

**MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE**  
**Thursday, 19 October 2017**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources)  
Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday,  
19 October 2017 at 10.00 am

**Present**

**Members:**

Wendy Mead (Chief Commoner) (Chairman)  
Simon Duckworth  
Ann Holmes  
Deputy Jamie Ingham Clark  
Deputy Edward Lord  
Deputy Catherine McGuinness (Ex-Officio Member)  
John Scott (Ex-Officio Member)  
Jeremy Simons

**Officers:**

Simon Murrells	- Assistant Town Clerk
Nigel Lefton	- Assistant Remembrancer
Will Millard	- Town Clerk's Office
Angela Roach	- Principal Committee and Member Services Manager

**1. APOLOGIES**

An apology for absence was received from Richard Regan.

**2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

There were no declarations.

**3. MINUTES**

The public minutes of the Sub-Committee meeting held on 21 September 2017 were approved.

**Matters Arising – Role and Status of the Chief Commoner**

It was noted that the text of the proposed description of the role and status of the Chief Commoner was being discussed with the Remembrancer

#### 4. **CHAIRMEN AND DEPUTY CHAIRMEN'S IT AND MEETING ROOMS**

The Sub-Committee considered a report of the Town Clerk concerning the outcome of consultation with Chairmen and Deputy Chairmen on the future use of the Chairmen and Deputy Chairmen's IT and meeting rooms on the second floor of the West Wing particularly dedicated use by the Chairmen of the Planning and Transportation, Finance, Police and Establishment Committees.

Members noted the comments made by various Chairmen and Deputy Chairmen and the strength of feeling that the two rooms should remain for use by all Chairmen and Deputy Chairmen. The most recent comment received from the Chairman of the Community and Children's Services Committee received was also summarised.

The Sub-Committee also noted the recommendations of the Deputy Chairmen of the Establishment Committee, copies of which were laid round the table.

During discussion, amongst other things, the following comments were made and noted:-

- the proposal for the rooms to be dedicated for the use of specific Chairmen had caused a lot of resentment; raised questions about how the four Chairmen had been identified and whether the volume of work attributed to some of those Chairmen actually exceeded level of work undertaken by other Chairmen;
- it was suggested that selection might have been based on those attending the pre-Court of Common Council meeting but noted that this did not account for the Chairman of Police;
- reference was made to the small meeting room located on the third floor located within the Guildhall Club Dining Room area which was also available for use by all Members. It was noted that the space was often used to create additional dining space in the Club and that very few Members were aware that it was available for use;
- the Sub-Committee supported suggestions that the two meeting rooms on the second floor should be managed by the Town Clerk's Office i.e. the new Personal Assistants appointed to support Chairmen; the rooms should be available on a first come first serve basis and that usage should be monitored and report brought back to the Sub-Committee on their usage after six months of operating the arrangements;
- Members acknowledged the need for lockable space i.e. somewhere for Chairmen and their Deputies to store committee papers and small IT devices only between meetings. The Town Clerk was asked to look in to the provision of a limited number of lockers, including whether they could be located in the small Members IT room on the mezzanine floor space;
- it was important for all Members to be reminded of the rooms available for use and that it should be reiterated that the rooms were not private offices

and were available for use to deal, predominantly, with City Corporation business;

- in response to concerns about the lack of information available to Chairmen about what they were entitled to and about services more generally it was agreed that the Chairman's Handbook which was produced a number of years ago should be resurrected, updated and provided to all Chairmen.

RESOLVED - that the use of the small IT and meeting rooms remain available for the use of all Chairmen and Deputy Chairmen; that all Members be advised accordingly and that it be recommended to the Policy and Resources Committee that:-

1. the two meeting rooms (Chairman's Room 1 and 2) on the second floor be managed by the Town Clerk's Office i.e. by the new Personal Assistants appointed to support Chairmen; the rooms be available on a first come first serve basis and that usage of the rooms be monitored and reported back to the Members Privileges Sub-Committee after six months of operating the arrangements;
  2. the City Surveyor be requested to look into the provision of a limited number of lockers for Chairmen and their Deputies to store committee papers and small IT devices only between meetings and this should include investigating whether they could be located in the small Members IT room on the mezzanine floor space;
  3. all Members to be reminded of the rooms available for use and that it be reiterated that the rooms were not private offices and were available for use to deal, predominantly, with City Corporation business;
  4. the Chairman's Handbook, which was produced a number of years ago and which contained information about the services available to Chairmen, be resurrected, updated and provided to all Chairmen.
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There were no urgent items.
7. **EXCLUSION OF THE PUBLIC**  
RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds

that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

<b>Item Nos.</b>	<b>Paragraph(s) in Schedule 12A</b>
8	3

## **Part 2 – Non-Public Agenda**

8. **NON-PUBLIC MINUTES**  
The non-public minutes of the Sub-Committee meeting held on 21 September 2017 were approved.
9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
There were no questions.
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no urgent items.

**The meeting ended at 10.35am**

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Chairman

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