

FREEDOM APPLICATIONS COMMITTEE

Tuesday, 12 February 2019

Minutes of the meeting of the Freedom Applications Committee held at the Guildhall EC2 at 10.00 am

Present

Members:

Alderman Sir David Wootton (Chairman) Deputy Tom Hoffman (Ex-Officio Member)
Alderman & Sheriff Vincent Keaveny

Officers:

Michael Cogher	-	Comptroller and City Solicitor
Paul Double	-	City Remembrancer
Murray Craig	-	Clerk to the Chamberlain's Court
Joseph Anstee	-	Town Clerk's Department
Andrew Buckingham	-	Town Clerk's
Bruce Hunt	-	Remembrancer's Department

1. APOLOGIES

Apologies for absence were received from Jeremy Mayhew, Deputy Catherine McGuinness and John Scott (Chief Commoner).

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

There were no declarations.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 28 November 2018 be agreed as a correct record.

4. ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE

The Committee considered a report of the Town Clerk reviewing the Committee's terms of reference.

The Chairman told Members that he felt the Committee had a wider remit than it had previously and the terms of reference ought to be amended to reflect this. The Committee had assumed a role of a rule-making nature, for instance, with regards to the Honorary Freedom, had provided guidance to Members and Liverymen about the different types of Freedom, and had become responsible for the more general use of the Freedom, including for policy purposes, and monitored the effect of the Freedom and Freedom Applications Committee decisions outside of the Corporation.

RESOLVED – That the Freedom Applications Committee agree that amendments should be made to the Committee’s terms of reference to reflect the Committee’s increased responsibilities in relation to the Freedom, and agreed to delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to finalise the wording of a revised terms of reference before submission to the March meeting of the Policy & Resources Committee and the April meeting of the Court of Common Council for approval.

5. CITY APPRENTICESHIPS UPDATE

The Committee received an update from the Town Clerk on the development of the City Apprenticeships scheme. Initial consultation had been undertaken with officers in the Community and Children’s Services Department on the scheme, who had raised a few points for discussion. Following the last meeting, officers had sought advice on safeguarding and duty of care issues relevant to the scheme. Whilst the full extent of requirements with regards to safeguarding and duty of care would not be clear until the scheme was more developed, advice on the immediate issues recommended that any Member involved in the scheme should have an up-to-date, enhanced DBS check and certificate, and should also undertake basic safeguarding training, regardless of whether or not a teacher would be present. Any scheme would also need to comply with all relevant corporate policies and undertake risk assessments as appropriate.

Members then discussed the scheme. The Chairman said that the scheme should provide an introduction to the Freedom and that aspect of the City of London. Apprentices could have the chance to see the City of London Corporation at work in its role as a civic and local authority. Activities could include attending Committee or Court of Common Council meetings or attending public events or speeches. The scheme should be aimed initially at City of London Corporation schools. Whilst the offer could be extended to schools sponsored by Livery Companies, a number of Livery companies had their own apprenticeship schemes set up which were likely to be connected to their sponsored schools. A Member suggested that when the scheme was set up it could be trialled with a very small group as a pilot scheme. However, it would need to be explored whether the scheme could be run alongside the busy school schedules.

The Clerk to the Chamberlain’s Court advised the Committee that the Lady Mayoress had hosted events for students of City of London schools such as open afternoons at Mansion House, which had included talks from members of staff, some of whom had previously been City of London Corporation apprentices. The scheme could also be attached to the City Corporation’s modern apprenticeship scheme, which would allow for the scheme to make use of the structures such as monitoring programmes and agreements already in place.

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

There were no questions.

7. **EXCLUSION OF THE PUBLIC**

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

Item No.	Paragraph(s) in Schedule 12A
8 – 10	1, 3
11	-
12 – 14	1
15	-

8. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 28 November 2018 be agreed as a correct record.

9. **THE HONORARY FREEDOM - UPDATE**

The Committee received an update from the Chairman on the Honorary Freedom.

10. **100 WOMEN**

The Committee received an update from the Chairman on the 100 Women for 100 Years campaign.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

12. **CONFIDENTIAL MINUTES**

The Committee considered the confidential minutes of the meeting held on 28 November 2018.

13. **LIST OF HEADS OF MISSIONS**

The Committee considered a report of the Town Clerk.

14. **FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS**

The Committee considered a report of the Chamberlain.

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of other business.

The meeting closed at 11.25 am

Chairman

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