Council is the designated body responsible for issuing the levies to all the constituent Local Authorities for their contributions to the London Councils' Grants Scheme, once the total expenditure to be incurred under the Scheme (i.e. the budget) is approved by at least two thirds of constituent councils each year.

This total budget proposed for 2012/13 amounted to £12,500,000, which was made up of £11,500,000 from Local Authority subscriptions (calculated on the basis of resident population) and a European Social Fund grant of £1,000,000.

London Councils advised us that the budget had been approved by over two thirds of constituent Councils (including the City of London, which agreed the budget and its own contribution of £17,194 at its January Court meeting) by 31 January 2012.

Following the receipt of this confirmation, the City Corporation, as levying body, was required to issue the levies before the statutory deadline of 15 February 2012.

We therefore report action taken as a matter of urgency pursuant to Standing Order No.19 in approving the issue of levies as set out below:-

	ONS Mid-2010 Estimate of Population ('000)	%	2012/13 Borough Contribution (£)
<b>Inner London</b>			
Camden	235.4	3.01%	345,942
City of London	11.7	0.15%	17,194
Greenwich	228.5	2.92%	335,802
Hackney	219.2	2.80%	322,135
Hammersmith and Fulham	169.7	2.17%	249,390
Islington	194.1	2.48%	285,248
Kensington and Chelsea	169.5	2.17%	249,096
Lambeth	284.5	3.64%	418,099
Lewisham	266.5	3.41%	391,646
Southwark	287.0	3.67%	421,773
Tower Hamlets	237.9	3.04%	349,616
Wandsworth	289.6	3.70%	425,594
Westminster	253.1	3.23%	371,954
	<b>2,846.7</b>	<b>36.38%</b>	<b>4,183,488</b>
<b>Outer London</b>			
Barking and Dagenham	179.7	2.30%	264,086
Barnet	348.2	4.45%	511,712
Bexley	228.0	2.91%	335,067
Brent	256.6	3.28%	377,097
Bromley	312.4	3.99%	459,101
Croydon	345.6	4.42%	507,891
Ealing	318.5	4.07%	468,065

Enfield	294.9	3.77%	433,383
Haringey	225.0	2.88%	330,658
Harrow	230.1	2.94%	338,153
Havering	236.1	3.02%	346,971
Hillingdon	266.1	3.40%	391,058
Hounslow	236.8	3.03%	347,999
Kingston upon Thames	169.0	2.16%	248,361
Merton	208.8	2.67%	306,851
Newham	240.1	3.07%	352,849
Redbridge	270.5	3.46%	397,525
Richmond upon Thames	190.9	2.44%	280,545
Sutton	194.2	2.48%	285,395
Waltham Forest	227.1	2.90%	333,744
	<b>4,978.6</b>	<b>63.62%</b>	<b>7,316,512</b>
<b>Totals</b>	<b>7,825.3</b>	<b>100.00%</b>	<b>11,500,000</b>

Received.

**(G) Presentation of a Loyal Address to Her Majesty The Queen - Report of action taken under urgency procedures**

In early February 2012, the City Corporation learned that there would be an opportunity to present a Loyal Address to Her Majesty The Queen on behalf of the City on the occasion of Her Majesty's Diamond Jubilee. The ceremony would take place at Buckingham Palace on the morning of 27th March 2012.

The wording of an Address was considered by the Hospitality Working Party, circulated to all Honourable Members as a draft and the opportunity was taken to read the revised version during a private meeting of Members (held on 9 February 2012).

Having been advised by the Palace that the deputation to deliver the Address should not exceed 12 people, consideration was given to the composition, which will be the Lord Mayor, the Sheriffs, the Chief Commoner, the Chairman of this Committee, Alderman The Lord Levene of Portsoken, four Members whose names were drawn by ballot, viz. Ray Catt, Kevin Everett, Deputy Julian Malins and John Tomlinson, together with the Town Clerk and the Remembrancer.

In the absence of a meeting of this Court prior to the Palace's deadline for receipt of the necessary information, approval was sought as a matter of urgency, pursuant to Standing Order No.19, to the wording of the text of the Loyal Address and to the composition of the deputation, with the details subsequently being confirmed to the Palace. We now report the action taken.

Received.

**(H) Celebrate the City: Four Days in the Square Mile**

*Celebrate the City: four days in the Square Mile* is a programme planned to take place over the weekend of 21 - 24 June 2012. These four days aim to bring together partners from the City's churches and Livery Companies and from all parts of the art, retail, heritage and leisure sectors and are planned to be a major celebration of all

things City, with buildings across the Square Mile including venues, churches, livery halls and attractions opening their doors to the public. There will also be events and activities and it is planned that the celebrations should culminate with an 'open day' on Cheapside. Highlights are expected to include a number of exhibitions celebrating the riches of the City and its institutions, including *Butcher, Baker, Candlestick-Maker - 850 Years of London Livery Companies* at Guildhall Art Gallery, gold art and artifacts at Goldsmiths' Hall and an installation showcasing the history of gold at the Bank of England. Both the Museum of London and the Barbican have a series of events planned to coincide and augment the four days of activities, including major projects such as *Our Londinium 2012* which is part of the London 2012 Festival.

To mark the event, it is **recommended** that guests including Livery Masters, Church Representatives, senior representatives of corporate partner organisations, press, members of the 2012 Sub-Committee and the Culture, Heritage and Libraries Committee, in addition to Members and officers with relevant interests, be invited to attend a reception on Thursday, 21 June 2012 immediately prior to the launch ceremony of the *Celebrate the City* weekend; it being referred to this Committee to make the necessary arrangements out of City's Cash within the approved cost parameters.

Read and agreed to.

Declaration of Interest

Deputy Doug Barrow and Alderman Jeffrey Evans declared a personal and prejudicial interest in the following item and they left the meeting during its consideration.

**(I) City Maritime Dinner**

The Port of London and the River Thames have always been at the heart of Britain's commerce and industry and since Roman times the port has been a driving force in the growth of London's commercial institutions. Today, the City of London is a major hub for the maritime sector with approximately 4,000 firms in and around London alone and it is estimated that the sector contributes £1.5 billion to the UK's GDP, as well supporting 64,000 jobs directly and indirectly in 2009.

The City Corporation enjoys strong links with the sector, having supported the collective interest of the maritime sector in various ways including the commissioning of research and lobbying HM Government for appropriate infrastructure provision for the new "London Gateway" container port being built by Dubai interests; each Lord Mayor is, ex officio, the Admiral of the Port of London and the City has major responsibilities as the Port Health Authority; and representatives of the sector have accompanied the Lord Mayor on overseas business visits, most recently to Turkey, India, China and the Gulf, promoting the UK's capacity to deliver maritime services including the development of port capacity.

Given these links and to help demonstrate the City's message of support for the Government's focus on international trade and investment as a generator of recovery and growth, it is **recommended** that a number of Government Ministers and officials, representatives from Embassies and High Commissions, senior City business practitioners including representatives from the maritime sector and the supporting services, and major 'customers' of the industry, including oil and gas producers along with bulk ore and grain shippers, be invited to attend a dinner in on a date to be



arranged in Winter 2012 to publicly acknowledge the importance of the maritime sector; it being referred to this Committee to make the necessary arrangements out of City's Cash within the approved cost parameters.

Read and agreed to.

The Members returned to the room.

**(J) Armed Forces Flag Day**

The annual Armed Forces Flag Day ushers in a week of activities across the nation to raise public awareness of the contribution made by those currently serving in Her Majesty's Armed Forces. This year's 4<sup>th</sup> annual Armed Forces Flag Day raising will be held on Monday, 25<sup>th</sup> June 2012. To mark this occasion, and in line with the established precedent of the City supporting the Armed Forces, we propose that the City of London Corporation hosts a flag raising in Guildhall Yard during the afternoon, followed by light refreshments in the Crypts. As in previous years, a brief overview of current service operations will take place in the Livery Hall to conclude the event.

It is anticipated that this event will provide the opportunity for the City to show its support for the Armed Forces, whilst raising awareness of the contribution made to our country by those who are currently serving, as well as cadets and veterans. It is accordingly **recommended** that guests including serving and retired military personnel, cadets, City residents who are veterans, Masters and Clerks of Livery Companies, school children from the City's Schools, and members of the general public be invited to attend; it being referred to this Committee to make the arrangements out of City's Cash within the approved cost parameters.

Read and agreed to.

**(K) Early Evening Reception to launch the City's 2012 Cultural Offering Programme**

As part of the City's preparations for the Olympic and Paralympic Games in 2012 and to highlight the City of London Corporation's contribution to the Games and London's cultural programme for the year, a programme of events taking place in the City during 2012 has been compiled, celebrating in particular the new lighting scheme at Tower Bridge, the re-opening of Golden Lane Leisure Centre, Open Spaces' *Green to Gold* programme and *Celebrate the City* (the City's focal event for its cultural calendar in 2012) and the cultural calendar more generally.

To showcase the proposed cultural programme, it is accordingly **recommended** that participants in "*Celebrate the City*", representatives from the Department of Culture, Media and Sport, LOCOG, the Cultural Olympiad Board, the IPC, GLA, Visit London, Visit Britain, tourist agencies, neighbouring boroughs, corporate partner organisations, foreign and British press, Livery Companies, Cultural Attaches, members of the 2012 Sub-Committee and the Culture, Heritage and Libraries Committee, in addition to Members and officers with relevant interests, be invited to attend a reception designed to raise the profile of the events and help to focus attention on the City's offerings on Thursday 19 April 2012; it being referred to this Committee to make the necessary arrangements from City's Cash within the approved cost parameters.

Read and agreed to.

**(L) The City of London Corporation and the London Living Wage**

The London Living Wage is gaining increasing support from public bodies, politicians and major companies and the City Corporation needs to review its position accordingly. Various legal, financial and reputational issues need to be considered in relation to this before deciding on a way forward. The matter has been given a great deal of consideration by various Committees and we submit a printed and circulated report thereon, which we **recommend** for your approval.

Read and agreed to.

**ESTABLISHMENT COMMITTEE**  
**(Dr. Peter Hardwick QHP)**

16 February 2012

**Draft Pay Policy Statement**

The Localism Act 2011 requires the City of London Corporation to prepare and publish a Pay Policy Statement setting out its approach to pay for the most senior and junior members of staff. This must be agreed by the full Court of Common Council.

A draft pay policy statement, which has been separately circulated has been approved by both the Establishment and the Policy and Resources Committees and, with your agreement, will be published by 31<sup>st</sup> March 2012.

We have considered how best to implement this and we submit a printed and circulated report thereon **recommending** that a) the Court agree the separately circulated draft Pay Policy Statement to ensure that the City Corporation meets its requirements under the Localism Act 2011 and b) the Court also agree that your Establishment Committee be authorised to vote before salary packages of £100,000 or more are offered in respect of new appointments to existing posts, with us bringing any proposed salary packages over £100,000 for new appointments to this Court for approval.

Read and agreed to.

**City's Cash Committees - Reports**

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**(Deputy John Bennett)**

30 January 2012

**Chairmanship of the Board of Governors of the City of London Freeman's School**

The Chairman is due to complete his third year in office this April. It is fair to say that our expectation had been that the Deputy Chairman would succeed to the Chairmanship after then, but in the event he was elected as Chairman of your Finance Committee.

The Chairmanship of the Board requires a high degree of commitment, not just in the

Board meetings and meetings of sub committees, but in supporting the School in its activities down in Surrey. That can take a bit of planning around other work commitments and when we discussed the matter we were of the unanimous view that it would be helpful for the Standing Order that limits a Chairman's term to three years to be suspended to enable our current Chairman to be elected for a fourth term if we wish, to give a successor sufficient time to prepare. This would have the added advantages of providing continuity at a key time for the School during the first construction phase of the Master Plan and in light of a full inspection of the School in the next academic year, when governance arrangements are examined in detail.

This is an unusual request and because it involves the Corporation's governance arrangements, we took the issue to your Policy and Resources Committee and they support the matter coming before the Court as it is only the Court that can suspend the Standing Order to enable us to exercise the preference for electing our Chairman for a fourth term.

We would welcome the Court's support; it will give us the flexibility we need to do what is referred to as 'succession planning' and, accordingly, we **recommend** that Standing Order No. 29(2) be suspended for the purpose of your Board's election of a Chairman for the year 2012/13.

Read and agreed to.

## **Rates Committees - Reports**

### **PORT HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE (John Tomlinson BA MSC)**

#### **Delegation of Powers to Officers**

In December 2011, the Court approved a number of revisions to the delegations to Officers which were required largely as a result of the transfer of functions between departments. Since then, it has become clear that there are some amendments or deletions to the list of delegations to the Director and Officers of the Port Health and Public Protection Division of the Department of Markets and Consumer Protection and the opportunity can also be taken to delete reference to delegations that are no longer required as the legislation has changed in some way.

The delegations sought will help with a wide range of enforcement powers in the areas of Environmental Health, Trading Standards, Animal Health and Port Health as detailed in a separately printed and circulated report, and we therefore **recommend** approval thereof.

Read and agreed to.

**POLICE COMMITTEE**  
**(Simon D'Olier Duckworth MA DL)**

27 January 2012

**Policing Governance**

Arrangements have been put in place by the Government to replace police authorities in England and Wales with directly elected Police and Crime Commissioners (PCCs). Whilst the new arrangements elsewhere do not apply to the City, we have looked to strengthen the City Corporation's existing governance structures in the light of the national reforms taking place and to recognise the increasing demands in our policing activity. We have also looked to provide a greater emphasis on the Chairman's position to reflect national changes in a way that is consistent with the City's overall governance arrangements and given a greater focus on the Force's national responsibilities, particularly economic crime, through the creation of a dedicated Board. There is also a proposal to reduce the size of the Police Committee.

A printed and circulated report has been prepared which sets out a summary of the reforms and our proposals in response to them.

Read and agreed to.

Regan, R.D.,  
 Deputy  
 Chadwick,  
 R.A.H

*Resolved* - That the public be excluded from the meeting for the four items of business concerning a luncheon in honour of HRH The Duke of York following his Freedom of the City of London, the revised outline arrangement with E.ON and Citigen, proposals relating to 100 Cheapside; and the Highways Repairs and Maintenance Term Contract Tender on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act, 1972.

**Summary of exempt items considered whilst the public were excluded**

The Court:-

- A) received action taken under urgency procedures on behalf of the Court approving a luncheon in honour of HRH The Duke of York following his Freedom of the City of London;
- B) agreed recommendations of the Policy and Resources Committee on the revised outline arrangement with E.ON and Citigen;
- C) received action taken under urgency procedures relative to proposals relating to 100 Cheapside; and
- D) agreed recommendations of the Planning and Transportation Committee on the Highways Repairs and Maintenance Term Contract Tender

**DUFFIELD**

**The meeting commenced at 1 p.m. and ended at 2.25pm.**



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## List of Applications for the Freedom

*To be presented on Thursday, 19th April, 2012*

*To the Right Honourable The Lord Mayor, Aldermen and Commons of  
the City of London in Common Council assembled.*

Set out below is the Chamberlain's list of applicants for the Freedom of the City together with the names, etc. of those nominating them.

<b>Jonathan Bruce Skerrett</b> <i>Oliver Arthur Wynlayne Lodge, TD David James Thompson, CC</i>	a Recruitment Consultant <i>Citizen and Pewterer Citizen and Wax Chandler</i>	Southfields, Wandsworth
<b>Anis Rahman, OBE</b> <i>Viscount Henry Lyttelton Alexander Hood Hugh Christopher Emlyn Harris</i>	a Barrister <i>Citizen and Grocer Citizen and Turner</i>	Harrow
<b>Ian Christopher Dyson</b> <i>Susan Carol Langley Graham John White</i>	a City of London Police Officer <i>Citizen and Insurer Citizen and Upholder</i>	Southfields, Merton
<b>Geoffrey John David O'Neill</b> <i>Robin Edward Furber Michael John William Piercy</i>	a Local Government Officer, retired <i>Citizen and Pewterer Citizen and Pewterer</i>	Gosport, Hampshire
<b>Christine Helen Margaret O'Neill</b> <i>Robin Edward Furber Michael John William Piercy</i>	a Retirement Complex Manager <i>Citizen and Pewterer Citizen and Pewterer</i>	Gosport, Hampshire
<b>Phyllis Ethel Bujak</b> <i>Andrew Charles Parmley, Ald. Roger Gifford, Ald.</i>	a Secretary, retired <i>Citizen and Musician Citizen and Musician</i>	Grantham, Lincolnshire
<b>Albert Edward Mansell</b> <i>Michael Peter Cawston Timothy James Callow</i>	a Heavy Goods Vehicle Driver <i>Citizen and Tyler and Bricklayer Citizen and Security Professional</i>	Hounslow, Middlesex
<b>John William Draper</b> <i>Bryan Olive Cherry Patricia Kirkwood- Martin</i>	a Clerk in Holy Orders <i>Citizen and Carman Citizen and Carman</i>	Gosport, Hampshire
<b>Caroline Anne Elizabeth Draper</b> <i>Bryan Olive Cherry Patricia Kirkwood- Martin</i>	a Publican <i>Citizen and Carman Citizen and Carman</i>	Gosport, Hampshire
<b>Ian Hynd Mackay</b> <i>Anthony John Skinner Michael Ronald Newman</i>	a Police Officer <i>Citizen and Firefighter Citizen and Firefighter</i>	Larbert, Stirlingshire

<b>Michael John Borrott</b>	a Management Accountant	Newbury Park, Ilford, Redbridge
<i>Stanley Brown, QGM, TD</i> <i>Graham John Peacock</i>	<i>Citizen and Loriner</i> <i>Citizen and Loriner</i>	
<b>Nancy Jane Pound</b>	a Business Liaison Manager	Archway, Islington
<i>Peter Gordon Bennett</i> <i>Jeremy Fern, TD</i>	<i>Citizen and Chartered Surveyor</i> <i>Citizen and Farrier</i>	
<b>Rosemary Hayward</b>	a Speech and Language Therapist, retired	Woodbridge, Suffolk
<i>Robin Anthony Eve, OBE,</i> <i>Deputy</i> <i>Jeffrey Richard Evans, Ald.</i>	<i>Citizen and Chartered Secretary and</i> <i>Administrator</i> <i>Citizen and Shipwright</i>	
<b>Lesley Jane Dunford</b>	a Registrar	Farnham, Surrey
<i>William Loach</i> <i>Alan Frederick Stroud</i>	<i>Citizen and Glover</i> <i>Citizen and Carman</i>	
<b>David Iain Leggett</b>	a Funeral Director, retired	Lower Bourne, Farnham, Surrey
<i>William Loach</i> <i>Alan Frederick Stroud</i>	<i>Citizen and Glover</i> <i>Citizen and Carman</i>	
<b>Valerie Ann Leggett</b>	a Married Woman	Lower Bourne, Farnham, Surrey
<i>William Loach</i> <i>Alan Frederick Stroud</i>	<i>Citizen and Glover</i> <i>Citizen and Carman</i>	
<b>Janice Maureen Robinson</b>	a Kitchen Supervisor	Wormley, Surrey
<i>Peter Kenneth Estlin</i> <i>Gordon Warwick Haines, Ald.</i>	<i>Citizen and International Banker</i> <i>Citizen and Needlemaker</i>	
<b>Simon Karl Edwards</b>	a Programme Manager	North Weald, Essex
<i>John Alfred Barker, OBE,</i> <i>Deputy</i> <i>Margaret Winifred Minshull-</i> <i>Fogg</i>	<i>Citizen and Basketmaker</i> <i>Citizen and Glover</i>	
<b>Ralph Silverman</b>	a Head teacher	Walthamstow, Waltham Forest
<i>John Alfred Barker, OBE,</i> <i>Deputy</i> <i>Margaret Winifred Minshull-</i> <i>Fogg</i>	<i>Citizen and Basketmaker</i> <i>Citizen and Glover</i>	
<b>Wayne John Kennedy Taylor</b>	a Chartered Accountant	Southborough, Kent
<i>Donald Howard Coombe,</i> <i>MBE</i> <i>David Peter Coombe</i>	<i>Citizen and Poulter</i> <i>Citizen and Poulter</i>	
<b>Tracey Jane Taylor</b>	a Recycling Company Director	Lingfield, Surrey
<i>Dennis Taylor</i>  <i>David Raymond Church</i>	<i>Citizen and Stationer and Newspaper</i> <i>Maker</i> <i>Citizen and Fueller</i>	
<b>Laurence David Fishlock</b>	a Sales Manager	Dormansland, Lingfield, Surrey
<i>Roger Keith Mallindine</i> <i>John Alexander Smail</i>	<i>Citizen and Distiller</i> <i>Citizen and Distiller</i>	
<b>Neil Alistair Smith</b>	a Metropolitan Police Officer, retired	Swanley, Kent
<i>Stanley Brown, QGM, TD</i> <i>Michael Richard Adkins</i>	<i>Citizen and Loriner</i> <i>Citizen and Water Conservator</i>	
<b>Gregory Thomas Frank Dillon</b>	a Brand and Business Strategist	Ealing
<i>John Alexander Smail</i> <i>John Donald Lunn</i>	<i>Citizen and Distiller</i> <i>Citizen and Fan Maker</i>	
<b>Peter Philip James Smith</b>	a Transport and Purchasing Manager, retired	Kingston Bagpuize, Oxfordshire
<i>John Donald Lunn</i> <i>John Alexander Smail</i>	<i>Citizen and Fan Maker</i> <i>Citizen and Distiller</i>	



<b>Janet Mary St.John-Austen</b> <i>Henry Llewellyn Michael Jones, Deputy Nicholas Cressey</i>	a Financial Controller, retired <i>Citizen and Common Councilman Citizen and Common Councilman</i>	Hampstead, Camden
<b>Neil Alexander John Perriton</b> <i>Barry John Frederick Theobald-Hicks Mervyn Doreen Redding</i>	a Territorial Army Officer <i>Citizen and Scrivener Citizen and Basketmaker</i>	Horsham, Sussex
<b>Victoria Linette Wilkinson-Graham</b> <i>Laurence Wilkinson Ronald George Tolley</i>	a Head of Library and Research <i>Citizen and Baker Citizen and Baker</i>	Shenfield, Essex
<b>Christian Richard Spencer Turpin</b> <i>Christopher Douglas Magee Robert Heathfield</i>	an Investment Management Company Director <i>Citizen and Constructor Citizen and Constructor</i>	Reigate, Surrey
<b>Andrew Cameron</b>  <i>John Alfred Barker, OBE, Deputy Margaret Winifred Minshull-Fogg</i>	a Recruitment Consultant <i>Citizen and Basketmaker Citizen and Glover</i>	Moor Park, Rickmansworth, Hertfordshire
<b>Peter Brayshaw</b>  <i>Anthony Ben Charlwood Peter Francis Yarker</i>	a Local Government Officer, retired <i>Citizen and Basketmaker Citizen and Basketmaker</i>	Camden
<b>William John Hogg</b>  <i>John Wallace Mitchell Richard Eaglesfield Floyd</i>	an Environmental Company Director <i>Citizen and Chartered Accountant Citizen and Basketmaker</i>	Snodland, Kent
<b>Keith Harrison</b>  <i>Michael Peter Cawston Timothy James Callow</i>	a City of London Police Officer, retired <i>Citizen and Tyler and Bricklayer Citizen and Security Professional</i>	Halstead, Sevenoaks, Kent
<b>Stephen Clark Jarvis</b> <i>Roger Arthur Holden Chadwick, CC Gerald Albert George Pulman, JP, Deputy</i>	an Architect <i>Citizen and Bowyer Citizen and Basketmaker</i>	Sutton
<b>Preston Victor Bartlett</b> <i>Roger Arthur Holden Chadwick, CC Gerald Albert George Pulman, JP, Deputy</i>	a Building Company Director <i>Citizen and Bowyer Citizen and Basketmaker</i>	Sutton
<b>Claudio Chiste</b> <i>Roger Antony Prentis Valerie Anne Boakes</i>	a Financier <i>Citizen and Arbitrator Citizen and Marketor</i>	Wimbledon, Merton
<b>Susan Mary Higgins</b> <i>Martin James Higgins Maurice Douglas Cocking</i>	a Magistrate <i>Citizen and Tallow Chandler Citizen and Tallow Chandler</i>	Woodford Green, Redbridge
<b>Nadje Carol Butler</b>  <i>John Gavin Peter Drake</i>	a Telecommunications Account Director <i>Citizen and Information Technologist Citizen and Information Technologist</i>	Gants Hill, Ilford, Redbridge
<b>Cariss Hamilton</b> <i>John Wallace Mitchell Ian Wilson Tough</i>	a Barrister <i>Citizen and Chartered Accountant Citizen and World Trader</i>	Lambeth
<b>Robert Ian Mackinnon</b> <i>Rodney David Van Tienen Glenn Anthony Fuller</i>	a Civil Servant, retired <i>Citizen and Glazier Citizen and Fan Maker</i>	Pevensey Bay, Sussex
<b>Oliver James Quentin Brown</b> <i>Roger Keith Mallindine John Alexander Smail</i>	an Hotelier <i>Citizen and Distiller Citizen and Distiller</i>	Hampton, Richmond upon Thames

<b>Helen Lucy Howes</b> <i>John Donald Lunn</i> <i>Anthony John Keith</i> <i>Woodhead</i>	a Teacher, retired <i>Citizen and Fan Maker</i> <i>Citizen and Tax Adviser</i>	Emsworth, Hampshire
<b>Malcolm Trevor Brown</b> <i>Lynette Ann Stone, CBE</i> <i>Jonathan Mark Campbell</i> <i>Rawlings</i>	a Chartered Accountant <i>Citizen and Needle-maker</i> <i>Citizen and Joiner</i>	Wimbledon, Merton
<b>Helen Blanche Fenia Johnson</b> <i>Ethel Doreen Blythe</i> <i>Paul Peter Playle</i>	a Sales and Marketing Consultant, retired <i>Citizen and Marketor</i> <i>Citizen and Hackney Carriage Driver</i>	Leytonstone, Waltham Forest
<b>Gareth Wyn Davies</b> <i>Evelyn Green</i> <i>Bryan Green</i>	a Metropolitan Police Officer <i>Citizen and Glover</i> <i>Citizen and Glover</i>	Kennington, Lambeth
<b>Denise Pauline Green</b> <i>Bryan Green</i> <i>Alan Edward Scriven</i>	a Communications Supervisor <i>Citizen and Glover</i> <i>Citizen and Pavior</i>	Hornchurch, Havering
<b>Mark Adrian Clarke</b> <i>Sophie Anne Fernandes, CC</i> <i>Charles Edward Lord, OBE, JP, Deputy</i>	a Management Consultant <i>Citizen and Common Councilman</i> <i>Citizen and Fletcher</i>	Tooting, Wandsworth
<b>Raphael Poluck</b> <i>Kevin Malcolm Everett, CC</i> <i>Marianne Bernadette</i> <i>Fredericks, CC</i>	a Newsagent, retired <i>Citizen and Fletcher</i> <i>Citizen and Baker</i>	Buckhurst Hill, Essex
<b>Peter Henderson</b>  <i>Yasha Beresiner</i> <i>James George Williams</i>	an Information Communications Technology Manager <i>Citizen and Maker of Playing Cards</i> <i>Citizen and Builders Merchant</i>	Surbiton, Surrey
<b>Bert Frederick Joseph Abel</b> <i>Gerald David Hill</i>  <i>Alistair Martin Hill</i>	a Chartered Secretary  <i>Citizen and Stationer and Newspaper Maker</i> <i>Citizen and Stationer and Newspaper Maker</i>	Thamesmead, Greenwich
<b>Peter Michael Robinson</b> <i>John Wallace Mitchell</i> <i>Colin Robert Woodcock, MBE</i>	a Laboratory Technician <i>Citizen and Chartered Accountant</i> <i>Citizen and Security Professional</i>	Belvedere, Kent
<b>Shane Redmond, OBE</b>  <i>John Wallace Mitchell</i> <i>Colin Robert Woodcock, MBE</i>	a Royal Fleet Auxiliary Officer, retired <i>Citizen and Chartered Accountant</i> <i>Citizen and Security Professional</i>	Rye, Sussex
<b>Christine Jessica Legg</b> <i>Anthony David Braithwaite, OBE, RD</i> <i>Malcolm Alastair Craig</i>	a Lloyds Insurance Broker <i>Citizen and Master Mariner</i>  <i>Citizen and Gold and Silver Wyre Drawer</i>	Blackheath, Greenwich
<b>John Kenneth Eden</b> <i>Peter York Bartlett</i> <i>Malcolm Alastair Campbell</i>	a Compliance Manager <i>Citizen and Fruiterer</i> <i>Citizen and Woolman</i>	Scaynes Hill, Sussex
<b>James Stanley Lawmon</b>  <i>Philip Splett</i> <i>John Alexander Smail</i>	a Builders Merchants Branch Manager, retired <i>Citizen and Butcher</i> <i>Citizen and Distiller</i>	Wickford, Essex
<b>The Rt Hon The Lord John Dunn Laird of Artigarvan</b> <i>Roger Antony Prentis</i> <i>Derek Edward Dowling</i> <i>Prentis, MBE</i>	a Peer of the Realm  <i>Citizen and Arbitrator</i> <i>Citizen and Arbitrator</i>	Belfast

<b>Gloria Mayes</b> <i>William Herbert Bentley Roger John Smith</i>	a Catering Consultancy Director, retired <i>Citizen and Vintner Citizen and Coachmaker and Coach Harness Maker</i>	Wargrave, Berkshire
<b>Christopher Anthony Marnes Mayes</b> <i>William Herbert Bentley Roger John Smith</i>	a Financial Adviser  <i>Citizen and Vintner Citizen and Coachmaker and Coach Harness Maker</i>	Bracknell, Berkshire
<b>Commodore Bruce William Belliveau</b> <i>Neil Frederick Purcell Hugh Edward Toby Oddie</i>	a Royal Canadian Naval Officer  <i>Citizen and Painter Stainer Citizen and Feltmaker</i>	Richmond Hill, Ontario, Canada
<b>Anne Cavelle Belliveau</b>  <i>Neil Frederick Purcell Hugh Edward Toby Oddie</i>	a Married Woman  <i>Citizen and Painter Stainer Citizen and Feltmaker</i>	Richmond Hill, Ontario, Canada
<b>Derek John Robinson</b> <i>John Vincent Lawer, QC Neil Frederick Purcell</i>	a Management Consultant, retired <i>Citizen and Upholder Citizen and Painter Stainer</i>	Thornhill, Ontario, Canada
<b>Mark Stephen Mills</b> <i>Michael Peter Cawston Timothy James Callow</i>	a Police Officer <i>Citizen and Tyler and Bricklayer Citizen and Security Professional</i>	Leatherhead, Surrey
<b>Sir Stirling Craufurd Moss, Kt., OBE</b> <i>Thomas Richard Sermon Stephen Clark, TD</i>	a Motor Racing Company Director, retired <i>Citizen and Wheelwright Citizen and Wheelwright</i>	Westminster
<b>Nicola Mary Blay Miller</b> <i>Jeffrey Richard Evans, Ald. Alan Robert William Marsh</i>	a Livery Company Assistant Clerk <i>Citizen and Shipwright Citizen and Shipwright</i>	West Ashling, Sussex
<b>Mark John Lascelles</b> <i>Angus Stuart Macpherson Lucy Fiona Walsh Waring</i>	a Headmaster <i>Citizen and Spectaclemaker Citizen and Mercer</i>	West Lavington, Wiltshire
<b>Bernadene Mona Smith</b> <i>Stephen Christopher Neville Richard Gordon Monk</i>	a Facilities Manager <i>Citizen and Firefighter Citizen and Security Professional</i>	Edmonton, Enfield
<b>Stuart John Barnsdall</b> <i>Edward Bernard Middleton Charles Cox</i>	a Chartered Accountant <i>Citizen and Spectacle Maker Citizen and Gardener</i>	Wimbledon, Merton
<b>Dennis Roy Stone</b>  <i>Joanna Elizabeth Thomas Joseph Anthony Leach</i>	a Plumbing and Heating Company Director <i>Citizen and Glass Seller Citizen and Poulter</i>	Wanstead, Redbridge
<b>Christopher Michael Guy Cummins</b> <i>Stephen Lawrence Purdy Thomas George Sharpe</i>	a Civil Servant, retired  <i>Citizen and Painter Stainer Citizen and Carman</i>	Snaresbrook, Redbridge
<b>Brian Charles Cobb</b> <i>Ian Wilson Tough Paul Butler</i>	a Book Keeper, retired <i>Citizen and World Trader Citizen and Framework Knitter</i>	Wilmington, Kent
<b>Daniel Robert Hamilton</b> <i>Alexander John Cameron Deane Matthew Richardson, CC</i>	a Government Affairs Consultant <i>Citizen and Common Councilman  Citizen and Common Councilman</i>	Lambeth
<b>James Duncan Church-Morley</b> <i>David Raymond Church Dennis Taylor</i>	an Accountant  <i>Citizen and Fueller Citizen and Stationer and Newspaper Maker</i>	Cheam, Sutton
<b>Patricia Tapsell</b> <i>Jeffrey Richard Evans, Ald. Juliet Evans</i>	a Tour Manager, retired <i>Citizen and Shipwright Citizen and Gardener</i>	St. Johns Wood, Camden

<b>Alexander Maximillian Reut-Hobbs</b>	a Student	Mill Hill, Barnet
<i>Alan Roy Willis</i>	<i>Citizen and Baker</i>	
<i>Paul Leonard Wickham</i>	<i>Citizen and Baker</i>	
<b>Rikesh Shah</b>	a Chartered Accountant	Redhill, Surrey
<i>Vivienne Littlechild, CC</i>	<i>Citizen and Common Councilman</i>	
<i>Nigel Kenneth Challis, CC</i>	<i>Citizen and Common Councilman</i>	
<b>Trevor Charles Barrett</b>	a Plumber	Dartford
<i>Peter Bernard Hardwick, QHP, CC</i>	<i>Citizen and Barber</i>	
<i>John Alfred Barker, OBE, Deputy</i>	<i>Citizen and Basketmaker</i>	
<b>David John Palmer</b>	a Judge's Clerk	Buckhurst Hill, Essex
<i>Michael Louis Bradley</i>	<i>Citizen and Musician</i>	
<i>Andrew Charles Parmley, Ald.</i>	<i>Citizen and Musician</i>	
<b>Nestor Armando Alfonzo Santamaria</b>	a Contingency Planning Officer	Camden
<i>David Cannell</i>	<i>Citizen and Hackney Carriage Driver</i>	
<i>Graham Woodhouse</i>	<i>Citizen and Hackney Carriage Driver</i>	
<b>Joanne Kathleen Rowling, OBE</b>	a Writer	Edinburgh
<i>The Rt. Hon The Lord Mayor</i>		
<i>Wendy Mead, Deputy, Sheriff</i>	<i>Citizen and Glover</i>	
<b>Rodney Charles Maytum</b>	a Civil Engineer Contracts Manager, retired	Deal, Kent
<i>Catherine Sidony McGuinness, Deputy</i>	<i>Citizen and Solicitor</i>	
<i>Wendy Mead, Deputy, Sheriff</i>	<i>Citizen and Glover</i>	



## Resolutions from the Annual Wardmotes

*To be presented on Thursday, 19<sup>th</sup> April 2012*

*To the Right Honourable The Lord Mayor, Aldermen and  
Commons of the City of London in Common Council  
assembled.*

The Resolutions from the Annual Wardmotes are set out below for the consideration of the Court:-

### **From the Ward of Aldersgate**

To review the traffic lights at the Aldersgate Street/Beech Street junction as regards the safety of pedestrians in the light of traffic light phasing, timing and the resulting traffic flow and the effect it appears to have had on undisciplined cyclists.

### **From the Ward of Castle Baynard**

Noting the frequent delays caused by the tail back of traffic from the pedestrian crossing in front of St Paul's, and the resulting increased pollution, the voters of the Ward of Castle Baynard request the City of London Corporation to install a temporary traffic light controlled crossing for a six month trial period to test whether this would overcome this long-standing problem.

### **From the Ward of Cheap**

That once again great concern be expressed at the serious lack of Post Offices within the Ward of Cheap and within the City generally. The Corporation is strongly urged to continue its efforts to ensure that adequate Post Office facilities are provided throughout the City (possibly by using s106 monies to fund a ground floor facility, for example).

### **From the Ward of Cripplegate, Within and Without**

Since the recent testing and remedial works to the concrete in the three Barbican Tower Blocks relate to structural matters, Barbican residents take the view that the costs for these works should be borne by the Landlord i.e. the City of London Corporation and not Long Lessees of the Barbican Estate. Does the Corporation not agree that this is a reasonable and correct assumption of Barbican residents? On what basis does the Corporation arrive at a different conclusion to residents and furthermore, what provision of the lease would justify charging Long Lessees for these works?

### **From the Ward of Farringdon Within**

Concern was expressed about the apparent lack of co-ordination in and the frequency of the carrying out of road works and the length of time that it takes to redesign and reconstruct roads in the Ward and the City all of which cause substantial difficulties to all road users in the Ward. The City of London Corporation is requested to review again what steps could be taken to reduce the considerable inconvenience to all road users of the incidence of road works in the Ward in particular and the City in general.

### **From the Ward of Portsoken**

- (i) That the Community and Children's Services Committee be thanked for their support for the provision of healthcare in the Ward of Portsoken which is much needed.
- (ii) The Wardmote expressed its concern at the level of council tax being borne by residents in the City of London and **RESOLVED** that the City of London Corporation officers be asked to review the level and the scope for its reduction.

*(n.b. If resolutions from other Wards are received subsequent to this report, they will be reported to the next available Court but the issues raised will be referred to the relevant Committee(s) for consideration without delay)*

# Agenda Item 8

For use at the Previous Meeting on Wednesday, 18<sup>th</sup> April, 2012  
and the Court of Common Council on Thursday, 19<sup>th</sup> April, 2012

2012/13

## APPOINTMENT OF MEMBERS ON COMMITTEES

1. The format of this paper shows the constitution of each Committee, followed by the proposed membership and, lastly, its terms of reference.
2. Against the names of Common Councilmen are one or more numbers. A number shown *without brackets* reflects the total number of years that a Member has served on the Committee since first elected to the Court, including 2012/13. Numbers *in brackets* apply only to Committees for which the Court makes an appointment for a four year period, and indicate which year of the period that Member is entering in 2012. (In the case of the Board of Governors of the Guildhall School of Music & Drama and the Barbican Centre Board, appointments are for a three year period).

### **Nominations**

3. Nominations for appointments on Ward Committees have been submitted in accordance with Standing Order No. 23(5).
4. Where a Ward chooses not to make a nomination to a Ward Committee or pair with another Ward, the vacancy shall be advertised to all Members and, on the basis of the nominations received, the appointment made by the Court.
5. Where a vacancy exists on a Ward Committee, an interim ward pairing option may be exercised (in accordance with the agreed ward pairing arrangements) until the replacement ward representative is agreed subsequent to the election of a new Common Councilman for the Ward.

### **Compliance with Standing Orders**

6. Each Committee or Board, in carrying out the functions and responsibilities delegated to it by the Court of Common Council, shall do so in compliance with the City Corporation's Standing Orders, Financial Regulations and such other requirements as the City Corporation may determine. This includes Committees or Boards with different constitutional arrangements and/or extended delegations, such as the Board of Governors of the Guildhall School of Music & Drama (which operates under a separate Instrument and Articles of Government in accordance with section 29 of the Further and Higher Education Act 1992) and the Police Committee (which has vested in it the powers and duties of the Court of Common Council as Police Authority for the City of London by virtue of the City of London Police Act 1839, together with other relevant legislation, save the appointment of the Commissioner of Police).

### **Terms of Reference and Delegation**

7. The Court of Common Council may discharge its functions and responsibilities through delegation to the several committees and through delegation to officers, in accordance with the Framework for Accountability and Delegation (agreed by the Court in January 2005).

8. Committees have delegated authority to discharge their functions as set out in their terms of reference and in accordance with Standing Orders.

9. Lands and/or property in the purview of committees shall be managed and maintained by the relevant committee.

10. Committees may also choose to delegate the exercise of their functions to sub-committees and to officers.

### **Matters of Policy and/or Strategic Importance**

11. The creation of a new, or the amendment of an existing, corporate or strategic policy, or other matters of corporate or strategic importance, should be referred by committees to the Policy & Resources Committee for consideration prior to the matter being referred, as necessary, to the Court of Common Council.

### **Chief Commoner – Attendance at Committee Meetings**

12. The Chief Commoner shall have the ability to attend any City Corporation Committee meeting and to speak at such meetings.

### **Matters of Dispute**

13. The Policy & Resources Committee shall attempt to resolve matters of dispute between individual committees, reporting as necessary to the Court of Common Council.

### **General**

14. For ease of reference only, the Committees have been grouped by function.



## POLICY & RESOURCES COMMITTEE

### 1. Constitution

A Non-Ward Committee consisting of,

- four Aldermen nominated by the Court of Aldermen
- 20 Members elected by the Court of Common Council, at least four of whom shall have fewer than 10 years' service on the Court, and two of whom shall be residents (NB. these categories are not exclusive ie. one Member can fulfil both criteria)
- the following ex-officio Members:-
  - The Right Honourable the Lord Mayor for the time being
  - The Chief Commoner (who will chair any Sub-Committees regarding Hospitality and Privileges)
  - such Members of the Court of Common Council as have seats in Parliament
  - the Chairmen of the following Committees:-
    - Finance
    - Planning & Transportation
    - Port Health & Environmental Services
    - Police
    - Community & Children's Services
    - Establishment
    - Barbican Centre
    - Investment
    - Culture, Heritage and Libraries
  - The Deputy Chairmen of the Finance and Investment Committees

### 2. Quorum

The quorum consists of any nine Members.

### 3. Membership 2012/13

#### ALDERMEN

- 9 Sir David Howard, Bt., M.A., D.Sc.
- 2 Sir David Lewis, M.A.(Oxon), D.L.
- 2 Roger Gifford
- 2 Fiona Woolf, C.B.E.

#### COMMONERS

- 12 (4) Kenneth Edwin Ayers, M.B.E., Deputy
- 14 (4) Stuart John Fraser
- 4 (4) Charles Edward Lord, O.B.E., J.P., Deputy
- 26 (4) Joyce Carruthers Nash, O.B.E., Deputy
- 18 (4) Sir Michael Snyder, Deputy
- 3 (3) John Alfred Bennett, Deputy
- 12 (3) Jeremy Paul Mayhew, M.A., M.B.A.
- 10 (3) Wendy Mead, Deputy and Sheriff
- 3 (3) James Richard Tumbridge
- 2 (2) Hugh Fenton Morris, *for three years*
- 2 (2) Douglas Barrow, Deputy
- 6 (2) Mark John Boleat
- 11 (2) George Marr Flemington Gillon
- 6 (2) Stephen Douglas Quilter, B.Sc.(Hons.)
- 2 (2) Michael Welbank, Deputy

together with the ex-officio Members referred to in paragraph 1 above and five Members to be elected this day.

#### 4. Terms of Reference

To be responsible for:-

##### **General**

- (a) considering matters of policy and strategic importance to the City of London Corporation including matters referred to it by other Committees and/or Chief Officers;
- (b) the review and co-ordination of the governance of the City of London Corporation including its Committees, Standing Orders and Outside Bodies Scheme, reporting as necessary to the Court of Common Council, together with the City Corporation's overall organisation and administration;
- (c) overseeing, generally, the security of the City and the City of London Corporation's security and emergency planning;
- (d) the support and promotion of the City of London as the world leader in international financial and business services and to oversee, generally, the City of London Corporation's economic development activities, communications strategy and public relations activities;
- (e) the use of the City's Armorial bearings and the Bridge Mark;
- (f) the appointment of the City Surveyor (in consultation with the Investment Committee);
- (g) general matters not otherwise expressly provided for within the terms of reference of any other Committee;
- (h) making recommendations to the Court of Common Council in respect of:
  - (i) the appointment of the Town Clerk & Chief Executive, Comptroller & City Solicitor and Remembrancer;
  - (ii) the Corporate Plan, Community Strategy, and other corporate strategies, statements or resolutions;
  - (iii) the London Boroughs Grants Scheme, of which the Court of Common Council is a levying body;
  - (iv) the promotion of legislation and, where appropriate, byelaws;

##### **Resource Allocation**

- (i) determining resource allocation in accordance with the City of London Corporation's strategic policies;

##### **Corporate Assets**

- (j) the effective and sustainable management of the City of London Corporation's operational assets to help deliver strategic priorities and service needs;

##### **Projects**

- (k) Scrutiny and oversight of the management of major projects and programmes of work, including considering all proposals for capital and supplementary revenue projects, and determining whether projects should be included in the capital and supplementary revenue programme as well as the phasing of any expenditure;

##### **Hospitality**

- (l) arrangements for the provision of hospitality on behalf of the City of London Corporation;

##### **Privileges**

- (m) Members' privileges, facilities and development;

##### **Sustainability**

- (n) strategies and initiatives in relation to sustainability, energy/water efficiency and carbon reduction;

##### **Sub-Committees**

- (o) appointing such Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-

\* Resource Allocation

Corporate Assets

Projects

† Hospitality

Members' Privileges

†Sustainability

\* The constitution of the Resource Allocation Sub Committee is set by the Court of Common Council and comprises the Chairman and Deputy Chairman of the Grand Committee, the Chairman of the General Purposes Committee of Aldermen, the Chairmen of the Finance and Establishment Committees, the Senior Alderman below the Chair and six Members appointed by the Grand Committee. In addition, in future, the composition should include past Chairmen of the Policy and Resources Committee providing that they are Members of the Committee at that time.

† The Chief Commoner shall be able to address reports and respond to matters in the Court of Common Council associated with the activities of the Working Parties or Sub Committees responsible for hospitality and Members' privileges.

## FINANCE COMMITTEE

1. **Constitution**  
A Ward Committee consisting of,
  - four Aldermen nominated by the Court of Aldermen
  - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward
  - the Chairman and Deputy Chairman of the Policy & Resources Committee (ex-officio)
  - the Chairman and Deputy Chairman of the Investment Committee (ex-officio)

2. **Quorum**  
The quorum consists of any nine Members.

3. **Membership 2012/13**

### ALDERMEN

- 1 Sir Michael David Bear
- 2 Jeffrey Richard Evans
- 1 Sir Paul Judge
- 1 Neil Graham Morgan Redcliffe

### COMMONERS

13	Jeremy Paul Mayhew, M.A., M.B.A. ....	Aldersgate
4	David James Thompson .....	Aldgate
2	Ian Christopher Norman Seaton .....	Bassishaw
4	Anthony Llewelyn-Davies .....	Billingsgate
10	Simon D'Olier Duckworth, D.L. ....	Bishopsgate
2	Wendy Marilyn Hyde .....	Bishopsgate
4	Dr Giles Robert Evelyn Shilson, Deputy .....	Bread Street
9	Brian Nicholas Harris .....	Bridge and Bridge Without
8	John George Stewart Scott, J.P. ....	Broad Street
10	Kevin Malcolm Everett D.Sc. ....	Candlewick
9	Raymond Michael Catt .....	Castle Baynard
2	Nigel Kenneth Challis .....	Castle Baynard
28	Robin Anthony Eve, O.B.E., Deputy .....	Cheap
3	Matthew Charles Richardson .....	Coleman Street
22	Sir Michael Snyder, Deputy .....	Cordwainer
4	The Revd. Stephen Decatur Haines, M.A, Deputy,.....	Cornhill
3	John Alfred Barker, O.B.E., Deputy .....	Cripplegate Within
9	John Tomlinson, B.A., M.Sc. ....	Cripplegate Without
8	James Henry George Pollard .....	Dowgate
7	Robert Charles Hughes-Penney.....	Farringdon Within
12	Anthony Noel Eskenzi, C.B.E., D.Sc., Deputy .....	Farringdon Within
7	George Christopher Abrahams .....	Farringdon Without
8	Charles Edward Lord, O.B.E., J.P., Deputy .....	Farringdon Without
8	Janet Owen, M.B.E., Deputy .....	Langbourn
7	Dennis Cotgrove, B.A., Deputy .....	Lime Street
3	Nicolas Cressey .....	Portsoken
12	Alastair John Naisbitt King, M.Sc, Deputy .....	Queenhithe
10	Roger Arthur Holden Chadwick.....	Tower
6	Tom Hoffman .....	Vintry
10	Pauline Ann Halliday, O.B.E., Deputy.....	Walbrook

together with the ex-officio Members referred to in paragraph 1.

4. **Terms of Reference**

To be responsible for:-

**Finance**

- (a) Ensuring effective arrangements are made for the proper administration of the City Corporation's financial affairs;
- (b) considering the annual budget of the several committees, to ascertain that they are within the resources allocated, are applied to the policies for which those resources were allocated and represent value for money in the achievement of those policies;
- (c) determining annually with the Resource Allocation Sub-Committee, the appropriate performance return bench marks for the City's and Bridge House Estates;
- (d) obtaining value for money in all aspects of the City of London Corporation's activities;
- (e) monitoring performance against individual Departmental Business Plans and bringing about improvements in performance;
- (f) overseeing the City of London Corporation's approved list of contractors and consultants;
- (g) dealing with requests for grants for charitable purposes from funds under the Committee's control, including the City of London Corporation Combined Relief of Poverty Charity (registered charity no. 1073660) and the City Educational Trust (registered charity no. 290840), allowances, expenses, insurance, business travel, treasure trove and Trophy Tax;
- (h) making recommendations to the Court of Common Council in respect of:-
  - (i) the audited accounts, the Annual Budget and to recommend the non-domestic rate and Council Tax to be levied and to present the capital programme and make recommendations as to its financing;
  - (ii) the appointment of the Chamberlain;

**Information Systems**

- (i) developing and implementing IS strategies to support the business needs of the City of London Corporation;

**Sub-Committees**

- (j) appointing such Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-
  - Efficiency & Performance
  - Finance Grants
  - Information Systems.

## INVESTMENT COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- 14 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- eight Members nominated by the Policy & Resources Committee
- the Chairman and Deputy Chairman of the Policy & Resources Committee (ex-officio)
- the Chairman and Deputy Chairman of the Finance Committee (ex-officio)

2. **Quorum**

The quorum consists of any seven Members.

3. **Membership 2012/13**

- 2 (2) Simon D'Olier Duckworth, D.L., *for two years*
- 2 (2) Brian Nicholas Harris, *for two years*
- 2 (2) Archibald Duncan Galloway, O.B.E., *for two years*
- 2 (2) James Henry George Pollard, *for two years*
- 2 (2) Ian Christopher Norman Seaton, *for three years*
- 2 (2) Michael John Cassidy, C.B.E., Deputy, *for three years*
- 2 (2) Roger Arthur Holden Chadwick, *for three years*
- 2 (2) Kenneth Edwin Ayers, M.B.E., Deputy
- 2 (2) George Marr Flemington Gillon
- 2 (2) Robert Charles Hughes-Penney
- 2 (2) Jeremy Paul Mayhew, M.A., M.B.A.

together with the Members referred to in paragraph 1 and three Members to be elected this day.

4. **Terms of Reference**

- (a) To be responsible for the strategic oversight and monitoring of the performance of all of the City of London Corporation's investments, in accordance with the investment strategy determined by the Policy & Resources Committee.
- (b) To fulfil (a) above by means of the appointment of a Property Investment Board and a Financial Investment Board, responsible for property and financial investments respectively.

Note: The Property Investment Board and a Financial Investment Board shall have the power to:-

- i) co-opt people with relevant expertise or experience, including non-Members of the Court; and
- ii) submit reports on matters relevant to their responsibilities directly to the Court of Common Council.

## AUDIT & RISK MANAGEMENT COMMITTEE

### 1. **Constitution**

A Non-Ward Committee consisting of,

- nine Members elected by the Court of Common Council\* at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- three external representatives (ie. non-Members of the Court of Common Council)
- the Chairman and Deputy Chairman of the Finance Committee (ex-officio with no voting rights)
- a representative of the Policy & Resources Committee (ex-officio with no voting rights)

\*The Chairmen of the Policy and Resources, Finance and Investment Committees are not eligible for election to this Committee and the Deputy Chairman of the Audit & Risk Management Committee for the time being may not be a Chairman of another Committee.

### 2. **Quorum**

The quorum consists of five Members ie. four Members elected by the Court of Common Council and one external representative.

### 3. **Membership 2012/13**

- 2 (2) Nicholas John Anstee, Alderman, *for two years*
- 2 (2) Jeremy Lewis Simons M.Sc., *for two years*
- 2 (2) The Revd. Dr. Martin Dudley, *for three years*
- 2 (2) Ian David Luder, B.Sc.(Econ.), Alderman, *for three years*
- 2 (2) Robin Anthony Eve, O.B.E., Deputy
- 2 (2) Jeremy Paul Mayhew, M.A., M.B.A.
- 2 (2) Simon Walsh, M.A., Alderman

together with the Members referred to in paragraph 1 and two Members to be elected this day.

### 4. **Terms of Reference**

#### **Audit**

- (a) To consider and approve the annual internal and external audit plans.
- (b) To commission and to receive reports from the Chief Internal Auditor on the extent that the City of London Corporation can rely on its system of internal control and to provide reasonable assurance that the City of London Corporation's objectives will be achieved efficiently.
- (c) To meet with the external auditors prior to the presentation of the Accounts to the Court, consider the audited annual accounts of the City Fund and the various non-local authority funds, to receive and consider the formal reports, letters and recommendations of the City of London Corporation's external auditors and to make recommendations relating to the approval of the accounts (to the Finance Committee).
- (d) To meet with the external auditors of the City Fund and the various non-local authority funds at least once in each calendar year prior to the presentation of the Accounts to the Court.
- (e) To report back as necessary to the Court of Common Council.

#### **Risk Management**

- (a) To monitor and oversee the City of London Corporation's risk management strategy and to be satisfied that the authority's assurance framework properly reflect the risk environment.
- (b) To consider all audit or external inspection reports relating to any department at the City of London Corporation and seek assurance that action has been taken where necessary.
- (c) To receive an annual report from the Chamberlain reviewing the effectiveness of the City of London's risk management strategy.
- (d) To consider and report back to the Court on any risks related to all governance issues.

**PLANNING & TRANSPORTATION COMMITTEE**

1. **Constitution**  
A Ward Committee consisting of,
  - four Aldermen nominated by the Court of Aldermen
  - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward.
2. **Quorum**  
The quorum consists of any nine Members.
3. **Membership 2012/13**

**ALDERMEN**

- 4 John Richard Cottam White, T.D.
- 1 David Andrew Graves
- 1 John Garbutt
- One further Alderman to be confirmed

**COMMONERS**

8	The Revd. Dr. Martin Dudley .....	Aldersgate
4	Sylvia Doreen Moys .....	Aldgate
4	Ian Christopher Norman Seaton .....	Bassishaw
8	Michael Welbank, Deputy .....	Billingsgate
16	John William Brewster O.B.E. ....	Bishopsgate
29	Archibald Duncan Galloway, O.B.E. ....	Bishopsgate
4	Oliver Arthur Wynlayne Lodge, T.D., B.Sc. ....	Bread Street
28	John Richard Owen-Ward, M.B.E., Deputy .....	Bridge and Bridge Without
4	Pollyanna Sarah Davies .....	Broad Street
18	Stanley Keith Knowles, M.B.E., Deputy .....	Candlewick
5	Michael Hudson .....	Castle Baynard
6	Jeremy Lewis Simons M.Sc. ....	Castle Baynard
7	Ann Marjorie Francescia Pembroke .....	Cheap
4	Sophie Anne Fernandes .....	Coleman Street
1	George Marr Flemington Gillon .....	Cordwainer
4	Peter Gerard Dunphy .....	Cornhill
22	John Alfred Barker, O.B.E., Deputy .....	Cripplegate Within
6	Angela Starling .....	Cripplegate Without
10	James Henry George Pollard .....	Dowgate
5	Alex Bain-Stewart M.Sc., J.P. ....	Farringdon Within
5	Clare James, M.A. ....	Farringdon Within
4	Mark Twogood .....	Farringdon Without
10	John Hedley Spanner, T.D. ....	Farringdon Without
7	John Douglas Chapman .....	Langbourn
2	Robert Picton Seymour Howard .....	Lime Street
2	John Fletcher. ....	Portsofen
14	Brian Desmond Francis Mooney, M.A. ....	Queenhithe
5	Marianne Bernadette Fredericks .....	Tower
11	Tom Hoffman .....	Vintry
15	Martin Charles Farr .....	Walbrook

#### 4. Terms of Reference

To be responsible for:-

- (a) All functions of the City as local planning authority [relating to town and country planning and development control] pursuant to the Town and Country Planning Act 1990, the Planning (Listed Building and Conservation Areas) Act 1990 and Compulsory Purchases Act 2004 and all secondary legislation pursuant to the same and all enabling legislation (including legislation amending or replacing the same).
- (b) Making recommendations to Common Council relating to the acquisition, appropriation and disposal of land held for planning purposes and to exercise all other functions of the local planning authority relating to land held for planning (or highways) purposes, and making determinations as to whether land held for planning or highways purposes is no longer required for those purposes, other than in respect of powers expressly delegated to another committee.
- (c) All functions of the Common Council as local highway, traffic, walkway and parking authority (other than in respect of powers expressly delegated to another committee) and the improvement of other open land under S.4 of the City of London (Various Powers) Act 1952.
- (d) All functions under part II of the City of London (Various Powers) Act 1967 including declaration, alteration and discontinuance of City Walkway.
- (e) All functions relating to the construction, maintenance and repair of sewers in the City, including public sewers (on behalf of Thames Water under an agency arrangement).
- (f) All functions relating to the Stopping Up of highway (including as local planning authority and highway authority).
- (g) All functions relating to street naming and numbering under the London Building Acts (Amendment) Act 1939.
- (h) All functions relating to the control, maintenance and repair of the five City river bridges (insofar as matters not within the delegated authority of another Committee).
- (i) All functions relating to building control under the Building Act 1984, Building Regulations 2000-10 and London Building Acts 1930-82.
- (j) The setting of building control charges under the Building (Local Authority Charges) Regulations 2010.
- (k) Response to and resolution of dangerous structures under the London Building Acts (Amendment) Act 1939.
- (j) All functions relating to the City of London Corporation's commemorative blue plaques.
- (k) All functions relating to the Local Land Charges Act 1975.
- (l) The appointment of the City Planning Officer.
- (m) The appointment of such Sub-Committees as is considered necessary for the better performance of its duties including a Streets & Walkways Sub-Committee.



## PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

### 1. **Constitution**

A Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward.

### 2. **Quorum**

The quorum consists of any nine Members.

### 3. **Membership 2012/13**

#### ALDERMEN

- 2 Ian David Luder, B.Sc.(Econ.),
- 2 Nicholas John Anstee

#### COMMONERS

5	Barbara Patricia Newman, C.B.E. ....	Aldersgate
25	Dr Peter Bernard Hardwick, Q.H.P. ....	Aldgate
4	Robert Allan Merrett .....	Bassishaw
8	Michael Welbank, Deputy .....	Billingsgate
2	Stanley Ginsburg J.P., Deputy .....	Bishopsgate
22	William Harry Dove, M.B.E., J.P., Deputy .....	Bishopsgate
	Vacancy.....	Bread Street
16	John Richard Owen-Ward, M.B.E., Deputy .....	Bridge and Bridge Without
8	John Alfred Bennett, Deputy .....	Broad Street
12	Kevin Malcolm Everett D.Sc.....	Candlewick
8	Jeremy Lewis Simons M.Sc. ....	Castle Baynard
5	Nigel Kenneth Challis.....	Castle Baynard
3	Ann Marjorie Francescia Pembroke .....	Cheap
4	Matthew Charles Richardson .....	Coleman Street
17	George Marr Flemington Gillon .....	Cordwainer
6	The Revd. Stephen Decatur Haines, M.A, Deputy.....	Cornhill
3	Vivienne Littlechild, J.P. ....	Cripplegate
9	John Tomlinson, B.A., M.Sc. ....	Cripplegate
5	Michael Robin Castle Sherlock, M.A., Deputy .....	Dowgate
10	Richard David Regan, Deputy.....	Farringdon Within
9	Robert William Duffield B.A., M.Litt.(Oxon) .....	Farringdon Within
8	John David Absalom.....	Farringdon Without
13	Wendy Mead, Deputy and Sheriff.....	Farringdon Without
6	Janet Owen, M.B.E., Deputy .....	Langbourn
2	Robert Picton Seymour Howard .....	Lime Street
4	Delis Regis.....	Portsoken
14	Brian Desmond Francis Mooney, M.A.....	Queenhithe
4	Gerald Albert George Pulman, J.P., Deputy.....	Tower
3	William Barrie Fraser, O.B.E., Deputy. ....	Vintry
9	Pauline Ann Halliday, O.B.E., Deputy .....	Walbrook

### 4. **Terms of Reference**

To be responsible for:-

- (a) all the City of London Corporation's public health, environmental health, port health, trading standards and veterinary services, licensing (with the exception of those which are in the province of another Committee), public conveniences, street cleansing, refuse collection and disposal, and cemetery and crematorium functions;
- (b) the implementation of those sections of any Acts of Parliament and/or European legislation which direct that the local authority take action in respect of those duties listed at (a) above;
- (c) the appointment of the Director of the Built Environment (in consultation with the Planning & Transportation and Licensing Committees);
- (d) determining any appeals against a decision not to grant City premises a licence under the provisions of the Marriage Act 1994 and the City of London (Approved Premises for Marriage) Act 1996 to conduct civil marriage ceremonies;

- (e) the appointment of the City of London Coroner;
- (f) the Signor Pasquale Favale Bequest (registered charity no. 206949)
- (g) making recommendations to the Court of Common Council in respect of the making and sealing of byelaws for the variance of charges at the Animal Reception Centre.

## MARKETS COMMITTEE

1. **Constitution**  
A Ward Committee consisting of,
  - two Aldermen nominated by the Court of Aldermen
  - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward.

2. **Quorum**  
The quorum consists of any nine Members.

3. **Membership 2012/13**

### ALDERMEN

- 2 Sir Michael Savory
- 1 Sir John Stuttard MA.

### COMMONERS

10	Joyce Carruthers Nash, O.B.E., Deputy .....	Aldersgate
5	Hugh Fenton Morris .....	Aldgate
4	Robert Allan Merrett .....	Bassishaw
2	Anthony Llewelyn-Davies .....	Billingsgate
11	Stanley Ginsburg J.P., Deputy .....	Bishopsgate
8	John William Brewster O.B.E. ....	Bishopsgate
1	Dr Giles Robert Evelyn Shilson, Deputy .....	Bread Street
5	Brian Nicholas Harris .....	Bridge and Bridge Without
7	John Alfred Bennett, Deputy .....	Broad Street
9	Stanley Keith Knowles, M.B.E., Deputy .....	Candlewick
6	Michael Hudson .....	Castle Baynard
2	Nigel Kenneth Challis .....	Castle Baynard
11	Robin Anthony Eve, O.B.E., Deputy .....	Cheap
3	Michael Henderson-Begg .....	Coleman Street
11	Mark John Boleat .....	Cordwainer
4	Peter Gerard Dunphy .....	Cornhill
2	Chris Punter .....	Cripplegate Within
6	Stephanie Ella Maureen Currie, M.B.E., Deputy .....	Cripplegate Without
2	Michael Robin Castle Sherlock, M.A., Deputy .....	Dowgate
8	Alex Bain-Stewart M.Sc., J.P. ....	Farringdon Within
5	Michael Page, B.A.(Hons.) .....	Farringdon Within
2	Alexander John Cameron Deane .....	Farringdon Without
9	John Hedley Spanner, T.D. ....	Farringdon Without
6	John Douglas Chapman .....	Langbourn
5	Elizabeth Rogula .....	Lime Street
9	Henry Llewellyn Michael Jones .....	Portsoken
11	Alastair John Naisbitt King, M.Sc., Deputy .....	Queenhithe
4	James Richard Tumbridge .....	Tower
7	William Barrie Fraser, O.B.E., Deputy .....	Vintry
2	Pauline Ann Halliday, O.B.E., Deputy .....	Walbrook

4. **Terms of Reference**  
To be responsible for:-
  - (a) the management of all matters relating to Smithfield Market, Billingsgate Market and Spitalfields Market and the letting of all premises therein;
  - (b) the appointment of the Director of Markets and Consumer Protection.

## POLICE COMMITTEE

### 1. **Constitution**

A non-ward committee consisting of:

- 11 Members elected by the Court of Common Council including:
  - a minimum of one Member who has fewer than five years' service on the Court at the time of his/her appointment; and,
  - a minimum of two Members whose primary residence is in the City of London;
- 2 external members (i.e. non-Members of the Court of Common Council) appointed in accordance with the terms of the Police Committee Membership Scheme

### 2. **Quorum**

The quorum consists of any five Members.

### 3. **Membership 2012/13**

Eleven Members to be elected this day together with the external Members referred to in paragraph 1.

### 4. **Terms of Reference**

To be responsible for:

- a) securing an efficient and effective police service in the City of London and holding the Commissioner to account for the exercise of his/her functions and those person under his/her direction and control;
- b) having regard to the strategic policing requirement;
- c) agreeing the local priorities for policing after consulting local people and the Commissioner;
- d) any powers and duties vested in the Court of Common Council as police authority for the City of London by virtue of the City of London Police Act 1839, the Police and Criminal Evidence Act 1984, the Police Acts 1996 and 1997, the Criminal Justice and Police Act 2001, the Police Reform Act 2002, the Police Reform and Social Responsibility Act 2011 and any other Act or Acts, Statutory Instruments, Orders in Council, Rules or byelaws etc from time to time in force, save the appointment of the Commissioner of Police which by virtue of Section 3 of the City of London Police Act 1839 remains the responsibility of the Common Council;
- e) making recommendations to the Court of Common Council regarding the appointment of the Commissioner of the City of London Police;
- f) the handling of complaints and the maintenance of standards across the Force;
- g) monitoring of performance against the City of London Policing Plan;
- h) appointing such sub-committees as are considered necessary for the better performance of its duties including an Economic Crime Board, a Performance and Resource Management Sub Committee and a Professional Standards and Complaints Sub Committee.

## CRIME AND DISORDER SCRUTINY COMMITTEE

### 1. **Constitution**

A Non-Ward Committee consisting of the Chairman and Deputy Chairman of the

- Policy and Resources Committee, or their representatives;
- Police Committee or their representatives;
- Community and Children's Services Committee or their representatives; and
- Licensing Committee, or their representatives.

appointed in accordance with the Police and Justice Act 2006.

### 2. **Quorum**

The quorum consists of any three Members.

### 3. **Membership 2012/13**

The ex-officio Members referred to in paragraph 1 above.

### 4. **Terms of Reference**

(a) to be responsible for the review and scrutiny of decisions made, or other actions taken, in connection with the discharge by the responsible authorities and other members of the Safer City Partnership of their crime and disorder functions;

(b) to make reports or recommendations to other committees and to the Court of Common Council with respect to the discharge of those functions; and,

(c) to have at least one meeting each year dedicated to scrutinising crime and disorder matters.

## CULTURE, HERITAGE & LIBRARIES COMMITTEE

1. **Constitution**  
A Ward Committee consisting of,
  - two Aldermen nominated by the Court of Aldermen
  - up to 30 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward
  - the Chairman of the Board of Governors of the Guildhall School of Music & Drama (ex-officio)
  - the Chairman of the Barbican Centre Board (ex-officio)
2. **Quorum**  
The quorum consists of any nine Members.
3. **Membership 2012/13**

### ALDERMEN

- 2 Dr Andrew Charles Parmley, Mus.M., Hon. F.G.S.
- 1 Fiona Woolf, C.B.E.

### COMMONERS

2	Barbara Patricia Newman, C.B.E.	Aldersgate
2	Sylvia Doreen Moys	Aldgate
2	Robert Allan Merrett	Bassishaw
2	Michael Welbank, Deputy	Billingsgate
2	Martin James Day, B.A., M.Sc., LL.M.	Bishopsgate
2	William Harry Dove, M.B.E., J.P., Deputy	Bishopsgate
2	Oliver Arthur Wynlayne Lodge, T.D, B.Sc	Bread Street
2	Brian Nicholas Harris	Bridge and Bridge Without
2	John George Stewart Scott, J.P.	Broad Street
2	Kevin Malcolm Everett D.Sc.	Candlewick
2	William George Hunt, T.D., B.A.	Castle Baynard
2	Henrika Johanna Sofia Priest	Castle Baynard
2	Ann Marjorie Francescia Pembroke	Cheap
2	Michael Henderson-Begg	Coleman Street
2	Mark John Boleat	Cordwainer
2	Peter Gerard Dunphy	Cornhill
2	Vivienne Littlechild, J.P.	Cripplegate
2	Stephen Douglas Quilter, B.Sc.(Hons)	Cripplegate
2	Michael Robin Castle Sherlock, M.A., Deputy	Dowgate
2	Richard David Regan, Deputy	Farringdon Within
2	Anthony Noel Eskenzi, C.B.E., D.Sc., Deputy	Farringdon Within
1	Julian Henry Malins, Q.C., Deputy	Farringdon Without
2	Wendy Mead, Deputy and Sheriff	Farringdon Without
2	Janet Owen, M.B.E., Deputy	Langbourn
2	Dennis Cotgrove, B.A. Deputy	Lime Street
2	Delis Regis	Portsoken
2	Alastair John Naisbitt King, M.Sc, Deputy	Queenhithe
2	John Leslie Bird, O.B.E.	Tower
2	Tom Hoffman	Vintry
2	Martin Charles Farr	Walbrook

#### 4. Terms of Reference

To be responsible for:-

- (a) the City Corporation's activities and services in the fields of culture, heritage and tourism including the development of relevant strategies and policies, reporting to the Court of Common Council as appropriate;
- (b) the management of the City's libraries and archives, including its functions as a library authority in accordance with the Public Libraries and Museums Act 1964 and all other powers and provisions relating thereto by providing an effective and efficient library service;
- (c) the management of the Guildhall Art Gallery and all the works of art belonging to the City of London Corporation;
- (d) the appointment of the Director of Libraries, Archives & Guildhall Art Gallery;
- (e) the management and maintenance and, where appropriate, furnishing the City Information Centre, Temple Bar, the Monument, Prince Henry's Room, the Roman Baths (Lower Thames Street) and the tourist and events elements of Tower Bridge;
- (f) matters relating to the City's obligations for its various benefices;
- (g) the upkeep and maintenance of the Lord Mayor's State Coach, the semi-state coaches, the Sheriff's Chariots and State Harness;
- (h) cart marking;
- (i) the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity;
- (j) overseeing the City's Miscellaneous Arts and Related Initiatives Budget, including any individual funding requests above £2,000, annual budget requests and any future review of the fund;
- (k) the management of Guildhall Library Centenary Fund (registered charity no. 206950)
- (l) making recommendations to the Court of Common Council regarding the Cultural Strategy, the Visitor Strategy and other corporate strategies, statements or resolutions relating to any of its functions, following consultation with the Policy & Resources Committee;
- (m) appointing such Sub-Committees and/or Consultative Committees as are considered necessary for the better performance of its duties including the following areas:-
  - Benefices
  - Keats House

## BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

### 1. **Constitution**

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
  - the Chairman of the Board of Governors of City of London School for Girls
  - the Chairman of the Board of Governors of City of London Freeman's School
- up to five co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

### 2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

### 3. **Membership 2012/13**

#### ALDERMAN

1 Sir Paul Judge, Alderman

#### COMMONERS

4 (4) William George Hunt, T.D., B.A.  
4 (2) Charles Edward Lord, O.B.E., J.P., Deputy *for two years*  
4 (4) Dr Giles Robert Evelyn Shilson, Deputy  
7 (3) The Revd. Stephen Decatur Haines, M.A, Deputy  
14 (3) Peter Leck  
4 (3) Ian Christopher Norman Seaton  
4 (2) Marianne Bernadette Fredericks  
17 (2) Michael Robin Castle Sherlock, M.A., Deputy

together with:-

Mr. R. Lehmann  
Mr. C. S. Martin, M.A.  
Dame Mary Richardson  
Professor J.M.A. Whitehouse

together with the ex-officio Members referred to in paragraph 1 above and two Members to be appointed this day.

### 4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.



## BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

### 1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
  - the Chairman of the Board of Governors of City of London School
  - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

### 2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

### 3. **Membership 2012/13**

#### ALDERMEN

- 5 John Richard Cottam White
- 1 David Andrew Graves,

#### COMMONERS

- 16 (4) Dennis Cotgrove, B.A. , Deputy
- 11 (4) The Revd. Dr. Martin Dudley
- 5 (4) Clare James, M.A.
- 5 (3) Raymond Michael Catt
- 26 (3) Stephanie Ella Maureen Currie, M.B.E., Deputy
- 3 (3) Henrika Priest
- 11 (2) Tom Hoffman
- 11 (2) Sylvia Doreen Moys
- 2 (2) Virginia Rounding

together with :-

- Prof. J. Betteridge
- Dr. S. Ellington
- Mrs. C. Garnham
- Ms. Mary Robey
- Mr R. Sermon MBE

together with the ex-officio Members referred to in paragraph 1 above and three Members to be appointed this day.

### 4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

## BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

### 1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
  - the Chairman of the Board of Governors of City of London School
  - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

### 2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

### 3. **Membership 2012/13**

#### ALDERMEN

- 2 Alison Jane Gowman
- 2 Alan Colin Drake Yarrow, Sheriff

#### COMMONERS

- 2 (2) John William Brewster O.B.E., *for two years*
- 4 (4) Vivienne Littlechild
- 9 (4) Roger Arthur Holden Chadwick
- 7 (3) Brian Nicholas Harris
- 2 (2) Anthony Llewelyn-Davies, *for three years*
- 4 (3) Elizabeth Rogula
- 8 (2) John Alfred Bennett, Deputy
- 4 (2) Michael Hudson
- 8 (2) John Hedley Spanner, T.D.

together with :-

Mr. F. M. Bramwell  
Sir Clive Martin O.B.E., T.D., D.L.  
Mr. Douglas Mobsby M.B.E.  
Cllr. C. Townsend

together with the ex-officio Members referred to in paragraph 1 above and three Members to be appointed this day.

### 4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

## **BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC & DRAMA**

### **1. Constitution**

A Non-Ward Committee consisting of,

- 11 Members elected by the Court of Common Council for a term of three years (renewable twice) at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Principal of the Guildhall School of Music & Drama
- one member of the Guildhall School academic staff to be elected by the Academic staff for a term of three years (renewable twice)
- one member of the Guildhall School administrative staff to be elected by such staff for a term of three years (renewable twice)
- one Guildhall student representative who shall normally be the President of the Students' Union
- up to six co-opted non-City of London Corporation Governors with appropriate expertise for a term of three years (renewable twice)

None of the appointed Governors shall serve on the Board for more than a maximum of nine years. In 2012/13, the Immediate Past Chairman will be permitted to attend the Board for that year in a non-voting, advisory capacity.

The Chairman and Deputy Chairman of the Board shall be elected from the City Corporation Members.

The Chairman of the Barbican Centre Board, the Chairman of the Culture, Heritage & Libraries Committee and one representative of the Centre for Young Musicians shall be permitted to attend the Board in a non-voting, advisory capacity.

### **2. Quorum**

The quorum consists of any seven Common Council Governors.

### **3. Membership 2012/13**

- 3 (3) John Alfred Bennett, Deputy
- 9 (3) Richard David Regan, Deputy
- 9 (3) David Hugh Wootton, Alderman, The Rt. Hon. The Lord Mayor
- 9 (2) Stephanie Ella Maureen Currie, M.B.E., Deputy
- 2 (2) John Douglas Chapman
- 2 (2) Fiona Woolf, C.B.E., Alderman

together with those referred to in paragraph 1 above, five Members to be appointed this day and:-

- the Principal of the Guildhall School for the time being - Prof Barry Ife, C.B.E., F.K.C., Hon.FRAME., B.A.(Hons.), Ph.D., A.L.C.M.
- one Academic Member of the Guildhall School Staff, elected by the Academic Staff - Pamela Lidiard
- one Non-Academic Member of the Guildhall School Staff, elected by the administrative staff - Katharine Lewis
- one Guildhall School Student representative (President of the Student Union for the time being) - Josh Chapman
- up to 6 Non-City of London Corporation Members with appropriate expertise - Sir Andrew Burns  
Christina Coker  
Neil Constable  
Daniel Evans  
Paul Hughes  
Kathryn McDowell, C.B.E., D.L.

### **4. Terms of Reference**

To be responsible for:-

- (a) the approval of a strategic plan and the determination of the educational character and the mission/aims of the Guildhall School of Music & Drama and oversight of its activities;
- (b) the approval of an annual Business Plan;
- (c) the approval of annual estimates of income and expenditure;
- (d) the approval of the annual audited financial statements of the Guildhall School of Music & Drama;
- (e) the appointment of the Principal of the Guildhall School of Music & Drama

## COMMUNITY & CHILDREN'S SERVICES COMMITTEE

### 1. Constitution

A Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- up to 33 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides), those Wards having 200 or more residents (based on the Ward List) being able to nominate a maximum of two representatives
- a limited number of Members co-opted by the Committee (e.g. the two parent governors required by law)

In accordance with Standing Order Nos. 29 & 30, no Member who is resident in, or tenant of, any property owned by the City of London and under the control of this Committee is eligible to be Chairman or Deputy Chairman.

### 2. Quorum

The quorum consists of any nine Members. [N.B. - the co-opted Members only count as part of the quorum for matters relating to the Education Function]

### 3. Membership 2012/13

#### ALDERMEN

- 1 The Hon. Philip John Remnant, C.B.E.
- 1 New Alderman for the Ward of Aldgate

#### COMMONERS

7	The Revd. Dr. Martin Dudley .....	Aldersgate
2	Joyce Carruthers Nash, O.B.E., Deputy .....	Aldersgate
4	Hugh Fenton Morris .....	Aldgate
3	Ian Christopher Norman Seaton .....	Bassishaw
4	Anthony Llewelyn-Davies .....	Billingsgate
1	Wendy Marilyn Hyde .....	Bishopsgate
7	William Harry Dove, M.B.E., J.P., Deputy .....	Bishopsgate
	Vacancy .....	Bread Street
	(Bridge and Bridge Without has paired with Billingsgate for this appointment) .....	Bridge and Bridge Wt.
	Vacancy .....	Broad Street
2	Stanley Keith Knowles, Deputy .....	Candlewick
6	Catherine McGuinness, M.A., Deputy .....	Castle Baynard
2	Henrika Johanna Sofia Priest .....	Castle Baynard
2	Robin Anthony Eve, O.B.E., Deputy .....	Cheap
3	Stuart John Fraser .....	Coleman Street
	Vacancy .....	Cordwainer
6	The Revd. Stephen Decatur Haines, M.A, Deputy .....	Cornhill
4	Gareth Wynford Moore .....	Cripplegate
7	Angela Starling .....	Cripplegate
	(Dowgate has paired with Cripplegate for this appointment) .....	Dowgate
2	Virginia Rounding .....	Farringdon Within
1	Clare James, M.A. ....	Farringdon Within
	Vacancy .....	Farringdon Without
1	Alexander John Cameron Deane .....	Farringdon Without
7	John Douglas Chapman .....	Langbourn
5	Elizabeth Rogula .....	Lime Street
3	Henry Llewellyn Michael Jones, Deputy .....	Portsoken
1	John Fletcher .....	Portsoken
6	Brian Desmond Francis Mooney, M.A. ....	Queenhithe
	Vacancy .....	Queenhithe
1	Marianne Bernadette Fredericks .....	Tower
7	William Barrie Fraser, O. B. E., Deputy .....	Vintry
	Vacancy .....	Walbrook

### 4. Terms of Reference

To be responsible for:-

- (a) the appointment of the Director of Community & Children's Services;

- (b) the following functions of the City of London Corporation (other than in respect of powers expressly delegated to another committee, sub committee, board or panel):-
- Children's Services
  - Adults' Services
  - Education
  - Social Services
  - Social Housing (ie. the management of the property owned by the City of London Corporation under the Housing Revenue Account and the City Fund in accordance with the requirements of all relevant legislation and the disposal of interests in the City of London Corporation's Housing Estates (pursuant to such policies as are from time to time laid down by the Court of Common Council)
  - liaison with health services and health scrutiny
  - Sport/Leisure Activities
  - management of the City of London Almshouses (registered charity no 1005857) in accordance with the charity's governing instruments
- and the preparation of all statutory plans relating to those functions and consulting as appropriate on the exercise of those functions;
- (c) making recommendations to the Court of Common Council regarding the constitutional arrangements for the Governing Bodies of the City of London Academies (including Governor appointments);
- (d) oversight and monitoring of the City of London's sponsorship of its Academies;
- (e) the management of The City of London Corporation Combined Education Charity (registered charity no. 312836);
- (f) appointing Statutory Panels, Boards and Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-
- Housing Management Sub-Committee
  - Health & Social Care Scrutiny Sub-Committee

#### Health & Social Care Scrutiny Sub Committee

To be responsible for:-

- (a) fulfilling the City's health scrutiny role in keeping with the aims expounded in the Health and Social Care Act 2001 and Part 14 of the Local Government and Public Health Act 2007 (Patient and Public Involvement in Care and Social Care);
- (b) reporting annually to the Community & Children's Services and Port Health & Environmental Services Committees, with the former acting as its parent Committee;
- (c) ensuring the Public Health dimension (which generally falls within the remit of the Port Health & Environmental Services Committee) is included in the Sub-Committee's work programme;
- (d) agreeing and implementing an annual work programme;
- (e) receiving and taking account of the views of NHS stakeholders by inviting representations to be made at appropriate meetings.

## GRESHAM COMMITTEE (CITY SIDE)

1. **Constitution**

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- nine Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Right Honourable the Lord Mayor (ex-officio)

2. **Quorum**

The quorum consists of any three Members.

3. **Membership 2012/13**

**ALDERMEN**

- 8 Sir Robert Finch
- 2 Benjamin Robert Hadley Hall

**COMMONERS**

- 4 (4) John Alfred Barker, O.B.E., Deputy
- 11 (4) Anthony Noel Eskenzi, C.B.E., D.Sc., Deputy
- 4 (3) Wendy Mead, Deputy and Sheriff
- 10 (3) John Richard Owen-Ward, M.B.E., Deputy
- 5 (2) Simon D'Olier Duckworth, D.L.
- 2 (2) Dr Giles Robert Evelyn Shilson, Deputy

together with the ex-officio Member referred to in paragraph 1 above and three Members to be appointed this day .

4. **Terms of Reference**

To be responsible for:-

- (a) letting and demising the lands and tenements given to this City by Sir Thomas Gresham by his last Will and Testament or otherwise to do and perform all and everything and things according to the true intent and meaning of the said last Will and Testament of the said Sir Thomas Gresham and the several Acts of Parliament for that purpose made with limitations and provisions as in the same are directed;

(Note: The estate, so far as it relates to the land that was left to the City of London Corporation and the Mercers' Company, is administered by the Joint Grand Gresham Committee, which consists of the City Side and an equal number of Mercers. The legal obligations upon the City of London Corporation under the terms of Sir Thomas Gresham's Will, as varied by statute and discharged by the City Side, are limited:-

- (i) to the appointment and payment of four of the Gresham Lecturers, namely those in Divinity, Astronomy, Music and Geometry, and in the provision of a sufficient and proper place for the delivery of the lectures;
- (ii) to the maintenance of eight almshouses in Ferndale Road, Brixton, to the appointment of eight "almsfolkes" and the payment of a small annual sum to each of them);

- (b) all other City Side matters relating to Gresham College including:-

- (i) the appointment, from the membership of the Court of Common Council, of one representative to attend General Meetings of the Council of Gresham College and up to four Directors to serve on the Council of Gresham College;
- (ii) any amendments to the current Memorandum and Articles of Association of Gresham College, other than financial aspects and those which, in the opinion of the Committee, are significant and should be considered by the Court.

## ESTABLISHMENT COMMITTEE

1. **Constitution**  
A Non-Ward Committee consisting of,
  - one Alderman nominated by the Court of Aldermen
  - 10 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court the time of their appointment
  - a representative of the Finance Committee
2. **Quorum**  
The quorum consists of any three Members.
3. **Membership 2012/13**  
**ALDERMAN**  
  
2 Jeffrey Richard Evans  
  
**COMMONERS**  
  
4 (4) Sylvia Doreen Moys  
2 (2) Angela Starling, *for two years*  
24 (3) Robin Anthony Eve, O.B.E., Deputy  
3 (3) The Revd. Stephen Decatur Haines, M.A, Deputy  
12 (3) Dr. Peter Bernard Hardwick, Q.H.P.  
19 (2) John Alfred Barker, O.B.E., Deputy  
2 (2) Mark John Boleat  
2 (2) Elizabeth Rogula

together with the ex-officio Member referred to in paragraph 1 above and two Members to be appointed this day.

4. **Terms of Reference**
  - (a) The Establishment Committee has specific authority to deal with or make recommendations to the Court of Common Council where appropriate on all matters relating to the employment of City of London Corporation employees where such matters are not specifically delegated to another Committee. These matters include:-  
Conditions of employment;  
Superannuation (apart from investments);  
Workforce planning;  
Wages, salaries structure, job evaluation and staff grading;  
Organisation reviews;  
Employee relations;  
Joint consultation;  
Learning and employee development;  
Recruitment and selection;  
Discipline, dismissal, redundancies in line with the appropriate stages in policy etc;  
Occupational health, safety and welfare;  
  
NB. The exception to this rule is, whilst the support staff in the City Police come within the purview of this Committee, the uniformed Police come under the Police Committee.
  - (b) To approve:-
    - (i) Reports of Heads of Departments recommending changes to senior management posts of Grade I and above which need the approval of the Court.
    - (ii) The structure and application of Job Evaluation Schemes and any amendments thereto.
  - (c) To approve and promulgate Human Resources policies and practices so that the City of London Corporation can recruit, retain and motivate its employees and carry out its functions to the highest standards of quality and cost effectiveness;
  - (d) To instigate and promulgate organisational reviews of departments and to approve their reports and comments on proposed changes in organisation to ensure that manpower resources are deployed in an efficient and effective manner.
  - (e) To make amendments to:-
    - (i) the general terms and conditions of employment which are contained in the employee handbook, such as working hours, annual leave, superannuation, leave of absence, allowances, maternity provisions, and sick pay;
    - (ii) those procedures which form part of the contract of employment to include the grievance, disciplinary, capability, harassment, and appeals procedures, the learning and employee development scheme, motor car, and motorcycle assisted purchase scheme and the staff suggestion scheme.

- (f) To appoint seven members (including the representative of the Finance Committee):-
  - (i) to act as the Employer's side of the Joint Consultative Committee when meeting 8 members of the recognised unions, AMICUS and GMB for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service etc. of City of London Corporation employees up to and including Grade G but excluding teachers and City Police Officers;
  - (ii) to act as the Employer's side of the Senior Management Joint Consultative Committee when meeting representatives of senior management of grades H and above, including High and Table Officers, for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service, etc;
- (g) To increase Judges' salaries if they follow the recommendations of the Top Review Board and are approved by the Lord Chancellor.
- (h) To increase the salary of the Coroner if it follows the recommendations of the Joint Negotiating Committee for Coroners.
- (i) To consider submissions of the Board or Boards of Governors relating to teaching staff, which, inter alia, may have to be finally submitted to the Court of Common Council.
- (j) To approve any increase in the salaries for teachers at the three City Schools if they are in excess of that recommended by the School Teachers' Review Body and any proposed changes to the basic salary structure or restructuring of the common pay spine for teachers.
- (k) To approve:-
  - (i) the learning and employee development policy, strategy and budget;
  - (ii) the Health and Safety and Occupational Health policies and strategies.
- (l) To be the service Committee for the following Departments:-  
Town Clerk's  
Comptroller and City Solicitor's
- (m) To be responsible for the appointment of the Coroner (and see (h) above).
- (n) In accordance with the Scheme of Delegation, to receive details of:
  - i) redundancies and early retirements
  - ii) Professional Fees and Annual Subscriptions
  - iii) Market Forces Supplements
  - iv) Long Service Awards
  - v) payment to an officer of an honorarium, gratuity or payment for extra services
  - vi) the extension of service of an officer who has reached retirement age or for an extension of sick leave of an officer whether on full or half pay
- (o) To be responsible for the monitoring and control of overtime, sickness absence, changes to staffing resources, equal opportunities, job evaluation and the termination of employment.



## OPEN SPACES, CITY GARDENS & WEST HAM PARK COMMITTEE

### 1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members for the consideration of all business other than that relating to West Ham Park:-
  - the Chairman and Deputy Chairman of the Epping Forest & Commons Committee
  - the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee
- plus the following for the consideration of business relating to West Ham Park only:-
  - four representatives nominated by the Heirs-at-Law of the late John Gurney
  - one representative nominated by the Parish of West Ham
  - two representatives nominated by the London Borough of Newham

The above arrangements ensure that business relating to West Ham Park is conducted in accordance with the requirements of the conveyance ie. the managing body for the Park must comprise eight Members elected by the Court of Common Council together with the seven external representatives referred to above.

### 2. **Quorum**

The quorum consists of any five Members.

### 3. **Membership 2012/13**

- 2 (2) Dr. Peter Bernard Hardwick, Q.H.P., *for two years*
- 2 (2) Janet Owen, M.B.E., Deputy, *for two years*
- 2 (2) Benjamin Robert Hadley Hall, Alderman, *for three years*
- 2 (2) Ian David Luder, B.Sc.(Econ.), Alderman, *for three years*
- 2 (2) Wendy Mead, Deputy and Sheriff
- 2 (2) Michael Welbank, Deputy

Together with the ex-officio Members referred to in paragraph 1 above, two Members to be appointed this day and:-

Four representatives elected by the heirs-at-law of the late John Gurney:-

- Miss. C. Bickmore
- Mr. R. Cazenove
- Mr. R. Gurney
- Mr. S. J. F. Meath-Baker

One representative nominated by the incumbent or priest, for the time being, in charge of the present benefice of West Ham:-

- Revd. S. Kirby

Two representatives nominated by the London Borough of Newham

- Councillor J. Laguda
- Mrs. C. Evans

### 4. **Terms of Reference**

To be responsible for:-

#### **Open Spaces**

- (a) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (eg. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee;
- (b) the appointment of the Director of Open Spaces;

#### **City Open Spaces**

- (c) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
- (d) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
- (e) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council;
- (f) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property;

#### **West Ham Park**

- (g) the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of the conveyance of the Park by John Gurney, Esq., to the City of London Corporation dated 20<sup>th</sup> July 1874 and in accordance with the Licence in Mortmain dated 22<sup>nd</sup> May 1874 and the management of a Nursery.

## EPPING FOREST & COMMONS COMMITTEE

1. **Constitution**  
A Non-Ward Committee consisting of,
- two Aldermen nominated by the Court of Aldermen
  - 8 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
  - the Chairman and Deputy Chairman of the Open Spaces, City Gardens & West Ham Park Committee (ex-officio)
  - plus, for the consideration of business relating to Epping Forest only, four Verderers elected or appointed pursuant to the Epping Forest Act 1878.

2. **Quorum**  
The quorum consists of any five Members.

3. **Membership 2012/13**

**ALDERMEN**

- 5 Gordon Warwick Haines  
2 John Garbutt

**COMMONERS**

- 4 (4) Stanley Ginsburg J.P., Deputy  
8 (4) Catherine McGuinness, M.A., Deputy  
3 (3) Gregory Alfred Lawrence  
15 (3) Barbara Patricia Newman, C.B.E.  
16 (2) Stephanie Ella Maureen Currie, M.B.E., Deputy  
2 (2) Virginia Rounding

together with the ex-officio Members referred to in paragraph 1 above, two Members to be appointed this day and:-

Verderers pursuant to the provisions of the Epping Forest Act, 1878:-

- Mr. P. Adams
- Mr. M. Chapman
- Mr. R. Morris, O.B.E.
- Dr. J. Thomas

4. **Terms of Reference**

To be responsible, having regard to the overall policy laid down by the Open Spaces, City Gardens & West Ham Park Committee, for:-

- (a) exercising of the powers and duties of the Court of Common Council as Conservators of Epping Forest (registered charity no. 232990) and the various additional lands which have been acquired to protect the Forest in accordance, where appropriate, with the Epping Forest Acts 1878 and 1880 (as amended) and all other relevant legislation.
- (b) the ownership and management of the following open spaces in accordance with the provisions of the Corporation of London Open Spaces Act 1878:-  
Coulston and other Commons (registered charity no. 232989), the other Commons being Kenley Common, Farthing Downs and Riddlesdown  
West Wickham Common and Spring Park (registered charity no. 232988)  
Ashted Common (registered charity no. 1051510)  
Burnham Beeches and Stoke Common (registered charity no. 232987)
- (c) appointing such Consultative Committees as are considered necessary for the better performance of its duties including an,  
Ashted Common Consultative Committee  
Burnham Beeches Consultative Committee  
City Commons Consultative Committee  
Epping Forest Centre Joint Consultative Committee

## HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE

### 1. **Constitution**

A Non-Ward Committee appointed pursuant to the London Government Reorganisation (Hampstead Heath) Order 1989 consisting of not fewer than 18 Members in the following categories:-

- not fewer than 12 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Chairman and Deputy Chairman of the Open Spaces, City Gardens & West Ham Park Committee (ex-officio)
- plus, for the consideration of business relating to Hampstead Heath only, at least six representatives who must not be Members of the Court of Common Council or employees of the City of London Corporation and at least six of whom are to be appointed as follows:-
  - one after consultation with the London Borough of Barnet
  - one after consultation with the London Borough of Camden
  - one after consultation with the owners of the Kenwood lands
  - three after consultation with bodies representing local, ecological, environmental or sporting interests

The Chairman of the Committee shall be elected from the City Corporation Members.

### 2. **Quorum**

A. For Hampstead Heath business the quorum consists of seven Members, at least one of whom must be a non-Common Council Member.

B. For Highgate Wood and Queen's Park business the quorum consists of three Members.

### 3. **Membership 2012/13**

- 11 (4) John Alfred Barker, O.B.E., Deputy
- 7 (4) Jeremy Lewis Simons MSc.
- 4 (4) Simon Walsh, M.A., Alderman
- 13 (3) Dennis Cotgrove, B.A., Deputy
- 3 (2) Sophie Anne Fernandes, *for three years*
- 7 (3) Michael Welbank, Deputy
- 9 (2) Stephanie Ella Maureen Currie, M.B.E., Deputy
- 2 (2) The Revd. Dr. Martin Dudley
- 2 (2) Clare James, M.A.

Together with the ex-officio Members referred to in paragraph 1 above, three Members to be appointed this day and the following representatives from outside organisations:-

Heath and Hampstead Society	-	Tony Ghilchik
English Heritage	-	Paul Griffiths
Royal Society for the Protection of Birds	-	Martyn Foster
London Borough of Barnet	-	Councillor Melvin Cohen
London Borough of Camden	-	Sean Birch
Ramblers' Association/Open Spaces Society	-	Maija Roberts

### 4. **Terms of Reference**

To be responsible, having regard to the overall policy laid down by the Open Spaces, City Gardens & West Ham Park Committee, for:-

#### **Hampstead Heath**

- (a) devising and implementing the City of London Corporation's policies and programmes of work in relation to Hampstead Heath (registered charity no. 803392) (and, in fulfilling those purposes, to have regard to any representations made to it by the Hampstead Heath Consultative Committee) in accordance with the London Government Re-organisation (Hampstead Heath) Order 1989;
- (b) exercising all the City of London Corporation's powers and duties relating to Hampstead Heath, including those set out in Regulation 5 of the London Government Re-organisation (Hampstead Heath) Order 1989, or in any Act or Statutory Instrument consolidating, amending or replacing the same;

#### **Highgate Wood & Queen's Park**

- (c) devising and implementing the City of London Corporation's policies and programmes of work in relation to Highgate Wood and Queen's Park (registered charity no. 232986) (and, in fulfilling those purposes, to have regard to any representations made to it by the Highgate Wood Consultative Committee and the Queen's Park Joint Consultative Group) in accordance with the provisions of the Highgate Wood and Kilburn Open Spaces Act 1886;

#### **Consultative Committees**

- (d) appointing such Consultative Committees as are considered necessary for the better performance of its duties including a, Hampstead Heath Consultative Committee  
Highgate Wood Consultative Committee  
Queen's Park Joint Consultative Group

## FREEDOM APPLICATIONS COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of:-

- two Aldermen nominated by the Court of Aldermen
- the following ex-officio Members:-
- the Chief Commoner
- the Chairman and Deputy Chairman of the Policy & Resources Committee

2. **Quorum**

The quorum consists of any three Members.

3. **Membership 2012/13**

Sir Robert Finch, Alderman  
Sir David Howard, Bt., M.A., D.Sc., Alderman

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To examine and report back on any applications for the Freedom referred to the Committee by the Court of Common Council.

## BARBICAN RESIDENTIAL COMMITTEE

### 1. **Constitution**

A Non-Ward Committee consisting of,

- 11 Members who are non-residents of the Barbican Estate elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- three Members nominated by each of the following Wards:-
  - Aldersgate
  - Cripplegate Within
  - Cripplegate Without
- the Chairman or Deputy Chairman of the Community & Children's Services Committee (ex-officio)

The Chairman and Deputy Chairman of the Committee shall be elected from the Members who are non-residents of the Barbican Estate.

### 2. **Quorum**

The quorum consists of any four Members who are non-residents of the Barbican Estate.

### 3. **Membership 2012/13**

Non-Residents:-

- 2 (2) Kevin Malcolm Everett D.Sc., *for two years*
- 13 (3) Stanley Ginsburg J.P., Deputy
- 3 (3) Henrika Johanna Sofia Priest
- 2 (2) Jeremy Paul Mayhew, M.A., M.B.A., *for three years*
- 2 (2) Nicolas Cressey
- 2 (2) William Harry Dove, M.B.E., J.P., Deputy
- 4 (2) Gareth Wynford Moore

Residents:-

Nominations by the Wards of Aldersgate and Cripplegate (Within and Without), each for the appointment of three Members

#### **Aldersgate**

Joyce Carruthers Nash, O.B.E., Deputy  
Barbara Patricia Newman, C.B.E.  
Peter Leck

#### **Cripplegate (Within)**

John Alfred Barker, O.B.E., Deputy  
David John Bradshaw  
Chris Punter

#### **Cripplegate (Without)**

Stephen Douglas Quilter, B.Sc.(Hons.)  
John Tomlinson, B.A., M.Sc.  
Angela Starling

together with the ex-officio Members referred to in paragraph 1 above and four Members to be appointed this day .

### 4. **Terms of Reference**

To be responsible for:-

- (a) the management of all completed residential premises and ancillary accommodation on the Barbican Estate, eg. the commercial premises, launderette, car parks, baggage stores, etc. (and, in fulfilling those purposes, to have regard to any representations made to it by the Barbican Estate Residents' Consultation Committee);
- (b) the disposal of interests in the Barbican Estate pursuant to such policies as are from time to time laid down by the Court of Common Council.

**BARBICAN CENTRE BOARD**

1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council for three year terms, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment.
- five non-Common Council representatives appointed by the Committee, of which at least two should be drawn from the arts world
- a representative of the Policy & Resources Committee
- a representative of the Finance Committee
- the Chairman of the Board of Governors of the Guildhall School of Music & Drama (ex-officio)
- the Chairman of the Barbican Centre Trust (ex-officio)
- the Chairman of the Culture, Heritage & Libraries Committee (ex-officio)

The Chairman of the Board shall be elected from the City Corporation Members.

From April 2009, a maximum continuous service limit of three terms of three years will be applied.

2. **Quorum**

The quorum consists of any five Members elected by the Court of Common Council.

3. **Membership 2012/13**

- 7 (3) Jeremy Paul Mayhew, M.A., M.B.A.
- 2 (2) John Tomlinson, B.A., M.Sc., *for two years*
- 2 (2) Tom Hoffman
- 2 (2) Dr Giles Robert Evelyn Shilson, Deputy

together with:-

- |                    |   |   |
|--------------------|---|---|
| Roly Keating       | ) | Up to five non-Common Council Members<br>appointed by the Committee |
| Sir Brian McMaster | ) |   |
| Guy Nicholson      | ) |   |
| Sue Robertson      | ) |   |
| Keith Salway       | ) |   |

together with the ex-officio Members referred to in paragraph 1 above and four Members to be appointed this day..

4. **Terms of Reference**

To be responsible for:-

- (a) the operation and maintenance of the Barbican Centre and Art Gallery, having determined the general principles and financial targets within which the Centre will operate;
- (b) the appointment of the Managing Director of the Barbican Centre;
- (c) fulfilment of the purpose given to the Committee by the City of London Corporation, viz. the provision of an excellent Centre for the education, enlightenment and entertainment of all who visit it, and to stimulate enterprise in all its activities.

## THE CITY BRIDGE TRUST COMMITTEE

1. **Constitution**  
A Non-Ward Committee consisting of,
- two Aldermen nominated by the Court of Aldermen
  - 12 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
  - the Right Honourable the Lord Mayor (ex-officio)

2. **Quorum**  
The quorum consists of any five Members.

3. **Membership 2012/13**

ALDERMEN

- 1 Alison Jane Gowman, Alderman  
1| New Alderman for the Ward of Aldgate

COMMONERS

- 2 (2) Charles Edward Lord, O.B.E., J.P., Deputy *for two years*  
18 (4) Joyce Carruthers Nash, O.B.E., Deputy  
2 (2) Vivienne Littlechild J.P., *for two years*  
2 (2) The Revd. Stephen Decatur Haines, M.A., Deputy, *for three years*  
5 (3) Michael Henderson-Begg  
4 (3) Wendy Mead, Deputy and Sheriff  
6 (2) Kenneth Edwin Ayers, M.B.E., Deputy  
18 (2) John Leslie Bird, O.B.E.  
2 (2) Jeremy Paul Mayhew, M.A., M.B.A.

together with the ex-officio Member referred to in paragraph 1 above and three Members to be appointed this day.

4. **Terms of Reference**

- (a) To determine all applications for grants pursuant to the Cy Pres Scheme for the administration of the Charity known as the Bridge House Estates, made by the Charity Commissioners on 9 February 1995 and brought into effect by the Charities (The Bridge House Estates) Order 1995, as respects the following purposes:-
- (i) in or towards the provision of transport and access to it for elderly or disabled people in the Greater London area; and,
  - (ii) for other charitable purposes for the general benefit of the inhabitants of Greater London; other than grants above a sum of £500,000.
- (b) Subject to the terms of the Cy Pres Scheme and criteria as to the eligibility and treatment of applications specified from time to time by the Court of Common Council:-
- (i) to review the criteria referred to above and to make recommendations to the Court of Common Council for changes thereto;
  - (ii) to determine conditions and other requirements to be imposed in connection with grants that are approved;
  - (iii) to consult such persons or bodies and corporate or government departments as may be directed by order of the Charity Commissioners in the course of settling a policy for the application of funds to which the Scheme relates; and,
  - (iv) to review, as necessary, the amounts, nature and spread of grants approved or refused, and the operation of administrative arrangements for the Scheme.

## STANDARDS COMMITTEE

### 1. **Constitution**

A Non-Ward Committee consisting of,

- one Aldermen appointed by the Court of Aldermen
- four Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- five Independent Members appointed in accordance with the Local Government Act 2000

The Chairman of the Committee shall be elected from the Independent Members.

None of the appointed shall serve on the Committee for more than two terms, a maximum of eight years.

### 2. **Quorum**

The quorum consists of three Members ie. two Members of the Court of Common Council and one Independent Member.

### 3. **Membership 2012/13**

#### ALDERMAN

1 Fiona Woolf, C.B.E.

#### COMMONERS

2 (2) Charles Edward Lord, O.B.E., J.P Deputy, for two years

2 (2) Matthew Charles Falco Lombardi Richardson

together with two Members to be appointed this day and five Independent Members :-

His Honour Dr Colin Kolbert (*appointed for a four year term to expire in December 2012*)

Anthony Williams (*appointed for a four year term to expire in December 2012*)

Howard Lederman (*appointed for a four year term to expire in July 2013*)

Felicity Lusk (*appointed for a four year term expiring in October 2013*)

Alan Graham (*appointed for a four year term to expire in March 2014*)

### 4. **Terms of Reference**

To be responsible for:-

- (a) promoting and maintaining high standards of conduct by Members and Co-opted Members of the City of London Corporation and to assist Members and Co-opted Members to observe the City of London Corporation's Code of Conduct;
- (b) preparing, keeping under review and monitoring the City of London Corporation's Member Code of Conduct and making recommendations to the Court of Common Council in respect of the adoption or revision, as appropriate, of such Code of Conduct;
- (c) preparing, keeping under review and monitoring the City of London Corporation's Employee Code of Conduct;
- (d) advising and training Members and Co-opted Members on matters relating to the City of London Corporation's Code of Conduct;
- (e) dealing with any complaints of breach of the City of London Corporation's Code of Conduct in respect of Members and Co-opted Members, having first determined whether the alleged breach of the code is in respect of the Common Council's local authority and policy authority functions or its non-local authority functions, and to ensure that they are investigated appropriately by or on behalf of the Town Clerk or the Monitoring Officer who should report their findings to the Committee;
- (f) monitoring all complaints referred to it and to prepare an annual report on its activity for submission to the Court of Common Council.

In relation to the City of London Corporation's role as a Local Authority and Police Authority, to:-

- (a) consider any application for exemption from political restriction that is made to the Committee in respect of any post by the holder of that post;
- (b) where appropriate, give directions requiring the authority to include a post in the list of politically restricted posts that it maintains;
- (c) direct that a post should not be politically restricted where an application has been made and the Committee is satisfied that the duties of the post involve neither providing advice to the authority or its Committees nor speaking on behalf of the authority to journalists and broadcasters.



## LICENSING COMMITTEE

1. **Constitution**  
A Non-Ward Committee consisting of 15 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment.
2. **Quorum**  
The quorum consists of any five Members.
3. **Membership 2012/13**
  - 10 (4) Charles Edward Lord, O.B.E., J.P., Deputy
  - 10 (4) Chris Punter
  - 10 (4) Stephen Douglas Quilter, B.Sc.(Hons.)
  - 2 (2) Peter Gerald Dunphy, *for two years*
  - 7 (3) The Revd. Stephen Decatur Haines, M.A, Deputy
  - 10 (3) Dr. Peter Bernard Hardwick, Q.H.P.
  - 9 (3) Jeremy Lewis Simons, MSc.
  - 10 (3) Simon Walsh, M.A., Alderman
  - 8 (2) Alex Bain-Stewart M.Sc., J.P.
  - 10 (2) Kevin Malcolm Everett, D.Sc.
  - 2 (2) Sophie Anne Fernandes
  - 2 (2) James Richard Tumbridge

Together with three Members to be appointed this day.

#### 4. **Terms of Reference**

To be responsible for:-

- (a) the City of London Corporation's licensing functions under the following legislation:-
  - (i) Licensing Act 2003:-
    - the issue of licenses for the following:-
      - (a) the sale of alcohol
      - (b) the provision of regulated entertainment
      - (c) the provision of late night refreshment
      - (d) the exhibition of films
  - (ii) Gambling Act 2005:-
    - the issue of permits and licences relating to the use of premises for the following:-
      - (a) the conduct of gambling activities
      - (b) the presence of gaming machines
      - (c) the holding of small society lotteries (i.e. below prescribed thresholds)
  - (iii) Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009:-
    - (a) the licensing of sexual entertainment venues
    - (b) action to prohibit the consumption of alcohol in designated public places as detailed in sections 12-16 of the Criminal Justice and Police Act 2001 and the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001
    - (c) the implementation of those sections of any Acts of Parliament and/or European Legislation which direct that the local authority take action in respect of those duties listed at (a) above, including the functions contained in Sections 2(1) and 2(2) of the Hypnotism Act 1952
    - (d) determining which of its functions and responsibilities may be delegated to enable the Director of Markets and Consumer Protection to act on its behalf.
- (b) Making recommendations to the Court of Common Council regarding:-
  - (i) the City Corporation's Statement of Licensing Policy;
  - (ii) The Statement of Licensing Principles in respect of the Gambling Act 2005.

## GUILDHALL IMPROVEMENT COMMITTEE

1. A Non-Ward Committee consisting of,
  - the Chairman and Deputy Chairman of the Policy & Resources Committee
  - the Chairman and Deputy Chairman of the Finance Committee
  - the Chairman of the Planning & Transportation Committee or his/her representative
  - a representative of the Corporate Asset Sub-Committee
  - Alderman Simon Walsh, M.A.
  - Sir Michael Snyder, Deputy
  
2. **Quorum**  
The quorum consists of any three Members.
  
3. **Membership 2012/13**  
  
The ex-officio Members referred to in paragraph 1 above, together with Alderman Simon Walsh MA and Deputy Sir Michael Snyder.
  
4. **Terms of Reference**  
  
In respect of the project to refurbish the North Wing, West Wing, Old Library and Justice Rooms of the Guildhall Complex, to be responsible for:-
  - (i) overall direction;
  - (ii) review of progress;
  - (iii) decisions on significant option development and key policy choices.



## Report –

# Report of the Town Clerk to be considered in conjunction with Items 8 (a), (g) and (h)

*To be presented on Thursday, 19<sup>th</sup> April 2012*

*To the Right Honourable The Lord Mayor, Aldermen and Commons of the City of London in Common Council assembled.*

Candidates were invited to provide information in support of their application to join the various bodies and the following were received:-

- \* Denotes a Member standing for re-appointment.
- § Denotes less than ten years' service on the Court.
- # Denotes less than five years' service on the Court.
- ^ Denotes a Member whose primary residence is in the City of London.

### **Item 8 (a) FIVE Members on the Policy and Resources Committee**

At least one Member to have less than ten years' service on the Court.

#### **\*Simon D'Olier Duckworth, D.L.**

*Curriculum Vitae in support of nomination:-*

A Cambridge graduate, FTSE 250 Director and City based Investment Fund Chairman, I was elected to the Court in 2000 (Bishopsgate). For the last decade I have focused on Policing, Finance and Investment, key areas of the Corporation's responsibility, and have served on those Committees or their precursors throughout that time.

An ex officio Member of the Policy & Resources Committee since 2008, I was elected in my own right in 2009, and hope to continue serving this Committee. Wider experience on other Committees, School and University Governing Bodies, have given me an opportunity to engage with a wide range of Corporation activities, but in the last four years as Police Chairman I have become increasingly involved in high level stakeholder engagement and several strands of Government work liaising with Home Office and Treasury Ministers as well as the Attorney and Solicitor Generals. I believe this experience is particularly useful when seeking to influence decision makers who affect the City's development and business activity, and this is an important part of the Committee's work.

A Member of Gresham College Council and Deputy Governor Elect of the Irish Society, I am also a City representative to the Reserve Forces and Cadets' Association. A Deputy Lieutenant for Greater London and one of HM's Lieutenants for the City, I hope that all these appointments enhance the opportunity of making a significant contribution to the Committee's work and the City's future.

**§ \* Robert William Duffield, B.A., M.Litt.(Oxon)**

*Curriculum Vitae in support of nomination:-*

Since my election to the Court in 2004, I have played an active role in the life of the Court. I have served on these key committees - Policy, Police and Port Health & Environmental Services (PHES). I was first elected to Policy in April 2008 and seek re-election.

In 2011 I completed a 3-year Chairmanship of PHES - a demanding and rewarding role, in equal measure, which conferred important leadership experience in executive decision-making, financial accountability and responsible governance.

In 2007 I was appointed the national Independent Member of the Selector Panel at the Local Government Association - set up to sift submissions made by local authorities under the terms of Sustainable Communities Act (2007). I was actively engaged to evolve best practice, better decision-making and cut red-tape at the grass roots.

I combine my public duties with running a corporate investigations consultancy in the City. My company is at the cutting-edge of cyber-security and provides the global investment community with key information and advice in respect of managing risk. This work includes due diligence, asset-tracing and litigation support assignments. We operate at the front line of technological change.

It has become increasingly clear to me that organisations - commercial *and* public - have to adapt to very fast-changing economic and cultural conditions. As recent events have shown, this applies both to the CoLC and the Financial City. The historical role of the CoLC has been to bring cultural and economic continuity to the life of the Nation. However, it is imperative that we continue to modernise our systems of administration and communication. I had some personal input into the P&R decision to invest in the new City Corporation website and believe this will be money well spent.

I believe that I can continue to make valuable contributions to the ongoing debates that define the work of the Policy & Resources Committee.

**§ Marianne Bernadette Fredericks**

*Curriculum Vitae in support of nomination:-*

I am standing for the vacancy on the P&R Committee, and would welcome your support.

I have been very involved in all aspects of City life, both on a personal and business basis. I believe this gives me the experience and insight to identify, implement and achieve the democratic and strategic aims of the Policy and Resource Committee.

As a Member of the P&R Committee, I would be more able to support and represent the Committees on which I currently serve, and if elected this will enable me to achieve a more cohesive and integrated relationship between this Committee and Members for the benefit of all concerned.

**Dr. Peter Bernard Hardwick, Q.H.P.**

*Curriculum Vitae in support of nomination:-*

I am coming to the end of my three year term as an ex-officio Member of the Policy and Resources Committee, by virtue of my Chairmanship of the Establishment Committee. I have very much enjoyed my membership and would appreciate the opportunity to continue. I believe that with my long service as a member of the Court and of many various Committees I am well-suited to do so.

**Tom Hoffman**

*Curriculum Vitae in support of nomination:-*

I joined Common Council 10 years ago and am currently a Member of the Finance, Investment, Planning & Transportation, and Culture, Heritage & Libraries Committees, and Chairman of the Gresham Committee (City Side).

I have also served on the Markets Committee, the Port Health & Environmental Services Committee, the Court of the Honourable the Irish Society, of which I was Deputy Governor in 2009-10, and as an Almoner and Chairman of the Finance Committee of Christ's Hospital.

I am also a Member of the Boards of the Guildhall School of Music & Drama (Chairman 2009-12), the City of London School for Girls (Chairman 2003-06), the Barbican Centre, the Museum of London, and the City Arts Trust.

I have a very good attendance record for all the committees and boards on which I serve.

Outside the City of London Corporation I have served on the Governing Boards of Birkbeck University of London, the University of Exeter, King's College Hospital NHS Foundation Trust, the Church of England's Clergy Charities, and various orchestras and music festivals. Although I retired in 2003 as a full-time banker, I continue to serve as senior adviser to the board of a Portuguese financial group.

I am standing for election for the Policy & Resources Committee because I feel that I now have sufficient knowledge and experience of both the Corporation of London and the wider financial and cultural City to make a more significant contribution, and I would be grateful for the opportunity to do so.

**\* Catherine McGuinness, M.A., Deputy**

*Curriculum Vitae in support of nomination:-*

I offer myself for re-election to the Policy and Resources Committee. Having served on several of the City's committees, and represented the City on a number of outside or related bodies, since joining the Court in 1997, I feel I have a good overview of our roles and responsibilities. With those committees which I have chaired (Hampstead Heath, Highgate Wood and Queen's Park, the Guildhall School, Barbican Centre, and externally the governors of the City Academy, Hackney), I have placed a strong emphasis on partnership and collaboration, for example with local boroughs, sister organisations, or our fellow sponsor, and have built strong links. As a former partner in a City law firm who still works in the financial sector I am well aware of the pressures felt in the business City, particularly from the current tide of new regulation. With this range of interests and experience I hope I could, if re-elected, continue to contribute to the committee's work, and ask colleagues to support me.

**§ Dr Giles Robert Evelyn Shilson, Deputy**

*Curriculum Vitae in support of nomination:-*

I started my professional life as a barrister, followed by six years managing a business. I am currently in senior management at the Honourable Artillery Company, a 475-year-old regiment of the British Army, membership organisation and charity (assets £34M; expenditure £3M). I was elected to the Court in 2009 and sit on Finance, Markets, the Barbican, the Gresham Committee, the Irish Society and the City of London School, of which I am Deputy Chairman. I have also served on Port Health and the recent Corporation Governance Review. I believe that my strategic and managerial experience and skills would be of genuine value to P&R.

**Item 8 (g) ELEVEN Members on the Police Committee**

At least one Member to have less than five years' service on the Court and a minimum of two Members must have their primary residence in the City of London.

**\*^ John Alfred Barker, O.B.E., Deputy**

*Curriculum Vitae in support of nomination:-*

I was a Member of the Committee, now before you in new form.

I have a long practical and theoretical experience in public security and order. Chairman of the Civil Defence Committee of the Metropolitan Borough of Holborn at a time when the

Soviet Union presented a very real threat to the West. The British Army provided 50,000 troops to BAOR. Because of that involvement I served for twelve years with the Metropolitan Special Constabulary at Bow Street, receiving a Commander's Commendation. I also served with the Intelligence Corps TA & AVR for ten years. My professional career was with the Inner London Probation Service for twenty-five years. I became a Senior Officer and had experience of most parts of the service. Courts, adult, juvenile and domestic. Prisons, including induction and parole board, Hostels and Community Service. I am aware of the aspiration of Government with the Criminal Justice system, the challenges and disappointment in dealing with delinquent and often self-destructive, muddled individuals.

Since being elected to a residential ward, serving as Deputy to two Aldermen, I have been Chairman of Port Health and Environmental Services, Barbican Centre and City Lands & Bridge House Estates Committees - Chief Commoner. I know our City and London very well, including areas of criminality and deprivation.

**\*# Douglas Barrow, Deputy**

*Curriculum Vitae in support of nomination:-*

I have served on this committee for two years of a three year term and feel I have gained a real understanding its work and that of the force. I have taken time to get to know the work of the officers and staff, accompanying them on the beat, on the road and within the police stations. I have also served on the Professional Standards and Complaints Sub-Committee ensuring the integrity of the force. With significant budget cuts required, these are challenging times for the force and the authority. As indicated originally, I am ready to serve for the lengthy time necessary to ensure we provide the best value for money and a force we can continue to be proud of.

**\* Mark John Boleat**

*Curriculum Vitae in support of nomination:-*

I have been a Member of the Police Committee for seven years. In addition to playing a full role in the Committee's work generally, I have taken a special interest in two areas. I have been the lead member on performance management and have chaired the Performance Management and Value for Money Sub Committee since it was established. In this capacity I am have been a member of the Police Leadership Group. I have also been the lead member for economic crime, and have played a modest part in helping to build this aspect of the Police's work.

**\* Simon D'Olier Duckworth, D.L.**

*Curriculum Vitae in support of nomination:-*

I have been interested in the City's role as a Police Authority since election to Common Council in 2000. Joining the Police Committee in 2002, I chaired 'Best Value' Reviews of Asset Management (2003) and Counter-Terrorism (2004-5); elected Deputy Chairman 2006-8 and Chairman 2008-12, I became involved in the national work of the APA (Association of Police Authorities) joining their Police Reform and Strategic Policing Sub Committees. Invited to join the Home Office 'O4SG' for the Olympic Security preparations in 2007, I was subsequently appointed to the Olympic Security Board on which I am an Executive Board member. I have also chaired NOSOG (National Olympics Security Oversight Group) since January 2009.

Actively involved in work developing the new National Crime Agency as a member of the initial Steering Group 2011-12 and the current Home Office Programme Board 2012, I serve as the non-executive member on the Economic Crime Co-Ordination Board and was appointed as a Director of the SFO (Serious Fraud Office) in 2011.

As the national policing landscape changes around us, I am committed to help maintain the City's unique profile and reputation with government and other stakeholders as well as helping protect its important role as Lead Force for Economic Crime; areas which I hope are reflected in my experience and appointments to date.

**\*^ Robert William Duffield, B.A., M.Litt.(Oxon)**

*Curriculum Vitae in support of nomination:-*

I wish put myself forward for re-election to the Police Committee.

Although a relatively new member of the Police Committee I have played an active role both at Grand Committee and as a member of the Police Performance Sub Committee.

Reduction in budgets has compelled the City of London Police Force to significantly change its organisational structure and systems of deployment - while maintaining the highest quality of service provision. I feel well qualified to continue to make a relevant contribution to the ongoing debate over this re-organisation - especially in the battle against economic crime.

If I were to be re-elected to the Police Committee, I would continue to contribute to all issues - especially those that relate to cybercrime. The City of London Police has been tasked to play a lead role in the national crackdown against economic crime. As a cyber-security professional, serving the global investment community, I bring an 'insider's perspective' to the table. I have a clear understanding of the threats posed by cyber-criminals and cyber-terrorists.

Since my election to the Court in 2004, I have played an active role in the life of the Court. I have served on these key committees - Policy, Police and Port Health & Environmental Services (PHES).

In 2011 I completed a 3-year Chairmanship of PHES - a demanding and rewarding role, in equal measure, which conferred deep insights into day-to-day executive decision-making, public accountability and responsible governance.

Before setting up my business in the City of London in 1999, I spent more than 10 years as an investigative journalist specialising in miscarriages of justice. I was a producer on both 'Rough Justice' (BBC TV) and 'Trial & Error' (Channel Four) - programmes ultimately responsible for the release of more than ten prisoners on the basis of new evidence. This work gave me unique perspectives into the British Criminal Justice system - including the criminal law, the administration of justice, the prison service, forensic science and frontline policing.

**^# John Fletcher**

*Curriculum Vitae in support of nomination:-*

I live in Portsoken, the Ward with probably the greatest social need and ethnic mix in the City. I am intimately aware of the consequences of policing policy on our most vulnerable and needy.

I am a member of the Independent Advisory Group to the COL Police. I have been working on many issues concerning the police policy of the City for 3 years. I will hit the ground running.

Whilst in the Army I trained with the Police and was on operations alongside them in both Northern Ireland and Mainland UK. I therefore have some personal knowledge of the dangers of and the requirements for a successful Counter Terrorism policy.

**\*^ Alison Jane Gowman, Alderman**

*Curriculum Vitae in support of nomination:-*

I consider that I bring many useful skills and abilities as well as knowledge and experience to the role of a Police Committee member.

Professionally, as a solicitor and a sitting Magistrate in the City of London, I have an excellent understanding of the importance of a properly run, responsive and accountable police force.

During the last three years that I have served on the Police Committee I have also served on

the Performance and Resource Management Sub-Committee and on the Professional Standards and Complaints Sub-Committee. As a one-off I sat on a Police Appeal Tribunal (following specific training).

I have acted as the Committee lead in relation to matters of equality, diversity and human rights ("EDHR"). This has involved me in regular attendance at the Police Confidence and Equality Board as well as liaison with the Force's Independent Advisory Group. At a time when the Police are under critical examination for the way in which they deliver their services, the EDHR remit is important for the Police to show that they understand the community in which they work and operate (remembering that the for City of London Police has a City, national and to a certain extent international remit). I have led on several areas which have sharpened the Force's focus.

The next few years will see the need for concentrated work from the Committee as they help deliver the necessary realignment of the Police budget and review of Police operations in the City First programme. I am well placed and willing to work to this agenda.

**\* Brian Nicholas Harris**

*Curriculum Vitae in support of nomination:-*

I would like to offer myself for re-election on the Police Committee. I am one of the longest serving members having completed 11 years and I believe that with the major financial and structural challenges that the Force are facing continuity and experience are very important.

I have served on a number of sub committees including that dealing with police professional standards and complaints. During the term of the next Committee significant decisions will have to be made in regard to our police stations and accommodation and I hope that my many years of experience as a Chartered Surveyor practising in the City will be helpful in arriving at the most beneficial outcome for the Corporation and the Force.

In his closing remarks to the last Police Committee the retiring Chairman emphasized the need for members of the next Committee to be prepared to devote time beyond that involved in the Grand Committee meetings in order that the wide range of police activities can be properly understood and supported. I am prepared to make that necessary time commitment.

I welcome and hope that you will support my nomination

**\* Stanley Keith Knowles, Deputy**

*Curriculum Vitae in support of nomination:-*

Having served on the Police Committee for some years and possessing considerable experience of the abilities and strengths of the City of London Police during my term as Chairman and Deputy Chairman I wish to be re-elected to the Committee.

My particular interest and responsibilities relate to Police Performance and the urgent requirement to secure adequate operational and service accommodation. A great deal of work has been done on this project and I am keen to continue to play my part in its completion and to ensure that it is successfully implemented in the near future.

**\*^ Vivienne Littlechild**

*Curriculum Vitae in support of nomination:-*

A year ago you kindly voted for me to become a Member of the Police Committee and since that time I have been a regular attendee both at the committee and Professional Standards and Complaints Sub Committee. There is no doubt that there is a considerable time commitment for this committee and I have been able to do this and make a proper contribution to our discussions. In addition to our committee meetings we have regular presentations dealing with various priorities and these are invaluable to our understanding of our priorities.



My more than 30 years working in law, with particular expertise in white collar crime, assists me in understanding some of the pressures on our police and my ten years' experience as a local Magistrate has assisted me in giving, I hope, useful advice regarding training.

This Committee is not one to add to one's CV but for Members prepared to put in the time and effort and to attend consistently and this is something I do.

I would very much like to continue to serve on this Committee and would ask you to cast one of your votes for me.

**\*^ Ian David Luder, B.Sc.(Econ.), Alderman**

*Curriculum Vitae in support of nomination:-*

I have served on the Police Committee for 10 years and for the past 15 months have been the Member representative on the City First Board, which is charged with a major reshaping of the Force, to cope with the serious funding reductions over this and the next three years. This work is still in process. I believe that my financial background, and existing service on the Committee will be of on-going benefit to the Force, and I invite Members to continue to support my membership on the Committee.

**\* Robert Allan Merrett**

*Curriculum Vitae in support of nomination:-*

I have completed my first year on the Committee and believe I am still well qualified to deal with the challenges and opportunities faced by the City of London Police.

Firstly, I specialise in risk management for a world leading investment bank. This requires an ability to assess multiple risks – including legal, credit, market and reputation. My current portfolio covers some very high risk countries and legal jurisdictions where fraud and crime are a constant threat. I note that the City of London Police is the UK's lead agency in the area of Economic Crime and I would continue to actively support them in this work which costs the UK economy an estimated £38 billion per annum.

Secondly, the Police face a constant need to be accountable to the public. I am not a Solicitor, Barrister or Magistrate; nor an intelligence consultant or member of a Police lobby group. I would continue to approach this role as an independent person who understands the need for good oversight as well as fair management of the Police force. The independence and reputation of any such Committee is vital to its success and I believe I can continue to enhance its standing.

Thirdly, since joining the Court in 2009, I have deliberately only stood for one non-Ward Committee so as to match my abilities to this particular Committee and not become over stretched given other commitments.

I would also qualify as a Member with less than five 5 years' experience.

**\*^ Joyce Carruthers Nash, O.B.E., Deputy**

*Curriculum Vitae in support of nomination:-*

- 1) Lead member for 3 years of the Independent Custody Visitors Group.
- 2) Lead member of the original Citizens Focus Group.
- 3) Police complaints and Standards Committee member.
- 4) Attended each of the Commissioner's Workshops.
- 5) Committee representative on a Police Tribunal hearing.
- 6) Re-elected only last year by the Court for a further 4 years.
- 7) Good attendance record - ability to contribute to discussion.
- 8) Time to take on extra commitments when required.
- 9) City resident in the Barbican for 34 years - my only home.

I would like the opportunity to continue to put into practice the knowledge and experience I have gained to date as a Police Committee member.

**\* James Henry George Pollard**

*Curriculum Vitae in support of nomination:-*

I have served on the Police Committee for the past 6 years. I was first elected as Deputy Chairman three years ago and it is my wish to continue to serve on the Committee, and stand for election as Chairman when we next meet.

It is an important time in the life of The City of London Police. Whilst budgets are being cut it is important that the City has a strong and experienced oversight committee, to ensure that we who live, work and visit the City feel secure, and have the best force to protect us against the threat of terrorism, address the multitude of issues affecting us as well as seize other opportunities especially in this Olympic year. The government recognises the importance of the force on a national and international stage and of the work of the committee and its chairman and we need to embrace this momentum. It is an exciting time in the work of the force, particularly in its lead force status for Economic Crime. It is important that the force identifies new channels of funding and I will work with the senior management team to enhance this. With this experience, I believe I am ideally suited to this Committee.

I have served as Chairman of the Police Professional Standards & Complaints Sub Committee and been involved in the selection committee for the recent senior ACPO appointments.

**\* Richard David Regan, Deputy**

*Curriculum Vitae in support of nomination:-*

The Police Committee is entering a critical period given the significant changes proposed for local Police Authorities. It is also essential that it establishes clearly and maintains its role as the principal force in the area of financial fraud coupled with its role in maintaining law and order in the City of London and dealing with the threat of terrorism.

My career in the City, in the area of good corporate governance, detection of fraud and potential fraud in the securities markets and my belief that we have the best Police Force in the country will I hope be recognised as equipping me to be a fully contributing and effective Member of the Police Committee.

I am one of the newer members of the Police Committee and serve on the Complaints Committee and I trust that Members will feel able to support me as a potential Member of our reduced but never the less vital Police Committee, able to assist the Commissioner in tackling effectively the current issues facing the force.

**Item 8 (h) TWO Members on the Board of Governors of the City of London School**

**Nigel Kenneth Challis**

*What skills / experience can you bring to the Board of Governors?*

In years gone by I have been responsible for the audit of several local authority schools and also for the University of Cambridge. I have a knowledge of school finances and of the nature of the internal competing demands on resources.

I have been the treasurer of North London Collegiate School, Edgware. This also involved several fund raising activities and its provision of services to several state schools.

I am a trustee of the Chartered Institute of Securities and Investment Educational Trust - a grant making body involved in the promotion of financial literacy and training for young people in both the private and state sector.

As a trustee of the Castle Baynard Educational Foundation I have participated in the sponsorship of a number of CLS pupils' fees and extra-curricula activities.

*Any additional aspects in support of your application?*

Through my former firm, KPMG, I supported the sponsorship of the City of London Academy (Hackney). I participate in pupil reading and mentoring classes in Wapping.

I have had a life-long interest in education as being the most important attribute in equipping young people for life. I have lectured at Harrow, St Paul's, Rodean and Westonbirt schools on accountancy topics.

**\* William Harry Dove, M.B.E., J.P., Deputy**

*What skills/experience can you bring to the Board of Governors?*

I have served for fourteen years on this Board, three as Chairman. Twenty three years of my working life were spent as a teacher latterly as Deputy Head of a school for children with special needs. Since the early 1970s I have served as a governor of various schools.

*Any additional aspects in support of your application?*

Sometime Governor of Sir John Cass Foundation Primary School

Founder Governor of City of London Academy Southwark

Chairman of the City of London Corporation Education Committee

Sometime Trustee of the Bishopsgate Institute

Present day Trustee of the Reeves Foundation and of the Central School Foundation

**Sylvia Doreen Moys**

*What skills/experience can you bring to the Board of Governors?*

Governor, and for the past 3 years Chairman, of City of London School for Girls

Governor of the largest State Secondary School (11-19), in Croydon

As Chairman of CLSG I served, ex-officio, on the CLS Board 2009-2012

*Any additional aspects in support of your application?*

This broad experience of Girls', Boys' and Co-ed schools, and hands-on working knowledge of both the Independent and State Sectors has fitted me to make relevant contributions to all boards.

During the past 3 years, as well as an active and high profile in CLSG, I have also become a familiar figure to many students, staff and parents at CLS.

I have a high regard, and considerable affection, for CLS.

**\* Joyce Carruthers Nash, O.B.E., Deputy**

*What skills/experience can you bring to the Board of Governors?*

My professional working life was as a teacher and a Head-teacher. I have kept up to date with changes in the education system requirements.

I regularly attend and support school activities at the City of London School.

*Any additional aspects in support of your application?*

I am a past Chairman of the City of London School for Girls.

I have served as a Governor of Sir John Cass Primary School.

I am a present Member of the Bursary and reference Sub Committees of the City of London School.

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# City of London

## Communications Strategy 2012-2015



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## City of London Corporation

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## Communications Strategy 2012-2015

### *Three strands of the strategy*

Support and promote “The City” as the world leader in international finance and business services

Promote the City of London Corporation as the provider of modern, efficient and high quality local and policing services within the Square Mile for residents, workers, businesses and visitors

Promote the role of the City of London Corporation as a provider of valued services to London and the nation as a whole

### **Reputation management**

*To sustain and enhance the reputation of the City of London Corporation*

The reputation of the City Corporation is sustained and enhanced through the implementation of the communications strategy alongside reputation, risk and emergency management plans that can be implemented in times of extraordinary risk.

### **Communications challenges for 2012/13 – Olympics year**

1	The London elections
2	Diamond Jubilee
3	Launch of the new City Corporation website
4	Olympic and Paralympic Games
5	Electoral registration
6	City Corporation Common Council elections
7	The City’s role in the UK and EU
8	Retaining the City’s international competitiveness
9	Gaining due recognition for the services the City Corporation provides
10	Support the implementation of the Cultural and Visitor Strategies
11	Streetworks
12	Reputation management
13	Social media
14	Transparency agenda
15	Government’s localism agenda
16	Responsible capitalism
17	Developing more effective communications with Members and staff
18	Managing tight resources

## Communications priorities 2012/13

*The focus on specific service area(s) to promote the work of the City Corporation over the next 18 months*

- Supporting London's communities – the work the City Corporation does to support educational and cultural opportunities and economic development, thereby helping to provide jobs and growth and improve the quality of life throughout London.
- Helping to look after London's heritage and green spaces – the work the City Corporation does to look after London and the nation's heritage and to provide green spaces across the capital and beyond.

### Key Audiences

*To whom key messages need to be delivered*



### Channels

*Through which messages can be communicated*

Traditional media, digital communications and social media, events and hospitality, printed material, meetings and individual contacts.

### Implementation

The Public Relations Office leads on delivery of the *City of London Communications Strategy 2012-15* through the work of the Office but, equally, through coordination with departments across the organisation. Through the implementation of the communications strategy, communications are embedded across the organisation to ensure consistent and coordinated communications are delivered throughout the City Corporation.

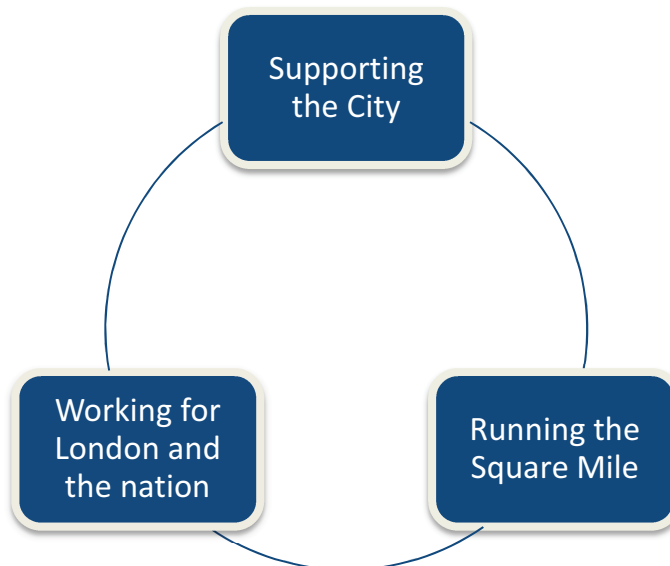


## 1. The communications strategy

### 1.1 Three strands

The communications strategy contains three strands:

- Support and promote “The City” as the world leader in international finance and business services
- Promote the City of London Corporation as the provider of modern, efficient and high quality local and policing services within the Square Mile for residents, workers, businesses and visitors
- Promote the role of the City of London Corporation as a provider of valued services to London and the nation as a whole



### 1.2 Supporting the City

The role of the City of London Corporation in supporting and promoting the City has assumed substantially increased importance, following the turmoil in world financial markets which originally developed in summer 2007 and reached crisis proportions in the autumn of 2008. The subsequent Eurozone debt crisis, which started in 2010, has further increased the importance of this strand of the strategy.

This work has, as a result, expanded considerably, encompassing substantial activities in Brussels on EU financial services regulation, supervised by the International Regulatory Strategy Group, supported and administered by the City of London Corporation and run jointly with TheCityUK. Explaining across the EU the role of London as “Europe’s financial centre” is now a major priority.

### 1.3 Running the Square Mile

The second element of the communications strategy is to explain how the whole range of the organisation’s work to provide local and policing services for the Square Mile is relevant to City residents, workers, businesses and visitors, and the high quality with which these services are invariably delivered. In particular, with London hosting the Olympic and Paralympic Games in 2012, the City Corporation will have extra responsibility both in playing our full part in helping the Games run smoothly and in ensuring that the Square Mile can run ‘business as usual’ throughout the period of the Games.

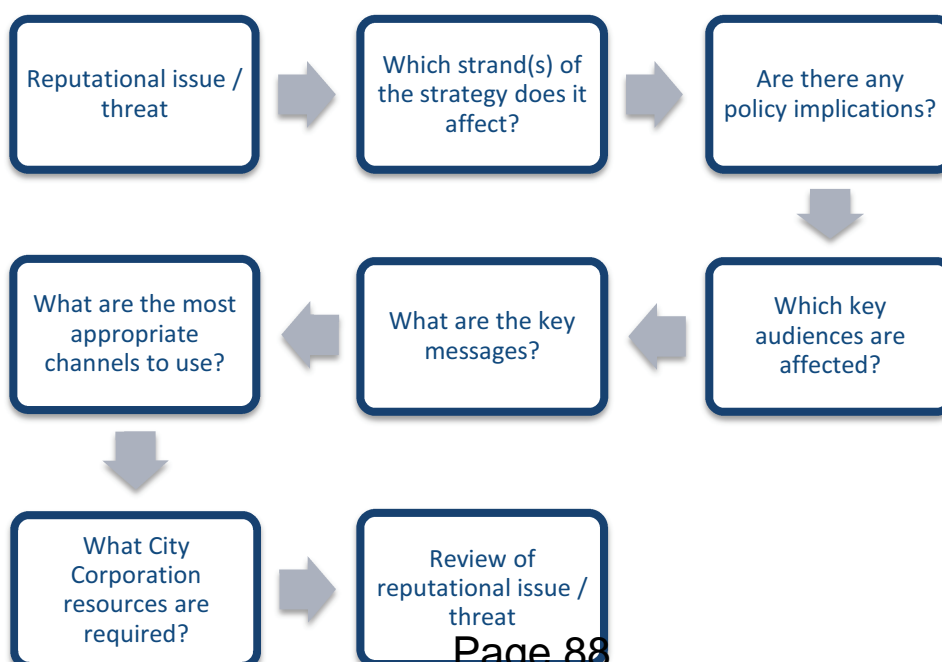
### 1.4 Working for London and the nation

The third element of the communications strategy encompasses the promotion of the work of the City of London Corporation on behalf of London and the nation. This includes providing three wholesale food markets, London green spaces (including Hampstead Heath and Epping Forest), London’s Port Health Authority, the Guildhall School of Music & Drama, the Barbican Centre, the London Metropolitan Archives, three independent schools and the City Bridge Trust, which supports projects across greater London. Particular emphasis will be given over the period of this strategy to increasing the recognition of the City Bridge Trust as the City of London Corporation’s charity.

### 1.5 Reputation management

One of the fundamental purposes of this communications strategy is to set out clearly the strategies for sustaining and enhancing the reputation of the City of London Corporation. Reputation management is integral to an effective communications strategy and it is essential therefore to ensure that it is fully taken into account.

The plan for handling a specific threat to the organisation’s reputation is as follows:



Following these steps will help to ensure that any specific threat to the organisation's reputation is handled in an appropriate, planned and measured way.

There is always the prospect of threats to the standing, scope of work and responsibilities of the City Corporation from legislative changes or other external sources and this Communications Strategy has been prepared with this in mind.

Following recent high profile challenges to the City Corporation's reputation, most notably stemming from the protest camp at St Paul's, two areas in particular have been examined, with a view to improving the previous approach.

First, it is clear that the pressures on all organisations, both public and private, to be more transparent and accountable have grown considerably and will continue to do so. With this in mind, the City Corporation is examining the scope for relevant changes in the way it explains and publicises its governance, its finances and the work it does to support and promote "the City".

Second, it has been an integral part of the implementation of this strategy for at least the past two years to increase the communications work undertaken in support of the two non-financial services strands of this strategy and to promote the services which the City Corporation provides both for the Square Mile and across London and the nation. This involves enhancing the recognition of each of these services as part of the overall work of the City Corporation and not simply as separate entities in their own right.

To achieve this most effectively, it is now planned to concentrate for the coming year at least on two areas of service provision, in order to give them the attention and higher profile needed. It has proved less effective to seek to promote specific areas of work by concentrating at the same time, across the board, on all the services provided. This has had the result of detracting from the main message which we are seeking to convey about our role and work on behalf of London and the nation as a whole. The initial two areas on which it is proposed to focus are:

- Supporting London's communities – all the work which the City Corporation does to support educational and cultural opportunities and economic development, thereby helping to provide jobs and growth and improve the quality of life throughout London. This encompasses, but is not confined to, the work of the Economic Development Office (EDO), City Bridge Trust, Community and Children's Services, and the relevant work in the Barbican and Guildhall School of Music & Drama, as well as

all the work in many other departments which also involves various activities across London.

- Helping to look after London's heritage and green spaces – all the work which the City Corporation does to look after London and the nation's heritage and to provide green spaces across the capital and beyond. This encompasses the work of Culture, Heritage and Libraries, Barbican, Museum of London, Open Spaces and Built Environment.

## **1.6 Delivery of key messages**

The City Corporation aims to deliver the key messages in each of the three strands that make up the communications strategy both to various key audiences described in chapter 3 and through a variety of channels set out in chapter 4. To ensure that the communications of the City Corporation are received in a consistent and timely manner it is also of key importance that senior Members and Officers are fully informed and able to play appropriate roles in this work.

- **Role of the Lord Mayor and Policy Chairman in delivering City Corporation messages**

One of the crucial tasks of the communications strategy will be the continuing need to maintain at a high level the standing of the Mayoralty. In line with the strategy on this matter for a number of years, the best way to achieve this will continue to be the reinforcement of the major role which the Lord Mayor plays as the City's ambassador, in representing the interests of modern finance and business and communicating with a wide variety of audiences and stakeholders, overseas and in the UK.

In 2004, detailed consideration was given to the arrangements for promoting the City. The resulting agreed protocol, updated and endorsed again in 2010, recognises that successful promotion is dependent on an effective partnership between the Lord Mayor and the Chairman of the Policy and Resources Committee and the supporting officers at the Mansion House and Guildhall. This communications strategy takes full account of this requirement. It is also assisted in its implementation by regular liaison meetings between the Lord Mayor and the Chairman of Policy and Resources, which ensure a co-ordinated approach to this work.

## 2. Communications challenges

### 2.1 Communications challenges 2012-2013 – Olympics year

The following is a list of the communications challenges during the forthcoming year. Key messages surrounding these areas will be targeted across all the City Corporation's audiences (see chapter 3, Audiences) and be delivered through a variety of different channels (see chapter 4, Channels).

	Challenge	Date	Objective
1	The London elections	3 May 2012	Preparing to work with the Mayor and Assembly following the elections
2	Diamond Jubilee	2-5 June 2012	Supporting the London-wide communications and promoting City specific aspects
3	Launch of the new City Corporation website	June 2012	Ensuring new site is launched in June 2012 and is managed efficiently thereafter
4	Olympic and Paralympic Games	27 July – 12 August and 29 August – 9 September	<ul style="list-style-type: none"> <li>▪ Assisting with the promotion of the event for London and the UK as a whole</li> <li>▪ Promoting City specific aspects, including the Celebrate the City weekend in June</li> <li>▪ Communicating efficiently with relevant audiences on operational issues</li> </ul>
5	Electoral registration	September – December 2012	Aiming to achieve an increase in number of voters registered
6	City Corporation Common Council elections	March 2013	Increasing voter turnout in March 2013
7	The City's role in the UK and EU	Ongoing	Increasing understanding of the City's role for the whole UK and the EU and monitoring the impact of major European developments (e.g. French elections April/May 2012)

<b>8</b>	Retaining the City's international competitiveness	Ongoing	Promoting policies that sustain and enhance the City's international competitiveness
<b>9</b>	Gaining due recognition for the services the City Corporation provides	Ongoing	Promoting the non-financial services work of the City Corporation by focussing on 1-2 specific areas at a time
<b>10</b>	Support the implementation of the Cultural and Visitor Strategies	Ongoing	Ensuring the communications aspects of these strategies are fully supported and implemented
<b>11</b>	Streetworks	Ongoing	Communicating effectively the need for streetworks generally and the details, including timing, of individual works
<b>12</b>	Reputation management	Ongoing	Ensuring the effective management of the organisation's reputation
<b>13</b>	Social media	Ongoing	Developing and implementing a suitable plan for making best use of social media, encompassing Facebook, YouTube and Twitter
<b>14</b>	Transparency agenda	Ongoing	Making sure the organisation is seen to produce the necessary level of transparency and accountability
<b>15</b>	Government's localism agenda	Ongoing	Promoting the City Corporation's role in supporting relevant parts of the localism agenda
<b>16</b>	Responsible capitalism	Ongoing	Ensuring effective responses to the demands for "responsible capitalism"
<b>17</b>	Developing more effective communications with Members and staff	Ongoing	Increasing the speed and efficiency of internal communications with Members and staff
<b>18</b>	Managing tight resources	Ongoing	Carrying out suitable internal and external communications to explain the latest financial position of the organisation and work on related projects such as PP2P

## **2.2 Horizon scanning: communication challenges 2013 – 15**

In addition to the ongoing communications priorities outlined above, all of which continue in the later period, looking forward over the remaining two years, a number of specific priorities are already emerging. Initial work will need to take place in 2012/13 to plan ahead the role of communications in each area. These include:

### **2013/2014**

Polling of key audiences  
German Federal elections – impact on EU issues  
New Government spending round – continuing to manage tight resources

### **2014/2015**

London borough elections  
European Parliament elections and appointment of new European Commission  
General election  
Magna Carta 800<sup>th</sup> Anniversary

The areas outlined above are not intended to be a complete list and it is not possible to capture all forthcoming issues that may develop. However, forward planning enables the communication plans for each area to be correctly deployed in a timely manner.

### 3. Key audiences

3. It is essential that our communications work is targeted at the appropriate audience(s):

Audience		Scope / Size
Residents	Extended efforts are undertaken to communicate systematically with residents through specially targeted publications and the holding of annual all resident meetings with local meetings on a regular basis, as well as direct contacts with Members.	c10,000
Businesses	Regular contact with both senior business figures and the wider range of businesses as a whole are extensively maintained. These contacts are also essential to ensure continued and increased involvement by City businesses in the elections for the Court of Common Council.	c7,000 businesses
Politicians and relevant public organisations	The main political audiences at all levels: Westminster and Whitehall, Brussels and local government across greater London.	MPs, Peers, MEPs, GLA, think tanks, boroughs, relevant London public bodies (eg NHS), Olympic bodies (incl. ODA and LOCOG) and EU institutions and governments



Audience		Scope / Size
Visitors	<p>Visitors to the City are an increasingly important audience. The visitor strategy sets out a comprehensive approach to the communications with visitors and the management of the facilities provided for them. The City Information Centre at St Pauls provides, together with the website <a href="http://www.visitthecity.co.uk">www.visitthecity.co.uk</a>, an improved service for City visitors. In addition, this helps lay the groundwork for a significant part of the City's contribution towards the London-wide preparations for the 2012 Olympic and Paralympic Games.</p>	<p>5.5million visitors to City attractions from September 2010 – September 2011</p>
Media	<p>The media, both in their own right as opinion formers and as a mechanism to reach the other audiences, must always be of the highest priority. In the current economic climate there is a greater interest than normal in the activities of the financial services industry and the City and thus, responding to this, the media is giving more extensive coverage to these issues</p>	<p>A whole range of different media</p>
City workers	<p>City workers are the crucial lifeblood of the City, without whom none of the businesses would function. They influence others with whom they work and come into contact - on City issues generally, and could do so also on our role and work to the extent that they are informed. They also, crucially, provide the new City business voters. Finally, in certain areas, they are also themselves direct users of our local services, especially policing and libraries, as well as gaining from our care and maintenance of the City's streets and general environment.</p> <p>It is sensible to be cautious about what can be achieved, but it is clear (for example from the 2009 TNS polling results) that the level of knowledge of our work among the broad range of City workers can be</p>	<p>c300,000</p>

	increased over time by carefully targeted communications. There is, therefore, scope for more of this work successfully to be done.	
Londoners	Residents, workers, businesses, and visitors make use of the Services which the City Corporation provides across greater London, not just within the Square Mile, They also represent an important audience which need to be targeted effectively.	At least 2-3 million individuals in total
The Livery	The Livery is kept briefed on our role and work, and is supported in the promotion of its role, especially the forthcoming Livery exhibition at Guildhall.	108 Livery companies c23,000 Livery members
Elected Members	<p>It is essential that elected Members are kept regularly up-to-date and, apart from their obvious expectation that this will take place, they can also often be a very effective means of communication themselves with our stakeholders and audiences, with whom they will be in regular contact on a frequent basis.</p> <p>This entails the increasing need, especially through electronic communications, to make sure Members are kept regularly briefed and up to date on current issues and the City of London Corporation's response to them, so they can more easily handle questions on those issues if they should arise unexpectedly.</p> <p>It also encompasses the regular Members' Briefing, individual briefings for specific events, alerts about significant pending media and other communications activities, and effective and timely circulation of press cuttings, especially through the daily email.</p>	125

Audience		Scope / Size
City Corporation employees	<p>Internal communications also form a crucial part of the overall communications strategy. Substantial advantages can be gained both for morale and productivity of employees and for the successful role which they can often play as ambassadors to external audiences by establishing and maintaining a comprehensive internal communications programme which is fully integrated with the external communications programme.</p> <p>Such a programme helps to build a more cohesive unitary approach amongst employees towards the organisation as a whole, and helps to diminish the inevitable tendency for many employees to become almost entirely focussed on the role and work of their own departments and sections, to the detriment of the achievement of the overall objectives of the organisation as a whole.</p>	c3,000

### 3.1 Attitudes of key audiences

Residents, businesses, senior executives and City workers are surveyed every three years by an independent polling firm. These key audiences are asked questions on a variety of issues, both relating directly to the City Corporation and other external factors. Key questions include satisfaction of the City of London as a place to live, work and run a business, overall satisfaction with the way the City of London Corporation performs its functions and additionally about specific services provided by the City Corporation. Surveys of these four key audiences have taken place in this manner since 2000. The 2000 survey was carried out by Mori, 2003 Mori, 2006 Ipsos Mori and 2009 by TNS. The next round of surveys is due to take place in 2013, after a full competitive tender process.

An effective way of measuring the impact of the communications strategy is through this periodic polling of key audiences. The key measurement that relates to the success of the communications strategy is familiarity with the work of the City Corporation. Analysing the trend data under this question of familiarity for each of the audiences surveyed, it is possible to see the changes in attitudes.

*How well do you feel you know the City of London Corporation – very well, a fair amount, very little or not at all?*

	2000	2003	2006	2009
<b>Residents</b>	Not available	Very well/Fair amount: 47%	Very well/Fair amount: 57%	Very well/Fair amount: 62%
		Very little/Not at all: 52%	Very little/Not at all: 42%	Very little/Not at all: 36%
		Net: -5	Net: 15	Net: 26

	2000	2003	2006	2009
<b>Workers</b>	Very well/Fair amount: 25%	Very well/Fair amount: 19%	Very well/Fair amount: 34%	Very well/Fair amount: 41%
	Very little/Not at all: 73%	Very little/Not at all: 78%	Very little/Not at all: 66%	Very little/Not at all: 58%
	Net: -48	Net: -59	Net: -32	Net: -17

	2000	2003	2006	2009
<b>Businesses</b>	Very well/Fair amount: 24%	Very well/Fair amount: 22%	Very well/Fair amount: 39%	Very well/Fair amount: 39%
	Very little/Not at all: 76%	Very little/Not at all: 79%	Very little/Not at all: 61 %	Very little/Not at all: 60%
	Net: -52	Net: -57	Net: -22	Net: -21

	2000	2003	2006	2009
<b>Chief Executives</b>	Very well/Fair amount: 41%	Very well/Fair amount: 43%	Very well/Fair amount: 59%	Very well/Fair amount: 57%
	Very little/Not at all: 59%	Very little/Not at all: 57%	Very little/Not at all: 41%	Very little/Not at all: 43%
	Net: -18	Net: -14	Net: 17	Net: 14

As the above tables demonstrate, the net level of familiarity across all audiences polled has increased over the nine years that this polling has taken place.

Major polling of these key audiences takes place every three years. However in addition to this, ad hoc polls of all City Corporation key audiences can be taken as and when necessary to measure the effect of particular communications on audiences.

## 4. Channels

4. Once the communications strategy and messages and the key audiences have been determined, it is then essential to ensure that the most effective channels are used to reach these audiences.



### 4.1 Generic channels

- **Traditional media:** This comprises all print newspapers both local and national, magazines, radio and television. Messages are delivered via a number of means including press releases, letters, photographs, comment and reply pages, opinion pieces, live and recorded interviews and interviews used for print publications.
- **Digital communications and social media:** This covers the whole range of digital and social communications including websites (City Corporation and external sites), social media (Facebook, Twitter, YouTube), blogs, e-communications (e-shots, email distribution), online messages and downloadable publications.
- **Printed literature:** this includes brochures, booklets, magazines, posters, flyers and information sheets. Printed literature is delivered through the post and/or made available at key locations or for specific events. Printed literature includes corporate publications and targeted information. Although there is a move to digital (most pieces of printed literature have a digital counterpart), printed literature still forms an important channel for communications.
- **Events and hospitality:** the range includes large set piece events, breakfasts, lunches and dinners, receptions, and seminars. At these events messages are delivered via speeches, round table discussions, Q&A sessions and individual discussions and conversations.

- Meetings and individual contacts: these are arranged to allow for general discussions, introductory meetings and follow up discussions and are organised on behalf of Members and senior officers.

Many of the activities outlined involve a two-way flow of information between the organisation and its audiences, and consultation in its many forms also plays a key part in the City of London Corporation's work.

## 4.2 Digital communications plan

One of the channels listed above is digital communications. With the continued advance of digital technology both in social media and e-communications, the City Corporation is making increasing use of these communication tools. To ensure that this is done in a systematic and consistent manner with appropriate resources, a digital media plan has been developed.

Digital communications and social media are a means to:

- Broadcast corporate messages
- Carry out low-risk interactive exchanges
- Engage on controversial activities and/or issues

Given the fast paced interactive element of social media, specific policy guidelines for those engaging with social media have been developed and publicised across the organisation, summarised with the acronym, BARCelona:

### BARCelona

**B**

**BASE on your Business:** make sure your manager and Chief Officer both know in advance and that it is for a legitimate business purpose. Measure the effort against the results. That means taking account of the time spent.

**A**

**ACT like a Public Servant:** social media are more informal and often more individualistic but we are public servants and our content must reflect that.

**R**

**REFER to City of London Corporation family websites:** keep pointing people back to our own websites where there is more information, more branding and more about what we do more widely.

**C**

**CHECK in advance with the Public Relations Office in the Town Clerk's Department:** check before you start with the Public Relations Office and keep them in the loop with developments/problems/complaints.

Additional engagement on social media will initially focus on Twitter. The details of the Twitter strategy can be found in Annex 2.

Through different mechanisms, i.e. Twitter, Facebook, online comment pages and forums, YouTube and mobile phone apps, the City Corporation will engage, where appropriate, with digital and social media through the three types of interaction outlined above.

### 4.3 Channels used for key audiences

As listed in chapter 3, the City Corporation has a number of key audiences to whom messages relating to the three stands of the strategy need to be delivered. Generic channels, as discussed above, can be used to access all of the City Corporation’s key audiences. However, some channels are more useful and/or successful in reaching these audiences. Listed below are some of the specific channels used to reach specific audiences:

Audience	Specific channels
Residents	City Resident magazine, Cityview magazine, Ward newsletters, Your Homes magazine, e-shot, annual resident meetings, bi-annual estate meetings
Businesses	E-shot, CityAM adverts, Cityview magazine, events including seminars, roundtables and conferences, and Ward newsletters
Politicians and relevant public organisations	1:1 meetings and contacts, range of events including seminars, roundtables and keynote speeches, set piece events, research reports, party conference activities
Visitors	City Information Centre, Time Out guide, City guides, Square Milers, Guided walks, website, and Facebook page
Media	Social media in particular Twitter, regular 1:1 contacts, new releases, Cityview magazine
City workers	CityAM adverts, e-shot, Cityview, traditional, and social media
Londoners	Traditional and social media, Cityview, printed publications/guidebooks, and local signage on specific sites
The Livery	Livery briefings, Livery publications, and Livery Live online
Elected Members	Members’ Briefing, briefing events, meetings, email updates
City Corporation employees	Intranet, email bulletins, e-leader, yammer, strategic briefings, Master Classes, Learning and Development awards



## **5. Implementing the strategy**

### **5.1 Implementation through the work of the Public Relations Office**

The lead role in the implementation of this strategy falls to the Public Relations Office, working in partnership with committees and departments.

The *Public Relations Office Business Plan 2012-15* sets out in the detail how the work of the Office will implement the communications strategy through its various teams, ensuring that resources are correctly utilised.

### **5.2 Embedding communications across the organisation**

In addition to the specific work of the Public Relations Office in implementing the communications strategy, it is also responsible for embedding communications across the organisation. It is important that each department, in drawing up its own business plan, takes full account of this overall communications strategy, when dealing with the communications aspects of its own work. Each departmental business plan is thus expected to reflect this communications strategy and to set out its own role in assisting its implementation.

The progress with incorporating relevant elements of the communications strategy in departmental plans needs to be monitored through the overall performance management process. In addition, arrangements are in place to meet colleagues across the organisation to discuss the role of communications in their work and to convene on a regular basis meetings of those in each department with responsibility for communications. This will help to ensure that, as far as possible, the communications aspects of all the work being undertaken is taken fully into account.

### **5.3 Reputation management, risk management and emergency plans**

Successful implementation of the organisation's reputation management, risk management and emergency plans are all integral to the overall success of the communications strategy. The role of the Public Relations Office is to ensure that the reputation management plan is implemented, to lead the work on the reputational risk plan within the overall risk management work of the organisation and to provide the communications support to implementation of the emergency plan.

## **Annexes**

## **Annex 1** **2011/12 communications review**

Communications highlights throughout 2011/12 include:

### **To support and promote “The City” as the world leader in international finance and business services**

- The positioning of this strand of the communications strategy was reviewed and plans to increase activity further across EU member states has begun
- Responses to the continuing Eurozone crisis and the ongoing public controversy about the sector dominated this area of work
- A new publication *An Indispensable Industry* was produced that set out the contribution of the financial services industry to the UK
- Topical Issues Papers (TIPs) were produced on a number of topics including *The UK’s marginal tax rate* and the *Relaxation of planning rules for Change of Use from Business to Residential*
- Work with Think Tanks across the political spectrum on events and research publications to promote this area work. Think Tank engagement included CentreForum, European Policy Forum , IPPR, New Local Government Network, Centre for London , Reform, Demos, Policy Exchange, Henry Jackson Society, Centre for European Reform and the Social Market Foundation

### **To promote the success of the City of London Corporation as the provider of modern, efficient and high quality local and policing services within the Square Mile**

- Media support provided for the Tomlinson Inquest held in April
- Issues surrounding streetworks were the focus of enhanced communications to Members, City workers and drivers. This included monthly emails, e-shots, social media and a dedicated web section on the City Corporation website
- Corporate and online literature continued to promote the work of the City Corporation in this strand to businesses, workers, residents and visitors. This included *Cityview*, *City Resident*, e-shots and Ward newsletters

### **To promote the role of the City of London Corporation as a provider of valued services to London and the nation as a whole**

- An Olympic 2012 communications plan was agreed and work to implement this has begun. The Olympic rings will be displayed on Tower Bridge throughout the Olympic period. A number of events relating to the Olympics were held including Chefs de Mission Receptions and City Guides tours for LOCOG and IPC delegates

- New Visitor Development and Services Team setup in the Department of Culture, Heritage and Libraries
- Supported and delivered communications for visitors which included seasonal visitor guides, published online and in print
- Exclusive tours were arranged for journalists to promote this area of work. This included behind the scenes tours for journalists at Tower Bridge and Old Bailey and a private view of valuable books and documents at the Guildhall Library and a tour of the City for six feature writers
- Promoted the uniqueness of the City through a number of books and publications including the City of London-*Architectural Tradition & Innovation in the Square Mile*, City Treasures – *London, 1000 years* and Time Out guides
- Barbican Centre communications continue extensively
- Promotion of the City of London Festival and other related services provided by the City Corporation on the video screens in the lobbies of 80 buildings throughout the Square Mile and Canary Wharf

#### **Extensive media coverage of services across London continued at a high level**

- Throughout 2011/12, there were 1,632 City Corporation stories in print, online, television and radio. 599 (37%) of these stories were related to financial services, with the remaining 1,035 (63%) related to the full range of services provided by the City Corporation

#### **Reputation management, risk management and emergency plans**

- The protest camp at St Paul's was a considerable focus for the work of the organisation in 2011/12
- The communications support for emergency planning was reviewed and updated as part of the annual cycle

#### **Engaging with City of London Corporation key audiences and stakeholders**

- Intensive UK, EU and London political contact programme for the Policy Chairman continued throughout 2011/12
- Business contact programme for the Policy Chairman continued in 2011/12 with the focus on 1:1 meetings with Board and Advisory Council Members of TheCityUK (TCUK)
- Successful fringe events, in collaboration with the FT, and Monday night dinners were held at all three of the autumn party conferences. Speakers included Vince Cable, Secretary of State for Business, Innovation and Skills, Chris Leslie MP, Shadow Financial Secretary, and Henry Bellingham MP, Parliamentary Under-Secretary of State at the Foreign and Commonwealth Office

- Weekly advertisements promoting the work of the City Corporation are now placed in CityAM
- The website project continued throughout 2011/12 and included the agreement of the design, the cluster ‘personas’, cluster titles and the initial phase to migrate content
- Member communications continued with the Members’ Briefing published on a monthly basis and Ward newsletters published to their regular cycle. Home page updates were given to all Ward websites
- Communications with the Livery continued through the Livery Briefings (which are now organised by PRO and held at Guildhall), the Members Briefing, Livery live online and Livery publications
- Corporate guidelines for the use of social media were agreed and circulated across the organisation. An officer group was set up to manage all work relating to digital communications and social media
- The new intranet site was successfully launched and has continued to be refined. In particular it now includes interactive features such as an online poll and events calendar. A new e-leader was launched in September
- To further embed communications across the organisation a group of Departmental Communications Representatives was established and now meets on a bi-annual basis
- A *PR toolkit* has been established to further help staff to embed communications across the organisation

## Annex 2

### Social media: a strategy for using Twitter

Social media covers a wide range of activity (Facebook, YouTube, Twitter, apps', LinkedIn, etc) and clearly has implications for staff procedures, HR guidance and new ways of working. This annex concentrates on a strategy for Twitter, as it is the most problematic area. Other areas will be easier to handle, using adaptations of these procedures. Use of Twitter can best be divided into three broad characterizations:

- Twitter for corporate 'broadcast'
- Twitter for low-risk interactive exchange
- Twitter for engagement in controversy

These divisions are necessarily crude, but examples of these three in the City of London Corporation would be: the “@CityofLondon” is used predominantly for the first category, Hampstead Heath “@citycorpheath” is a good example of the second category, and issues such as St Paul’s encampment are often examples of the third category. The involvement of the Public Relations Office will vary: clearly PRO manages @CityofLondon and would lead on any controversial issue, while providing encouragement, training and guidance for the uncontroversial work.

#### Way ahead

The Public Relations Office is currently approaching and training 20-25 staff from across the organisation to help ensure the City Corporation makes its first proper coordinated step into Twitter during the first half of 2012. This group would involve 8-10 Twitter feeds.

PRO is also developing routines for monitoring and reporting-back and for best-practice for consultations etc - and capturing all this in a Training Module and an internal FAQ that contains case studies.

This work will be fully integrated into the *Communications Strategy 2012-15* and will also help establish the likely impact on equipment needs (and costs). It recognizes that, while Twitter may be a short-term phenomenon, the media like it and it is likely to be a permanent feature of the landscape.

#### Detail

The Public Relations Office proposes initially approaching the new clusters planned for the website to identify approximately 10 niche channels in addition to the corporate feed (see checkerboard image, below). The corporate feed will

be quite formal, one-way and used to communicate corporate news in a broadcast fashion. The low-risk feeds will be more relaxed and engaging. No controversial areas in which it would be appropriate to engage have yet been identified.

Monitoring online activity (and feeding this back) is likely to become an issue and will be one of the main skills developed by those using Twitter. Indeed a key part of any local business case for developing a Twitter feed may well be the need to maintain capacity to monitor (even if a response is not given).

Care will need to be taken when online activity is reported back to those who do not use online media much, if at all. Niche users will be helped to train themselves on tools such as *BrandWatch* and learn how to use Twitter to track relevant keywords. Thus when an issue breaks, real time data can be collected, plus insight gained into how far the issue is reaching and whom it is influencing. City of London Corporation “Twitterers” will help out each other (and those centrally managing the issue) when an extraordinary situation arises and a spike in activity occurs.

### **Twitter checkerboard**

Below is a visual showing some of the range of City Corporation twitter accounts with the overall “corporate” stream at the centre. This will be used to identify and monitor new and existing twitter accounts, assist with networking between City Corporation accounts and provide a pool of resources in an extraordinary risk situation. This group will also provide a group of experts, on which future development can be based.

TheCityUK <i>@thecityuk</i>	Museum of London <i>@museumoflondon</i>	City apprentice services <i>@cityapprentice</i>	Epping Forest <i>@coleppingforest</i>	Leadenhall Market <i>@leadenhallEC3</i> <i>@leadenhallMKT</i>
Lord Mayor's appeal 2012 <i>@lmappeal2012</i>	Hampstead Heath <i>@citycorpheath</i>	Streetworks <i>@squarehighways</i>	City of London Police <i>@citypolice</i>	@....
Guildhall School of Music and Drama <i>@guildhallschool</i>	Lord Mayor <i>@LordMayorDavid</i>	City of London Corporation <i>@cityoflondon</i>	Tourism <i>@visitthecity</i>	@....
Celebrate the City <i>@celebrateatcity</i>	City of London Police Cycle cop <i>@CityCycleCop</i>	City Business Library <i>@citybusinesslib</i>	Research <i>@colresearch</i>	@....
@....	@....	@....	@....	@....





## Report – Port Health & Environmental Services

### Animal Reception Centre – Heathrow Airport: Annual Review of Charges

*To be presented on 19<sup>th</sup> April, 2012*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### **SUMMARY AND REPORT**

1. This report seeks approval of additional Byelaws to be made for the Heathrow Animal Reception Centre (HARC) to incorporate revised charges for 2012/13. The proposed Byelaws are contained at Appendix A to this report.
2. Subject to these Byelaws being made, the Comptroller and City Solicitor would be instructed to seal them accordingly.

#### **RECOMMENDATION:**

We recommend that the additional Byelaws contained at Appendix A to this report be made and the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.

All of which we submit to the judgement of this Honourable Court.

DATED this 24<sup>th</sup> day of January 2012.

SIGNED on behalf of the Committee.

**JOHN TOMLINSON, B.A. MSc.**  
Chairman

## ADDITIONAL BYELAWS RELATING TO THE HEATHROW ANIMAL RECEPTION CENTRE

BYELAWS made by the Mayor and Commonalty and Citizens of the City of London acting by the Mayor, Alderman and Commons of the said City in Common Council assembled in pursuance of Sections 42 and 43 of the Markets and Fairs Clauses Act 1847 as applied by Section 54 of the Animal Health Act 1981 with respect to the Heathrow Animal Reception Centre, London.

In these Byelaws unless the context otherwise requires “the Principal Byelaws” means the byelaws made by the Mayor and Commonalty and Citizens of the City of London acting by the Mayor, Alderman and Commons of the said City in Common Council assembled on 1 July 1976 and confirmed by the Minister of Agriculture, Fisheries and Food on 12 November 1976.

From the date of coming into operation of the Byelaws the Additional Byelaws made by the Mayor and Commonalty and Citizens of the City of London acting by the Mayor, Aldermen and Commons of the said City in Common Council assembled on 3 March 2011 (and sealed on 24 March 2011) shall be repealed and the following Schedule shall be substituted for the Schedule to the Principal Byelaws.

### SCHEDULE

#### PART I

*(2011 charges quoted in bracket where changes are proposed)*

1. **Minimum charge for any one consignment** **£150** (*£147*)

#### ANIMALS

#### CHARGE PER CONSIGNMENT

- |                    |   |   |
|--------------------|---|---|
| <b>1. Mammals</b>  | £150 ( <i>£147</i> ) for up to 24 hours | £50 ( <i>£49</i> ) per day or part thereof after 24 hours   |
| <b>2. Reptiles</b> | £150 ( <i>£160</i> ) for up to 24 hours | £180 ( <i>£160</i> ) per day or part thereof after 24 hours |

**Transit commercial reptile consignments should be booked through to have a maximum stay at Heathrow of 24 hours. Any transit commercial reptile consignments that stay more than 24 hours and require transferring from their containers will incur the additional special handling charge detailed below.**

- |   |  |  |
|---|--|--|
| Additional special handling for any consignment | £180 ( <i>£170</i> ) minimum per consignment | £55 per day or part thereof after 24 hours |
|---|--|--|

**3. Birds** £50 (£45) per box per day £160 minimum charge

**Transit commercial bird consignments should be booked through to have a maximum stay at Heathrow of 36 hours. Any transit commercial bird consignments that stay more than 36 hours will be charged at £35 (£33) per box per day, or part thereof.**

Bird Quarantine £350 - £1100 inc. of Local Veterinary Inspector fees, depending on size of consignment and housing requirements.

Faecal Sampling and Bird Autopsy costs as per current DEFRA rates. Larger consignments to be negotiated see Part 2, Section 6

**4. Fish/Aquatic** £1.65 (£1.60) per box - £25 minimum charge  
**Invertebrates/Semen/  
Fish and Bird Eggs**

### **5. Cats and Dogs under the Pet Travel Scheme**

PETS originating in the E.U. will be charged a 'checking fee' of £35 (£33) per animal in addition to the collection charge of £70 (see Part 2 section 5).

PETS originating outside the E.U. will be charged normal rates as in 1 above for the first animal, i.e. £150 (£147), and, where the consignment consists of more than one animal, a checking fee of £33 per animal thereafter.

PETS checked at aircraft (Assistance Dogs) £195 (£190) plus 1 hour collection charge (£140) = £335 (£330)

***A surcharge of £600 will be added to the above for any transit consignment that has landed without an "OK to forward" from the on-going airline.***

### **6. Security**

A charge of £14 will be made in respect of any consignment which requires security screening prior to leaving the ARC.

### **7. Not on Board**

Requests for collection of animals from aircraft which are subsequently not found on board will be charged at normal collection charge (see Part 2, Section 5).



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