

Remembrancer's Office: High-Level Plan

We safeguard the constitutional position of the City of London Corporation and promote the City as the world's leading financial centre.

Our ambitions are:

- To safeguard the constitutional position of the City of London Corporation.
- To support the City in continuing to be a leader in financial and professional services and in other areas of national life including state and national occasions, education, culture and charitable-giving.
- To maintain and enhance the City's customs and heritage, consistent with the times we live in, for the benefit of London and the nation.
- To ensure that the Guildhall continues to develop as a leading venue for important commercial events.

What we do is:

Parliamentary

- Promote the City's interests among opinion formers in Parliament and Whitehall and other significant bodies, including the Greater London Authority.
- Act as Parliamentary Agents for the City Corporation and promote the City's private legislation.
- Scrutinise all government legislation to safeguard and promote the City's interests.
- Provide evidence to Parliamentary and GLA committees on matters of concern to the City.

City events

- Deliver events that support the interests of the City and the UK, including the State Visits Programme and the Lord Mayor's Banquet.
- Liaise with the Royal Households and the London Diplomatic Corps.

Member services

- Provide a service for the City's elected Members including arrangements for Committee events and Common Hall.

Private events

- Generate income from private use of the Guildhall.

Our Local Risk budget for 2017/18 is:

£000

Finance Committee (384)
(Guildhall Admin – Private Events and Attendant teams)

Policy and Resources 1,150
(City events team, Parliamentary and Business Support)

Our top line objectives are to:

- Secure the passage through Parliament of City of London Corporation Bills.
- Obtain amendments to draft legislation where necessary in the interests of the City and make submissions to Parliamentary committees on all relevant issues.
- Respond to any issues or concerns raised in Parliament or the GLA, whether in debates, committee hearings or during the passage of Bills.
- Engage with Ambassadors and High Commissioners in London to collaborate on matters of common interest and enhance the City's profile with them.
- Deliver the City's programme of events for 2017/18 and develop a programme of events for 2018/19 and future years.
- Optimise income from the use of Guildhall for commercial events so far as consistent with the City Corporation's own use of Guildhall.
- Maximise the effectiveness of Committee events and other City hospitality.

What we'll measure:

Completion of Parliamentary stages of the City of London Corporation (Open Spaces) Bill

Number of legislative amendments or undertakings in response to representations.

Number of references made to evidence submitted to Select Committee inquiries.

Feedback from guests at City hosted events and from clients for private events.

Our deliverables within corporate programmes and projects are to:

- Represent City Corporation interests in respect of the legislative programme as announced in the Queen's Speech.
- Implement the 'effectiveness of hospitality' cross-cutting review relating to strategic objectives and compilation of guest lists to meet them.
- Increase income generation as part of the cross-cutting income generation review.
- Working with the City Surveyor's department to develop a repairs, maintenance and works schedule for the function areas so that the venue is fit for purpose.
- Contribute to the process to provide a new CRM database, so that strategic event requirements are fully considered.

Our deliverables within departmental / service programmes and projects are to:

- Enhance Parliamentary engagement following the General Election, in particular in respect of matters arising in connection with Brexit.
- Report on progress of Brexit-related legislation, facilitating debate and proposing amendments.
- Draft amendments, if required, in respect of the City of London Corporation (Open Spaces) Bill and secure appropriate amendments to other legislation, including in the remaining stages of the Neighbourhood Planning Bill and the Local Government Finance Bill.
- Liaise with the City Office in Brussels on proposed EU laws taking effect before and also after Brexit.
- Enhance engagement with GLA officers and Assembly Members on matters of interest to the City, including devolution and business rates.
- Implement a revised event marketing strategy.
- Undertake and implement a review of companies eligible to provide catering services at Guildhall.
- Review IT requirements for the venue.

We plan to develop our capabilities this year by:

- Being pro-active in Parliament, liaising with members of both Houses and developing contacts with Parliamentary officers.
- Liaising more closely with Committee Chairmen and relevant Chief Officers to agree objectives and evaluation process.
- Engaging with our commercial clients to understand better their business requirements and continue to develop our processes and services.
- Recruiting experienced and highly skilled staff and providing relevant training for both new and existing staff.

What we're planning to do in the future:

- Represent the views of the City in relation to Brexit-related legislation and report on progress through Parliament, proposing amendments where necessary.
- Respond to any other new government legislation, and submit evidence to Select Committee and GLA inquiries, in respect of any issue of interest to the City.
- Update the Guildhall marketing strategy and identify innovative ideas for marketing Guildhall to continue to attract increased business.
- Obtain the upgrading of the facilities in Guildhall's lettable spaces, including the refurbishment of the West Wing cloakrooms, PA system, lighting and Wi-Fi, working with the City Surveyor's department.

What we'll measure:

Income generated through hire of Guildhall.

New business – major commercial clients using Guildhall.

Service response standard – private event enquiries.

