

Committee:	Date:
Policy and Resources Committee	24 September 2015
Subject: Ceremonial Protocols Working Party	Public
Report of: Town Clerk	For Decision

Summary

At its 17 July 2015 meeting, the Policy and Resources Committee agreed to establish a Working Party to oversee a review of the City Corporation's ceremonial protocols.

This report sets out the proposed composition and terms of reference of this Working Party and invites interested Members to put themselves forward to serve.

Recommendation(s)

Members are asked to:

- Approve the proposed Composition and Terms of Reference of the Working Party, as set out in paragraphs 5 and 6 of the report and at appendix 1; and
- Appoint Members to the Working Party.

Main Report

Background

1. At the Resource Allocation Sub Committee's informal meeting of 20 June 2015, a discussion paper was circulated setting out the case for a review of the current ceremonial practices and protocols.
2. Members noted that the current guidance as set out in the *Ceremonials* book was, broadly speaking, unchanged since 1991 and was often contradicted by other, more up-to-date specific guidance manuals (such as the *Swordbearer's Instructions* and the *Sheriffs' Red Book*). Consequently it was agreed that the totality of the guidance was in need of refreshing, so as to reflect current practice and present a consistent set of advice.
3. The Policy and Resources Committee subsequently discussed this matter at its 17 July 2015 meeting and agreed to establish a Working Party to oversee this review of the City Corporation's ceremonial protocols.

Composition and Terms of Reference

4. As discussed by your Resource Allocation Sub Committee and as agreed by your Committee in July, the remit of the Working Party would be to review the existing guidance documents, with a view to updating those elements where

practice has evolved. The Working Party would also consider those areas where there is a lack of clarity or where certain protocols should be revised, making recommendations as appropriate to the Grand Committee. Finally, as a direct result of this review process, the Working Party will seek to produce an updated and consolidated Ceremonials Book.

5. The **Terms of Reference** of the Working Party are therefore proposed as follows:

- To review the totality of the City Corporation's ceremonial protocols and practices, with the intention of bringing them up to date to reflect current circumstances;
- To examine the principles behind each protocol, particularly where there have been changes in practice over recent years, making recommendations as to the approach to take in future, with a view to an updated and consolidated Ceremonials Book being produced.

6. In line with your Committee's discussions at the July meeting, the proposed **composition** of the Working Party is as follows:

Ex-Officio Members

- Chairman of the Policy & Resources Committee
- A Deputy Chairman of the Policy & Resources Committee
- Chief Commoner
- Two Aldermen, nominated by the Chairman of the General Purposes Committee of Aldermen

Elected Members

- Three Members appointed by the Policy and Resources Committee (ideally candidates will have some interest/experience in ceremonial matters)
- Two Members with over ten years' service, elected by the Court of Common Council
- Two Members with under ten years' service, elected by the Court of Common Council

Officers

- The Remembrancer
- The Town Clerk

7. Members should consider whether the Chairman of the Working Party should be the Chairman of the Policy and Resources Committee, with the Chief Commoner as Deputy Chairman.
8. For ease of reference, the draft Terms of Reference and Composition are also set out at appendix 1.
9. Expressions of interest are therefore sought for the following vacancies:
- THREE Members with interest/experience in ceremonial matters

10. Expressions of interest in the following vacancies will then be sought from the full Court of Common Council, with any ballot to take place at the 15 October meeting:
 - TWO Members with more than ten years' service on the Court
 - TWO Members with fewer than ten years' service on the Court
11. Relevant officers without a place on the Working Party would also be closely involved and would be invited to attend meetings at the appropriate juncture; for instance, the Secondary and Under Sheriff for matters affecting the Sheriffs, or the relevant staff from the Mansion House for matters concerning the Mayoralty.

Conclusion

12. This report sets out the proposed composition and terms of reference for a Working Party to review the City Corporation's Ceremonial protocols and procedures. Members are asked to approve the composition and terms of reference as set out in appendix 1 and appoint Members to the Working Party accordingly.

Appendices

- Appendix 1 – Composition and Terms of Reference

Gregory Moore

Senior Committee & Member Services Officer

Town Clerk's Department

T: 020 7332 1399

E: gregory.moore@cityoflondon.gov.uk

Ceremonial Protocols Working Party

Composition

- Chairman of the Policy & Resources Committee
- A Deputy Chairman of the Policy & Resources Committee
- Chief Commoner
- Two Aldermen, nominated by the Chairman of the General Purposes Committee of Aldermen
- Three Members appointed by the Policy and Resources Committee
- Two Members with over ten years' service, appointed by the Court of Common Council
- Two Members with under ten years' service, appointed by the Court of Common Council
- The Remembrancer
- Assistant Town Clerk (Members' and Democratic Services)

Terms of Reference

- To review the totality of the City Corporation's ceremonial protocols and practices, with the intention of bringing them up to date to reflect current circumstances;
- To examine the principles behind each protocol, particularly where there have been changes in practice over recent years, making recommendations as to the approach to take in future, with a view to an updated and consolidated Ceremonials Book being produced.