



Members Privileges Sub (Policy and Resources) Committee

Date: MONDAY, 3 SEPTEMBER 2018

Time: 3.00 pm

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: John Scott (Chief Commoner) (Chairman)
Wendy Mead
Simon Duckworth
Christopher Hayward
Ann Holmes
Deputy Jamie Ingham Clark
Deputy Edward Lord
Deputy Catherine McGuinness
Deputy Richard Regan
Jeremy Simons

Enquiries: Emma Cunnington
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emma.cunnington@cityoflondon.gov.uk

John Barradell
Town Clerk and Chief Executive

AGENDA

Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**
3. **MINUTES**
To agree the public minutes of the meeting held on 7th February 2018.
For Decision
(Pages 1 - 4)
4. **USAGE OF CHAIRMEN'S ROOM 1 AND 2**
Report of the Town Clerk.
For Information
(Pages 5 - 10)
5. **CONDITION OF THE BUILDING**
Chief Commoner to be heard.
For Decision
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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 Schedule 12A of the Local Government Act.
For Decision
9. **REVIEW OF POLICY AND RESOURCES CHAIRMAN'S ACCOMMODATION**
Report of the City Surveyor.
For Decision
(Pages 11 - 20)
10. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

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MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE

Wednesday, 7 February 2018

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at the Guildhall EC2 at 10.30 am

Present

Members:

Wendy Mead (Chief Commoner)
(Chairman)
Ann Holmes
Deputy Jamie Ingham Clark
Deputy Edward Lord
Deputy Catherine McGuinness (Ex-Officio Member)
John Scott (Ex-Officio Member)
Jeremy Simons

Officers:

Tina Denis	-	Town Clerk's Department
Angela Roach	-	Principal Committee and Members Services Manager
Nigel Lefton	-	Remembrancer's Department

1. APOLOGIES

An apology for absence was received from Richard Regan.

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

There were no declarations.

3. MINUTES

The minutes of the Sub-Committee meeting held on 12 January 2018 were approved as a correct record.

Matters Arising

Provision of Lockers for Chairmen and Their Deputies

Reference was made to the request for the provision of 24 lockers fitted with key locks and to the fact that there were 28 Chairmen that the facility would be offered to. The Chief Commoner had, therefore, agreed to the number of lockers being increased by four. It was noted that the additional lockers could

be accommodated within the small IT room on the mezzanine floor and that it would increase the estimated cost of providing lockers from £700 to approximately £840. Members supported the increase.

RESOLVED – That it be recommended to the Policy and Resources Committee that 28 lockers fitted with key locks be provided for the use of Chairmen (and/or their Deputies) in the Members small IT room on the mezzanine floor at an estimated cost of £840.

Chairmen and Deputy Chairmen Meeting Rooms

A Member requested that Chairmen and Deputy Chairmen be reminded of the process for booking use of the meeting rooms on the 2nd floor of the West Wing.

4. PROPOSED CHIEF COMMONER'S HANDBOOK

The Sub-Committee considered a revised draft of a Chief Commoner's Handbook prepared by Deputy Edward Lord which now incorporated the comments of a number Members' including the Chief Commoner and the Chief Commoner Elect.

During discussion a number of suggestions were made, and it was noted that there were a few small typing errors that would be corrected. Reference was also made to ensuring that consistency was applied to the Chief Commoner's place in formal processions such as a School Prize Giving and to the seating position at Committee events. It was noted that issues such as this would be addressed should the creation of the handbook be formerly supported by the Grand Committee.

RESOLVED – That it recommended to the Policy and Resources Committee that a Chief Commoner's Handbook be created to provide information on the protocols of the Office to all new incumbents as well as to assist the support services provided the Office.

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

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT Deputy Michael Welbank

The Sub-Committee unanimously expressed its sincere gratitude to Deputy Michael Welbank, the previous Chief Commoner, for all his work, support and direction and wished him well upon his retirement from the Court of Common Council.

The meeting closed at 11.00am

Chairman

Contact Officer: Tina Denis
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tina.denis@cityoflondon.gov.uk

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Committee	Dated:
Members Privileges Sub (Policy and Resources) Committee – For Information	3rd September 2018
Subject: Usage of Chairmen's Room 1 and 2	Public
Report of: Town Clerk	For Information
Report author: Emma Cunnington & Rebecca Muscat, Town Clerk's	

Summary

At its meeting on 19 October 2017 the Members Privileges Sub-Committee agreed that the use of the small IT and the meeting rooms (Chairman's Room 1 and 2) located on the second floor of the West Wing should be made available for the use of all Chairmen and Deputy Chairmen only. It was also agreed that the meeting rooms should be:-

- managed by the Town Clerk's Office via the Personal Assistants appointed to support Chairmen;
- available on a first come first serve basis; and that
- the usage of the two rooms monitored and reported back to the Sub-Committee after six months of operating the arrangements.

This was subsequently endorsed by the Policy and Resources Committee.

This report sets out the usage of Chairman's Room 1 and 2 from mid-November 2017 to 31st July 2018. It provides an analysis of the room bookings made on a monthly basis, highlights usage at the busier times of the day and provides a breakdown of how the rooms were occupied.

Since monitoring began in mid-November 2017, both meeting rooms have been used regularly. The "first come, first served" arrangement used for managing occupancy of the rooms appear to be working well.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. At its meeting on 19 October 2017 the Members Privileges Sub-Committee considered the use of Chairman's Room 1 and 2 on the second floor of the West Wing.

2. Whilst the original proposal set out that these rooms be reserved for the Chairmen and Deputy Chairmen of Finance, Planning & Transportation, Establishment and Police Committees, Members of this Sub-Committee agreed, following consultation with other Chairmen and Deputy Chairmen, that the rooms would be available for all Committee Chairmen and Deputy Chairmen on a “first come, first served” basis. The Policy and Resources Committee endorsed this approach in November 2017.
3. Members of this Sub-Committee requested a report outlining the usage of Chairmen’s Room 1 and 2, which this report sets out to do.

Current Position

4. Currently, any Chairman or Deputy Chairman wishing to use Chairman’s Room 1 or 2 can book by sending an email to Chairmans.MR1@cityoflondon.gov.uk. Alternatively, Members can speak to Rebecca Muscat directly on 020 7332 1346.
5. The rooms are made available on a “first come, first served” basis and are available for Chairmen and Deputy Chairmen to use for City Corporation business only, and not as a private office.
6. The other Committee Rooms on the second floor of the West Wing continue to be managed by Mark Mojsak and Lee Austin and can be booked by emailing REMCommitteeRooms@cityoflondon.gov.uk.

Analysis of Usage

7. Both meeting rooms have been used extensively since usage was first monitored in mid-November 2017. At its peak, Chairman’s Room 1 was occupied for 57 hours during June 2018, and Chairman’s Room 2 was occupied for 58 hours during July 2018.
8. There was a slight dip in bookings in April 2018 and it likely that this was as result of the Easter recess. Chart 1A and 2A below shows more detail:

CHART 1A

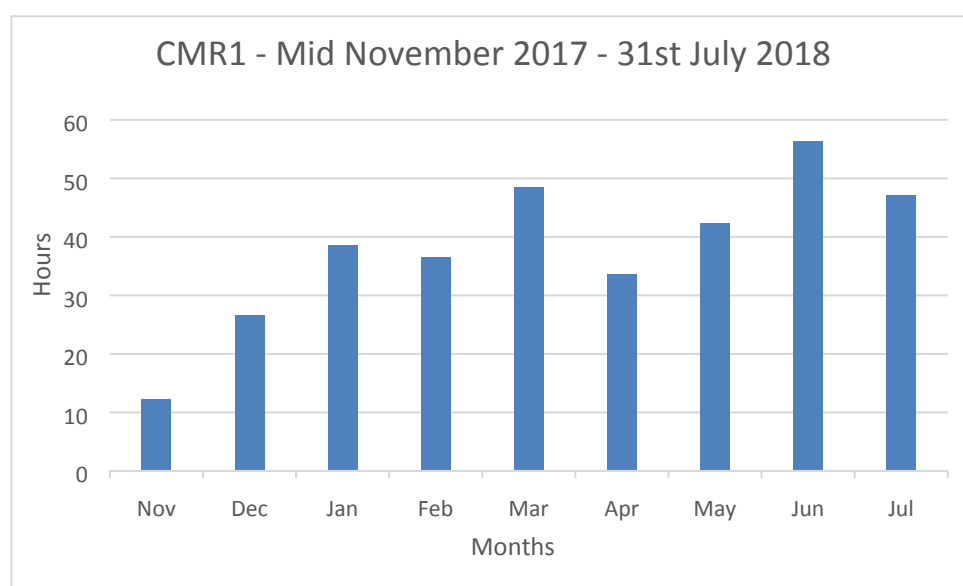
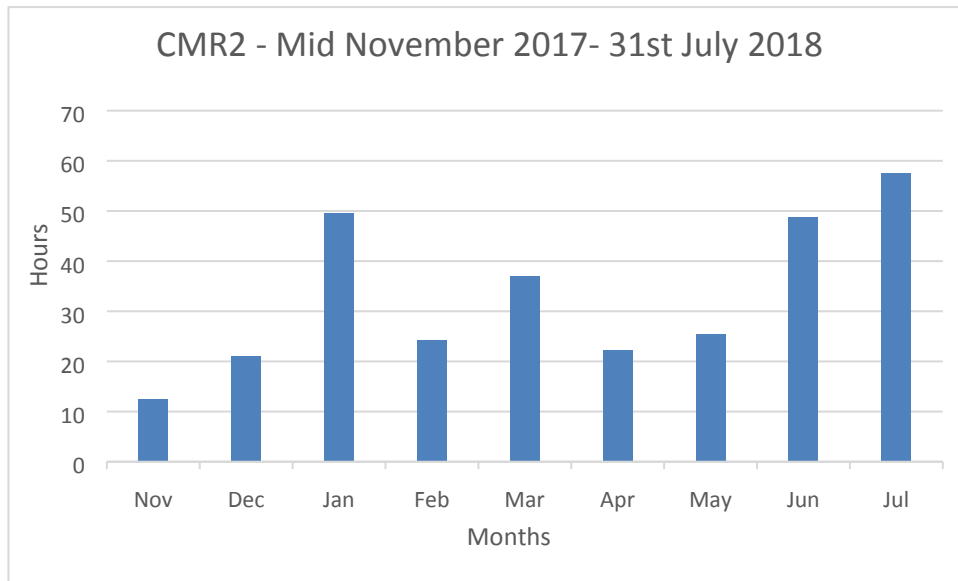


CHART 2A



9. Charts 1B and 2B below set out the times of day that the rooms are most used. At its peak, Chairman's Room 1 is predominately used in the late afternoon period, between 16:00-17:00. Chairman's Room 2 has more consistent peaks of usage during the late morning and early afternoon periods. Both rooms have little use over the lunchtime period.

CHART 1B

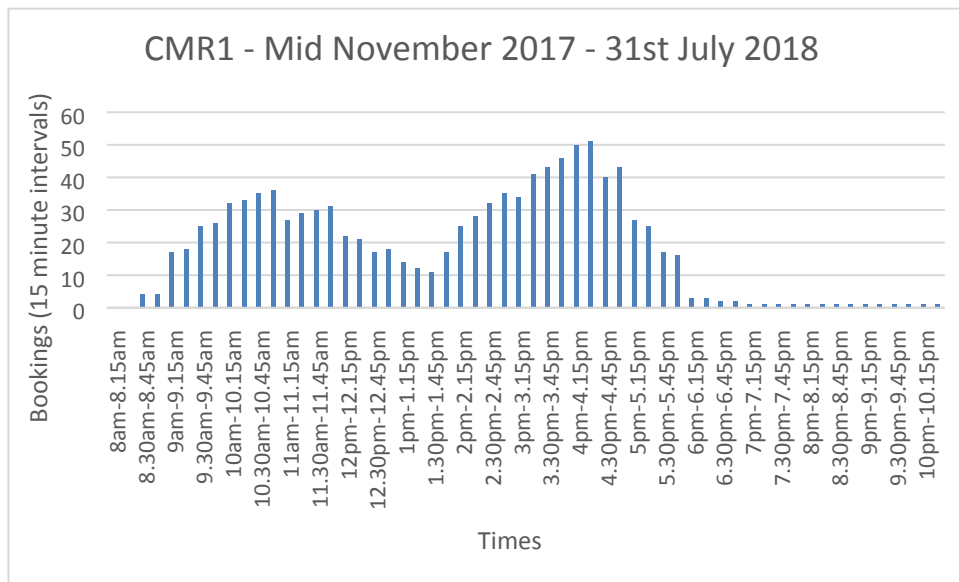
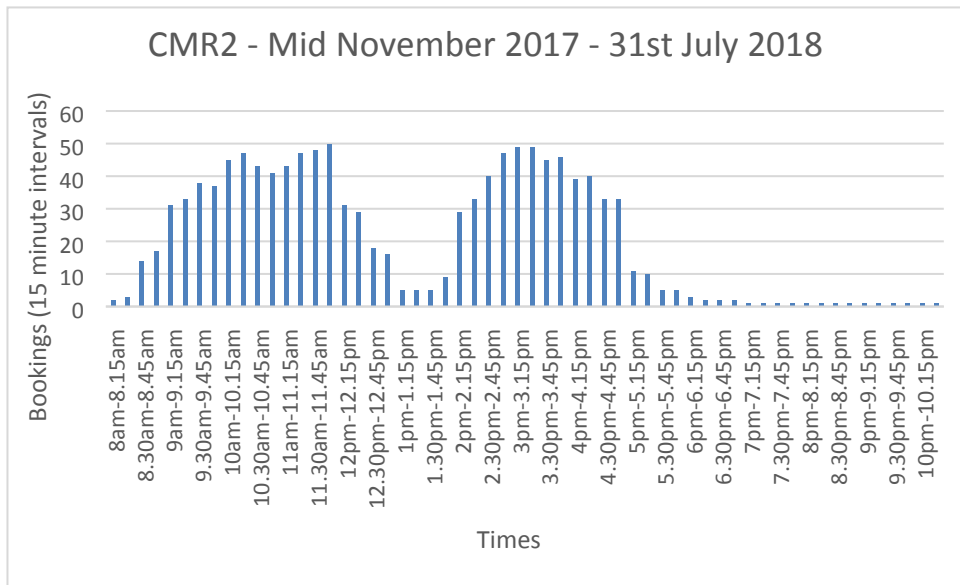
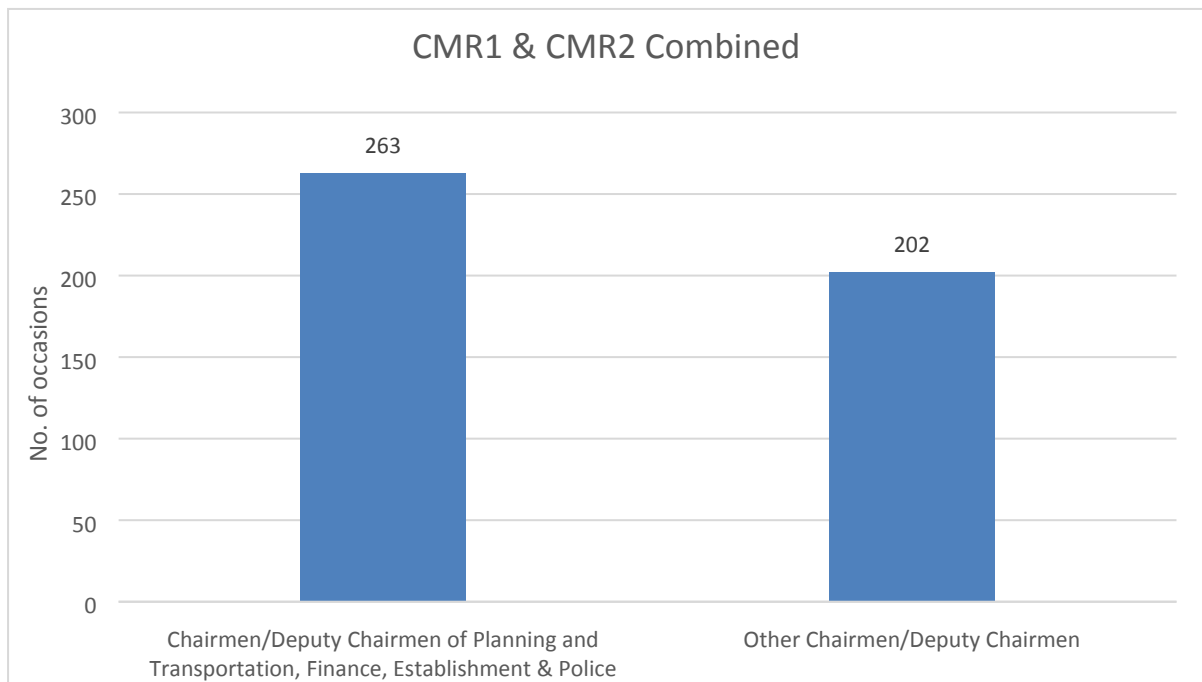


CHART 2B



10. Lastly, Chart 3 below shows the usage of the two rooms combined by the Chairmen and Deputy Chairmen of the Finance, Planning & Transportation, Establishment and Police Committees compared to Chairmen and Deputy Chairmen of other Committees.
11. The eight individuals who represent the Chairmen and Deputy Chairmen roles of the aforementioned Committees used the rooms 61 more times than those who represent other Committees.

Chart 3



12. The two charts below show the same data but separated between Chairman’s Room 1 and Chairman’s Room 2.

Chart 4a

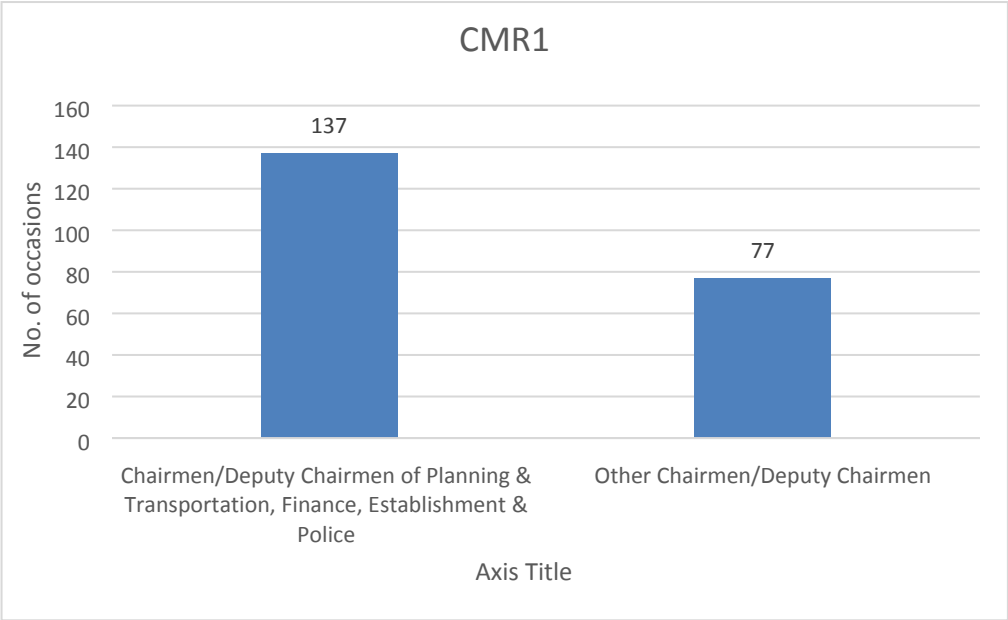
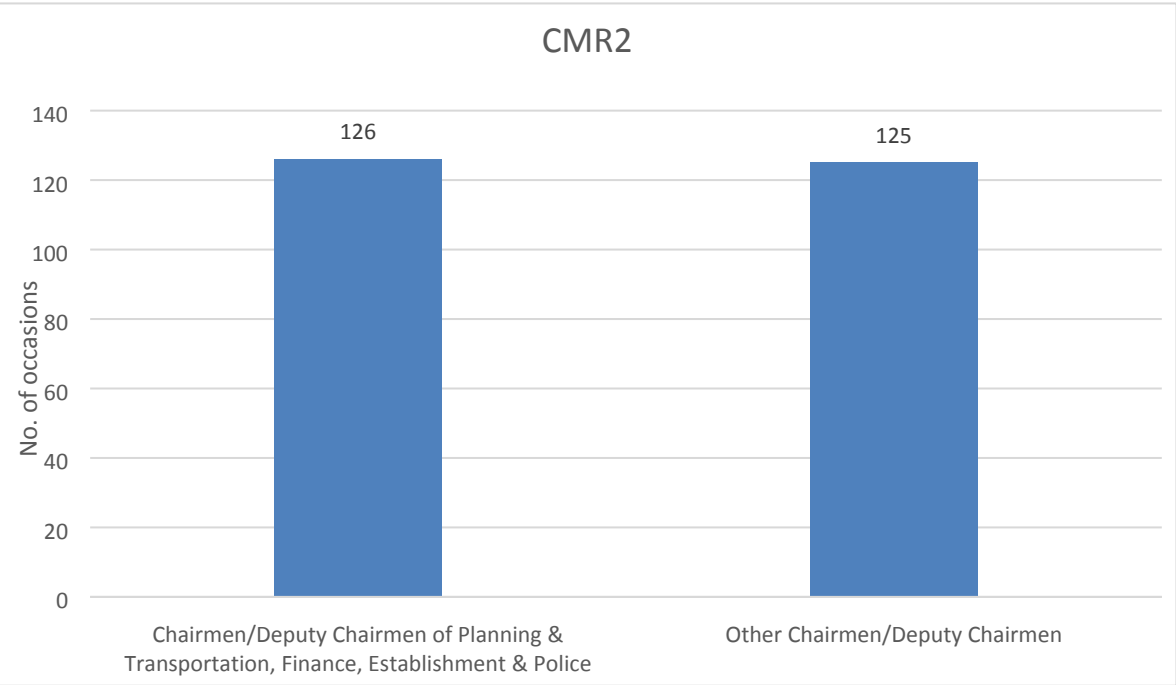


Chart 4b



Conclusion

The usage of Chairman's Room 1 and 2 on the second floor of the West Wing has been monitored as requested and this report, which is presented to the Sub-Committee for information, provides an analysis of usage since mid-November 2017. Since monitoring began both meeting rooms have been used regularly. The "first come, first served" arrangement used for managing occupancy of the rooms appear to be working well.

Appendices - 'None'

Background Papers

- *Decisions taken under delegated authority or urgency powers* – Members Privileges Sub-Committee – 21 September 2017
- *Chairmen and Deputy Chairmen's IT and Meeting Rooms* – Members Privileges Sub-Committee – 19 October 2017

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Executive and Member Services Officer

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

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