



Civic Affairs Sub-Committee

Date: MONDAY, 22 APRIL 2024

Time: 2.00 pm

Venue: COMMITTEE ROOM, WEST WING, 2ND FLOOR GUILDHALL

Members:

Tom Sleigh (Chair)	Deputy Shravan Joshi
Deputy Ann Holmes (Chief Comm oner) (Deputy Chairman)	Alderman Alastair King DL
Deputy Keith Bottomley	Wendy Mead
Tijs Broeke	Deputy Andrien Meyers
Deputy Henry Colthurst	Alderman Sir William Russell
Deputy Simon Duckworth	Deputy Dr Giles Shilson
Deputy Peter Dunphy	James St John Davis
Sophie Anne Fernandes	Emily Benn
Deputy Christopher Hayward	

Enquiries: Chris Rumbles
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Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

<https://www.youtube.com/@CityofLondonCorporation/streams>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

NB: Certain items presented for information have been marked * and will be taken without discussion, unless the Committee Clerk has been informed that a Member has questions or comments prior to the start of the meeting. These for information items have been collated into a supplementary agenda pack and circulated separately.

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the Civic Affairs Sub-Committee meeting held on 29 January 2024.

For Decision
(Pages 5 - 8)

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS: ANNUAL REVIEW**

Report of the Town Clerk.

For Decision
(Pages 9 - 12)

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

6. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

7. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

For Decision

8. **MINUTES**

To agree the non-public minutes of the Civic Affairs Sub-Committee meeting held on 29 January 2024.

For Decision
(Pages 13 - 20)

9. **CHANGE TO MEMBERS FINANCIAL SUPPORT SCHEMES.**

Report of the Chamberlain.

For Decision
(Pages 21 - 30)

10. **APPLICATIONS FOR THE USE OF GREAT HALL**

Report of the City Remembrancer.

For Decision
(Pages 31 - 32)

11. **CITY HOSPITALITY COST GUIDELINES 2024/25**

Report of the City Remembrancer.

For Decision
(Pages 33 - 38)

12. **APPLICATIONS FOR HOSPITALITY**

For Decision

- a) Application A (Pages 39 - 44)
Report of the City Remembrancer.
- b) Application B (Pages 45 - 50)
Report of the City Remembrancer.
- c) Application C (Pages 51 - 56)
Report of the City Remembrancer.

13. *** CITY HOSPITALITY BUDGET AND AUDIENCES**

Report of the City Remembrancer.

For Information

14. *** DELEGATED AUTHORITY REPORT**

Report of the City Remembrancer.

For Information

15. *** FORTHCOMING COMMITTEE OF COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**

Report of the City Remembrancer.

For Information

16. *** SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint report of the Chamberlain and Remembrancer.

For Information

17. *** VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

For Information

18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

19. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE CONSIDER SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

CIVIC AFFAIRS SUB-COMMITTEE

Monday, 29 January 2024

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,
West Wing, 2nd Floor Guildhall on Monday, 29 January 2024 at 1.45 pm

Present

Members:

Tom Sleigh (Chair)
Deputy Ann Holmes (Chief Commoner) (Deputy Chair)
Emily Benn
Deputy Keith Bottomley
Deputy Henry Colthurst
Deputy Simon Duckworth
Deputy Shravan Joshi
Alderman Alastair King DL
Wendy Mead
Deputy Andrien Meyers
Alderman Sir William Russell
James St John Davis

In attendance (observing online)

Emily Benn
Deputy Marianne Fredericks
Deputy Edward Lord
Giles Shilson

Officers:

Ian Thomas CBE	- Town Clerk & Chief Executive
Greg Moore	- Deputy Town Clerk
Jen Beckermann	- Executive Director and Private Secretary to the Chairman of Policy
Polly Dunn	- Assistant Town Clerk and Executive Director, Governance and Member Services
Matthew Cooper	- Town Clerk's Department
Ben Dunleavy	- Town Clerk's Department
Mark Gattleson	- Town Clerk's Department
Chris Rumbles	- Town Clerk's Department
Paul Wright	- Remembrancer
Fiona Hoban	- Remembrancer's Department
Holly Booth	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Charlotte Jones	- Remembrancer's Department
Caroline Al-Beyerty	- Chamberlain
Phil Black	- Chamberlain's Department
Benjamin Chen-Sverre	- Chamberlain's Department

Caroline Jack

- Executive Director and Private Secretary to the Lord Mayor

Peter Oscher

- City Surveyor's Department

1. **APOLOGIES**

Apologies were received from Alderman Sir William Russell, Deputy Chris Hayward and Tijs Broeke.

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

The Chairman referred to item 9 relating to a Special Responsibility Allowance as being of interest to certain Members moving forward.

3. **MINUTES**

The Sub-Committee considered the public minutes of the Civic Affairs Sub-Committee meeting on 25 October 2023.

A Member referred to the discussion at the last meeting relating to a Members' Bedroom Policy and suggested the point he raised should be 'to aspire to break even' rather than to 'start looking to make a profit', with Members agreeing to this proposed amendment.

Matters arising

Members' Bedroom Policy

The Deputy Chair referred to the Members' Bedroom Policy and Policy and Resources Committee's referral of the item back to Civic Affairs Sub-Committee to allow for its further consideration and review. Members noted that further investigation remained ongoing, with this including an in-depth piece of work by the Chamberlain looking at the overall costs of the bedrooms alongside work of the City Surveyor in looking to incorporate maintenance and upkeep of the bedrooms within the Cyclical Works Programme.

RESOLVED: That: - the public minutes of the Civic Affairs Sub-Committee meeting on 25 October 2023 be agreed as an accurate, subject to inclusion of the amendment as agreed.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

5. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

There were no additional items of business.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item on the grounds that it would involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

7. **CHANGE TO FREQUENCY OF MEMBERS' PAYROLL AND INITIAL PROPOSALS FOR THE MEMBERS FINANCIAL SUPPORT SCHEME**

The Sub-Committee considered a report of the Chamberlain outlining changes that were required by Her Majesty's Revenue & Customs (HMRC) in respect of the frequency with which the Members' payroll was run.

The following items relate to functions of the Court of Common Council which were not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings. These matters were, therefore, considered in non-public session.

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At this point in the meeting, the Sub-Committee considered the following item that had been omitted from the main agenda and circulated separately.

MINUTES

Resolved that: the non-public minutes of the Civic Affairs Sub-Committee meeting on 25 October 2023 be approved as an accurate record.

8. **SPECIAL RESPONSIBILITY ALLOWANCE: UPDATE ON IMPLEMENTATION**

The Committee considered a report of the Deputy Town Clerk relating to a Special Responsibility Allowance scheme for Members.

9. **CITY HOSTED EVENTS - APPROACH TO MEMBER NON-ATTENDANCE AND THE INCLUSION OF MEMBERS' CHILDREN AT CERTAIN CITY HOSTED OCCASIONS**

The Sub-Committee considered a report of the Remembrancer relating to City hosted events and an approach to Member non-attendance and the inclusion of Members' children at certain City hosted occasions and provided feedback thereon.

10. **OVERVIEW OF CITY HOSTED EVENTS**

The Sub-Committee considered an overview of City hosted events and provided feedback thereon.

11. **APPLICATIONS FOR THE USE OF GREAT HALL**

The Sub-Committee considered a report of the Remembrancer presenting applications for the use of Great Hall.

12. **APPLICATIONS FOR HOSPITALITY**

The Sub-Committee considered two reports of the Remembrancer detailing applications for hospitality.

a) Application A

b) Application B

13. **EVALUATION OF CITY HOSTED EVENTS**

The Sub-Committee received a report of the Remembrancer providing an evaluation of City hosted events.

14. **DELEGATED AUTHORITY REPORT**
The Sub-Committee received a report of the Remembrancer detailing decisions taken under delegation to the Remembrancer, in consultation with the Chair and Deputy Chair.
15. **FORTHCOMING COMMITTEE EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**
The Sub-Committee received a report of the Remembrancer providing detail of forthcoming Committee or Court events involving hospitality and other non-hospitality events.
16. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2023-2024 AND 2024-25**
The Sub-Committee received a joint report of the Chamberlain and Remembrancer providing an update on the level of actual and committed hospitality funding.
17. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**
The Sub-Committee received a report of the Remembrancer and Chamberlain comparing outturn for events overseen by the Sub-Committee against the budget.
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
19. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE CONSIDER SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no additional items of business.

The meeting ended at 3.25pm

Chairman

Contact Officer: Chris Rumbles
christopher.rumbles@cityoflondon.gov.uk

Agenda Item 4

Committee(s) Civic Affairs Sub-Committee	Dated: 22 April 2024
Subject: Terms of Reference and Frequency of Meetings: Annual Review	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8, 10
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
Report of: Town Clerk	For Decision
Report author: Chris Rumbles – Town Clerk's Department	

Summary

An annual review of the Sub-Committee's Terms of Reference enables any proposed changes to be considered in time for the annual re-appointment, composition and Terms of Reference of Sub-Committees review undertaken by Policy and Resources Committee.

This annual review also affords Members an opportunity to review the frequency of a Committee's meetings and determine whether the frequency remains appropriate or requires any adjustment.

Recommendations

It is recommended that:

- The terms of reference of the Sub-Committee be endorsed, subject to any comments thereon, for onward submission to Policy and Resources Committee.
- Members to consider whether any change are required to the frequency of the Committee's meetings.

Appendices

- Appendix 1 – Terms of Reference

Contact:

Chris Rumbles

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Civic Affairs Sub-Committee (as agreed by P&R May 2023)

Composition

- Chairman and Deputy Chairman or a Vice Chairman of the Policy & Resources Committee
- Chief Commoner
- Immediate past Chief Commoner
- Chief Commoner Designate (upon election in October each year)
- Chairman of the General Purposes Committee of the Court of Aldermen, or their nominee
- Chairman of the Finance Committee; or their nominee
- Senior Alderman Below the Chair
- Chairman of the Guildhall Club
- Four Members of the Policy & Resources Committee elected by Policy & Resources Committee
- Together with Four Members of the Court of Common Council, to be elected by the Court.

The Chairman to be Chairman of Policy & Resources or their nominee, Deputy Chairman to be the Chief Commoner.

Terms of Reference

To be responsible for:-

Hospitality

- (a) To consider applications for hospitality which are referred to it by the Remembrancer and to make recommendations thereon to the Court of Common Council;
- (b) To review and approve arrangements for hospitality (including Committee allowances, annual functions, invitations and seating);
- (c) To consider the list of eligible caterers; and
- (d) To consider and approve the level of charges for the event spaces within Guildhall.

Ceremonials

- (e) To review the totality of the City Corporation's ceremonial protocols and practices, with the intention of bringing them up to date to reflect current circumstances;
- (f) To examine the principles behind each protocol, particularly where there have been changes in practice over recent years, making recommendations as to the approach to take in future, with a view to an updated and consolidated Ceremonials Book being produced.

Outside Bodies

- (g) Overseeing the City Corporation's Outside Bodies Scheme, to include:-
- developing the Corporation's policy towards outside body appointments;
 - keeping under review the effectiveness and appropriateness of the organisation's participation in individual bodies;
 - giving initial consideration to new requests from outside bodies for nominations;
 - advising the Court on the needs and requirements of the outside body in respect of any vacancy; and
 - periodically reviewing the City Corporation's Outside Bodies protocol.

Benefices

- (h) To consider matters relating to the City's obligations for its various Benefices*.

**The Patronage (Benefices) Measure 1986 and The Patronage (Benefices) Rules 1987, seek to confine the exercise of Church of England Patronage; i.e. the right to present Clergy, to a responsible person who is an actual Communicant Member of the Church of England or of a church in communion with it. On receiving notice of a vacancy, the City of London Corporation, as patron, is required to appoint an individual who is 'willing and able to make the Declaration of Membership and act as its representative to discharge its functions as registered patron'. In practice, the Chairman of the Sub-Committee, being a person able and willing to make the declaration, is usually appointed as the City of London Corporation's representative and this practice has worked well.*

Member Privileges

- (i) To consider and make recommendations to the Policy and Resources Committee on:-
- Members' privileges; and
 - Members' facilities, excluding Guildhall Club as it falls within the locus of the House Committee of Guildhall Club.

Member Financial Assistance

- (j) To oversee the Members' Support Scheme (and Extended Support Scheme) to ensure that it is fit for purpose and to review periodically whether any further assistance should be established to support Members with the delivery of their duties as elected Members of the City Corporation.

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of the Local Government Act 1972.

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