



Freedom Applications Committee

Date: TUESDAY, 14 SEPTEMBER 2021

Time: 3.00 pm

Venue: INFORMAL VIRTUAL MEETING (ACCESSIBLE REMOTELY VIA
<https://youtu.be/ynjDHqV1OU8>)

Members:

Jeremy Mayhew (Chairman)	Tom Hoffman, Deputy (Ex-Officio Member)
Sir David Hugh Wootton (Alderman) (Deputy Chairman)	Catherine McGuinness, Deputy (Ex-Officio Member)
Tijs Broeke	Brian Desmond Francis Mooney, Deputy (Ex-Officio Member)
Dominic Gerard Christian	The Rt Hon. The Lord Mayor, Alderman William Anthony Bowater Russell
Sheriff Christopher Michael	
Hayward (Ex-Officio Member)	

Enquiries: Rhiannon Leary
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Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:
<https://youtu.be/ynjDHqV1OU8>

This meeting will be a virtual meeting and therefore will not take place in a physical location. Any views reached by the Committee today will have to be considered by the relevant officer, delegated authority by the Town Clerk to take such decisions, after the meeting in accordance with the Court of Common Council's Covid Approval Procedure who will make a formal decision having considered all relevant matters. This process reflects the current position in respect of the holding of formal Local Authority meetings and the Court of Common Council's decision of 15th April 2021 to continue with virtual meetings and take formal decisions through a delegation to the Town Clerk and other officers nominated by him after the informal meeting has taken place and the will of the Committee is known in open session. Details of all decisions taken under the Covid Approval Procedure will be available online via the City Corporation's webpages.

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

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

3. **MINUTES OF THE PREVIOUS MEETING**

To agree the public minutes of the meeting held on 22 July 2021.

For Decision
(Pages 5 - 8)

4. **OUTSTANDING ACTIONS LIST**

To note the list of outstanding actions.

For Information
(Pages 9 - 14)

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

6. **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

7. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 22 July 2021.

For Decision
(Pages 15 - 16)

8. **REVISED CRITERIA FOR THE FREEDOM**

Report of the Chamberlain.

For Decision
(Pages 17 - 22)

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

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

11. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 22 July 2021.

For Decision

12. **CHAMBERLAIN'S COURT BUSINESS PLAN 2021/22**

For Decision

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

Report of the Remembrancer and the Chamberlain.

For Information

14. **LIST OF HEADS OF MISSIONS**

Report of the Remembrancer.

For Information

15. **FREEDOMS BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS**

Report of the Chamberlain.

For Information

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

17. **ANY OTHER BUSINESS THAT THE COMMITTEE AGREES SHOULD BE CONSIDERED IN CONFIDENTIAL SESSION**

FREEDOM APPLICATIONS COMMITTEE
Thursday, 22 July 2021

Minutes of the meeting of the Freedom Applications Committee held at Microsoft Teams on Thursday, 22 July 2021 at 10.30 am

Present

Members:

Jeremy Mayhew (Chairman)
Alderman Sir David Wootton (Deputy Chairman)
Tijs Broeke
Deputy Tom Hoffman (Ex-Officio Member)
Deputy Catherine McGuinness (Ex-Officio Member)
Deputy Brian Mooney (Chief Commoner) (Ex-Officio Member)
The Rt Hon.the Lord Mayor,Alderman William Russell

Officers:

Caroline Al_Beyerty	- The Chamberlain
Murray Craig	- The Clerk to the Chamberlain's Court
Rhiannon Leary	- Town Clerk's Department
Richard Holt	- Town Clerk's Department
Paul Wright	- The Deputy Remembrancer

1. APOLOGIES

Apologies for absence were received from Dominic Christian and Sheriff Christopher Hayward.

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

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING RESOLVED, that:

the public minutes and the non-public summaries of the meeting on 8 June 2021 be agreed as a correct record.

MATTERS ARISING

There were none.

4. OUTSTANDING ACTIONS LIST

The Committee considered the Outstanding Actions List. With reference to point 1, the Chairman noted the importance of completing outstanding actions promptly and to a specified deadline.

During a discussion under point 2, members agreed that the Chairman would write to Chairs of Committees to state clearly that a nominating department was responsible for payment for the Freedom ceremony, including any hospitality. It

was also agreed that the Chamberlain and the Remembrancer would jointly send similar correspondence to all Chief Officers.

There was a brief discussion in relation to point 4 and members agreed that the responsibility for production of the requested business plan lay with the Clerk to the Chamberlain's Court. It was also noted, however, that given the role of the Clerk to the Chamberlain's Court fed directly into the Senior Leadership Team's reporting line within the Chamberlain's Department, that the Chamberlain's Department's business manager would also assist in production of the business plan.

Resolved: that:

- (i) the Outstanding Actions List be noted;
- (ii) that the Chairman write to the Chairs of Committee to clarify the guidance for payment for Freedom ceremonies and hospitality; that the Chamberlain and the Remembrancer write to other Chief Officers to clarify the guidance for payment for Freedom ceremonies and hospitality.

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

There were none.

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
8-9	1
10	-
11-14	1
15	-

7. NON-PUBLIC MINUTES

RESOLVED, that:

the non-public minutes of the meeting held on 8 June 2021 be agreed as a correct record.

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

There were none.

9. 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.

10. **CONFIDENTIAL MINUTES**
The Committee considered the confidential minutes of the meeting held on 8 June 2021.
11. **FREEDOMS DASHBOARD AND APPLICATIONS REQUIRING DISCUSSION**
The Committee considered a report of the Remembrancer and the Chamberlain.
12. **LIST OF HEADS OF MISSIONS**
The Committee considered a report of the Remembrancer.
13. **FREEDOMS BY SPECIAL NOMINATION - COMPOSITE LIST OF POTENTIAL RECIPIENTS**
The Committee considered a report of the Chamberlain.
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were four questions.
15. **ANY OTHER BUSINESS THAT THE COMMITTEE AGREES SHOULD BE CONSIDERED IN CONFIDENTIAL SESSION**
There was none.

The meeting ended at 11.42 am

Chairman

Contact Officer: Rhiannon Leary
rhiannon.leary@cityoflondon.gov.uk

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Freedom Applications Committee – Outstanding Actions: September 2021

Item no.	Date	Action identified	Officer/member responsible	Action undertaken/date for completion	Progress Update
1.	02/07/21	The criteria for the Freedom to be revised and clarified.	Murray Craig.	To be completed w/c 26 July.	Revised draft (produced by officers) included in agenda for meeting on 14.09.21 for consideration by the Committee.
2.	02/07/21	The Committee to agree that the initiating department or committee should meet the cost of the fee waiver. Consideration to be given to how this decision should be communicated, if agreed.	The Chairman, the Chamberlain & the Remembrancer.	To clarify advice on fees/hospitality: the Chairman to write to Chairs of Committees; the Chamberlain and the Remembrancer to write to Chief Officers.	Chairman/Chairs and Chief Officers to be advised that, should individuals wish to nominate someone, they are of course free to do so, but they will be required to pay the fee & for any hospitality (or the nominee does). 30.07.21 <i>Draft required from Chief Officers; RL to use this as the basis to prep the Chairman's letter.</i>
3.	02/07/21	The Chamberlain to produce a business plan to demonstrate income and expenditure for Chamberlain's Court in relation to revenue generated and costs incurred by the administration of the Freedoms process.	The Chamberlain (Hayley Hajduczek)	14 September 2021.	Draft business plan included in the agenda for September meeting.
4.	22/07/21	Nomination of John Glenn (Cities' Minister) to be progressed at pace.	Murray Craig.	To be complete by date of next meeting (14 September).	Progress update detailed in the dashboard for September meeting.

5.	22/07/21	Nomination of Sophie Linden (London's Deputy Mayor for Policing and Crime) to be progressed at pace.	Murray Craig		Update to be provided at the September meeting.
6.	22/07/21	To amend the Freedoms Dashboard to differentiate clearly between those nominees whose applications had been agreed and were merely awaiting their physical ceremony; and those who had not completed the necessary paperwork within an appropriate timeframe	Murray Craig.	To be complete by date of next meeting (14 September).	Revised dashboard included in papers for September meeting.
7.	22/07/21	The committee to be regularly updated with the progress of nominations from political parties	Bruce Hunt		Update to be provided at the September meeting.

COMPLETED ACTIONS

No.	Date	Action	Officer responsible	To be completed/ progressed to next stage	Completed Action
1.	27/04/21	The Remembrancer's Office, in conjunction with the Clerk of the Chamberlain's Court and the Town Clerk, to revise the Freedoms Dashboard report and appendix.	Bruce Hunt/ Murray Craig/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 2021).	Completed Revised report included with the papers for the meeting held on 08/06/21.
2.	27/04/21	The Remembrancer's Office, in conjunction with the Clerk of the Chamberlain's Court and the Town Clerk, to revise the Heads of Mission report and appendix.	Bruce Hunt/ Murray Craig/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 2021).	Completed Revised report included with the papers for the meeting held on 08/06/21.
3.	27/04/21	The Clerk of the Chamberlain's Court, in conjunction with the Remembrancer's Office and the Town Clerk, to revise the Freedom by Special Nomination report and appendix.	Murray Craig/Bruce Hunt/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 2021).	Completed Revised report included with the papers for the meeting held on 08/06/21.

No.	Date	Action	Officer responsible	To be completed/ progressed to next stage	Completed Action
4	27/04/21	To update new and returning members on the criteria for the different categories of nomination for the Freedom.	Rhiannon Leary.	To be included in the papers for the next meeting of the committee (scheduled for 8 June 2021).	Completed Criteria included in the agenda pack for the meeting held on 08/06/21.
5	27/04/21	To schedule an informal strategy session for all members of the committee, for the purpose of reviewing the committee's overall strategy.	Rhiannon Leary.	As soon as members' diaries permit.	Completed Session scheduled for 02/07/21.
6	27/04/21	To publish the criteria for the different categories of nomination for the Freedom online, in the interests of transparency.	Rhiannon Leary/Murray Craig.	To complete subsequent to the next meeting of the committee (scheduled for 8 June 2021) in order to take account of members' comments.	Completed. https://www.cityoflondon.gov.uk/about-us/law-historic-governance/freedom-of-the-city
7	08/06/21	Confirm which member of the Communications team will attend the strategy session.	Rhiannon Leary.	Contact Bob Roberts to ask for a named Comms rep to attend.	Completed: session held on June 2021 with Bob Roberts in attendance.
8.	08/06/21	Review reports for future meetings with a view to their inclusion on the public agenda wherever possible.	Rhiannon Leary.	To implement in advance of the next meeting (22 July 2021)	Complete at date of publication.

9.	02/07/21	Responsibility to be allocated to the sponsoring department for vetting in clear cases, to ease the demand on the Chamberlain's Court. Consideration also to be given as to how to communicate this decision.	The Chamberlain & the Remembrancer.	Confirmed by the Remembrancer's Office 26.08.21.	The Remembrancer's Office agreed to take responsibility for vetting those nominated for political/diplomatic Freedoms, with support from the Clerk to the Chamberlain's Court where necessary.
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