

**MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE**  
**Thursday, 30 January 2014**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources)  
Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday,  
30 January 2014 at 11.00 am

**Present**

**Members:**

George Gillon (Chairman)  
Deputy Ken Ayers  
Deputy John Barker  
Deputy John Bennett  
Mark Boleat  
Deputy Billy Dove  
Jeremy Mayhew

**Officers:**

Sean Cable

- Town Clerk's Department

**1. APOLOGIES**

Apologies for absence were received from Oliver Lodge and David Thompson.

**2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

**3. MINUTES**

The public minutes of the meeting held on 3 July 2013 were approved as a correct record.

**Matters Arising**

**Role of Deputies (page 2)**

Members' noted that subsequent to the previous meeting of the Sub Committee, all Deputies had been invited to discuss their role. However, Members stated that the role of Deputies was clear and focussed principally on advising the Town Clerk of appointments to Committees.

The Chief Commoner explained that a number of Members had recently met to discuss the role of Ward Deputies with a view to clarifying any misunderstanding about the role. Arising from those discussions Members were of the view that it was important to be clear that the role of Deputies was not to make appointments to committees, but rather to advise the Town Clerk of the decision of Members regarding appointments.

The Sub Committee agreed that it was important that Aldermen fulfilled the responsibility for informing Deputies about their duties. Whilst some guidance had been despatched to Deputies, the Sub Committee agreed that this should be circulated again to all Members.

### **Supporting Statements & CVs (page 2-3)**

The Sub Committee agreed that part (b) of the resolution that had been made at the last meeting should be amended so that 'be advised to conform' should be replaced with 'have only the first 100 words published'.

The revised part (b) of the resolution to read: 'any Member who ignores that guidance will have only the first 100 words published'.

#### **4. MEMBER DEVELOPMENT STEERING GROUP UPDATE**

The Sub Committee received an update on the work of the Steering Group and considered the recently finalised Member Development Strategy. The Strategy outlined the City Corporation's commitment to member development, with a rolling quarterly programme of presentations, visits and training sessions. These would be from a variety of sources and would be designed to increase Member awareness of both the City Corporation as well as to enhance Members' practical skills.

Members were impressed with the work that had been undertaken to date in respect of developing and delivering Member Development provision for all elected Members and wished in particular to express their gratitude to, and commend the work of, the Committee and Member Services Manager who had led the programme and had moved the work forward. The Sub Committee commented favourably on the quarterly programme which would begin in February 2014.

On the question of attendance at learning and development events, it was explained that as the sessions had not yet started, it was hard to determine likely attendance. However, attendance levels at those events which took place in 2013 varied with some poorly attended and others well attended. It was hoped that the extra work that had been channelled into profiling and promoting the new programme would increase attendance.

The new quarterly programme had been informed by an all-Member survey and would, it was hoped, provide a range of activities at different times in order to maximise Member attendance. However, some Members still felt that the timings of sessions should be more varied, with more taking place in the early morning or in the early evening.

The Chairman of the Policy and Resources Committee requested that the Member discussion sessions that he had been hosting on a regular basis should be referenced in the programme as his sessions complemented the Strategy and were a form of Member development.

RESOLVED –

That the views of the Sub Committee and Mr Boleat be reviewed as part of ongoing Member Development activities.

5. **MEMBERS' CONDUCT AT CIVIC MEETINGS**

Members received a draft note from the Chief Commoner which was to be submitted to all Members of the Court of Common Council regarding Member conduct and responsibilities at civic and ceremonial events.

RESOLVED – That:

- I. the draft note be approved, subject to minor amendments, and distributed to all Members of the Court of Common Council.
- II. a further message be sent by the Chief Commoner regarding the new Members' accommodation, inviting all Members of the Court of Common Council to an informal drinks reception and reminding Members of their responsibility in keeping the new accommodation clean and tidy.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

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

There was no urgent business.

**The meeting ended at 11.45 am**

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Chairman

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