

MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE

Wednesday, 7 February 2018

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at the Guildhall EC2 at 10.30 am

Present

Members:

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

Officers:

Tina Denis	-	Town Clerk's Department
Angela Roach	-	Principal Committee and Members Services Manager
Nigel Lefton	-	Remembrancer's Department

1. APOLOGIES

An apology for absence was received from Richard Regan.

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

There were no declarations.

3. MINUTES

The minutes of the Sub-Committee meeting held on 12 January 2018 were approved as a correct record.

Matters Arising

Provision of Lockers for Chairmen and Their Deputies

Reference was made to the request for the provision of 24 lockers fitted with key locks and to the fact that there were 28 Chairmen that the facility would be offered to. The Chief Commoner had, therefore, agreed to the number of lockers being increased by four. It was noted that the additional lockers could

be accommodated within the small IT room on the mezzanine floor and that it would increase the estimated cost of providing lockers from £700 to approximately £840. Members supported the increase.

RESOLVED – That it be recommended to the Policy and Resources Committee that 28 lockers fitted with key locks be provided for the use of Chairmen (and/or their Deputies) in the Members small IT room on the mezzanine floor at an estimated cost of £840.

Chairmen and Deputy Chairmen Meeting Rooms

A Member requested that Chairmen and Deputy Chairmen be reminded of the process for booking use of the meeting rooms on the 2nd floor of the West Wing.

4. PROPOSED CHIEF COMMONER'S HANDBOOK

The Sub-Committee considered a revised draft of a Chief Commoner's Handbook prepared by Deputy Edward Lord which now incorporated the comments of a number Members' including the Chief Commoner and the Chief Commoner Elect.

During discussion a number of suggestions were made, and it was noted that there were a few small typing errors that would be corrected. Reference was also made to ensuring that consistency was applied to the Chief Commoner's place in formal processions such as a School Prize Giving and to the seating position at Committee events. It was noted that issues such as this would be addressed should the creation of the handbook be formerly supported by the Grand Committee.

RESOLVED – That it recommended to the Policy and Resources Committee that a Chief Commoner's Handbook be created to provide information on the protocols of the Office to all new incumbents as well as to assist the support services provided the Office.

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

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT Deputy Michael Welbank

The Sub-Committee unanimously expressed its sincere gratitude to Deputy Michael Welbank, the previous Chief Commoner, for all his work, support and direction and wished him well upon his retirement from the Court of Common Council.

The meeting closed at 11.00am

Chairman

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