



Members Privileges Sub (Policy and Resources) Committee

Date: TUESDAY, 18 FEBRUARY 2020
Time: 10.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy Tom Hoffman (Chief Commoner) (Chairman)
Simon Duckworth
Sheriff Christopher Hayward
Ann Holmes
Deputy Jamie Ingham Clark
Deputy Edward Lord
Deputy Catherine McGuinness
Deputy Richard Regan
Jeremy Simons
Deputy Brian Mooney

Enquiries: Chris Rumbles Tel : 020 7332 1405
christopher.rumbles@cityoflondon.gov.uk

NB: Part of this meeting could be the subject of audio visual recording

**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 and summary of the meeting held on 3rd June 2019.

For Decision
(Pages 1 - 4)

4. **ANNUAL REFURBISHMENT AND REPLENISHMENT OF CHIEF COMMONER'S
FLAT**

Report of the City Surveyor.

For Decision
(Pages 5 - 8)

5. **PROVISION OF ACCOMMODATION FOR CHAIRMEN AND DEPUTY CHAIRMEN**

Report of the Town Clerk.

For Decision
(Pages 9 - 20)

6. **MEMBER ACCOMMODATION**

Report of the Town Clerk.

For Decision
(Pages 21 - 30)

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

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

9. **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

10. **MINUTES**

To agree the non-public minutes of the meeting on 3rd June 2019.

For Decision
(Pages 31 - 34)

11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

12. **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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MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE

Monday, 3 June 2019

Minutes of the meeting of the Members Privileges Sub (Policy and Resources)
Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday,
3 June 2019 at 4.00 pm

Present

Members:

Deputy Tom Hoffman (Chief Commoner) (Chairman)
Ann Holmes
Deputy Jamie Ingham Clark
Deputy Edward Lord
Deputy Catherine McGuinness (Ex-Officio Member)
Deputy Richard Regan

Officers:

Dorian Price	- Guildhall Manager
Chrissie Morgan	- Director of Human Resources
Colette Hawkins	- HR Business Partner, Town Clerk's
Angela Roach	- Assistant Town Clerk
Chris Rumbles, Clerk	- Town Clerk's Department

1. APOLOGIES

Apologies were received from John Scott, Chris Hayward and Jeremy Simons.

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 on 3 September 2018 were approved as accurate record.

Matter Arising

Last minute City Representation at City Events – A Member proposed a reserve list be produced of those Members that would be available to attend City events at short notice where last-minute apologies were received. The Town Clerk explained that the Remembrancer's Team had a process for filling last minute absences on an event by event basis and that quite often Chairmen had reserve lists.

Members discussed the seating arrangements at events and proposals for a reserve list. A Member, also Chairman of Establishment Committee,

questioned the extent to which Chairs were involved in arrangements for each event and suggested the approach lacked consistency.

It was highlighted that diplomats do not always turn up to events which can often result in huge gaps in tables. Having a list of those Members who live locally and would be able to attend events at short notice would remove embarrassment.

RESOLVED, that:

- Guidelines for City Corporation representatives at City events be produced and then recommended to Hospitality Working Party, Policy and Resources Committee and General Purposes of the Committee of Aldermen.

4. EMPLOYEE ASSISTANCE PROGRAMME FOR MEMBERS

The Sub Committee considered a joint report of the Director of HR and the Director of Members Services that presented options for providing Members with access to support advice and guidance similar to those provided by an Employee Assistance Programme (EAP) to assist in relation to wellbeing.

The Director of HR introduced the item and explained that following discussion with the current provider of the City Corporation's EAP for officers, Health Assured, it had been agreed to extend the current contract to Members of the Court so that they could receive the same services as those offered to staff.

The Director explained that regular update reports would be received from Health Assured giving utilisation statistics, a breakdown of number of callers, issues raised e.g. debt advice or counselling. She stressed that individuals would remain anonymised at all times and confirmed that adding Members to the existing contract would be cost neutral to the City Corporation as Health Assured had agreed to extend the contract at no additional cost.

Members would be treated as employees under the contract and would come under a separate heading of Members Services.

It was noted that, subject to Members agreement to the proposal, the intention would be for the facility to be communicated to all Members as a benefit which was now available to them. The communication would also include details of the Employee Benefits Portal being accessible to Members as well as the availability of free flu jabs (reimbursement for flu jabs, to a maximum of £15, will be available from September 2019, the start of the next flu season).

The Sub-Committee was fully supportive of the proposal to add Members to the existing EAP contract and it was agreed that this should be expedited to allow for the service to be rolled out at the earliest opportunity.

The Director of HR clarified that there would be no tax implications for Members receiving this benefit.

The Chairman conveyed his thanks to the Director of HR and her team for their work in organising this benefit for Members.

RESOLVED, that

Members be added to the existing Employee Assistance Programme provided by Health Assured and that this be recommended to Policy and Resources Committee for approval.

5. DESIGNATION OF DEPUTY

Deputy Edward Lord sought clarification on the use of “Deputy” which he felt was used inconsistently.

He referred to a decision taken by Court of Alderman around twenty years ago when it was agreed to consistently use Alderman (Title) First Name Last Name (Post Nominals) rather than placing Alderman at the end.

Deputy Lord proposed a consistent use of the word “Deputy” be used across the City Corporation and Mansion House.

Member discussed and supported the proposal.

RESOLVED, that it be recommended to the Policy and resources Committee that

a consistent use of Deputy First Name Last Name (Post Nominals) be adopted across the City Corporation and Mansion House with the designation appearing at the front when Members were being addressed.

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

There were no questions.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items of business.

8. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100A(4) 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 1 of Schedule 12A of the Local Government Act.

Item No.	Paragraph No.
9-11	3

9. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

The non-public minutes of the meeting the on 3 September 2018 were approved as accurate record.

10. **REVIEW OF CHAIR OF POLICY'S ACCOMMODATION - UPDATE REPORT**
The Committee considered and approved a report of the City Surveyor concerning the Chair of Policy's accommodation.
11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
Members discussed proposals in relation to the condition of the building and proposed enhancement to Members' facilities, and also the arrangements for Members at City Corporation privately hosted events.
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items of business.

The meeting at 1647.

Chairman

Contact Officer: Chris Rumbles

Committee(s): Members Privileges Sub Committee	Date(s): 18 February 2020
Subject: Annual Refurbishment and Replenishment of Chief Commoner's Flat	Public
Report of: City Surveyor	For Decision
Report author: Peter Ochser – Guildhall Complex Buildings and Hospitality Manager	

Summary

This report sets out the scope, frequency, specifications and renewals of items ("furniture/fixtures/equipment/household items") to be considered as part of the annual refurbishment of the Chief Commoner's Flat. The report provides direction on what may be changed annually and the expectation for lifecycle replacement and costs for most aspects of the flat. It outlines the approach to the draft budget allocation - for 2020/21 - totalling £8,500; and if approved this will constitute the annual budget going forward.

It also provides a brief specification for all items within the flat, ensuring these are in general:- neutral in palette and style; good value; compliant to relevant standards and safety protocols; designed to last for the periods concerned.

The Policy Chair's Flat is intended to follow the same procedure, albeit over a five year cyclical period rather than annually.

Recommendation(s)

That members endorse that the process, budget amount and planning tool detailed herein are adopted from April 2020 onwards.

Main Report

Background and Current Position

1. Annually, in preparation for the new Chief Commoner ("Chief") to take possession of the grace and favour flat in the Guildhall, the Guildhall Facilities Management Team have redecorated and refurbished, plus purchased new household type items. To date this hasn't been completed via a clear methodology. The total value for the 2019 refurbishment of the Chief's Flat was circa £17,000. Although it needs to be noted this was an unusual year due to effect of pets previously being allowed in the flat which has meant more items were replaced than is typical.
2. Going forward it is recommended a clear methodology is set out regarding the frequency of change - and specification of items – within the flat. This to avoid

overspend year-on-year; and to ensure some consistency in refurbishment detail and budget. Items include both fixtures, fittings and freestanding items such as the beds.

3. At Mansion House the annual change of Lord Mayor does not warrant a refurbishment of their quarters, therefore it is important that a consistent approach is taken to all grace and favour apartments.

Proposal

The items listed in table 1 are the budget lines for refurbishment and replacement: in general, the items in section one may be replaced every year; section two items replaced 3-5 years and section three more infrequently. Whilst we will not actively promote changing of items in section one if the overall budget is not exceeded then the Chief's preferences will be adhered to. However, a detailed inspection will be carried out annually. Items in section two/three will not be changed out of the cycle unless they are deemed unusable by the Guildhall Facilities Management Team. The total annual budget figure is circa £8,500, which includes the cyclical items in sections 2 and 3 "pro rata'd". The annual cost will come from City Surveyor's Local Risk, though the 3-7 year costs would be expected to come from the CWP (Cyclical Work Programme).

Table 1 – Budget and Specification

	Item	Budget	Specification
Section 1 - Annually			
1	Misc furniture	£450	Coffee table, magazine rack, shelving etc.
2	Kitchen	£100	Pots & pan, cutlery, cooking utensils, glasses, plates etc
3	Sofa	£1500	classic style; fabric; sofa bed preferable;
4	Armchair	£600	same model as sofa
5	Waste bins	£100	
6	Contingency	£500	tbc
7	Decorating	£600	Light filling and painting, walls and ceilings
8	Mattress protector cover	£100	2 sets- King size, cotton quilted or waterproof
Section 2 - Every 3-5 years			
1	Carpet	£1500	Neutral, thick pile, easy to vacuum type
2	Curtains	£3000	Readymade curtains, with cotton lining & fitting cost
3	Table, chairs x4	£2000	Wood, to be in keeping with the other furniture in the flat
4	Bed Frame	£200 - £600	Divan or frame to match furniture. Chief commoner choice
5	Kitchen flooring	£300	hard wearing vinyl flooring (existing tiles will need to be removed and floor levelled prior to fitting, price incl this)
6	Blinds	£1500 - £2000	Roller blind, daylight (not blackout), right hand chain, neutral colour (to include the kitchen blind)
7	Microwave	£500	Electric Built-in type fitted into the kitchen unit. Known make
8	Oven	£600	Electric Built-in type fitted into the kitchen unit. Known make
9	Full length mirror	£300	suite with bedroom furniture if possible, free standing or wall mounted
10	Iron & Ironing board	£160	Steam iron (corded), standard size board, replaceable cover
11	Voile / net curtain	£400	White plain, to match all the other bedrooms
12	Misc furniture	£500	bookcase, display cabinet, TV unit
13	Kitchen Fridge	£500	Integrated electric, with small freezer section, AAA rating

14	Mattress	£800	Furnishings fire standard, tags remain on the label. Open spring, medium tension
	Item	Budget	Specification
	Section 3 - Every 5-7 years		
1	Bathroom fixtures and fittings (x2)	£5000	<ul style="list-style-type: none"> • En-suite- New bath, sink, toilet, radiator, shower head, shower valves, new taps for sink & bath, toilet roll holder, towel rail, hand towel holder, shelving, lighting, bathroom cabinet & flooring • Shower room- new shower enclosure, shower head & valves, new toilet, sink, new flooring, new radiator, new taps for sink, toilet roll holder, towel rail, hand towel holder, shelving, lighting, bathroom cabinet & flooring
2	Kitchen fixtures and fittings	£4000	All appliances to be integrated, wipe clean gloss units, with integrated door handles, new worktop (laminated not wood), new taps, new sink, new hob, integrated dustbins, extractor hood
3	Trouser Press	£200	Corby, mid-range
4	TV	£500	32 or 40 inch; internet; HDR 4K; wall bracket; black;
5	Built in wardrobe x 2	£1000	New internal fit out and changing of the doors
	All fabrics, furnishings and furniture to meet the relevant BS Standard		

Supporting Information

1. The annual budget figure is calculated by totalling the following:
 - Annual costs
 - 3-5 year costs, totalled and divided by an average of 4 years
 - 5-7 year costs, totalled and divided by an average of 6 years
 - No allowance for inflation has been made
2. The following principles will be adhered to:
 - I. The Chief Commoner at the time of a changeover would have a say in the selection of fixtures/fittings
 - II. Kitchen utensils, pots, kettle, cutlery, etc., to be visually inspected; and only items that need to be are changed, on an ad hoc basis
 - III. A decoration assessment will be completed every year and if the flat is a generic colour from the previous year, and in good condition, then we will not repaint automatically

Policy Chair's Flat

1. Being as this is a five year occupancy the annual works would be expected to be low but the five year cyclical works would be higher
2. We propose an annual audit of furniture; light equipment; fixtures; locks; etc., during summer recess. Remedial works to be logged via Property Helpdesk, via FM team
3. Estimated annual works budget is £1500, 5 year cyclical works is £9,000
4. The annual budget for this refurbishment plan would be drawn from City Surveyor's Local Risk. The five year costs to refurbish the flat would come from the CWP. Decoration to be carried out by in-house handyman but if all the 4th floor bedrooms and flats were subject to a one-off works programme then this would be proposed under the CWP

Further recommended actions

A pre-occupation checklist will be prepared to include, as a minimum: - smoke detector; hob extract filter; access panels; telephone; cupboard hangers; etc. The Guildhall Facilities Management Team will conduct the checks at least one month before new CC takes occupation to ensure the flat is fit for occupation

Corporate & Strategic Implications

The proposals outlined within the report meet the CS Departmental Business Plans by being in line with the following except:

“Property assets and facilities management: We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies; this includes asset management and forward maintenance plans, provision of facilities management ...”

Implications

There are no implications of a legal, property or HR nature; only the financial implication of the do-nothing option which would result in greater costs than adopting this proposal would mitigate.

Conclusion

1. Members may note that a do nothing option will result in continuation of current position, whereby each incoming Chief is able to procure items they feel are necessary, without a framework structure to validate these purchases
2. It is therefore recommended to adopt the budget planning, specification and review timescales laid out in the main body of the report. This will allow the costs for the refurbishment and replenishment of the Chief's flat to be better managed and controlled and also allow all incoming Chief Commoner's to have similar opportunities around changes to the flat.

Appendices

None

Peter Ochser, Guildhall Complex Building and Hospitality Manager
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Agenda Item 5

Committee(s): Members Privileges Sub-committee	Date(s): 18 February 2020
Subject: Provision of accommodation for Chairmen and Deputy Chairmen	Public
Report of: Town Clerk	For Decision
Report author: Chris Rumbles, Town Clerk's Department	

Summary

The Chairman of the Finance Committee has requested that consideration to be given to the provision of dedicated office space within Guildhall for the position of Chairman of Finance. The request is made in light of the increasing volume of work and the amount of time the officeholder is now required to spend at Guildhall.

Currently, only the Chief Commoner and Chair of the Policy and Resources Committee have dedicated office space. This is based on the high level of business activities, the level of one to one engagement with Members and other stakeholders undertaken by the two positions and the amount of time they also have to spend at Guildhall.

The provision of assigned space for the Chairman Finance has been considered previously. In 2013 thought was given to providing dedicated overnight accommodation for the officeholder as part of the Members Facilities and Accommodation project. More recently in 2017, whilst not exclusive, consideration was given to dedicating the IT and meeting rooms on the second floor as shared space for use of the Chairmen and Deputy Chairmen of the Finance, Planning and Transportation, Police, and Establishment. However, following consultation with all committee Chairmen and Deputy Chairmen this was not pursued and the IT room and the two meeting rooms continue to be a designated resource for the use of all Chairmen and Deputy Chairmen on a first come first served basis. Notwithstanding its decision, the Sub-Committee undertook to keep the situation under review.

Whilst this report has been prepared in response to a request from the Chairman of Finance, it is timely as the provision of accommodation and how things are working was last examined by Members in September 2018. The views of Sub-Committee is therefore sought on the Chairman's request and on how provision of accommodation is working more widely.

Recommendation(s)

- The views of the Sub-Committee is now sought on:-
 - a) The provision of a dedicated office for the Chairman of Finance Committee; and

- b) Whether any further action needs to be taken on the provision of accommodation for Chairmen and Deputy Chairmen more widely.

Main Report

Background

1. This report has been prepared in response to a request from the Chairman of the Finance Committee that consideration to be given to the provision of dedicated office space within Guildhall for the position of Chairman of Finance, given its increasing workload and the amount of time the officeholder was now having to spend at Guildhall.
2. The provision of dedicated space for the Chairman Finance has been considered previously. In 2013 it was considered as part of the Members Facilities and Accommodation project where initial thought was given to the provision of exclusive overnight accommodation. The suggestion whilst noted was not supported.
3. More recently, at its meeting on 21st September 2017 the Members Privileges Sub-Committee considered a proposal to reconfigure the Chairmen's and Deputy Chairmen's IT rooms on the 2nd Floor West Wing into two separate rooms with them forming part of a package of dedicated support for the Chairmen and Deputy Chairmen of the Police, Finance, Planning and Transportation and Establishment Committees.
4. Whilst there was some support for this, following consultation with all Chairmen and Deputy Chairmen, it was concluded that the small IT and meeting rooms should remain available for use by all Chairmen and Deputy Chairmen to deal with the work associated with their service area and other City Corporation business. It was also agreed that, in the interim, usage should be monitored and that a booking system, managed by the Town Clerk's Office, should be introduced.
5. The booking system was subsequently introduced and reviewed by the Sub-Committee in September 2018 together with usage more generally. At that time, it was concluded that the system was working well. Notwithstanding this, the Sub-Committee undertook to keep the situation under review.

Current Position

6. The Chairman of the Finance Committee's request is therefore timely. The Chairman considers that the amount of time the officeholder of that particular committee now has to spend at Guildhall has increased significantly. Going forward the provision of more dedicated space will assist with the increased volume of City Corporation business and the high range of meetings and corporate engagements that officeholder now has to contend with.
7. If Members are minded to support the request for the provision of a dedicated office for the Chairman of Finance Committee, the City Surveyor would be asked to look at possible locations and work up a detailed plan together with any associated costs

for consideration at a future meeting of the Sub-committee. Members views are also sought on how the provision of accommodation for Chairmen and Deputy Chairmen is working more widely.

Corporate & Strategic Implications

8. The proposal would align with the following Corporate Plan outcomes.
 - a. Outcome 1: People are safe and feel safe.
 - b. Outcome 2: People enjoy good health and wellbeing
 - c. Outcome 4: Communities are cohesive and have the facilities they need

Other Implications and Conclusions

9. Any detailed financial implications, key risks and property implications arising from this report will be examined and included within a detailed options appraisal that will come forward should Members be supportive of the creation of a dedicated office for the Chairman of Finance Committee.
10. The views of Members are now sought on the request contained in this report together with any feedback on the provision of Chairmen's accommodation more generally.

Appendices

- Appendix 1 – Usage Data for Chairman's Room 1
- Appendix 2 – Usage Data for Chairman's Room 2

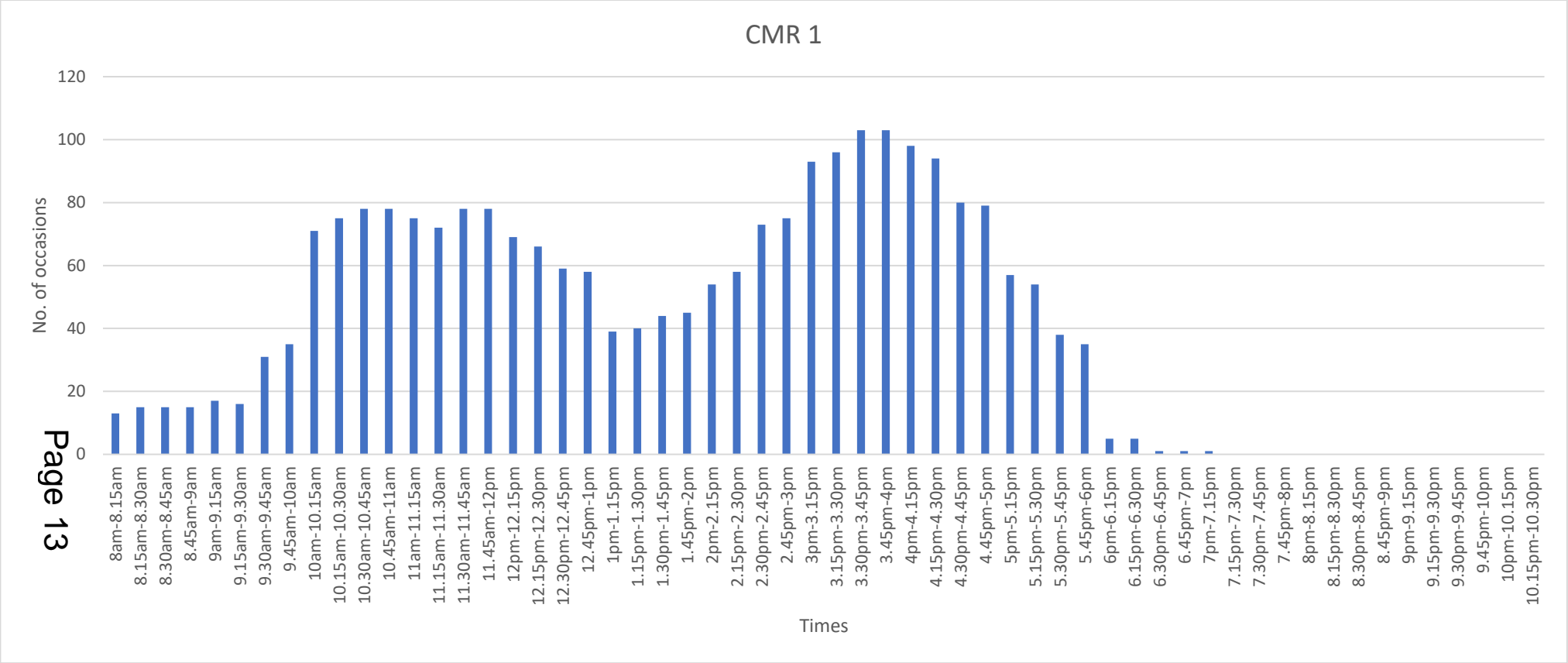
Chris Rumbles

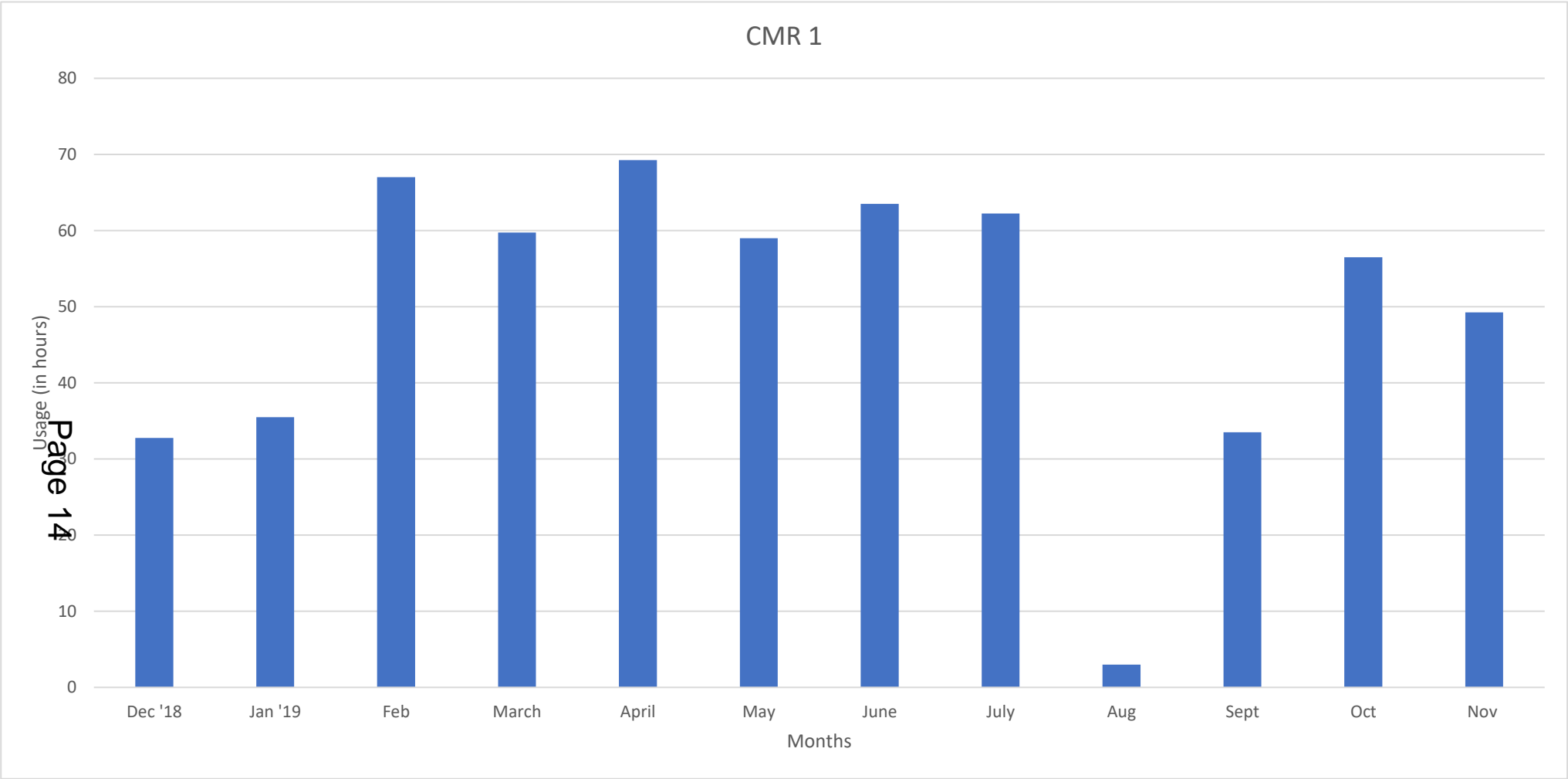
Committee and Members Services Officer

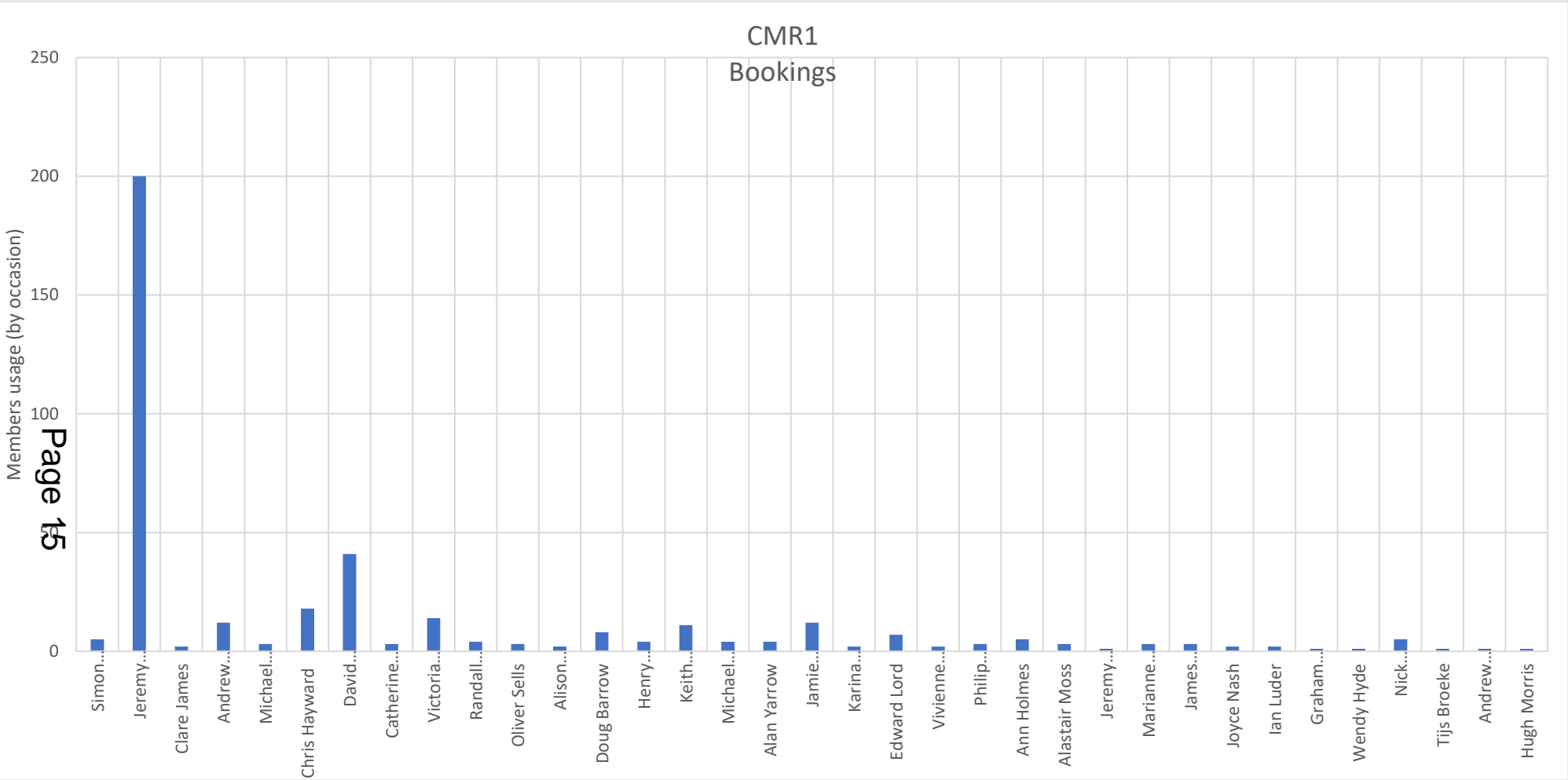
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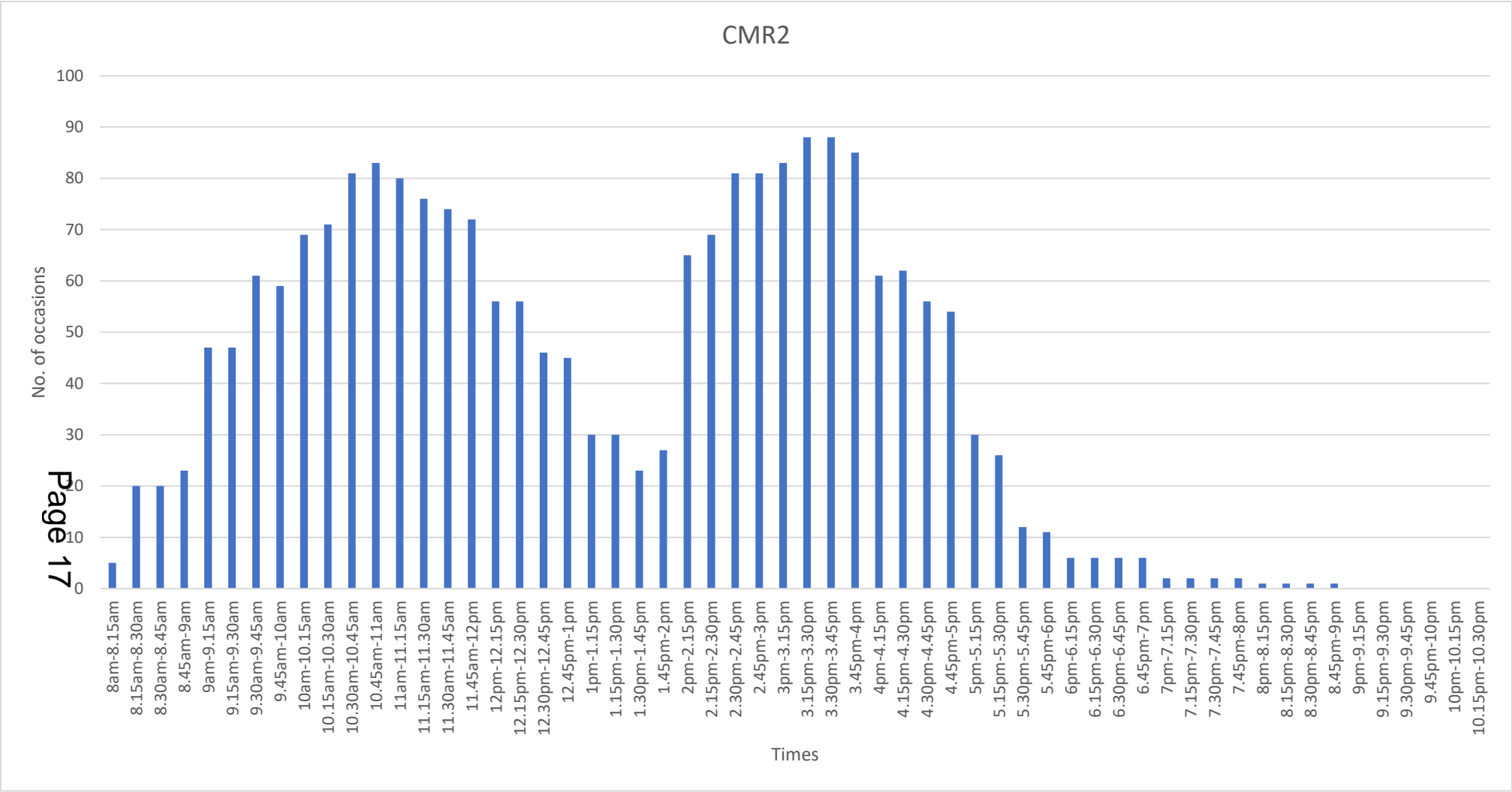
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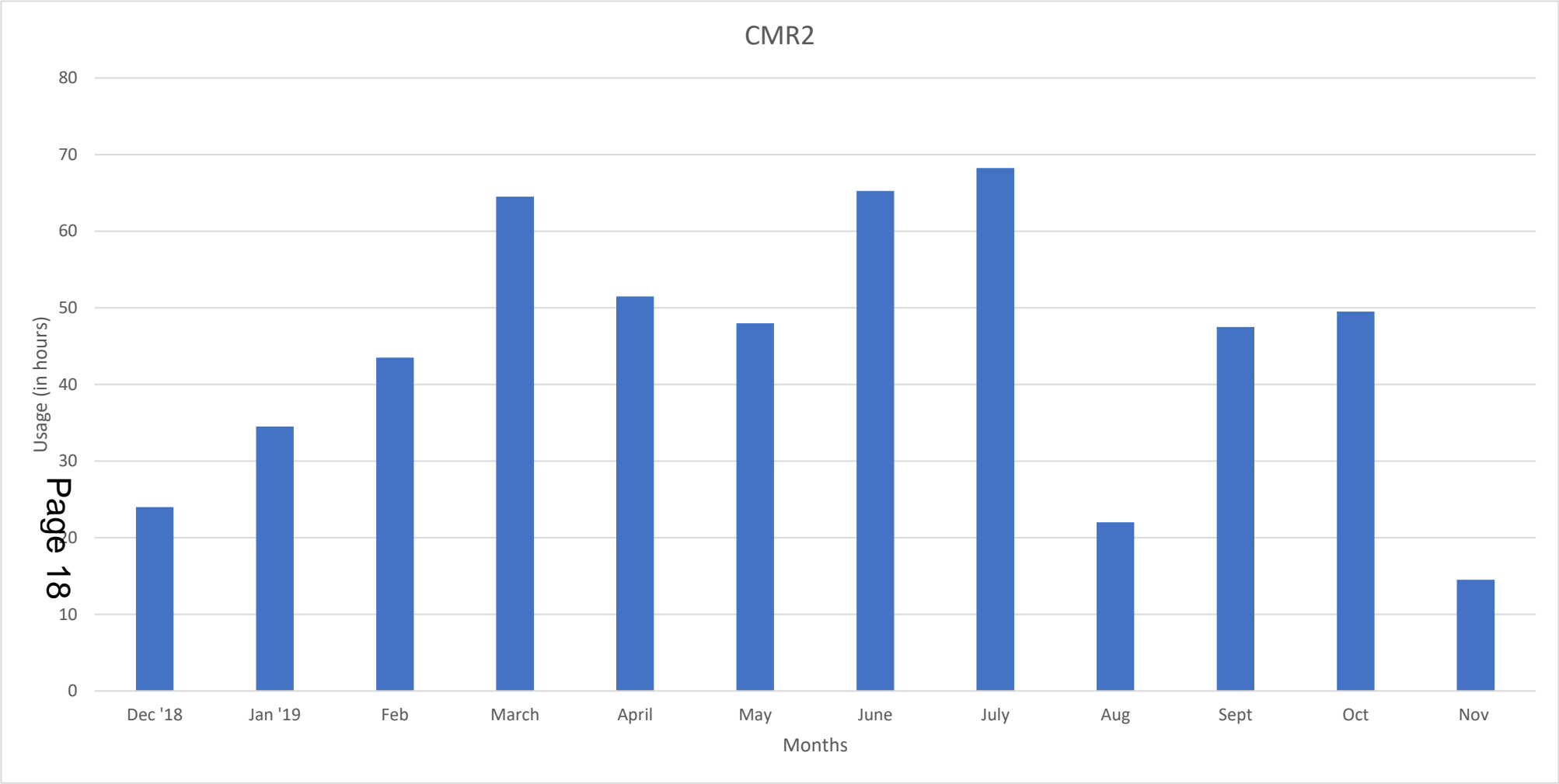


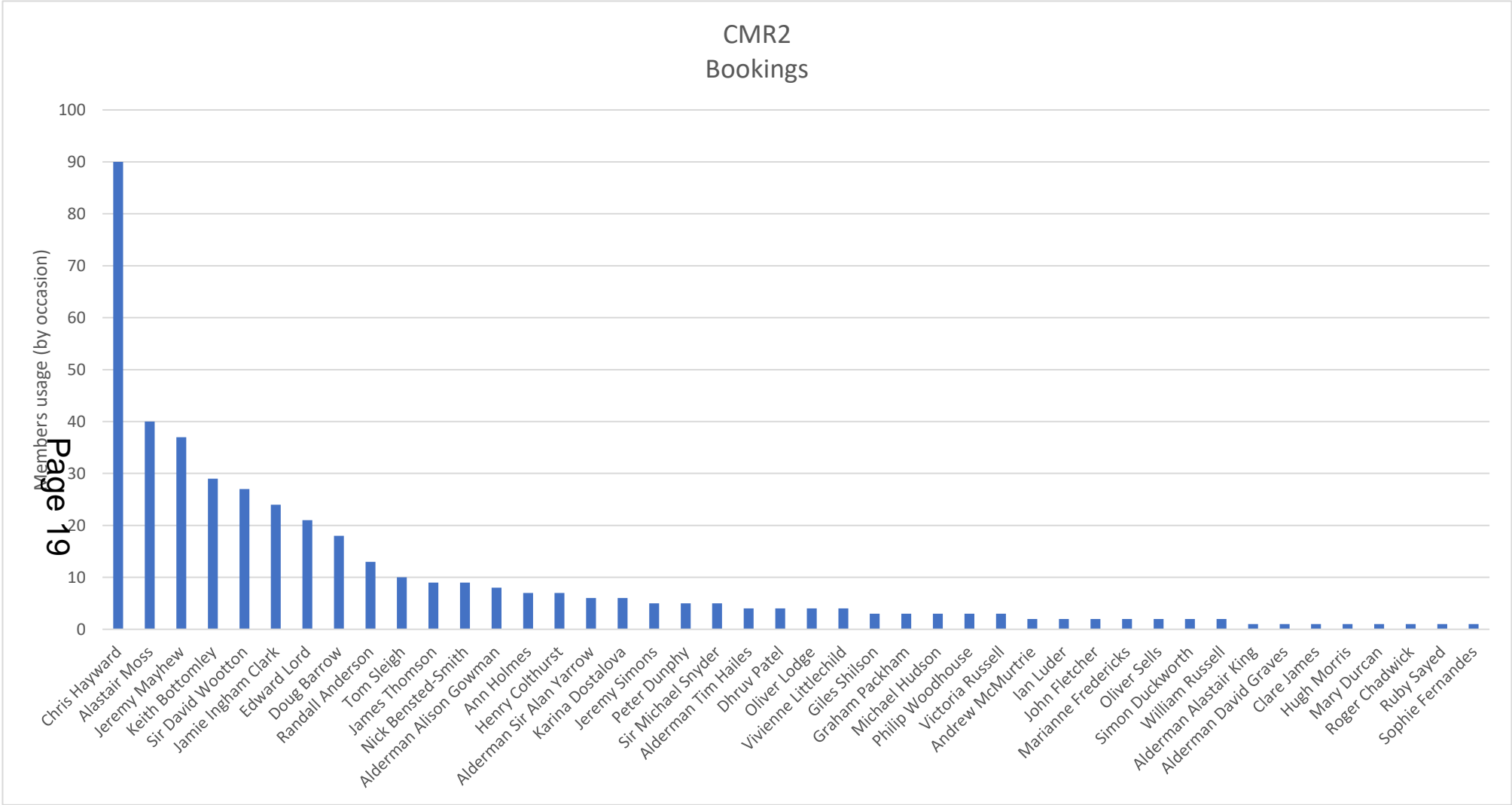


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Appendix 2 - Chairman's Room 2 Usage





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Committee(s): Members Privileges Sub-committee	Date(s): 18 February 2020
Subject: Member Accommodation	Public
Report of: Town Clerk	For Decision
Report author: Chris Rumbles	

Summary

Following the improvement works that were carried out to the Members' facilities in Guildhall in 2014, the guidance for use of the bedrooms has been updated by the Policy and Resources Committee to ensure it remains fit for purpose. It has recently been suggested that the approved list of those eligible to use the bedrooms be reviewed to consider whether usage might be extended to include additional City of London Police colleagues in support of their operational duties.

Recommendation(s)

- The views of the Sub-committee are now sought on: -
 - a) the eligibility requirements for using the bedrooms;
 - b) the need, if any, to amend the process for booking bedrooms and
 - c) whether to extend the approved list of users to include additional City of London Police colleagues in support of their operational duties.

Main Report

Background

1. Following the improvement works carried out to the Members' facilities in Guildhall in 2014, the guidance for use of bedrooms was reviewed by both Members Privileges Sub-Committee and Policy and Resources Committee and agreement was reached on an approved list of users as set out in the booking terms and eligibility criteria provided at appendix 1.
2. At the time of approval, the Town Clerk was asked to investigate the merits of allowing senior Police Officers to use the rooms when they were not being used by a Member and providing they were on official duty.
3. City of London Police were subsequently consulted, and it was agreed that officers within the City of London Police Senior Leadership Team be approved to use the bedrooms subject to this being for their official use. Ten officers are included within the City of London Police Senior Leadership Team and their names are included within the approved eligibility criteria.
4. The approved eligibility criteria already provides for Senior Officers and others who are detained on City Corporation related business to use of the rooms subject to these not being used by a Member.

Current Position

5. The system currently operating would appear to be working effectively and there have been no issues raised by City of London Police or City Corporation colleagues regarding a lack of access to or availability of bedrooms.
6. Members are largely able to reserve bedrooms as and when required and no significant concerns or issues have been raised by Members regarding the availability of rooms to them.
7. A Member has recently suggested that the approved list of bedroom users be extended to include additional City of London Police colleagues in support of them during their operational duties. There are occasions when City of London Police colleagues have difficulty in booking hotels at the right price in advance of early morning operational activity and it has been questioned if they might benefit from access to the bedrooms in these circumstances.
8. Members will note from the bedroom occupancy rates included at Appendix 2 that there would appear to be some capacity within the system for additional bookings.

Corporate & Strategic Implications

9. The proposal would align with the following Corporate Plan outcome.
 - a) Outcome 1: People are safe and feel safe
 - b) Outcome 2: People enjoy good health and wellbeing

Other Implications and Conclusions

10. Providing overnight accommodation with the potential for this to be withdrawn at short notice should it be needed by a Member may not provide City of London Police colleagues with the certainty they need when planning their early morning operational activity.
11. The views of Members are now sought on a proposal that the approved list of users of the Guildhall bedrooms be extended to include City of London Police officers when on operational duty.

Appendices

- Appendix 1 – Booking terms and eligibility
- Appendix 2 Bedroom Occupancy Rates

Chris Rumbles

Committee and Members Services Officer

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Appendix 1:

BOOKING TERMS AND ELIGIBILITY

Members are able to book bedrooms two calendar months in advance of the date of stay.

Non-Members are only able to book a bedroom one month in advance of the date of stay.

Chief Officers are also able to book a bedroom one month in advance of the date of stay.

At the time of booking, Members and Officers must specify whether the stay is for official City business, in which case the room is free of charge (See Appendix A).

No charge will be levied where –

- a) A Member needs to attend early (i.e. before 8:30 am) official City Corporation engagements such as Market visits.
- b) A Member is representing the City at an official event (e.g. a Party Conference) which finishes very late at night, i.e. 10:30pm or later.
- c) A Member is hosting or speaking at an early morning event and therefore needs to be certain of being on time.
- d) A Member is hosting a dinner or speaking on behalf of the Corporation at a major evening event.

Members will be charged when they use the accommodation as detailed below:

- a) When attending morning discussion meetings – but are not hosting or speaking.
- b) When attending Banquets and dinners unless hosting/chairing a reception committee.
- c) When attending social events e.g. concerts at the Barbican.
- d) When attending Ward Club or Livery events unless they have a speaking role and are representing the Corporation.

Any queries regarding 'official use' will be referred to the Chief Commoner and/or the Town Clerk's department (Angela Roach/ Greg Moore).

Members always have priority for the Bedrooms. Should a Member require a bedroom, any Officers or non-Members who are booked in will be asked to stand down from their booking if the Member requests the room one week prior to the date of the booking*.

On the occasion of large City events, such as a State Banquet or large committee dinner, all of the bedrooms are to be kept for the exclusive use of Members. Priority is given to Members wishing to stay, as opposed to those who only want to use the facilities for changing.

If a single room is requested but only a double is available, the occupier will be charged at the single rate *

*As per meeting with Greg Moore (Town Clerk's) on 16 September 2014

The following are entitled to use the Bedrooms;

- Past Lord Mayors
- Past Chief Commoners
- Masters of Livery Companies (for the period they are in office)
- Clerks (currently in office) of Livery Companies
- Immediate Past Masters – but only when they are deputising for the Master.
*This information was taken from the City Lands report dated 12 May 2003
- Past Members who have served for a minimum of 10 years on the Court of Common Council
- Senior Officers of the Corporation and others who are detained on Corporation related business
- 10 Senior CoL Police Officers + 4 Chief Superintendents (names listed at end of document)

All booking requests should be sent to remcommitteerooms@cityoflondon.gov.uk

BEHAVIOUR

Those using the rooms must not use the rooms in a way that could potentially cause embarrassment to the City of London Corporation, create a nuisance or misuse the facilities provided and always leave the bedroom in a respectful condition.

FIRE SAFETY

All members / users must return their bedroom keys to Guildhall Security at West Wing reception before leaving the building. At no point must they retain the bedroom key upon their person when leaving the Guildhall site. This is to assist Guildhall Security with the fire evacuation process and to ensure Members / Col Staff are safely out of the building. This arrangement is also to ensure that the London Fire Brigade are not unnecessarily sent into a “burning building” to look for people who have left the complex.

If the fire alarm activates between the hours of 9am and 4.30 pm hours Monday – Friday Members are required to assemble at **Aldermanbury Square**. Outside of these hours Members should assemble in the **Guildhall Yard**.

SMOKING

Smoking is not allowed in any of the rooms and this includes leaning out of the windows in any rooms to smoke.

PETS

Pets are not allowed to stay in any of the bookable bedrooms.

FORCE MAJEURE

Except where otherwise expressly stated in these booking conditions, we regret we cannot accept liability or pay any compensation where the performance or prompt performance of our contractual obligations is prevented or affected by or you otherwise suffer any damage

or loss as a result of “force majeure”. In these Booking Conditions, “force majeure” means any event which we or the COL in question could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, terrorist activity or actual threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control

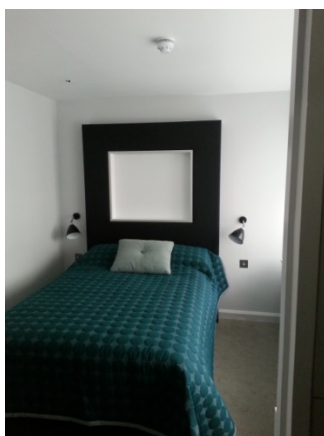
AVAILABLE ROOMS AND FACILITIES

Bedrooms 1 – 9 are all available for Members and eligible guests.

Bedroom 2 is an accessible room designed for disabled guests. The doorframe is wider than all of the other rooms to allow a wheelchair to fit comfortably through.

Bedrooms 3 and 4 are single rooms.

Bedrooms 1, 5, 6, 7, 8 and 9 are all double rooms.



All rooms have en suite facilities.



UNAVAILABLE ROOMS

The Chief Commoner and the Chairman of the Policy & Resources Committee both have flats on Level 4 and these are not to be booked out under any circumstances.

PRICES

Members	Price	VAT	Total
Single room	£16.67	£3.33	£20.00
Double room	£25.00	£5.00	£30.00

Non-Members	Price	VAT	Total
Single room	£50.00	£10.00	£60.00
Double room	£79.17	£15.83	£95.00

APPROVED LIST OF OUTSIDE USERS (TO BE CHARGED AT MEMBERS RATE)

The Honorable The Irish Society

Sir John Cass Foundation

Dr John Moses (Ex Dean of St. Paul's Cathedral) – until the end of February 2016 (*This is due to an oversight occurring in 2014 when Dr Moses was not informed on the eligibility changes at the same time as the other outside users. See Angela Roach's email to Dr Moses and the Chief Commoner dated 04/08/15, which is stored in the bedroom correspondence folder on the H Drive*)

Members' Guests are also entitled to use the bedrooms (if the rooms are free – and they must always stand down if a Member requires the room). They are to be charged at the same rate as Members and the bill sent to the Member for payment.

Other users are to be determined upon the approval of the current Chief Commoner.

CoL Police employees entitled to use the bedrooms under official use;

1. Commissioner Ian Dyson,
2. Assistant Commissioner Alistair Sutherland,
3. T/Commander (Operations and Security) Dai Evans,
4. Commander (Economic Crime) Karen Baxter,
5. Detective Chief Superintendent Maria Woodall (Crime),
6. T/ Detective Chief Superintendent Richard Waight (Intelligence),
7. T/ Detective Chief Superintendent Perry Stokes (ECD NFIB and Action Fraud),
8. Detective Chief Superintendent Clinton Blackburn (ECD Operations)
9. Chief Superintendent Glenn Maleary (Uniform Policing)
10. Cecilie Booth (Chief Operating Officer)

The names were confirmed by Chris Rumbles via email on 13 November 2019.

SENT TO ALL MEMBERS ON BEHALF OF THE CHIEF COMMONER - via E-mail from Angela Roach, 17 June 2014.

Dear Colleagues

Over the last few years the question of when Members are entitled to have free use of the bedrooms has become confused, as a result of which for the same events some Members are claiming free use while others are paying for private use. This is clearly unsatisfactory. The most recent official position was set out in 1995 –

“no charge will be levied for Members using the overnight accommodation at Guildhall where it necessary for the Member concerned to attend very early official Corporation engagements such as breakfast meetings”.

The Policy and Resources Committee has reviewed this and feel that the intention is still correct but that a modest refinement to cover dinners is appropriate and that “very early” is better defined by reference to market visits (which can start before 7:00) rather than breakfast meetings which are in effect part of many people’s normal working day. The Committee also felt some leeway is needed when a Member (typically a chairman) is hosting a breakfast meeting or a dinner and therefore reasonably needs preparation time and to be on time or to be the last person leaving a dinner.

Accordingly the position going forward is that no charge will be levied where –

- e) A Member needs to attend early (ie before 8:30 am) official City Corporation engagements such as Market visits.
- f) A Member is representing the City at an official event (eg a Party Conference) which finishes very late at night, ie 10:30pm or later.
- g) A Member is hosting or speaking at an early morning event and therefore needs to be certain of being on time.
- h) A Member is hosting a dinner or speaking on behalf of the Corporation at a major evening event.

For the avoidance of doubt members will be charged when they use the accommodation -

- e) When they attend morning discussion meetings – but are not hosting or speaking.
- f) When they attend Banquets and dinners unless they are hosting/chairing a reception committee.
- g) When they attend social events eg concerts at the Barbican.
- h) When they attend Ward Club or Livery events unless they have a speaking role and are representing the Corporation.

When booking rooms, Members requesting free use should clearly indicate which of the four categories is relevant.

Those Members who do not use the bedrooms might usefully consider doing so when appropriate. They are now of a good standard and may be a good alternative to late night/early morning travel.

Regards

Deputy John Bennett

The Chief Commoner

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Appendix 2 - Bedroom Occupancy Rates

May 2018	41.58%
June 2018	40.37%
July 2018	51.25%
August 2018	No bookings due to annual maintenace
September 2018	44.81%
October 2018	53.76%
November 2018	60.37%
December 2018	28.67%
January 2019	32.97%
February 2019	33.33%
March 2019	48.03%
April 2019	42.22%
May 2019	39.78%
June 2019	61.11%
July 2019	57.35%
August 2019	34 bedrooms booked during the month
September 2019	70.61%
October 2019	58.41%
November 2019	80%
December 2019	45%

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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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