

**MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE**  
**Monday, 3 September 2018**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 3 September 2018 at 3.00 pm

**Present**

**Members:**

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

**Officers:**

Dorian Price	- City Surveyor's
Alison Bunn	- City Surveyor's
Emma Cunnington	- Town Clerk's

**1. APOLOGIES**

Apologies were received from Deputy Richard Regan.

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

Deputy Catherine McGuinness declared an interest in item 9, by virtue of her role as Chairman of the Policy and Resources Committee.

**3. MINUTES**

The minutes of the Sub-Committee meeting held on 7 February 2018 were approved as a correct record.

Matters arising

- Members were complimentary of the usefulness of the Chief Commoner's handbook and the Chief Commoner will be adding a few small contributions based on his experience from his year.
- A Member also raised the issue that it was important for livery companies to be encouraged to recognise the importance of the role of Chief Commoner, as it was claimed to be an often under-played and under-represented role.
- Members also discussed how it was important for Mansion House to consider the Chief Commoner as a suitable representative of the Lord

Mayor at civic events where, due to diary pressures, the Lord Mayor is not able to attend. It was agreed that the Town Clerk's department would liaise with Mansion House to ensure that the Chief Commoner was considered as a suitable deputy in these circumstances.

- There was further discussion about whether the protocol for seating at City Corporation events should be revised to allow the Chief Commoner a place at the top table, however others felt that it was important to maintain the perception that the Lord Mayor and the Chairman of Policy and Resources remained at the fore, and to be clear that the Chief Commoner was the civic leader of the City Corporation, whereas the Chairman of Policy and Resources was the political leader.

#### 4. **USAGE OF CHAIRMEN'S ROOM 1 AND 2**

The Sub-Committee received a report of the Town Clerk setting out the usage of Chairman's Room 1 and 2 from mid-November 2017 to 31<sup>st</sup> July 2018.

Members commented that they thought the booking system around the Chairmen's Rooms had been working well.

**RESOLVED**, that:

- The report be noted.

#### 5. **CONDITION OF THE BUILDING**

The Sub-Committee heard an update from the Chief Commoner regarding the condition of the building. The Chief Commoner made the following points:

- Progress had been made on the third floor of the West Wing and with painting around the windows having taken place, unfortunately there still appeared to be an issue with rainwater seeping into the pillars, which made the paint flaky. An interim solution to make the windows water tight was being considered.
- Members also heard how a French polisher would be attending to the Guildhall in the Autumn to tidy up the furniture on the third floor.
- On the fourth floor, the walls had been painted but the corridors had not yet been carpeted. The bedrooms had been painted and carpets laid.
- The Chief Commoner updated Members that the works on the lower ground floor were still on-going and Members will need to continue to access the building via the basement. There was general agreement that the entrance needed to be better maintained than it currently is.

Questions and comments from the Sub-Committee were then raised, as follows:

- A Member complained about the broken air conditioning on the fourth floor as it was unbearable during the heatwave this Summer. In addition, there were further complaints that the blinds in the bedrooms were broken and the size of the beds were too small. The City Surveyor took the comments onboard.
- Members praised the hard work of the Chief Commoner over the past few months on this project but flagged that the colour of paint chosen on the fourth floor might not be to every Member's taste, and requested that, in future, a consultation on paint colour be undertaken before a

change is made. The Chief Commoner asked the City Surveyor to look at light sensors in the corridor to reduce the starkness of the light on the paint.

- Members also discussed the need to collate feedback from guests when they use the bedrooms on the fourth floor and there was a suggestion of a one-page feedback sheet left in each bedroom each day by the cleaner.

**RESOLVED**, that:

- The City Surveyor consider some of the issues raised by Members in the bedrooms on the fourth floor, including light sensors in the corridor;
- Feedback forms to be created for the bedrooms on the fourth floor.

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

There were three questions.

Job titles of guests and consorts

A Member asked a question regarding how the job titles of guests and consorts could be recognised, when they come to City-hosted events, especially if the individual had a particular position of standing. Members discussed how it was important to recognise these titles, but some questioned the practicalities.

Guests

A Member sought the Sub-Committee's views for allowing the guest of a Member to attend a City-hosted event, even when the Member could no longer attend.

Last minute City representatives at City events

A Member sought the Sub-Committee's views for allowing Members to attend a City event at last minute if there are a shortfall of guests at the eleventh hour. Members suggested that for Committee dinners, there should be a reserve list of Members to be approached. A Member also raised the point that invitations at last minute should not be left at officer level to be offered out but there should be a clear policy. It was agreed that some guidelines should be produced and recommended to the Hospitality Working Party, Policy and Resources Committee and the General Purposes of the Committee of Aldermen for consideration.

**RESOLVED**, that:

- Guidelines for City representatives at City events be produced and then recommended to the Hospitality Working Party, Policy and Resources Committee and the General Purposes of the Committee of Aldermen for consideration.

**7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

**8. 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.

<b>Item</b>	<b>Paragraph</b>
9	3

**9. REVIEW OF POLICY AND RESOURCES CHAIRMAN'S ACCOMMODATION**

Members considered a report of the City Surveyor concerning the Chairman of Policy and Resources' accommodation.

**10. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no non-public questions.

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

There were no urgent items.

**The meeting ended at 3.37 pm**

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Chairman

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