



Board of Governors of the City of London Freemen's School

Date: MONDAY, 30 APRIL 2012

Time: 11.00 am

Venue: CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,
KT21 1ET

Members:

Deputy John Bennett	Sir Clive Martin, (co-opted)
Michael Bramwell, (co-opted)	Douglas Mobsby, (co-opted)
John Brewster	Elizabeth Rogula
Roger Chadwick	Deputy Dr Giles Shilson, (ex-officio)
Deputy Robin Eve	John Spanner
Alderman Alison Gowman	Angela Starling
Brian Harris	Cllr Chris Townsend, (co-opted)
Michael Hudson	Alderman John White, (ex-officio)
Vivienne Littlechild	Alderman and Sheriff Alan Yarrow
Anthony Llewelyn-Davies	

Enquiries: Gemma Goulding
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Lunch will be served at the rising of the Board

Chris Duffield
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

3. **ORDER OF COMMON COUNCIL**

Order of the Common Council of 19 April 2012, appointing, the Board and setting its terms of reference.

For Information
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman pursuant to Standing Order No. 29.

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman pursuant to Standing Order No. 30.

For Decision

6. **MINUTES**

To agree the public minutes and summary of the meeting held on 30 January 2012 (copy attached).

For Decision
(Pages 3 - 8)

7. **APPOINTMENT OF BURSARY AND SUB COMMITTEES**

Report of the Town Clerk (copy attached).

For Decision
(Pages 9 - 14)

8. **APPOINTMENT OF AGBIS REPRESENTATIVE**

To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year.

For Decision

9. **REVIEW OF FREEDOM FEES**

Report of the Chamberlain (copy attached).

For Information
(Pages 15 - 22)

10. **CO-OPTED GOVERNOR VACANCIES**

The Headmaster of the City of London Freemen's School to be heard.

For Discussion

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

13. **EXCLUSION OF THE PUBLIC**

To consider the resolution excluding the Public in respect of those items containing exempt information:-

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 Section 12A if the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
14	1, 2, 3 & 4
15	1 & 3
16	3
17	3
18	1 & 3
19	1 & 3
20	1 & 3
21	1
22	-
23	-

Part 2 - Non-Public Agenda

14. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 30 January 2012 (copy attached).

For Decision
(Pages 23 - 32)

15. **PAY CLAIM - TEACHING STAFF**

Report of the Director of Human Resources (copy attached).

For Decision
(Pages 33 - 36)

16. **MASTER PLAN UPDATE**

Report of the City Surveyor (copy attached).

For Decision
(Pages 37 - 66)

17. **LETTINGS ANNUAL REPORT FOR 2011/2012**

Report of the Headmaster of the City of London Freemen's School (copy attached).

For Decision
(Pages 67 - 72)

18. **ARREARS OF FEES**

Report of the Bursar of the City of London Freemen's School (copy attached).

For Decision
(Pages 73 - 74)

19. **HEADMASTER'S REPORT**

Report of the Headmaster of the City of London Freemen's School (copy attached).

For Information
(Pages 75 - 162)

20. **CHAPLAIN AT CLFS**

Report of the Headmaster of the City of London Freemen's School (copy attached).

For Decision
(Pages 163 - 166)

21. **HEAD OF JUNIOR SCHOOL REPORT**

Report of the Head of the Junior School, City of London Freemen's School (copy attached).

For Information
(Pages 167 - 174)

22. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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Agenda Item 3

WOOTTON, Mayor

RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2012, doth hereby appoint the following Committee until the first meeting of the Court in April, 2013.

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership 2012/13**

ALDERMEN

- 2 Alison Jane Gowman
- 2 Alan Colin Drake Yarrow, Sheriff

COMMONERS

- 2 (2) John William Brewster O.B.E., *for two years*
- 4 (4) Vivienne Littlechild
- 9 (4) Roger Arthur Holden Chadwick
- 7 (3) Brian Nicholas Harris
- 2 (2) Anthony Llewelyn-Davies, *for three years*
- 4 (3) Elizabeth Rogula
- 8 (2) John Alfred Bennett, Deputy
- 4 (2) Michael Hudson
- 8 (2) John Hedley Spanner, T.D.
- 30 (1) Robin Anthony Eve, O.B.E., Deputy
- 3 (1) Angela Starling
- Vacancy

together with :-

Mr. F. M. Bramwell
Sir Clive Martin O.B.E., T.D., D.L.
Mr. Douglas Mobsby M.B.E.
Cllr. C. Townsend

together with the ex-officio Members referred to in paragraph 1 above and three Members to be appointed this day.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

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Agenda Item 6

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

30 JANUARY 2012

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL HELD AT THE CITY OF LONDON, GUILDHALL, EC2 ON MONDAY 30TH JANUARY 2012 AT 11.00AM.

Present

Members:

Deputy John Bennett (Chairman)
Roger Chadwick (Deputy Chairman)
Deputy Robin Eve
Alderman Alison Gowman
Brian Harris
Michael Hudson
Vivienne Littlechild
Anthony Llewelyn-Davies

Sir Clive Martin (co-opted)
Douglas Mobsby (co-opted)
Sylvia Moys (ex-officio)
Elizabeth Rogula
John Spanner
Angela Starling
Cllr Chris Townsend (co-opted)

Officers:

Gemma Goulding	- Town Clerk's Department
Dan Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Peter Snowdon	- City Surveyor's Department
Mark Lowman	- City Surveyor's Department
Roger Adams	- City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Richard Alton	- Second Deputy, City of London Freeman's School
Yvette Dunne	- Bursar, City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Michael Bramwell (co-opted), Deputy the Reverend Stephen Haines and Alderman and Sheriff Alan Yarrow.

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

Deputy Robin Eve declared a personal but non-prejudicial interest in relation to the OFA Clubhouse on the basis of his connections with the Old Freeman's School Association (OFA).

Deputy Eve added that all Governors were, ex-officio, associate members of the OFA.

Councillor Chris Townsend declared a personal but non-prejudicial interest in relation to agenda items 14 and 15 stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. MINUTES

The public minutes and summary of the Board meeting held on 2 December 2011 were approved and agreed as a correct record.

MATTERS ARISING

Member Criminal Record Bureau Checks (page 2) – The Chairman informed the Board that this report had been considered by the Court of Common Council earlier this month but had been referred back to the Policy and Resources Committee for further consideration.

'Freedom Fees' (page 2) – In response to a question regarding a forthcoming report on this issue, the Chamberlain stated that this was still to be finalised and that he would keep this Board advised on progress.

4. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

The public minutes and summary of the Finance, General Purposes and Estates Sub Committee meeting held on 13 January 2012 were received.

RECEIVED.

5. MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE

The public minutes and summary of the Academic and Education Sub Committee meeting held on 13 January 2012 were received.

MATTERS ARISING

Governor Training (page 9) – The Town Clerk reported that a reminder email had now been sent to those Governors who were yet to complete and return their Training and Development Questionnaires.

The Chairman reported that the Deputy Head would continue to keep a record of all Governors who attended 'in-house' training sessions and would update their records accordingly. He went on to remind Governors of the need to inform the Deputy Head of any relevant training they might undertake elsewhere or independently.

RECEIVED.

**** DOUGLAS MOBSBY AND COUNCILLOR CHRIS TOWNSEND WITHDREW FROM THE MEETING WHILST ITEM 6 WAS CONSIDERED ****

6. RE-APPOINTMENT OF CO-OPTED GOVERNORS

The Board considered a report of the Town Clerk requesting that Governors consider the re-appointment of Michael Bramwell, Douglas Mobsby and Councillor Chris Townsend as co-opted Governors of the Board for a further three year term.

The Chairman underlined that all three candidates had both his and the Headmaster's support in standing for re-appointment. He pointed out that two

of the candidates were former Chairmen of the Board of Governors and that, in his opinion, Councillor Townsend, as a local, Mole Valley Councillor, was invaluable to have on the Board.

A Governor suggested that it would be useful to be able to consider candidates attendance figures when being asked to consider their re-appointment in the future.

RESOLVED – That, Governors agree the re-appointment of Michael Bramwell, Douglas Mobsby and Councillor Chris Townsend onto the Board for a further term of three years.

7. APPROVAL OF SCHOOL POLICIES

The Board considered a report of the Headmaster of the City of London Freemen’s School asking Governors to review both the ‘Alcohol Consumption by Pupils Policy’ and the ‘Anti Bullying Policy’.

The Chairman pointed out that the Board’s Academic and Education Sub Committee had already scrutinised both of these policies and had suggested various amendments to these which had now been incorporated.

In response to a question, the Headmaster clarified that detailed reviews of School policies were undertaken by the Senior Management Team on an annual basis.

RESOLVED – That, the Board approve both the ‘Alcohol Consumption by Pupils Policy’ and the ‘Anti Bullying Policy’.

8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration.

10. 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 Schedule 12A of the Local Government Act.

<u>Item No</u>	<u>Exempt Paragraphs</u>
11	1, 2, 3 & 4
12	1, 2 & 3
13	2 & 4
14	3 & 4
15	2 & 3
16	2
17	1 & 3
18	1
19	1

20
21
22

-
-
1, 3 & 4

SUMMARY OF MATTERS CONSIDERED WHILST THE PUBLIC WERE EXCLUDED

11. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 2 December 2011 were approved and agreed as a correct record.

12. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

The non-public minutes of the Finance, General Purposes and Estates Sub Committee meeting held on 13 January 2012 were received.

13. MINUTES OF THE ACADEMIC & EDUCATION SUB COMMITTEE

The non-public minutes of the Academic and Education Sub Committee meeting held on 13 January 2012 were received.

14. UPDATE ON MASTER PLAN WORKS

The City Surveyor provided the Board with an update on progress on the School's Master Plan works.

15. OFA CLUBHOUSE PROGRESS UPDATE

The Board considered and approved a report of the Headmaster relative to the plans for the Old Freemen's Association Clubhouse following discussions between the School and the OFA in the autumn term 2011.

16. 'CURRICULUM 2012' IMPLEMENTATION

The Board received a report of the Headmaster of the City of London Freemen's School detailing plans for the implementation of 'Curriculum 2012'.

17. ARREARS OF FEES

The Board considered and approved a report of the Bursar of the City of London Freemen's School relative to the current Arrears of Fees cases.

18. HEAD OF JUNIOR SCHOOL REPORT

The Board received a report of the Head of the Junior School, City of London Freemen's School, relative to various Junior School issues including School Trips and Pupil Successes.

19. HEADMASTER'S REPORT

The Board received a report of the Headmaster of the City of London Freemen's School relative to various School issues including the School Roll, Staffing, Marketing and Oxbridge entries.

20. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions in the non-public session.

21. URGENT ITEMS

Items relative to the future Chairmanship of the Board and a recent visit of Sir Andrew Motion to the School were covered.

SUMMARY OF GOVERNORS ONLY ITEMS

22. GOVERNORS ONLY MINUTES

The Governors only minutes of the meeting held on 2 December 2011 were approved and agreed as a correct record.

The meeting closed at 12.45pm

CHAIRMAN

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Agenda Item 7

Committee: Board of Governors of the City of London Freemen's School	Date: Monday 30 April 2012	Item no. 4
Subject: Appointment of Bursary Committee, Finance, General Purposes and Estates Sub Committee and Academic and Education Sub Committee		
Report of: Town Clerk	Public For Decision	
<u>Summary</u>		
1. The purpose of this report is to consider the appointment of the Board's Bursary Committee and two sub-committees and to approve their composition and terms of reference.		
2. For ease, details of the composition and terms of reference of the Bursary Committee and the two sub-committees are set out in Appendix A.		
<u>Recommendations</u>		
3. It is recommended that:-		
a) consideration be given to the appointment, composition and terms of reference of the following for the ensuing year:-		
<ul style="list-style-type: none">• City of London Freemen's School Bursary Committee• Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freemen's School• Academic and Education Sub-Committee of the Board of Governors of the City of London Freemen's School		

Main Report

4. This report considers the appointment, terms of reference and composition of the Board of Governors of the City of London Freemen's School's Bursary Committee and sub-committees.

5. Each of the Board's Committees and sub-committees are considered in turn below. Details of their terms of reference and proposed composition are set out in Appendix A of this report.

Bursary Committee

6. There are a number of different awards which are provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. The Bursary Committee are concerned with applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three term's assistance).
7. The Current guidelines for assessing bursary applications were reviewed and approved by the Board of Governors in June 2008 and came into effect from September 2008. The amendments made to the bursary scales and the assessment calculation at this time were intended to broaden access to the three City Schools by offering parents means-tested financial support with the payment of school fees and ensure that funds set aside for bursaries were fully utilised.
8. Meetings precede Board meetings as and when an application for assistance is received.

Finance, General Purposes and Estates Sub-Committee

9. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
10. It was intended that the Finance and General Purposes Sub Committee would primarily have a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board which would take any relevant decisions.
11. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

Academic and Education Sub-Committee

12. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
13. It was proposed that the Academic and Education Sub Committee would have an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by the Board. To enable the Sub Committee to fulfil this role it is expected that Governors appointed to the Sub Committee would, with the Headmasters support, attend classes from time to time.
14. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

Contact:

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(A) Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

Terms of Reference

The Bursary Committee at their sole discretion, after considering recommendations by the Headmaster of the School, have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes:-

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

(B) Finance, General Purposes and Estates Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.

Any decision taken by the sub committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub committee should report to each Board of Governors' meeting.

Terms of Reference

With power to act on the following matters:

- To agree action to be taken on arrears of fees; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters

To make recommendations for the Board's approval on the following matters:

- the annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- to make recommendations to the full Board on any other finance issues which may arise (e.g. a rise in employers' contribution to pensions, salary structure, etc).

(C) Academic and Education Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to each Board of Governors' meeting.

Terms of Reference

With power to act on the following matters:

- To agree requests for Sabbatical Leave; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

To make recommendations for the Board's approval on the following matters:

- the development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to monitor general compliance with child protection requirements (not involving individual cases); and
- to make recommendations on any other issues which have been referred by the full Board.

Committee(s):	Date(s):	Item no.
Board of Governors of the City of London Freemen's School Finance Committee Policy and Resources Committee	30 April 2012 1 May 2012 3 May 2012	
Subject: Review of Freedom Fees	Public	
Report of: The Chamberlain	Freemen's School - For Information Finance Committee – For Decision Policy and Resources Committee – For Information	
<p><u>Summary</u></p> <p>1. Freedom fees have not been reviewed since November 1994. A review of the current level of fees is long overdue – indeed it appears that it was agreed in 1994 that they should be reviewed every five years. All freedom fees are currently passed to the Freemen's School Foundation Scholarship Fund.</p> <p>2. The proposal is to increase the charges as set out in the recommendation below with part of the increase being retained to contribute towards the administrative costs of running the Chamberlain's Court and the remainder of the increase benefitting the Foundation Scholarship Fund.</p> <p>Recommendations</p> <p>3. That the charges for a freedom should be increased with effect from 1 July 2012 as follows and be inclusive of a £16.50 contribution towards administrative costs:</p> <p style="margin-left: 40px;">a) Redemption through a Company - £42 (from £25)</p> <p style="margin-left: 40px;">b) Redemption without a Company - £50 (from £30)</p> <p style="margin-left: 40px;">c) Patrimony through or without a Company - £42 (from £25)</p> <p style="margin-left: 40px;">d) Servitude through or without a Company - £42 (from £25)</p>		

Main Report

Background

4. There are four modes of admission to the Freedom of the City of London namely:
 - a) Redemption through a Livery Company - £25;
 - b) Redemption without the intervention of a Livery Company; by Nomination - £30;
 - c) Patrimony through or without a Company - £25; and
 - d) Servitude through or without a Company - £25.
5. Applicants whose name appears on the current ward list are admitted without a fee being charged.
6. Currently the fees received are paid entirely to the Foundation Scholars Fund at the City of London Freeman's School. The authority for this is in section 11 of the Act for Establishing a School for Orphans of Freeman of the City of London 1850 which states that "all sums which may hereafter be received in respect of fines and fees payable to the Corporation of London from persons upon being admitted to the Freedom of the City of London shall be applied by the Mayor, Aldermen and Commons towards the maintenance of the School established by this Act."
7. The above fees were introduced in November 1994; prior to that the fees from 1 April 1980 were:
 - a) Redemption through a Company - £10;
 - b) Redemption without a Company - £12;
 - c) Patrimony through or without a Company - £10; and
 - d) Servitude through or without a Company - £10.
8. Clearly fees should increase but, furthermore, given the current economic climate each Department is implementing 12.5% budget reductions with the Chamberlain's Department also facing additional budget pressures in relation to the Information Services and Financial Services Reviews. As it is not practical to save 12.5% in the cost of running the Court or to make the equivalent savings from elsewhere within the Chamberlain's budget it is proposed that part of the charge for a freedom should be a contribution to the administrative costs of running the Court.

9. There is an interesting historical parallel to apportioning of costs. Professor Caroline Barron from Royal Holloway College in a recent lecture on the Medieval Guildhall constructed in the early fifteenth century stated that various fees (including freedom fees and inrolements of apprentices) were increased to assist with payment of the construction.
10. Admissions to the Freedom for the past decade are as follows:

Year	No. of Admissions
2001	1,603
2002	1,690
2003	1,698
2004	1,703
2005	1,586
2006	1,728
2007	1,732
2008	1,783
2009	1,636
2010	1,692

11. As can be seen, the figures are consistent and an average of around 1,700 people are admitted to the Freedom every year.
12. The increase in charges would particularly affect those applicants applying through the Livery Company route because in addition to paying the charge to obtain City Freedom they pay a fee or a fine when becoming free of the Company and again when made a Liveryman. Increasing the charge would represent an additional financial burden. However, generally company freedom fines and livery fines are much higher than the City charge, even if it were to be increased to £100.
13. The proposal to increase the charges payable to candidates coming via patrimony and servitude by a lower amount reflects that in most cases they are younger and might find the cost more burdensome.

14. Regarding applicants coming via nomination, such candidates are drawn to the Freedom for a variety of reasons which include:
 - a) they live or work in the City;
 - b) they are a member of a City ward club;
 - c) they have a relative who might have been a Freeman and are following a family tradition;
 - d) membership of a Masonic Lodge requires them to obtain City Freedom;
 - e) an interest in the history and traditions of the City of London; and
 - f) being 'rewarded' for some service or charitable deed.
15. As can be seen from the figures, there is a great and consistent demand for the Freedom which still represents good value for money and the Clerk and his team make a conscious effort to make the ceremony a memorable and enjoyable occasion in addition to providing the parchment copy of freedom and "The Rules for the Conduct of Life."
16. Historically the general trend regarding freedom fees since 1835 has been to make the Freedom more easily accessible. Before 1835, all City Freeman had first to be Freemen of one of the City Livery Companies and the joint cost of these freedoms was generally considered prohibitive and a strong disincentive to becoming a City Freeman. At the same time, the City Freedom was then a very practical necessity for those wishing to trade and vote within the City.
17. As a result of this, the Freedom was widened in 1835 and made available to those living and working in the City and not just to Livery Company members.
18. In 1856, persons on the Parliamentary Register for the City were excluded from freedom fees. However, in 1858 a fee of 5 shillings was introduced for such Freemen because "the effect of (not having a fee) did not attract the class of Freemen expected". The 5 shilling fee was raised to one guinea in 1890 but since 1964 there has been no fee payable.
19. The Chamberlain in 1906 stated that he "did not think it admirable to place any unnecessary restrictions in the way of those trying to obtain the Freedom."
20. In 1953 a request to the Court of Common Council stated that:

“...as the Freedom is still a necessary qualification for holding important civic positions, such as membership of the Court of Aldermen, and by that means, the office of Lord Mayor, and membership of the Court of Common Council, anything calculated to limit the class of person entitled to obtain such qualification can only be justified by the most compelling reason.”

21. Even when recommending the increases in the City freedom fees which were approved by the Court of Common Council in 1980 the Policy and Resources Committee stated that:

“Bearing in mind that it is the policy of the Corporation not to place unnecessary restrictions on obtaining the Freedom it would be inappropriate to try to recover the full charge of costs, salaries, accommodation, printing etc relating to the Freedom.”

22. It should be noted that in 1994 the Chamberlain recommended steep increases to the fees charged for the Freedom. They were as follows:
- a) Redemption through a Company - £50.
 - b) Redemption without a Company - £100.
 - c) Patrimony through or without a Company - £30.
 - d) Servitude through or without a Company £30.

The Policy and Resource Committee did not agree to these increases and the fees were set at the lower levels referred to earlier.

Financial and Risk Implications

23. The increase in the Retail Price Index between November 1994 (when the fees were last increased) and February 2012 is 65%. Moving this forward by four months to coincide with a fee increase from, say, 1 July 2012 produces an estimate of 66%. On this basis the new charges (rounded to the nearest pound) would be as follows:
- a) Redemption through a Company - £42 (from £25)
 - b) Redemption without a Company - £50 (from £30)
 - c) Patrimony through or without a Company - £42 (from £25)
 - d) Servitude through or without a Company - £42 (from £25)
24. It is a reasonable assumption that charges at this level would not affect demand and therefore existing income should increase commensurately.

Over the four years 2007/08 to 2010/11 annual income has varied between £45,000 and £50,000 with an average of £46,750. Based on this average, the charges above would be expected to produce total income of £78,000 a year, an increase of £31,250.

25. Ordinarily, all of this increase would be passed to the Foundation Scholarship Fund. However, as mentioned earlier, the Chamberlain's Department is facing significant budget reductions and it is intended that the Freedom Office should contribute by levying an administration charge to meet 12.5% of its annual net cost (i.e. gross cost less the sale of merchandise). The net cost of the Freedom Office is £223,000 a year of which 12.5% would be £27,900. Assuming an average 1,700 Freedoms a year (paragraph 11), the administrative charge required to generate £27,900 would be around £16.50. The charge for a Freedom would therefore comprise the 'fee' and a contribution towards administration costs. For example, the £50 for 'redemption without a company' would comprise a fee of £33.50 and an administration charge of £16.50.
26. Based on the figures above, the Foundation Scholarship Fund would receive an annual income of around £50,100 an increase of some £3,400 compared to the average of £46,750. Although only a modest increase in income, it should be considered in the context of the relatively healthy position of the Fund as set out below which included the transfer of £100,000 to the Bursary Fund in 2009/10.

City of London Freemen's School Foundation Scholarship Fund

	2007/08 £000	2008/09 £000	2009/10 £000	2010/11 £000
Balance b/f 1/4	(111)	(129)	(148)	(67)
Income	(50)	(45)	(45)	(46)
Expenditure - Scholarships (1)	32	26	26	23
- Boarding House (2)				24
Transfer to Bursary Fund			100	
Balance c/f 31/3	<u>(129)</u>	<u>(148)</u>	<u>(67)</u>	<u>(66)</u>

1. Scholarships are awarded to children of deceased Freemen of the City of London.
2. Any excess income accruing to the fund can be applied to maintaining and upgrading the boarding houses. This amounted to £24,418 in 2010/11.

Legal Implications

27. Any increase should be reasonable and justifiable - application of the RPI since the current fee was determined is a reasonable increase.

28. Under the Act for Establishing a School for Orphans of the City of London 1850, all fees and fines received from persons admitted to the Freedom must be paid towards the maintenance of the Freemen's School. It would, however, be appropriate to recover reasonable administration costs in addition to the fees and fines payable but these should be separately calculated as set out in this report.

Conclusion

29. That the charges for a freedom should be increased with effect from 1 July 2012 as follows and be inclusive of a £16.50 contribution towards administrative costs:

- a) Redemption through a Company - £42 (from £25)
- b) Redemption without a Company - £50 (from £30)
- c) Patrimony through or without a Company - £42 (from £25)
- d) Servitude through or without a Company - £42 (from £25)

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Agenda Item 14

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Agenda Item 15

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Agenda Item 16

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Agenda Item 18

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