

**MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE**  
**Monday, 3 June 2019**

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 June 2019 at 4.00 pm

**Present**

**Members:**

Deputy Tom Hoffman (Chief Commoner) (Chairman)  
Ann Holmes  
Deputy Jamie Ingham Clark  
Deputy Edward Lord  
Deputy Catherine McGuinness (Ex-Officio Member)  
Deputy Richard Regan

**Officers:**

Dorian Price	- Guildhall Manager
Chrissie Morgan	- Director of Human Resources
Colette Hawkins	- HR Business Partner, Town Clerk's
Angela Roach	- Assistant Town Clerk
Chris Rumbles, Clerk	- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from John Scott, Chris Hayward and Jeremy Simons.

**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 on 3 September 2018 were approved as accurate record.

Matter Arising

**Last minute City Representation at City Events** – A Member proposed a reserve list be produced of those Members that would be available to attend City events at short notice where last-minute apologies were received. The Town Clerk explained that the Remembrancer's Team had a process for filling last minute absences on an event by event basis and that quite often Chairmen had reserve lists.

Members discussed the seating arrangements at events and proposals for a reserve list. A Member, also Chairman of Establishment Committee,

questioned the extent to which Chairs were involved in arrangements for each event and suggested the approach lacked consistency.

It was highlighted that diplomats do not always turn up to events which can often result in huge gaps in tables. Having a list of those Members who live locally and would be able to attend events at short notice would remove embarrassment.

**RESOLVED**, that:

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

#### 4. **EMPLOYEE ASSISTANCE PROGRAMME FOR MEMBERS**

The Sub Committee considered a joint report of the Director of HR and the Director of Members Services that presented options for providing Members with access to support advice and guidance similar to those provided by an Employee Assistance Programme (EAP) to assist in relation to wellbeing.

The Director of HR introduced the item and explained that following discussion with the current provider of the City Corporation's EAP for officers, Health Assured, it had been agreed to extend the current contract to Members of the Court so that they could receive the same services as those offered to staff.

The Director explained that regular update reports would be received from Health Assured giving utilisation statistics, a breakdown of number of callers, issues raised e.g. debt advice or counselling. She stressed that individuals would remain anonymised at all times and confirmed that adding Members to the existing contract would be cost neutral to the City Corporation as Health Assured had agreed to extend the contract at no additional cost.

Members would be treated as employees under the contract and would come under a separate heading of Members Services.

It was noted that, subject to Members agreement to the proposal, the intention would be for the facility to be communicated to all Members as a benefit which was now available to them. The communication would also include details of the Employee Benefits Portal being accessible to Members as well as the availability of free flu jabs (reimbursement for flu jabs, to a maximum of £15, will be available from September 2019, the start of the next flu season).

The Sub-Committee was fully supportive of the proposal to add Members to the existing EAP contract and it was agreed that this should be expedited to allow for the service to be rolled out at the earliest opportunity.

The Director of HR clarified that there would be no tax implications for Members receiving this benefit.

The Chairman conveyed his thanks to the Director of HR and her team for their work in organising this benefit for Members.

**RESOLVED**, that

Members be added to the existing Employee Assistance Programme provided by Health Assured and that this be recommended to Policy and Resources Committee for approval.

**5. DESIGNATION OF DEPUTY**

Deputy Edward Lord sought clarification on the use of “Deputy” which he felt was used inconsistently.

He referred to a decision taken by Court of Alderman around twenty years ago when it was agreed to consistently use Alderman (Title) First Name Last Name (Post Nominals) rather than placing Alderman at the end.

Deputy Lord proposed a consistent use of the word “Deputy” be used across the City Corporation and Mansion House.

Member discussed and supported the proposal.

**RESOLVED, that it be recommended to the Policy and resources Committee that**

a consistent use of Deputy First Name Last Name (Post Nominals) be adopted across the City Corporation and Mansion House with the designation appearing at the front when Members were being addressed.

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

There were no questions.

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

There were no urgent items of business.

**8. EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) 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 1 of Schedule 12A of the Local Government Act.

Item No.	Paragraph No.
9-11	3

**9. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

The non-public minutes of the meeting the on 3 September 2018 were approved as accurate record.

10. **REVIEW OF CHAIR OF POLICY'S ACCOMMODATION - UPDATE REPORT**  
The Committee considered and approved a report of the City Surveyor concerning the Chair of Policy's accommodation.
11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
Members discussed proposals in relation to the condition of the building and proposed enhancement to Members' facilities, and also the arrangements for Members at City Corporation privately hosted events.
12. **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 of business.

**The meeting at 1647.**

-----  
Chairman

**Contact Officer: Chris Rumbles**