

**MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE**  
**Wednesday, 3 July 2013**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources)  
Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on  
Wednesday, 3 July 2013 at 10.30 am

**Present**

**Members:**

George Gillon (Chief Commoner) (Chairman)  
Deputy Ken Ayers  
Deputy Billy Dove  
Deputy Robin Eve  
Oliver Lodge

**Officers:**

Peter Nelson	- Assistant Town Clerk
Jacky Compton	- Committee & Member Services Officer
Paul Double	- City Remembrancer

**1. APOLOGIES**

Apologies received from Mark Boleat, Stuart Fraser, Jeremy Mayhew and David Thompson.

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

There were no declarations.

**3. MINUTES**

The minutes of the meeting held on 24 January 2013 were agreed as a correct record.

**Matters Arising**

**Banquets at Mansion House** (page 1) – in answer to a question, the Remembrancer advised that the Private Secretary to the Lord Mayor had sent an email out to all Members advising them of their allocated places for Banquets. He stated that he had received positive feedback and that the process would be kept under review.

**Royal Garden Party Invitations** (page 2) – answer to a question, the Remembrancer advised that over the past 2 years, the Queen had reduced the allocation. He also stated invitations were extended to a variety of individuals who might include Members coming to the end of a Chairmanship or very long serving members of staff. The process undertaken by the Remembrancer was analogous to that of a Lieutenancy of a County and the function was attached to the Office of the Remembrancer in the way that it would ordinarily attach to a

Secretary of a Lieutenancy. The category of individuals was not limited to City Corporation Members or Officers.

**Member Development Steering Group Update** (page 2) – in answer to a question relating to training for Deputies, the Chairman advised that no meeting had been arranged. The Assistant Town Clerk advised that a document had been sent to all Deputies on their duties and the Chairman requested that this document be re-circulated to all Deputies and once received, all the Deputies might be invited to a meeting to discuss their roles and advise the new Members on the role of the Deputy and how they can help.

4. **MEMBER DEVELOPMENT STEERING GROUP UPDATE**

The minutes of the Member Development Steering Group meetings held on 15 February 2013 and 17 May 2013 were received.

**MATTERS ARISING**

**Plasma Screen** (page 5) – In answer to a question, the Chief Commoner advised that he would look into the matter of the disappearance of the Plasma Screen and report back at the next meeting.

**Informal Members' Meetings** (page 11) – The Chief Commoner advised that the next Informal Members' Meeting would take place in November and Members are advised to submit any items in advance they wish to be raised.

**Member Induction Programme** (page 12) – The Chief Commoner reported that he had received positive feedback from the April sessions of the Induction Programme and congratulated the Officers on all of their efforts to deliver a very impressive and successful programme.

In answer to a question, the Chief Commoner advised that the next round of the Induction Programme had begun this week and this would be reviewed once the sessions had been completed.

**Learning & Development Questionnaire** (page 15) – the Assistant Town Clerk advised that this would be reviewed once the Induction Programme scheduled for July had finished. He also advised that the results of the Questionnaire would then be reported back to the Steering Group for comments.

**RECEIVED.**

5. **SUPPORTING STATEMENTS AND CVS**

The Sub Committee considered a resolution of the Policy and Resources Committee relating to supporting statements and CVs for appointments.

RESOLVED: That

a) the arrangements for submitting statements and CVs, particularly with regard to the length of submissions, in support of candidature to serve on a Committee or as Chairman and Deputy Chairman of a Committee to be set as follows:

100 words maximum for Membership on Committee appointed by the Court  
300 words maximum to be submitted as Chairman or Deputy Chairman of a Committee; and

b) any Member who ignores that guidance will be advised to conform.

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

**Update on Refurbishment Plans** – In answer to a question, the Chief Commoner advised that programme of works was due to start on 1<sup>st</sup> August 2013 and be completed by the end of November 2013.

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

There were no urgent items.

8. **EXCLUSION OF THE PUBLIC**

**RESOLVED:**– That under Section 100A(4) of the Local Government Act `972, the public be excluded from the meeting for the following items of business 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 as follows:-

**Item No.**

9

**Exempt Paragraphs**

3

9. **MEMBER PROTOCOLS**

The Chief Commoner was heard on a number of items relating to Members' Protocol.

10. **QUESTIONS ON MATTERS RELATING TO THE SUB COMMITTEE**

There were no questions.

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

There were no urgent items.

The Chief Commoner advised the Sub Committee that the next meeting would be held in January on a date to be arranged and that Members would be informed accordingly.

**The meeting ended at 11.55 am**

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Chairman

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