



## Freedom Applications Committee

**Date:** THURSDAY, 11 APRIL 2019  
**Time:** 11.30 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  
Tel: 0207 332 1480  
joseph.anstee@cityoflondon.gov.uk

**N.B. Part of this meeting may be subject to audio-visual recording.**

**Lunch will be served in the Guildhall Club at 1.00pm.**

**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 12 February 2019.  

**For Decision**  
(Pages 1 - 4)
  4. **REPORT OF ACTION TAKEN**  
Report of the Town Clerk  

**For Information**  
(Pages 5 - 6)
  5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
  6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
  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 12 February 2019.  

**For Decision**  
(Pages 7 - 10)
  9. **THE HONORARY FREEDOM - UPDATE**  
The Chairman to be heard  

**For Discussion**
  10. **WOMEN AND THE LAW**  
Report of the Town Clerk  

**For Discussion**  
(Pages 11 - 12)
  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 12 February 2019.  

**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

Tuesday, 12 February 2019

**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)  
Alderman & Sheriff Vincent Keaveny

#### **Officers:**

Michael Cogher	-	Comptroller and City Solicitor
Paul Double	-	City Remembrancer
Murray Craig	-	Clerk to the Chamberlain's Court
Joseph Anstee	-	Town Clerk's Department
Andrew Buckingham	-	Town Clerk's
Bruce Hunt	-	Remembrancer's Department

#### **1. APOLOGIES**

Apologies for absence were received from Jeremy Mayhew, Deputy Catherine McGuinness and John Scott (Chief Commoner).

#### **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 28 November 2018 be agreed as a correct record.

#### **4. ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE**

The Committee considered a report of the Town Clerk reviewing the Committee's terms of reference.

The Chairman told Members that he felt the Committee had a wider remit than it had previously and the terms of reference ought to be amended to reflect this. The Committee had assumed a role of a rule-making nature, for instance, with regards to the Honorary Freedom, had provided guidance to Members and Liverymen about the different types of Freedom, and had become responsible for the more general use of the Freedom, including for policy purposes, and monitored the effect of the Freedom and Freedom Applications Committee decisions outside of the Corporation.

**RESOLVED** – That the Freedom Applications Committee agree that amendments should be made to the Committee’s terms of reference to reflect the Committee’s increased responsibilities in relation to the Freedom, and agreed to delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to finalise the wording of a revised terms of reference before submission to the March meeting of the Policy & Resources Committee and the April meeting of the Court of Common Council for approval.

**5. CITY APPRENTICESHIPS UPDATE**

The Committee received an update from the Town Clerk on the development of the City Apprenticeships scheme. Initial consultation had been undertaken with officers in the Community and Children’s Services Department on the scheme, who had raised a few points for discussion. Following the last meeting, officers had sought advice on safeguarding and duty of care issues relevant to the scheme. Whilst the full extent of requirements with regards to safeguarding and duty of care would not be clear until the scheme was more developed, advice on the immediate issues recommended that any Member involved in the scheme should have an up-to-date, enhanced DBS check and certificate, and should also undertake basic safeguarding training, regardless of whether or not a teacher would be present. Any scheme would also need to comply with all relevant corporate policies and undertake risk assessments as appropriate.

Members then discussed the scheme. The Chairman said that the scheme should provide an introduction to the Freedom and that aspect of the City of London. Apprentices could have the chance to see the City of London Corporation at work in its role as a civic and local authority. Activities could include attending Committee or Court of Common Council meetings or attending public events or speeches. The scheme should be aimed initially at City of London Corporation schools. Whilst the offer could be extended to schools sponsored by Livery Companies, a number of Livery companies had their own apprenticeship schemes set up which were likely to be connected to their sponsored schools. A Member suggested that when the scheme was set up it could be trialled with a very small group as a pilot scheme. However, it would need to be explored whether the scheme could be run alongside the busy school schedules.

The Clerk to the Chamberlain’s Court advised the Committee that the Lady Mayoress had hosted events for students of City of London schools such as open afternoons at Mansion House, which had included talks from members of staff, some of whom had previously been City of London Corporation apprentices. The scheme could also be attached to the City Corporation’s modern apprenticeship scheme, which would allow for the scheme to make use of the structures such as monitoring programmes and agreements already in place.

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

There were no questions.

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.

<b>Item No.</b>	<b>Paragraph(s) in Schedule 12A</b>
8 – 10	1, 3
11	-
12 – 14	1
15	-

8. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 28 November 2018 be agreed as a correct record.

9. **THE HONORARY FREEDOM - UPDATE**

The Committee received an update from the Chairman on the Honorary Freedom.

10. **100 WOMEN**

The Committee received an update from the Chairman on the 100 Women for 100 Years campaign.

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

There were no questions.

12. **CONFIDENTIAL MINUTES**

The Committee considered the confidential minutes of the meeting held on 28 November 2018.

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 one item of other business.

**The meeting closed at 11.25 am**

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Chairman

**Contact Officer: Joseph Anstee**  
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**[joseph.anstee@cityoflondon.gov.uk](mailto:joseph.anstee@cityoflondon.gov.uk)**



<b>Committee:</b> Freedom Applications Committee	<b>Date:</b> 11 April 2019
<b>Subject:</b> Decisions taken under Delegated Authority or Urgency since the last meeting of the Committee	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report author:</b> Joseph Anstee, Town Clerk's Department	

## Summary

This report advises Members of actions taken by the Town Clerk since the last meeting of the Committee, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b). These actions related to:

### CHANGE TO THE COMPOSITION OF THE FREEDOM APPLICATIONS COMMITTEE

## Recommendation

Members are asked to note the report.

## Main report

1. At its meeting on the 12 February 2019, the Freedom Applications Committee undertook its annual review of the Committee's terms of reference and agreed several changes, which were then submitted to the Policy & Resources Committee for approval.
2. At the meeting of the Policy & Resources Committee on 14 March 2019, the changes were discussed and approved, with the added proposal of the addition of two Members, to be elected by the Court, to its composition. The Policy & Resources Committee were supportive of this change, pending consideration by the Freedom Applications Committee. Prior to progressing the decision, the views of all Freedom Applications Committee Members were sought. Of the Members that responded, all were supportive of the proposal.
3. For the vacancies to be advertised to the Court of Common Council ahead of the annual elections at the April meeting of the Court, the change to the composition needed to be agreed prior to the next meeting of the Freedom Applications Committee on 11 April 2019.

## Action Taken

The Town Clerk, in consultation with the Chairman and Deputy Chairman, agreed that the composition of the Freedom Applications Committee be amended to include two Members of the Court of Common Council, elected by the Court of Common Council.

**Contact:**

Joseph Anstee

Committee and Services Officer, Town Clerk's Department

020 7332 1480

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

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