

Committees: Freedom Applications Committee (For Decision) Policy and Resources Committee (For Information)	Date: 9 October 2017 19 November 2017
Subject: Process for Nominating Ambassadors for the Freedom of the City	Public
Report of: Town Clerk	For Decision/Information
Author: Edward Gilbert, Executive Officer to the Court of Aldermen	

Summary

This report provides a process for Members on nominating ambassadors for the Freedom of the City. The proposed process outlines guidance on the timing for nominating an ambassador, who is able to nominate an ambassador, and criteria for nomination.

The new guidance is proposed in order to ensure consistency in the way in which ambassadors are awarded the Freedom – including the type of Freedom they receive, who nominates them and the level of hospitality they receive. Attached at Appendix 1 is the proposed guidance; provided at Appendix 2 is a ‘start to finish’ process map for nominating an ambassador for the Freedom of the City.

Recommendations

1. That the Freedom Applications Committee agrees:
 - The process at Appendix 1 and the ‘start to finish’ process map at Appendix 2, and that following approval the guidance be put to the Policy and Resources Committee for information;
 - The process to be incorporated into the existing guidance, which was agreed on 24th November 2016 by the Committee;
 - That, should the process and guidance be approved, the Chairman of the Freedom Applications Committee should write to the Court of Common Council to advise Members of the new process;
 - That, should the process and guidance be approved, the Clerk to the Chamberlain’s Court should write to the livery to advise of the new process.
2. That the Policy and Resources Committee note the report and new process/guidance.

Background papers

- Guidance for Members and Non-Members regarding The Freedom of the City of London (item 6), Freedom Applications Committee, 24 November 2016

Appendices

- Appendix 1 – Process for Members nominating ambassadors for the Freedom of the City
- Appendix 2 – Start to finish process map for nominating an ambassador for the Freedom of the City

Contact:

Edward Gilbert
Executive Officer to the Court of Aldermen

T: 020 7332 3726

E: edward.gilbert@cityoflondon.gov.uk