



## **Members Privileges Sub (Policy and Resources) Committee**

**Date:** FRIDAY, 11 JULY 2014

**Time:** 1.45 am

**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Deputy John Bennett (Chairman)  
Deputy Ken Ayers  
Deputy John Barker  
Mark Boleat (Ex-Officio Member)  
Deputy Billy Dove  
George Gillon  
Jeremy Mayhew (Ex-Officio Member)  
Oliver Lodge  
Deputy Richard Regan  
David Thompson (Ex-Officio Member)

**Enquiries:** Angela Roach  
tel. no.: 020 7332 3685  
angela.roach@cityoflondon.gov.uk

**Lunch will be served in the Guildhall Club at 1pm**

**John Barradell  
Clerk and Chief Executive**

# AGENDA

## Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 30 January 2014.  

**For Decision**  
(Pages 1 - 4)
4. **MEMBERS' ACCOMMODATION**
  - a) **Overnight Accommodation**  
Report of the Town Clerk.  

**For Decision**  
(Pages 5 - 10)
  - b) **To consider current arrangements for the use of the Members IT Suite.**
  - c) **To consider use of Members areas on the third floor by non-Members.**
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

## **MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE** **Thursday, 30 January 2014**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 30 January 2014 at 11.00 am

### **Present**

#### **Members:**

George Gillon (Chairman)  
Deputy Ken Ayers  
Deputy John Barker  
Deputy John Bennett  
Mark Boleat  
Deputy Billy Dove  
Jeremy Mayhew

#### **Officers:**

Sean Cable - Town Clerk's Department

#### **1. APOLOGIES**

Apologies for absence were received from Oliver Lodge and David Thompson.

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

There were no declarations.

#### **3. MINUTES**

The public minutes of the meeting held on 3 July 2013 were approved as a correct record.

### **Matters Arising**

#### **Role of Deputies (page 2)**

Members' noted that subsequent to the previous meeting of the Sub Committee, all Deputies had been invited to discuss their role. However, Members stated that the role of Deputies was clear and focussed principally on advising the Town Clerk of appointments to Committees.

The Chief Commoner explained that a number of Members had recently met to discuss the role of Ward Deputies with a view to clarifying any misunderstanding about the role. Arising from those discussions Members were of the view that it was important to be clear that the role of Deputies was not to make appointments to committees, but rather to advise the Town Clerk of the decision of Members regarding appointments.

The Sub Committee agreed that it was important that Aldermen fulfilled the responsibility for informing Deputies about their duties. Whilst some guidance had been despatched to Deputies, the Sub Committee agreed that this should be circulated again to all Members.

### **Supporting Statements & CVs (page 2-3)**

The Sub Committee agreed that part (b) of the resolution that had been made at the last meeting should be amended so that 'be advised to conform' should be replaced with 'have only the first 100 words published'.

The revised part (b) of the resolution to read: 'any Member who ignores that guidance will have only the first 100 words published'.

#### **4. MEMBER DEVELOPMENT STEERING GROUP UPDATE**

The Sub Committee received an update on the work of the Steering Group and considered the recently finalised Member Development Strategy. The Strategy outlined the City Corporation's commitment to member development, with a rolling quarterly programme of presentations, visits and training sessions. These would be from a variety of sources and would be designed to increase Member awareness of both the City Corporation as well as to enhance Members' practical skills.

Members were impressed with the work that had been undertaken to date in respect of developing and delivering Member Development provision for all elected Members and wished in particular to express their gratitude to, and commend the work of, the Committee and Member Services Manager who had led the programme and had moved the work forward. The Sub Committee commented favourably on the quarterly programme which would begin in February 2014.

On the question of attendance at learning and development events, it was explained that as the sessions had not yet started, it was hard to determine likely attendance. However, attendance levels at those events which took place in 2013 varied with some poorly attended and others well attended. It was hoped that the extra work that had been channelled into profiling and promoting the new programme would increase attendance.

The new quarterly programme had been informed by an all-Member survey and would, it was hoped, provide a range of activities at different times in order to maximise Member attendance. However, some Members still felt that the timings of sessions should be more varied, with more taking place in the early morning or in the early evening.

The Chairman of the Policy and Resources Committee requested that the Member discussion sessions that he had been hosting on a regular basis should be referenced in the programme as his sessions complemented the Strategy and were a form of Member development.

RESOLVED –

That the views of the Sub Committee and Mr Boleat be reviewed as part of ongoing Member Development activities.

5. **MEMBERS' CONDUCT AT CIVIC MEETINGS**

Members received a draft note from the Chief Commoner which was to be submitted to all Members of the Court of Common Council regarding Member conduct and responsibilities at civic and ceremonial events.

RESOLVED – That:

- I. the draft note be approved, subject to minor amendments, and distributed to all Members of the Court of Common Council.
- II. a further message be sent by the Chief Commoner regarding the new Members' accommodation, inviting all Members of the Court of Common Council to an informal drinks reception and reminding Members of their responsibility in keeping the new accommodation clean and tidy.

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

There were no questions.

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

There was no urgent business.

**The meeting ended at 11.45 am**

-----  
Chairman

**Contact Officer: Sean Cable, tel. no.: 020 7332 1174**  
**sean.cable@cityoflondon.gov.uk**

This page is intentionally left blank

<b>Committee:</b> Members Privileges Sub Committee	<b>Date:</b> 11 July 2014
<b>Subject:</b> Members Accommodation	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Summary</b>	
<p>Since the improvement works were carried out to the Members' facilities in Guildhall, the guidance for using the bedrooms has been updated by the Policy and Resources Committee. There is also a need to consider the current rates for using the bedrooms, as well as the list of those who are currently eligible to use the rooms and the process for booking them. This report outlines the current arrangements applied to the use of bedrooms in Guildhall and asks Members to consider whether any changes should be made to current procedures.</p>	
<p><b><u>RECOMMENDATION:</u></b></p>	
<p>That, Members decide on:</p>	
<p>(i) the rates to be applied single and double occupancy of the bedrooms in Guildhall for Members and non-Members;</p>	
<p>(ii) the eligibility requirements for using the bedrooms; and</p>	
<p>(iii) the need, if any, to amend the process for booking bedrooms</p>	

## **Main Report**

### **BACKGROUND**

1. Following the improvement works carried out on the Member's facilities in Guildhall, it was felt that the guidance for use of the bedrooms should be reviewed to ensure it is fit for purpose. Members will be aware that the Policy and Resources Committee recently agreed new guidance for the use of Member bedrooms, and this can be found at the attached appendix.
2. In addition to reviewing the guidance for use of the bedrooms it was also agreed that other aspects, such as the rate applied and eligibility for using the bedrooms, should also be considered. This report looks at each aspect in turn, to give Members a picture of the current arrangements before making any decisions for change.

## CURRENT POSITION

### **Bedroom Rates**

3. When not being used for official City Corporation business by Members, in accordance with the guidance, Members are able to book a bedroom at a rate £15 for a double room and £10 for a single room. The non-Member rate is £93.28 for a double bedroom and £57.24 for a single bedroom. Both these rates are well below rates applied for comparative accommodation in the City of London.
4. Following a random search of hotels in the City of London, it has been ascertained that the cheapest double room available in the City of London on a weeknight is £90 for very basic accommodation at the LSE Bankside House. A double room in a Travelodge in the City would cost around £110, depending on the location and date. However, the average price of a double room in a 4-star hotel within the Square Mile is around £150-200, assuming the reservation is prepaid and made well in advance. The most expensive 5-star hotels are around £250-300.

### **Bedroom Eligibility**

5. In addition to City Corporation Members, the following are currently entitled to use the bedrooms (all at non-Member rate unless specified):

Past Lord Mayors (Member rate)

Past Chief Commoners

Masters of Livery Companies currently in Office

Clerks of Livery Companies currently in Office

Sir John Cass Foundation

Immediate Past Masters (Only when deputising for the Master in Office)

Past Members who have a minimum of 10 years on the Court of Common Council

Senior Officers of the Corporation and others who are detained on Corporation-related business (Free of charge in accordance with guidance to Members)

6. In addition, the following individuals are also entitled to use the bedrooms:

Bernard Harty		Members Rate
Dr John Moses		Members Rate
Mr Shillingford		Members Rate
Neil O'Connor Mansion House Scholars		Non-Members Rate
Sam Jones	EX Town Clerk	Members Rate
Sir Alan Traill	EX LM	Members Rate
Sir Lawrence Verney		Members Rate
Sir M Oliver	EX LM	Members Rate
Mr Willoughby		Members Rate
Irish Society		Members Rate

7. Since the re-opening of the Members' bedrooms earlier this year, there have been on average 70 bookings made per month by Members. During this time, the bedrooms have been used by those described as non-Members as follows:

Past Lord Mayors	6
Former Common Councilmen	20
Irish Society	2
Sir John Cass Foundation	3
Other individuals	5
Livery Company Masters	2

### **Booking a Bedroom**

8. The procedure for booking a room currently involves emailing the Committee desk at the following address to confirm requirements: [remcommitteerooms@cityoflondon.gov.uk](mailto:remcommitteerooms@cityoflondon.gov.uk).
9. On the occasion of Corporation functions – State Banquets, Dinners etc - all bedrooms are to be kept for the exclusive use of Members, with priority being given to Members wishing to stay as opposed to those only wishing to use the accommodation for changing.
10. The following requirements are also in place when booking bedrooms:
- Members may not book more than 2 months in advance of the date of the intended stay;
  - The reason for requiring use of the room should always be specified when booking, whether it is on official City business or personal use;
  - Non Members / Officers may not book more than 1 month in advance of the date of the intended stay;
  - Members have priority for the Bedrooms - should a Member require a bedroom, any Officers or non-Members who are booked in will be asked to stand down from their booking; and
  - guests are asked to vacate their bedroom by 9am the following day in order to clean and service the rooms.
11. In order to retain some flexibility over these arrangements, where exceptional requests are made for use of the bedrooms outside the scope of the guidance, these are subject to the approval of the Chief Commoner.

### **OPTIONS**

12. **Bedroom Rates:** The rates applied for Members and non-Members have been the same for some time and are much lower than the market rate for similar bedrooms in the City. Members therefore may feel that these rates should be increased. Bearing in mind that the rooms are provided principally to support and assist Members, the Sub-Committee may consider maintaining Members' rates at

relatively low levels compared to City hotels and an increase to say, £25/40 per night for a single / double occupancy might be considered reasonable. However, Members may wish to consider an even higher rate for both Members and non-Members.

13. **Bedroom Eligibility:** The eligibility requirements for using the bedrooms are currently quite far ranging and Members may feel these need some tightening up to ensure a more consistent approach. All of those currently eligible for use of the bedrooms have some historic link to the City Corporation, although this may not be felt to be enough of a reason to be given the benefit of these facilities. Members are therefore asked to consider who should be eligible for use of the bedrooms in future and which rate should be applied to them going forward.
14. **Booking a Bedroom:** The current process for booking a bedroom does not seem to present any obvious problems, and a clearer guidance and rate policy should help those who administer this reservation system in future. However, Members may feel that the requirements put in place for bookings need to be looked at further.

#### CONCLUSION

15. This report asks Members to consider the options for amending the charging policy and eligibility requirements for using Members' bedrooms at Guildhall. The current approach towards bedroom rates, eligibility and booking process have all been reviewed in this document. Members are now asked to consider whether any changes to this are desired and, if so, suggest more appropriate rates, eligibility requirements and booking procedures that should be followed.

**Guidance for Use of Members Bedrooms at Guildhall**

Over the last few years the question of when Members are entitled to have free use of the bedrooms has become confused, as a result of which for the same events some Members are claiming free use while others are paying for private use. This is clearly unsatisfactory. The most recent official position was set out in 1995 –

“no charge will be levied for Members using the overnight accommodation at Guildhall where it necessary for the Member concerned to attend very early official Corporation engagements such as breakfast meetings”.

The Policy and Resources Committee has reviewed this and feel that the intention is still correct but that a modest refinement to cover dinners is appropriate and that “very early” is better defined by reference to market visits (which can start before 7:00) rather than breakfast meetings which are in effect part of many people’s normal working day. The Committee also felt some leeway is needed when a Member (typically a chairman) is hosting a breakfast meeting or a dinner and therefore reasonably needs preparation time and to be on time or to be the last person leaving a dinner.

Accordingly the position going forward is that no charge will be levied where –

A Member needs to attend early (ie before 8:30 am) official City Corporation engagements such as Market visits.

A Member is representing the City at an official event (eg a Party Conference) which finishes very late at night, ie 10:30pm or later.

A Member is hosting or speaking at an early morning event and therefore needs to be certain of being on time.

A Member is hosting a dinner or speaking on behalf of the Corporation at a major evening event.

For the avoidance of doubt members will be charged when they use the accommodation -

When they attend morning discussion meetings – but are not hosting or speaking.

When they attend Banquets and dinners unless they are hosting/chairing a reception committee.

When they attend social events eg concerts at the Barbican.

When they attend Ward Club or Livery events unless they have a speaking role and are representing the Corporation.

When booking rooms, Members requesting free use should clearly indicate which of the four categories is relevant.

Those Members who do not use the bedrooms might usefully consider doing so when appropriate. They are now of a good standard and may be a good alternative to late night/early morning travel.

This page is intentionally left blank