



Freedom Applications Committee

Date: TUESDAY, 9 FEBRUARY 2016
Time: 3.15 pm
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Alderman Sir David Wootton (Chairman)
Mark Boleat (Ex-Officio Member)
Deputy Billy Dove (Chief Commoner, Ex-Officio Member)
Alderman Peter Hewitt (Alderman)
Hugh Morris (Ex-Officio Member)

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NB: Part of this meeting could be the subject of audio visual recording

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes of the meeting held on 13 October 2015.
For Decision
(Pages 1 - 4)
4. **FREEDOM OF THE CITY**
To consider a resolution of the House Committee of Guildhall Club of 14 December 2015.
For Decision
(Pages 5 - 6)
5. **GUIDANCE FOR NON-MEMBERS INCLUDING LIVERY COMPANIES**
Report of the Chamberlain.
For Decision
(Pages 7 - 10)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **EXCLUSION OF THE PUBLIC**

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

Non-Public Agenda

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 13 October 2015.
For Decision
(Pages 11 - 12)
10. **FREEDOM BY SPECIAL NOMINATION**
Report of the Chamberlain.
For Decision
(Pages 13 - 20)
11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

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FREEDOM APPLICATIONS COMMITTEE Tuesday, 13 October 2015

Minutes of the meeting of the Freedom Applications Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Tuesday, 13 October 2015 at 9.45 am

Present

Members:

Alderman Sir David Wootton (Chairman)
Mark Boleat (Ex-Officio Member)
Deputy Billy Dove (Ex-Officio Member)

In Attendance:

Edward Lord

Officers:

Peter Kane	- The Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Paul Double	- City Remembrancer
Murray Craig	- Clerk to the Chamberlain's Court
Simon Murrells	- Assistant Town Clerk
Angela Roach	- Principal Committee and Members Services Manager

1. APOLOGIES

An apology for absence was received from Hugh Morris.

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 23 July 2015 were approved subject to Edward Lord being recorded as being "in attendance".

4. GUIDANCE FOR MEMBERS

The Committee noted that since its last meeting the "Guidance for Members on the Freedom" had been approved and circulated to all Members of the Court of Common Council for information.

5. **LIST OF MULTIPLE NOMINATORS**

The Committee considered a report of the Chamberlain which provided a list of those who had nominated three or more recipients' of the Freedom from April to July 2015.

Reference was made to individuals who had made high level of nominations and a Member questioned on whether they actually knew all the recipients they were putting forward. The Chairman suggested that it might be helpful for Members of the Committee to be provided with a list of multiple nominations on a monthly basis in order to monitor the situation and ensure matters were challenged appropriately. Members supported this suggestion.

RESOLVED – Members of the Committee be provided with a list of multiple nominators of recipients of the Freedom on a monthly basis.

The following item was moved from the non-public part of the agenda into the public session:-

6. **WARD LIST APPLICATIONS FOR THE FREEDOM - CHARGES**

The Committee considered a report of the Chamberlain concerning the waiver of the administrative fee for applicants of the Freedom who were registered on the City's Ward List.

Discussion ensued on the current practice of waiving the fees for those on the Ward List. It was felt that the waiver was an anomaly and that there was no merit in retaining such an historic practice, particularly as very few people made use of it. The Committee supported this view and agreed that the waiver should now be dispensed with.

The Clerk to the Chamberlain's Court pointed out that dispensing with the waiver required the approval of the Court of Common Council.

RESOLVED – that the Chamberlain be requested to draft a report for submission to the Court of Common Council that the practice of waiving the administrative fee for applicants of the Freedom who were registered on the City's Ward List should now be dispensed with but that the practice be retained for candidates standing for elections in the City.

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

There were no questions.

8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
Quorum of the Committee

In view of the increased activity on the part of the Committee, reference was made to the possibility of the Committee having inquorate meetings with a

composition of just five Members. It was suggested that to avoid this, the composition of the Committee should be increased by one to six Members. It was also suggested that the sixth position be allocated to the immediate past Chief Commoner for part of the year and then the Chief Commoner Designate, once elected in October, for the remainder of the year. Members supported the suggestions.

RERSOLVED – that it be recommended to the Court of Common Council that the membership of the Freedom Applications Committee be increased by from five to six Members and that the sixth position be the immediate past Chief Commoner for part of the year and then the Chief Commoner Designate, once elected in October, for the remainder of the year.

9. **EXCLUSION OF THE PUBLIC**

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

Item Nos.	Paragraph(s) in Schedule 12A
9 and 11	1

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 23 July 2015 were approved.

11. **FREEDOM BY SPECIAL NOMINATION COMPOSITE LIST**

The Committee considered and agreed a report of the Chamberlain concerning potential recipients of a Freedom by Special Nomination.

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

There were no questions.

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

There were urgent items.

The meeting ended at 10.10am

Chairman

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Agenda Item 4

TO: **FREEDOM APPLICATIONS COMMITTEE**
ESTABLISHMENT COMMITTEE

9 February 2016

4 February 2016

FROM: **HOUSE COMMITTEE OF GUILDHALL CLUB**

14 December 2015

5. **MATTERS ARISING**

Freedoms of the City

The Chairman advised that he had spoken to the Director of Human Resources, who had confirmed reduced fees for staff were not possible but a salary sacrifice scheme could be put in place to pay for Freedoms of the City. The Committee agreed to forward this suggestion to the Establishment Committee and Freedom Applications Committees for consideration.

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Committee(s)	Dated:
Freedom Applications Committee – For Decision	9 February 2016
Subject: Guidance for Non-Members including Livery Companies	Public
Report of: Town Clerk and the Chamberlain	For Decision

Summary

At its meeting on 23 July 2015 the Committee agreed the guidance on the Freedom to be issued to City Corporation Members. It followed the introduction of the new governance arrangements for the Freedom process agreed by the Court of Common Council on 5 March 2015. The Committee also agreed that a similar document should be produced for non-Members so that they too are aware of the new process, particularly, the arrangements now in place for Freedoms by Special Nomination.

Whilst Livery companies will have their own vetting procedures, it is proposed that the same guidance sent to the City Corporation's Members should also be circulated to non-Members i.e. non- elected Members and Livery Companies.

A copy of the guidance is attached at Appendix A.

Recommendation

It is **recommended** that the guidance set out in Appendix A be circulated to the Livery Clerks of the 110 Companies; the Clerks of the historic Companies without Livery (Watermen and Parish Clerks); the Guilds and Companies en route to full Livery status and to the Livery Committee.

Main Report

1. On 5 March 2015, the Court approved a number of new arrangements for the Freedom of the City of London. They included an increased role for Members of this Committee in relation to scrutiny and governance generally, improved arrangements for checking the suitability of candidates, the introduction of Freedoms by Special Nomination and an increase in the Freedom Fee.
2. At the Freedom Applications Committee meeting of the 23 July 2015 it was agreed that guidance be issued to City Corporation Members on the new arrangements for the Freedom. It was also resolved that the Chamberlain prepare similar draft guidance for non-Member nominations.

Proposed Guidance for Non- Members

3. The guidance for City Corporation Members makes clear the type of scrutiny that is now envisaged to be carried out in respect of each application received and what would happen should something untoward be found, including the role of this Committee.
4. The same guidance should be conveyed to the Livery Companies for information but in practice the Companies have their own internal vetting procedures including Application Committees, Nominators and Interviews.
5. It also sets out how the City Corporation will go about determining who would be eligible to receive the Freedom by Special Nomination, making it clear that the aim of Freedoms in this category is to recognise individuals who have made a significant contribution to the City or the fields of culture, politics and diplomatic life. It may be that the Livery Companies might want to put forward some recommendations although in practice they have their way of honouring outstanding candidates by offering them Honorary Freeman or Liveryman status but embellish this with a Freedom of the City ceremony. For example recently the Worshipful Company of Bakers did exactly this with Mary Berry

Conclusion

6. The production of guidance for non-Members about the new arrangements for the Freedom is important so that uniform standards can be applied across the board. In this way, non-Members can better understand the type of individual that the City Corporation might wish to recognise.
7. In addition, to the written guidance, the Clerk and staff in the Chamberlain's Court will be able to offer further advice and guidance to non- Members including, at the initial stages, an indication of whether a particular individual is likely to meet the criteria.

Appendices

- Appendix A –Guidance for non-Members – The Freedom

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Guidance for Members – The Freedom

1. The Freedom of the City of London is a unique part of London's history to which many people who have lived or worked in the City have been proud to be admitted. People of any nationality may be admitted either through nomination or by being presented by a Livery Company. The City of London is keen to maintain the Freedom as a living tradition and those admitted represent a very broad cross-section of the population.

2. The Court of Common Council recently reviewed aspects of the Freedom including the introduction of Freedoms by Special Nomination and strengthening the governance arrangements. The purpose of this note is to provide Members with some guidance on the Freedom and how those new arrangements work. This is restricted to nominations for the Freedom that come before the Court of Common Council for approval rather than those put forward by the various Livery Companies for approval by the Court of Aldermen.

Freedom by Redemption

3. Freedoms granted by the Court of Common Council (excluding the Honorary Freedom) continue to require the applicant to be nominated by two persons being either Aldermen, Common Councilmen or Liverymen of at least one year's standing and the payment of the requisite fee (currently £100). Nominators must certify that the person they are proposing is known personally to them and is, in their opinion, a fit and proper person for admission to the Freedom.

Honorary Freedoms

4. The rarest Freedom is the Honorary Freedom and is generally only awarded to Royalty, Heads of State or to figures of global renown. It is the highest honour that the City of London Corporation can bestow and takes place in the presence of the Lord Mayor, Sheriffs and Aldermen. One example would be the Honorary Freedom granted to Archbishop Desmond Tutu in November 2013.

Freedoms by Special Nomination

5. The Court has introduced a new category known as Freedoms by Special Nomination. The Freedom Applications Committee will select a limited number of people for this category although the granting of the Freedom remains with the Court of Common Council. The aim of Freedoms by Special Nomination is to recognise individuals who have made a significant contribution to the life of the Capital or in the fields of culture, politics and diplomatic life. The ceremonies will usually be accompanied by publicity and hospitality provided by the City Corporation. Recipients are sometimes asked to deliver a master class or a question and answer session to further enrich what is hopefully a special occasion.

6. Bearing in mind the special nature of this Freedom, the Freedom Applications Committee will decide who is best to nominate the individual. Nominators are likely to be senior City Corporation Members including the Lord Mayor, the Chief Commoner and the Chairman of the Policy & Resources Committee.

Governance

7. All applications under any of the categories above will be subject to some basic checks by the Chamberlain's Court to ensure that they are people that the City Corporation would be happy to grant the Freedom ie: that they are of good character. The checks include information available in the public domain such as that found on search engines like Google or on social media.

8. The names of the applicants and their nominators are passed to members of the Freedom Applications Committee for some added informal scrutiny before the application goes before the Court.

9. In the event that there is a concern over a particular applicant, the Chamberlain's Court will seek clarification from the applicant and from the nominators and can refer the matter to the Freedom Applications Committee for consideration prior to submission to the Court of Common Council.

Guildhall
2015

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

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