



Members Privileges Sub (Policy and Resources) Committee

Date: FRIDAY, 12 JANUARY 2018
Time: 10.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Wendy Mead (Chief Commoner) (Chairman)
Simon Duckworth
Ann Holmes
Deputy Jamie Ingham Clark
Deputy Edward Lord
Deputy Catherine McGuinness (Ex-Officio Member)
Deputy Richard Regan
John Scott (Ex-Officio Member)
Jeremy Simons
Michael Welbank

Enquiries: Angela Roach
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Refreshments will be available at the Meeting
NB: Part of this meeting could be the subject audio visual recoding

John Barradell
Town Clerk and Chief Executive

AGENDA

Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 19 October 2017.
For Decision
(Pages 1 - 4)
4. **ACCESS TO GUILDHALL CLUB AREAS**
To consider a resolution from the House Committee of Guildhall Club of 5 October 2017.
For Decision
(Pages 5 - 6)
5. **BUSINESS CARDS IMPRINTED IN BRAILLE**
To consider a resolution from the Policy and Resources Committee of 16 November 2017.
For Decision
(Pages 7 - 8)
6. **PROVISION OF LOCKERS FOR CHAIRMEN AND THEIR DEPUTIES**
Report of the City Surveyor.
For Decision
(Pages 9 - 14)
7. **PROPOSED CHIEF COMMONER'S HANDBOOK**
Paper from Deputy Edward Lord (To Follow).
For Decision
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE

Thursday, 19 October 2017

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 19 October 2017 at 10.00 am

Present

Members:

Wendy Mead (Chief Commoner) (Chairman)
Simon Duckworth
Ann Holmes
Deputy Jamie Ingham Clark
Deputy Edward Lord
Deputy Catherine McGuinness (Ex-Officio Member)
John Scott (Ex-Officio Member)
Jeremy Simons

Officers:

Simon Murrells	- Assistant Town Clerk
Nigel Lefton	- Assistant Remembrancer
Will Millard	- Town Clerk's Office
Angela Roach	- Principal Committee and Member Services Manager

1. APOLOGIES

An apology for absence was received from Richard Regan.

2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING

There were no declarations.

3. MINUTES

The public minutes of the Sub-Committee meeting held on 21 September 2017 were approved.

Matters Arising – Role and Status of the Chief Commoner

It was noted that the text of the proposed description of the role and status of the Chief Commoner was being discussed with the Remembrancer.

4. **CHAIRMEN AND DEPUTY CHAIRMEN'S IT AND MEETING ROOMS**

The Sub-Committee considered a report of the Town Clerk concerning the outcome of the consultation with Chairmen and Deputy Chairmen on the future use of the Chairmen and Deputy Chairmen's IT and meeting rooms on the second floor of the West Wing particularly dedicated use by the Chairmen of the Planning and Transportation, Finance, Police and Establishment Committees.

Members noted the comments made by various Chairmen and Deputy Chairmen and the strength of feeling that the two rooms should remain for use by all Chairmen and Deputy Chairmen. The most recent comment received from the Chairman of the Community and Children's Services Committee received was also summarised.

The Sub-Committee also noted the recommendations of the Deputy Chairmen of the Establishment Committee, copies of which were laid round the table.

During discussion, amongst other things, the following comments were made and noted:-

- the proposal for the rooms to be dedicated for the use of specific Chairmen had caused a lot of resentment; raised questions about how the four Chairmen had been identified and whether the volume of work attributed to some of those Chairmen actually exceeded level of work undertaken by other Chairmen;
- it was suggested that the selection might have been based on those attending the pre-Court of Common Council meeting but noted that this did not account for the Chairman of Police;
- reference was made to the small meeting room located on the third floor located within the Guildhall Club Dining Room area which was also available for use by all Members. It was noted that the space was often used to create additional dining space in the Club and that very few Members were aware that it was available for use;
- the Sub-Committee supported suggestions that the two meeting rooms on the second floor should be managed by the Town Clerk's Office i.e. the new Personal Assistants appointed to support Chairmen; the rooms should be available on a first come first serve basis and that usage should be monitored and a report brought back to the Sub-Committee on their usage after six months of operating the arrangements;
- Members acknowledged the need for lockable space i.e. somewhere for Chairmen and their Deputies to store committee papers and small IT devices only between meetings. The Town Clerk was asked to look in to the provision of a limited number of lockers, including whether they could be located in the small Members IT room on the mezzanine floor space;

- it was important for all Members to be reminded of the rooms available for use and that it should be reiterated that the rooms were not private offices and were available for use to deal, predominantly, with City Corporation business;
- in response to concerns about the lack of information available to Chairmen about what they were entitled to and about services more generally it was agreed that the Chairman's Handbook which was produced a number of years ago should be resurrected, updated and provided to all Chairmen.

RESOLVED - that the use of the small IT and meeting rooms remain available for the use of all Chairmen and Deputy Chairmen; that all Members be advised accordingly and that it be recommended to the Policy and Resources Committee that:-

1. the two meeting rooms (Chairman's Room 1 and 2) on the second floor be managed by the Town Clerk's Office i.e. by the new Personal Assistants appointed to support Chairmen; the rooms be available on a first come first serve basis and that usage of the rooms be monitored and reported back to the Members Privileges Sub-Committee after six months of operating the arrangements;
 2. the City Surveyor be requested to look into the provision of a limited number of lockers for Chairmen and their Deputies to store committee papers and small IT devices only between meetings and this should include investigating whether they could be located in the small Members IT room on the mezzanine floor space;
 3. all Members to be reminded of the rooms available for use and that it be reiterated that the rooms were not private offices and were available for use to deal, predominantly, with City Corporation business;
 4. the Chairman's Handbook, which was produced a number of years ago and which contained information about the services available to Chairmen, be resurrected, updated and provided to all Chairmen.
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 were no urgent items.
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 Nos.	Paragraph(s) in Schedule 12A
8	3

Part 2 – Non-Public Agenda

8. **NON-PUBLIC MINUTES**
The non-public minutes of the Sub-Committee meeting held on 21 September 2017 were approved.
9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.

The meeting ended at 10.35am

Chairman

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angela.roach@cityoflondon.gov.uk

Agenda Item 4

TO: MEMBERS PRIVILEGES SUB COMMITTEE
(POLICY AND RESOURCES)

12 January 2018

FROM: THE HOUSE COMMITTEE OF GUILDHALL
CLUB

5 October 2017

3. **Access to Club Areas**

It was noted that, in addition to current Members of the Court, past Lord Mayors and past Chief Commoners who were no longer on the Court had access to the Members Room Area. It was suggested that this should be extended to include past Chairmen of the Policy and Resources Committee who were no longer on the Court and that the Members Privileges Sub-Committee should be asked to consider this accordingly. Members of the House Committee supported the suggestion.

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Agenda Item 5

TO: **MEMBERS PRIVILEGES SUB COMMITTEE**
(POLICY AND RESOURCES)

12 January 2018

FROM: **THE POLICY AND RESOURCES COMMITTEE**

16 November 2017

Business Cards imprinted in Braille

A Member referred to the Executive Director of Mansion House and Central Criminal Court's business cards being imprinted in Braille. He questioned whether all the City Corporation's business cards should do the same. The Chairman advised that the matter should be referred to the Chief Commoner to be looked at in consultation with the Members Privileges Sub-Committee.

Reference was made to the Director's title being 17 words long and the need for a shorter title to be established. Members questioned the need for "Executive" to be part of the title particularly as all the other Chief Officers were simply entitled "Director".

RESOLVED – That consideration of whether business cards should be imprinted in Braille be referred to the Chief Commoner to be looked at in consultation with the Members Privileges Sub-Committee.

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Committee(s)	Dated:
Members Privileges Sub Committee	12 January 2018
Subject: Provision of a limited number of lockers for Chairmen and their Deputies using the small Members IT room on the Mezzanine floor space.	Public
Report of: City Surveyor	For Decision
Report author: Scott Govan, Interim Project Manager, City Surveyor's Department	

Summary

The City Surveyor was requested by Members to look into the provision of a limited number of lockers for Chairmen and their Deputies using the small Members IT room on the mezzanine floor.

A drawing (see Appendix 1) has been created showing the existing layout, and the proposed layout with the following outcomes and costs:

- Retains the two larger desks currently in the room
- Provides a maximum of 24 lockers
- Option for key or combination locks (additional costs for combination locks)
- Appendix 2 shows a sample of the proposed lockers.

Recommendations

Subject to the concurrence of the Policy and Resources Committee Members are asked to approve:-

1. the use of the small Members IT room on the mezzanine floor for the provision of a limited number of lockers;
2. retaining the two larger desks and chairs in that room and providing 24 lockers based on option 1 and as shown in Appendix 1; and
3. the cost of Option 1, lockers fitted with key locks, to be funded from the City Surveyor's local risk budget.

Main Report

Background

1. In October 2017 the City Surveyor committed to undertake a review of the Member's room located next to the Post room, and incorporate lockers for Chairman and Deputy Chairman's use.

2. The intended outcome would provide a limited number of lockers for Chairmen and their Deputies to store committee papers, and small IT devices only, between meetings. This should include investigating whether they could be located in the small Members IT room on the mezzanine floor space.

Current Position

3. The room contains three desks, two larger desks and one smaller desk as shown on CAD drawing Reference 4-C-4025, dated Nov 2017 (see Appendix 1). It will be necessary to remove the smaller of the three desks, and the PC to accommodate the locker proposal.

Options

4. Option 1 - Purchase 24 lockers based on each locker being a total height of 1800mm, containing four lockers of 450mm each in height, 300mm wide and 450mm deep (see Appendix 2) fitted with key locks.
The cost of this is estimated at £700.00 with delivery in 2-3 weeks from date of the order.
5. Option 2 - Purchase 24 lockers based on each locker being a total height of 1800mm, containing four lockers of 450mm each in height, 300mm wide and 450mm deep (see Appendix 2) fitted with combination locks.
The cost of this is estimated at £1,400.00 with delivery in 5 weeks from date of the order.

Proposals

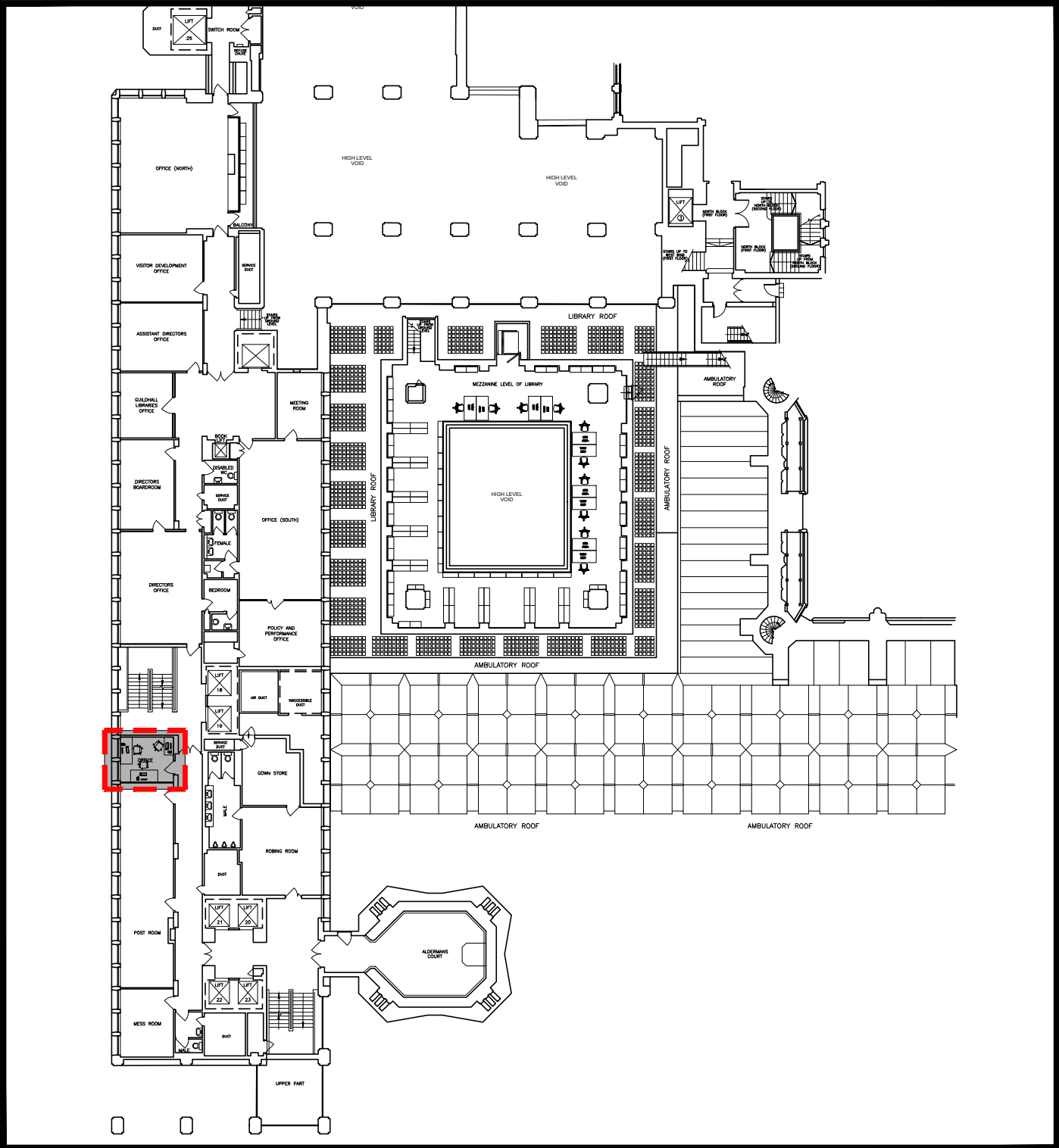
6. Remove the smaller desk and PC.
7. Purchase 24 lockers based on each locker being a total height of 1800mm, containing four lockers of 450mm each in height, 300mm wide and 450mm deep (see Appendix 2) with keys.
8. Second keys can be held by Guildhall Security in the event that Members require this service.
9. Fund the costs from City Surveyor's local risk budget.

Appendices

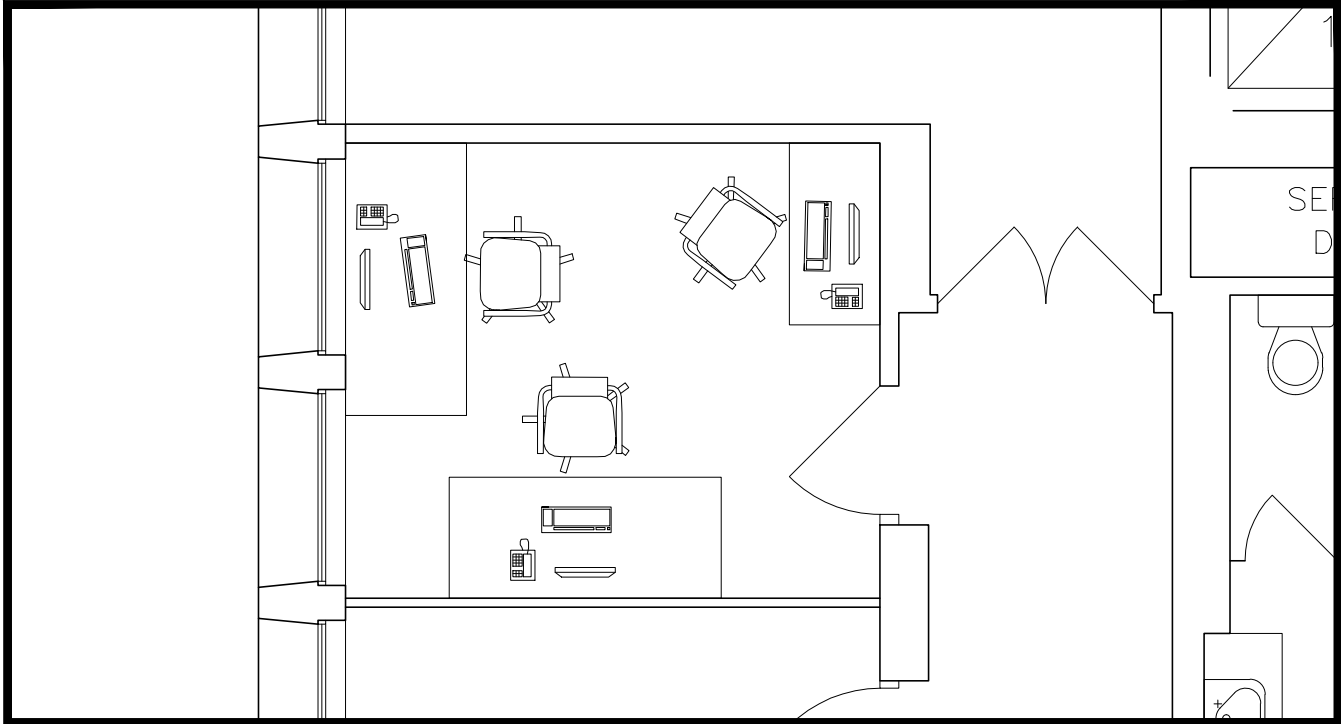
- Appendix 1 – CAD drawing Reference 4-C-4025, dated Nov 2017
- Appendix 2 – Mezzanine Floor Members Lockers Sample Pictures and Costs

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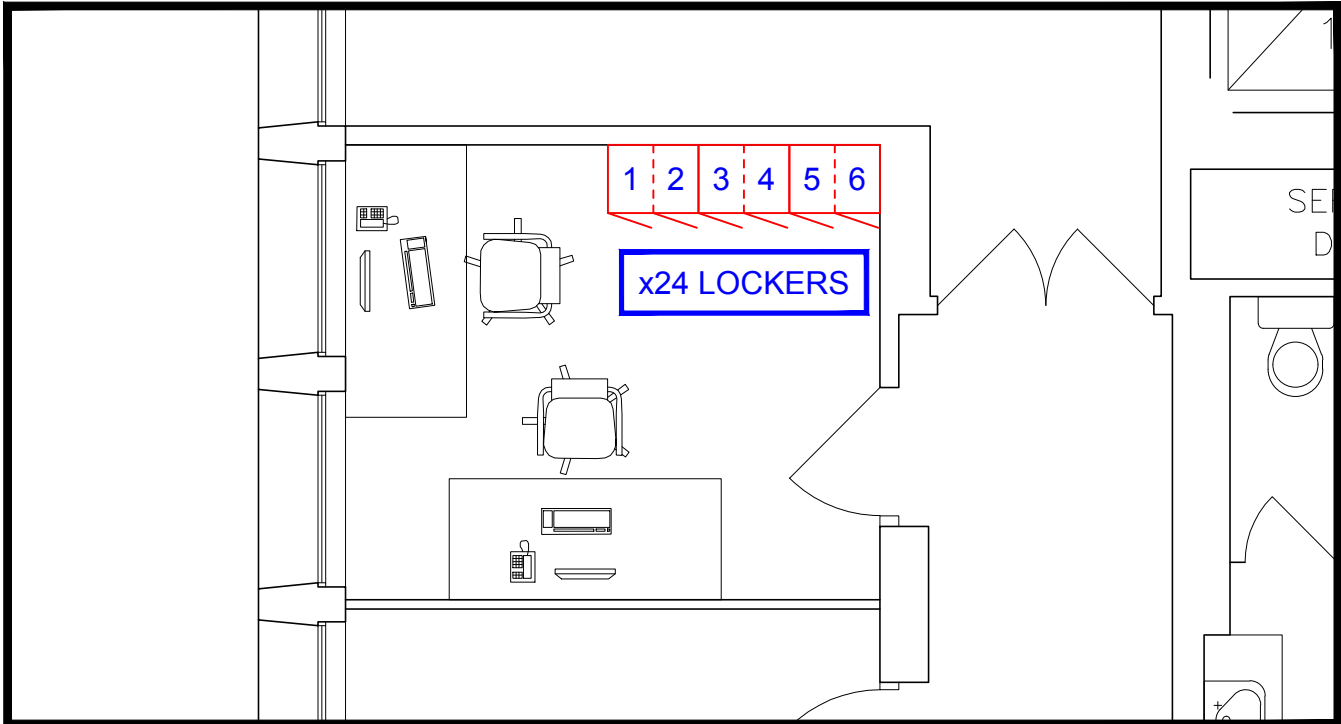
APPENDIX 1



West Wing Mezzanine Level - Room Location - Not To Scale

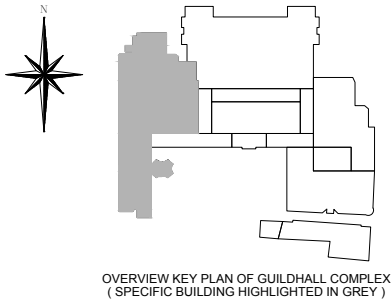



Existing Room Layout - Scale 1:50



Proposed Locker Layout - Scale 1:50

Proposed Locker Installation - Layout Option Info:
= x6 Lockers (x3 Double)
(Double Option) 1800mm (h)
600mm (w)
450mm (d)



 P.G. Wilkinson BSc MSc MRICS City Surveyor CITY SURVEYOR'S DEPARTMENT Corporate Property Group: Plans & Research Section		Project : CITY OF LONDON GUILDHALL COMPLEX		Drawing : WEST WING - MEZZANINE LEVEL PROPOSED LOCKER INSTALLATION	
		Scale at A3: AS SHOWN	Des : S.G.	Drawn by : S.B.	Drawing No: 4-C-40251-1
Date : NOV 2017		App : 	Revision		Notes: Do not scale. All dimensions to be checked on site. Errors to be reported to supervising officer.

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Mezzanine Floor Members Lockers

Based on CAD Drawing Reference 4-C-4025, dated Nov 2017, the following locker quantities and costs will apply:

- Retains the two larger desks currently in the room
- Provides a maximum of 24 lockers

Cost: Key locks £700.00

Cost: Combination Locks £1,400.00

Any desks removed will require storing in CoL complex.

Sample Pictures

Proposed Double Locker



Dimensions as shown **H x W x D mm** 1,800 x 600 (300mm X2) x 450 mm

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