



Freedom Applications Committee

Date: TUESDAY, 12 FEBRUARY 2019
Time: 10.00 am
Venue: COMMITTEE ROOM 1 - 2ND FLOOR WEST WING, GUILDHALL

Members: Alderman Sir David Wootton (Chairman)
Jeremy Mayhew (Deputy Chairman)
Alderman & Sheriff Vincent Keaveny
Simon Duckworth (Ex-Officio Member)
Deputy Catherine McGuinness (Ex-Officio Member)
John Scott (Chief Commoner) (Ex-Officio Member)
Deputy Tom Hoffman (Ex-Officio Member)

Enquiries: Joseph Anstee
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N.B. Part of this meeting may be subject to audio-visual recording.

**John Barradell
Town Clerk**

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 28 November 2018.

For Decision
(Pages 1 - 4)
 4. **ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE**
Report of the Town Clerk

For Decision
(Pages 5 - 8)
 5. **CITY APPRENTICESHIPS UPDATE**

For Discussion
 6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
 7. **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**
8. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 28 November 2018.

For Decision
(Pages 9 - 10)
 9. **THE HONORARY FREEDOM - UPDATE**
The Chairman to be heard.

For Information
 10. **100 WOMEN**
The Chairman to be heard.

For Information
 11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

Part 3 - Confidential Agenda

12. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 28 November 2018.

For Decision

13. **LIST OF HEADS OF MISSIONS**

Report of the Town Clerk

For Discussion

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

Report of the Chamberlain

For Decision

15. **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

Wednesday, 28 November 2018

Minutes of the meeting of the Freedom Applications Committee held at the Guildhall EC2 at 10.00 am

Present

Members:

Alderman Sir David Wootton (Chairman) Deputy Tom Hoffman (Ex-Officio Member)
John Scott (Chief Commoner) (Ex-Officio Member)

Officers:

Peter Kane	- Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Murray Craig	- Clerk to the Chamberlain's Court
Joseph Anstee	- Town Clerk's Department
Bruce Hunt	- Remembrancer's Department

1. APOLOGIES

Apologies for absence were received from Alderman & Sheriff Vincent Keaveny, Jeremy Mayhew and Deputy Catherine McGuinness.

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

There were no declarations.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 27 September 2018 be agreed as a correct record.

4. CITY APPRENTICESHIPS

The Committee considered a report of the Chamberlain on City Apprenticeships. The Committee had previously discussed introducing a scheme as a way of widening interest in the City of London, particularly amongst young people connected to the City of London through their school, and had suggested introducing a scheme that invoked the Livery tradition of Apprenticeships.

Members were supportive of the scheme, and agreed that logically, a number of the historic rules and customs should no longer apply. The scheme would be a notional Apprenticeship with the Freedom Applications Committee as the notional 'Master', although Members not on the Committee could potentially be involved in the scheme. As part of the scheme, as an example, Apprentices could undertake a programme of work with an essay for presentation at the

conclusion of the programme. Whilst the programme could follow Livery patterns, there was no requirement for it to be attached to the Livery companies.

The Committee discussed how the traditional customs would need to be adapted. Members suggested that the programme should last for four years and be aimed at students who would be around the age of 18 by the time they had completed it, with up to 4 Apprentices attached to each Member. Apprentices would need to visit Guildhall for any contact, and the historic indentures such as marriage requirements would need to be removed.

A Member queried whether Members would need DBS certificates to participate. Whilst contact during the programme could be limited, it would still be necessary. Members asked that officers look into any duty of care or safeguarding issues that might be relevant to the undertaking of the programme. Members also stressed encouraging diversity amongst students. A Member added that a lot of Members were also Governors of schools, so were likely to have the undertaken the relevant checks as a result of this.

The Chairman advised that the next step would be to devise a set of rules for getting to the point of Apprenticeships and a set of rules governing the issues relevant to undertaking the programme. The Chairman asked that officers look into devising the set of rules required and speak with the Department of Community and Children's Services about advice on safeguarding issues, before bringing the matter back to the next meeting of the Committee.

RESOLVED – That the Freedom Applications Committee support the implementation of the scheme, and instruct officers to develop the scheme as advised ahead of the next meeting of the Committee.

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

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

7. 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.

Item No.	Paragraph(s) in Schedule 12A
8	3
9	-
10 – 14	1
15	-

8. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 27 September 2018 be agreed as a correct record.
9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
10. **CONFIDENTIAL MINUTES**
The Committee considered the confidential minutes of the meeting held on 27 September 2018.
11. **FREEDOM APPLICATION**
The Committee considered a report of the Town Clerk.
12. **FREEDOM APPLICATION**
The Committee considered a report of the Town Clerk.
13. **LIST OF HEADS OF MISSIONS**
The Committee considered a report of the Town Clerk.
14. **FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS**
The Committee considered a report of the Chamberlain.
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting closed at 11.00 am

Chairman

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Committee:	Date:
Freedom Applications Committee	12 February 2019
Subject: Annual Review of the Committee's Terms of Reference	Public
Report of: Town Clerk	For Decision
Report Author: Joseph Anstee, Committee & Member Services Officer	

Main Report

All Committees/Boards are asked to review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

The current terms of reference of the Freedom Applications Committee are attached as an appendix to this report for your consideration.

The Committee is currently scheduled to meet six times each year.

Recommendation(s)

That, subject to any comments, the terms of reference of the Committee be approved for submission to the Court as set out in the appendix.

The Committee are also asked to consider the frequency of their meetings going forward.

Appendices

- Appendix 1 – Terms of Reference of the Freedom Applications Committee

Joseph Anstee

Committee and Members' Services Officer

Town Clerk's Department

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APPENDIX A

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 2018/19**

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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By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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