

PLEASE BRING THIS AGENDA WITH YOU

1

The Lord Mayor will take the Chair at ONE
of the clock in the afternoon precisely.



COMMON COUNCIL

SIR/MADAM,

You are desired to be at a Court of Common Council, at **GUILDHALL**, on
THURSDAY next, the **12th day of September, 2019**.

JOHN BARRADELL,
Town Clerk & Chief Executive.

*Guildhall,
Wednesday 4th September 2019*

Robert Picton Seymour Howard
Bronek Masojada

}

Aldermen on the Rota

1 **Introduction of Newly-Elected Members**

2 **Apologies**

3 **Declarations by Members under the Code of Conduct in respect of any items on the agenda**

4 **Minutes**

To agree the minutes of the meeting of the Court of Common Council held on 18 July 2019.

For Decision
(Pages 1 - 16)

5 **Resolutions on Retirements, Congratulatory Resolutions, Memorials.**

6 **Mayoral Visits**

The Right Honourable The Lord Mayor to report on his recent overseas visits.

7 **Policy Statement**

To receive a statement from the Chair of the Policy and Resources Committee.

8 **Docquets for the Hospital Seal**

9 **The Freedom of the City**

To consider a circulated list of applications for the Freedom of the City.

For Decision
(Pages 17 - 24)

10 **Legislation**

To receive a report setting out measures introduced into Parliament which may have an effect on the services provided by the City Corporation.

For Information
(Pages 25 - 26)

11 **Appointments**

To consider the following appointments:

- (A) One Member on the **Port Health and Environmental Services Committee**, for the balance of a term expiring April 2020.

Nominations received:-

John Ernest Edwards

- (B) Three Members on the **Markets Committee**, for the balance of terms expiring in April 2020.

Nominations received:-

Deputy Philip Woodhouse

- (C) One Member on the **City Bridge Trust Committee**, for the balance of a term expiring April 2021.

Nominations received:-

Deputy Richard David Regan, O.B.E.

- (D) One Member on the **Board of Governors of the Museum of London**, for a term expiring in September 2023.

Nominations received:-

Randall Keith Anderson

Mark Bostock

Tijs Broeke

John Petrie

Jeremy Lewis Simons

For Decision

12 **Questions**

13 **Motions**

(A) ***By Deputy Richard Regan, O.B.E.***

“That John Ernest Edwards be appointed to the Markets Committee for the Ward of Farringdon Within, in the room of Thomas Anderson (who is no longer on the Court), and also to the Planning and Transportation Committee, in the room of Karina Dostalova?”

For Decision

(B) ***By Deputy Michael Cassidy, C.B.E.***

“That Dawn Linsey Wright be appointed to the Markets Committee and to the Culture, Heritage and Libraries Committee, for the Ward of Coleman Street, in the room of Stuart Fraser (who is no longer on the Court)?”

For Decision

(C) ***By Dominic Christian***

To consider a Motion, submitted by Dominic Christian, in relation to a sport and physical activity strategy.

For Decision
(Pages 27 - 30)

14 **Awards and Prizes**

15 **Policy and Resources Committee**

To consider a number of minor amendments to Standing Orders.

For Decision
(Pages 31 - 76)

16 **Hospitality Working Party of the Policy and Resources Committee**

To consider recommendations concerning the provision of hospitality.

For Decision
(Pages 77 - 78)

17 **Police Authority Board**

To receive the annual report providing a summary of the City of London Police's activities and performance over the past financial year.

For Information
(Pages 79 - 80)

18 **Freedom Applications Committee**

To consider a recommendation in relation to an Honorary Freedom.

For Decision
(Pages 81 - 88)

19 **The City Bridge Trust Committee**

To consider proposals relative to the financial thresholds associated with grant applications approved under delegated arrangements.

For Decision
(Pages 89 - 92)

MOTION20 **By the Chief Commoner**

That the public be excluded from the meeting for the following items of business below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act, 1972.

For Decision

21 **Non-Public Minutes**

To agree the non-public minutes of the meeting of the Court held on 18 July 2019.

For Decision
(Pages 93 - 96)

22 **Policy and Resources Committee and Finance Committee**

To receive a report advising of action taken under urgency procedures in relation to the Markets Consolidation Programme.

For Information
(Pages 97 - 100)

23 **Finance Committee**

To consider reports of the Finance Committee, as follows:-

- (A) **Report of Urgent Action Taken: Borrowing Arrangements** – to note action taken under urgency procedures in relation to the City Corporation's Private Placement and Borrowing Arrangements.

For Information
(Pages 101 - 102)

- (B) **Report of Urgent Action Taken: Business Travel** – to note action taken under urgency procedures in relation to the award of a contract for business travel services.

For Information
(Pages 103 - 104)

24 Property Investment Board

To receive a report advising of action taken under urgency procedures in relation to the disposal of a long-term leasehold interest.

For Information
(Pages 105 - 108)

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ESTLIN, MAYOR

COURT OF COMMON COUNCIL

18th July 2019
MEMBERS PRESENT

ALDERMEN

Sir Charles Edward Beck Bowman
Emma Edhem
The Rt. Hon. the Lord Mayor, Alderman Peter Estlin
John Garbutt
Sir Roger Gifford
Alison Gowman

Prem Goyal
David Andrew Graves
Timothy Russell Hailes
Sheriff Vincent Thomas Keaveny
Alastair John Naisbitt King
Susan Langley

Ian David Luder
Nicholas Stephen Leland Lyons
Professor Michael Raymond Mainelli
Sir Andrew Charles Parmley
William Anthony Bowater Russell
Sir David Hugh Wootton

COMMONERS

George Christopher Abrahams
Caroline Kordai Addy
Munsur Ali
Rehana Banu Ameer
Randall Keith Anderson
Alexander Robertson Martin Barr
Douglas Barrow
Adrian Mark Bastow
Deputy John Bennett
Peter Gordon Bennett
Nicholas Michael Bensted-Smith
Mark Bostock
Deputy Keith David Forbes
Bottomley
Deputy David John Bradshaw
Tijs Broeke
Deputy Michael John Cassidy
Deputy Roger Arthur Holden Chadwick
John Douglas Chapman
Graeme Doshi-Smith

Karina Dostalova
Simon D'Olier Duckworth
Peter Gerard Dunphy
Mary Durcan
Deputy Kevin Malcolm Everett
Anne Helen Fairweather
Sophie Anne Fernandes
Marianne Bernadette Fredericks
Tracey Graham
Deputy The Revd Stephen Decatur Haines
Graeme Harrower
Christopher Michael Hayward
Deputy Tom Hoffman
Ann Holmes
Michael Hudson
Deputy Wendy Hyde
Deputy Jamie Ingham Clark
Deputy Henry Llewellyn Michael Jones
Shravan Jashvantrai Joshi

Angus Knowles-Cutler
Vivienne Littlechild
Oliver Arthur Wynlayne Lodge
Deputy Edward Lord
Paul Nicholas Martinelli
Andrew Paul Mayer
Jeremy Mayhew
Deputy Catherine McGuinness
Andrew Stratton McMurtrie
Wendy Mead
Deputy Robert Allan Merrett
Andrien Gereith Dominic Meyers
Deputy Brian Desmond Francis Mooney
Deputy Alastair Michael Moss
Sylvia Doreen Moys
Deputy Joyce Carruthers Nash
Graham Packham
Dhruv Patel
Susan Jane Pearson

John Petrie
Judith Pleasance
Deputy James Henry George Pollard
Henrika Johanna Sofia Priest
Jason Paul Pritchard
Stephen Douglas Quilter
Deputy Elizabeth Rogula
James de Sausmarez
Ruby Sayed
John George Stewart Scott
Deputy Dr Giles Robert Evelyn Shilson
Jeremy Lewis Simons
Deputy Tom Sleigh
Sir Michael Snyder
Deputy James Michael Douglas Thomson
Deputy John Tomlinson
James Richard Tumbridge
William Upton QC
Mark Raymond Peter Henry Delano Wheatley

1. Apologies The apologies of those Members unable to attend this meeting of the Court were noted.
2. Declarations There were none.
3. Minutes *Resolved* – That the Minutes of the last Court are correctly recorded.
4. Resolutions There were none.

5. Mayoral Visits The Right Honourable The Lord Mayor reported on his recent visits to the United States of America, Canada, Malaysia, Indonesia, and China.
6. Policy Statement The Policy Chair spoke to provide Members with an update on the Fundamental Review, the latest position in respect of the City Corporation's borrowing arrangements, and the outcomes of the London Bridge Inquests.
- The Chairman of the Police Authority Board spoke to join the Policy Chair in commending all those who had responded on that tragic night, as well as to send thoughts and condolences to the families and friends of those who had lost loved ones in the attacks. He added that the Inquests had been meticulous in their scrutiny of the events and that there was much to consider; the City Police and City Corporation would seek to learn everything possible from the findings and carefully review procedures and processes. He hoped to be in a position to update the Court in the autumn with details of any actions that were required to further support the commitment to the security of the City.
7. Hospital Seal There were no docquets to be sealed.
8. Freedoms The Chamberlain, in pursuance of the Order of this Court, presented a list of the under-mentioned persons who had made applications to be admitted to the Freedom of the City by Redemption:-

Kiana Parsno <i>John Alexander Smail</i> <i>Stephen James Osborne</i>	a Student <i>Citizen and Distiller</i> <i>Citizen and Chartered Secretaries & Administrator</i>	Finchley, London
Harold Michael Scott <i>David Howard Higgs</i> <i>Jane Morag Loader</i>	an Engineer, retired <i>Citizen and Tax Adviser</i> <i>Citizen and Tax Adviser</i>	Longstanton, Cambridgeshire
Hilary Ann Andrews <i>George Richard Albert Andrews</i> <i>Nicholas Charles George Andrews</i>	a Registered Nurse <i>Citizen and Pattenmaker</i> <i>Citizen and Pattenmaker</i>	Tonbridge, Kent
Darren Paul Hardy <i>Michael Steele Keith Grant</i> <i>Sir Andrew Charles Parmley, Ald.</i>	a Musician <i>Citizen and Information Technologist</i> <i>Citizen and Musician</i>	Romford, Essex
Janette Elizabeth Burt <i>Alan Leslie Warman</i> <i>Diane Irene Warman</i>	a Human Resources Manager, retired <i>Citizen and Clockmaker</i> <i>Citizen and Clockmaker</i>	Welwyn, Hertfordshire
Farjad Ahmed <i>Wendy Mead, OBE, CC</i> <i>Patricia Agnes Campfield, MBE</i>	a Distribution Company Director <i>Citizen and Glover</i> <i>Citizen and Wheelwright</i>	Hendon, London
Corey Joseph Cook <i>Michael Raymond Mainelli, Ald.</i> <i>Peter Mansi</i>	a Chartered Financial Analyst <i>Citizen and World Trader</i> <i>Citizen and Firefighter</i>	Whetstone, London
Ruth Shane	a Psychoanalytic Psychotherapist	Stoke Newington,

<i>John McKay Ludgate, RD, DL</i> <i>Callum Bairstow Ludgate</i>	<i>Citizen and Glover</i> <i>Citizen and Shipwright</i>	London
Chad Lloyd Coombes <i>Antonio Masella</i> <i>Michael Osborne</i>	a Surveyor Company Director <i>Citizen and Mason</i> <i>Citizen and Basketmaker</i>	Fetcham, Surrey
Amy Charlotte McManus <i>Shravan Joshi</i> <i>James De Sausmarez</i>	a Marketing Agency Director <i>Citizen and Fueller</i> <i>Citizen and Joiner and Ceiler</i>	Ash, Kent
Karen Newbury <i>Harry Andrew Crook</i> <i>Paul Quellyn-Roberts</i>	an Accountant <i>Citizen and Apothecaries</i> <i>Citizen and Distiller</i>	Chester, Cheshire
Paul John Weeks <i>Donald Howard Coombe, MBE</i> <i>Michael Richard Butler</i>	a Headmaster, retired <i>Citizen and Poulter</i> <i>Citizen and Poulter</i>	Norwich, Norfolk
Susan Elizabeth Badman <i>Keith David Forbes Bottomley, Deputy</i> <i>William Barrie Fraser, OBE</i>	a Management Consultant, retired <i>Citizen and Wheelwright</i> <i>Citizen and Gardener</i>	Herne Hill, London
Calum John Paton <i>John Alexander Smail</i> <i>Dorothy Newlands of Lauriston</i>	a Student <i>Citizen and Distiller</i> <i>Citizen and Basketmaker</i>	New Malden, Surrey
Philip Charles Robinson <i>Colin James Bridgen</i> <i>Jeffrey Charles Williams</i>	an Engineer/auditor <i>Citizen and Carmen</i> <i>Citizen and Carmen</i>	Little Stoke, Bristol
Dr Kevin Mark Christopher Stone <i>Colin James Bridgen</i> <i>Jeffrey Charles Williams</i>	an Academic <i>Citizen and Carmen</i> <i>Citizen and Carmen</i>	Bristol
Mark Richard Elton <i>Colin James Bridgen</i> <i>Jeffrey Charles Williams</i>	an Information Technology Director <i>Citizen and Carmen</i> <i>Citizen and Carmen</i>	Gloucester
Sophie Elizabeth Robertson <i>David Frank Batchelor</i> <i>Dr Lesley Patricia Muriel Taor</i>	a Teacher <i>Citizen and Turner</i> <i>Citizen and Art Scholars</i>	Plaistow, London
Alexander Durie Robertson <i>David Frank Batchelor</i> <i>Dr Lesley Patricia Muriel Taor</i>	an Investment Banker <i>Citizen and Turner</i> <i>Citizen and Art Scholars</i>	Battersea, London
Diana Caroline Robertson <i>David Frank Batchelor</i> <i>Dr Lesley Patricia Muriel Taor</i>	a Teacher <i>Citizen and Turner</i> <i>Citizen and Art Scholars</i>	Wanstead, London
James David Gwyn Morris <i>Maximilian Hugh Carter</i> <i>Henry Butler Lloyd</i>	a Stockbroker, retired <i>Citizen and Merchant Taylor</i> <i>Citizen and Mercer</i>	Hawkhurst, Kent
Christopher John Casselden <i>Simon Phillip Bannister</i> <i>Anthony Leonard Wright</i>	a Mechanical Engineer, retired <i>Citizen and Blacksmith</i> <i>Citizen and Blacksmith</i>	Sutton, Surrey
Elizabeth Jane Hillman	a Civil Servant	Ashford, Middlesex

David James Sales
Graham John Fielding

Citizen and Insurer
Citizen and Gunmaker

Matthew James Barclay
William James Barclay
Mark Anthony Grove

an Engineer
Citizen and Master Mariner
Citizen and Cook

Chingford, London

Hannah Elizabeth Barclay

a Project Manager

South Woodford,
London

William James Barclay
Mark Anthony Grove

Citizen and Master Mariner
Citizen and Cook

Iain William Edward Clack
Elaine Irene Clack
William George Thomas

a Customer Services Director
Citizen and Fanmaker
Citizen and Fanmaker

Cippenham, Berkshire

Taylor McKillop

an Investment Analyst

Port Seton,
East Lothian, Scotland

Michael Ernest Garrett, MBE
Steven Edward Harsum

Citizen and Water Conservator
Citizen and Spectacle Maker

Dr Onkar Singh Sahota

a Doctor

Norwood Green,
Middlesex

Prem Babu Goyal, OBE, JP, Ald.
Dhruv Patel, OBE, CC

Citizen and Plumber
Citizen and Clothworker

Chikezie Ekeanyanwu

an Information Technology
Consultant
Citizen and Basketmaker
Citizen and Glover

Barnet, London

Anne Elizabeth Holden
Ann-Marie Jefferys

Xinyue Zhang

a Digital Marketing Manager

Mississauga, Ontario,
Canada

Neil Frederick Purcell
Michele McCarthy

Citizen and Painter Stainer
Citizen and Scrivener

Adnan Anwar Malik
Alan Montague Ware, MBE

a Transport Company Director
Citizen and Gold & Silver Wyre
Drawer
Citizen and Spectacle Maker

Dagenham, Essex

Thurailingham Pavanakumar

The Rt. Hon. Philip Anthony Hammond, MP
The Rt. Hon The Lord Mayor
Catherine Sidony McGuinness,
Deputy

a Member of Parliament

Westminster, London

Citizen and Solicitor

Read.

Resolved – That this Court doth hereby assent to the admission of the said persons to the Freedom of this City by redemption upon the terms and in the manner mentioned in the several Resolutions of this Court, and it is hereby ordered that the Chamberlain do admit them severally to their Freedom accordingly.

9. Legislation

The Court received a report on measures introduced by Parliament which might have an effect on the services provided by the City Corporation as follows:-

Bills

The Animal Welfare (Sentencing) Bill

The Bill seeks to increase the maximum sentence for specified animal welfare offences, including causing unnecessary suffering to an animal, from six months to five years. The Bill is of interest to the Common Council owing to its responsibility for the enforcement of animal welfare legislation across London.

Statutory Instruments

The Social Fund (Children's Funeral Fund for England) Regulations 2019 S.I. No. 1064

Date in force
7th May 2019

The Regulations establish the Children's Funeral Fund for England, which will pay the fees charged by burial and cremation authorities for funerals and associated expenses related to the funerals of children below the age of 18 and still-born children born after 24 weeks' gestation. The Regulations apply to the Common Council in its capacity as a burial and cremation authority.

(The text of the measures and the explanatory notes may be obtained from the Remembrancer's Office.)

Read.

10. Ballot Results

The Town Clerk reported the result of the ballot taken at the last Court, as follows:-

One Member to the **Finance Committee**.

	Votes
Andrien Gereith Dominic Meyers	63
James Richard Tumbridge	27

Read.

Whereupon the Lord Mayor declared Andrien Meyers to be appointed to the Finance Committee.

11. Appointments

The Court proceeded to consider appointments to the following Committees and Outside Bodies:-

Where appropriate:-

** denotes a Member standing for re-appointment.*

- (A) Two Members on the **Board of Governors of the City of London School**, for terms expiring in July 2023.

Nominations received:-

- *Marianne Bernadette Fredericks
- *Sylvia Doreen Moys

Read.

Whereupon the Lord Mayor declared Marianne Fredericks and Sylvia Moys to be appointed to the Board of Governors of the City of London School.

- (B) Five Members on the **Board of Governors of the City of London School for Girls**; three vacancies for terms expiring in July 2023; one vacancy for the balance of a term expiring in July 2022; and one vacancy for the balance of a term expiring in July 2021.

Nominations received:-

*Randall Keith Anderson

*Tom Hoffman, M.B.E., Deputy

*Sylvia Doreen Moys

Read.

Whereupon the Lord Mayor declared Randall Anderson, Deputy Tom Hoffman, and Sylvia Moys to be appointed to the Board of Governors of the City of London School for Girls.

- (C) Five Members on the **Board of Governors of the City of London Freemen's School**; two vacancies for terms expiring in July 2023; one vacancy for the balance of a term expiring in July 2022; one vacancy for the balance of a term expiring in July 2021, and one vacancy for the balance of a term expiring in July 2020.

Nominations received:-

*John Alfred Bennett, M.B.E., Deputy

*Michael Hudson

Read.

Whereupon the Lord Mayor declared Deputy John Bennett and Michael Hudson to be appointed to the Board of Governors of the City of London Freemen's School.

- (D) One Member on the **Licensing Committee**, for a term expiring in April 2023.

Nominations received:-

John William Fletcher

Read.

Whereupon the Lord Mayor declared John Fletcher to be appointed to the Licensing Committee.

- (E) One Member on the **City University of London**, for a term expiring in July 2023.

Nominations received:-

*Jeremy Paul Mayhew

Read.

Whereupon the Lord Mayor declared Jeremy Mayhew to be appointed to the City University of London.

- (F) One Member on the **City & Guilds of London Institute** for a four-year term expiring in August 2023.

Nominations received:-

*Wendy Mead, O.B.E.

Read.

Whereupon the Lord Mayor declared Wendy Mead to be appointed to the City & Guilds of London Institute.

12. Questions

*Bostock, M., to the
Chair of Policy &
Resources*

Future of the City of London School for Girls

Mark Bostock asked a question of the Chair of the Policy and Resources Committee concerning the future of the City of London School for Girls within the Barbican Estate and the potential for its relocation.

Responding, the Chair made reference to the current proposed expansion of the City of London School for Girls, in which there was significant interest. She observed that the Barbican Estate was a hugely significant architectural prize for the City, of which it was extremely proud, and expressed her certainty that the Planning & Transportation Committee would discharge its responsibilities diligently when it came to consider current proposals or any future planning applications which might affect the Estate.

The Chair reminded the Court of the organisation's longstanding approach in respect of the management of individual service areas being entrusted to the responsible committees and Boards. Given this, it would be a matter for the Board of Governors of the Girls' School to determine how it might best deliver its services in the first instance. She reminded Members that the Barbican had been built as a multi-use estate, including a school, arts centre, and other facilities.

Responding to a supplementary question from Mark Bostock, in which he sought a commitment for the City Corporation to champion the Barbican as an iconic estate and actively consider the relocation of all or part of the Girls' School, the Chair suggested that the City Corporation would certainly wish to champion the Barbican Estate but that the future of the School was, ultimately, a matter for the Board of Governors of the City of London School for Girls to consider in the first instance.

Right of Light Payments

*Luder, I.D., Alderman,
to the Chairman of
Standards*

Alderman Ian Luder asked a question of the Chairman of the Standards Committee as to whether she would confirm rumours that a Member had made a claim for rights of light arising from the construction of the City of London Primary Academy Islington, whether such a claim had been settled, and whether she would agree that this indicated a disclosable pecuniary interest was engaged.

Replying, the Chairman of the Standards Committee confirmed her understanding

that a number of properties were so affected by the City of London Primary Academy Islington development that they had been offered financial compensation for loss of rights to light, and that one of these properties appeared in the Register of Interests of an elected member. The compensation figures had not yet been agreed and legal agreements had not yet been entered into in respect of those properties.

The Chairman recognised that the rules on disclosable pecuniary interests could be difficult to apply, as acknowledged by the latest report of the Committee on Standards in Public Life, who had called for legislative change. However, on the basis of the current law, it was her view that a Member whose property was so affected by a planning application that it entitled them to rights of light compensation should the development proceed had an engaged disclosable pecuniary interest in that application.

Susan Pearson spoke to ask a supplementary question, enquiring whether the Chairman would make democratic representation and transparency the guiding principles of the reform of the standards regime. She also identified herself as the Member to whom the original question referred and thanked those Members who had forewarned her about the question, whilst expressing disappointment that the questioner had not sought to clarify the position with her ahead of the meeting. She clarified that she had not been the recipient of any compensation and that, should there be any, it would be in a private capacity and entirely separate from her role as a Common Councillor. She added that the relevant Right of Light issue had arisen in only one meeting she had attended, at which she declared an interest and did not participate in discussion. Responding, the Chairman clarified that the power to make changes to the regime rested with Members of this Court and that full consideration would be given to material issues during the review of the current policies.

Lodge, O.A.W., to the
Chairman of Port
Health &
Environmental
Services

Noxious Odours

Oliver Lodge asked a question of the Chairman of the Port Health & Environmental Services Committee concerning enforcement powers in relation to unpleasant odours being extracted from restaurant and café premises and pumped out on to street level.

Replying, the Chairman detailed the statutory context for controlling such emissions and explained the City's approach from both a Planning and Environmental Health perspective in dealing with this matter. He clarified that, from an Environmental Health perspective, statutory nuisance powers were only applicable to odours experienced within premises and could not be used for odours experienced by passers-by and that the threshold for statutory nuisance was relatively high. Consequently, the control of noise and odour from commercial kitchens was achieved most effectively through the planning process, through attempting to prevent problems before they occurred, rather than responding reactively through the statutory nuisance process. The Chairman also outlined a number of recent incidents where positive outcomes had been achieved through working in co-operation with businesses.

In response to a supplementary question from Oliver Lodge, the Chairman

confirmed that Environmental Health officers would continue to work with Planning colleagues closely in an effort to “design out” potential issues during the planning application process. He also undertook to speak with officers to see whether there might be scope to seek additional powers to be awarded in respect of enforcement.

*Sleigh, T. Deputy, to
the Chairman of
Culture, Heritage &
Libraries*

Cart Marking

Deputy Tom Sleigh asked a question of the Chairman of the Culture, Heritage & Libraries Committee concerning the cost and impact of the annual Cart Marking ceremony.

In reply, the Chairman advised that the charges associated with the Highway related costs were set by the Department of the Built Environment, through their agreed schedule of charges for activities on the public highway. These amounted to an anticipated £8,900 for cart marking for the coming year.

Responding to a supplementary question from Deputy Sleigh, the Chairman advised that exploratory discussions had begun in respect of potentially moving the event to a weekend. He added that he was not aware of the position in respect of police costs but would be happy to speak with the Chair of the Police Authority Board.

In reply to a further supplementary question from Alderman Ian Luder, the Chairman agreed that the principles employed in respect of charging and minimising the impact of such events should be applied consistently.

*Sleigh, T., Deputy, to
the Chairman of
Planning &
Transportation*

Dockless Bike Hire

Deputy Tom Sleigh asked a question of the Chairman of the Planning & Transportation Committee concerning the dockless bike hire scheme.

Responding, the Chairman advised that a six-month trial of a new approach to managing dockless cycle hire had been implemented. This sought to assess the effectiveness of designating parking locations for dockless cycles, as a means of addressing the problem of inappropriately parked bikes obstructing pavements. The Chairman also outlined the details of the selection exercise that had been undertaken to choose operators to participate and the scoring process used to determine the successful applicants.

In response to a supplementary question from Deputy Sleigh in relation to the selection process and the criteria used, the Chairman suggested that officers should be commended for their work to date on the trial and declined to commit to re-opening the process. He advised that the next steps and final approach would depend on the powers that became available to the City Corporation under a pan-London operating and regulatory framework for dockless cycle hire, supported by a new byelaw. This was currently being prepared by London Councils and Transport for London. If it were possible under the byelaw for the City to apply minimum operating or quality criteria to operators and to limit the number of total operators, then an open process would be run to choose suitable operators. There was a wide range of criteria which could be used and the results of the ongoing trial would help inform that process.

In response to a further supplementary question from Vivienne Littlechild, the Chairman clarified that there was a zero-tolerance policy in respect of abandoned bicycles and that a robust line was being taken with operators.

13. Motions There were no motions.

14. Awards & Prizes There was no report.

15. **POLICY AND RESOURCES COMMITTEE**

(Deputy Catherine McGuinness)

4 July 2019

Scheme of Delegations

The Scheme of Delegations to officers had not been reviewed in its entirety since 2014 and now needed updating to take account of revisions made to officer and departmental structures, updates to legislation, and a number of proposed new delegations to assist in the day-to-day management of the organisation.

As the Committee responsible for the review and co-ordination of the governance of the City of London Corporation, including its committees, standing orders and outside bodies scheme, the Policy and Resources Committee had reviewed the document and now **recommended** the amended document be approved.

An addendum, correcting a small number of additional typographical errors, had also been circulated.

Resolved – That the proposed changes to the Scheme of Delegations to Officers, as set out in the appendix to the report and the accompanying addendum, be approved.

16. **POLICY AND RESOURCES COMMITTEE**

FINANCE COMMITTEE

(Deputy Catherine McGuinness)

(Jeremy Paul Mayhew)

21 May 2019

(A) Expansion of the City of London Girl's School

In April 2019, the Policy & Resources Committee and Resource Allocation Sub-Committee had agreed that a loan should be approved for the proposed expansion of the City of London School for Girls, in the event that it proceeded.

Following that decision, the Finance Committee was required to approve a revision to the Corporation's budget of up to £15.3m to facilitate the loan. In-year budget adjustments of this nature were required to be considered by the Finance Committee prior to consideration by the Court of Common Council. The Court was **recommended** to approve the requisite budget adjustment, noting that scheme would be subject to full planning approval and draw down of the loan would happen only in the event that the project was approved at the various relevant stages.

The Chair of Policy and Resources spoke to introduce the debate, clarifying that the provision of a loan was standard practice for the City Corporation in respect of major capital funding requirements for the independent Schools, as they were prohibited from seeking loans directly, as other Schools would do, and so had to seek them via the City Corporation. The same mechanism was being employed in respect of the ongoing project at the City of London Freeman's School, as Members would note at Item 16(B).

The Chairman of Finance also spoke to introduce the item, clarifying that, whilst he was opposed to the School's current expansion proposal, the loan proposal that the Court was being asked to consider here was not scheme specific, as demonstrated by the explicit provision for abortive costs within the overall sum. The appropriate committees would take a view on the merits of particular schemes in the normal fashion; the role of the Finance Committee and the Court at this stage was to consider the in-year budget adjustment. He expressed his hope that this provided some reassurance to concerned parties, as he was conscious that there was a misconception that the approval to be made would constitute explicit support for the currently mooted expansion proposal.

During debate, a number of Members spoke to oppose the proposal, with it suggested that undertakings had been made on the occasion of previous expansions that there would be no further enlargement in the future. It was suggested that the School had clearly outgrown its current site and that there was a real need to pause and reflect on the long-term strategy and future of the School, developing a Master Plan such as created by the City of London Freeman's School, prior to coming to any decision in respect of an expansion within the Barbican Estate. The urgency of a funding decision within the context of the ongoing Fundamental Review and Education Review processes was also queried, with it argued that it would be prudent to wait until the conclusion of these processes, particularly given the significant weight of feeling amongst residents of the Barbican Estate.

A number of Members also spoke in support of the proposal, emphasising the importance of separating the consideration of the budget adjustment from the question of the current expansion proposal and the merits or otherwise of a particular scheme. Whilst it might be simpler or preferable if the three Schools were genuinely independent and could seek loans directly, this was not the case at the present time; therefore, this proposal should be viewed in the context of the funding arrangements utilised for major capital projects at the Schools. It was observed that there had been no objection in respect of the same arrangements for the City of London Freeman's School at Item 16(B) and it was important that the two Schools be treated consistently. Members reiterated that the consideration before the Court was a funding matter and that any approval would not represent a green light for development; whilst there would likely be many objections from residents and other stakeholders, these would be listened to carefully by the School during its consultation process and by the Planning and Transportation Committee during consideration of any planning application, in the event that a proposal materialised. Members urged colleagues to have confidence in the established processes and the relevant committees to discharge their responsibilities appropriately.

Resolved – That approval be granted to an allocation up to £15.3m from the general reserves of City's Cash to provide loan funding for the Girls' School expansion project.

(B) Report of Action Taken: Phase 1 of the Freeman's School Masterplan project – Loan

The Court received a report advising of action taken under urgency procedures in relation to a budget adjustment.

The Policy & Resources Committee and Resource Allocation Sub-Committee had agreed that an internal loan of up to £18.818m to should be granted to the City of London Freeman's School to fund Phase 1 of the School's Masterplan project.

Following that decision, the Finance Committee was required to approve a revision to the Corporation's budget of up to £18.818m to facilitate the loan. In-year budget adjustments of this nature are required to be considered by the Finance Committee, which is responsible for making subsequent recommendations concerning budget adjustments to the Court.

Approval was sought and granted under urgency procedures, to allow for works to be undertaken during the summer holiday period.

Resolved – That the action taken under urgency procedures be noted.

17.

FINANCE COMMITTEE

(Jeremy Paul Mayhew)

9 July 2019

(A) Capital Funding

The Court was **recommended** to approve additional budgetary provisions of up to £8.463m to fund six schemes agreed for progression outside of the Fundamental Review, namely:

- Corporate IT Service Contract – Outsourcing Transition
- Three Police IT Modernisation Projects (Managed Desktop, Security Zone, and Intranet and Sharepoint delivery)
- Electrical supply works at Walbrook Wharf for electric vehicle charging
- Urgent mechanical and electrical systems works at Walbrook Wharf

These schemes had been approved by the Policy & Resources Committee and Resource Allocation Sub-Committee, following which, the Finance Committee had approved the requisite revisions under urgency procedures. In-year budget adjustments of this nature were required to be considered by the Finance Committee, which was responsible for making subsequent recommendations concerning budget adjustments to the Court.

Resolved – That Members:-

- Approve an allocation of up to £8.463m from the reserves of the relevant

funds (as outlined in the report) to allow the six identified schemes to progress.

- Note that this year's capital funding bids will be assessed initially against the existing prioritisation criteria, pending new criteria to be developed via the Fundamental Review.

(B) Capital Funding – Bid for Reprioritisation: Wanstead Park Ponds

The Court was recommended to approve additional budgetary provisions of up to £150,000 to provide internal loan funding for the engineering assessment and modelling of the Wanstead Park pond system.

The cascading chain of three ponds located at the Park had been designated by the Environment Agency as High Risk under the Flood and Water Management Act 2010 and the City Corporation had a statutory duty to ensure that the pond structures meet the required standards. A sum of £150,000 was, therefore, being sought to undertake an engineering assessment and modelling of the pond system, to determine whether further steps were necessary to bring the Ponds up to standard.

Resolved – That an allocation of £150,000 be approved from the general reserves of City's Cash to provide funding for the engineering assessment and modelling of the pond system.

(C) Capital Funding – Bid for Reprioritisation: Electric Vehicle Replacements to Comply with the Ultra-Low Emission Zone

The Court was **recommended** to approve additional budgetary provisions of up to £3m to provide internal loan funding for electric and other low emission vehicle replacements, in order to comply with the Mayor of London's Ultra Low Emissions Zone (ULEZ) and the City Corporation's 'Transition to a Zero Emission Fleet' policy. This comprised £2.3m from the general reserves of City Fund for Police and other City Fund vehicles, and £0.7m from the general reserves of City's Cash for City's Cash vehicles.

Resolved – That Members:-

- Approve an additional budgetary provision of up to £3m, to provide internal loan funding to be drawn from the general reserves of City Fund and City's Cash.
- Agree that these loan facilities will be available from 2019/20 onwards, to be drawn down as required over the life of the projects subject to other relevant approvals.

18.

BARBICAN RESIDENTIAL COMMITTEE

(Michael Hudson)

17 June 2019

Temporary Reduction in the Quorum

The Barbican Residential Committee (BRC) had experienced difficulty in recruiting non-resident Members and was currently carrying six vacancies, out of the required eleven, leaving future meetings at a high risk of being inquorate. The Court was

recommended to consider a temporary reduction in the quorum of the BRC, from four to three non-resident Members, to ensure that a quorum could be achieved at the scheduled September and December 2019 BRC meetings.

A Member observed that the temporary reduction to the quorum was currently open-ended and proposed an amendment to insert a fixed date on which the quorum would revert to the norm.

Lodge, O.A.W.;
Barr, A.R.M

Amendment – That a temporary reduction to the quorum of the Barbican Residential Committee, from four to three non-resident Members, be agreed until 31 December 2019, to ensure a quorum at the September and December 2019 meetings.

Upon the amendment being put, the Lord Mayor declared it to be carried.

Resolved – That a temporary reduction to the quorum of the Barbican Residential Committee, from four to three non-resident Members, be agreed until 31 December 2019, to ensure a quorum at the September and December 2019 meetings.

19. **STANDARDS COMMITTEE**

(Ann Holmes)

3 May 2019

Annual Report

The Court received the annual report of the Standards Committee, advising of its activity between May 2018 and April 2019 period. It was noted that four alleged breaches of the Code of Conduct were considered by the Committee during 2018/19.

The Chairman spoke to introduce the item, following which, a number of Members spoke in relation to the current standards regime. Reference was made to recent email exchanges, with some calling for a more pragmatic and common-sense approach to be taken in respect of dealing with standards matters. A Member also spoke to urge support for the Standards Committee in its efforts to keep the reputation of the City Corporation in high regard.

Dunphy, P.G.;
Broeke, T.

Motion – That the Court proceed to the next item of business, in accordance with Standing Order 11(8).

Upon the Motion being put, the Lord Mayor declared it to be carried.

Resolved – That the report be received and its content noted.

20.

Hoffman, T.,
M.B.E., Deputy;
Mayhew, J.P

Resolved – that the public be excluded from the meeting for the following items of business below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act, 1972.

Summary of exempt items considered whilst the public were excluded:-

21. *Resolved* – That the non-public Minutes of the last Court are correctly recorded.
22. **Policy and Resources Committee**
The Court approved proposals concerning the City of London Primary Academy Islington.
23. **Policy and Resources Committee and Capital Buildings Committee**
The Court approved proposals concerning the Museum of London Relocation Programme.
24. **Property Investment Board**
The Court received a report advising of action taken under urgency procedures concerning the acquisition of a freehold.
25. **Finance Committee**
The Court:-
- a) approved proposals concerning framework contracts for major housing projects;
 - b) noted action taken under urgency procedures concerning the disposal of an element of highway land;
 - c) noted action taken under urgency procedures in relation to borrowing arrangements;
 - d) noted action taken under urgency procedures in relation to the provision of security services; and
 - e) agreed a budget adjustment associated with the obtaining of vacant possession at Smithfield General Market.

The meeting commenced at 1.00 pm and ended at 2.55 pm

BARRADELL.

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List of Applications for the Freedom

To be presented on Thursday, 12th September 2019

*To the Right Honourable The Lord Mayor, Aldermen and Commons of
the City of London in Common Council assembled.*

Set out below is the Chamberlain's list of applicants for the Freedom of the City together with the names, etc. of those nominating them.

David Thomas Banning Wigg <i>Mervyn Doreen Redding Lawrence John Day</i>	a Journalist / Broadcaster <i>Citizen and Basketmaker Citizen and Maker of Playing Cards</i>	Chelsea, London
Dr Otto Von Feigenblatt <i>Frederick Joseph Trowman Donald Mostyn Morris</i>	an Academic <i>Citizen and Loriner Citizen and Distiller</i>	Loxahatchea, Florida, United States of America
Joshua William Elvin <i>Elizabeth Mary Elvin Ann Elizabeth Esslemont</i>	a Student <i>Citizen and Glover Citizen and Glover</i>	Wokingham, Berkshire
Aleksander Adam Laskawer <i>Michael Richard Adkins John Parry</i>	a Technology Manager <i>Citizen and Water Conservator Citizen and Loriner</i>	Casekow, Poland
Ellen Elizabeth Murphy <i>Nicholas John Anstee, Ald. John Douglas Chapman, CC</i>	a Technology Support Manager <i>Citizen and Butcher Citizen and Common Councilman</i>	Great Totham, Essex
Henry James Redknapp <i>Gordon Warwick Haines Caroline Wilma Haines, CC</i>	a Football Manager, retired <i>Citizen and Needlemaker Citizen and Educator</i>	Poole, Dorset
Grace Enatufe <i>Timothy Russell Hailes, Ald., JP Marianne Bernadette Fredericks, CC</i>	a Cleaner <i>Citizen and International Banker Citizen and Baker</i>	Deptford, London
Denise Anne Kennedy <i>Christopher Thomas Edge Derek Francis Forbes</i>	a Tour Manager and Guide, retired <i>Citizen and Chartered Secretary & Administrator Citizen and Gold & Silver Wyre Drawers</i>	Muswell Hill, London
Brian Frederick Shailer <i>Clive Albert Francis Lambert David John Inker</i>	a Banker, retired <i>Citizen and Carmen Citizen and Carman</i>	Twickenham, London

Karina Bagration <i>Frederick Joseph Trowman</i> <i>David Robert Boston</i>	a Company President <i>Citizen and Loriner</i> <i>Citizen and Gold & Silver Wyre</i> <i>Drawer</i>	Kiev, Ukraine
Penelope Jane Cox McNeill Love <i>Deputy Richard David Regan, OBE</i> <i>Anne Regan</i>	a Registered Nurse <i>Citizen and Cutler</i> <i>Citizen and Fletcher</i>	Salisbury, Wiltshire
Christopher William James <i>Peter Desmond Robinson</i> <i>David Victor Harrison</i>	a Car Cleaning Company Director <i>Citizen and Butcher</i> <i>Citizen and Butcher</i>	Brentwood, Essex
Danny Chaney <i>Vincent Dignam</i> <i>Marianne Bernadette Fredericks, CC</i>	a Construction Company Chief Executive Officer <i>Citizen and Carmen</i> <i>Citizen and Baker</i>	Sittingbourne, Kent
Paul Norman Callaghan <i>Jonathan Martin Averbs</i> <i>David Andrew Harry McGregor Smith, CBE</i>	a Street Environment Officer <i>Citizen and Fletcher</i> <i>Citizen and Cook</i>	Rayners Lane, Harrow
Gillian Susan Allan <i>David Ian Allan</i> <i>Kevin Hendy Dewey</i>	a Holding Company Director <i>Citizen and Stationer & Newspaper</i> <i>Maker</i> <i>Citizen and Stationer and Newspaper</i> <i>Maker</i>	West Clandon, Surrey
Jill Caroline Eden-French <i>Barbara Janet Connell</i> <i>Elaine Davis</i>	a Lawyer <i>Citizen and Scrivener</i> <i>Citizen and Painter-Stainer</i>	Westcliff-on-Sea, Essex
Peter Richard Eden <i>Barbara Janet Connell</i> <i>Elaine Davis</i>	an Insurance Broker <i>Citizen and Scrivener</i> <i>Citizen and Painter-Stainer</i>	Westcliff-on-Sea, Essex
Becky Thoseby <i>Colin Anthony Hart</i> <i>Stephen Richard Lewin</i>	a Civil Servant <i>Citizen and Broderer</i> <i>Citizen and Broderer</i>	Bermondsey, London
Neil Alexander Hocking <i>John Douglas Chapman, CC</i> <i>Nicholas John Anstee, Ald.</i>	a Local Government Officer <i>Citizen and Common Councilman</i> <i>Citizen and Butcher</i>	East Grinstead, West Sussex
Neil Gordon Barclay <i>Dorothy Newlands of Lauriston</i> <i>Ann-Marie Jefferys</i>	a Music Teacher <i>Citizen and Basketmaker</i> <i>Citizen and Glover</i>	Poplar, London
Richard Edward Melhuish <i>Jan Charles Wichtowski</i> <i>Susan Mary Wichtowski</i>	an Environmental Engineering Company Chairman <i>Citizen & Cutler</i> <i>Citizen & Framework Knitter</i>	Chilworth, Nr. Guildford, Surrey
Charles William Doe <i>Harold Ebenezer Piggott</i> <i>Paul Stephen Hollebhone</i>	a Metal Processing Company Director <i>Citizen and Basketmaker</i> <i>Citizen and Chartered Accountant</i>	Chichester, West Sussex

Adrian Malcolm Robertson <i>Deputy Keith David Forbes Bottomley</i> <i>Christopher Michael Hayward, CC</i>	a Manufacturing Systems Consultant, retired <i>Citizen and Wheelwright</i> <i>Citizen and Pattenmaker</i>	Southwark, London
Andrew Clifford Parton <i>Deputy Keith David Forbes Bottomley</i> <i>Christopher Michael Hayward, CC</i>	an Account Manager, retired <i>Citizen and Wheelwright</i> <i>Citizen and Pattenmaker</i>	Edgbaston, Birmingham
Margaret Joy Mayston, AM <i>Neil Graham Morgan Redcliffe</i> <i>Pauline Mavyn Lyle-Smith</i>	an Academic <i>Citizen and Basketmaker</i> <i>Citizen and World Trader</i>	Little Venice, London
David Ralph Potts, MBE <i>Martin John Edward Bunn</i> <i>Robert Slobodan Lakic</i>	a Regular Army Officer, retired <i>Citizen and Coach Maker & Coach</i> <i>Harness Maker</i> <i>Citizen and Glover</i>	Wapping, London
Paul Lawrence Murphy <i>Ian Stewart Wilson</i> <i>Donald Howard Coombe, MBE</i>	a Public Servant <i>Citizen and Poulter</i> <i>Citizen and Poulter</i>	Purley, Surrey
Robert Michael John Cross <i>Alan Roy Willis</i> <i>David William Bentley</i>	an Officer Cadet <i>Citizen and Baker</i> <i>Citizen and Baker</i>	Wimbledon, London
Shane Mark O'Neill <i>Professor George Cooper Borthwick</i> <i>Steven Cooper Borthwick</i>	a Chartered Surveyor <i>Citizen and Needlemaker</i> <i>Citizen and Needlemaker</i>	Northfields, London
Bernard Nicholas John Barker <i>Julian Edward Christian Briant</i> <i>Jonathan James Hugh Barnes Yellowley</i>	a Musician <i>Citizen and Painter-Stainer</i> <i>Citizen and Carpenter</i>	Streatham, London
Michael Thomas Wilkins <i>Marianne Bernadette Fredericks, CC</i> <i>Gordon Warwick Haines</i>	a Security Officer <i>Citizen and Baker</i> <i>Citizen and Needlemaker</i>	Belvedere, Kent
Lt Col. Michael Robert Allison, TD <i>Alan Leslie Warman</i> <i>Diane Irene Warman</i>	a Chartered Electrical Engineer, retired <i>Citizen and Clockmaker</i> <i>Citizen and Clockmaker</i>	North Somerset
James Edward Harry Took <i>William Frederick Payne</i> <i>Gareth Wynford Moore</i>	a Service Manager, retired <i>Citizen and Joiner</i> <i>Citizen and Joiner</i>	Beccles, Suffolk
Iain Warwick Bray <i>Martin Victor Edwards</i> <i>George Niblett</i>	an Admissions Officer <i>Citizen and International Banker</i> <i>Citizen and Mason</i>	Folkestone, Kent
Subrina Hossain <i>Ann-Marie Jefferys</i> <i>Anne Elizabeth Holden</i>	a Television Company Director <i>Citizen and Glover</i> <i>Citizen and Basketmaker</i>	Ilford, Essex
Robertas Katilius <i>Timothy Russell Hailes, Ald., JP</i> <i>Deputy Thomas Sleigh</i>	a Postgraduate Student <i>Citizen and International Banker</i> <i>Citizen and Common Councilman</i>	Greenwich, London

Benjamin Mackay Mielke <i>Timothy Russell Hailes, Ald., JP</i> <i>Rev. Canon David Parrott</i>	a Veterinarian <i>Citizen and International Banker</i> <i>Citizen and Distiller</i>	Essendon, Hertfordshire
Rhiannon Elizabeth Leary <i>Emma Edhem, Ald.</i> <i>Wendy Mead, OBE, CC</i>	a Local Government Officer <i>Citizen and Woolman</i> <i>Citizen and Glover</i>	Hertford, Hertfordshire
Simon Stuart Cross <i>Alderman Timothy McNally</i> <i>Nicholas Brudenell Doherty</i>	a Borough Councillor <i>Citizen and Glazier</i> <i>Citizen and Gunmaker</i>	Hampshire
Anthony Joseph Schembri Jr. <i>Justin Giles Joseph Morin-Carpentier</i> <i>James Anthony Drabble</i>	a Professor <i>Citizen and Tyler & Bricklayer</i> <i>Citizen and Art Scholar</i>	Douglaston, New York, United States of America
David Michael Youkee <i>Adarsh Kumar Sharma</i> <i>Michael Peter Cawston</i>	a Local Government Officer <i>Citizen and Chartered Accountant</i> <i>Citizen and Tyler & Bricklayer</i>	Aylesbury, Buckinghamshire
Kevin John Sullivan <i>Graham John Peacock</i> <i>Richard Eaglesfield Floyd</i>	a Building Supervisor <i>Citizen and Loriner</i> <i>Citizen and Basketmaker</i>	Hornchurch, Essex
Karolis Bagdonas <i>Graham John Peacock</i> <i>Richard Eaglesfield Floyd</i>	a Cleaning and Maintenance Manager <i>Citizen and Loriner</i> <i>Citizen and Basketmaker</i>	Ilford, Essex
Audrius Bagdonas <i>Graham John Peacock</i> <i>Richard Eaglesfield Floyd</i>	a Security Officer <i>Citizen and Loriner</i> <i>Citizen and Basketmaker</i>	Newham, London
Derek Arthur Taylor <i>Samuel Simon Walsh</i> <i>Simon Stuart Walsh</i>	a Civil Engineer <i>Citizen and Loriner</i> <i>Citizen and Loriner</i>	Upminster, Essex
Canon Robin Ward <i>Ruth Suzanne Ward</i> <i>Rev. Prof. Diarmaid Ninian John Macculloch , Kt.</i>	a Clergyman <i>Citizen and Solicitor</i> <i>Citizen and Barber</i>	Oxford, Oxfordshire
William George Joseph Thurston <i>Ann-Marie Jefferys</i> <i>Anne Elizabeth Holden</i>	a University Student <i>Citizen and Glover</i> <i>Citizen and Basketmaker</i>	Cornwall
George Walter Griffin <i>Kristen James Cottier</i> <i>Robert George Munson</i>	a Marine Engineer, retired <i>Citizen and Spectacle Maker</i> <i>Citizen and Builders Merchant</i>	Eltham, London
Tatiana Aleksandrovna Shipulina <i>Frederick Joseph Trowman</i> <i>David Robert Boston</i>	a Neuropsychologist <i>Citizen and Loriner</i> <i>Citizen and Gold & Silver Wyre Drawer</i>	Novosibirsk, Russia
Nicholas Spearman <i>Michael Peter Cawston</i> <i>Colin Trevor Gurnett</i>	a Police Officer <i>Citizen and Tyler and Bricklayer</i> <i>Citizen and Wheelwright</i>	Chelmsford, Essex

Terry John Crook <i>Michael Peter Cawston</i> <i>Colin Trevor Gurnett</i>	a Police Officer <i>Citizen and Tyler and Bricklayer</i> <i>Citizen and Wheelwright</i>	Maldon, Essex
John Murray <i>Ann-Marie Jefferys</i> <i>Dorothy Newlands of Lauriston</i>	a Bank Manager <i>Citizen and Glover</i> <i>Citizen and Basketmaker</i>	Braintree, Essex
H.E. Lubomir Rehak <i>Peter Lionel Raleigh Hewitt</i> <i>Fidelma Mary Hewitt</i>	The Ambassador of Slovakia <i>Citizen and Woolman</i> <i>Citizen and Pewterer</i>	Hampstead, London
Brian Laurence Bennett, OBE <i>Mark Raymond Peter Wheatley</i> <i>Deputy James Henry George Pollard</i>	a Musician <i>Citizen and Draper</i> <i>Citizen and Skinner</i>	Shenley, Hertfordshire
Russell James Allen <i>Iain Reid</i> <i>Richard Leslie Springford</i>	an Event Communications Company Director <i>Citizen and Educator</i> <i>Citizen and Carman</i>	Buckinghamshire
Jody Alan Townsend <i>Gordon William Sinclair Davie</i> <i>Christopher Anthony Verey Dadson</i>	an Analyst Programmer <i>Citizen and Wheelwright</i> <i>Citizen and Glover</i>	Edenbridge, Kent
Wo Christopher Robert Arger <i>Mark John Herbage</i> <i>James Richard Martin</i>	a Regular Army Non- Commissioned Officer <i>Citizen and Cook</i> <i>Citizen and Baker</i>	Norwich, Norfolk
Christine Margaret Hawthorne <i>Andrew Boggis</i> <i>Dr Elisabeth M Goodwin</i>	a Dyslexia Tutor, retired <i>Citizen and Skinner</i> <i>Citizen and Educator</i>	Epping, Essex
Paul James Brinck <i>Edward Arthur Jackson</i> <i>David John Borchardt Brinck</i>	a Bank Manager, retired <i>Citizen and Wheelwright</i> <i>Citizen and Wheelwright</i>	Fleet, Hampshire
Zulkaif Riaz <i>Timothy Russell Hailes, Ald., JP</i> <i>Fiona Josephine Adler</i>	a Student <i>Citizen and International Banker</i> <i>Citizen and Tobacco Pipe Maker</i>	Southall, Middlesex
Steven Frank Olding <i>John Gavin</i> <i>Thomas William Robert Lee</i>	a Printing Company Director, retired <i>Citizen and Information Technologist</i> <i>Citizen and Barber</i>	South Norwood, London
Alexander Luc Norman Appelmans <i>Martin Klocek</i> <i>Henryk Stanislaw Klocek</i>	a PhD Researcher <i>Citizen and Loriner</i> <i>Citizen and Loriner</i>	Islington, London
Malvin Sharpless <i>Richard John Bradburn</i> <i>Ovlan Clement Redmond</i>	an Electrical Sales Manager, retired <i>Citizen and Musician</i> <i>Citizen and Butcher</i>	Hull, Yorkshire
Hannah Beth Jackson <i>Brian Andrew Kay, OBE, TD, DL</i> <i>Thomas Lloyd Barker</i>	a Farmer <i>Citizen and Furniture Maker</i> <i>Citizen and Farrier</i>	Croglin, Cumbria

James Marcus Stuttard <i>Robert David Frazer Barnes</i> <i>Deputy Catherine Sidony McGuinness</i>	a Banker <i>Citizen and International Banker</i> <i>Citizen and Solicitor</i>	Haslemere, Surrey
David Douglas Macdonald <i>Timothy Russell Hailes, Ald., JP</i> <i>Christopher Michael Hayward, CC</i>	a Property General Manager <i>Citizen and International Banker</i> <i>Citizen and Pattenmaker</i>	Haslingfield, Cambridgeshire
Michael James Edward Shaw Polak <i>Susan Pamela Webb</i> <i>Sir Andrew Charles Parmley, Ald.</i>	a Barrister <i>Citizen and Musician</i>	Farringdon, London
Ann Marie Lonergan <i>Dr Anthony Guy Smart, MBE</i> <i>Elizabeth Frances Shaw</i>	a Furniture Company Managing Director	Ealing, London
Ross Maxwell McEwan <i>Vincent Thomas Keaveny, Ald. & Sheriff</i> <i>Deputy Catherine Sidony McGuinness</i>	a Bank Chief Executive Officer <i>Citizen and Solicitor</i> <i>Citizen and Solicitor</i>	Putney, London
Sadia Brigitte Ricke <i>Deputy Catherine Sidony McGuinness</i> <i>The Rt. Hon The Lord Mayor</i>	a Investment Banking Ceo <i>Citizen and Solicitor</i>	Kensington, London
Christiano Arnhold Simoes <i>John Alexander Smail</i> <i>Dorothy Newlands of Lauriston</i>	an Entrepreneur <i>Citizen and Distiller</i> <i>Citizen and Basketmaker</i>	Zurich, Switzerland
Julie Anne Etchingham <i>Alison Jane Gowman, Ald.</i> <i>Deputy Catherine Sidony McGuinness</i>	a Journalist <i>Citizen and Glover</i> <i>Citizen and Solicitor</i>	East Sheen, London
The Rt. Hon. Michael Gove, MP <i>Jeremy Paul Mayhew, CC</i> <i>Deputy Catherine Sidony McGuinness</i>	a Member of Parliament <i>Citizen and Loriner</i> <i>Citizen and Solicitor</i>	West Kensington, London
The Rt. Hon. David Michael Gauke, MP <i>The Rt. Hon The Lord Mayor</i> <i>Christopher Michael Hayward, CC</i>	a Member of Parliament <i>Citizen and Pattenmaker</i>	Chorleywood, Hertfordshire
Amanda Jane Bradshaw <i>David John Bradshaw, CC</i> <i>Lesley Faith Bradshaw</i>	a Service Innovation Leader <i>Citizen and Common Councilman</i> <i>Citizen and Cooper</i>	Wellingborough, Northamptonshire
Anthony David James Bradshaw <i>David John Bradshaw, CC</i> <i>Lesley Faith Bradshaw</i>	a Pension Consultant <i>Citizen and Common Councilman</i> <i>Citizen and Cooper</i>	Northampton, Northamptonshire
Ana Patricia Botin-Sanz De Sautuola Y O'Shea <i>The Rt. Hon The Lord Mayor</i> <i>Deputy Catherine Sidony McGuinness</i>	a Bank Group Executive Chairman <i>Citizen and Solicitor</i>	Madrid, Spain
Ms Xin Chen <i>Mei Sim Lai</i> <i>Alastair John Naisbitt King, Ald.</i>	a Banker <i>Citizen and Horner</i> <i>Citizen and Blacksmith</i>	Finchley, London

Michael Scott Raleigh
Jonathan Martin Avern
Paul Malcolm Kennerley, RD

a Business Manager
Citizen and Fletcher
Citizen and Coachmaker & Coach
and Harness Maker

Palmerston North, New Zealand

The Hon. Hannah Mary Rothschild
Graham David Packham
Wendy Marilyn Hyde

a Charity Director
Citizen and Upholder
Citizen and World Trader

Little Venice, London

Jennette Arnold, OBE
Deputy Catherine Sidony McGuinness
Henry Nicholas Almroth Colthurst

a Member of the London
Assembly
Citizen and Solicitor
Citizen and Grocer

Hackney, London

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Report – City Remembrancer

Measures introduced into Parliament which may have an effect on the work and services provided by the City Corporation

To be presented on Thursday, 12th September 2019

To the Right Honourable The Lord Mayor, Aldermen and Commons of the City of London in Common Council assembled.

Statutory Instruments

The Animal Welfare (Licensing of Activities Involving Animals) (England) (Amendment) Regulations 2019 S.I. No. 1093

Date in force
6th April 2020

The Regulations will prohibit the commercial sale of puppies and kittens aged under six months, which were not bred by the licence holder. The Regulations are of interest to the Common Council owing to its responsibility for the enforcement of animal welfare legislation across London.

(The text of the measures and the explanatory notes may be obtained from the Remembrancer's Office.)

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Motion –
by Dominic Christian

To be presented on Thursday, 12th September 2019

*To the Right Honourable The Lord Mayor, Aldermen and Commons
of the City of London in Common Council assembled.*

Motion:-

That this Honourable Court welcomes the development of a Sport & Physical Activity Strategy for the City of London Corporation which will enhance the City's contribution to London's cultural and community life; build on the existing work of our open spaces, schools, and academies; and support our commitment to the health and wellbeing of City residents, workers, and visitors.

In guiding Officers as they draft the Corporation's strategic vision for sport and physical activity, the Court believes that:

- Sport inspires competitors to achieve the best they can, and celebrates both winning and taking part;
- Sport and physical activity enables participants of all ages to live healthier more active lives;
- Sport unifies society: it is the ultimate social inclusion with participants and spectators drawn together from all backgrounds, helping to develop more cohesive communities;
- Sport produces significant social return, for example by improving mental health and reducing crime, including diverting young people away from gang and knife crime;
- Sport teaches fusion skills which enhance employability, such as teamwork and resilience;
- Sport contributes to London's global brand in offering a comprehensive attractive package to businesses and their staff in a way few other cities can;
- Sport enhances the Corporation's convening power by providing networking opportunities to bring people together informally.

Moreover, this Court notes the wide engagement of the City's business community in sport as commercial partners, as well as supporting staff and community sport activities, using both to strengthen brand and build bridges with domestic and international customers and stakeholders.

It further notes the importance that the Mayor of London and agencies such as London & Partners place on sport, both in growing participation and in bringing more elite competitions to the capital.

This Court therefore commits the Corporation to develop a comprehensive and unified Sport & Physical Activity Strategy which:

- a) supports the development and improvement of our existing sport and physical activity facilities, including those in our open spaces, and their use for both widening participation and hosting elite competitions;
- b) fully involves the City's schools and academies as part of their educational and co-curricular provision;
- c) supports London bids for international elite sport tournaments in accordance with Government, UK Sport and the Mayor of London's priorities, including provision of facilities and hospitality both during bids and once an event has been successfully secured;
- d) as part of our regional strategy, provides appropriate support for hosting bids submitted by other parts of the United Kingdom (where they are not in competition with London);
- e) engages City residents and workers, as well as students in our schools and academies and residents in Corporation housing, in sport and physical activity programmes and events designed to increase participation and improve health and wellbeing;
- f) promotes diversity and inclusion in sport, including women and girls, disability, BAME and LGBTQ+ involvement; and
- g) works alongside the Department for Digital, Culture, Media, & Sport; UK Sport; Sport England; the Sport & Recreation Alliance; London Sport; the Greater London Authority; London Councils; international and national sport federations; and local professional and amateur sports clubs.

In developing the new Strategy, this Court also requests:

- i. the Policy and Resources Committee to put in place:
 - (a) appropriate Member-level governance arrangements for strategic oversight of the Corporation's sport activities and sport engagement; and,
 - (b) being mindful of the ongoing Fundamental Review, appropriate resource allocation for sport, including drawing together existing resources into one identifiable budget;
- ii. the Establishment Committee to ensure that adequate management and operational structures are in place to oversee the delivery of the Strategy.

Signatories to the Motion, pursuant to Standing Order 12(3):-

*Dominic Christian
Caroline Addy
Rehana Ameer
Alexander Barr
Deputy Keith Bottomley
Karina Dostalova
Christopher Hayward
Deputy Jamie Ingham Clark
Deputy Edward Lord
Andrew McMurtrie
Alderman William Russell*

*Alderwoman Susan Langley
Munsur Ali
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Sophie Fernandes
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Jeremy Simons
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Report – Policy and Resources Committee

Standing Orders: Light Touch Review

To be presented on Thursday, 12th September 2019

*To the Right Honourable The Lord Mayor, Aldermen and Commons
of the City of London in Common Council assembled.*

SUMMARY

Over recent years, a number of *ad hoc* amendments have been made to the City Corporation's Standing Orders. It is apparent that a small number of inconsistencies have crept in over time which need to be corrected; in addition, a handful of legislative changes which have come into force in recent years are not wholly reflected within the latest document.

A light-touch review has, therefore, been undertaken to correct any inconsistencies in the Standing Orders, to provide further clarity where necessary, and to bring them up to date with legislation. This is not intended to be a wholesale review of Standing Orders. It does not probe the suitability of certain items, nor review whether custom and practice should be altered. Such a review would require Member endorsement and form the basis of a discrete and suitably resourced governance review.

As the Committee responsible for the review and co-ordination of the governance of the City of London Corporation, including its committees, standing orders and outside bodies scheme, your Policy and Resources Committee hereby presents revised Standing Orders following a light-touch review for consideration and the Court of Common Council is recommended to approve the amended document accordingly.

RECOMMENDATION

It is recommended that the proposed changes to Standing Orders be approved as set out at Appendix 1.

MAIN REPORT

Background

1. Standing Orders are the written rules of the City of London of Corporation which confirm the internal organisational administrative procedures and regulate the conduct of meetings.
2. As a matter of good practice, the opportunity has been taken recently to review Standing Orders, to ensure that they read correctly and do not contain any obvious errors; that they reflect current practice; that any cross references are accurate; and to ensure that the formatting is tidy and causes no confusion.

3. In addition, a number of areas have been identified where further clarity is either necessary or would be beneficial.
4. The proposed amendments are set out in full using tracked changes in the attached Appendix, for Members' ease of reference. A summary of the main amendments is also set out below:
 1. **Application** – references to individuals throughout have been altered to make them gender neutral and the previous explanatory clause deleted (3f) as it is no longer required; reference to “Deputy Town Clerk” deleted as post no longer exists; and an amendment made to remove potential interpretation of Aldermen not being part of the Court of Common Council.
 10. **Ballots** – new sub-clause to clarify partial and full-term appointments.
 13. **Questions** – (10) a timescale for written responses inserted and (11) clarity over number of questions that may be asked.
 15. **Disorder** – clarity on the process, incorporating the inclusion of warning before any action is taken.
 16. **Duration** – to bring into line with the arrangement for committees (i.e. a two-thirds majority rather than a simple majority).
 19. **Decisions Between Meetings** – (3) greater clarity in relation to consultees, to reflect practice.
 20. **Petitions** – to bring into line with the deadline for Motions and obviate difficulties potentially caused by bank holidays.
 22. **Committee Limit** – clarity over the counting of committees for the number of committees a Member may serve on.
 23. **Ward Committees** – clarity over the composition of ward committees and a new provision to reflect the previously agreed position relating to the Community and Children's Services Committee.
 29. **Chairmen** – (3) inclusion of Standards Appeal Committee and also Investment Committee (in recognition of the fact it meets only twice a year and does not act as a “normal” Grand Committee); (6) inclusion of voting arrangements.
 30. **Deputy Chairmen** – to more fully reflect the protocol for the election of deputy / vice chairmen to the Policy and Resources Committee; general voting arrangements included for clarity.
 31. **Ward Reception Committees** – new SO (4) to recognise and include the previously approved process for the appointment of Aldermen.
 32. **Access to Meetings** – new SO (2) to include reference to filming etc.

35. **Attendance** – (3) to include the Standards Appeal Committee and correct reference to co-opted Members rather than ex-officio Members.
- 37 **Conduct of Debate** – (2) to include definitions of a point of order and personal explanation.
39. **Disorder** – inclusion of a warning before any action is taken.
44. **Interests** – to bring up to date with current legislation.

Part 9 Property – the following new SO included to reflect the previously approved responsibilities of the Capital Buildings Committee, consistent with the agreed wording within that Committee's Terms of Reference:

54. Capital Buildings Committee

(i) Where projects have been referred to, or are within the remit of, the Capital Buildings Committee, decisions in relation to the acquisition and disposal of properties related to the project, including disposal or alternative use of current operational properties to be vacated on completion of the project, shall sit outside of the normal Standing Orders (53-60) governing acquisitions and disposals.

57. Freehold Disposals – revised amounts for anticipated receipt requiring approvals from £0.5M to £1M, to bring consistency with the thresholds for leasehold disposals; deletion of unnecessary specific reference to Corporate Asset Sub-Committee (as it is the Finance Committee to which relevant powers are delegated and which can decide to delegate further to a sub-committee or retain them as it sees fit).

59. Variations – revised to clarify financial delegation limits and present the figures in a table, consistent with other related Standing Orders.

Conclusion

4. It is recommended that the Court of Common Council approve the changes as set out in Appendix 1.

Appendices

- Appendix 1 – Revised Standing Orders (with amendments shown in track changes)

All of which we submit to the judgement of this Honourable Court.

DATED this 4th day of July 2019.

SIGNED on behalf of the Committee.

Deputy Catherine McGuinness
Chair, Policy and Resources Committee

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Standing Orders of the Court of Common Council

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PART 1 – Introduction

1. Application and Interpretation

1. Unless otherwise specified, these Standing Orders shall govern the proceedings of:-
 - a. the Court of Common Council;
 - b. Committees and Sub-Committees
2. The person presiding at a meeting of the Court of Common Council (the Lord Mayor) or of a Committee or Sub-Committee (the Chair/Chairman) is the final authority as to the interpretation of Standing Orders.
3. For the purposes of these Standing Orders:-
 - a. the term “Lord Mayor”, in the absence of the Lord Mayor, applies to the Locum Tenens;
 - b. the term “Chair” or “Chairman”, in the absence of the elected Chair/Chairman, applies to the person taking the Chair of a Committee, Sub-Committee or Working Party meeting;
 - c. the term “Member” refers to an elected Member of the Court of Common Council (or the Court of including Aldermen);
 - d. references to Committees include Sub-Committees;
 - e. where there are references to “the Town Clerk”, the Deputy Town Clerk, the Assistant Town Clerks or other properly appointed Officer shall be authorised to act in the absence of the Town Clerk or where there is a vacancy in the office of Town Clerk.
 - ~~f. words importing the masculine gender include the feminine gender.~~

2. Suspension

1. The Court shall have the power to suspend, alter or abrogate Standing Orders by resolution carried by a majority of the Members present and voting.
2. No Committee or Officer may suspend, alter or abrogate a Standing Order unless given authority by the Court to do so.

3. Amendment

1. Any proposal to amend these Standing Orders shall be considered by the Policy & Resources Committee whose recommendations shall be reported to the Court

for approval. Thereafter, the Town Clerk is authorised to make the necessary amendments.

2. The Town Clerk is authorised, after consultation with the Chamberlain,
 - a. to adjust the financial limits specified in these Standing Orders in line with changes in the value of money;
 - b. to make any consequential amendments to the relevant Standing Orders and report such amendments to the Policy & Resources Committee.

PART 2 – Court of Common Council Meetings

4. Access to Meetings

All meetings are open to the public unless:-

- a. confidential information as defined in Section 100A(3) of the Local Government Act 1972 is to be discussed; or,
- b. a resolution has been passed to exclude the public as there is likely to be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972;

~~save that~~ In respect of non-local authority and non-police authority functions this Standing Order is applied unless the Court of Common Council determines otherwise.

5. Notice of Meetings

Public notice of the time and place of meetings of the Court of Common Council shall be posted in an appropriate place at least five working days before the meeting, or if a meeting is convened at shorter notice, then at the time it is convened.

6. Summons

1. The Town Clerk will issue a Summons, on behalf of the Lord Mayor, for each meeting stating the time at which the Court will meet and the time at which, or after which, any ballots will be conducted.
2. Except in cases of urgency or where circumstances make it impracticable, the Summons and accompanying papers will be sent to Members ~~six~~ five clear working days in advance of the meeting.
3. The Town Clerk has discretion, having regard to the convenience of the Court, to settle the order in which items of business appear on the Summons and, if

necessary, during a meeting with the consent of the Lord Mayor and the agreement of the Court to amend the published order of business.

4. When an Address, Memorial, Petition or Remonstrance to the Throne, or to any Member of the Royal Family, is to be considered, on the advice of the Policy & Resources Committee when appropriate, the item shall be taken immediately after the opening of the Court, following the confirmation of the Minutes and the introduction of any new Members, unless the matter is to be considered with the public excluded when it shall be considered at an appropriate time. No such Address, Memorial, Petition or Remonstrance shall be reconsidered or altered after having been agreed to by the Court.
5. On the occasion of the Lord Mayor taking his seat for the first time, an instruction to Members to wear their gowns will be included in the Summons.

7. Quorum

1. The quorum for meetings of the Court is 40 Members, one of whom must be the Lord Mayor and two of whom must be Aldermen.
2. If a quorum is not established within five minutes of the hour-time stated on the Summons, those present may depart.
3. If, during a meeting of the Court, it is the opinion of the Lord Mayor that a quorum has ceased to exist, business will be suspended whilst the number of Members present is counted and the result announced.
 - a. If a quorum exists the business will proceed.
 - b. If a quorum does not exist, the meeting will be dissolved and all remaining business will be adjourned to the next meeting.

8. Attendance

1. The names of Members attending the Court shall be recorded as they enter the Court and printed in the Minutes of the meeting.
2. A Member attending the Court for the first time shall:
 - a. before taking his-their seat, be formally called formally into the Court by the Town Clerk and introduced to the Lord Mayor by the Deputy or another Member of his-their Ward;
 - b. be clothed in a mazarine gown by the Remembrancer's representative and conducted to his-their seat.

9. Reports

1. When submitting any proposal to the Court, Committees have discretion to circulate a printed report to every Member of the Court ~~before as part of the agenda for~~ the meeting at which it is to be considered.
2. A Sub-Committee ~~or Working Party~~ is not entitled to submit a report to the Court unless it has Terms of Reference approved by the Court which confer the requisite authority on it to do so.
3. A minority of either a ~~Court Committee~~ or Sub-Committee is not entitled to submit a report to the Court.
4.
 - a. A report or decision of a Committee or Sub-Committee may be referred to the Court providing that notice of the referral by not less than 20 Members of the Court is submitted to the Town Clerk by no later than 12 noon, nine working days before the meeting of the Court for inclusion in the Summons.
 - b. A Member seeking to submit a referral on grounds of urgency, notice of which has not been included in the Summons, must inform the Town Clerk of the terms of that referral not less than 60 minutes before the time scheduled for the start of the Court so that the Lord Mayor may rule on the need for urgency.
 - c. No action shall be taken to implement any decision pertaining to the subject of the referral until such time as the Court shall have considered the matter, subject to the proviso that such referral would not preclude a decision being taken and/or implemented that ~~in the opinion of the Town Clerk~~ was necessary for legal reasons or for the efficient conduct of the City Corporation's business.

10. Ballots

1. Ballots will be held when:-
 - a. there is more than one Member seeking appointment to a vacancy on a ~~City of London Corporation~~ Committee or to represent the City of London Corporation on an outside body. ~~Members may nominate themselves. Members nominated by others shall be advised by the Town Clerk and requested to confirm or not such nomination. If no response is received, such Member(s) will be considered to be in nomination.~~
 - b. a recommendation is made to appoint an Officer whose appointment is in the gift of the Court;

~~and will be taken together at the time stated on the Summons.~~
2. Before the votes on a matter to be decided by ballot are counted, the Lord Mayor will nominate two Scrutineers who will supervise the counting of votes.

3. For the purpose of casting their votes, Members ~~should~~must be present in Court when a ballot is called.
4. When one vacancy has to be filled and there are more than two candidates, voters shall mark numbers against candidates' names on ballot papers in order of preference.
 - a. Upon the absence of any candidate achieving 50% of first preference votes, the candidate with the fewest first preference votes will be eliminated and their votes reallocated according to their second preference therein.
 - b. Procedure in 10.4(a) is repeated until one candidate has obtained 50% of the votes cast.
 - c. Without prejudice to the foregoing 10.4(a) and (b), the successful candidate will be the first candidate to obtain 50% of the votes cast in the ballot.
5. When two or more vacancies have to be filled, the candidates with the highest number of votes shall be declared to be elected. Where the available terms are of differing lengths, the longest term shall be awarded to the candidate with the highest number of votes, the next longest term to the candidate with the second highest number of votes, and so on. In the event of an equality of votes, terms shall be allocated according to seniority (the longer term to the more senior Member).

11. Conduct of Debate

1. Members must stand in their places (if able to do so) to indicate clearly their wish to speak and if two or more Members rise, the Lord Mayor may select one of them to speak, in which case all other Members must be seated.
2. No Member may speak more than twice on the same question other than the Chair/Chairman of the Policy & Resources Committee (or, in ~~his~~their absence, the Deputy Chair/Chairman) to provide a clarification of policy if such be required.
3. The Mover of a Motion may not speak for longer than ten minutes, plus a further ten minutes in reply to the debate, and any subsequent speaker must not speak for more than five minutes on the first occasion and two minutes on the second occasion except with the consent of the Court (such times to include the putting of the Motion or Amendment).
- 3.4. Any Amendment so moved shall relate to the subject matter of the Motion and shall not have the effect of negating the Motion.
- 4.5. Should the Mover of an Amendment to a Motion choose to speak for a second time on the Amendment, they shall be the penultimate speaker (the Mover of the original Motion being the final speaker on the Amendment). In such circumstances, the Mover of the Amendment must not speak for more than five minutes and the Mover of the original Motion must not speak for more than ten

minutes.

5.6. Every Member must confine ~~his~~their speech strictly to the Motion or Amendment under discussion or to a point of order or explanation, and must not be repetitious. The ruling of the Lord Mayor on issues of relevance or repetition is final.

6.7. At any time, a Member may raise a point of order or make a personal explanation necessitated by the statement of another Member. Any Member speaking at the time must give way when a point of order or personal explanation is made. The ruling of the Lord Mayor on a point of order or the admissibility of a personal explanation is final.

7.8. Discussion will not be allowed on:-

a. a Motion to extend the time allowed for the:-

- length of the meeting of the Court;
- length of time allowed for consideration of Motions;

b. the Mover and Secunder of a Motion or Amendment seeking permission to withdraw or amend that Motion or Amendment;

c. a Motion to adjourn a debate in progress.

8.9. At any time other than when a Motion in the name of a committee is under discussion, a Member who has not spoken on the original Motion may move: *‘That the Court proceed to the next item of business’*. If this is seconded, the Motion to proceed to the next item of business shall be put forthwith and without debate unless the Lord Mayor is of the opinion that the Motion is premature or is in any sense an abuse of the rules of the Court. If the Motion is carried, the item of business which was before the Court when the Motion was moved shall not be re-introduced during the same meeting without the consent of the Court.

9.10. If a Member stands (if able) or otherwise indicates, either while another Member is addressing the Court or, if there is a Motion before the Court, at the conclusion of a speech and moves *‘That the question be now put’*, and this is seconded and carried, that question shall be put forthwith and without debate unless the Lord Mayor is of the opinion that the Motion is premature or in any sense is an abuse of the rules of the Court. In no case shall the Mover be precluded from a right to apply-reply should they elect to exercise it.

10.11. A debate may take place upon a Motion for adjournment of the Court, but will be confined to that subject.

11.12. No Member shall make derogatory personal references or use offensive expressions or improper language to any other Member of the Court or Officers.

12. Motions

1. All Motions must relate to matters that are within the powers or duties of the City of London Corporation.
2. All Notices of Motion (other than procedural, those relating to changes of membership of Committees and those to which Standing Order Number 12 (7) applies) must be signed by no fewer than ten Members and be submitted to the Town Clerk by no later than 12 noon, nine working days before the meeting of the ~~court~~ Court for inclusion in the Summons.
3. Notices of Motions set out in the Summons shall include the names of the signatories thereto.
4. A Member seeking to move a Motion (other than procedural, those relating to changes of membership of Committees and those to which Standing Order Number 12 (7) applies) on grounds of urgency, notice of which has not been included in the Summons, must inform the Town Clerk, in writing, of the terms of that Motion not less than 60 minutes before the time scheduled for the start of the Court so that the Lord Mayor may rule on the need for urgency.
5. The Mover may, with the consent of the Seconder, at any time, withdraw a Motion of which ~~they~~ has have given notice, at which time discussion of that Motion shall cease.
6. A time limit of not more than 60 minutes will be allowed for the discussion of Motions put forward by Members. After 45 minutes, when a Mover rises to move a Motion at the commencement of a debate ~~they~~ shall be asked whether ~~they~~ wishes to proceed or to have the debate adjourned and carried over to the next meeting. Any Motion so adjourned will be placed first under the item for Motions included on the Summons for the next meeting after any procedural Motions and preceding any Motions not reached within the allotted time.
7.
 - a. ~~no~~ No Motion to rescind or amend any resolution passed within the preceding six months, and no Motion or Amendment to the same effect as one that has been rejected in the preceding six months, or any Motion or Amendment that has been passed over by virtue of Standing Order Number 11 (~~89~~), can be proposed unless notice thereof appears on the Summons and bears the names of at least 40 Members.
 - b. ~~once~~ Once a Motion proposed under Standing Order Number 12 (7) (~~a~~) has been dealt with by the Court, it shall not be open to any Member to propose a similar Motion or Amendment within a further period of six months.

However, this Standing Order will not apply to Motions or Amendments appearing on the Summons in pursuance of a recommendation of a Committee nor to resolutions made under the urgency procedures in Standing Order Number 19.

13. Questions

1. A Member may ask the Chair/Chairman of a Committee any question:-
 - a. on an item of the Committee's business that is included in the Summons;
 - b. on a matter that is not included in the Summons but in relation to which the Court has powers or duties and which affects the City or the City of London Corporation provided that, except in cases of urgency, notice of the question has been given to the Town Clerk in writing not later than 12 noon, two working days before the meeting.
2. A Member seeking to ask a question without due notice as a matter of urgency must inform the Town Clerk in writing of the terms of the question not less than 60 minutes before the time scheduled for the start of the meeting so that the Lord Mayor may rule on the need for urgency.
3. Every question shall be put and answered without discussion, although Chair/Chairmen may decline to answer. Questions will normally only be answered if the Member giving notice is present to put their question in person. In exceptional circumstances, the Lord Mayor may direct that the Town Clerk puts the question on behalf of a Member who is unavoidably absent and where they considers it would be in the interests of the Corporation that the Court hear the Chair/Chairman's answers.
4. A Chair/Chairman (including the Chairs/Chairmen of the three Investment Boards of the Investment Committee) may not speak for longer than five minutes in response to any question or supplementary question except with the consent of the Court.
5. A Member may ask no more than three questions (excluding supplementaries) at any meeting of the Court.
6. A Member asking a question may ask one supplementary question, and three other Members may each ask two supplementary questions provided that the supplementary questions arise naturally out of the original question and the answer to it.
7. Any questions that the Town Clerk considers do not relate to matters in which the Court has powers or duties and which do not affect the City or the City of London Corporation will not be allowed.
8. The Town Clerk will, with the consent of the questioner, re-direct a question if they considers it to have been addressed to the Chair/Chairman of an inappropriate Committee.
9. A time limit of not more than 40 minutes will be allowed for the putting and answering of questions, including supplementary questions, and it shall not be in order to move for an extension of that time.

10. Questions not dealt with owing to the expiration of the 40 minutes time limit shall be deferred for consideration at the following meeting and shall be put in advance of other questions, or may, with the consent of the questioner, be answered in writing within two working days, a copy of the answer being placed in the Members' Reading Room.
11. The Chair/Chairman of the Policy & Resources Committee shall be given the opportunity to provide the Court with a brief statement at each meeting concerning the key policy and strategic issues affecting the City and the work of the City of London Corporation. A maximum of three Members may ask one questions ~~may be asked~~ in direct response to the Chair/Chairman's statement.

14. Divisions

1. A Member demanding a Division must stand for that purpose. A Division will not be allowed unless another 12 11 Members (i.e. 12 in total) stand in their places to support the demand.
2. If a Division is allowed, the Lord Mayor will ensure that two Tellers for the affirmative and two for the negative are appointed. ~~–If there are insufficient Members of the Court willing to act as Tellers, no Division will take place.~~
3. If a Division is allowed, the Town Clerk will ring the Division bell and at the expiration of three minutes they will ascertain whether a Division is still demanded. If so, the Bar of the Court will be closed after which no Member may enter or leave the Court except for the purpose of recording his ~~their~~ vote until the Division has been declared closed.
4. The Town Clerk will repeat the Motion and every Member then present and wishing to vote will cast his ~~their~~ vote either for the affirmative or the negative (the Lord Mayor voting without leaving the Chair and having the right to a second, casting vote). The Ayes for the question will go through the Bar of the Court to the right of the Lord Mayor and the Noes through the Bar to the left, the votes being recorded at the respective exits. ~~–Members will return to their seats through the central entrance.~~
5. Members wishing to abstain should remain seated and the Lord Mayor will seek confirmation of their intention before accepting a declaration from the Tellers that every Member wishing to vote has done so, after which the Bar of the Court will be re-opened and Members will return to their seats through the central entrance.
6. The Town Clerk will call for the Tellers' reports and declare the result.

15. Disorder

1. In the event of disorder or a persistent disregard of the authority of the Chair, and if they considers it necessary in the interests of the Court and the City of London Corporation, the Lord Mayor will ask that there be no further interruption. If the interruption continues, they may:-

a. direct the Member(s) of the Court they considers to be abusing the Court to retire for the remainder of the sitting or for such lesser period as they may decide, any such decision to be final;

a.b. require that a member(s) of the public be removed from the public gallery;

b.c. at any time if they considers it desirable in the interest of order, suspend a sitting or adjourn a meeting of the Court for such time as they may decide.

c.d. ~~require that a member(s) of the public be removed from the public gallery.~~

16. Duration

If, after three hours from the time appointed for the start of the meeting, the business has not been concluded, the meeting will adjourn~~close~~, any debate being suspended, and all unfinished business will stand adjourned to the next meeting unless a two-thirds majority of the Members present wish the meeting to continue, and subject to there being a quorum. Items that are so adjourned and which, in the opinion of the Town Clerk, require a decision before the next meeting will be considered in accordance with Standing Order Number 19.

17. Minutes

1. The minutes of the Court will be printed and circulated and will include:-
 - a. All Motions and Amendments together with the names of the Movers and Seconders and including the names of Movers of reports~~;~~
 - b. The results of any Ballot (pursuant to Standing Order Number 10).
 - c. The results of any Division (pursuant to Standing Order Number 14).
 - d. The names of any Members presented to Royal and other Distinguished Persons received at Guildhall.
2. The correctness of the minutes will be verified at the beginning of the following regular meeting of the Court.

18. Chief Commoner

1. The holder of the Office of Chief Commoner shall be a Member of the Court of Common Council.
2. The Chief Commoner shall be elected by the Court of Common Council at the October meeting each year.
3. The term of office of the Chief Commoner shall be for a period commencing and ending on the date of the first Court of Common Council after the wardmotes each year.
4. A Member is ineligible to seek election as Chief Commoner if they hasve previously served the Office of Chief Commoner.
5. Candidates for election to the Office of Chief Commoner shall be nominated by exactly 10 other Members, nominations to be submitted to the Town Clerk by no later than nine working days before the meeting of the Court for inclusion in the Summons. Submissions must be made in writing and accompanied by the signatures of the 10 Members supporting the candidate's nomination.

6. The Chief Commoner shall be:

- a. an ex-officio Member of the Policy & Resources Committee;
- b. Chair/Chairman of all Sub-Committees and Working Parties of the Policy & Resources Committee that are responsible for the provision of City Corporation Hospitality, Members' privileges, Members' facilities (other than Guildhall Club), and Members' training and development.
- c. ineligible to chair any City Corporation Committee other than the Sub-Committees and Working Parties referred to in Standing Order Number 18 (6) (b).

19. Decisions between Meetings

1. Between regular meetings of the Court of Common Council, if, in the opinion of the Town Clerk, it is urgently necessary for a decision to be made, then the powers of the Court may, where lawfully possible, be exercised by the Town Clerk. Before exercising this power, ~~they~~ must obtain the comments of:-

- the Lord Mayor
- the Chief Commoner
- the Chair/~~Chair~~man of the Policy & Resources Committee
- the Chair/~~Chair~~man of the Finance Committee

or a nominee of each who shall be, respectively,

- an Alderman
- a Past Chief Commoner still in Common Council
- a Member of the Policy & Resources Committee
- a Member of the Finance Committee

2. Where the recommendation is made by the Policy & Resources Committee or the Finance Committee then the fourth person shall be the Chair/~~Chair~~man of the Planning & Transportation Committee or ~~theirs~~ nominee from that Committee.

~~2.3.~~ Where the recommendation is made jointly by two of the aforementioned committees, then the fourth person shall be the Chair/Chairman of the Port Health and Environmental Services Committee or, if they are also conflicted, another senior Chair/Chairman.

4. The Town Clerk's powers only extend to the approval or non-approval of the recommendation placed before ~~him~~ ~~them~~, not its amendment.

5. Each decision of approval shall be reported to the next regular meeting of the Court with an explanation of the need for the use of this procedure.

6. Each decision of non-approval shall be submitted to the next meeting of the Committee or Sub-Committee making the recommendation and that Committee or Sub-Committee may submit the matter for decision by the full Court if this is still feasible. Where a decision of non-approval is in prospect, the Chair/~~Chair~~man of the recommending Committee or ~~his~~ ~~their~~ representative shall be informed and allowed to make representations in support of ~~his~~ ~~their~~ Committee's decision.

20. Petitions

1. Any Petition (other than for grants of money) intended to be presented to the Court must be lodged at the Town Clerk's office, duly endorsed by the Member presenting, not later than 12 noon ~~on the Monday~~ ten working days before the meeting of the Court at which it is proposed to present ~~such the~~ Petition, which from the time of being ~~so~~ lodged shall remain in the custody of the Town Clerk. The wording of the Petition or a summary thereof shall be printed on the Summons for the Court.
2. No Petitioner shall be permitted to address the Court except in reply to questions.

PART 3 – Committees and Sub-Committees

21. Appointment

The annual appointment of Committees of the City of London Corporation will take place at the first regular meeting of the Court which will be held in April.

22. Committee Limit

1. Subject to (23) below no Member shall serve on more than eight Committees, be they Ward or Non-Ward Committees;
- ~~4.2.~~ For the purposes of this Standing Order, the Open Spaces and City Gardens Committee and the West Ham Park Committee shall count as one Committee.
- ~~2.3.~~ This limit shall not apply:
 - ~~a. To the membership of the Open Spaces and City Gardens Committee and the West Ham Park Committee which will count as one Committee;~~
 - ~~b.a.~~ To membership of the Capital Buildings Committee;
 - ~~e.b.~~ To membership of the Standards Appeals Committee;
 - ~~d.c.~~ If a vacancy on a committee has been advertised on at least two occasions and remains unfilled. In such circumstances, a Member may serve on that committee even though it may cause the limit of 8 to be exceeded in the current year for the remainder of the municipal year.

Service on Committees in an ex-officio capacity does not count for the purpose of this Standing Order.

23. Ward Committees

1. Ward Committees comprise at least two Aldermen ~~(regardless of whether the Ward has sides) with five or fewer Members~~ together with a number of Commoners as detailed in Standing Order No. 23(3).

2. The Aldermen shall be appointed on the basis of nominations by the Court of Aldermen.
3. The Commoners shall be appointed on the basis of:-
 - a. one Member from each Ward (regardless of whether the Ward has sides) ~~with~~ having five or fewer Members;
 - b. two Members from each Ward (regardless of whether the Ward has sides) ~~with~~ having six or more Members; ~~or,~~
 - c. one Member representing a Ward or Side of Ward that has agreed to pair with ~~that another Member's~~ Ward, which is geographically nearby, for the purpose of representation on one or more Ward Committees;
 - d. up to two Members on the Community and Children's Services Committee from Wards with 200 or more residents.
4. Wards shall choose whether to nominate a Member(s) to serve on each of the several Ward Committees.
5. After consultation with the Members of their Wards, the Deputies of the Ward shall submit the nominations to the Town Clerk subject to the following:-
 - a. the term of office of a Member on a Ward Committee is one year;
 - b. a Member who has served four terms on a Ward Committee, separately or consecutively, is not eligible for appointment for a further term whilst there is a Member of the Ward who has not served and wishes to do so, unless the majority of the Members of the Ward so decide.
6. If a Ward chooses not to nominate a Member(s) to serve on a Ward Committee, the Town Clerk shall notify the vacancy to all Members and seek nominations prior to the appointment being made by the Court.

24. Non-Ward Committees

1. Non-Ward Committees comprise Members elected by the Court for either:-
 - a. a specific term at the end of which, if eligible, the Member must seek re-election; or,
 - b. an indefinite term subject to annual re-appointment by the Court.
2. Any Member wishing to serve must notify the Town Clerk in writing and all applications received will be listed on the Summons for the meeting of the Court at which the appointment is to be made. If necessary, a ballot will take place in accordance with Standing Order Number 10.

25. Vacancies

1. When a vacancy occurs in any Committee, the Member elected to fill it will continue for the remainder of the term of the Member creating the vacancy, and such part of the term will count as a full term for the purposes of Standing Orders Numbers 23 (5) ~~and 29 (3) (a)~~.
2. Prior to the expiry of a completed term of office on a Non-Ward Committee, or when vacancies arise, all Members will be notified by the Town Clerk.

26. Terms of Reference

Each Committee will have Terms of Reference approved by the Court.

27. Sub-Committees

1. The Committees of the City of London Corporation may at any time:-
 - a. constitute, dissolve, or alter the membership of a Sub-Committee set up by them;
 - b. within its terms of reference from the Court, authorise a Sub-Committee to act on behalf of the main Committee;
 - c. appoint a Working Party to consider and report on particular matters but such Working Party shall have no delegated powers.
2. The quorum for a Sub-Committee shall be any three of its Members.

28. Joint Committee

In the event of a reference to a Joint Committee of any of the Committees of the Court, the quorum shall be nine, comprising no fewer than three Members of each participating Committee.

29. Chairs/Chairmen

1. Each Committee shall have a Chair/Chairman who will:-

- a. preside at every meeting of the relevant Committee at which they isare present;
- b. sign the minutes of proceedings of the previous meeting when approved as a correct record;
- c. in case of an equality of votes, have a second casting or casting vote. If the Chair/Chairman is unwilling to exercise a second or casting vote the decision shall be taken by lot;
- d. determine all questions of order;
- e. have power, after consultation with the Deputy Chair/Chairman, to,
 - convene an additional meeting;
 - vary the date and/or time and/or place of a scheduled meeting;
 - cancel a meeting if, in his-their opinion, there is insufficient business to warrant the holding of such a meeting or for other reasons.

2. The term of service of ~~Chairman~~Chairs/Chairmen, subject to annual re-election, is limited as follows:-

Policy & Resources Committee	5 years*
Finance Committee	5 years*
Police Committee	4 years*
Other Committees	3 years*

*The years to run consecutively.

(For the purpose of this Standing Order, if a Member is elected to the Chair during the course of the year, a period of service commencing before 1 October shall count as one year; a period of service commencing on or after 1 October shall not count as one year).

3. A Member is ineligible to seek election as Chair/Chairman of a Ward or Non-Ward Committee (other than a specifically appointed Reception Committee) in the following circumstances:-
 - a. ~~If they are already a no Member is eligible to be~~ Chair/Chairman of ~~more than one another~~ Committee (Ward or non-Ward) ~~at the same time~~, other than in the case of the following Committees:-
 - Capital Buildings Committee
 - Gresham (City Side)
 - Health & Social Care Scrutiny Committee
 - Health & Wellbeing Board
 - Investment Committee
 - Local Government Pensions Board
 - Standards Appeals Committee
 - Open Spaces and City Gardens Committee
 - West Ham Park Committee
 - b. ~~no Member who is~~ If they are resident in, or a tenant of, any property owned by the City of London Corporation ~~is eligible they may not to~~ be Chair/Chairman of the Committee or Sub-Committee having control of such property (with the exception of the Community & Children's Services Committee);
 - c. If they are no an ex-officio Member of a Committee ~~is eligible to be Chairman of the Committee~~;
 - d. If they are the Deputy Chair/Chairman of the Audit & Risk Management Committee for the time being ~~is ineligible to seek election as Chairman of another Committee (Ward or Non-Ward)~~.
4. At the first meeting of each Committee following the annual appointment, the Town Clerk will read out a list of Members eligible to take the Chair. The names shall be read out alphabetically, subject to the name of the late Chair/Chairman being placed last, and each of those Members present will be asked if they isare willing to serve.
5. A Member unable to be present may previously express in writing to the Town Clerk his their willingness to serve.
6. The names of those who are willing to serve will be voted on by Ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting:
 - a. the candidate with the fewest votes will be eliminated;
 - b. if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out;
 - c. candidates may also elect to withdraw at this stage;

a.d.a further ballot will be held amongst the remaining candidates and the procedure in (a) to (c) repeated until one candidate has obtained a majority of the votes cast.

7. Ex-officio Members of a Committee are not eligible to vote in the election of Chair/Chairman of that Committee other than in the case of the following Committees:-

- Policy & Resources
- Investment (such right being restricted to the Chair/Chairman and Deputy/Vice Chairs/Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)
- Capital Buildings Committee (such right being restricted to the Chairs/Chairmen and Deputy/Vice-Chairs/Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)

30. Deputy Chairs/manChairmen

1. Each Committee, with the exception of the Policy and Resources Committee, shall have a Deputy Chair/Chairman who will, in the absence of the Chair/Chairman, have the powers, duties and rights of the Chair/Chairman.

2. With the exception of the first and fifth year of a chairmanship, The Policy and Resources Committee shall have three Deputyies Chairmen, one of whom shall be designated the Deputy Chair/Chairman to exercise the formal responsibilities of that role, with the remaining two Vice Chairs/Chairmen. in the absence of the Chairman would have the “statutory Deputy Chairman” role, i.e. to approve decisions under the delegated authority procedures, the urgency procedures and to act in place of the Chairman.

3. In the case of all Committees:-

- a. the immediate past Chair/Chairman, if in Common Council and if willing to serve, will be Deputy Chair/Chairman for the first year upon the election of a new Chair/Chairman;
- b. if the immediate past Chair/Chairman is not in Common Council or is not willing to serve in the office, the Deputy Chair/Chairman (or Deputy/Vice Chairs/Chairmen in the case of the Policy and Resources Committee) will be elected in accordance with Standing Order Number 30 (5);
- c. when the immediate past Chair/Chairman has completed his-their year of office as Deputy Chair/Chairman, all the Members of the Committee with the exception of the said Deputy Chair/Chairman and those who are ineligible by virtue of Standing Order Number 30 (4), are eligible to seek election as Deputy Chair/Chairman.

4. A Member is ineligible to seek election as Deputy Chair/Chairman of a Ward or Non-Ward Committee (other than a specially appointed Reception Committee) in the following circumstances:--
 - a. ~~no Member who is~~ if they are resident in, or a tenant of, any property owned by the City of London Corporation ~~is eligible to~~ they may not be Deputy Chair/Chairman of the Committee or Sub-Committee having control of such property;
 - b. ~~no if they are an~~ ex-officio Member of a Committee ~~they may not is eligible to~~ be Deputy Chair/Chairman of that Committee except in the case of the immediate past Chair/Chairman for the first year upon election of a new Chair/Chairman.
5. At the first meeting of each Committee following the annual appointment, the Town Clerk will read out a list of Members eligible for election as Deputy Chair/Chairman (or Deputy/Vice Chairs/Chairmen in the case of the Policy and Resources Committee). The names shall be read out alphabetically and each of those Members present will be asked if ~~they~~ is-are willing to serve.
6. A Member unable to be present may previously express in writing to the Town Clerk ~~his~~ their willingness to serve.
7. The names of those who are willing to serve will be voted on by ~~B~~ ballot, with the exception of the Policy and Resources Committee. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting:
 - a. the candidate with the fewest votes will be eliminated;
 - b. if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out;
 - c. candidates may also elect to withdraw at this stage;
 - d. a further ballot will be held amongst the remaining candidates and the procedure in (a) to (c) repeated until one candidate has obtained a majority of the votes cast.
8. The election of the three Deputy/Vice Chairs/Chairmen of the Policy and Resources Committee shall be undertaken as follows:-
 - Where the number of candidates is less than or matches the number of vacancies (i.e. three) the candidates will automatically be treated as being elected to office.
 - Where there are more candidates than vacancies, a ballot will be undertaken with Members indicating their preferred candidate(s). ~~in the case of multiple vacancies,~~ Members can choose not to vote for the maximum number of candidates.

- Once votes have been cast and counted, any candidate having 50% or more of the number of votes will be elected.
- Unless the candidates each secure 50% of the vote, the candidate with the least number of votes will drop-out automatically. If there is more than one candidate securing the least but identical number of votes then a ballot will be held between those candidates to determine which one will drop-out. Other candidates may also elect to withdraw at this stage.
- A further ballot will be held amongst the remaining candidates and any candidate securing 50% or more of the vote will be elected. This process will be repeated until all vacancies are filled.

There may come a point in the process where a candidate or candidates with the least number of votes drops out, leaving a number of candidates that matches the number of vacancies. In those circumstances, no further ballot is necessary as the candidates will automatically be treated as being elected to office (without having to secure 50% of the vote).

The Chair/Chairman of the Committee, in consultation with the three elected to office, shall decide which of them will be designated as the formal Deputy Chair/Chairman with the remaining two being Vice Chairs/Chairmen.

9. Ex-officio Members of a Committee are not eligible to vote in the election of Deputy Chair/Chairman of that Committee other than in the case of the following Committees:-
 - Policy & Resources
 - Investment (such right being restricted to the Chair/Chairman and Deputy/Vice Chairs/Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)
 - Capital Buildings Committee (such right being restricted to the Chairs/Chairmen and Deputy/Vice-Chairs/Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)

31. Ward Reception Committees

1. Unless there are specific reasons for the arrangements for any Corporation hospitality being referred to a Standing Committee, responsibility will be referred to a Ward Reception Committee appointed by the Court.
2. The Town Clerk is authorised to summon the first meeting of the Committee.
3. The appointment of Commoners shall be by rotation within the total membership of the Common Council, and before the appointment of a Ward Reception Committee, the Town Clerk shall notify each Member next on the rota for appointment. If a Member does not wish to serve on the next Ward Reception Committee, the Town Clerk shall liaise with the next Member on the rota to fill the vacancy.

3.4. The appointment of Aldermen shall also be by rotation, comprising two

Aldermen above the Chair and four Aldermen below the Chair.

4.5. In the event of an entertainment for which a Ward Reception Committee has been appointed, not taking place, the Aldermen and Commoners serving on that Committee shall be re-appointed on the next available Ward Reception Committee.

5.6. If a Member of a Ward Reception Committee is absent from the Committee when the privileges of Members are being determined by Ballot, the Chair/Chairman or the Senior Alderman present shall select for the absent Member.

6.7. A Member is eligible to seek election as Chair/Chairman of a Ward Reception Committee in the following circumstances:-

- a. provided they haves completed two years' service on the Court;
- b. provided they is are not an ex-officio Member of the Committee;

8. A Member may chair one Royal or State Ward Reception Committee and one Non-Royal or Non-State Ward Reception Committee, in either order.

7.9. The provisions of Standing Order Number 29 as regards the election of a Chair/Chairman shall be applied at the first meeting of the Committee. Thereafter, the Member elected as Chair/Chairman will, subject to being in Common Council, continue in that office until the function has taken place.

8.10. If, after the list of Members eligible to serve as Chair/Chairman of a Ward Reception Committee has been read, no Member has sought election, a second list shall be read in which all Members of the Committee are eligible.

9.11. The Chief Commoner for the time being will serve as the Deputy Chair/Chairman.

32. Access to Meetings

1. All meetings of Committees and Sub-Committees are open to the public unless:-

- a. confidential information as defined in Section 100A(3) of the Local Government Act 1972 is to be discussed; or,
- b. a resolution has been passed to exclude the public as there is likely to be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972;

~~save that if~~ In respect of non-local authority and non-police authority functions this Standing Order is applied unless a Committee or Sub-Committee determines otherwise.

2. The filming, photographing or making of audio recordings of meetings will be

allowed in accordance with the City of London Protocol on the filming/recording of meetings adopted by the Court in May 2014.

33. Notice of Meetings

Public notice of the time and place of meetings of Committees and Sub-Committees will be posted in an appropriate place at least five clear working days before the meeting, or if a meeting is convened at shorter notice, then at the time it is convened.

34. Summons

1. The Town Clerk will issue a Summons for each meeting stating the time and place at which the Committee or Sub-Committee will meet and setting out the order of business.
2. Any Committee may be summoned upon the written requisition of a number of its Members not less than the quorum of the Committee, provided they have business to lay before the Committee. Such business will be set out in detail together with the reason(s) why the matter(s) to be raised could not wait until the next regular meeting.
3. A special meeting of a Committee shall not, except in the case of absolute necessity, be called on the same morning or afternoon as that appointed for the regular meeting or another Committee, and under any circumstances the special meeting shall be called at a different time from that of the other Committee.
4. Except in cases of urgency or where circumstances make it impracticable, the Summons and accompanying papers will be sent to Members six-five clear working days in advance of the meeting.

35. Attendance

1. Members are entitled to attend meetings of Committees and Sub-Committees of which they are not Members, but must not vote or, without the permission of the Chair/Chairman of the meeting, speak on any matter.
2. If a question is referred by the Court to any Committee to examine and report, the Member moving the reference shall be invited to attend the Committee in the event that they are not a Member of that Committee and shall be permitted to take part in any discussion that may arise therefrom, but not vote on the matter.
3. If the Standards Committee or the Standards Appeal Committee, or Sub-Committees thereof, is/are considering the conduct of a Member of the Court or an co-opted ex-officio Member in relation to the City of London Corporation's Code of Conduct for Members in non-public session, no Member or co-opted ex-officio Member who is not a Member of that Committee or Sub-Committee is permitted to attend the proceedings other than those who have been requested or allowed to attend by the Committee or Sub-Committee.

36. Quorum

1. The quorum for each Committee shall be set annually by the Court when the Committees are appointed in accordance with Standing Order Number 21.
2. If the quorum is not established within five minutes of the hour-time stated on the Summons, the formal meeting will be dissolved and formal consideration of the business adjourned to the next regular meeting unless, in the opinion of the Chair/Chairman, a special meeting should be called before that date.
3. If, during a meeting of a Committee or Sub-Committee, a quorum ceases to exist the meeting shall adjourn until a quorum is re-established. and If there is no reasonable likelihood that it will be re-established, the meeting will be dissolved and all remaining business adjourned to the next meeting. Any items that have not been considered by the meeting before its dissolution and which, in the opinion of the Chair/Chairman, require a decision before the next meeting will be considered in accordance with Standing Order Number 41.

37. Conduct of Debate

1. Every Member must confine his-their speech strictly to the Motion or Amendment under discussion or to a point of order or explanation, and must not be repetitious. The ruling of the Chair/Chairman on issues of relevance or repetition is final.
2. At any time, a Member may raise a point of order or make a personal explanation necessitated by the statement or of another Member. Any Member speaking at the time must give way when a point of order or personal explanation is made. A point of order shall relate only to an alleged breach of Standing Orders or statutory provision. A personal explanation shall be confined to some material part of a former speech by the Member at the same meeting, which may have been misunderstood. The ruling of the Chair/Chairman on a point of order or the admissibility of a personal explanation is final.
3. If a Member stands (or, if unable to do so, indicates otherwise) either while another Member is addressing the Committee or, if there is a Motion before the Committee, at the conclusion of a speech, and moves '*That the question be now put*', and this Motion is seconded and carried, that question shall be put forthwith and without debate unless the Chair/Chairman is of the opinion that the Motion is premature or in any sense is an abuse of the rules of the Committee. In no case shall the Mover be precluded from a right to reply should they elect to exercise it.

38. Decisions

Decisions made by Committees will be either unanimous or will represent the view of the majority of those Members present and eligible to vote. The Town Clerk will, if requested, record in the minutes of a meeting the name(s) of any Member(s) dissenting from a majority decision.

39. Disorder

In the event of disorder or a persistent disregard of the authority of the Chair, and if they considers it necessary in the interests of maintaining order, the Chair/Chairman will ask that there be no further interruption. If the interruption continues, they may:-

- a. direct the Member(s) causing disorder or disregarding ~~his~~their authority to retire for the remainder of the meeting or for such shorter period as the Chair/Chairman may decide. In the event of non-compliance with that instruction, and with the consent of the majority of the Committee to be shown immediately on a show of hands, the Chair/Chairman shall take all reasonable steps for the removal of such Member(s) from the meeting;
- b. require a member(s) of the public to be removed from the meeting.

40. Duration

If, after two hours from the appointed time for the start of the meeting, the business has not concluded, the meeting will ~~adjourn~~close and any unfinished business will stand adjourned to the next meeting unless a two-thirds majority of the Members present wish the meeting to continue, and subject to there being a quorum.

41. Decisions between Meetings

Between scheduled meetings of each Committee or Sub-Committee, if:

- a. in the opinion of the Town Clerk, it is urgently necessary for a decision to be made~~or~~; or
- b. the Committee or Sub-Committee have delegated power to the Town Clerk to make a decision~~;~~.

then the powers of the Committee or Sub-Committee may, where lawfully possible, be exercised by the Town Clerk. Before exercising this power, ~~they~~he shall seek and obtain the comments of the Chair/Chairman and Deputy Chair/Chairman of the Committee or Sub-Committee or, failing either of them, their nominees. Each action or decision shall be reported to the next regular meeting of the Committee ~~and or~~ Sub-Committee.

42. Conferences

1. Members and Officers are authorised to attend events (i.e. conferences, congresses, seminars, meetings, exhibitions etc.) on behalf of the City of London Corporation in accordance with the Business Travel Scheme.
2. The Business Travel Scheme:
 - a. forms part of the Financial Regulations;
 - b. defines the various categories of travel on official business;
 - c. includes a schedule of recognised events attended by Members and/or Officers~~s~~ approved by the Policy & Resources Committee.

43. Outside Bodies

1. A Member shall serve as a representative of the City Corporation on no more than six outside bodies at the same time.
2. Standing Order Number 43 (1) shall not apply to ex-officio appointments to outside bodies including those that apply to the Court of Aldermen.

PART 4 – Interests

44. ~~Personal and Beneficial~~ Interests

1. If a matter for decision is under consideration by the Court, or any Committee thereof, in which a Member has an ~~personal~~ interest ~~they~~ must ~~declare the existence and nature of his interest~~ act in accordance with the provisions of the Localism Act 2011 and the Members' Code of Conduct.
2. If a matter for decision relating to the City of London Corporation's Housing or Barbican Residential Estates is under consideration by the Court, or any Committee thereof, which relates to land in which a Member has a beneficial interest ~~they~~:-
 - a. must declare the existence and nature of ~~his~~ their interest;
 - b. subject to the provisions of the Localism Act 2011 and the Members' Code of Conduct in relation to interests may speak but not vote thereon.

PART 5 – Access to Documents

45. Access to Documents

1. A Member of the Court is entitled to inspect, or be provided with a copy of, documents belonging to the City that it is reasonably necessary for ~~him-them~~ to see in order to carry out ~~his-their~~ duties as a Common Councilman or Alderman. Consistent with this presumption of a Member's entitlement to access documents, a Member has a right of access to all documents relating to business transacted or to be transacted at a meeting of the Court of Common Council, a Committee or Sub-Committee as set out in ~~the~~ Standing Order Number 45 (2) and (3).
2. In respect of the City's local authority and police authority functions a Member has a right of access to all documents relating to business transacted or to be transacted at a meeting of the Court of Common Council, a Committee or Sub-Committee, although if it appears to the Town Clerk that information contained in the documents is exempt information by virtue of Schedule 12A to the Local Government Act 1972 ~~they~~ ~~have~~s a discretion to withhold the documents from inspection unless the information relates to the financial or business affairs of any particular person, including the City (except in respect of contract negotiations), or the information relates to any noticed imposing requirements on a person or direction the City proposes to make under any enactment, in which case the documents are required to be open to inspection.
3. Standing Order Number 45 (2) shall apply to the City's non-local authority and non-police authority functions and a Member shall have a right of access to all documents relating to business transacted or to be transacted at any relevant meeting of the Court of Common Council, a Committee or Sub-Committee, unless the Town Clerk determines otherwise.
4. Where a request for access to documents is declined by the Town Clerk, the Member may refer the matter to the Chair/~~Chair~~man and the Deputy Chair/~~Chair~~man of the appropriate Committee who will consider the advice of the Town Clerk before either granting or refusing the request.
5. A Member has the same right as a member of the public to request information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and to have that information communicated to ~~him-them~~ subject to any exemptions on the disclosure of information properly kept confidential.
6. A Member must preserve the confidentiality of any document containing confidential or exempt information that is in ~~his-their~~ possession.

PART 6 – Acts of Common Council

46. Bills and Acts

1. A Bill for an Act of Common Council shall be printed and circulated to all Members of the Court before it is submitted to the Court.
2. Every Bill shall be submitted to the appropriate Committee(s) for approval and to the Recorder of London for settling before it is submitted to the Court of Common Council and the report of the appropriate Committee (if any) shall be printed and circulated with the Bill.
3. Unless otherwise ordered by the Court of Common Council, a Bill for an Act of Common Council shall be read a first and second **time** at one meeting of the Court and shall at the next or a subsequent meeting be read a third time and made an Act of Common Council.

PART 7 – Parliamentary Legislation

47. Bills and Acts

1. No active proceedings for or against any Bill in Parliament (beyond such steps in the case of a Private Bill as may be necessary to obtain or preserve a *locus standi*, or the delivery of formal professional retainers) shall be undertaken without the express authority of the Court, save in a case of emergency which shall be reported at the next ensuing Court.
2. It shall be an instruction to the Remembrancer that where in any Act of Parliament it is necessary to mention or describe the Local Authority for the City of London, such Authority shall be stated to be “The Mayor, Aldermen and Commons of the City of London in Common Council assembled”, or “the Common Council”.

PART 8 – Finance

48. Resource Allocation, Revenue Estimates and Capital Budgets

1. Resource allocation plans, revenue estimates and five-year capital budgets shall be prepared annually in respect of the City Fund, City’s Cash and the Bridge House Estates.
2. Resource allocation plans for the subsequent financial year shall be approved by the Policy & Resources Committee, following previous consideration by the Efficiency & Performance Sub-Committee and the Resource Allocation Sub-Committee.

3. The Policy & Resources Committee shall determine the basis and assumptions to be adopted in the preparation of detailed revenue estimates and capital budgets, together with any provisional resource allocations.
4. The requirements of the Local Government Act 2003 and the CIPFA Prudential Code shall be complied with, as follows:-
 - a. the Chamberlain, as Chief Financial Officer, shall:
 - report on the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals; and,
 - prepare Prudential Indicators in accordance with the Code.
 - b. Members shall:
 - approve the Prudential Indicators as part of the budget setting process by the Court of Common Council; and,
 - have regard to the Chamberlain's advice regarding the robustness of the estimates and the adequacy of reserves.
5. The Chamberlain is required to monitor against the approved Prudential Indicators and report, via the Finance Committee, to the Court of Common Council if they are to be breached.
6. All financial items shall be categorised in accordance with the City's ~~f~~Financial ~~R~~egulations and final determination of any categorisation shall be the responsibility of the Chamberlain and generally applied as follows:-
 - a. recurrent revenue items – analysed between central risk, local risk and recharges;
 - b. one-off revenue projects – analysed between routine revenue projects financed from within existing local risk budgets and supplementary revenue projects financed from one-off augmentations of local risk resources; and,
 - c. capital projects.
7. Detailed revenue estimates for the subsequent financial year, including all recurrent revenue items and routine revenue projects, shall be submitted to each Spending Committee in accordance with the Policy & Resources Committee determination. Concurrently, schedules of supplementary revenue projects, along with five-year capital budgets, shall also be presented to each Spending Committee.
8. The Finance Committee shall present to the Court of Common Council in March of each year the following:-

- a. the revenue estimates;
 - b. the five-year capital budgets and summaries of supplementary revenue projects;
 - c. the annual budget reports in respect of all revenue and capital proposals for the City Fund, City's Cash and the Bridge House Estates, including recommendations as to the Non-Domestic Rate and Council Tax to be levied in the following financial year and the Prudential Code Indicators to apply to the City Fund.
9. No Committee or Officer shall commit the City to expenditure without the approval of the Court of Common Council, unless otherwise provided for in these Standing Orders. Similar principles shall operate, as appropriate, for income items.
 10. No proposal (other than the grant or renewal of a lease) shall be carried out, or submitted to the Court of Common Council, until the estimated financial effect has first been submitted to and approved by the Finance Committee, unless otherwise provided for in these Standing Orders.
 11. Where expenditure is necessary for which no provision has been made by the Court but which will be wholly reimbursed by a person or organisation separate from the City, the Chamberlain may authorise such expenditure from a holding account.

49. Financial Regulations

1. The Financial Regulations form part of the City's overall system of financial management, accountability and control and shall be complied with **by** all City of London Corporation staff.
2. The Financial Regulations are maintained by the Finance Committee.

50. Project Management

1. Approval of the City of London Corporation's programme of projects is the responsibility of the Policy and Resources Committee through its Projects Sub-Committee, which scrutinises individual projects, and the Resource Allocation Sub-Committee, which considers the overall programme of project activity and its funding. Decisions about projects are made in conjunction with Spending Committees and the Finance Committee and the Court of Common Council for high value projects.
2. Officers shall ensure that all routine revenue, supplementary revenue and capital projects shall comply with the provisions contained within the City of London Corporation's agreed Project Procedure.

3. The Projects Sub-Committee will periodically review the Project Procedure. Technical adjustments and changes to the Procedure may be authorised by the Policy and Resources Committee.
4. The Town Clerk, in consultation with the Projects Sub-Committee, or the Chair/Chairman and Deputy Chair/Chairman thereof as appropriate, may vary the Project Procedure in relation to individual projects in cases when it is deemed appropriate to do so.
5. The Town Clerk will produce and keep up to date guidance for Officers, in the form of a Project Toolkit, to ensure that the Project Procedure is followed.

51. Procurement and Contract Letting

1. All procurement and contracts activity will be undertaken by Officers in accordance with the City of London Corporation's agreed Procurement Regulations.
2. The Finance Committee will periodically review the Procurement Regulations and may authorise any technical adjustments. Significant changes to the Regulations require the approval of the Court of Common Council.
3. The Chamberlain will produce and keep up to date guidance for Officers to ensure the Procurement Regulations are followed.

52. Writing-Off Debts

1. Any Committee appointed by the Court may agree, with the concurrence of the Chamberlain, to the writing-off of a debt due to the Corporation if satisfied that:-
 - a. the debt is no longer recoverable at law; or,
 - b. the cost to the City of London Corporation of commencing or continuing recovery at law is likely to exceed the amount of the debt or the balance uncollected; or,
 - c. there are reasonable grounds for writing-off the debt subject to the amounts in excess of £10,000 being approved by the Finance Committee.

(NB. 1. Standing Order Number 52 (1) (c) shall not apply to the Barbican Centre Board

N.B. 2. The financial limit for writing-off school fees shall be £3,500 per term).
2. Each Committee's powers under (1) above are delegated to the relevant Chief Officer where the amount of the debt does not exceed £5,000.

PART 9 – Property

53. Corporate Plans and Strategies

1. The City of London Corporation shall develop and adopt corporate plans and strategies for the management and investment of its property assets as follows:-
 - a. Corporate Asset Management Plans which shall be subject to annual review by the Corporate Asset Sub-Committee and approval by the Policy & Resources Committee;
 - b. Investment Property Strategies which shall be subject to annual reports and regular review (not less than every three years) by the Property Investment Board, Finance and Policy & Resources Committees.
2. The corporate plans and strategies referred to in Standing Order Number 53 (1) shall be based on assumption that all property transactions are on open market terms.
3. All property transactions shall be made in accordance with the corporate plans and strategies referred to in Standing Order Number 53 (1).
4. Any proposed property transactions, including transactions which together form part of a series of transactions, that are not in accordance with the corporate plans and strategies referred to in Standing Order Number 53 (1) or are not based on open market terms shall be subject to the approval of,
 - a. the originating Committee and the Finance Committee;
 - b. the Court of Common Council if required by the parameters set out in Standing Orders Numbers ~~5455~~, ~~56-57~~ (2), ~~57-58 (1)(b)~~, ~~57 (2)~~ and ~~58-59(3)~~.

54. Capital Buildings Committee

Where projects have been referred to, or are within the remit of, the Capital Buildings Committee, decisions in relation to the acquisition and disposal of properties related to the project, including disposal or alternative use of current operational properties to be vacated on completion of the project, shall sit outside of the normal Standing Orders (53-60) governing acquisitions and disposals.

~~5455~~. Acquisitions

1. For the purpose of this Standing Order, the following definitions shall apply:-

investment property assets -	properties within the remit of the Property Investment Board that are managed by <u>the</u> City Surveyor as investments yielding <u>Capital-</u> <u>capital</u> and/or revenue returns.
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operational property assets - properties within the day to day control of committees that are held primarily for the provision of operational services by or on behalf of the City of London.

2. Acquisitions of interests in investment property assets shall follow the City's agreed Investment Property Acquisition Procedure and require the following approvals:-

City Fund:-

Total Acquisition Costs	Approval by
Less than £5,000,000	Property Investment Board and Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council

City's Cash and Bridge House Estates:-

Total Acquisition Costs	Approval by
Less than £5,000,000 (subject to funding being available in the relevant Designated Sales Pool)*	Property Investment Board and Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council

If funding is not available in the relevant Designated Sales Pool the **authority approval of the Court of Common Council shall also be required.*

3. Acquisitions of interests in operational property assets shall require the following approvals:-

Total Acquisition Costs	Approval by
Less than £2,500,000	Spending and Finance Committees
£2,500,000 and above	Spending and Finance Committees and Court of Common Council

5556. Identification of Property Assets Surplus to Departmental Requirements

1. Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub-Committee.
2. Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub-Committee. This does not apply where lettings are an integral part of the service e.g. market or housing tenancies.

5657. Freehold Disposals

1. Disposals of freeholds subject to 2000 year leases and of former freehold highway land shall be subject to the approval of the Property Investment Board (investment property assets) or the Finance Committee (for non-investment property assets).
2. All other freehold disposals shall require the following approvals:-

Anticipated Receipt	Approval By	
	<u>Investment Property Asset</u>	<u>Non-Investment Property Asset</u>
Less than £1,000,000	Property Investment Board	Finance Committee*
£1,000,000 to less than £5,000,000	Property Investment Board and Finance Committee	Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council	Corporate Asset Sub-Committee , Finance Committee and Court of Common Council

*Or a Sub-Committee of the Finance Committee, if so delegated

5758. Leasehold Disposals/Surrenders

1. All lettings shall be subject to the following:-

- a. lettings for a period of 25 years or less, including lease renewals and the grant of easements, wayleaves and similar arrangements as well as all rent reviews, shall be solely subject to the approval of the Committee having control of such property or any properly authorised Officer:-
- b. the grant of any lease at less than full rack rental value for a period of 175 years or less (including optional extensions of term) shall require the approval of the Property Investment Board (investment property assets) or the Finance Committee (for non-investment property assets), any premium being subject to the following approvals ~~s of the following Committees:-~~

Anticipated Premium Receipt (1)	Approval By	
	<u>Investment Property Asset</u>	<u>Non-Investment Property Asset</u>
Less than £1,000,000	Property Investment Board	Finance Committee*
£1,000,000 to less than £5,000,000	Property Investment Board and Finance Committee	Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council	Corporate Asset Sub-Committee, Finance Committee and Court of Common Council

**Or a Sub-Committee of the Finance Committee, if so delegated*

(1) For the purpose of these Standing Orders 'receipt' means receipt by the City of London Corporation.

5859. Variations

1. Minor variations (i.e. those which do not affect the open market value of the property) to the terms of ground lease restructurings, disposals, acquisitions and other transactions, or to leases being taken by the City of London Corporation as tenant, and where the variations are necessary to complete the transaction expediently shall be subject solely to the approval of the Committee having control of such property or any properly authorised Officer.
2. Other variations to the terms of an existing lease, tenancy, licence or other agreement relating to property shall be subject to the following approvals:

<u>Variation to lease income</u>	<u>Anticipated Premium Receipt</u>	<u>Approval by</u>
<u>Less than plus or minus 10%</u>	<u>Less than £100,000</u>	<u>Committee controlling the property</u>
<u>More than plus or minus 10%</u>	<u>Less than £100,000</u>	<u>Committee controlling the property and Finance Committee</u>
<u>Less than plus or minus 10%</u>	<u>More than £100,000</u>	<u>Committee controlling the property and Finance Committee</u>
<u>=</u>	<u>More than £5,000,000</u>	<u>Committee controlling the property, Finance Committee and Court of Common Council</u>

~~Any variation to the terms of an existing lease, tenancy, licence or other agreement relating to property which either,~~

~~a. does not affect the value of the income from such lease or tenancy by more than plus or minus 10%; or,~~

~~b. involves a premium receipt of no less than £100,000;~~

~~shall be subject to the approval of the Committee having control of such property.~~

- ~~2. All other variations shall require the additional approval of the Finance Committee unless the premium receipt is £5,000,000 or above in which case the authority of the Court of Common Council shall also be required.~~

60. Disposals Subject to Planning Agreements

When land held by the City of London Corporation as freeholder is approved for ~~the~~ redevelopment subject to a planning agreement under Section 106 of the Town & Country Planning Act 1990, the following shall be solely subject to the approval of the Committee having control of such property or any properly authorised Officer:-

- a. the inclusion of a condition within any disposal that the freeholder or lease

- holder must adhere to the terms of the planning agreement; and,
- b. consenting to the City Corporation's land being bound by the planning obligations in the planning agreement.

PART 10 – Staff

61. Employee Handbook

The City of London Corporation's employment terms and conditions and the Code of Conduct for employees are contained within the Employee Handbook which is maintained by the Establishment Committee.

62. Officers

1. No person shall be eligible to be appointed or elected by the Court to any paid office if that person:-
 - a. is a Member of the Court;
 - b. has been a Member of the Court within 12 calendar months of the election, unless the paid office or situation has become vacant since the person ceased to be a Member of the Court.
2. If any person holding any place of emolument in the gift or appointment of the Court accepts the office of Common Councilman of the City, ~~his~~ their place shall be immediately vacated.
3. The creation of posts of Grade I or above requires the approval of the appropriate Chief Officer, the Establishment Committee and the Court of Common Council. The re-designation of posts of Grade I and above, where there are no grading implications, must be referred to the Town Clerk or the Service Committee where appropriate.

6263. Appointments

1. All appointments for Chief Officer posts are subject to the Chief Officer Appointment Procedure, subject to the appointment of the following posts being made by the Court of Common Council:-
 - Town Clerk & Chief Executive
 - Chamberlain
 - Commissioner of the City of London Police
 - Comptroller & City Solicitor
 - Remembrancer
2. All appointments for designated Deputy Chief Officer posts are subject to the Chief Officer Appointment Procedure.
3. A Member of the Court shall not request for any person any appointment with the City of London Corporation, but this shall not preclude a Member from giving a written testimonial of a candidate's ability, experience or character to the City of London Corporation with or in connection with an application for appointment.
4. Each Member and senior employee of the City of London Corporation shall disclose to the Town Clerk ~~and any~~ relationship known to ~~him-them~~ to exist between ~~him-themselves~~ and any person whom ~~they~~ knows to be a candidate for an appointment with the City of London Corporation. The Town Clerk shall report to the Common Council, the Committee or the Chief Officer making the appointment any disclosure made to him under this Standing Order.

(N.B. For the purposes of this Standing Order, 'senior employee' means the Chief Officer, ~~his-their~~ deputy, or an employee making the particular appointment, and persons shall be deemed to be related if they are husband and wife or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other, including in each case step or adoptive relationships).

6364. Disciplinary Action

1. In the following paragraphs:
 - a. “Chief Finance Officer”, “Disciplinary Action”, “Head of the Authority’s Paid Service” and “Monitoring Officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001.
 - b. “Relevant Officer” means the Head of Paid Service (Town Clerk), Chief Finance Officer (Chamberlain) or Monitoring Officer (Comptroller and City Solicitor), as the case may be.
 - c. “Commissioning Chairs/Chairmen” means the Chairs/Chairmen of the Policy and Resources Committee, Finance Committee and Establishment Committee.
 - d. “independent person” means a person appointed under section 28(7) of the Localism Act 2011.
 - e. “the Panel” means a Committee appointed by the Court of Common Council under section 102(4) of the Local Government Act 1972 for the purposes of advising the Court of Common Council on matters relating to the dismissal of Relevant Officers of the City of London Corporation.
 - f. “Relevant Meeting” means a meeting of the Court to consider whether or not to approve a proposal to dismiss a Relevant Officer.
 - g. “The Regulations” mean the Local Authorities (Standing Orders) (England) (Amendments) Regulations 2015.
 - h. “Local Government Elector” means a person registered as a local government elector in the register of electors for the City of London Corporation are in accordance with the Representation of the People Acts.
2. A Relevant Officer may not be dismissed by the City of London Corporation unless the procedure set out in the following paragraphs is complied with.
3. Any complaints regarding the a Relevant Officers will be considered by the Commissioning Chairs/Chairmen. The Commissioning Chairs/Chairmen will manage and oversee the investigation of these complaints and determine the appropriate action to take.
4. Where the Commissioning Chairs/Chairmen consider there is a case to be answered that could result in dismissal, a meeting of the Panel will be convened.
5. If the Commissioning Chairs/Chairmen then recommend the dismissal of a Relevant Officer, the Regulations require that the decision to dismiss is approved by the Court of Common Council. The Regulations require that the Court of Common Council considers:
 - a. any advice, views or recommendations of a properly appointed Panel (the Statutory Officer Review Panel);
 - b. the conclusions of any investigation into the proposed dismissal; and
 - c. any representations from the Relevant Officer.
6. The Court of Common Council must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two

such persons to the Panel. “Relevant independent person” means any independent person who has been appointed by the Court of Common Council or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the Court of Common Council considers appropriate. This role will be fulfilled by the Independent Persons appointed to advise the Standards Committee.

7. The Statutory Officer Review Panel comprises the following Members of the Court of Common Council:
 - The Chief Commoner;
 - Chair/Chairman of Planning and Transportation Committee;
 - Chair/Chairman of Port Health and Environmental Services Committee;
 - Chair/Chairman of the Markets Committee;
 - Chair/Chairman of the Police Committee;
 - two of the three Independent Persons appointed to advise the Standards Committee.
8. The Regulations state that the Independent Persons must be appointed to the Panel in accordance with the following priority order (subject to such relevant independent persons ~~who~~ accepting the invitation):
 - a. a relevant independent person who has been appointed by the Court of Common Council and who is a local government elector;
 - b. any other relevant independent person who has been appointed by the Court of Common Council;
 - c. a relevant independent person who has been appointed by another authority or authorities.
9. The Court of Common Council must appoint any Panel at least 20 working days before the relevant meeting. In the event that this requirement sets a deadline for appointment of the Panel which falls between the first meeting of the Court of Common Council in any municipal year and the election of the Chair/Chairman of any of the Committees specified at Paragraph 7 above, the Chair/Chairman of the Committee for the previous municipal year will be considered to continue to serve as the Chair/Chairman of the Committee and therefore be appointed to the Panel.
10. The role of the Panel is to review the findings of the disciplinary investigation and report of the Commissioning Chairs/Chairmen including any representations made by the Relevant Officer. The Panel is then to provide its advice, views or recommendations to the Commissioning Chairs/Chairmen.
11. Any remuneration, allowances or fees paid by the City of London Corporation to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person’s role as independent person under the Localism Act 2011.
12. If dismissal is proposed, the Commissioning Chairs/Chairmen will report to the Court of Common Council with the findings of the investigation and the advice, views or recommendations of the Panel. The Relevant Officer will have the

opportunity to make representations. Any action to dismiss the officer must be agreed through a vote of the Court.

13. Officers shall ensure that consideration of any disciplinary action relating to a Statutory Officer, including possible dismissal, shall comply with the provisions contained within the City of London Corporation's Statutory Officer Disciplinary Procedure.

PART 11 – The City Seal

6465. Affixing the Seal

1. The City Seal shall not be fixed to any document unless:-
 - a. the document has been approved by one of the Law Officers;
 - b. the sealing has been authorised by a resolution of the Court or of a Committee to which the Court has delegated its powers on its behalf.
2. A resolution of the Court (or of a Committee thereof where that Committee has the power) to authorise the acceptance of any tender, the purchase, sale, letting or taking of any property; the issue of any stock; the presentation ~~or petition~~ of any petition, memorial, or address; the making of any rate or contract; or any other matter, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.
3. The affixing of the City Seal shall be attested by the Town Clerk or by ~~his~~their duly appointed representative or by the Comptroller & City Solicitor or by ~~his~~their duly appointed representative.

6566. Register of Documents Sealed

The Town Clerk shall keep a Register recording details of each sealing.

Report – Hospitality Working Party of the Policy and Resources Committee

Applications for Hospitality

To be presented on Thursday, 12th September 2019

*To the Right Honourable The Lord Mayor, Aldermen and Commons
of the City of London in Common Council assembled.*

(a) 71st (City of London) Yeomanry Signal Regiment March and Reception

The 71st (City of London) Yeomanry Signal Regiment is a reserve regiment of the Royal Corps of Signals. The Regiment was granted Privileged Status in March 2018 in recognition of their long-standing association with the City of London. The Regiment are planning a Service of Thanksgiving in January 2020 at St Andrew's Holborn. Following the Service, the Regiment wishes to exercise its right to March through the City with "drums beating, flags flying and bayonets fixed", culminating in Guildhall Yard.

It is proposed that the City Corporation hosts a lunchtime reception at the conclusion of the March. Guests would include the Colonel of the Regiment, those on parade, representatives from the City Lieutenancy, Livery Companies with connections to the Regiment, and representatives from the City's Privileged regiments.

It is **recommended** that hospitality be granted for a lunchtime reception for the 71st (City of London) Yeomanry Signal Regiment with arrangements being made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash within agreed parameters.

The host element would be the Hospitality Working Party and Members with relevant interests.

(b) William Cecil, 1st Baron Burghley lecture and reception

William Cecil, Lord Burghley (1520-1598), was the chief minister of Elizabeth I and the leading political and diplomatic figure for most of her reign. He had numerous civic, commercial and political connections with the City.

It is proposed that the City Corporation, in conjunction with Gresham College and the Lord Burghley 500 Foundation, hosts a lecture on the City of London and Elizabethan Court, followed by an early evening reception and small dinner to mark the 500th anniversary of William Cecil's birth. Guests would include representatives of the Lord Burghley 500 Foundation, members of Gresham committees, academics, cultural representatives and relevant livery companies.

It is **recommended** that hospitality be granted for a lecture, early evening reception and dinner and that arrangements are made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash within agreed parameters.

This would be a Full Court event.

All of which we submit to the judgement of this Honourable Court.

DATED this 16th day of July 2019.

SIGNED on behalf of the Working Party.

Deputy Tom Hoffman M.B.E.
Chief Commoner and Chairman, Hospitality Working Party

Report – Police Authority Board

City of London Police: Annual Report 2018/19

To be presented on Thursday, 12th September 2019

*To the Right Honourable The Lord Mayor, Aldermen and Commons
of the City of London in Common Council assembled.*

SUMMARY

The Annual Report, representing the achievements of the City of London Police for the past financial year, was approved by the Police Authority Board and is hereby submitted to the Court for information.

The report contains information on crime, financial and staff statistics, as well as a summary of the year. A dynamic web version of the report has been produced this year which can be found at <https://www.colp.uk/annual-report-2018>.

Hard copies are available both in the Members' Reading Room and upon request from the Town Clerks' Department.

RECOMMENDATION

Members are asked to note the report.

All of which we submit to the judgement of this Honourable Court.

DATED this 16th day of May 2019.

SIGNED on behalf of the Board.

Douglas Barrow
Chairman, Police Authority Board

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Report – Freedom Applications Committee

The Honorary Freedom

To be presented on Thursday, 12th September 2019

*To the Right Honourable The Lord Mayor, Aldermen and Commons
of the City of London in Common Council assembled.*

SUMMARY

This report updates the Court on the deliberations of the Freedom Applications Committee regarding the Honorary Freedom.

Following the passing of a motion at Court of Common Council in January 2019, the Freedom Applications Committee commenced the process which could lead to the removal of the Honorary Freedom awarded to Aung San Suu Kyi in 2017. In accordance with this process, the Freedom Applications Committee was required to deliberate on how to proceed. The Freedom Applications Committee has considered a way forward with regards to the Honorary Freedom awarded to Aung San Suu Kyi and is now making a recommendation to the Court of Common Council in accordance with the agreed process relating to the removal of the Honorary Freedom.

RECOMMENDATION

It is recommended that the Honorary Freedom awarded to Aung San Suu Kyi be suspended.

MAIN REPORT

Background

1. At the meeting of the Court of Common Council on 12 October 2017, a Motion was considered in relation to the award of the Honorary Freedom. As a consequence of these discussions, the Freedom Applications Committee was instructed to undertake a review of the processes associated with the award of the Honorary Freedom, as well as the introduction of a process by which the Honorary Freedom might be rescinded. These procedures were devised and endorsed by the Court of Common Council on Thursday 13 September 2018.
2. It was agreed by the Freedom Applications Committee, and subsequently the Court of Common Council, that the process to remove an Honorary Freedom should be: -
 - a) The Freedom Applications Committee considers the initial proposal to remove and either rejects it, or resolves to inform the Honorary Freeman of the proposal to remove the Freedom, together with the reasons for the proposal, and invites their comments on it. The Freeman must be provided with sufficient information to permit them to give proper consideration to the

proposal and make representations and they must be given a reasonable time to respond e.g. 28 days.

- b) The Freedom Applications Committee then considers the Freeman's response, if any, together with all other relevant considerations and decides whether to proceed. The Freeman should be notified of the Committee's decision and of the date the matter will be considered by the Court where appropriate.
 - c) Taking account of the Committee's deliberations, all the relevant matters are put before a confidential meeting of Common Council for its consideration. While it is suggested that the power to decide not to recommend removal should rest with the Committee, it has an inherent discretion to refer such a decision to Court in particularly sensitive cases or where it is otherwise desirable to do so. Whilst the Freeman will not be invited to make further representation at this stage, should any be made they should be submitted to the Court.
- 3. Resulting from a Court Question at its meeting in December 2018, the Court of Common Council was given notice that a proposal to commence the process by which an Honorary Freedom could be removed would be put to the Court as a Motion at its meeting on 10 January 2019.
 - 4. At the January meeting, the Chairman of the Freedom Applications Committee advised that the process required the Honorary Freeman to be given the reasons for any proposed revocation, and that Members should indicate reasons which they think might be conveyed to the Honorary Freeman, before outlining reasons for and against revocation. During the subsequent discussion, a number of Members spoke in opposition to the Motion, whilst a number spoke in support of the Motion.
 - 5. Arguments advanced against the Motion included concerns about the unknown nature of circumstances in Burma and the limitations around Aung San Suu Kyi's freedom to speak; the risk of diverting attention away from those directly responsible for ordering acts; diverging media reports around the world; concerns about acting precipitately; disquiet about revisiting past decisions; and noting that the individual had been highly thought of globally at the time of the award, being the recipient of multiple honours.
 - 6. Equally, many arguments were made in support of the Motion, including the need to recognise and respond to ongoing atrocities; to rectify previous decisions which would not be repeated if the current circumstances were known; to act morally and take responsibility for decisions taken in error; and to be decisive and cease prevaricating.
 - 7. Arising from the discussion at this meeting, the Motion was carried and consequently the Freedom Applications Committee commenced the process to remove an Honorary Freedom.
 - 8. The full terms of all motions and resolutions of the Court are set out in an appendix to this report.

Current Position

9. The Freedom Applications Committee has actively monitored the situation and discussed the Honorary Freedom at Committee meetings since November 2017, also receiving multiple briefings from the Remembrancer.
10. The Committee has been clear that any decision taken, and the timing of implementing that decision, should be directed at effectiveness, impact and outcome in Burma, rather than here. It was felt that the Government was actively monitoring the situation too and was very keen to ensure that whatever steps were taken were directed at the right target and have the right effect.
11. The Motion passed on 10 January 2019 was considered to supersede the first part of the process as set out above – initial consideration of the possibility of revocation by the Freedom Applications Committee – and the Committee moved – “forthwith” – to inform the Honorary Freeman of the proposal to remove the Freedom, together with the reasons for the proposal, and invite their comments on it. The remainder of the defined process would then ensue.
12. An update was given to the Court of Common Council at its meeting in March 2019, wherein the Court was advised that the Freedom Applications Committee had begun the process by dispatching a letter to the Honorary Freeman informing her of the proposal and the rationale, inviting her comments on it. A response was awaited. The Committee would consider, in due course, the next steps in the process in light of any response received, or none.
13. A reasonable time was allowed for the receipt of any response. After this time, the Freedom Applications Committee was mandated to consider any response together with all relevant considerations and decide whether to proceed.
14. At its meeting on 30 July 2019, the Freedom Applications Committee deliberated over all relevant considerations before deciding on a recommendation to be put to the Court of Common Council.
15. It was felt that the Committee had four options for recommendations to the Court of Common Council; to do nothing, to make a public statement without revocation, to revoke the Honorary Freedom, or to suspend the Honorary Freedom awarded to Aung San Suu Kyi, until it was concluded that circumstances had changed.
16. The Committee had no confirmation that the letter informing the Honorary Freeman of the proposal to remove the Honorary Freedom had been transmitted to Burma by the Embassy of the Republic of the Union of Myanmar in London, who had returned the letter to Guildhall. Accordingly, the letter had been taken to Burma and put into the domestic postal service.
17. As a result, whilst the Committee had discharged its obligation, it had no proof that the Honorary Freeman had received the letter. As the Embassy had opened the letter, it was possible that its contents were known and had been communicated, but the absence of proof of receipt impacted on the agreed process for removing an Honorary Freedom.

18. Further communications had indicated that there had been no reason to think that the situation had changed in Burma or neighbouring Bangladesh, although recent material from the United Nations, whilst consistent with regards to the situation, had criticised the Tatmadaw rather than Aung San Suu Kyi.
19. Whilst the Committee could conclude that the overall message had not been well-received, there were barriers to communicating with the Honorary Freeman and the case should be judged in this context and the circumstance interpreted appropriately.
20. This was a particularly difficult situation, and there had to be some acceptance that neither the Freedom Applications Committee nor the Court of Common Council could have a full picture of the situation in Burma. However, the Court of Common Council had moved to begin the process that could lead to revocation and a decision was required.
21. Whilst the principles of natural justice dictated that the Honorary Freeman should have the opportunity to respond, Members needed to accept the reality of this case.

Proposal

22. During their deliberation, the Committee discussed the idea that the complex circumstances surrounding the particular case raised the possibility of a suspension of the Honorary Freedom, as there were barriers to completing the agreed process to a satisfactory and appropriate standard and to having sufficient knowledge of the situation in Burma and, in particular, the position of the Honorary Freeman. The option to suspend was, therefore, consistent with the nature of the circumstances.
23. The inclusion of an option for suspension would allow an opportunity to complete the agreed process to a satisfactory level. It would also allow for a further decision to be made either way, should additional relevant evidence be forthcoming.
24. Suspension of the Honorary Freedom represented significant and substantial action, and was also unprecedented. Suspension would be a significant and symbolic step which demonstrated the City of London Corporation's view of events in Burma.
25. The situation in Burma should be condemned in the most absolute terms, but it remained that it was difficult to judge Aung San Suu Kyi personally without knowledge of her level of responsibility.
26. Given the absence and uncertainty of her ability to reply, in accordance with the principles of natural justice there should arguably be some reluctance to judge her case to the point of removing a personal honour, given her record.
27. Aung San Suu Kyi's personal record should be set against Burma's long and complicated history and entrenched system of military control. This did not make the current situation better nor any more acceptable, but there could be legitimate concerns about the City of London Corporation judging Aung San Suu Kyi

personally from their position, particularly without sufficient knowledge of the background and context of her position.

28. Account needs to be taken of the view of countries in the same region as Burma which, in one case, appears to be surprise that, in taking action in respect of the Honorary Freeman, the City was exhibiting a lack of appreciation of the situation in Burma, where criticism of the military could lead to the Honorary Freeman's renewed house arrest and loss of any gains already made, while bringing no benefit to the Rohingya.

Conclusions

29. Arising from the Committee's deliberations, the Committee agreed, having discussed the matter at length and acknowledged the points raised by Members of the Court of Common Council, that it should recommend to the Court of Common Council that the Honorary Freedom should be suspended.
30. If the recommendation is accepted it would be the first time that the City of London Corporation had taken such action and the decision would not have been taken lightly. It would be taken because the City of London felt that the situation in Burma, and the position taken by the Civilian Government, and Aung San Suu Kyi as State Counsellor, not to speak out against the atrocities, went against the spirit of the award.
31. The Freedom Applications Committee therefore recommends that the Honorary Freedom awarded to Aung San Suu Kyi be suspended and seeks the Court's endorsement of this recommendation.

All of which we submit to the judgement of this Honourable Court.

DATED this 30th day of July 2019.

SIGNED on behalf of the Committee.

Sir David Wootton, Alderman
Chairman, Freedom Applications Committee

Resolution of the Court of Common Council, 12 October 2017

Resolved – That the deep regret of this Honourable Court be expressed at the ongoing violence in Myanmar and the oppression of that country's minority Rohingya population. Further, its considerable disappointment be expressed that Aung San Su Kyi, Myanmar's Foreign Minister and State Counsellor, Nobel Laureate and Honorary Freeman of the City of London had not appeared to challenge the conduct of her armed forces to end their humanitarian crisis.

That the concerns expressed by several Honourable Members be noted at the timing of and the process leading to the grant to Aung San Suu Kyi, Myanmar's Foreign Minister and State Counsellor, of the Honorary Freedom.

Further resolved – That:-

- (a) The Freedom Applications Committee be instructed to review the process by which proposals for the Honorary Freedom are promulgated and brought before the Court;
- (b) Measures be taken to ensure that any future procedure allows for wide informal and confidential consultation with Members prior to any proposal being made officially, and certainly before the proposed recipient is sounded out about the honour;
- (c) To establish whether, once awarded, this Honorary Freedom may be removed, and if so, by what procedure;
- (d) In the event the Court does not currently have a procedure to revoke an Honorary Freedom once granted, then the relevant steps be taken to address this lacuna and consideration is given to implementing and documenting such a procedure; and
- (e) The Ambassador for Myanmar be written to, expressing the Court's profound concern about the current situation in his country and a wish that Aung San Suu Kyi, Myanmar's Foreign Minister and State Counsellor, plays a more active role to end the humanitarian crisis.

Resolution of the Court of Common Council, 13 September 2018

Resolved – That the Court of Common Council:

- note that the Freedom Applications Committee had deliberated over the processes for awarding and removing the Honorary Freedom; and
- endorse the respective procedures for the award and revocation of the Honorary Freedom agreed by the Freedom Applications Committee, as set out in the report.

Resolution of the Court of Common Council, 10 January 2019

Resolved - That this Honourable Court expresses its regret as the minority Rohingya population suffering persecution still await justice, especially as the international world continues to call for justice and most recently the call to bring the generals of the Myanmar army to justice for genocide.

Further resolved - That:

1. The Freedom Applications Committee commences, forthwith, the process to revoke the Honorary Freedom granted to Aung San Suu Kyi in May of 2017.
2. The Freedom Applications Committee provides an update to the Court at the March meeting.

Report – The City Bridge Trust Committee

Thresholds for grant approvals under delegated powers

To be presented on Thursday, 12th September 2019

*To the Right Honourable The Lord Mayor, Aldermen and Commons
of the City of London in Common Council assembled.*

SUMMARY

At its July 2019 meeting, your City Bridge Trust Committee agreed to adjust the financial thresholds within which decisions on funding recommendations can be made by officers or the Chairman and Deputy Chairman under delegated powers. This is in order to increase the time available at meetings for discussion about strategy and wider policy issues.

These thresholds were last reviewed and set in 2014. Changes to them are subject to the final approval of the Court of Common Council and this report, therefore, seeks that approval.

RECOMMENDATION

That that the levels of delegation in respect of the consideration of grant applications be adjusted so that:

- (i) Applications of up to £50,000 may be approved by the Chief Grants Officer & Director of City Bridge Trust (CGO).
- (ii) Applications of over £50,000 and up to £100,000 may be approved by the CGO, in consultation with the Chamberlain.
- (iii) Applications of more than £100,000 are to be approved by the City Bridge Trust Committee.

MAIN REPORT

Background

1. In October 2014, the Court of Common Council considered a Review of City Bridge Trust's Priorities and Policies. This included a look at the financial thresholds associated with delegated approval arrangements, which have been employed over the years by the City Bridge Trust Committee.
2. Due to the volume of applications considered, it has been the long-standing practice that those associated with small sums are considered by the Chief Grants Officer & City Bridge Trust Director (CGO) acting alone, or by the CGO in consultation with the Chairman and Deputy Chairman for intermediate sums. This is to allow for the Committee meetings to focus on the larger funding decisions and strategic items. All such approvals are made in accordance with the approved funding strategy, Bridging Divides.

3. The levels of delegated authority for City Bridge Trust funding decisions are currently as follows:
 - (i) Up to £10,000 may be approved by the CGO.
 - (ii) Applications of over £10,000 and up to £25,000 may be approved by the CGO, in consultation with the Chairman and Deputy Chairman.
 - (iii) Applications of over £25,000 and up to £50,000 may be approved by the CGO in consultation with the Chairman and Deputy Chairman, with reference to the Chamberlain.
 - (iv) Applications over £50,000 to be approved by the City Bridge Trust Committee.

Proposal

4. With it having been five years since the levels were last reviewed, your City Bridge Trust Committee considered the suitability of the current delegation arrangements and the potential impact that altering the thresholds would have, also giving regard to the levels of delegation applied by other Committees.
5. Table 1, below, shows the number of applications dealt with where funding has been recommended, using the current levels of delegation and the number dealt with by Committee during 2018/19.

Table 1:

Grant level	Number of applications	Value of grants approved	% of number approved
< £10,000	19	£96,233	9.5%
£10,000 - £25,000	17	£292,005	8.5%
£25,000 - £50,000	17	£676,955	8.5%
> £50,000	147	£20,948,850	73.5%
Total	200	£22,014,043	100%

6. Following consideration, it is recommended that the levels of delegation be adjusted so that:
 - (iv) Applications of up to £50,000 may be approved by the Chief Grants Officer & City Bridge Trust Director (CGO).
 - (v) Applications of over £50,000 and up to £100,000 may be approved by the CGO, in consultation with the Chamberlain.
 - (vi) Applications of more than £100,000 are to be approved by the City Bridge Trust Committee.
7. The table below shows the impact that these changes would have on the number of applications dealt with by delegated authority and the number that would continue to come to Committee for approval, based on applications approved during 2018/19:

Table 2:

Grant level	Number of applications	Value of grants approved	% of number approved
< £50,000	53	£1,065,193	26.5%
£50,000 - £100,000	47	£3,609,030	23.5%
> £100,000	100	£17,339,820	50%
Total	200	£22,014,043	100%

8. Increasing the levels of delegated authority as proposed would make a sizeable difference to the amount of business that could be undertaken outside of Committee meetings, thereby increasing the time available for discussion about strategy and wider policy issues, whilst ensuring that Committee continues to make decisions on the more substantial applications which accounted for 50% of grants in 2018/19.

Conclusion

9. Your City Bridge Trust Committee considers that the financial thresholds associated with grant approvals should be adjusted to decrease the number of lower value applications requiring Committee approval, thereby providing for more time at meetings to allow for focus on strategic items and higher value applications. The Court is recommended to approve the recommended adjustments, as detailed in paragraph 6.

All of which we submit to the judgement of this Honourable Court.

DATED this 25th day of July 2019.

SIGNED on behalf of the Committee.

Dhruv Patel, O.B.E.
Chair, The City Bridge Trust Committee

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