



Freedom Applications Committee

Date: FRIDAY, 9 JUNE 2017
Time: 11.00 am
Venue: COMMITTEE ROOM 1 - 2ND FLOOR WEST WING, GUILDHALL

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

Enquiries: Edward Gilbert
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edward.gilbert@cityoflondon.gov.uk

Refreshments will be available at the meeting.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 – Public Agenda

1. **APOLOGIES**

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

3. **ORDER OF THE COURT OF COMMON COUNCIL**

To note the Order of the Court of Common Council, 28 April 2017, appointing the Committee and approving its terms of reference.

For Information
(Pages 1 - 2)

4. **MINUTES**

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

For Decision
(Pages 3 - 6)

5. **OUTSTANDING REFERENCES**

Report of the Town Clerk.

For Information
(Pages 7 - 12)

6. **DIVERSITY AND INCLUSION AND THE FREEDOM OF THE CITY**

Report of the Chamberlain regarding options on how to improve equality and diversity in applications for the Freedom.

Note: this report will be circulated as a late item before the meeting.

For Decision
(To Follow)

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

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

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.

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES**
None to receive.
11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda

13. **CONFIDENTIAL MINUTES**
To agree the confidential minutes of the meeting held on 13th February 2017.

For Decision

14. **FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS**
Report of the Chamberlain.

For Decision

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Agenda Item 3

PARMLEY, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 27th April 2017, doth hereby appoint the following Committee until the first meeting of the Court in April, 2018.
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FREEDOM APPLICATIONS COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of:-
 - two Aldermen nominated by the Court of Aldermen
 - one Member of the Policy and Resources Committee, appointed by that Committee
 - the following ex-officio Members:-
 - the Chief Commoner
 - The immediate past Chief Commoner until the election by Common Council of his or her successor
 - The Chief Commoner designate once elected by Common Council
 - the Chairman and a Deputy Chairman of the Policy & Resources Committee (or, in their absence, a nominated representative of each Member)
2. **Quorum**
The quorum consists of any three Members.
3. **Membership 2017/18**
Sir David Wootton, Alderman
Vincent Keaveny, Alderman

together with the Members referred to in paragraph 1 above.
4. **Terms of Reference**
 - (a) To examine and report back on any applications for the Freedom referred to the Committee by the Court of Common Council.
 - (b) To consider informally any non-livery nominations that may be referred to it, prior to their submission to the Court of Common Council.

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FREEDOM APPLICATIONS COMMITTEE

Monday, 13 February 2017

Minutes of the meeting of the Freedom Applications Committee held at the Guildhall EC2 at 3.30 pm

Present

Members:

Alderman Sir David Wootton (Chairman)
Mark Boleat (Ex-Officio Member)
Simon Duckworth
Hugh Morris (Ex-Officio Member)

Officers:

Charlotte Taffel	-	Town Clerk's Department
Peter Kane	-	Chamberlain
Michael Cogher	-	Comptroller and City Solicitor
Paul Double	-	City Remembrancer
Murray Craig	-	Clerk to the Chamberlain's Court

1. **APOLOGIES**

Apologies for absence were received from Alderman Peter Hewitt and Michael Welbank.

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

There were no declarations of interest.

3. **MINUTES**

RESOLVED – That the public minutes of the meeting held on 24 November 2016 were approved as an accurate record.

4. **OUTSTANDING REFERENCES**

The Committee received a report of the Town Clerk detailing the outstanding references from the previous meeting and action taken to date.

Matters Arising

The Chairman requested that the updated sets of Guidance, for both Members and Livery Companies, be dated to ensure the latest versions were in use.

A Member questioned how the new Guidance would be circulated and accessible to Members. The Town Clerk informed the Committee that the

Guidance would be part of the new E-Guide, which had been circulated to all Members of the Common Council which will be circulated every quarter.

The Chairman sought to raise the Committee's concerns about an application for the freedom with the nominator.

RECEIVED.

5. CHAMBERLAIN'S COURT EQUALITY AND DIVERSITY SURVEY

The Committee considered a report of the Chamberlain on the Chamberlain's Court Equality and Diversity Survey.

The Committee questioned what action could be taken to improve the diversity of those applying for the Freedom, and whether there were any obstacles to applicants that could discourage them from applying. It was also questioned if enough was being done in terms of positive communication and messaging surrounding the Freedom.

A Member suggested that Freedom by Patrimony could be a potential issue in relation to both the diversity of those applying for the Freedom, as well as issues of perception. Discussion ensued on the methodology used by Livery Companies with regard to Freedom by Patrimony.

The Livery composition was a clear indicator of equality and diversity, and the Committee agreed that this was an area that the Livery Committee should be actively promoting. It was noted that the Equality and Diversity Survey had been to the Livery Committee previously and it was proposed that both the Freedom Applications Committee and the Livery Committee could work together to encourage a more positive and open message and method regarding Freedom applications to improve equality and diversity.

The Committee suggested a number of ways that equality and diversity could be improved, for example working with City Academies and Schools, as well as considering sponsorships for example with Christ's Hospital.

The Committee agreed that the Clerk to the Chamberlains Court would investigate options to improve equality and diversity in applications for the Freedom, and to raise the issue with the Livery Committee to address any barriers to applying for the Freedom.

RESOLVED – That:-

- 1) The Clerk to the Chamberlains Court would investigate options of improving equality and diversity in applications for the Freedom with City Academies, Schools and sponsorships; and
- 2) The Clerk to the Chamberlains Court would raise the issue of improving equality and diversity with the Livery Committee.

6. FREEDOM APPLICATIONS AND CONVICTIONS

The Committee received a joint report of the Chamberlain and the Comptroller and City Solicitor regarding Freedom Applications and Convictions.

The Committee noted there were no means to assess whether potential applicants to the Freedom had criminal convictions, and discussion ensued on the discretion of the Committee in dealing with such cases. The Committee agreed that such applications should be considered on a case by case basis, and to operate with fairness and openness.

The Committee agreed that the Clerk to the Chamberlain's Court would amend the Freedom application form to ask applicants whether they have been convicted, unspent, and if so, to provide future details. The Committee agreed that the Comptroller and City Solicitor would produce guidance to accompany the application form with regard to criminal convictions.

RESOLVED – That:-

- 1) The Clerk to the Chamberlain's Court amend the Freedom application form to include a section asking applicants whether they have been convicted, unspent, and if so, to provide future details; and
- 2) The Comptroller and City Solicitor produce guidance to accompany the application form with regard to criminal convictions.

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

There were no questions.

8. EXCLUSION OF THE PUBLIC

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

9. NON-PUBLIC MINUTES

RESOLVED – That the non-public minutes of the meeting held on 24 November 2016 were approved as an accurate record.

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

There were no non-public questions.

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

There was no non-public urgent business.

12. CONFIDENTIAL MINUTES

RESOLVED – That the confidential minutes of the meeting held on 24 November 2016 were approved as an accurate record.

13. **VETTING OF CANDIDATES AND POTENTIAL DAMAGE TO THE REPUTATIONAL IMAGE OF THE CITY OF LONDON**

The Committee received a report of the Chamberlain on the vetting of candidates.

RECEIVED.

14. **FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS**

The Committee received a report of the Chamberlain regarding recipients of the Freedom by Special nomination.

RECEIVED.

The meeting closed at 4.20 pm

Chairman

**Contact Officer: Charlotte Taffel
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charlotte.taffel@cityoflondon.gov.uk**

Agenda Item 5

Committee(s)	Dated:
Freedom Applications Committee	9 June 2017
Subject: Outstanding References	Public
Report of: Town Clerk	For Information
Report Author: Charlotte Taffel	

OUTSTANDING REFERENCES

No.	MEETING DATE & REFERENCE	Action	Owner	Status
1.	24/11/2016 ITEM 14 APPLICATION FOR THE FREEDOM	The Chairman to raise the Committee's concerns about an application (IM) with the nominator (GP).	Chairman	Chairman to update at Committee
2.	13/02/2017 MATTERS ARISING	The Chairman requested that the updated sets of Guidance, for both Members and Livery Companies, be dated to ensure the latest versions were in use.	Chamberlain	Complete – Dated 13 February 2017
3.	13/02/17 ITEM 5 CHAMBERLAIN'S COURT EQUALITY AND DIVERSITY SURVEY	The Clerk to the Chamberlains Court would investigate options of improving equality and diversity in applications for the Freedom with City Academies, Schools and sponsorships	Chamberlain	Report to follow.
4.	13/02/17 ITEM 5 CHAMBERLAIN'S COURT EQUALITY AND DIVERSITY SURVEY	The Clerk to the Chamberlains Court would raise the issue of improving equality and diversity with the Livery Committee.	Chamberlain	Update to follow.
5.	13/02/17 ITEM 6 FREEDOM APPLICATIONS AND CONVICTIONS	The Clerk to the Chamberlain's Court amend the Freedom application form to include a section asking applicants whether they have been convicted, unspent, and if so, to provide future details.	Chamberlain	Complete – See Appendix A (highlighted sections). For Committee to comment.

6.	13/02/17 ITEM 6 FREEDOM APPLICATIONS AND CONVICTIONS	The Comptroller and City Solicitor produce guidance to accompany the application form with regard to criminal convictions.	Comptroller and City Solicitor	Complete – See Appendix A (see highlighted sections). For Committee to comment.
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REQUEST FOR NOMINATION TO THE FREEDOM OF THE CITY OF LONDON.

ALL sections to be completed by the Applicant.

Title: _____ First name(s): _____

Surname: _____ Decorations: _____

Home address: _____

Postcode: _____ Contact telephone number: _____

Email address: _____

Occupation: _____

*If you are retired please state your pre-retirement occupation followed by 'retired'.
Company Directors, Managers, Consultants etc. should state the nature of their business.

I am a citizen of: _____

Applicant's father's details (or mother as appropriate):

Title, full name and decorations: _____

Address, or last known address: _____

Occupation: _____

*If retired please state pre-retirement occupation followed by 'retired'.

Deceased? YES / NO

Did your father or mother have the Freedom of the City of London? YES / NO

If 'YES' please provide the date of their Freedom and state livery company if any:

I am above the age of eighteen years. I am not an undischarged bankrupt.

I have not been convicted of a criminal offence (convictions spent under the 'Rehabilitation of Offenders Act (1974)' need not be disclosed).

OR

I have been the unspent criminal convictions set out on the attached sheet. [Delete as applicable]

If you have disclosed unspent criminal conviction(s) please provide full details of the conviction(s) on a separate sheet including relevant background information, sentence and mitigating factors you would like to be taken into consideration in deciding your application.

SIGNATURE: _____ **DATE:** _____

NOMINATION FORM. To be completed and signed by two nominators who must be Aldermen, Common Councilmen or Liverymen of at least **ONE** year's standing. Please complete **ALL** sections.

TO THE CHAMBERLAIN OF THE CITY OF LONDON

We, the undersigned, certify that this person is known **personally** to us and is, in our opinion a fit and proper person for admission to the Freedom.

***First nominator.**

Title, full name and decorations: _____

Occupation: _____

* If you are retired please state your pre-retirement occupation followed by 'retired'. Company Directors, Managers, Consultants etc. should state the nature of their business.

Address: _____

Contact telephone number: _____ Email: _____

Date of Freedom: _____ Livery company: _____

Connection to Applicant: _____

Signature: _____ Date: _____

***Second nominator.**

Title, full name and decorations: _____

Occupation: _____

* If you are retired please state your pre-retirement occupation followed by 'retired'. Company Directors, Managers, Consultants etc. should state the nature of their business.

Address: _____

Contact telephone number: _____ Email: _____

Date of Freedom: _____ Livery company: _____

Connection to Applicant: _____

Signature: _____ Date: _____

NB: The Court undertakes background checks on applicants and may contact you with regard to any issues that may arise as a result.

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