

# APPENDIX A



5 December 2017

Dear Fellow Clerk,

I write to inform you about the work of the relatively newly established Sub-Committee of the Court of Aldermen, namely the Magistracy and Livery Sub-Committee (General Purposes Committee of Aldermen). You will recall in the past a Livery Company has contacted me as Clerk of the Chamberlain's Court regarding such issues as applying for a Royal Charter or a supplemental Charter; amending Company Ordinances, By-Laws; having an independent examination of accounts as opposed to a full audit or increases to the size of a permitted Livery. I acted as a form of conduit between the Livery and the Court of Aldermen. I would liaise with the Chairman of the General Purposes Committee of Aldermen who until he retired as an Alderman was Sir David Howard Bt.

When Sir David retired it was decided that a new Sub Committee should be established to deal with such issues. The Chairman of the Magistracy and Livery Sub-Committee is Alderman Alison Gowman and the membership of the Sub-Committee consists of the following Aldermen: Charles Bowman, David Graves, Timothy Hailes, Peter Hewitt, Ian Luder and Sir David Wootton. It is also attended by Paul Double, the City Remembrancer, me and the Clerk is Edward Gilbert.

The process has not changed greatly; I remain the first point of contact regarding such queries and discuss them with Alderman Alison Gowman and report back to the Sub-Committee. If the issue is a major one such as applying for a Royal Charter then a petition to the Court of Aldermen is required but if it is a minor change then I on behalf of the Chamberlain in conjunction with the Chairman of the Magistracy and Livery Sub-Committee can authorise it under delegated authority or (if necessary) the Chairman may refer it to the Sub-Committee. An annual report will be produced for the Sub-Committee detailing approvals granted without its intervention. I can advise as to whether changes are likely to be treated as minor or major. It is worth noting here that all such changes in ordinances and charters do need approval from the Court of Aldermen which takes its oversight role very seriously.

I also write to inform you that the Chamberlain's Court is now carrying out a vetting process to all candidates who apply for the freedom without the intervention of a Livery Company. This is to ensure that there is no reputational damage to the City of London should an undesirable candidate be awarded the Freedom. This has not been extended to applicants who are put forward by Livery

Companies because the City relies on the individual Companies to carry out their own vetting procedures. I am aware that many Companies already have a robust vetting procedure either by interview, a membership sub-committee or by recommendation of existing Liverymen so this is a gentle reminder to ensure that such standards are maintained.

If you have any queries or observations regarding the contents of this letter please do not hesitate to contact me.

Yours faithfully

Murray Craig

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