

Committee:	Date:
Policy and Resources Committee	4 October 2018
Subject: Member travel relating to International Export and Investment Programme	Public
Report of: Director of Economic Development	For Decision
Report author: Giles French	

Summary

In response to enquiries regarding the participation of Members in the City Corporation's international export and investment programme, Officers were requested to draft a policy framework. The proposed framework relates to international visits of both the Lord Mayor and the Policy Chairman when promoting the UK-based financial and professional services sector.

The proposed framework would formalise current practice, apply the same criteria to Members as other business delegates, and provide clarity for both Members and Officers.

Recommendation

Members are asked to approve the proposed framework outlined in paragraphs 4-6.

Main Report

Member Participation in International Export and Investment Programme

1. There will be occasions when the Lord Mayor or Policy Chairman are unable to accept an invitation to visit a priority market, but request that another Member represents the City Corporation. This will need to be approved by the Policy and Resources Committee.
2. The Lord Mayor's programme of overseas visits is determined by the Mayoralty Visits Advisory Committee, chaired by Alderman Sir David Wootton, and delivered in conjunction with the Foreign and Commonwealth Office, the Department for International Trade and their Posts overseas.
3. A number of the Lord Mayor's overseas visits will include an accompanying delegation of business representatives from the UK-based financial and professional services sector, where such a need has been jointly identified by the City of London Corporation and the Foreign & Commonwealth Office (FCO) / Department for International Trade (DIT).
4. Should a Member (other than Lord Mayor, Policy Chairman, Aldermanic Sheriff in Shrieval year or SABTAC) wish to participate in a Lord Mayor's visit, the following criteria are to be considered:

- a. The visit includes an accompanying business delegation, and the Member's involvement would make a strong contribution to the objectives of that delegation;
 - b. The Member works for a financial and professional services firm that has demonstrable interests in the relevant market; the firm's objectives align to the agreed focus of the visit; the firm agrees that the Member is an appropriate representative of their business; and all costs are met by the firm;
 - c. That subject these criteria being met, and following conversations with relevant officers in Mansion House and EDO, the Member will agree to participate in the visit as a business delegate and not as a representative of the City of London Corporation. Participation in meetings and events will be the same as for other business delegates.
5. The request to participate will then be considered by the Lord Mayor and the Chairman of the Mayoralty Visits Advisory Committee, who will make a final decision in consultation with FCO, DIT and the relevant Post.

Invitations to International Events

6. On occasions where Members receive an invitation to visit a market to promote UK-based financial and professional services on behalf of the City Corporation, the following policy will apply:
- a. Any Member, other than the serving Lord Mayor and Policy Chairman, who is invited to visit a market as a representative of the City of London Corporation must obtain approval from the Policy & Resources Committee;
 - b. For approval to be granted, the visit or engagement must demonstrably contribute to the approved strategy for the City Corporation's international export and investment programme;
 - c. This approval is required irrespective of costs being covered by the Member or by a third party;
 - d. If the invitation includes the offer of costs being covered, either in part or in full, approval is required by the Policy & Resources Committee;
 - e. If the Policy & Resources Committee agrees that the Member can accept the invitation, but declines the offer of costs being paid, then the costs will be covered from the Policy Initiatives budget.

Conclusion

7. Members are asked to approve the proposed framework outlined in paragraphs 4-6.

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