



Freedom Applications Committee

Date: WEDNESDAY, 27 NOVEMBER 2019
Time: 3.00 pm
Venue: COMMITTEE ROOMS - 2ND FLOOR WEST WING, GUILDHALL

Members: Alderman Sir David Wootton (Chairman)
Jeremy Mayhew (Deputy Chairman)
Tijs Broeke
Dominic Christian
Alderman Vincent Keaveny
Deputy Tom Hoffman (Chief Commoner) (Ex-Officio Member)
Deputy Catherine McGuinness (Ex-Officio Member)
Deputy Brian Mooney (Ex-Officio Member)
Deputy Tom Sleigh (Ex-Officio Member)

Enquiries: Joseph Anstee
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N.B. Part of this meeting may be subject to audio-visual recording.

**John Barradell
Town Clerk**

AGENDA

1. APOLOGIES

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

3. MINUTES

To agree the public minutes and non-public summary of the meeting held on 8 October 2019.

For Decision
(Pages 1 - 2)

4. REVIEW OF THE VETTING PROCEDURE FOR APPLICANTS TO THE CITY FREEDOM BY REDEMPTION WITHOUT THE INTERVENTION OF A LIVERY COMPANY

Report of the Chamberlain and the Town Clerk

For Information
(Pages 3 - 6)

5. EQUALITY AND DIVERSITY MONITORING SURVEY

Report of the Chamberlain

For Information
(Pages 7 - 28)

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

7. EXCLUSION OF THE PUBLIC

MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

8. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 8 October 2019.

For Decision
(Pages 29 - 30)

9. REVIEW OF THE PROCEDURE FOR APPLICANTS TO THE CITY FREEDOM THROUGH A LIVERY COMPANY

Report of the Chamberlain and the Town Clerk

For Information
(Pages 31 - 40)

10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

Part 3 - Confidential Agenda

11. CONFIDENTIAL MINUTES

To agree the confidential minutes of the meeting held on 8 October 2019.

For Decision

12. FREEDOMS DASHBOARD AND APPLICATIONS REQUIRING DISCUSSION

Report of the Town Clerk

For Discussion

13. LIST OF HEADS OF MISSIONS

Report of the Town Clerk

For Discussion

14. FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS

Report of the Chamberlain

For Decision

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

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FREEDOM APPLICATIONS COMMITTEE

Tuesday, 8 October 2019

Minutes of the meeting of the Freedom Applications Committee held at the Guildhall EC2 at 3.00 pm

Present

Members:

Alderman Sir David Wootton (Chairman)	Tijs Broeke
Jeremy Mayhew (Deputy Chairman)	Dominic Christian
Alderman Vincent Keaveny	Deputy Tom Hoffman (Chief Commoner)
Simon Duckworth	(Ex-Officio Member)

Officers:

Peter Kane	- Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Laura Miller	- Deputy Clerk to the Chamberlain's Court
Joseph Anstee	- Town Clerk's Department
Andrew Buckingham	- Town Clerk's Department
Bruce Hunt	- Remembrancer's Department

1. APOLOGIES

Apologies for absence were received from Deputy Catherine McGuinness, John Scott and Deputy Tom Sleigh.

The Committee gave thanks to John Scott for his valuable contributions on his last meeting as a Member of the Committee.

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

There were no declarations.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 30 July 2019 be agreed as a correct record.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds

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

Item No.	Paragraph(s) in Schedule 12A
7	1, 3
8	1
9	-
10 - 13	1
14	-

7. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 30 July 2019 be agreed as a correct record.

8. **PARLIAMENTARIAN FREEDOMS**

The Committee considered a report of the Town Clerk.

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

There were no questions.

10. **CONFIDENTIAL MINUTES**

The Committee considered the confidential minutes of the meeting held on 30 July 2019.

11. **FREEDOMS DASHBOARD AND APPLICATIONS REQUIRING DISCUSSION**

The Committee considered a report of the Town Clerk.

12. **LIST OF HEADS OF MISSIONS**

The Committee considered a report of the Town Clerk.

13. **FREEDOM BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS**

The Committee considered a report of the Chamberlain.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting closed at 3.58 pm

Chairman

Contact Officer: Joseph Anstee

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Committee(s)	Dated:
Freedom Applications Committee	27 November 2019
Subject: Review of the Vetting Procedure for applicants to the City Freedom by Redemption without the Intervention of a Livery Company	Public
Report of: The Chamberlain and the Town Clerk	For Information
Author: Murray Craig, Clerk of the Chamberlain's Court Joseph Anstee, Committee and Member Services Officer	

Summary

This report presents the current arrangements for the vetting of candidates applying for the Freedom. The vetting procedure was introduced in April 2015 whereby candidates applying for the Freedom were vetted prior to them attending an interview and to pay the fee. The intention was to protect the reputation of the City of London and to ensure that candidates who could cause potential embarrassment are not admitted. The vetting procedure was last reviewed by the Freedom Applications Committee in July 2016, at which time it was resolved that the vetting procedure undertaken by the Committee and the enhanced investigations currently carried out by the Chamberlain's Court should continue; and that the Guidance for Members on the Freedom be recirculated to the Committee for information.

Recommendation

It is **recommended** that the contents of this report are considered and discussed.

Main Report

1. The standard application form for Freedom of the City of London Applicants by Nomination sets out the procedure by which general applications (i.e. not Ward List or Patrimony applications) are considered. This includes a short paragraph on eligibility – individuals above the age of eighteen, who are not undischarged bankrupts, and who do not have any unspent convictions under the Rehabilitation of Offenders Act 1974. The application form also sets out eligibility and expectation of nominators, as well as stating that the City of London Corporation has absolute discretion to admit or refuse to admit an applicant, and that further information about the applicant may be sought from the nominators if deemed necessary.
2. The form also states that the application will go through a 'checking process' and that once this is completed, there is an application interview prior to the application being submitted to the Court of Common Council for formal approval.

3. Within the checking process referred to is the enhanced vetting procedure introduced in April 2015. This comprises of an online check under each applicant resulting in an additional tier to the process of applying for the freedom. The results of the checks are not disclosed to the applicant unless a problem is found, and then the nominators are contacted. Each check is based on free online information in the public domain that may flag some of the following concerns, which seek to protect the reputation of the City of London:
 - Inappropriate or extremist personal views
 - Links or appointments to an organisation or company, with any improper history or bankruptcy
 - Links or membership the applicant may have to any inappropriate or extremist groups
 - Any impending court orders or arrests
4. A short pro forma of checks (shown below) is completed for each applicant with a maximum timeframe of 15 minutes per search. The search time is limited, as it is possible to spend a lot of time accessing many links and webpages without certainty that they relate to the applicant, or that any useful information may be found.

Full Name:	
Address:	
Reference:	
Date Application Received by:	
Heard at Court Date:	
Search Date:	
Nominator Name 1:	
Nominator Name 2:	
Google – Name search:	
Google – Address search:	
Facebook:	
Twitter Advanced Search:	
Linkedin search using keywords:	
Disqualified Directorship - Companies House	
Issue(s) of concern:	
Other comments:	

A number of searches under each category above are performed until a match to the individual can be found or ruled out. Firstly, basic details such as name and address are searched via Google. In order to assist these searches, keywords found in the application form such as the applicants e-mail address, name of employer or occupation are used.

Under the category 'Google address searches' information is often found (based on registered addresses) on an individual's company directorships or other company appointments. Once a company name has been obtained, searches are performed on the company which can provide a review of the company and its

conduct. A search is also performed on the individual using the Companies House Disqualified Directorship database.

Social media accounts are included in the vetting search – Facebook, Twitter and LinkedIn (accounts found on other social media sites will be investigated if found via Google). Social media accounts are searched for in a variety of ways: firstly by using the social media website's own search tools which filter by various search criteria. If no matches are found, a secondary search is carried with Google using keywords. This can yield different results, or narrow the search. The intuition of the search user also aids the vetting process: e.g. an online image can be considered a likely fit to an individual by matching it against their age or occupation. Often, the same images of an individual are displayed across more than one social media site, and this can also help to identify the applicant.

5. The advantages of the enhanced vetting procedure are as follows:

- Potentially unsuitable candidates are spotted early in the process and not after they have been admitted to the Freedom
- Enables an analysis of the background of candidates to be completed.
- Protects the reputation of the City
- The knowledge that applicants are being vetted might make nominators less casual in their approach to nominating.

6. The following are observations on the experience of vetting carried out by the Chamberlain's Court staff some of which may be considered to be disadvantages:

- It is time-consuming.
- Since 2015 five potentially unsuitable cases have been identified arising from the enhanced vetting process, out of all candidates vetted.
- Any applicants guilty of wrongdoing are likely to hide any record of this, which can be done relatively easily on the internet.
- Many candidates are mature in years and often do not have a presence on social media.
- Common names can produce large numbers of results. First names provided on application forms are often not those used on social media.
- Vetting means that the application process takes longer. This can have consequences if nominators want to put through a candidate speedily to coincide with a specific date for the ceremony.
- The vetting process has generated a tier of extra administration.
- There is no disciplinary process attached to nominating someone unsuitable.
- Information on the internet can be incorrect or unreliable, and the City of London Corporation could find itself at the risk of bad publicity, were we to delay a Freedom as a result of information that turned out to be incorrect.

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Committee:	Date:
Freedom Applications Committee	27 November 2019
Subject: Equality and Diversity Monitoring Survey	Public
Report of: The Chamberlain	For Information

Summary

At its meeting on 13th February 2017, the Committee considered a report of the Chamberlain on the Chamberlain's Court Equality and Diversity Survey, following two sample surveys conducted in September 2015 and September 2016 regarding people applying for the Freedom of the City of London. The surveys provided a useful snapshot of the current situation and potential trends. The Chamberlain's Court has now collected a sample survey in September each year since 2015, meaning that five years' worth of data has now been collected, and in respect of this, comparative data for 2015-2019 is provided alongside the survey results for 2019.

Recommendation

It is **recommended** that the survey attached in Appendix A be considered and discussed by Members. Members will wish to consider the analysis and whether they wish to take further steps that might assist in enhancing the diversity of applications.

Appendix

- Appendix A – Chamberlain's Court Equality and Diversity Survey, September 2019

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**CHAMBERLAIN'S COURT
EQUALITY AND DIVERSITY SURVEY
2019**

OCTOBER 2019

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Background:

In 2015 a decision was taken to undertake a survey into applications for the Freedom of the City to examine the cohort in relation to diversity, inclusion and protected characteristics. Due to limited resources, staffing and basic IT it was decided that this should be done for one month and repeated on a yearly basis in order to provide a 'snapshot' of the applicants' backgrounds. September was chosen as it does not include any bank holidays or annual City events requiring closure.

Methodology:

A simple survey form was handed to applicants at the interview stage to be completed by hand. It comprised seven questions five of which employed a multiple-choice format and two of which employed a simple singular answer format. No comment boxes were included due to time constraints.

In addition, the member of staff administering the survey was required to note which route the applicant was taking to obtain their freedom. A copy of the survey form is appended (Appendix 2).

Compliance:

All those completing the survey form were required to provide their consent to fair usage of the data they provided (see Appendix 1). The first page of the survey outlined our intentions and confirmed that we would use the information in line with the requirements of the General Data Protection Act 2018. The completed survey forms will be shredded, and the information contained will only be disseminated within the department and to other interested parties within the City of London Corporation.

Sample:

The survey was completed throughout the calendar month of September 2019. There was a maximum possible sample of 173 applicants. A certain number of these applicants will not have received a survey form because they were applying by proxy and therefore not attending for interview. In addition, there may have been some situations, such as large group patrimony applications, where time and staffing constraints may have made it difficult to insist on the forms being completed. 145 survey forms were completed, enough to provide a meaningful sample.

Comparison to 2015, 2016, 2017 and 2018 figures:

The sample will show some natural variance. This is due to variable factors such as staff leave, Guildhall closures and shifts in Livery Company calendars. There is also some fluctuation in the percentage of survey forms completed.

Abbreviations

- **COCO:** Court of Common Council. Applicants are nominated by two Liverymen of good standing or City of London elected members.
- **COA:** Court of Aldermen. Applicants have already received the freedom of a Livery company
- **OTHER:** Those applying for the freedom through other routes i.e. Patrimony or where for some reason the application route has not been noted.

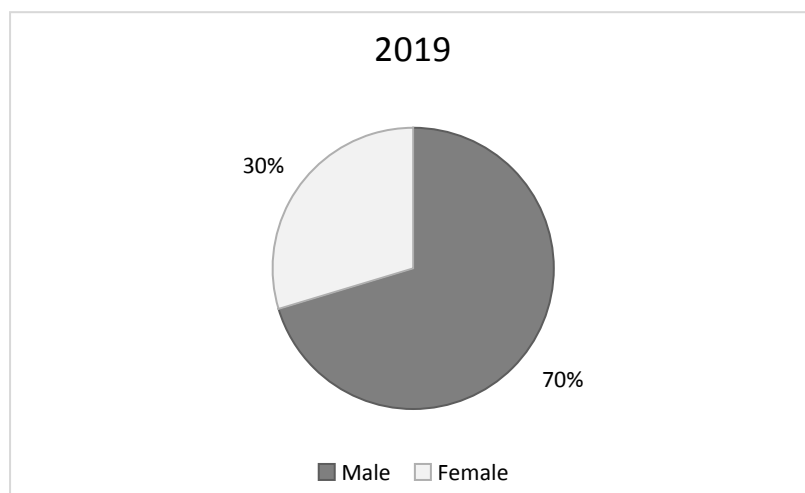
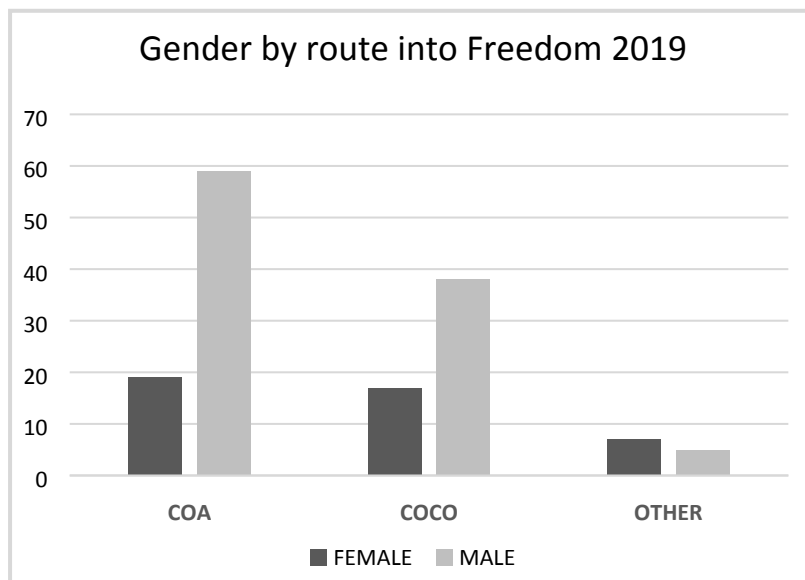
Results 2019

Question 1: Gender

Data Totals:

GENDER	COA	COCO	OTHER	TOTALS
FEMALE	19	17	7	43
MALE	59	38	5	102
OTHER	0	0	0	0

*In 2019 to acknowledge non-binary and other gender choices we introduced the option to identify as 'other' but no applicant chose this option.

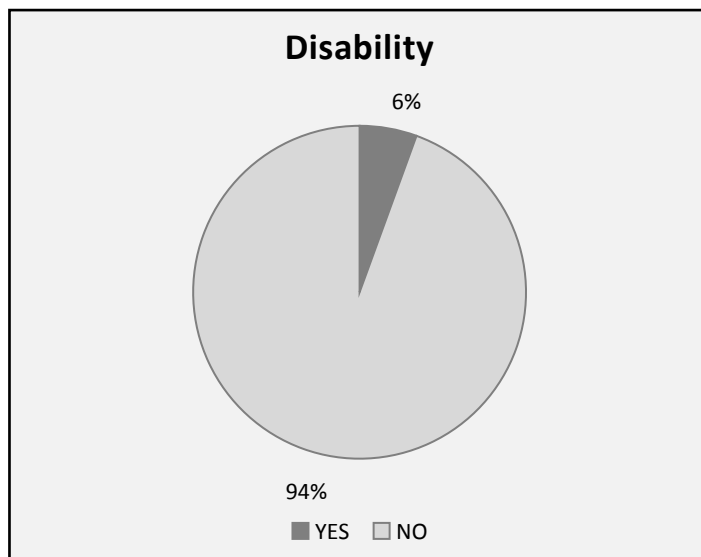


Question 2: Disability

Data Totals:

DISABILITY	COCO	COA	OTHER	TOTALS
YES	6	1	1	8
NO	49	76	11	136

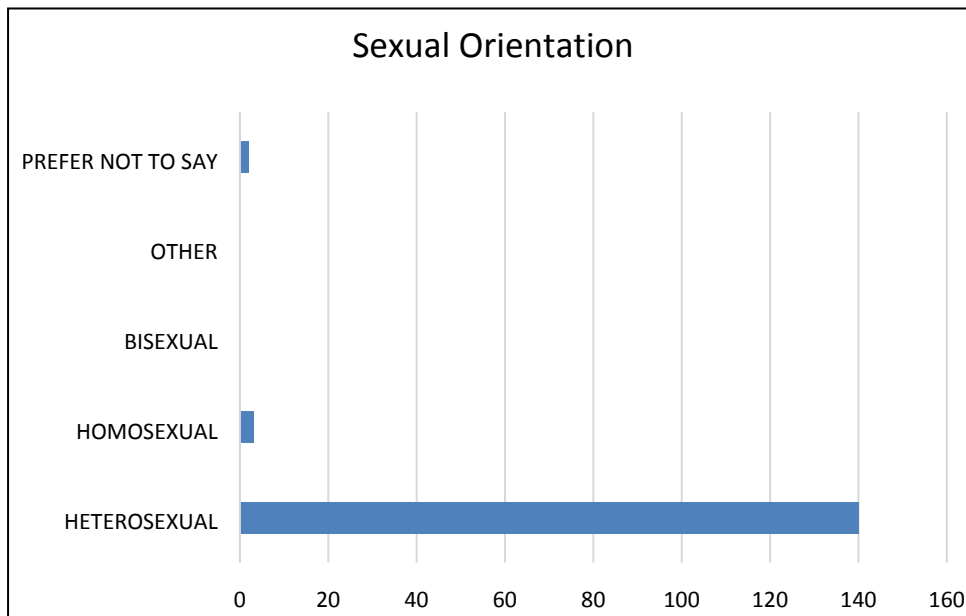
* One survey form contained no reply



Question 3. Sexual Orientation

Data Totals:

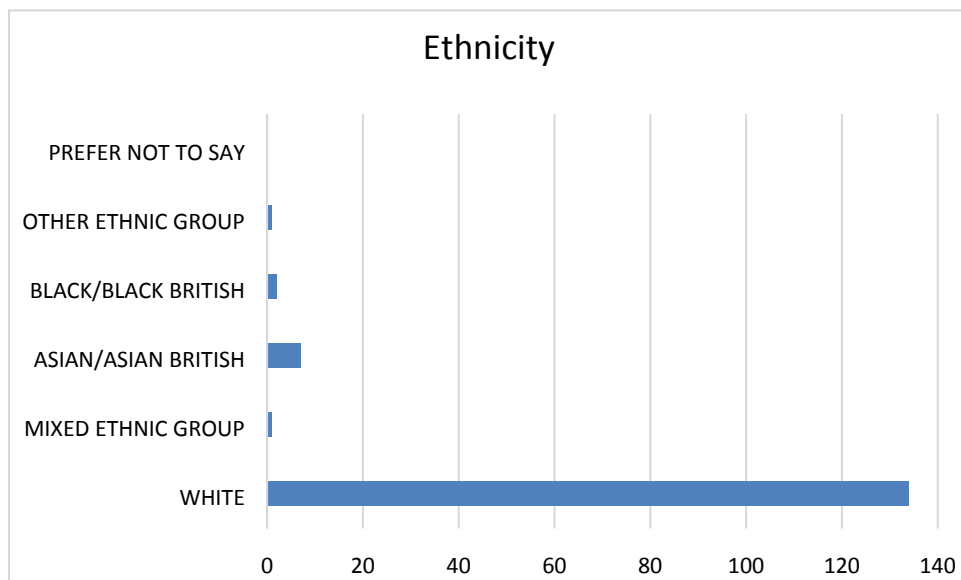
SEXUAL ORIENTATION	COCO	COA	OTHER	TOTALS
HETEROSEXUAL	53	76	11	140
HOMOSEXUAL	2	1	0	3
BISEXUAL	0	0	0	0
OTHER	0	0	0	0
PREFER NOT TO SAY	0	1	1	2



Question 4. Ethnicity

Data Totals:

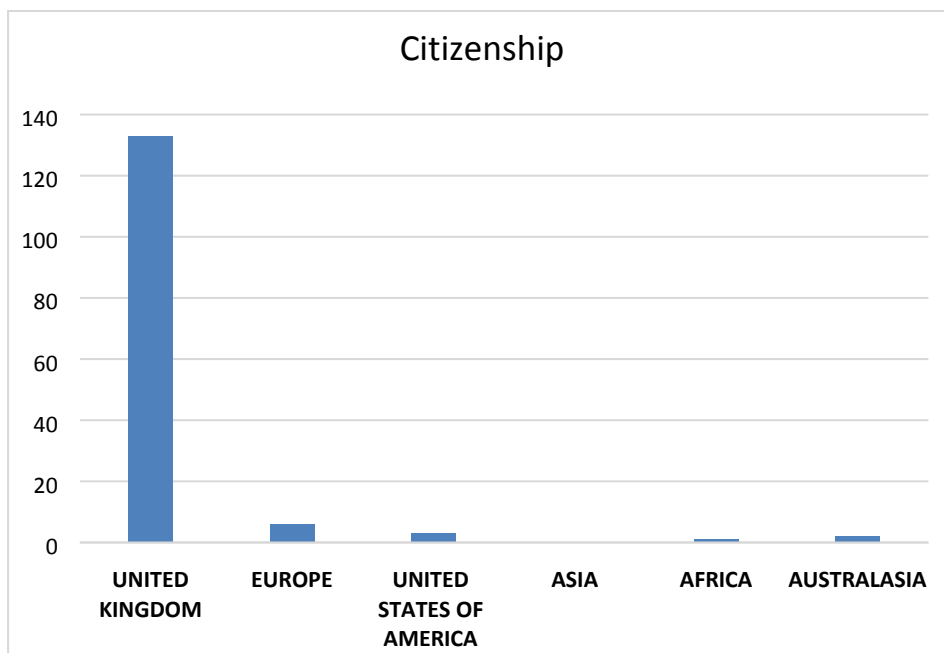
ETHNICITY	COCO	COA	OTHER	TOTAL
WHITE	51	71	12	134
MIXED ETHNIC GROUP	1	0	0	1
ASIAN/ASIAN BRITISH	1	6	0	7
BLACK/BLACK BRITISH	1	1	0	2
OTHER ETHNIC GROUP	1	0	0	1
PREFER NOT TO SAY	0	0	0	0



Question 5. Citizenship

Data Totals:

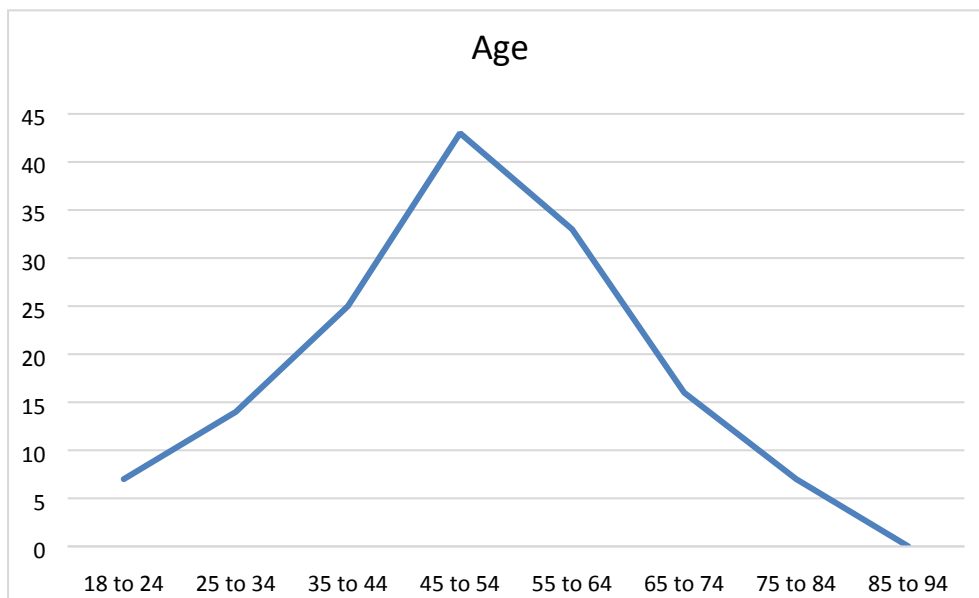
CITIZENSHIP	COCO	COA	OTHER	TOTAL
UK	48	74	11	133
EUROPE	3	2	1	6
USA	2	1	0	3
ASIA	0	0	0	0
AFRICA	1	0	0	1
AUSTRALASIA	1	1	0	2



Question 6. Age

Data Totals:

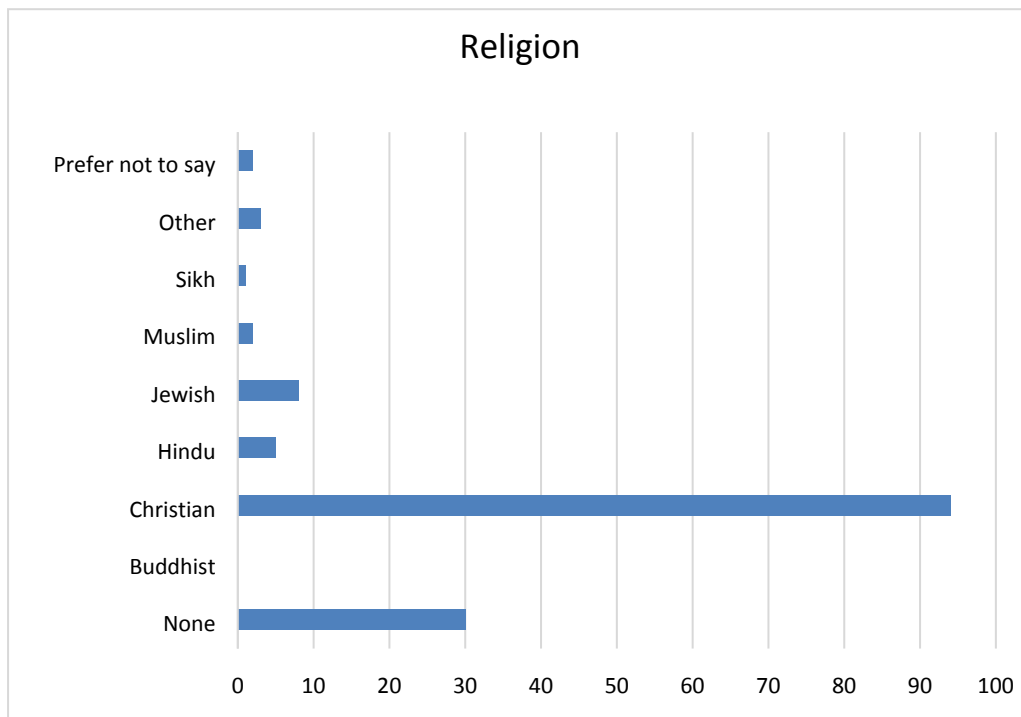
AGE	COCO	COA	OTHER	TOTAL
18 - 24	2	2	3	7
25 - 34	6	4	4	14
35 - 44	7	18	0	25
45 - 54	15	26	2	43
55 - 64	14	17	2	33
65 - 74	5	10	1	16
75 - 84	6	1	0	7
85 - 94	0	0	0	0



Question 7. Religious Affiliation

Data Total:

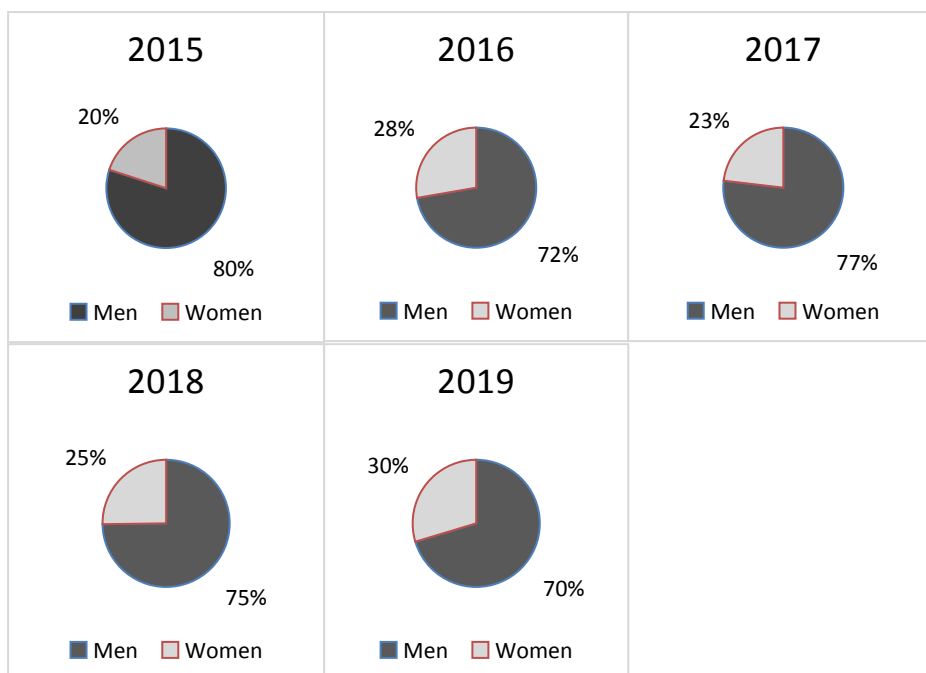
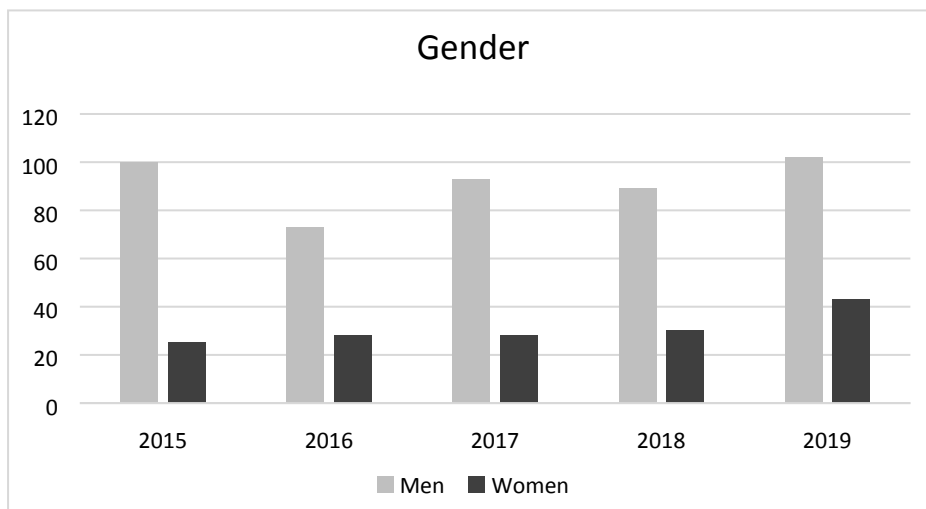
RELIGION	COCO	COA	OTHER	TOTAL
None	9	17	4	30
Christian	39	47	8	94
Muslim	1	1	0	2
Jewish	3	5	0	8
Hindu	0	5	0	5
Sikh	1	0	0	1
Buddhist	0	0	0	0
Other	1	2	0	3
Prefer not to say	1	1	0	2



Comparative Data: Sept 2015/ 2016/ 2017/2018

Gender

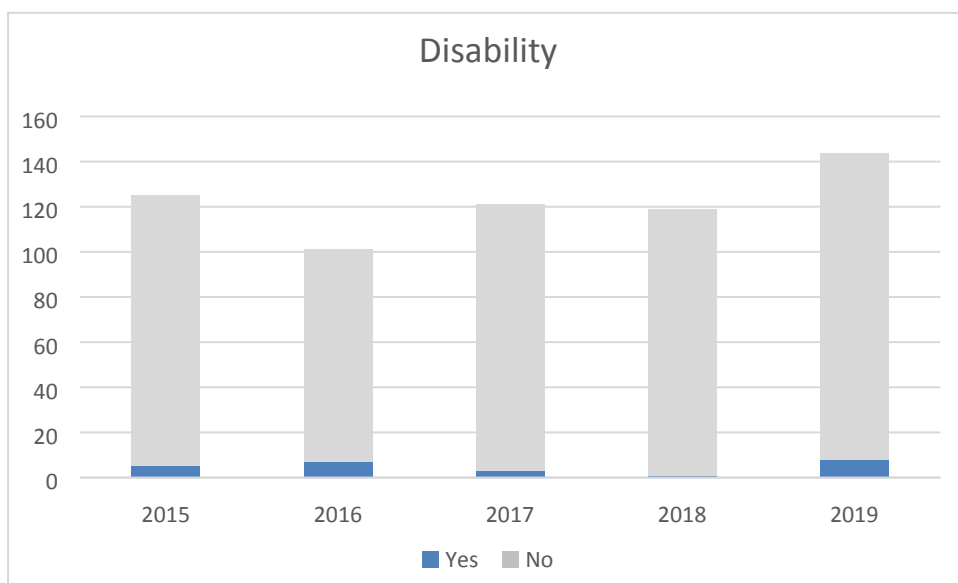
Year	Men	Women
2015	100	25
2016	73	28
2017	93	28
2018	89	30
2019	102	43



Disability:

Data totals:

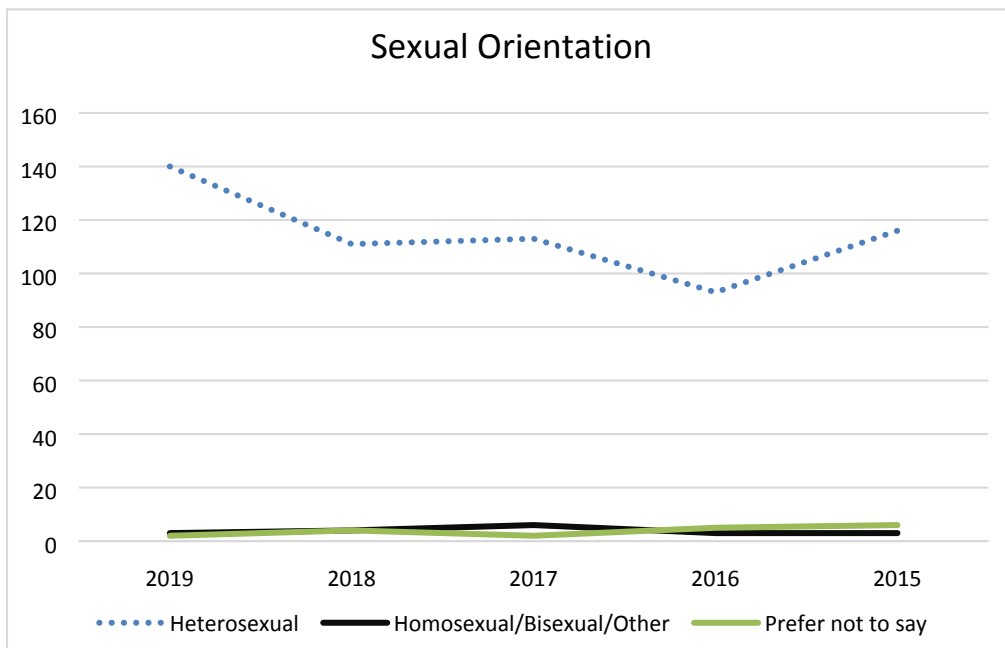
Disability	Yes	No
2015	5	120
2016	7	94
2017	3	118
2018	1	118
2019	8	136



Sexual Orientation

Data totals:

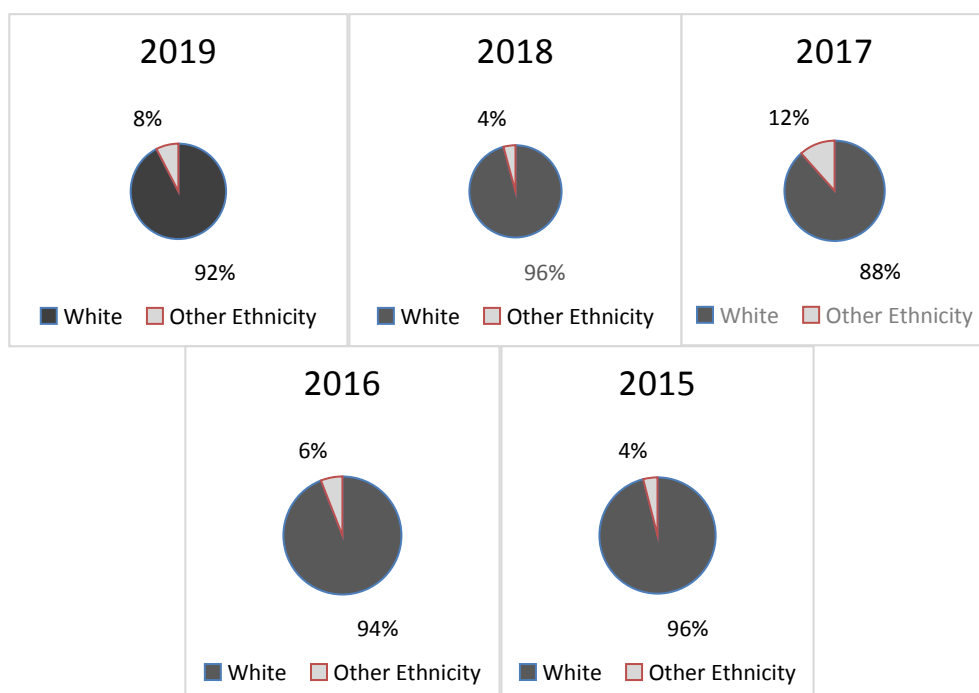
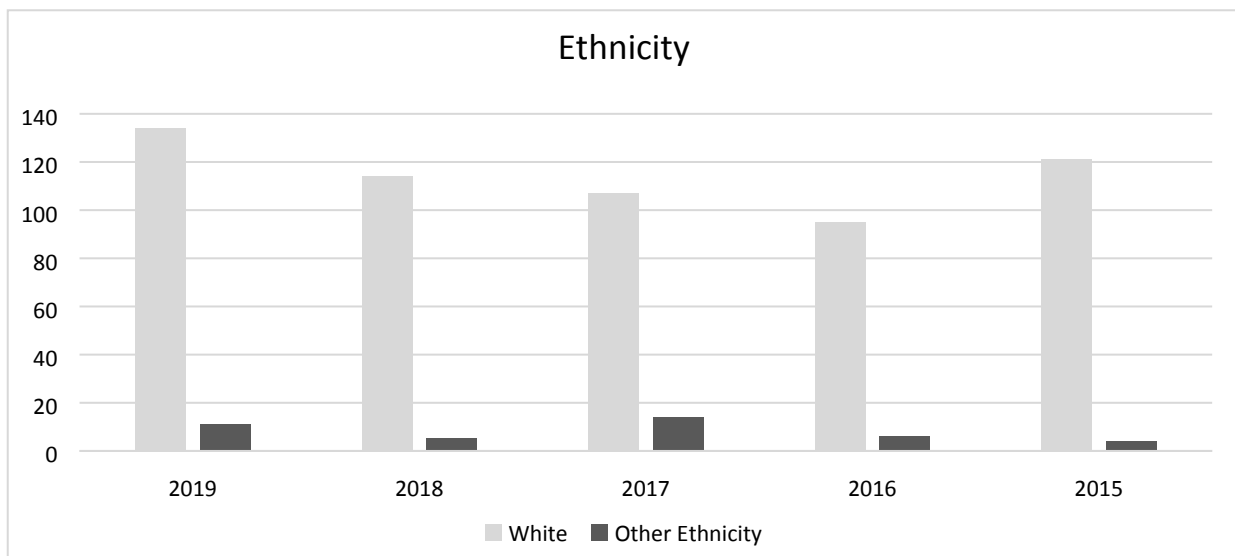
Sexual orientation	2019	2018	2017	2016	2015
Heterosexual	140	111	113	93	116
Homosexual	3	4	6	3	2
Bisexual	0	0	0	0	1
Other	0	0	0	0	0
Prefer not to say	2	4	2	5	6



Ethnicity

Data totals:

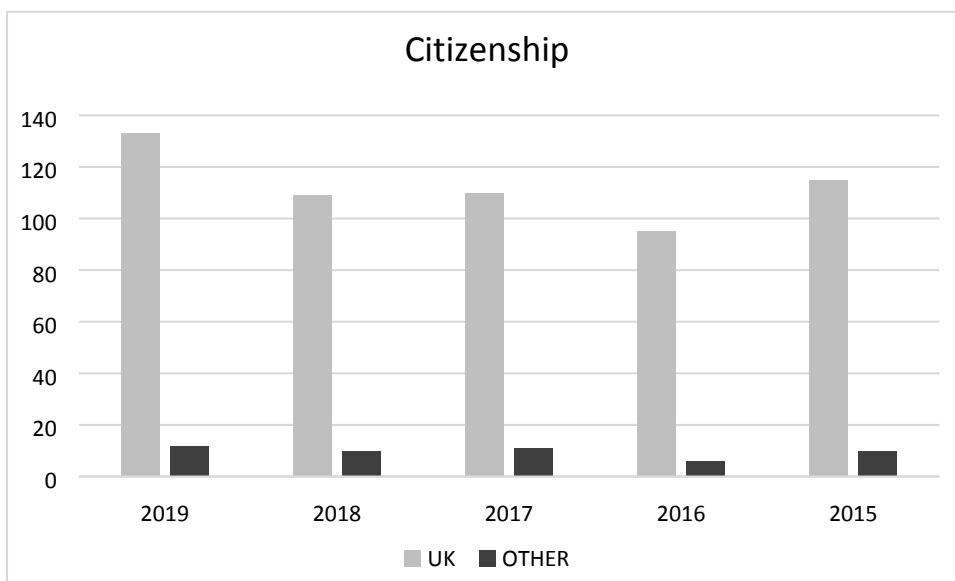
Ethnicity	2019	2018	2017	2016	2015
White	134	114	107	95	121
Mixed ethnic group	1	1	3	2	1
Asian/Asian British	7	3	7	3	0
Black/Black British	2	1	3	1	1
Other Ethnic Group	1	0	1	0	1
Prefer not to say	0	0	0	0	1



Citizenship

Data totals:

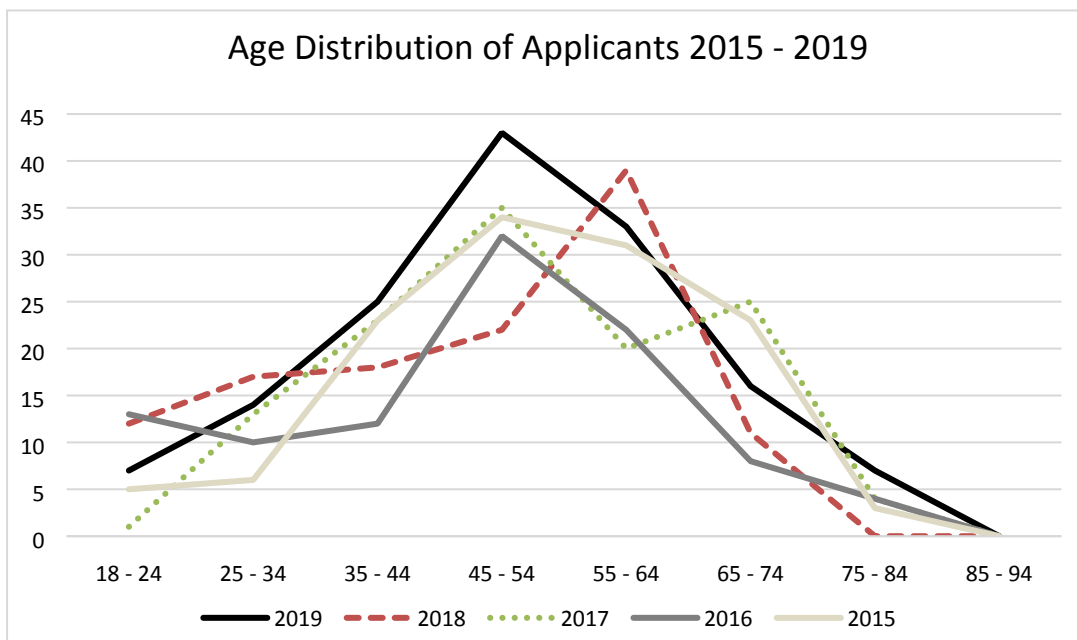
Citizenship	2019	2018	2017	2016	2015
UK	133	109	110	95	115
EUROPE	6	7	5	3	8
ASIA	0	0	0	0	0
AFRICA	1	0	0	0	1
NORTH AMERICA	3	3	3	2	1
AUSTRALASIA	2	0	3	1	0



Age

Data totals:

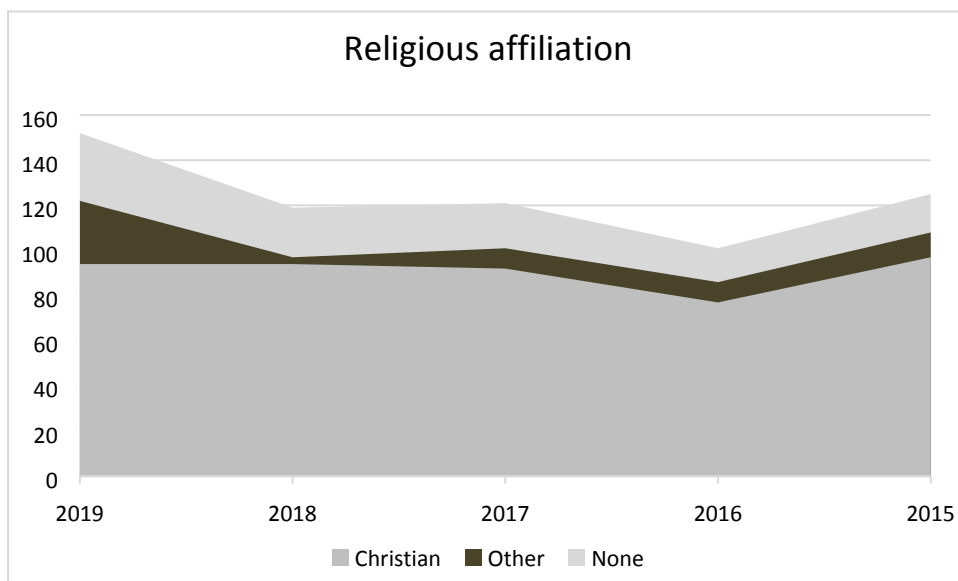
Age	2019	2018	2017	2016	2015
18 - 24	7	12	1	13	5
25 - 34	14	17	13	10	6
35 - 44	25	18	23	12	23
45 - 54	43	22	35	32	34
55 - 64	33	39	20	22	31
65 - 74	16	11	25	8	23
75 - 84	7	0	4	4	3
85 - 94	0	0	0	0	0



Religious Affiliation

Data totals:

Religious Affiliation	2019	2018	2017	2016	2015
None	30	22	20	15	17
Christian	94	94	92	77	97
Muslim	2	1	0	0	0
Jewish	8	1	2	4	1
Hindu	5	1	1	0	0
Sikh	8	0	3	1	0
Buddhist	0	0	1	0	0
Other	3	0	2	1	6
Prefer not to say	2	0	0	3	4



Executive Summary

Conclusions

- The majority of those applying for the Freedom of the City in September 2015, 2016, 2017, 2018 and 2019 were white, male, middle-aged, Christian and British.
- Although not steady, there has been a 10% increase in the number of women applying for the Freedom since 2015.
- There has also been a slight increase in the percentage of younger applicants for the Freedom.
- Most figures remain largely static. Now that we have been collecting data for five years, we may begin to conclude that there is a fairly stable pattern of distribution.

Analysis

The Chamberlain's Court has little control over applications for the Freedom as this is in the hands of the Livery Companies and those Liverymen able to propose potential candidates. They remain to some degree autonomous institutions.

It is unsurprising that institutions that are traditionally male, white and middle class should continue to recruit and support in their own image. This is not necessarily the result of conscious discrimination, but unconscious bias could play a part.

Some Livery companies are oversubscribed at full Livery level and may not be motivated to 'widen the net' in order to encourage new applicants. In addition, the use of 'patrimony' to choose new members, especially in the case of older, more prestigious companies, leads to recruitment from an exclusive pool.

This survey continues to provide a snapshot of the situation and may not be entirely accurate but if it is at least indicative there has been little change in the composition of those applying for the Freedom.

It should be pointed out however that despite this, the Chamberlain's Court continues to provide a major point of contact and communication between the City of London Corporation and the community both local and international.

Appendix 1



FREEDOM OF THE CITY OF LONDON EQUAL OPPORTUNITIES DIVERSITY MONITORING FORM

The City of London Corporation is working towards equal opportunities in dealing with its customers with the aim of ensuring that everyone who applies for the Freedom of the City receives fair treatment. To help us to achieve this aim, we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. Although you do not have to complete the form, by completing as much of the information as possible, you will be helping us to ensure that you and others receive fair treatment.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

Thank you for completing this form P.T.O.

COA		COCO		PAT		SERV	
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Appendix 2

Please mark your responses by putting an 'X' in the box.

1. Gender: Male ☐ Female ☐ Other ☐

2. I consider myself to have a disability: Yes ☐ No ☐

3. Sexual orientation:

Heterosexual ☐ Homosexual ☐ Bisexual ☐
Prefer not to say ☐

4. What is your ethnicity?

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐
British ☐ Other White background ☐

Mixed Ethnic Group

White and Black Caribbean ☐ White and Black African ☐
White and Asian ☐ Any other mixed background ☐

Asian / Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐
Any other Asian background ☐

Black/Black British

African ☐ Caribbean ☐ Any other Black/African/Caribbean background ☐

Other ethnic group

Arab / Arab British ☐ Any other ethnic group ☐ Prefer not to say ☐

5. I am a CITIZEN of: _____.

6. I am _____ **years old.**

7. What is your religion or belief?

None / No religion	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Other	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

I give my consent to the City of London Corporation processing the information given above in accordance with the purposes stated on the first page ☐ **(please tick)**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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