



Freedom Applications Committee

Date: MONDAY, 9 OCTOBER 2017
Time: 10.00 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)

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020 7332 3726

Refreshments will be available at the meeting.

John Barradell
Town Clerk and Chief Executive

AGENDA

PART 1 – PUBLIC AGENDA

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the meeting held on 9th June 2017.

For Decision
(Pages 1 - 6)

4. **OUTSTANDING REFERENCES**

Report of the Town Clerk.

For Decision
(Pages 7 - 8)

5. **NOMINATING AMBASSADORS FOR THE FREEDOM OF THE CITY**

Report of the Town Clerk.

For Decision
(Pages 9 - 16)

6. **MATTERS RAISED: WITHDRAWAL OF FREEDOM AND FREEDOMS TO GROUPS OR TEAMS**

The Chairman to be heard

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**

For Decision

PART 3 – CONFIDENTIAL AGENDA

13. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 9th June 2017.

For Decision

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

Report of the Chamberlain.

For Decision

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FREEDOM APPLICATIONS COMMITTEE **Friday, 9 June 2017**

Minutes of the meeting of the Freedom Applications Committee held at Committee Room 1 - 2nd Floor West Wing, Guildhall on Friday, 9 June 2017 at 11.00 am

Present

Members:

Alderman Sir David Wootton (Chairman)
Alderman Vincent Keaveny
Simon Duckworth
Mark Boleat (Ex-Officio Member)

Officers:

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

1. APOLOGIES

Apologies for absence were received from The Chief Commoner – Wendy Mead, OBE – and Chairman of the Policy and Resources Committee – Deputy Catherine McGuinness.

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

There were none.

3. ORDER OF THE COURT OF COMMON COUNCIL

RESOLVED – That the Order of Common Council, 28 April 2017, appointing the Committee and approving its terms of reference be noted.

4. ELECTION OF CHAIRMAN

The Committee noted that this item – Election of Chairman – had been excluded from the agenda by error.

An Election of Chairman was held in accordance with Standing Order 29. Sir David Wootton, being the only Member willing to stand, was declared Chairman for the ensuing year.

5. **MINUTES**

RESOLVED – That the public minutes of the meeting held on 13th February 2017 were agreed as a correct record.

6. **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

In respect to the outstanding reference 1 – an Application for the Freedom – the Chairman stated that he had spoken to the nominator (GP) and has been given assurance over the application. The Committee subsequently agreed to endorse the application of IM, as originally outlined at item 14 of the meeting held on 24/11/2016.

RESOLVED – That the application for Freedom be approved.

In respect to outstanding references 5 and 6 – matters relating to Freedom Applications and Convictions – the Committee requested that a) typos at the bottom of the first page of the application form be corrected and b) that on the second page of the application form the words '*being a Freeman of the City of London*' be inserted after '*We, the undersigned*'. The Committee approved to the revisions of the application form, subject to those additional amendments being made as specified above.

RESOLVED – That the Clerk to the Chamberlain's Court amends the application form as detailed above.

RECEIVED.

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

The Committee noted that the report had been provided as a late supplementary paper. Hard copies were made available for Members at the meeting.

The Chamberlain introduced the report, which focused on how diversity can be improved in respect to those applying for the Freedom of the City. He noted that in relation to paragraphs 10, 11 and 12 of the report – suggestions regarding Chief Officer nominations – there had been a very positive response, with over 30 responses having been received already. He stated that the summit group of Chief Officers had endorsed the approach as a valuable way of increasing diversity.

A Member stated that the recommendations in the report do not go far enough, and that without bolder actions the City, and the Freedom of the City, may be open to challenge in the future. He further stated that the question of patrimony

on the application form was out of date, and does not aid the drive to improve the diversity of recipients.

The Chairman acknowledged the points raised, although stated that there is a limit to what the Committee can do. He further stated that the Livery has a vital role in increasing diversity.

A Member commented that education is a good area to target, and that the visibility of an improvement of diversity is key to ensuring the success of the Freedom of the City Award.

The Committee discussed that in respect to the allocation of a £5,000 budget to pay fees for potential candidates from schools and academies (for a pilot period of 12 months), the emphasis should be on those receiving bursaries from local independent schools, City of London family schools, and City of London Academies. The Committee further commented that the Clerk to the Chamberlain's Court should write to cadets organisations, their chief executives and clerks (namely the RFCA and the Greater London Lieutenancy) to encourage outstanding cadets to apply – or be nominated for – the Freedom of the City Award. The Committee stated that they would be in favour of organising a suitable celebration for those who receive the Freedom having been recipients through the pilot programme.

The Committee requested that consideration is given to ongoing communication for those who receive the Freedom of the City Award, such as social media groups, so as to keep them involved with the honour and the process.

The Chairman stated that he would write to Members of Common Council to encourage them to consider the matter of diversity when nominating for the Freedom Award.

The Chamberlain informed the Committee that he would draft a paper to the Livery Committee capturing the action points from the discussion of this item. Alderman Keaveny commented that liveries should be told to address the matter of diversity when nominating individuals for the Freedom.

RESOLVED –

1. That the Committee noted the wider set of options listed in the report to promote diversity;
2. That the Committee endorsed the provision of a budget of £5,000 to pay fees for candidates to increase diversity for a pilot period of 12 months, with a focus on those receiving bursaries from local independent schools, City of London family schools, City of London Academies, and outstanding cadets from relevant organisations.
3. That the Clerk to the Chamberlain's Court be instructed to write to cadets organisations, their chief executives and clerks (namely the

RFCA and the Greater London Lieutenancy) to encourage outstanding cadets to apply – or be nominated for – the Freedom of the City Award.

4. That the Clerk to the Chamberlain's Court should organise a suitable celebration for those who receive the Freedom having been recipients through the pilot programme.
5. That the Chairman should write to Members of Common Council to encourage them to consider the matter of diversity when nominating for the Freedom Award.

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

There were none.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Members placed on record their thanks for the support Charlotte Taffel (Town Clerk's Department) had given to the Committee, and wished her luck as she leaves the Corporation for a new role.

10. 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.

11. NON-PUBLIC MINUTES

There were none to agree.

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

There were none.

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

There was none.

14. CONFIDENTIAL MINUTES

RESOLVED – That the confidential minutes of the meeting held on 13th February 2017 were agreed as a correct record.

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

The Committee received a report of the Chamberlain which set out a composite list of recipients of the Freedom by Special Nomination and the progress of existing candidates.

RECEIVED.

The meeting ended at 12.00 pm

Chairman

Contact Officer: Edward Gilbert

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edward.gilbert@cityoflondon.gov.uk

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Committee(s)	Dated:
Freedom Applications Committee	9 October 2017
Subject: Outstanding References	Public
Report of: Town Clerk	For Information
Report Author: Edward Gilbert, Executive Officer to the Court of Aldermen	

OUTSTANDING REFERENCES

No.	MEETING DATE & REFERENCE	Action	Owner	Status
1.	09/06/17, ITEM 5 – OUTSTANDING REFERENCES: FREEDOM APPLICATIONS AND CONVICTIONS	<p>The Clerk to the Chamberlain’s Court to make the following amendments to the application form for the Freedom:</p> <p>a) typos at the bottom of the first page of the application form be corrected; and</p> <p>b) that on the second page of the application form the words ‘being a Freeman of the City of London’ be inserted after ‘We, the undersigned’. The Committee approved to the revisions of the application form, subject to those additional amendments being made as specified above.</p>	Chamberlain	Complete.
2.	09/06/17, ITEM 6 – (SUPPLEMENTARY) DIVERSITY AND INCLUSION AND THE FREEDOM OF THE CITY	That the Clerk to the Chamberlain’s Court be instructed to write to cadets organisations, their chief executives and clerks (namely the RFCA and the Greater London Lieutenancy) to encourage outstanding cadets to apply – or be nominated for – the Freedom of the City Award.	Chamberlain	A draft has been written.

No.	MEETING DATE & REFERENCE	Action	Owner	Status
3.	09/06/17, ITEM 6 – (SUPPLEMENTARY) DIVERSITY AND INCLUSION AND THE FREEDOM OF THE CITY	That the Clerk to the Chamberlain’s Court should organise a suitable celebration for those who receive the Freedom having been recipients through the pilot programme.	Chamberlain	This cannot be progressed until a number of students and cadets have been encouraged to apply for the Freedom.
4.	09/06/17, ITEM 6 – (SUPPLEMENTARY) DIVERSITY AND INCLUSION AND THE FREEDOM OF THE CITY	That the Chairman should write to Members of Common Council to encourage them to consider the matter of diversity when nominating for the Freedom Award.	Chairman	Draft has been completed by the Chamberlain and is with the Chairman for review.
5.	09/06/17, ITEM 15 – FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS	That the Clerk to the Chamberlain’s Court would inform the nominators that they should submit the applications in the usual fashion.	Chamberlain	Complete.

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Agenda Item 5

Committees: Freedom Applications Committee (For Decision) Policy and Resources Committee (For Information)	Date: 9 October 2017 19 November 2017
Subject: Process for Nominating Ambassadors for the Freedom of the City	Public
Report of: Town Clerk	For Decision/Information
Author: Edward Gilbert, Executive Officer to the Court of Aldermen	

Summary

This report provides a process for Members on nominating ambassadors for the Freedom of the City. The proposed process outlines guidance on the timing for nominating an ambassador, who is able to nominate an ambassador, and criteria for nomination.

The new guidance is proposed in order to ensure consistency in the way in which ambassadors are awarded the Freedom – including the type of Freedom they receive, who nominates them and the level of hospitality they receive. Attached at Appendix 1 is the proposed guidance; provided at Appendix 2 is a ‘start to finish’ process map for nominating an ambassador for the Freedom of the City.

Recommendations

1. That the Freedom Applications Committee agrees:
 - The process at Appendix 1 and the ‘start to finish’ process map at Appendix 2, and that following approval the guidance be put to the Policy and Resources Committee for information;
 - The process to be incorporated into the existing guidance, which was agreed on 24th November 2016 by the Committee;
 - That, should the process and guidance be approved, the Chairman of the Freedom Applications Committee should write to the Court of Common Council to advise Members of the new process;
 - That, should the process and guidance be approved, the Clerk to the Chamberlain’s Court should write to the livery to advise of the new process.
2. That the Policy and Resources Committee note the report and new process/guidance.

Background papers

- Guidance for Members and Non-Members regarding The Freedom of the City of London (item 6), Freedom Applications Committee, 24 November 2016

Appendices

- Appendix 1 – Process for Members nominating ambassadors for the Freedom of the City
- Appendix 2 – Start to finish process map for nominating an ambassador for the Freedom of the City

Contact:

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APPENDIX 1

Process for Members on nominating ambassadors for the Freedom of the City

Overview

This document provides guidance to Members on nominating ambassadors for the Freedom of the City. Specifically, this guidance outlines information on who is able to nominate an ambassador, criteria for nomination, and the timing for nominating an ambassador.

This guidance is in place in order to ensure consistency in the way in which ambassadors are awarded the Freedom – including the type of Freedom they receive, who nominates them and the hospitality they receive. At the end of this document is a 'start to finish' process map for nominating an ambassador for the Freedom of the City.

Who is able to nominate an ambassador:

Any Member of the Court of Common Council may recommend an ambassador for a Freedom of the City, but this does not necessitate that they will be a formal nominator. In order to ensure consistency in who nominates an ambassador, the Freedom Applications Committee will decide who is best placed to nominate. In order to provide adequate profile to ambassadors, nominators will likely be senior City Corporation Members such as the Lord Mayor, the Chief Commoner and/or the Chairman of Policy.

In some instances it may be appropriate for the Member recommending an individual for the Freedom to be one of the formal nominators. This may be, for instance, when a particular Member has a relationship or tie with that country or individual, which makes them well placed to nominate. Typically, a Member recommending an individual – as well as the nominators – will be involved in the hospitality provided when the Freedom is awarded. The level of hospitality provided will be considered on a case-by-case basis, determined by the significance of the relationship between the country in question and the City of London.

For all Freedoms for ambassadors, one nominator will be drawn from the Court of Common Council, and one from the Court of Aldermen. Any Freedom for an ambassador must be first approved by the Freedom Applications Committee, and then then the Court of Common Council. Without both approvals, the Freedom will not be awarded.

Criteria for nomination:

Ambassadors should only be nominated if they fulfil certain criteria. This is to ensure that the Freedom maintains its prestige and special status, and so that there is consistency when awarding the Freedom to ambassadors. The following criteria should be met before an individual is nominated:

- The individual has been an ambassador for at least six months;
- They are the ambassador to a country that the City of London has clear ties to, or relationship with;
- They have made a significant contribution to the life of the Capital or in the field of diplomatic life;
- The Foreign and Commonwealth Office (FCO) does not object to the nomination – *note, this engagement will take place between the City of London Corporation and the FCO once a Member has recommended an individual for the Freedom.*

Without meeting these criteria, an individual will not be eligible to receive the Freedom. Only in special circumstances will an individual be eligible if they do not meet the above criteria – in such occasions this will be at the discretion of the Chairman of Policy and the Chairman of the Freedom Applications Committee.

When to nominate an ambassador:

The timing of when to nominate an ambassador for the Freedom should also be considered. The following occasions are when an ambassador can be – although does not have to be – nominated:

- Following the ambassador hosting – or helping to facilitate – a state visit from the country they represent;
- Just before a long-serving ambassador is due to retire from their position;
- Following an ambassador supporting the Chairman of Policy and/or the Lord Mayor on an overseas visit.

This list is non-exhaustive and should be used as a guide. It may be that other occasions are appropriate – in such a case, the Member recommending an individual should in the first instance discuss the matter with the Chairman of Policy and Chairman of the Freedom Applications Committee.

How to nominate an ambassador:

The following process applies for nominating an ambassador for the Freedom:

1. If a Member of the Court of Common Council wishes to recommend an individual for the Freedom, they should first ensure that the ambassador meets the criteria as outlined in this document.
2. The Member should then write to the Clerk to the Freedom Applications Committee (Edward Gilbert – Executive Officer the Court of Aldermen, Edward.gilbert@cityoflondon.gov.uk) stating their request.

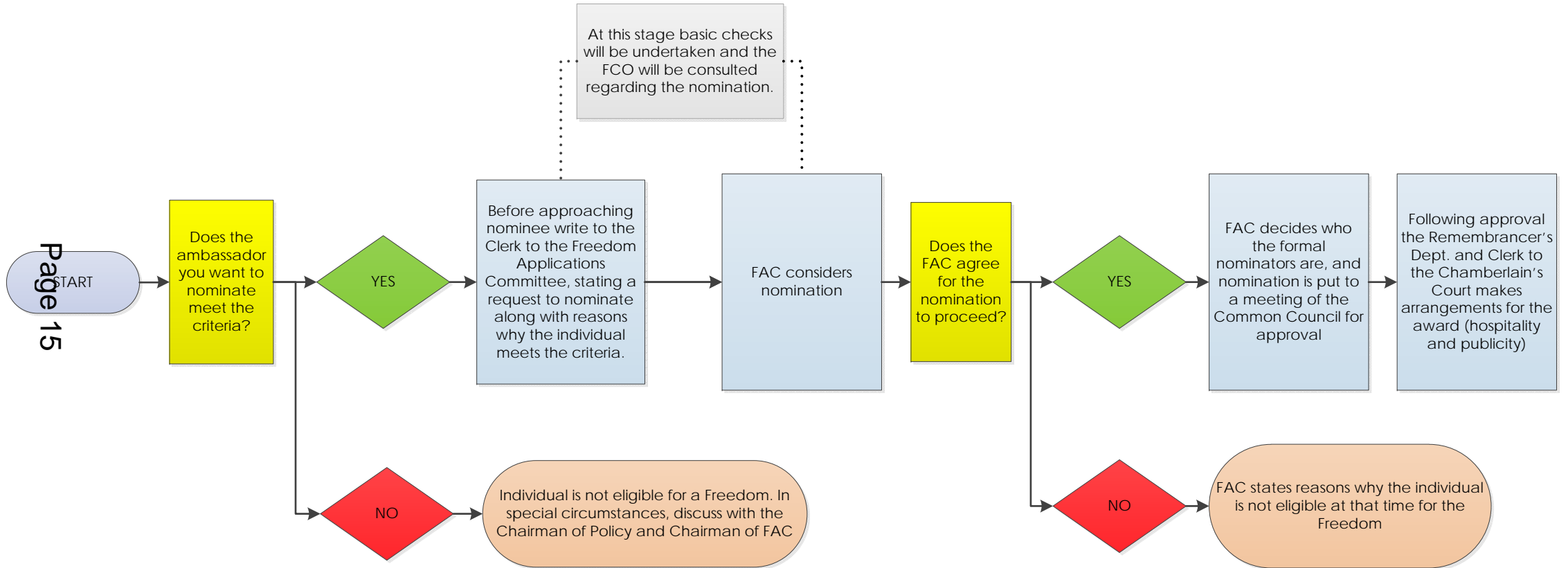
3. The Clerk to the Chamberlain's Court, along with the EDO and Remembrancer's Office will carry out basic checks, and prepare the request for consideration at the Freedom Applications Committee. If the Committee determines that the nomination is inappropriate then they will state the reasons why. If the Committee agree that the nomination is appropriate, then it will then decide who should be the formal nominators.
4. The nomination will then be put to a meeting of the Common Council for approval.
5. The Remembrancer's Department and Clerk to the Chamberlain's Court will, following approval by Common Council, undertake to arrange publicity and hospitality. The nominators – and any Member who has been closely involved with the recommendation – will be involved with the hospitality.

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Before approaching the nominee, follow this process

KEY

FAC = Freedom Applications Committee
FCO = Foreign and Commonwealth Office



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