

**ALLOCATION OF
MANSION HOUSE BANQUET & DINNER INVITATIONS
TO MEMBERS OF COMMON COUNCIL DURING 2013**

Dear Member,

Please find attached a list of banquets and dinners to be held at Mansion House in the current year.

In a new arrangement, which is intended to make the system more responsive to Members' interests and availability, Members have not been allocated a particular banquet or dinner as previously under the rota system.

Instead each Member is being asked to indicate, on the attached reply slip, up to two functions on the list which they would prefer to attend – one single and one double for each Member.

All Members will of course also continue to be invited to The London Government Dinner.

Please respond, using the attached reply sheet, no later than close of business Monday 18th February 2013

In addition, future dates for banquets and dinners will be issued shortly after the start of each mayoralty, before the end of November – allowing Members earlier notice.

Yours truly,



**William Chapman
Private Secretary to the Lord Mayor**

BACKGROUND NOTE

These new arrangements reflect discussions in the Hospitality Working Party of the P&R Committee and elsewhere, and have been developed with the close involvement of the Chairman of Policy and the Chief Commoner and have been agreed by the Lord Mayor.

Replies will be collated and if the number of seats available to Members for a given banquet or dinner *equals or is greater than* the number of Members expressing a preference to attend that function, all Members will be issued with an invitation.

If the number of seats available to Members is *fewer* than the number of Members expressing a preference, those Members to be invited will be decided by ballot.

Members who are unsuccessful in the ballot will be issued with an invitation to any one of the other banquets or dinners at which seats are available.

Next year preference will be given to those who expressed a desire to attend a particular banquet or dinner this year but did not secure a place.

Please note that if you do not reply expressing a preference by the date indicated above you will be invited to any one of the banquets or dinners at which seats are available.

Please bear with us while we learn the lessons of the new system with the aim of providing Members with a more useful and more timely allocation process.