

PLEASE BRING THIS AGENDA WITH YOU

1

The Lord Mayor will take the Chair at ONE  
of the clock in the afternoon precisely.



## COMMON COUNCIL

SIR/MADAM,

You are desired to be at a Court of Common Council, held through **MICROSOFT TEAMS**, on **THURSDAY** next, the **18th day of June, 2020**.

The meeting shall be accessible for members of the public through the City Corporation's YouTube channel and at the following link: <https://youtu.be/UQkeA7qgmWQ>

JOHN BARRADELL,  
*Town Clerk & Chief Executive.*

*Guildhall*

Sir Charles Bowman

Gregory Jones, Q.C.

}

*Aldermen on the Rota*

1 **Apologies**

2 **Declarations by Members under the Code of Conduct in respect of any items on the agenda**

3 **Minutes**

To agree the minutes of the meeting of the Court of Common Council held on 21 May 2020.

**For Decision**  
(Pages 1 - 22)

4 **Resolutions on Retirements, Congratulatory Resolutions, Memorials**

5 **Mayoral Visits**

The Right Honourable The Lord Mayor to report on his recent overseas visits.

6 **Policy Statement**

To receive a statement from the Chair of the Policy and Resources Committee.

7 **Docquets for the Hospital Seal**

8 **The Freedom of the City**

To consider a circulated list of applications for the Freedom of the City.

**For Decision**  
(Pages 23 - 24)

9 **Legislation**

To receive a report setting out measures introduced into Parliament which may have an effect on the services provided by the City Corporation.

**For Information**  
(Pages 25 - 26)

10 **Questions**

11 **Motions**

***By Marianne Fredericks***

To consider a Motion, submitted by Marianne Fredericks, in relation to the establishment of a Working Party to consider aspects of the standards regime.

**For Decision**  
(Pages 27 - 28)

12 **Awards and Prizes**

13 **Policy and Resources Committee**

To consider reports of the Policy and Resources Committee, as follows:-

- (A) **Annual Appointment of Committees** – to consider proposals relating to the annual appointment of Committees.

**For Decision**  
(Pages 29 - 36)

- (B) **Report of Urgent Action Taken: Financial Services Skills Commission** – to note action taken under urgency procedures in relation to the establishment of the Financial Services Skills Commission.

**For Information**  
(Pages 37 - 38)

- 14 **Hospitality Working Party of the Policy and Resources Committee**  
To note action taken under urgency procedures concerning the provision of hospitality.

**For Information**  
(Pages 39 - 40)

- 15 **Audit and Risk Management Committee**  
To receive the annual report of the Committee's activities.

**For Information**  
(Pages 41 - 46)

## **MOTION**

- 16 **By the Chief Commoner**  
That the public be excluded from the meeting for the following items of business below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act, 1972.

**For Decision**

- 17 **Non-Public Minutes**  
To agree the non-public minutes of the meeting of the Court held on 21 May 2020.

**For Decision**  
(Pages 47 - 48)

- 18 **Finance Committee**  
To consider the annual pay award for Museum of London staff.

**For Decision**  
(Pages 49 - 50)

- 19 **City Bridge Trust Committee and Policy & Resources Committee**  
To note action taken under urgency procedures in relation to the distribution of funds to assist with the COVID-19 response.

**For Information**  
(Pages 51 - 54)

- 20 **Property Investment Board**  
To consider a project proposal at Gateway 4b concerning the refurbishment of a property.

**For Decision**  
(Pages 55 - 58)

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# RUSSELL, MAYOR

## COURT OF COMMON COUNCIL

21st May 2020  
MEMBERS PRESENT

### ALDERMEN

Sir Charles Edward Beck Bowman  
Emma Edhem  
Sir Peter Estlin  
John Garbutt  
Sir Roger Gifford  
Alison Gowman  
Prem Goyal  
David Andrew Graves

Timothy Russell Hailes  
Robert Picton Seymour Howard  
Robert Charles Hughes-Penney  
Gregory Jones  
Vincent Thomas Keaveny  
Alastair John Naisbitt King  
Susan Langley  
Ian David Luder

Nicholas Stephen Leland Lyons  
Sheriff Professor Michael Raymond Mainelli  
Sir Andrew Charles Parmley  
The Rt Hon. The Lord Mayor, William Anthony  
Bowater Russell  
Sir David Hugh Wootton  
Sir Alan Colin Drake Yarrow

### COMMONERS

George Christopher Abrahams  
Deputy John David Absalom  
Caroline Kordai Addy  
Munsur Ali  
Rehana Banu Ameer  
Alexander Robertson Martin Barr  
Douglas Barrow  
Matthew Bell  
John Bennett  
Peter Gordon Bennett  
Nicholas Michael Bensted-Smith  
Christopher Paul Boden  
Mark Bostock  
Deputy Keith David Forbes  
Bottomley  
Deputy David John Bradshaw  
Tijs Broeke  
Deputy Michael John Cassidy  
Deputy Roger Arthur Holden  
Chadwick  
John Douglas Chapman  
Dominic Gerard Christian  
Henry Nicholas Almroth Colthurst  
Graeme Doshi-Smith  
Karina Dostalova

Simon D'Olier Duckworth  
Peter Gerard Dunphy  
Mary Durcan  
John Ernest Edwards  
Deputy Kevin Malcolm Everett  
Anne Helen Fairweather  
Helen Lesley Fentimen  
Sophie Anne Fernandes  
John William Fletcher  
Marianne Bernadette Fredericks  
Tracey Graham  
Caroline Wilma Haines  
Deputy The Revd Stephen  
Decatur Haines  
Graeme Harrower  
Sheriff Christopher Michael  
Hayward  
Christopher Hill  
Deputy Tom Hoffman  
Ann Holmes  
Michael Hudson  
Deputy Wendy Hyde  
Deputy Jamie Ingham Clark  
Deputy Clare James  
Shravan Jashvantra Joshi

Angus Knowles-Cutler  
Tim Levene  
Vivienne Littlechild  
Natasha Maria Cabrera Lloyd-  
Owen  
Oliver Arthur Wynlayne Lodge  
Deputy Edward Lord,  
Paul Nicholas Martinelli  
Andrew Paul Mayer  
Jeremy Mayhew  
Deputy Catherine McGuinness  
Andrew Stratton McMurtrie  
Wendy Mead  
Deputy Robert Allan Merrett  
Andrien Gereith Dominic Meyers  
Deputy Brian Desmond Francis  
Mooney  
Deputy Hugh Fenton Morris,  
Deputy Alastair Michael Moss,  
Sylvia Doreen Moys  
Benjamin Daniel Murphy  
Deputy Joyce Carruthers Nash  
Barbara Patricia Newman  
Graham Packham  
Dhruv Patel

Susan Jane Pearson  
John Petrie  
William Pimlott  
Judith Pleasance  
Deputy James Henry George  
Pollard  
Jason Paul Pritchard  
Deputy Richard David Regan  
Deputy Elizabeth Rogula  
James de Sausmarez  
Ruby Sayed  
Ian Christopher Norman Seaton  
Oliver Sells  
Deputy Dr Giles Robert Evelyn  
Shilson  
Jeremy Lewis Simons  
Deputy Tom Sleigh  
Sir Michael Snyder  
Deputy John Tomlinson  
James Richard Tumbridge  
William Upton  
Mark Raymond Peter Henry  
Delano Wheatley  
Philip Woodhouse, Deputy  
Dawn Linsey Wright

1. Apologies     The apologies of those Members unable to attend this meeting of the Court were noted.
2. Declarations     There were no additional declarations.
3. Minutes     *Resolved* – That the Minutes of the last Court are correctly recorded, subject to

Alderman David Graves being recorded as present.

4. Resolutions There were no resolutions.
5. Mayoral Visits The Right Honourable The Lord Mayor took the opportunity to advise the Court of the virtual engagement programme which he and the Chair of Policy and Resources were undertaking during the current period of travel restrictions. In particular, he commented on various meetings with Trade Commissioners and other key stakeholders to discuss COVID challenges and the response of businesses, as well as the future of the British economy post COVID.
6. Policy Statement The Chair of the Policy and Resources Committee spoke to provide an update on COVID19. The Chair outlined the challenges that the COVID had caused and thanked, on behalf of the Court, those Officers who had been instrumental in helping in these difficult times. The Chair outlined the City's response across all its functions and noted the challenges ahead for the country and the City particularly.
- With reference to City Corporation specific matters, the Chair also took the opportunity to advise that it would be proposed that the annual appointment of committees, which had previously been deferred until April 2021, now take place at the July 2020 meeting, if Members were so minded.
7. Hospital Seal There were no docquets for the seal.
8. Freedoms The Chamberlain, in pursuance of the Order of this Court, presented a list of the under-mentioned, persons who had made applications to be admitted to the Freedom of the City by Redemption:-

|   |   |                              |
|---|---|------------------------------|
| <p><b>Mark Brian Abraham</b><br/>Ald. &amp; Sheriff Vincent Keaveny<br/>Amanda Josephine Keaveny</p>                      | <p>an Entrepreneur<br/>Citizen and Solicitor<br/>Citizen and Fletcher</p>   | <p>Fulham, London</p>        |
| <p><b>Francis Osade Akpata</b><br/>Simon Jonathan Mark Burrows<br/>Michael Alan Rutherford</p>                            | <p>a Financial Consultancy Company<br/>Director<br/>Citizen and Framework Knitter<br/>Citizen and Management Consultant</p> | <p>Shoreditch, London</p>    |
| <p><b>Sharon Ann Ament</b><br/>Ald. Prof. &amp; Sheriff Michael<br/>Raymond Mainelli<br/>Vivienne Littlechild, CC, JP</p> | <p>a Museum Director<br/>Citizen and World Trader<br/>Citizen and Glover</p>  | <p>East Dulwich, London</p>  |
| <p><b>Christopher Thomas Barnes</b><br/>Stephen Lawrence Purdy<br/>Ivor Macklin</p>                                       | <p>a Broker, retired<br/>Citizen and Painter Stainer<br/>Citizen and Painter Stainer</p>                                    | <p>Maldon, Essex</p>         |
| <p><b>Antje Breslin</b><br/>Donald Henry McGarr<br/>Peter John Lambert</p>  | <p>a Head of Quality &amp; Customer Services<br/>Citizen and Basketmaker<br/>Citizen and Pavior</p>                         | <p>Tower Hamlets, London</p> |
| <p><b>Robert James Breslin</b><br/>Donald Henry McGarr<br/>Peter John Lambert</p>   | <p>an Executive Director, retired<br/>Citizen and Basketmaker<br/>Citizen and Pavior</p>                                    | <p>Tower Hamlets, London</p> |

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| <b>Sally Anne Chicken</b><br><i>Frank Hoyt Moxon</i><br><i>Robin Vivian Darbyshire</i>                               | a Credit Union Director<br><i>Citizen and International Banker</i><br><i>Citizen and International Banker</i>                  | Chelmondiston, Suffolk                             |
| <b>Naomi Elizabeth Margaret Coventry</b><br><i>Robert Adrian Joseph Waddingham, CBE</i><br><i>Ann-Marie Jefferys</i> | a Marketing Director, retired<br><br><i>Citizen and Actuary</i><br><i>Citizen and Glover</i>                                   | Exeter, Devon                                      |
| <b>Neil Edward Coulter Danner</b><br><i>Andrew Charles Marsden</i><br><i>Debra Susan Marmor</i>                      | a Bar Manager<br><br><i>Citizen and Marketor</i><br><i>Citizen and Marketor</i>  | Tower Hamlets, London                              |
| <b>Matthew Elis Davies</b><br><br><i>Flora Ann Reed</i><br><i>Alan Roy Willis</i>                                    | a Student<br><br><i>Citizen and Glass Seller</i><br><i>Citizen and Baker</i>   | Newtown, Pennsylvania,<br>United States of America |
| <b>Cynthia Viviana Espinola Cano</b><br><i>Frederick Joseph Trowman</i><br><i>David Robert Boston</i>                | a Student<br><br><i>Citizen and Loriner</i><br><i>Citizen and Gold &amp; Silver Wyre Drawer</i>                                | Pimlico, London                                    |
| <b>Bruce Richard William Goller</b><br><i>Wyndham Seymour-Hamilton</i><br><i>Antony David George Harvey</i>          | a Software Engineer<br><br><i>Citizen and Loriner</i><br><i>Citizen and Educator</i>   | Southampton, Hampshire                             |
| <b>Andrew William Gould</b><br><i>Wyndham Seymour-Hamilton</i><br><i>Antony David George Harvey</i>                  | a Shipbroker<br><i>Citizen and Loriner</i><br><i>Citizen and Educator</i>  | Surrey   |
| <b>Laura Ann Gould</b><br><i>Wyndham Seymour-Hamilton</i><br><i>Antony David George Harvey</i>                       | a Project Manager<br><i>Citizen and Loriner</i><br><i>Citizen and Educator</i>   | Surrey   |
| <b>Dr Alexander Clemens Johann Paul Marie Graff</b><br><i>Lawrence John Day</i><br><i>David Michael Bole</i>         | a Surgeon<br><br><i>Citizen and Maker of Playing Cards</i><br><i>Citizen and Maker of Playing Cards</i>                        | Vienna, Austria                                    |
| <b>David James Hassall</b><br><i>Anthony William Emanuel Ellison</i><br><i>Issa Tahhan</i>                           | a Commercial Cleaning Company Director<br><i>Citizen and Environmental Cleaner</i><br><i>Citizen and Environmental Cleaner</i> | Chelmsford, Essex                                  |
| <b>John Clinton Hewett</b><br><i>The Rt. Hon The Lord Mayor Hilary Ann Russell</i>                                   | a Chief Executive Officer<br><br><i>Citizen and Farmer</i>   | Hampshire  |
| <b>Mark James Hillery</b><br><i>The Rt. Hon The Lord Mayor Hilary Ann Russell</i>                                    | a Hedge Fund Manager, retired<br><br><i>Citizen and Farmer</i>   | Wimbledon, London                                  |
| <b>Richard James Jutten</b><br><i>Alan Leslie Warman</i><br><i>Diane Irene Warman</i>                                | a Police Officer, retired<br><i>Citizen and Clockmaker</i><br><i>Citizen and Clockmaker</i>                                    | New Waltham, Lincolnshire                          |
| <b>Dov Gideon Katz</b><br><i>Neil George Parry Edwards</i>   | a Solicitor<br><i>Citizen and Feltmaker</i>  | Mill Hill, London                                  |

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| <i>Alan Roy Willis</i>   | <i>Citizen and Baker</i>  |                                       |
| <b>Nighat Khan</b><br><i>Rehana Banu Ameer</i><br><i>Ald. Prem Babu Goyal, OBE</i>                                 | a Reinsurance Operations Manager<br><i>Citizen and Common Councillor</i><br><i>Citizen and Plumber</i>                                | Purley, Surrey                        |
| <b>Thomas Martin Kiely</b><br><i>Richard George Clerk Thornton, TD</i><br><i>Robert James Ingham Clark, Deputy</i> | a Software Engineer<br><i>Citizen and Leatherseller</i><br><i>Citizen and Clothworker</i>   | Shrewsbury, Shropshire                |
| <b>The Reverend David Latimer, TD</b><br><i>Ald. Sir Andrew Charles Parmley</i><br><i>Peter Gerard Dunphy, CC</i>  | a Minister of Religion<br><i>Citizen and Musician</i><br><i>Citizen and Draper</i>  | Prehen, Londonderry, Northern Ireland |
| <b>Wadcyn Lewis</b><br><i>The Rt. Hon The Lord Mayor Hilary Ann Russell</i>  | an Insurance Broker, retired<br><i>Citizen and Farmer</i>   | Hammersmith                           |
| <b>Elizabeth Alice Longhurst, BEM</b><br><i>Michael John James</i><br><i>James Patrick Vaughan</i>                 | a School Teacher, retired<br><i>Citizen and Stationer &amp; Newspaper Maker</i><br><i>Citizen and Stationer &amp; Newspaper Maker</i> | Marsworth, Hertfordshire              |
| <b>Steffan Rhys Madoc</b><br><i>Alan Montague Ware, MBE</i><br><i>John Walter William Argent</i>                   | a Chief Executive Officer<br><i>Citizen and Gold &amp; Silver Wyre Drawer</i><br><i>Citizen and Painter Stainer</i>                   | St.Albans, Hertfordshire              |
| <b>Peter Michael Mathews, CMG</b><br><i>Benjamin Andrew Vincent Browning</i><br><i>John Anthony James</i>          | a Recycling Company Director<br><i>Citizen and Poulter</i><br><i>Citizen and Skinner</i>  | Kinver, Staffordshire                 |
| <b>Kauser Mirza, JP</b><br><i>Kevin Joseph McNicholas</i><br><i>Alan Edward Scriven</i>                            | a Magistrate & Teacher, retired<br><i>Citizen and Loriner</i><br><i>Citizen and Pavior</i>  | Lewisham, London                      |
| <b>Audrey Nelson</b><br><i>Deputy Catherine Sidony McGuinness</i><br><i>Ald. Sir Roger Gifford</i>                 | a Local Government Officer, retired<br><i>Citizen and Solicitor</i><br><i>Citizen and Musician</i>                                    | Hove, Sussex                          |
| <b>Michael James Peet</b><br><i>Ald. Sir Andrew Charles Parmley</i><br><i>Jonathan Patterson Shiels</i>            | a Wine Merchant<br><i>Citizen and Musician</i><br><i>Citizen and Joiner &amp; Ceiler</i>  | Beech, Hampshire                      |
| <b>Robert Anthony Pitts</b><br><i>Michael Peter Cawston</i><br><i>Colin Trevor Gurnett</i>                         | a Border Force Officer, retired<br><i>Citizen and Tyler &amp; Bricklayer</i><br><i>Citizen and Wheelwright</i>                        | Ventnor, Isle of Wight                |
| <b>Brian George Reeve</b><br><i>Neil Graham Morgan Redcliffe</i><br><i>Ann-Marie Jefferys</i>                      | an Interpreter, retired<br><i>Citizen and Basketmaker</i><br><i>Citizen and Glover</i>  | Smithfield, London                    |
| <b>Verna Elizabeth Rhodes</b><br><i>Iain Reid</i><br><i>Richard Leslie Springford</i>                              | a Higher Education Deputy Director<br><i>Citizen and Educator</i><br><i>Citizen and Carman</i>  | Sidcup, Kent                          |
| <b>William James Ritchie</b>   | a Chartered Accountant  | Walton On Thames, Surrey              |

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| <i>Ald. Timothy Russell Hailes, JP</i>              | <i>Citizen and Pewterer</i>                      |   |
| <i>Deputy Charles Edward Lord,</i>                  | <i>Citizen and Broderer</i>                      |   |
| <i>OBE, JP</i>                                      |  |   |
| <b>Sir Hector William Hepburn Sants</b>             | a Civil Servant                                  | Kensington, London                            |
| <i>Ald. Sir David Wootton</i>                       | <i>Citizen and Fletcher</i>                      |   |
| <i>Deputy Catherine Sidony</i>                      | <i>Citizen and Solicitor</i>                     |   |
| <i>McGuinness</i>                                   |  |   |
| <b>Peter Francis Sheridan</b>                       | a Chief Executive Officer                        | Co. Antrim, Northern Ireland                  |
| <i>The Rt. Hon The Lord Mayor</i>                   |  |   |
| <i>Deputy Catherine Sidony</i>                      | <i>Citizen and Solicitor</i>                     |   |
| <i>McGuinness</i>                                   |  |   |
| <b>Nemasala Sorubi Sivayogan</b>                    | a Chartered Accountant                           | Thornton Heath, Surrey                        |
| <i>Andrien Meyers, CC</i>                           | <i>Citizen and Common Councillor</i>             |   |
| <i>Ald. Prem Babu Goyal, OBE</i>                    | <i>Citizen and Plumber</i>                       |   |
| <b>Clarel Emmanuel Roselin Sookun</b>               | an IT Director                                   | Hither Green, London                          |
| <i>Deputy Thomas Dieter Dirk</i>                    | <i>Citizen and Tyler &amp; Bricklayer</i>        |   |
| <i>Hoffman, MBE</i>                                 |  |   |
| <i>Ald. Timothy Russell Hailes, JP</i>              | <i>Citizen and Pewterer</i>                      |   |
| <b>Lady Anne Kristine Mackintosh Stoneham, MBE</b>  | a Solicitor, retired                             | Droxford, Hampshire                           |
| <i>Ald. Prem Babu Goyal, OBE</i>                    | <i>Citizen and Plumber</i>                       |   |
| <i>Andrien Meyers, CC</i>                           | <i>Citizen and Common Councillor</i>             |   |
| <b>David Arthur Taylor</b>                          | an Automotive Consultant, retired                | Swindon, Wiltshire                            |
| <i>David William Walker</i>                         | <i>Citizen and Poulter</i>                       |   |
| <i>Ian Drury</i>                                    | <i>Citizen and Gold &amp; Silver Wyre Drawer</i> |   |
| <b>Douglas George Thomas</b>                        | a Civil Servant                                  | West Glamorgan, Wales                         |
| <i>Ann-Marie Jefferys</i>                           | <i>Citizen and Glover</i>                        |   |
| <i>Dorothy Newlands of Lauriston</i>                | <i>Citizen and Basketmaker</i>                   |   |
| <b>Wg Cdr Peter Thorbjornsen</b>                    | a Royal Air Force Officer                        | Carterton, Oxfordshire                        |
| <i>Timothy Luke Fitzgerald-</i>                     | <i>Citizen and Gold &amp; Silver Wyre Drawer</i> |   |
| <i>O'Connor</i>                                     |  |   |
| <i>Malcolm Alastair Craig</i>                       | <i>Citizen and Gold &amp; Silver Wyre Drawer</i> |   |
| <b>Antony Phillip Barker</b>                        | an Actuary                                       | Grappenhall, Cheshire                         |
| <i>Andrien Meyers, CC</i>                           | <i>Citizen and Common Councillor</i>             |   |
| <i>Ald. Prem Babu Goyal, OBE</i>                    | <i>Citizen and Plumber</i>                       |   |
| <b>Dame Professor Winifred Mary Beard</b>           | a Professor of Classics                          | Cambridge, Cambridgeshire                     |
| <i>Ald. Sir David Wootton</i>                       | <i>Citizen and Fletcher</i>                      |   |
| <i>Tijs Broeke, CC</i>                              | <i>Citizen and Goldsmith</i>                     |   |
| <b>Dr. Maurizio Bragagni</b>                        | a Chief Executive Officer                        | Smithfield, London                            |
| <i>Wendy Mead, OBE, CC</i>                          | <i>Citizen and Glover</i>                        |   |
| <i>Paul Nicholas Martinelli, CC</i>                 | <i>Citizen and Butcher</i>                       |   |
| <b>Brady Daine Brim-Deforest of Balvaire Castle</b> | an Entrepreneur                                  | Topanga, California, United States of America |
| <i>John Alexander Smail</i>                         | <i>Citizen and Distiller</i>                     |   |
| <i>Dorothy Newlands of Lauriston</i>                | <i>Citizen and Basketmaker</i>                   |   |

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| <b>Graham Brown</b><br><i>Hilary Miller</i><br><i>Colin Trevor Gurnett</i>  | an Incident Manager<br><i>Citizen and Glover</i><br><i>Citizen and Wheelwright</i>  | Maldon, Essex              |
| <b>Nicholas Butter</b><br><i>The Rt. Hon The Lord Mayor</i><br><i>Hilary Ann Russell</i>                            | an Athlete<br><br><i>Citizen and Farmer</i>   | Cranborne, Dorset          |
| <b>Pamela Cary</b><br><i>Martin John Davies</i><br><i>Katharine Jane Ray</i>  | a Writer and Editor<br><i>Citizen and Scrivener</i><br><i>Citizen and Glover</i>  | Burgess Hill, Sussex       |
| <b>Steven Terence Chambers</b><br><i>Alison Taylor West</i><br><br><i>Joanna Clare Howell</i>                       | a Director<br><i>Citizen and Chartered Secretary &amp; Administrator</i><br><i>Citizen and Distiller</i>                  | Leigh-on-Sea, Essex        |
| <b>John Robert Terry Charlton</b><br><i>Terence Harragan</i><br><i>William James Murray</i>                         | a Police Officer, retired<br><i>Citizen and Feltmaker</i><br><i>Citizen and Feltmaker</i>                                 | Petersfield, Hampshire     |
| <b>Katherine Lucy Garrett-Cox</b><br><i>The Rt. Hon The Lord Mayor</i><br><i>Hilary Ann Russell</i>                 | a Chief Executive<br><br><i>Citizen and Farmer</i>  | Brechin, Angus, Scotland   |
| <b>Hidayet Gulfem Goren</b><br><i>Ald. Emma Edhem</i><br><i>John William Fletcher, CC</i>                           | a Head of Administration<br><i>Citizen and Woolman</i><br><i>Citizen and Common Councilman</i>                            | Potters Bar, Hertfordshire |
| <b>Rachel Green</b><br><br><i>Andrien Meyers, CC</i><br><i>Anne Helen Fairweather, CC</i>                           | a Company Director & Diversity Campaigner<br><i>Citizen and Common Councillor</i><br><i>Citizen and Common Councillor</i> | Hackney, London            |
| <b>Jean Isaac</b><br><i>Ald. Sir Peter Kenneth Estlin</i><br><i>Deputy Richard David Regan, OBE</i>                 | a Housekeeper<br><i>Citizen and International Banker</i><br><i>Citizen and Cutler</i>                                     | Witney, Surrey             |
| <b>Birsan Kaya Hughes</b><br><i>Ald. Emma Edhem</i><br><i>John William Fletcher, CC</i>                             | an Administrator<br><i>Citizen and Woolman</i><br><i>Citizen and Common Councilman</i>                                    | Walthamstow, London        |
| <b>Simon Mackenzie Smith</b><br><i>The Rt. Hon The Lord Mayor</i><br><i>Hilary Ann Russell</i>                      | an Investment Banker<br><br><i>Citizen and Farmer</i>   | Maldon, Essex              |
| <b>Eoin Joseph Gerard Morgan, CBE</b><br><i>Ald. Sir David Wootton</i><br><i>Deputy Catherine Sidony McGuinness</i> | a Cricketer<br><br><i>Citizen and Fletcher</i><br><i>Citizen and Solicitor</i>  | Primrose Hill, London      |
| <b>Professor David Nott</b><br><i>Ald. Sir David Wootton</i><br><i>Deputy Catherine Sidony McGuinness</i>           | a Consultant Surgeon<br><i>Citizen and Fletcher</i><br><i>Citizen and Solicitor</i>                                       | Hammersmith, London        |
| <b>Justin Chukwuma Onuekwusi</b><br><i>Andrien Meyers, CC</i><br><i>Anne Helen Fairweather, CC</i>                  | a Fund Manager<br><br><i>Citizen and Common Councillor</i><br><i>Citizen and Common Councillor</i>                        | Norbury, London            |

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| <b>David George Orr</b>  | a Head of Strategy   | Rothersthorpe,<br>Northamptonshire                   |
| <i>Michael John James</i><br><i>James Patrick Vaughan</i>                                    | <i>Citizen and Stationer &amp; Newspaper Maker</i><br><i>Citizen and Stationer &amp; Newspaper Maker</i> |  |
| <b>Joanna Frances Painter</b>  | a Secretary and Administrator  | Stratford Upon Avon,<br>Warwickshire                 |
| <i>David Mark Spofforth, OBE</i><br><i>Veronica Anne Spofforth</i>                           | <i>Citizen and Horner</i><br><i>Citizen and Baker</i>  |  |
| <b>Matthew Francis Parris</b>  | a Journalist, Writer and Broadcaster   | Bakewell, Derbyshire                                 |
| <i>Ald. Gregory Percy Jones, QC</i><br><i>Ald. Sir David Wootton</i>                         | <i>Citizen and Leatherseller</i><br><i>Citizen and Fletcher</i>  |  |
| <b>Robert Charles Grenville Perrins</b>  | a Chief Executive  | Chobham, Surrey                                      |
| <i>The Rt. Hon The Lord Mayor</i><br><i>Hilary Ann Russell</i>                               | <i>Citizen and Farmer</i>  |  |
| <b>Daniel Michael Riordan</b>  | a Sales and Design Executive   | Denton, Manchester                                   |
| <i>Shaun David Southall</i><br><i>Simon Paul Green</i>                                       | <i>Citizen and Security Professional</i><br><i>Citizen and Security Professional</i>                     |  |
| <b>Anthony George Robinson</b>   | a Deputy Headteacher, retired  | Buckinghamshire                                      |
| <i>Michael Peter Cawston</i><br><i>John Francis Purnell</i>                                  | <i>Citizen and Tyler &amp; Bricklayer</i><br><i>Citizen and Security Professional</i>                    |  |
| <b>Nathan Thomas Rodgers</b>   | a Media Officer  | Bromley, Kent  |
| <i>Deputy Catherine Sidony</i><br><i>McGuinness</i><br><i>The Rt. Hon The Lord Mayor</i>     | <i>Citizen and Solicitor</i>   |  |
| <b>Samuel Alan Michael Tidswell-Norrish</b>  | a Financial Services Executive   | Barnes, London                                       |
| <i>Ald. Sir Charles Edward Beck</i><br><i>Bowman</i><br><i>Ald. Sir Peter Kenneth Estlin</i> | <i>Citizen and Grocer</i><br><i>Citizen and International Banker</i>                                     |  |
| <b>Mark Simon Turner</b>   | a Teacher, retired   | Long Buckby,<br>Northamptonshire                     |
| <i>Ann-Marie Jefferys</i><br><i>Dorothy Newlands of Lauriston</i>                            | <i>Citizen and Glover</i><br><i>Citizen and Basketmaker</i>  |  |
| <b>Francisco De Mendia Vassalo</b>   | a Consultant   | Estoril, Portugal                                    |
| <i>Anthony John James Bailey, OBE</i><br><i>Elizabeth A Thornborough</i>                     | <i>Citizen and Loriner</i><br><i>Citizen and Upholder</i>  |  |
| <b>Leopoldo Villareal III</b>  | an Artist  | New York City, New York,<br>United States of America |
| <i>Ald. Sir David Wootton</i><br><i>Deputy Catherine Sidony</i><br><i>McGuinness</i>         | <i>Citizen and Fletcher</i><br><i>Citizen and Solicitor</i>  |  |
| <b>Jonathan Edward Windust</b>   | a Police Officer, retired  | Havant, Hampshire                                    |
| <i>Terence Harragan</i><br><i>William James Murray</i>                                       | <i>Citizen and Feltmaker</i><br><i>Citizen and Feltmaker</i>   |  |
| <b>Matthew Simon Wood</b>  | a Fire Safety Engineering Company<br>Director  | Banstead, Surrey                                     |
| <i>Colin George Ring</i><br><i>George Richard Cannell</i>                                    | <i>Citizen and Loriner</i><br><i>Citizen and Loriner</i>   |  |

**Stanley John Wright**  
*Terence Harragan*  
*William James Murray*

a Director  
*Citizen and Feltmaker*  
*Citizen and Feltmaker*

Horndean, Hampshire

Read.

*Resolved* – That this Court doth hereby assent to the admission of the said persons to the Freedom of this City by Redemption upon the terms and in the manner mentioned in the several Resolutions of this Court, and it is hereby ordered that the Chamberlain do admit them severally to their Freedom accordingly.

## 9. Legislation

The Court received a report on measures introduced by Parliament which might have an effect on the services provided by the City Corporation as follows:-

### **Bills**

#### **The Coronavirus Bill**

The Bill was introduced and received Royal Assent prior to the meeting of this Court. The Act is expansive and contains exceptionally broad powers. The powers in Act are be limited to two years, and unlike the powers in the Civil Contingencies Act, the powers granted to the Secretary of State do not require Parliamentary authorisation every 28 days. Measures include powers to reduce obligations on local authorities and granting local authorities and central government powers to help tackle the coronavirus crisis. Additionally, local government elections are postponed to 2021. This provision does not apply to City of London local elections.

In the absence of standard reporting arrangements, a briefing on the Bill's second reading in the Commons was supplied to members of the Policy and Resources Committee, Public Relations and Economic Development Sub-committee and Chief Officers.

### **Statutory Instruments**

#### **The Working Time (Coronavirus) (Amendment) Regulations 2020 S.I. No. 365**

**Date in force**  
 26<sup>th</sup> March 2020

The Regulations remove the prohibition on carrying over unused leave where it is not reasonably practicable for a worker to take some or all of the leave to which that worker was entitled as a result of the effects of coronavirus. Leave may be carried over and taken during the following two years.

#### **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 S.I. No. 392**

4<sup>th</sup> April 2020

The Regulations enable meetings to be moved, cancelled or their frequency altered. Provision is made to enable remote meetings to be held and the access to information provisions are consequentially amended as a result. The Regulations are only applicable to meetings which are required to be held or are held before 7<sup>th</sup> May 2021. The Regulations apply to the Common Council in capacities as a local authority, a port health authority and a police authority.

#### **The Adoption and Children (Coronavirus) (Amendment) Regulations 2020 S.I. No. 445**

24<sup>th</sup> April 2020

The Regulations make temporary amendments to existing legislation, which relate to children's social care. The Regulations will cease to

have effect on 25<sup>th</sup> September 2021. Changes made by the Regulations includes amending adoption procedures and relaxing timescales during which a local authority must have taken specified steps. Additionally, the Regulations make it permissible for any person to be approved as a local authority foster carer for a temporary period of 24 weeks. The Regulations apply to the Common Council in its capacity as a local authority.

**The School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) Regulations 2020 S.I. No 446**

24<sup>th</sup> April 2020

The Regulations make temporary procedural and constitutional amendments concerning school admission appeals as a result of coronavirus. Principally, they allow for remote hearings based on written submissions and provide greater flexibility over deadlines. The Regulations will cease to have effect on 31<sup>st</sup> January 2021 and apply to the Common Council in its capacity as a local authority.

Read.

*(The text of the measures and the explanatory notes may be obtained from the Remembrancer's Office.)*

10. Questions

Fairweather,  
A.H., to the  
Chair of the  
Policy &  
Resources  
Committee

**Impact of COVID-19**

Anne Fairweather asked a question of the Chair of the Policy and Resources Committee concerning assessments of the impact of COVID-19 to the City of London Corporation's budget, on smaller businesses which serviced office workers, and changes needed to support social distancing in the City.

In reply, the Chair confirmed that COVID-19 had had a significant impact on the Corporation's finances and that the overall net cost was being tracked, reported and discussed by the Finance Committee. The informal meeting of Resource Allocation Sub Committee in early July would receive an update on both the in-year budget position and Medium-Term Financial Plan, leading on to a re-budgeting exercise in early autumn; efforts to control costs in the meantime would be vital.

With reference to the impact on small and medium sized businesses, the Chair City advised that the Corporation was doing what it could to help mitigate the impact; however, the scale of this problem was such that there were serious limits to the extent that it could provide relief. She noted that there was a separate question on the order sheet on this matter, where she would address the issue in more detail.

In relation to changes that would need to be made to the City's environment, the Chair referenced forthcoming proposals to alter the City's streets so as to provide more space for walking and cycling, in order to enable social distancing on the City's streets and support the safe return of employees to the workplace. Measures to support businesses and manage travel demand were also included.

In closing, the Chair also highlighted the opportunity for cultural organisations in the City to focus on serving local communities and neighbours in different way. She made reference to work with the London Festival of Architecture and London Open House to showcase our buildings and streetscape, as well as work underway to welcome people back to cultural spaces as soon as it was possible to do so.

She also advised that more detailed answers to this and the coming question had been published on the website and circulated electronically to this Court.

### **Support for Small and Medium Enterprises (SMEs)**

Wheatley,  
M.R.P.H.D., to  
the Chair of the  
Policy &  
Resources  
Committee

Mark Wheatley asked a question of the Chair of the Policy and Resources Committee concerning the Corporation's work to support SMEs, including liaison with Government and stakeholders on various support schemes, as well as direct support for local SMEs through rates and rental relief.

Noting that a fuller response had been published and circulated in view of the breadth of information available, the Chair outlined ongoing activity with both Government and business stakeholders in this area, such as asking Government to widen the number of businesses that qualified for rate relief and grants and calling for a review of rate relief thresholds, as they currently disadvantaged SMEs in central London. The City had also supported pan-London lobbying efforts with the Mayor of London, London Councils and the various representative business groups to make sure the needs and priorities of SMEs were heard.

Other support for SMEs was also highlighted, such as through the work of the City Business Library, the City Property Advisory Team, the support for tenants at the wholesale markets, and the specific advice offered to cultural and tourism sectors by the Cultural and Visitor Development Team. The work of individual elected Members in lobbying on behalf of constituents was also highlighted as a significant factor and, with reference to the Government's announcements on Small Business, Retail, Hospitality and Leisure Grant Funds, the Chair confirmed that the Corporation had now directly paid out £14.5m of the original £14.7m allocation.

Responding to a supplementary question from Mark Wheatley concerning additional activity and the possibility of a Working Party to look at SME support specifically, the Chair was happy to look at the general issue in more detail but was not in favour of a Working Party, in view of the risk of an additional layer of bureaucracy and slowing any response.

### **Reopening of primary schools**

Merrett, R.A.  
Deputy, to the  
Chairman of  
the Education  
Board

Deputy Robert Merrett asked a question of the Chairman of the Education Board concerning the reopening of primary schools in line with Government advice and resources being made available to ensure this was achieved safely.

Responding, the Chairman noted that all schools were planning for a potential phased re-opening, ahead of confirmation that the Government's five key tests were met. The Government expected children in childcare and Early Years settings to return first and for Reception, Year 1 and Year 6 to be back in school in smaller sizes no earlier than 1 June. For the City, the relevant affected schools were, therefore, the Sir John Cass grant-maintained school, the three Academy primaries (City of London Primary Academy Islington, Redriff and Galleywall) and the three independent schools. However, related planning and the same principles would affect all schools within the City's Family and the Chair undertook to provide more detailed information with regard to any City school, should any Member so wish.

The Chairman observed that, at all places of primary learning, the City had a duty to provide support to vulnerable children and so there was a particular focus on ensuring they could return to their schools and have continued access to their education, including via remote learning where appropriate. He also outlined responsibilities regarding Special Educational Needs and Disabilities, and children plus young people with Education Health and Care Plans.

There was much for each School to consider and he acknowledged the support provided by the Education Unit to ensure that each could plan for re-opening by refreshing their risk assessments and other health and safety advice for children, young people, and staff, including regular review of government advice, identifying protective measures, and ensuring that all health and safety compliance checks had been or would be undertaken before any potential opening. He stressed that initial responsibility rested with each school and its local governing body who must look closely at four main areas of risk: health, learning, support for staff, and financial solvency. Planning needed to be flexible and locally based, with a particular focus on communication, provision of data and monitoring.

The Chairman also advised that, at an early stage in lockdown, the Education Board had freed up restrictions governing City Premium Grants provided to Academies to allow them to use such monies in the most effective way to address COVID-19 challenges. In addition, various fora had been held in order to offer the latest advice, provide support and answer questions.

In closing, the Chairman observed that this was an extremely fluid situation and the position would undoubtedly evolve. He cautioned that the challenge would be how best to address the growing long-term challenge faced by disadvantaged children whose learning gap became wider and long-term opportunities became narrower with each day of lockdown, set against potential dangers to health of children and staff from too early a return to face-to-face learning.

With reference to a supplementary question from James Tumbridge, the chairman confirmed that the position in respect of all year groups, not just those due to return to school first, was being kept under constant review.

Broeke, T., to  
the Chair of the  
Policy &  
Resources  
Committee

### **Annual Appointment of Committees**

Tijs Broeke asked a question of the Chair of the Policy and Resources Committee concerning the annual appointment of committees, noting the Chair's earlier reference to the intention to bring forward proposals to hold this process in July.

The Chair confirmed that she had asked for a paper to be produced to assess the options in this respect and that it would be brought to the next cycle of meetings for consideration.

### **Electric Scooters**

Gowman, A.J.,  
Alderman to the  
Chair of the  
Planning &  
Transportation  
Committee

Alderman Alison Gowman asked a question of the Chair of the Planning and Transportation Committee concerning the use of electric scooters and the City Corporation's views in respect of their legalisation, in order to provide a further option to commuters to travel to work during the COVID-19 recovery.

Responding, the Chair noted that electric scooters were not currently legal for use on public highways in the UK but that the Government had committed to reviewing this position, with trials of rental e-scooter schemes planned as part of this review process. The City Corporation itself did not currently have a formal position on e-scooter use but was keen to do whatever it could to help businesses and workers return as safely as possible to the City and their places of work. Consequently, a report on this issue would be considered by the Planning & Transportation Committee at its meeting on 23 June. The views of the Committee would help inform potential participation in any future trials and guide responses to any consultations as part of the legislative review. The Chair stressed that he would not want to presume to make a judgement on what these views might be ahead of that meeting.

The Chair also took the opportunity to reference developing proposals to change the City's streets to enable more people to move around the City either on foot or by cycle, which would go a considerable way to ensuring that people living in, visiting or returning to their workplace in the Square Mile were safe whilst also supporting the City's Post COVID-19 recovery.

### **Affordable Housing**

Fentimen, H. to  
the Chair of the  
Planning &  
Transportation  
Committee

Helen Fentimen asked a question of the Chair of the Planning and Transportation Committee concerning affordable housing and provision for key workers within City boundaries. She also sought a commitment to provide the number of housing units identified in the City Plan 2036, as well as an undertaking to revise the position on the future requirements for office space, given that many businesses were likely to propose new ways of working with less reliance on City accommodation.

Responding, the Chair confirmed that the City Plan 2036 provided a clear commitment to make provision for a minimum of 1,460 net additional dwellings in the City between the years 2019/20 and 2028/29. He outlined the mechanisms through which this would be achieved, including by encouraging new housing development on appropriate sites in or near identified existing residential areas, and by protecting existing housing where it was of suitable quality in a suitable location. The new Plan also included a policy commitment to the delivery of a minimum of 50% affordable housing on public sector land and required residential development in the City with the potential for more than 10 units to provide a minimum of 35% affordable housing on-site.

The Chair noted that the existing policy of refusing new housing in locations where it would prejudice the primary business function of the City would continue, in recognition that the City was considered in both national and Mayoral policy to be a leading financial and professional services centre having a key role in the UK economy. Therefore, housing was not appropriate for every site in the City, although commercial developments were required to contribute financially to affordable housing provision through extensive planning obligations. Funding delivered through these obligations was used by the Department of Community and Children's Services to deliver the new affordable housing.

With regard to the suggestion that the position on future requirements for office space be revised, the Chair cautioned that it would be precipitate to say how the

effects of COVID-19 would impact on the City in the medium to longer term, noting that a number of previous trends may or may not resume whilst other, new trends, would emerge. The new Plan sought to look beyond the current situation to a period when a probable vaccine would renew the attractiveness of accessible and vibrant city centres and the current experience of pre-application discussions suggested there remained a strong appetite for further office development in the City. He considered that the new City Plan provided a flexible framework for the delivery of appropriate office floorspace in the City as part of sustainable growth, adding that regular monitoring of trends and close liaison with developers and occupiers would identify any long-term changes in business practices and space requirements which could be reflected in future alterations to the Local Plan.

### **Investment Strategy**

Lord, C.E.L.,  
O.B.E., J.P., Deputy  
to the Chair of  
the Investment  
Committee

Deputy Edward Lord asked a question of the Chair of the Investment Committee regarding the City Corporation's future investment strategy and the importance of demonstrating the organisation's values through its investment portfolio, particularly in the context of the current COVID-19 crisis and its impacts.

In reply, the Chair agreed that businesses should be acting in the interests of their staff, communities, and in the national interest, as well as in the interests of shareholders, at this time of crisis. He also agreed that the City Corporation should be investing for the long-term in a sustainable way, balancing the maximisation of income streams whilst holding itself to the highest standards and investing consistently with the UN Principles for Responsible Investment that it had signed up to. He added that the City Corporation was working with its investment managers to promote responsible business in line with its Environmental, Social and Governance (ESG) commitments, through active engagement with businesses within the portfolio, and was also promoting these principles strongly through the Green Finance Institute and Impact Investing Institute.

### **Support and financial assistance for service departments affected by COVID**

Graham, T. to  
the Chair of the  
Policy &  
Resources  
Committee

Tracey Graham asked the Chair of the Policy & Resources Committee a question concerning the financial impact of COVID on service departments, seeking clarification as to what assurances had been given in relation to making up for lost external income.

Responding, the Chair observed that she was not able to provide assurances that the losses of individual departments or institutions could be made good, noting that the pandemic had had a significant impact on the City's overall finances potentially in the order of an annualised deficit of £60m-70m, with around two-thirds of that impact falling on City Fund.

Lost income had been the primary driver and significant thought would need to be given to a range of options for managing the position. The informal meeting of Resource Allocation Sub Committee in early July would receive an update on both the in-year budget position and the Medium-Term Financial Plan, leading on to a re-budgeting exercise in early autumn when decisions could be taken. In the meantime, it was vital that every effort be made to contain costs and minimise loss of income.

Replying to a supplementary question from Tracey Graham concerning the Fundamental Review, the Chair confirmed that consideration would need to be given to the impact of COVID in taking this forward.

In response to a supplementary question from Deputy Philip Woodhouse concerning the potential for furloughing staff, the Chair advised of the limitations of that scheme in the context of the City Corporation's myriad functions and the difficulties of applying any a blanket policy due to the contracts of employment used. The approach had been not to furlough staff at this time but to seek to redeploy them wherever possible; however, if re-deployment was not an option, then furloughing was not ruled out. The situation was under constant review and a report on furloughing options and employee redeployment was to be considered by the Establishment Committee at its next meeting.

### **Homelessness Provision**

*Lloyd-Owen,  
N.M.C., to the  
Chair of the  
Community &  
Children's  
Services  
Committee*

Natasha Lloyd-Owen asked a question of the Chair of the Community & Children's Services Committee, referencing recent news articles concerning financial support from central government in respect of homelessness provision. She sought confirmation that there was continued funding for the provision of hotel or other temporary accommodation for those willing to accept it and whether steps were being taken to ensure that all those who had accepted temporary accommodation could remain until they could be supported into longer-term accommodation.

Responding, the Chair advised that he was encouraged to note that the Government had been swift to respond to media articles, refuting suggestions that funding was being withdrawn or that people would be asked to leave hotels. He added that he was also looking forward to further clarification from central government regarding individuals with no recourse to public funds.

The Chair confirmed that 48 people referred by the City's outreach team were being accommodated in government-funded provision, with a further 44 housed from the streets by the City Corporation in bed spaces procured in hotels, specialist hostels and the Youth Hostel at St Pauls. There was continued funding for these. And officers were already exploring options to secure pathways and to provide the supported accommodation that could assist in achieving a lasting end to rough sleeping.

11. Motions            There were no motions.

12. Awards & Prizes    The Chair of the Planning and Transportation Committee spoke to inform the Court that the Planning and Transportation Committee's long standing legal advisor, Deborah Cluett, had been named as the Planning Resource Magazine's council legal department's number one individual solicitor 2020, following the 23<sup>rd</sup> edition of the Planning Law Survey. On behalf of the Court, he took the opportunity to offer public congratulations on this accolade. He also congratulated the wider Planning legal team, which had made the second spot in terms of the most admired local authority legal teams in planning terms in this same survey, expressing his gratitude for their dedication and expertise.

13. **POLICY AND RESOURCES COMMITTEE****(Deputy Catherine McGuinness)**

17 April 2020

**(A) Reports of Action Taken: COVID-19 Response**

As a consequence of the COVID-19 coronavirus outbreak in the United Kingdom and related directives from Her Majesty's Government, the City of London Corporation suspended the vast majority of formal decision-making meetings towards the end of March 2020. Whilst formal meetings had since been reinstated following the introduction of new Regulations permitting virtual meetings, a number of decisions concerning the immediate response to the outbreak had been required to be taken in the interim, in accordance with the City Corporation's urgency procedures. The various actions taken were as follows:

**i) Postponement of the election of Sheriffs and other Officers usually elected in Common Hall on Midsummer Day**

Arising from the COVID-19 coronavirus outbreak, Hm Government suspended the London Mayoral, Police and Crime Commissioner and local government elections until May 2021. These provisions did not apply to municipal elections in the City, which remained under the control of the City Corporation, but reflected a clear statement of national policy. It was, accordingly, necessary to give consideration to the election of Sheriffs and other Officers by an assembly of the Livery in Common Hall on Midsummer Day (24 June). The timeline was also relevant to the Mayoral election in Common Hall due in September 2020.

Given the national position and uncertainty about the length of time during which restrictions and effects on normal activities may be in place, it was recommended that the elections on Midsummer Day should be delayed for a year, until Midsummer Day in 2021, which would have the effect that the terms of office of the incumbent Sheriffs and other Officers would also be extended accordingly. This could be implemented though a formal resolution of the Court of Common Council. The Court of Aldermen resolved similarly the intention for the currently serving Lord Mayor to be selected to serve a second term.

To allow for the required adjustments to be actioned appropriately, the views of the Policy & Resources Committee were sought at an informal meeting on 16 April 2020, after which the proposals were ratified under urgency procedures in accordance with Standing Order No. 41(a) and, thereafter, submitted and approved by the Court in accordance with Standing Order No.19.

*Resolved* – That the action taken under urgency procedures be noted.

**ii) Postponement of the Annual Appointment of Committees and Consequential Matters**

In response to the COVID-19 coronavirus outbreak and related directives from HM Government, the City of London Corporation suspended the vast majority of formal decision-making meetings towards the end of March 2020, with decisions being taken in the meantime in accordance with the City Corporation's urgency procedures.

This suspension included the April meeting of the Court of Common Council, which was when the constitution of committees and election or appointment to those committees would be made for the ensuing municipal year. Therefore, the Court of Common Council would be unable to appoint its Committees, nor elect and appoint to those Committees for 2020/21. There was also a consequential impact in respect of other Standing Orders, including the ability of the Chief Commoner-Elect to take office, which needed to be addressed.

Given the position and uncertainty about the length of time during which restrictions and effects on normal activities may be in place, together with limited resource with which to work through immediate implications, it was felt that the pragmatic response in the circumstances would be to roll forward the existing arrangements in respect of committee membership and associated matters - i.e., to preserve the status quo subject to any further decision of the Court.

This accorded with the wider national approach in respect of the deferral of local government and Mayoral elections for the forthcoming year. It also aligned with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 governing meetings* ("the Regulations") which came into force on 4 April 2020, which set out such an approach.

A report detailing the proposed action was circulated to all Members of the Court for comment, with responses received relayed to an informal meeting of Members of the Policy & Resources Committee on 16 April 2020. Following discussion at that meeting and a minor amendment emerging from that discussion, the proposals were ratified under urgency procedures in accordance with Standing Order No. 41(a) and, thereafter, submitted and approved by the Court in accordance with Standing Order No.19.

*Resolved* – That the action taken under urgency procedures be noted.

### **iii) Temporary Amendments to Code of Corporate Governance in response to COVID-19/Coronavirus**

The COVID-19 coronavirus pandemic had led to the suspension of ordinary City of London Corporation activity, including aspects of the City Corporation's Committee process. Whilst emergency legislation was enacted to facilitate the holding of formal virtual decision-making meetings, which progressed as of 24 April, there was still a requirement to streamline decision-making in a small number of relevant areas, allowing both resources and decision-making meetings to focus as far as possible on critical and / or frontline services, where these decisions would have greatest impact and importance.

To this end, 14 requests were made by service departments in respect of potential changes to the Scheme of Delegations to Officers and the Project Procedure, requesting temporary delegations to Chief Officers to make decisions on certain matters without recourse to Committees. Of the 14, following review by the Town Clerk and Director of Human Resources, 3 were recommended for rejection, while a further 7 were recommended for approval subject to Member involvement (e.g.

delegated authority arrangements, rather than solely to officers). 4 were recommended for approval without amendment.

The views of the Policy & Resources Committee were sought at an informal meeting on 16 April 2020, after which the proposals were ratified under urgency procedures in accordance with Standing Order No. 41(a) and, thereafter, submitted and approved by the Court in accordance with Standing Order No.19. The amendments were made on a time-limited basis, expiring 31 October 2020.

*Resolved* – That the action taken under urgency procedures be noted.

#### **iv) COVID-19 Contingency Fund**

In order to manage through the challenging period caused by the COVID-19 pandemic and the various unanticipated issues arising therefrom, it was recommended that a COVID-19 Contingency Fund be established to support those business continuity arrangements required to enable the City Corporation to continue its activities as best as it could during this period.

In December 2018, the Court had agreed the establishment of a £2m Brexit Contingency Fund, to support the City Corporation's strategic aims during the Brexit period, as well as to manage the risks to service delivery. Given the ongoing delays to the delivery of Brexit, the majority of funds remained unspent to-date, with no foreseeable major draw-down required in this area in the coming period. It was, therefore, proposed that a portion of the funds be reallocated to meet the COVID requirements, and that £1.5m be transferred from the Brexit Contingency Fund to the COVID-19 Contingency Fund, to support contingency arrangements required during this time.

In view of the ongoing crisis and the need for access to contingency funds as soon as possible, so as to facilitate an expeditious response to emerging issues and to take mitigating actions proactively, the approval of the Court was sought and obtained in accordance with Standing Order No.19 to reallocate £1.5m from the Brexit Contingency Fund to the COVID-19 Contingency Fund.

*Resolved* – That the action taken under urgency procedures be noted.

17 April 2020

#### **(B) Report of Action Taken: City of London Academies Trust**

The City of London Corporation (CoLC) was the sponsor of a number of academies, with the governance of these academies managed through The City of London Academies Trust (CoLAT). However, two Academies for which the CoLC was a co-sponsor - the City of London Academy Islington (COLAI) and The City Academy, Hackney (TCAH) – had, until now, operated outside of CoLAT.

On 2 December 2019 and 22 January 2020 the Governing Bodies of COLAI and TCAH respectively resolved to support the proposal for their academies to join the CoLAT, and for the academies' joint sponsors to enter into formal discussions to that end. In each instance the proposals were supported by the respective co-sponsors. Both the London Borough of Hackney and the London Borough of Islington were also supportive. In addition, the Regional Schools Commissioner

(RSC), whose consent is required, approved these academies joining CoLAT.

Following consideration by the relevant Committees and engagement with the Department for Education, urgency procedures were subsequently employed to approve the transfer of TCAH and COLAI to CoLAT.

*Resolved* – That the action taken under urgency procedures be noted.

#### 14. **PLANNING AND TRANSPORTATION COMMITTEE**

**(Deputy Alastair Moss)**

31 March 2020

##### **City of London Local Plan Review: Proposed Publication of the City Plan 2036**

The City Corporation had reviewed its Local Plan, which set out the Corporation's vision, objectives and policies for planning the City of London. The current City Local Plan was adopted in 2015 and set the context for land-use and development requirements up to 2026. The new Local Plan would have an end date of 2036.

Preparation of the new Local Plan had been informed by two rounds of public consultation, as well as national planning policy, the Mayor of London's current London Plan and the emerging new London Plan, an evidence base of research, including a viability assessment, a supporting Integrated Impact Assessment, and delivery of the Corporate Plan and other City Corporation strategies.

The Court of Common Council was now recommended to agree to the publication of the *Proposed Submission City Plan 2036* for a final period of public consultation, following which it would return to the Planning & Transportation Committee for final consideration before being submitted to the Secretary of State for Housing, Communities and Local Government for examination by an independent Planning Inspector. Consultation would take place after the Recess and when feasible in line with Government health advice. The new Plan was currently expected to be adopted in 2021 and a full version of the Proposed Submission City Plan 2036 was available at [www.cityoflondon.gov.uk/cityplan2036](http://www.cityoflondon.gov.uk/cityplan2036).

Whilst it was too soon to understand the long-term effects of COVID-19, the Chair advised that the Plan was flexible and capable of adapting to change as might be required.

Following a suggestion that the report should be rejected at this time, an indicative vote was held, following which the Lord Mayor declared the report to be carried.

*Resolved* – That the Proposed Submission City Plan 2036 set out at [www.cityoflondon.gov.uk/cityplan2036](http://www.cityoflondon.gov.uk/cityplan2036) be approved for public consultation.

#### 15. **MARKETS COMMITTEE**

**(James Richard Tumbridge)**

4 March 2020

##### **Proposed Amendment to Terms of Reference**

This item was **withdrawn**.

The Chairman, on a point of order, spoke to explain the rationale for the withdrawal and referenced the agreement of a protocol, which had been circulated to all Members. This protocol articulated the information-sharing arrangements in respect of the Markets Consolidation Programme and obviated the requirement for an amendment to the Terms of Reference.

16.

## **THE CITY BRIDGE TRUST COMMITTEE**

**(Dhruv Patel, OBE)**

7 April 2020

### **Report of Urgent Actions Taken: COVID-19 Response**

Following the COVID-19 coronavirus outbreak in the United Kingdom, the City Bridge Trust Committee had proposed two actions be taken which required the approval of the Court of Common Council, in accordance with the City Corporation's urgency procedures. These actions were intended to assist with the immediate response to the crisis and were as follows:

#### **i) Covid-19 Response: Grant to London Funders**

London Funders, the umbrella body for any corporate, independent or governmental organisations who fund civil society in London, had determined to co-ordinate a response to the COVID-19 crisis for London's funding community.

A proposal for a pooled fund to provide support to civil society organisations in need of additional resources was subsequently devised, with it further proposed that the City Bridge Trust allocate £1 million (out of its agreed 'Bridging Divides' grants budgets) towards this pooled fund, with the City of London Corporation (acting as trustee of the Bridge House Estates charity) administering the fund through City Bridge Trust.

Approval was subsequently granted under urgency procedures in respect of the allocation of £1 million towards a pooled fund, this pooled fund to be held by the City of London Corporation (as trustee to the Bridge House Estates charity), administered by CBT working with London Funders and its members. Approval was also granted for the City of London Corporation, as trustee of Bridge House Estates, establishing the London Community Response Fund, a separate trust fund within the ancillary object of Bridge House Estates.

Resolved – That the action taken under urgency procedures be noted.

#### **ii) Temporary amendments to thresholds for grant approvals under delegated powers and the Scheme of Delegation to Officers (Chief Grants Officer)**

Following the establishment of the London Community Response Fund outlined above, decisions on the first wave of applications were due during the week commencing 6 April 2020.

Ordinarily, the Chief Grants Officer & Director of City Bridge Trust (CGO) would consider and approve grants up to a certain threshold. However, the CGO was seconded full-time to the London-wide COVID-19 response and the ordinary tempo of decision making by Committee was disrupted by the cancellation of meetings

and the redeployment of staff who would ordinarily support the decision-making process. Therefore, it was proposed to both amend the threshold of delegation to allow the Deputy Director of City Bridge Trust (DCGO) to act in the CGO's absence and increase the threshold at which the CGO or DCGO can approve grants, without recourse to the City Bridge Trust Committee or the Town Clerk.

The proposed amendments would be subject to review after three months of operation. Moreover, a report for information would be submitted to The City Bridge Trust Committee summarising grant making made under these arrangements. The CGO and the Comptroller & City Solicitor were content with the proposals following consultation. The relevant approvals were obtained under urgency procedures in accordance with Standing Order No.19.

*Resolved* – That the action taken under urgency procedures be noted.

17. **FREEDOM APPLICATIONS COMMITTEE**

**(Alderman Sir David Wootton)**

17 April 2020

**Report of Urgent Action Taken: Award of the Freedom of the City of London by Special Nomination to Thomas Moore**

In recognition of his initiative to raise money for the NHS during the COVID-19 coronavirus crisis, the Lord Mayor had nominated Thomas Moore, also known as Captain Tom Moore, for Freedom of the City of London by Special Nomination. The nomination was seconded by the Chair of the Policy and Resources Committee, Deputy Catherine McGuinness. The Freedom Applications Committee considered this nomination and was highly supportive of the award.

The Freedom was the first to be given virtually and was live streamed on YouTube. The request for approval was submitted under urgency to provide this recognition to mark the completion of the 100 laps of his garden and his 100<sup>th</sup> birthday, where it was intended that the Freedom of the City would form one of many honours that were bestowed upon Captain Moore.

Approval was, therefore, granted by the Court of Common Council under urgency procedures to admit Thomas Moore, also known as Captain Tom Moore, to the Freedom of the City of London by Special Nomination; being nominated by The Rt. Hon. The Lord Mayor, and Deputy Catherine Sidony McGuinness, Citizen and Solicitor.

*Resolved* – That the action taken under urgency procedures be noted.

18. *Resolved* – that the public be excluded from the meeting for the following items of business below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act, 1972.

**Summary of exempt items considered whilst the public were excluded:-**

19. *Resolved* – That the non-public Minutes of the last Court are correctly recorded.

20. **Planning and Transportation Committee**  
The Court approved a project proposal at Gateway 4b concerning a series of waterproofing, drainage and landscaping works.

**The meeting commenced at 1.00pm and ended at 2.30pm.**

**BARRADELL.**

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## List of Applications for the Freedom

To be presented on Thursday, 18<sup>th</sup> June 2020

To the Right Honourable The Lord Mayor, Aldermen and Commons of the City of London in Common Council assembled.

Set out below is the Chamberlain's list of applicants for the Freedom of the City together with the names, etc. of those nominating them.

|  |  |                          |
|--|--|--------------------------|
| <b>Clare Elizabeth Freeman-Sergeant</b><br><i>Roy Keith Sully</i><br><i>Ian Kelly</i>                    | a Ballet Teacher<br><i>Citizen and Art Scholar</i><br><i>Citizen and Butcher</i>   | Golders Green, London    |
| <b>Paul Armstrong James</b><br><i>Deputy Kevin Malcolm Everett</i><br><i>Mark Raymond Peter Wheatley</i> | a Banking Manager, retired<br><i>Citizen and Fletcher</i><br><i>Citizen and Draper</i>   | Harpenden, Hertfordshire |
| <b>Debra Rochelle Lee</b><br><i>Stanley Ginsburg</i><br><i>James John Meade</i>                          | a Filmmaker<br><i>Citizen and Glover</i><br><i>Citizen and Girdler</i>   | Camden, London           |
| <b>Melanie Jane Richards, CBE</b><br><i>Deputy Catherine Sidony McGuinness</i><br><i>Tijs Broeke, CC</i> | an Accountancy Company Deputy Chair<br><i>Citizen and Solicitor</i><br><i>Citizen and Goldsmith</i>                                | Dulwich, London          |
| <b>Raymond John Saunders</b><br><i>Malcolm Alastair Craig</i><br><i>Timothy Luke Fitzgerald-O'Connor</i> | a General Manager, retired<br><i>Citizen and Gold &amp; Silver Wyre Drawer</i><br><i>Citizen and Gold &amp; Silver Wyre Drawer</i> | Queensland, Australia    |
| <b>David Adam Schwimmer</b><br><i>The Rt Hon The Lord Mayor</i><br><i>Hilary Ann Russell</i>             | a Chief Executive Officer<br><br><i>Citizen and Farmer</i>   | Chelsea, London          |

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## Report – City Remembrancer

### Measures introduced into Parliament which may have an effect on the work and services provided by the City Corporation

*To be presented on 18<sup>th</sup> June 2020*

*To the Right Honourable The Lord Mayor, Aldermen and Commons of the City of London in Common Council assembled.*

#### **Statutory Instruments**

#### **Date in force**

**The School Discipline (England) (Coronavirus) (Pupil Exclusions and Reviews) (Amendment) Regulations 2020 S.I. No 543**

**1<sup>st</sup> June 2020**

The Regulations extend the time limit for reinstatement decisions to 25 school days and 60 school days for longer-term fixed exclusions. Other changes to the procedural rules are made. The Regulations apply to the Common Council in its capacity as a local education authority.

**The Education (Pupil Registration) (England) (Coronavirus) (Amendment) Regulations 2020 S.I. No. 544**

**1<sup>st</sup> June 2020**

The Regulations temporarily relax, until the end of the school year, the requirement to keep registers of pupils' attendance, as owing to covid-19 that not all pupils who would usually be expected to attend school are doing so. The Regulations apply to the Common Council in its capacity as a local education authority.

**The Official Controls (Plant Protection Products) Regulations 2020 S.I. No.552**

**22<sup>nd</sup> June 2020**

The Regulations apply to the Common Council in its capacity as a local authority. They implement and provide for the enforcement of Official Controls of food and feed, animal health and welfare, and plant health & plant protection products under Regulation (EU) 2017/62. On the end of the transition period this will form part of the body of retained EU law.

*(The text of the measures and the explanatory notes may be obtained from the Remembrancer's Office).*

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## Motion –

*by Marianne Bernadette Fredericks*

*To be presented on Thursday, 18<sup>th</sup> June 2020*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

**Motion:-**

**“THAT THIS HONOURABLE COURT** resolves to convene a working party chaired by the Chief Commoner\* to report to the Court as soon as practicable on how proceedings for breach of the Code of Conduct may be conducted without Members sitting in judgment on each other.”

*Signatories to the Motion, pursuant to Standing Order 12(3):-*

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <i>Marianne Fredericks (Mover)</i> | <i>Barbara Newman, CBE (Seconder)</i> |
| Deputy John Absalom                | Alderman Alastair King                |
| Munsur Ali                         | Greg Lawrence                         |
| Rehana Ameer                       | Vivienne Littlechild                  |
| Alexander Barr                     | Natasha Lloyd-Owen                    |
| Doug Barrow                        | Alderman Nicholas Lyons               |
| Adrian Bastow                      | Alderman Bronek Masojada              |
| Matthew Bell                       | Andrew Mayer                          |
| Christopher Boden                  | Jeremy Mayhew                         |
| Mark Bostock                       | Wendy Mead, OBE                       |
| Deputy David Bradshaw              | Deputy Robert Merrett                 |
| Deputy Roger Chadwick, OBE         | Benjamin Murphy                       |
| John Chapman                       | Deputy Joyce Nash, OBE                |
| Dominic Christian                  | Graham Packham                        |
| Henry Colthurst                    | Alderman Sir Andrew Parmley           |
| Mary Durcan                        | Dhruv Patel, OBE                      |
| Deputy Kevin Everett               | Susan Pearson                         |
| Helen Fentimen                     | William Pimlott                       |
| John Fletcher                      | Deputy Henry Pollard                  |
| Alderman Sir Roger Gifford         | Jason Pritchard                       |
| Alderman Prem Goyal, OBE           | Stephen Quilter                       |
| Tracey Graham                      | Deputy Richard Regan, OBE             |
| Alderman Tim Hailes                | John Scott                            |
| Revd. Stephen Haines               | Ian Seaton, MBE                       |
| Graeme Harrower                    | Deputy James Thomson                  |
| Christopher Hill                   | Deputy John Tomlinson                 |
| Alderman Robert Howard             | Mark Wheatley                         |
| Michael Hudson                     | Deputy Philip Woodhouse               |
| Deputy Wendy Hyde                  | Dawn Wright                           |
| Deputy Henry Jones                 |                                       |

(\* - notwithstanding the provisions of Standing Order 18(6))

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## Report – Policy & Resources Committee

### Annual Appointment of Committee

*To be presented on Thursday, 18<sup>th</sup> June 2020*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### SUMMARY

When the COVID-19 outbreak first became significant in the UK and following related directives from HM Government, the City of London Corporation undertook to suspend the vast majority of formal decision-making meetings, with decisions being taken in the meantime in accordance with the City Corporation's urgency procedures. This suspension included the April meeting of the Court of Common Council, which is when the constitution of committees and election or appointment to those committees is made for the ensuing municipal year. This accorded with the wider national approach in respect of the deferral of local government and Mayoral elections for the forthcoming year. It also aligned with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the Regulations") governing meetings, which came into force on 4 April 2020.

As part of the consequential considerations arising from that cancellation, it was determined that the membership of committees should be held over unchanged until April 2021. This decision (and attendant implications, such as arrangements for Chair / Deputy Chair elections, appointment of sub-committees, and so on) was taken in view of the uncertainty at that time concerning the impact of the pandemic and the possible limitations in returning to a normal meeting cycle.

However, since that time, the introduction of virtual meetings, using technology such as Microsoft Teams and Zoom, has enabled both Committees and the Court of Common Council to resume scheduled meetings. Consequently (and further to questions at the May meeting of the Court of Common Council), your Policy and Resources Committee now **recommends** that the annual appointment of Committees for 2020/21 take place at the July 2020 meeting of the Court, thereby undoing the previous resolution (referred to as "the April resolution" for ease, hereafter) determining that committee membership be rolled forward and maintained for the current year. The report also sets out the implications of this decision on the other aspects of the April resolution, such as term limits and the election of committee chairmen and deputy chairmen, as well as how the election process will be managed.

#### RECOMMENDATION

That:

1. It be confirmed that the annual appointment of committees for 2020/21 take place at the 16 July 2020 meeting of the Court of Common Council and the provisions of

sections 2-9 of the resolution previously approved by the Court, set out at Appendix 1, be revoked effective 12.59pm on 16 July 2020.

2. It be confirmed that the annual elections of Chairs and Deputy Chairs and the appointment of sub-committees will take place at the first meeting of each Committee following the July Court.
3. The proposed arrangements for ballots to be conducted at the July Court meeting be endorsed.
4. No change be made in respect of the provisions pertaining to the Chief Commoner.

## **Main Report**

### **Background**

1. In March 2020, in response to the emerging COVID-19 pandemic, Her Majesty's Government took the decision to encourage (and subsequently enforce) restrictions around travel and association in relation to individuals not identified as "key workers" playing a role in the immediate response to the crisis.
2. One of the many consequences of this was that City Corporation committees were physically unable to meet. Due to the existing provisions of Local Government legislation at that time, a physical presence was required at meetings in order for a quorum to be constituted and decisions made.
3. Whilst it was anticipated that forthcoming emergency legislation was likely to incorporate provisions to facilitate virtual meetings, a swift decision was necessary in respect of the immediate course of action, with it immediately apparent that it would not be feasible within the confines of existing movement restrictions and legislation for the Court of Common Council to meet in April.
4. The April meeting of the Court, as specified by Standing Orders, is when the constitution of committees and election or appointment to those committees is made for the ensuing year. Therefore, the Court would be unable to appoint its Committees, nor elect and appoint to them for the 2020/21 municipal year.
5. A contingency was, therefore, required to ensure that business could continue effectively beyond the scheduled date of the April 2020 Court of Common Council meeting. Given uncertainty about the length of time during which restrictions and effects on normal activities may be in place, together with limited resource with which to work through immediate implications, the Policy and Resources Committee was minded that the pragmatic response in the circumstances would be to roll forward existing arrangements in respect of committee memberships for a twelve-month period. This approach aligned with that being taken elsewhere and which is now set out in new Regulations issued by Government.
6. It was recognised that this was an unprecedented step, caused by unforeseen circumstances, which would have many implications. It was also noted, however, that the present extraordinary conditions may subside during the year, to the extent that the Court and Committees may be able to resume normal practice.

7. Since then, a number of committees have met virtually – using either Microsoft Teams or Zoom technology – including the Court of Common Council on 21 May 2020. With virtual committee meetings have become well-established, an undertaking was made to explore how the annual meeting of the Court of Common Council might be brought forward to July 2020, with the relevant implications also clarified.
8. Appendix 1 sets out the resolution passed by the Court which dealt with the suspension of the April meeting and the attendant consequential matters. Holding the annual appointment of committees in July will require the undoing of several of these resolutions and the report sets these out for the sake of clarity.

**Membership of Committees and Terms of Office (ref: s. 3, 4, 5, 6 & 9, April resolution)**

9. One of the effects of the suspension of the April Court was that membership of all Committees – both Ward and non-Ward – would remain the same for the forthcoming year and that service would not count towards a Member’s term limit.
10. Appointments made for the 2019/20 municipal year would continue for the 2020/21 year and until the April 2021 Court, with Standing Order 23(5)(a) not applying to the term of office of Members serving on Ward Committee appointments and service on those non-Ward Committee appointments made under Standing Order 24 being treated as an extension of the current year (i.e. not treated as an additional year of service).
11. This was on the basis that there would be no annual appointment of committees until April 2021. Consequently, should Members agree that the annual appointment process can now take place at the July Court, it follows that this constitutes a “new” year (i.e. not simply a prolonging of 2019/20, as was previously the case) and that service for the coming year shall be treated in the normal fashion, i.e. contributing towards term limits and reckonable service. That is to say that the period of service from the July meeting until the next annual meeting (currently scheduled for 15 April 2021) shall be treated as one year.
12. For the sake of clarity, it should be noted that service that has (or will have) occurred between April and the July Court meeting will not be counted, consistent with the terms of the April resolution (i.e. the three months shall continue to be treated as part of an extended 2019/20 term).
13. Should Members approve the proposals, the annual appointments process for 2020/21 will be undertaken in as close to the usual way as possible. Ward Deputies will be asked to re-confirm previous submissions in respect of Ward Committee appointments, and the usual letter advertising non-Ward Committee vacancies will be circulated with a deadline for expressions of interest, to allow for names to be published on the Summons pursuant to Standing Order 24(2).
14. In view of the virtual nature of the Court meeting, the balloting process will need to be undertaken in a different fashion. This is addressed later in this report.

**Election of Chair/Chairman and Deputy Chair/Chairman (ref: s7 & 8, April resolution)**

15. Following the annual appointment of committees at the July Court, the provisions of Standing Orders shall require the election of Chairs and Deputy Chairs in the normal fashion at the next meetings of the several committees.
16. For the sake of clarity, it should be noted that where a “handover” of Chairs has already taken place through the resignation mechanism established through the April resolution, an election shall still be required and the rights of the outgoing Chair to serve as Deputy Chair for the coming year shall not be affected.
17. As with committee memberships, service between April 2020 and the July Court shall not count towards term limits; however, service from July until the next annual Court shall be treated as one year.

**Appointment of Sub-Committees**

18. As with the election of Chairs and Deputy Chairs, the appointment and membership of Sub-Committees shall also proceed in the usual manner at the first committee meeting following the Court meeting.

**Committee Terms of Reference (ref: s3, April resolution)**

19. The annual meeting is also the occasion on which the Committees are reconstituted formally and their Terms of Reference set, with various amendments considered.
20. In the absence of the opportunity to discuss them at the April meeting and, in keeping with the pragmatic approach taken, it was agreed the Terms of Reference of all Committees should remain as at the date of the last meeting of the Court (i.e. 5 March 2020).
21. However, should the annual meeting proceed in July, then the “White Paper” (the document which presents the various Terms of Reference, including proposed amendments) shall also be considered at that meeting.

**The Chief Commoner (ref: s10, April resolution)**

22. Through the April resolution, a one-year amendment to Standing Order 18(3) was agreed, to allow Deputy Brian Mooney to take office.
23. The holding of the annual Court in July has no impact on this and there is no reason that the usual arrangements (i.e. the election of the next Chief Commoner in October 2020, with them taking office in April 2021) should not continue. It is, therefore, recommended that no change is made to this.

**The Ballot / Election Process**

24. The current provisions of Standing Orders provide that ballots are taken at the relevant Court meeting itself, with the general practice being that hard-copy ballot papers are distributed to Members as they enter the Court. Ballot papers are then completed and collected during the meeting, with the count conducted directly afterwards and the results circulated by e-mail and printed in the Summons for the next meeting.

25. Clearly, the virtual nature of the meeting means that this traditional approach is unlikely to be practicable for the July Court meeting, so an alternative arrangement (with accompanying amendments to Standing Orders) needs to be considered.
26. The option that most closely replicates this arrangement would be for electronic voting to take place at the July meeting itself. There is, however, an inherent element of risk in this approach insofar as any ad hoc technical issue (for instance, a network outage for a particular broadband provider) could deprive a number of Members of the ability to vote.
27. Consideration has, therefore, been given as to whether it would be possible to allow for the issuing of ballot papers in advance of the meeting, given that the names of those Members in nomination are known in advance and published with the Summons, with a set date for completion, allowing for the results to be tallied and appointments confirmed at the Court.
28. It is important to note that committee appointments are made by the Court itself and not by individual Members, with the vote acting as a mechanism for the Court to make the decision (and, in that sense, is no different to any other decision, albeit that a secret ballot process has been adopted). The ballot process in advance of the meeting would, therefore, serve as an indicative mechanism to allow for all Members of the Court to have their views taken into account; the Court would then be asked to ratify the appointments arising from the ballot results at the July meeting. This would reserve the actual decision for the Court itself, whilst still allowing for a fully inclusive process.
29. Suitable technology would be used to ensure the secrecy of the ballot, as well as to provide surety that only those eligible to vote (i.e. Members) do so. This would be managed through a link, circulated by email to those in attendance at the appropriate part of the meeting, which would take Members to electronic ballot papers which would be completed and returned.

### **Conclusion**

30. With the April meeting of the Court having been suspended as a consequence of the Coronavirus pandemic, the annual appointment of committees for 2020/21 was also delayed. With the establishment of virtual meetings and an adjustment to new ways of working in place, Members are now asked to consider whether to hold of the annual appointment of committees at the 16 July 2020 meeting of the Court of Common Council, as well as the balloting process to be adopted.

### **Appendices**

- **Appendix 1:** Resolution of the Court of Common Council, April 2020

All of which we submit to the judgement of this Honourable Court.

DATED this 11<sup>th</sup> day of June 2020.

SIGNED on behalf of the Committee.

**Deputy Catherine McGuinness**  
Chair, Policy and Resources Committee

**RESOLUTION: COURT OF COMMON COUNCIL, APRIL 2020****POSTPONEMENT OF THE ANNUAL APPOINTMENT OF COMMITTEES AND CONSEQUENTIAL MATTERS**

RESOLVED: That:-

1. In light of the current Coronavirus Pandemic, the meeting of the Court of Common Council scheduled for Thursday 23 April 2020 be abandoned.
2. Notwithstanding the provisions of Standing Order 21, the annual appointment of committees of the City of London Corporation due to take place at the meeting of the Court of Common Council originally scheduled for Thursday 23 April 2020 will instead take place at the meeting of the Court scheduled for Thursday 15 April 2021.
3. The Membership of all Committees and their Terms of Reference will remain as at the date of this resolution.
4. A Member who would otherwise, due to the expiry of their term of office in accordance with Standing Order 24(1)(a), retire from a Committee at the meeting of the Court originally scheduled for 23 April 2020, will instead retire at the meeting of the Court scheduled for 15 April 2021; and the Member's term of office on the relevant Committee is extended accordingly.
5. A Member who would otherwise, due to expiry of their term of office in accordance with Standing Order 24(1)(a), retire from a Committee at the meeting of the Court scheduled for 15 April 2021 will instead retire at the meeting of the Court scheduled for April 2022; and the Member's term of office on the relevant Committee is extended accordingly. The same shall apply *pari passu* for Members due to retire from Committees in 2022 and 2023 respectively.
6. Service on Ward Committees during the 2020/21 municipal year shall not count for the purposes of Standing Order 23(5).
7. In view of there being no appointment of Committees in 2020, the provisions of Standing Orders 29(4) and 30(5) will not apply and Committees will therefore not elect Chairmen and Deputy Chairmen in 2020. The Members holding office as Chairmen and Deputy Chairmen in 2019-2020 will continue to hold those offices until the first meeting of the Committee after the appointment of Committees in 2021.
8. Should a Chairman notify the Town Clerk of their resignation from that office prior to the appointment of Committees in 2021, then the Deputy Chairman will act with full power and authority as Chairman until the next regular election in 2021, and the provisions of Standing Order 29(2) will not apply. The late Chairman will, providing they remain in Common Council and a member of the Committee, become the de-facto Deputy Chairman as would normally be the case under Standing Order 30(3)(a). In the absence of the late Chairman, the most recent past Chairman on the Committee still serving shall act in this fashion; in the absence of any past Chairman, this shall be the most senior Member on the Committee.
9. For the purposes of Standing Order 29(2) the period from the appointment of Committees in 2019 to the appointment of Committees in 2021 shall count as one year.
10. Notwithstanding the provisions of Standing Order 18(3), Deputy Brian Mooney will assume the office of Chief Commoner at one minute past midnight on 23 April 2020 and serve until the meeting of the Court scheduled for 15 April 2021, with that Standing Order suspended for the 2020-21 municipal year.
11. The provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020,

governing meetings which concern local authority meetings, shall be adopted and applied to all City Corporation Committees and Sub-Committees.

## Report – Policy & Resources Committee

# Report of Urgent Action Taken: Financial Services Skills Commission

*To be presented on Thursday, 18<sup>th</sup> June 2020*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

### **SUMMARY OF ACTION TAKEN**

1. The Financial Services Skills Taskforce was announced by the Chancellor of the Exchequer in his Mansion House speech in June 2018. The Taskforce was set up to look at the current and future skills needs of the UK Financial Services Sector and subsequently made a series of recommendations to help ensure the sector is prepared to meet its long-term skills needs in a period of unprecedented and technological change.
2. In November 2019, your Policy and Resources Committee confirmed support for the recommendations of the Financial Services Skills Taskforce and delegated authority to the Town Clerk, in consultation with the Chair and Deputy Chairman, to consider and agree the exact nature of the City Corporation's support for the Financial Services Skills Commission, that being the proposed financial services skills body emerging from the review (which was expected to include annual membership at an estimated cost of £20,000 per annum).
3. Following subsequent work with Her Majesty's Treasury, it was agreed that the Financial Services Skills Commission should be established as a Company Limited by Guarantee and that the City Corporation's support would include an annual membership subscription and the secondment of the City Corporation's Head of Skills Policy to become the Commission's first Chief Executive. This would enable the City Corporation to co-ordinate and embed close co-operation on its work on skills policy in financial services across the UK. The costs of the support were to be funded from s106 planning obligation funds, ring-fenced for skills work within and around the City of London.
4. In the absence of a meeting of the Court of Common Council in April and to facilitate the launch of the Commission on 30 April, approval was sought under urgency procedures for the City Corporation to become a corporate member of the new financial services skills company limited by guarantee (to be known as the Financial Services Skills Commission or such other name as may be agreed), becoming one of two 'permanent' members of the new company. TheCityUK, as the second of two permanent members, was providing support for the Commission equivalent to that provided by the City Corporation; this includes hosting the Commission staff in their registered London office. The level of

support for the Commission provided by both the City Corporation and TheCityUK is to be reviewed on an annual basis.

5. The Chair of the Policy & Resources Committee was also nominated as as the City Corporation's appointee to the Board of Directors of the new company, with the Deputy Chairman, and/or Vice Chairmen of the Policy & Resources Committee to be appointed Alternate Directors as permitted under the Articles of Association of the new company.
6. Various additional approvals were also awarded to allow for the Town Clerk to undertake such actions as may be required to incorporate and register the new company, and following incorporation, as may be required for the City Corporation in the exercise of its rights as a company member; as well as for the Comptroller and City Solicitor to take any relevant steps for the incorporation and registration of the new company including to settle the Articles of Association and any other documentation relating to or arising from the establishment of the company.

#### **RECOMMENDATION**

7. We **recommend** that the action taken be noted.

All of which we submit to the judgement of this Honourable Court.

DATED this 24<sup>th</sup> day of April 2020.

SIGNED on behalf of the Committee.

**Deputy Catherine McGuinness**  
Chair, Policy & Resources Committee

## Report – Hospitality Working Party of the Policy and Resources Committee

### Report of Action Taken: Application for Hospitality

*To be presented on Thursday, 18th June 2020*

*To the Right Honourable the Lord Mayor, Aldermen and Commons of the City of London in Common Council assembled.*

#### **Report of Urgent Action Taken: Commercial Court 125<sup>th</sup> Anniversary Dinner**

In accordance with Standing Order No.19, urgent authority was sought to the City Corporation hosting a dinner on Monday 30<sup>th</sup> November 2020 to celebrate the 125<sup>th</sup> Anniversary of the establishment of the Commercial Court.

2020 marks the 125<sup>th</sup> anniversary of the founding of the Commercial Court in London and also the 50<sup>th</sup> anniversary of the formal creation of the Commercial and Admiralty Court. A series of events has been planned to commemorate this, including exhibitions, seminars and educational initiatives.

The senior member of the Judiciary co-ordinating the arrangements for the anniversary events contacted the Remembrancer asking that confirmation of the event be provided as soon as possible to allow for plans to be made, taking into account the potential impact of any COVID-related restrictions that may be in place. In the absence of an April Court of Common Council meeting (when approval would have been sought), approval was sought and obtained under urgency procedures and it is recommended that this urgent action be noted.

All of which we submit to the judgement of this Honourable Court.

DATED this 23<sup>rd</sup> day of April 2020.

SIGNED on behalf of the Working Party.

**Deputy Tom Hoffman, M.B.E.**  
Chief Commoner and Chairman, Hospitality Working Party

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# Report – Audit and Risk Management Committee

## Annual Report

*To be presented on Thursday, 18<sup>th</sup> June 2020*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

### **SUMMARY**

The Audit and Risk Management Committee presents to the Court of Common Council the 2018/19 Annual Report of the Audit and Risk Management Committee, reporting on activity from 1 April 2019 to 31 March 2020. Providing this report to the Court of Common Council on an annual basis is in line with Chartered Institute of Public Finance & Accounting (CIPFA) guidance on best practice for audit committees in order to effectively support the organisation; for the Court to understand the work of the Committee; and, for the Court to hold the Committee to account.

### **RECOMMENDATIONS**

Members of the Court are asked to note the report.

### **MAIN REPORT**

#### **Introduction**

1. The Audit and Risk Management Committee (the Committee) has a wide-ranging brief that underpins the City of London Corporation's governance processes by providing independent challenge and oversight of the adequacy of risk management, the internal control and financial reporting frameworks. It also deals with a limited number of matters not reserved to the Court of Common Council or delegated to another Committee and related to a non-executive function. The Committee was formed as a Grand Committee in 2011, replacing the former Audit Sub-Committee (Finance).
2. The Audit and Risk Management Committee was established in 2011, and it has served to scrutinise the risk management process at the City Corporation and enhance the maturity of risk management organisation wide. It has contributed to increasing the engagement with risk management, both on the part of Officers within the various departments, and elected Members through a process of "deep dive" review of significant risks. This process has resulted in re-evaluation of risks to ensure that mitigating actions are given the appropriate priority. The Committee has also served to improve engagement with the work of Internal Audit through regular monitoring of departmental implementation of Internal Audit recommendations and holding Chief Officers to account at Informal Risk Challenge Sessions alongside the formal Committee meetings. The Committee

oversees the planning and delivery of the External Audit review of the Annual Accounts produced by the City of London Corporation across all operations.

3. This report details the work of the Committee for the period from 1 April 2019 to 31 March 2020 (this includes an overlap of 4 months with the first such report of the Committee, made in September 2019 which covered the period 1 April 2018 – 31 July 2019, thus bringing this report in line with the financial reporting year) and outlines work in relation to the key remit areas of:
  - Annual Governance Framework
  - Internal Audit
  - Risk Management
  - Counter-Fraud
  - External Audit
  - Financial Reporting
4. Members of the Committee have a wide range of skills in many technical and professional areas, bringing significant experience and expertise to the Committee. All the Members have some experience in relation to the governance processes they challenge; supported by a periodic skills gap analysis undertaken by the Nominations Committee. The Committee is comprised of 13 Members, together with three external members who provide additional knowledge and skills to support the function. Table 1 details the Committee Members during 2019/20.

**Table 1: Members of the Audit & Risk Management Committee 2019/20**

Alderman Ian Luder (Chairman)  
Alexander Barr (Deputy Chairman)  
Hilary Daniels (Deputy Chairman – External Member)  
Randall Anderson  
Alderman Nick Anstee  
Chris Boden  
Deputy Jamie Ingham Clark (Ex-Officio Member, Finance Committee, Deputy Chairman)  
Anne Fairweather  
Marianne Fredericks (Ex-Officio Member, Policy and Resources Committee Representative)  
Alderman John Garbutt  
Kenneth Ludlam (External Member)  
Paul Martinelli  
Caroline Mawhood (External Member)  
Jeremy Mayhew (Ex-Officio Member, Finance Committee, Chairman)  
Andrien Meyers  
John Petrie

5. The three external members are each appointed for a three-year term, which can be renewed twice, Kenneth Ludlam's final term ended on 31 March 2020. A nominations sub-committee, cognisant of the skills audit undertaken by members of the Committee, was appointed to oversee the appointment of a replacement external member, and Dan Worsley was recommended for appointment. His

appointment was ratified by the Court of Common Council on 5 December 2019 and he took up his role on 1 April 2020.

### **Changes Within the Year**

6. There were two events during the year which should be noted for context:
  - Following the retirement of the incumbent Head of Audit and Risk Management, a new postholder was appointed with effect from 1 July 2019.
  - As a result of the lockdown in response to the COVID-19 outbreak, the final Committee meeting of the year, scheduled for 31 March 2020, was cancelled, an informal meeting was convened with urgent decisions taken under urgency procedures.

### **Annual Governance Framework (as incorporated within the 2018/19 report)**

7. On 7 May 2019, the Committee received a report on the annual update of the City Corporation's governance and internal control framework. The Accounts and Audit (England) Regulations 2015, which apply to the City of London's City Fund activities, require an audited body to conduct a review, each financial year, of the effectiveness of its system of internal control and publish an Annual Governance Statement (AGS) each year, alongside the authority's Statement of Accounts.
8. The Committee approved the Annual Governance Statement 2018/9 for signing by the Chairman of the Policy and Resources Committee and the Town Clerk and Chief Executive.

### **Internal Audit**

9. The Committee received the Head of Audit & Risk Management's Annual Audit Opinion for the year ended 31 March 2019 in May 2019:

*"I am satisfied that sufficient quantity and coverage of internal audit work has been undertaken to allow me to draw a reasonable conclusion as to the adequacy and effectiveness of the City's risk management, control and governance processes."* (as incorporated within the 2018/19 report)

10. The Audit Plan is aligned to the City's corporate and departmental objectives and key risks so that assurance can be obtained on these areas. Internal Audit's work identified a number of opportunities for improving controls and procedures, with a "Limited (Red) Assurance" opinion having been provided in six cases. Those recommendations raised have been accepted by management.
11. The Audit & Risk Management Committee has continued to support and drive departmental engagement in relation to the follow-up work of Internal Audit to assess the implementation of recommendations. The Committee has escalated the matter of tardy implementation and poor departmental compliance with the follow-up process to relevant Chief Officers and the Chairmen of the respective Committees which has resulted in swift action to rectify issues raised. The Committee signed off in January 2020 a more efficient process for capturing and reporting follow-up activity, the effectiveness of this process will be monitored over the coming year.

12. In October 2019, the City hosted the second meeting of the Chairs of the London Borough Audit Committees, seeking to share knowledge, experiences and best practice and to explore the development of joint initiatives such as member training and performance benchmarking. The meeting was well received by the Chairs and there was widespread demand for this network to meet more frequently; a further meeting was arranged, although subsequently cancelled as a result of the COVID-19 outbreak.

### **Risk Management**

13. The Committee is responsible for monitoring and overseeing the City of London Corporation's risk management strategy and to be satisfied that the authority's assurance framework properly reflects the risk environment. The strategy was reviewed and updated during 2019/20.
14. The City Corporation's Risk Management strategy includes a Policy Statement and a framework, which aligns with the key principles of ISO 31000: Risk Management Principles and Guidelines and defines clearly the roles and responsibilities of officers, senior management and Members.
15. The Strategy emphasises risk management as a key element within the City's systems of corporate governance and establishes a clear system for the evaluation of risk and escalation of emerging issues to the appropriate scrutiny level. The Strategy assists in ensuring that risk management continues to be integrated by Chief Officers within their business and service planning and aligned to departmental objectives.
16. During 2019/20, the Committee has exercised its oversight role in a number of ways:
  - Receiving quarterly risk update reports in relation to the corporate and red departmental level risks
  - Endorsing new corporate risks flagged by management
  - Deep-dive review of individual risks
  - Operating a cycle of regular departmental risk challenge sessions with Chief Officers and their respective Committee Chairmen, of which, five were held in 2019/20

Chief Officers have commented that risk challenge sessions have been helpful to them in raising the profile of issues that are of most concern to them and resulted in a revised course of action for example, the raising of a new corporate risk in relation Open Spaces and Wanstead Park reservoirs project. The Committee has received nine deep-dive reports, including the safeguarding, resilience, information security and Police funding.

17. The last Committee meeting of this Municipal year (31 March 2020) was disrupted by the COVID 19 emergency. As a result, the two corporate risk deep dive reports and the Chief Officer risk challenge sessions have been rescheduled for 2020/21.

### **Counter-Fraud**

18. During 2018/19, the Anti-Fraud team completed 45 investigations across all fraud disciplines, with an associated value of just over £600k.
19. Social housing tenancy fraud is a key fraud risk area for the Anti-Fraud team and a concern for the Committee, with 16 successful outcomes secured, composing of the recovery of nine illegally occupied properties, two right to buy frauds and three fraudulent housing applications during 2019/20.
20. The Counter-Fraud Team successfully investigated two mandate frauds during the 2019/20 reporting year with a value of £116k, resulting in a direct saving to The City Corporation.

### **Financial Reporting**

21. The Audit and Risk Management Committee has scrutinised the City Corporation's various 2018/19 financial statements, seeking assurances on significant financial reporting issues, estimates and judgements. Reports have been received from both the External Auditors and the Audit Panel. The Committee has held the External Auditors to account to drive effective delivery of the audit and continues to support realisation of the ambition to achieve improved efficiency through greater consistency and a more joined up approach across all funds. In particular, the Committee challenged the External Auditor in relation to delays in the delivery of the City's Cash Audit which led to a delay in the approval of the accounts of some two months.
22. Having completed its review, the Audit and Risk Management Committee recommended approval of the 2018/19 statements to the Finance Committee as follows:
  - City Fund and Pension Fund statements were approved at the July 2019 Committee meeting
  - Bridge House Estates statements were approved at the September 2019 Committee meeting
  - Statements for City's Cash, the City's Cash Charities (seven Open Spaces charities and Sir Thomas Gresham Trust) and the other Sundry Trusts were expected at the September 2019 meeting but not received until the November 2019 meeting

Following a potential material issue raised by the External Auditor at the November Committee meeting, Members agreed that the Committee would not recommend the City's Cash accounts to the Finance Committee. The accounts were subsequently approved under delegated authority, the outstanding query having been resolved. The City's Cash Charities and Sundry trust statements were approved at the November 2019 Finance Committee meeting.

23. The External Auditors, BDO, had been appointed for a three-year term, ending with the 2020-21 accounts, with the possibility of extension at the option of the Corporation. The Committee decided against an extension and the process of retendering the role has now been put in place. In accordance with the statutory regulations, the Independent Audit Appointment Panel is being chaired by Hilary

Daniels, one of the external members of the Audit and Risk Management Committee.

All of which we submit to the judgement of this Honourable Court.

DATED this 4<sup>th</sup> day of June 2020.

SIGNED on behalf of the Committee.

**Alderman Ian Luder**  
Chairman, Audit and Risk Management Committee

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