



Policy and Resources Committee

Date: THURSDAY, 14 OCTOBER 2021

Time: 1.45 pm

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL
(<https://youtu.be/e9X1CYlwG7k>)

Members:

Deputy Catherine McGuinness (Chair)	Alderman Vincent Keaveny
Christopher Hayward (Deputy Chairman)	Alderman Ian Luder
Deputy Keith Bottomley (Vice-Chairman)	Jeremy Mayhew
Deputy Tom Sleigh (Vice-Chair)	Andrew McMurtrie
Rehana Ameer	Wendy Mead
Nicholas Bensted-Smith (Ex-Officio Member)	Deputy Andrien Meyers
Tijs Broeke	Deputy Brian Mooney (Chief Commoner) (Ex-Officio Member)
Karina Dostalova	Deputy Alastair Moss (Ex-Officio Member)
Anne Fairweather	The Rt Hon. the Lord Mayor, Alderman William Russell (Ex-Officio Member)
Marianne Fredericks	Ruby Sayed (Ex-Officio Member)
Tracey Graham (Ex-Officio Member)	Alderman Baroness Scotland (Ex-Officio Member)
Alderman Timothy Hailes	Sir Michael Snyder
Caroline Haines	Deputy James Thomson (Ex-Officio Member)
Deputy Wendy Hyde (Ex-Officio Member)	Mark Wheatley
Deputy Jamie Ingham Clark	Deputy Philip Woodhouse
Shravan Joshi	Alderman Sir David Wootton
Deputy Edward Lord	

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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/e9X1CYlwG7k>

Lunch will be served for Members in the Guildhall Club at 1PM

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To consider minutes as follows:-

- a) To agree the public minutes of the Policy and Resources Committee meeting held on 16 September 2021.

For Decision
(Pages 7 - 16)

- b) To note the draft public minutes of the Resource Allocation Sub-Committee meeting held on 17 September 2021.

For Information
(Pages 17 - 20)

4. **REVIEWED AND UPDATED WARDMOTE BOOK**

Report of the Comptroller & City Solicitor.

For Information
(Pages 21 - 180)

5. **EC PARTNERSHIP BID PROPOSAL**

Joint report of the City Surveyor and Environment Director.

For Decision
(Pages 181 - 192)

6. **FLEET STREET QUARTER BUSINESS IMPROVEMENT DISTRICT**

Joint report of the City Surveyor and Environment Director.

For Decision
(Pages 193 - 204)

7. **HOMELESSNESS LINK IMMIGRATION PLEDGE APPEAL**

Report of the Director of Community and Children's Services.

For Decision
(Pages 205 - 220)

8. **FUTURE SKILLS AND TALENT - STRENGTHENING IG SUPPORT FOR CITY COMPETITIVENESS**

Report of the Director of Innovation & Growth.

For Decision
(Pages 221 - 230)

9. **CITY CORPORATION SELECTED AS FOUNDING SPONSOR OF NEW GLOBAL GOVERNANCE BODY FOR VOLUNTARY CARBON MARKETS**
Report of the Director of Innovation & Growth.
For Information
(Pages 231 - 234)
10. **ELECTION ENGAGEMENT CAMPAIGN**
Report of the Deputy Town Clerk & Chief Executive.
For Information
(Pages 235 - 244)
11. **MID-YEAR UPDATE ON CLIMATE ACTION**
Report of the Deputy Town Clerk & Chief Executive.
For Information
(Pages 245 - 252)
12. **RECOVERY TASKFORCE UPDATE**
Report of the Deputy Town Clerk & Chief Executive.
For Information
(Pages 253 - 262)
13. **POLICY INITIATIVES FUND AND COMMITTEE CONTINGENCY**
Report of the Chamberlain.
For Information
(Pages 263 - 274)
14. **COVID 19 AND USAGE OF THE LONDON UNDERGROUND**
Report of the Director of Community and Children's Services (TO FOLLOW).
For Decision
15. **LIVE STREAMING AND RECORDING OF MEETINGS**
Joint report of the Town Clerk and Chief Executive Comptroller and City Solicitor (TO FOLLOW).
For Decision
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**
18. **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

19. NON-PUBLIC MINUTES

To consider non-public minutes of meetings as follows:-

- a) To agree the non-public minutes of the meeting held on 16 September 2021.
For Decision
(Pages 275 - 282)
- b) To note the draft non-public minutes of the Resources Allocation Sub-Committee meeting held on 17 September 2021.
For Information
(Pages 283 - 284)
- c) To note the non-public minutes of the Resource Allocation Sub-Committee Awayday Part 1 meeting held on Tuesday 13 July 2021.
For Information
(Pages 285 - 296)
- d) To note the non-public minutes of the Resource Allocation Sub-Committee Awayday Part 2 meeting held on Thursday 20 September 2021.
For Decision
(Pages 297 - 300)
- e) To note the non-public minutes of the Hospitality Working Party meeting held on 19 July 2021.
For Decision
(Pages 301 - 306)

20. AGREEING TARGETS AND IMPLEMENTATION ACTIONS FOR A NET ZERO PATHWAY FOR FINANCIAL INVESTMENTS FOR EACH FUND

Report of the Chamberlain.

For Information
(Pages 307 - 362)

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

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

Part 3 - Confidential Agenda (circulated separately)

23. **REMEMBRANCER'S OFFICE - PROPOSED ORGANISATIONAL DESIGN**
Report of the Remembrancer.

For Decision

24. **GOVERNANCE REVIEW & TARGET OPERATING MODEL: INSTITUTIONS**
Report of the Town Clerk.

For Decision

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POLICY AND RESOURCES COMMITTEE

Thursday, 16 September 2021

Minutes of the informal meeting of the Policy and Resources Committee held at via
Microsoft Team <https://www.youtube.com/watch?v=7Vy2XmUkzDM>
on Thursday, 16 September 2021 at 1.45 pm

N.B. This meeting was held as an informal one, with the views reached by the approved formally by the Town Clerk after the meeting, in accordance with the Court of Common Council's Covid Approval Procedure. This process reflects the current position in respect of the holding of formal Local Authority meetings and the Court's decision of 15 April 2021 to continue with virtual meetings, with formal confirmation of decisions provided through a delegation to the Town Clerk after the informal meeting has taken place and the will of the Committee is known.

Present

Members:

Deputy Catherine McGuinness (Chair)
Sheriff Christopher Hayward (Deputy Chairman)
Deputy Keith Bottomley (Vice-Chairman)
Deputy Tom Sleigh (Vice-Chair)
Rehana Ameer
Nicholas Bensted-Smith (Ex-Officio Member)
Karina Dostalova
Anne Fairweather
Marianne Fredericks
Tracey Graham (Ex-Officio Member)
Alderman Timothy Hailes
Deputy Wendy Hyde (Ex-Officio Member)
Deputy Jamie Ingham Clark
Shravan Joshi
Deputy Edward Lord
Alderman Vincent Keaveny
Jeremy Mayhew
Andrew McMurtrie
Wendy Mead
Deputy Andrien Meyers
Deputy Brian Mooney (Chief Commoner) (Ex-Officio Member)
Ruby Sayed (Ex-Officio Member)
Sir Michael Snyder
Deputy James Thomson (Ex-Officio Member)
Alderman Sir David Wootton

In attendance:

Randall Anderson
John Chapman
Oliver Sells

Officers:

John Barradell

- Town Clerk and Chief Executive

Douglas Trainer
 Caroline Al-Beyerty
 Paul Double
 Michael Cogher
 Damian Nussbaum
 Angela Roach
 Juliemma McLoughlin
 Bob Roberts
 Nicholas Gill
 Paul Wright
 Shani Annand-Baron
 Nick Bodger
 Po Chan
 Kerstin Mathias
 Greg Moore
 Richard Messingham
 Chris Rumbles
 Chris Oldham
 Greg Moore
 Anna Dunne
 Mark Lowman
 Peter Young
 James Gibson
 Sonia Virdee
 Ruth Kocher
 Julia Makin
 Dr Sandra Husbands
 Claire Giraud (for item 20)

 Andrew Trathen (for item 20)

 Sharon Ament (for item 19)
 Clive Bannister (for item 19)

- Deputy Town Clerk and Chief Executive
- The Chamberlain
- City Remembrancer
- Comptroller and City Solicitor
- Director of Innovation & Growth
- Assistant Town Clerk
- Executive Director of Environment
- Director of Communications
- Investment Property Director
- Deputy Remembrancer
- Town Clerk's Department
- Innovation & Growth
- Innovation & Growth
- Innovation & Growth
- Town Clerk's Department
- Town Clerk's Department
- Town Clerk's Department
- Town Clerk's Department
- Town Clerk's Department
- City Surveyor's Department
- City Surveyor's Department
- City Surveyor's Department
- Chamberlain's Department
- Chamberlain's Department
- Environment Department
- Environment Department
- Director of Public Health
- Public Health Practitioner, London Borough of Hackney
- Consultant in Public Health, London Borough of Hackney
- Director, Museum of London
- Chair, Museum of London Board of Governors (MoLBG)

1. **APOLOGIES**

Apologies were received from Tijs Broeke, Alderman Ian Luder, Wendy Mead, Deputy Alastair Moss, Deputy Philip Woodhouse and the Rt Hon Lord Mayor Alderman William Russell.

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

There were no declarations.

3. **MINUTES**

- a) The public minutes of the Policy and Resources Committee meeting held on 8 July 2021 were approved.

Matters Arising

Housing Revenue Account – A Member welcomed the Chair’s response to the letter concerning the Housing Revenue Account as well as her recent visit, together with the Deputy Chair, to the Golden Lane Estate. As the Allocated Member for the Estate, the Member remarked on her disappointment at missing the visit and asked that invitations be issued to the relevant Allocated Member should any visits take place to the City’s other estates.

The Chair remarked on how positive it was to see all the works that were underway on the Estate and added that she looked forward to working with the Director of Community and Children’s Services in arranging visits to other estates in due course.

Electoral Engagement – a Member requested an update on how electoral engagement activities had progressed since the last meeting. Given that the Electoral Engagement Manager was not present at today’s meeting, the Chair asked that the Member be provided with an update following the meeting.

- b) The draft public minutes of the Resource Allocation Sub-committee meeting held on 29 June 2021 were noted.
- c) The public minutes of the Projects Sub-Committee meeting held on 23 June 2021 were noted.
- d) The draft public minutes of the Projects Sub-Committee meeting held on 23 July 2021 were noted.
- e) The public summary of the Innovation and Growth Advisory Board meeting held on 5 July 2021 were noted.

4. EXTERNAL CLIMATE ACTION COMMITMENTS AND MEMBERSHIPS

The Committee considered a joint report of the Deputy Town Clerk & Chief Executive and Director of Innovation & Growth that presented two new externally facing commitments that would facilitate further outcomes for the City Corporation’s Climate Action Strategy.

A Member highlighted the Climate Action Strategy target referenced within the listed as supporting “net Zero by 2040 in the Square Mile”, suggested this should be amended to read “to support the achievement of being net zero by 2040 in the Square Mile”. The Chairman acknowledged this point adding that, notwithstanding what the City Corporation was able to achieve within in its own remit, it would also be working in support of other others in terms of the wider City in achieving this goal.

A Member noted the Cities Race to Zero pledge included a commitment to reach net-zero in the 2040s or sooner, or by mid century at the latest, and

suggested this appeared ambiguous and could be construed as providing latitude to delay achieving the City's own earlier targets. It was clarified to Members that the Cities Race to Zero had a broader set of targets that were not all as ambitious as the City Corporation's own Climate Action Strategy; signing up to the Cities Race to Zero pledge would not impact on the City Corporation's own targets and ambitions as agreed as part of that Strategy.

RESOLVED: That approval be granted to sign up to the pledges to Cities Race to Zero and UK100, as well as for the proposed senior level sponsors as set out in the report.

5. INNOVATION & GROWTH BOARD ADVISORY BOARD (IGAB): BOARD NOMINATIONS AND NAME CHANGE

The Committee considered a report of the Director of Innovation & Growth proposing name change for the Innovation and Growth Advisory Board (IGAB) and presenting two prospective external Members for appointment thereto.

In response to a question concerning the relationship between IGAB and the Public Relations Sub-Committee, it was advised that both were and would remain subordinate bodies of the Policy & Resources Committee with complementary yet distinct roles, with the latter focusing on communications in particular and the former on questions of competitiveness. Following further queries, it was clarified that IGAB had no decision-making power and simply acted in an advisory capacity to Policy & Resources, which was responsible for taking all decisions relating to that area of activity.

Following questions concerning the balance of expertise on IGAB, particularly in relation to the tech sector, both the Chair and Director of Innovation & Growth responded confirming efforts had been made as part of recruitment to strike a suitable balance, with there being several individuals on the Board with a lead role in the tech sector. It was suggested it would be helpful if future papers could remind the Committee of the experience of those serving.

Concerns were raised relating to the transparency of IGAB meetings, with there being a tension between allowing observers and in facilitating an environment where individuals with valued expertise were able to give advice fully and frankly in a small private session. Following further discussion, the Chair acknowledged Members' concerns and it was agreed that a way forward would be to share IGAB agendas with interested Members in advance of each meeting; subsequently, where a Member wished to attend a particular meeting, they could approach the Chair for agreement to do so.

RESOLVED: That Members approve:-

1. The adoption of a new name for IGAB of 'Competitiveness Advisory Board'.
2. The appointment of Marisa Drew and Laura Mason two external Members of the Board for the 2021-2022 term.

6. DESTINATION CITY: STRATEGIC REVIEW - PROGRAMME OVERVIEW AND GOVERNANCE PROPOSALS

The Committee considered a report of the Director of Innovation & Growth that provided Members with an overview of the proposed *Destination City – Strategic Review* and sought agreement to the approach to the review and governance arrangements.

RESOLVED: That Members agree the approach to the strategic review and approve the governance arrangements, noting they would be formally submitted to Court of Common Council for ratification at its October 2021 meeting.

7. APPOINTMENT OF ASSISTANT TOWN CLERK AND EXECUTIVE DIRECTOR OF GOVERNANCE AND MEMBERS SERVICES

The Committee considered a report of the Deputy Town Clerk & Chief Executive updating on the process for the appointment of an Assistant Town Clerk and Executive Director of Governance & Members Services and seeking approval to start the process with the establishment of a Recruitment Panel.

The Chair of Policy confirmed an agreement that the Chair of Establishment Committee would Chair the Recruitment Panel.

Noting the opportunity to appoint another Member of either Policy and Resources Committee or Establishment Committee to be selected to the Panel, it was noted that the Establishment Committee had proposed Ruby Sayed be appointed. Following discussion as to various options, the Committee was agreed that Ms Sayed should be appointed.

RESOLVED: That Members: -

1. Agree that the seven Members of the Recruitment Panel for the new Assistant Town Clerk and Executive Director of Governance & Members Services be appointed as follows: -

- Chair of the Establishment Committee
- Deputy Chair of the Establishment Committee
- Chair of the Policy and Resources Committee
- Deputy Chairman of the Policy and Resources Committee
- Town Clerk & Chief Executive
- Deputy Town Clerk & Chief Executive
- Ruby Sayed.

2. Note that the Chair of Establishment Committee would Chair the Recruitment Panel.

8. PRE-ELECTION PERIOD - COMMITTEE TIMETABLE

The Committee considered a report of the Town Clerk confirming the previous practice of minimising the number of committee meetings in the weeks immediately preceding the City-wide elections and seeking approval to implementation of such arrangements for elections in March 2022 and beyond.

RESOLVED: That Members: -

1. Support the principle of committee meetings being minimised in the period 22 February to 24 March 2022 and agree to the implementation of such arrangements.
2. Note the various steps to mitigate the impact of the reduction in meetings, as outlined in paragraphs 15 to 19 of the report.
3. Endorse the adoption of this principle for all future City-wide elections.

9. **LONDON COUNCILS' NOMINATION TO THE BOARD OF GOVERNORS OF THE MUSEUM OF LONDON**

The Committee considered a report of the Town Clerk setting out the background to the appointment of external candidates to the Board of Governors of the Museum of London Board and proposing Councillor Kaya Comer-Schwartz (London Borough of Islington) for appointment as a City of London Corporation Governor of the Museum of London Board.

A Member raised a wider question concerning the composition of the Board and the balance of appointments given the Corporation's significant investment in the Museum. The Town Clerk clarified that the overall composition of the Museum of London Board was specified by legislation which allocated a set number of appointments to both the Greater London Authority and the City Corporation. The Chair further clarified that London Councils were asked to nominate a representative to the Board as one of the City Corporation's appointments, which was the recommendation Members were being asked to approve today.

RESOLVED That the appointment of Councillor Kay Comer-Schwartz as a City of London Corporation Governor of the Museum of London for a four-year term concluding 15 September 2025 be approved.

10. **ANNUAL REPORT FOR THE 'SOCIAL' STRATEGIES: RESPONSIBLE BUSINESS, SOCIAL MOBILITY, DIGITAL SKILLS AND CLIMATE ACTION STRATEGIES FOR 2020-21**

The Committee received a joint report of the Chamberlain, Managing Director of Bridge House Estates, Director of Innovation & Growth and Director of Community & Children's Services presenting a combined annual report for the Responsible Business, Social Mobility, Digital Skills and Climate Action Strategies for 2020-21.

Reference was made to the report having recently been received by the Establishment Committee, during which Members had stressed the importance of being able to understand the number and type of views the strategies and reports experienced, to help identify what the reports were being used for and subsequently inform future content. Consequently, moving forwards the reports would be located on a part of the website that would be able to track views and this information would be included as part of future reporting.

RESOLVED: That the report be received, and its content noted.

11. REVENUE OUTTURN 2020/21

The Committee received a joint report of the Town Clerk, Chamberlain and Remembrancer comparing the revenue outturn for the services overseen by the Committee in 2020/21 with the final budget for the year.

RESOLVD: That the report be received, and its contents noted.

12. POLICY AND RESOURCES CONTINGENCY/DISCRETIONARY FUNDS

The Committee received a report of the Chamberlain providing the schedule of projects and activities which had received funding from the Policy Initiatives Fund, the Committee's Contingency Fund, the Committee's Project Reserve, and the COVID19 Contingency Fund.

RESOLVED: That the report be received, and its content noted.

13. DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

The Committee received a report of the Town Clerk updating Members on action taken by the Town Clerk in consultation with the Chair and Deputy Chairman, in accordance with Standing Order Nos 41(a) and 41(b) since the last meeting.

RESOLVED: That the report be received, and its content noted.

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

There were no questions.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional items of business.

16. 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 of business 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.

17. NON-PUBLIC MINUTES

- a) The non-public minutes of the Policy and Resources Committee meeting held on 8 July 2021 were agreed.
- b) The draft non-public minutes of the Resource Allocation Sub-committee meeting on 29 June 2021 were noted.
- c) The non-public minutes of the Projects Sub-Committee meeting held on 23 June 2021 were noted.

- d) The draft non-public minutes of the Projects Sub-Committee meeting held on 23 July 2021 were noted.

18. MARKETS CO-LOCATION PROGRAMME

The Committee considered and approved a joint report of the City Surveyor, Major Programmes Director, Chief Operating Officer, Markets Director and Chamberlain updating Members on the Markets Co-location Programme.

19. MUSEUM OF LONDON: UPDATE ON RELOCATION TO WEST SMITHFIELD

The Committee considered and approved a report of the Town Clerk concerning the relocation of the Museum of London.

At this point in the meeting, in accordance with Standing Order No.40 a decision was taken to extend the length of the meeting by up to thirty minutes.

20. SUICIDE PREVENTION IN THE CITY OF LONDON

The Committee considered a report of the Deputy Town Clerk & Chief Executive providing information and background data to allow Members to understand the current position in relation to suicide prevention.

21. SECURE CITY PROGRAMME - VULNERABLE PEOPLE WORKSTREAM

The Committee considered and approved a joint report of the Director of the Environment and the Commissioner of City of London Police updating on the Secure City Programme – Vulnerable People Workstream.

22. GREEN HORIZON SUMMIT AT COP26 (GHS@COP26)

The Committee received a report of the Director of Innovation & Growth updating on progress in relation to the Green Horizon Summit at COP26.

23. NON-PUBLIC DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

The Committee received a report of the Town Clerk advising Members of decisions taken under urgency or delegated authority powers since the last meeting.

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

There were no questions.

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

Members received an update from the Chair relating to support arrangements associated with the Afghan resettlement.

The meeting ended at 4.05pm

Chairman

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RESOURCE ALLOCATION SUB (POLICY AND RESOURCES) COMMITTEE

Friday, 17 September 2021

Minutes of the meeting of the Resource Allocation Sub (Policy and Resources)
Committee held at Guildhall on Friday, 17 September 2021 at 3.00 pm

Present

Members:

Deputy Catherine McGuinness (Chair)
Deputy Jamie Ingham Clark (Deputy
Chairman)
Deputy Keith Bottomley
Tijs Broeke
Karina Dostalova
Anne Fairweather

Sheriff Christopher Hayward
Shravan Joshi
Deputy Edward Lord
Jeremy Mayhew
Deputy James Thomson

In Attendance

Officers:

Caroline Al-Beyerty	- Chamberlain
Andrew Cross	- City Surveyor's Department
Dianne Merrifield	- Chamberlain's Department
Polly Dunn	- Town Clerk's Department
Gregory Moore	- Town Clerk's Department
Jack Joslin	- Central Grants Unit
James Lee	- Central Grants Unit
Sanjay Odedra	- Town Clerk's Department
Douglas Trainer	- Deputy Town Clerk
Sonia Virdee	- Chamberlain's Department
Emma Moore	- Chief Operating Officer

1. APOLOGIES

Apologies were received from Alderman Sir David Wootton, Tracey Graham, and the Chair has issued apologies for lateness.

The Deputy Chairman took the Chair.

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

There were no declarations.

3. MINUTES

The minutes were to be corrected to reflect apologies issued by Deputy Edward Lord.

RESOLVED, that subject to this correction, the public minutes of the meeting held on 29 June 2021, be approved as an accurate record.

4. CAPITAL FUNDING UPDATE

The Sub-Committee considered a report of the Chamberlain regarding the Capital Funding Update.

There was a discussion about the sustainability of the City's capital funding position, which was currently being managed within the financial envelope. The wider concerns would be considered within the forthcoming budget setting exercise.

It was noted by Members and the Chamberlain that there was a trend on the inflation of costs associated with construction materials. This would form an important part of the principles applied for a forthcoming review on capital expenditure.

This review would ask Members to consider what work was deemed "essential". If nothing were to change, the Chamberlain's Department would need to look into repurposing underspend.

When asked what the likely quantum of scheme slippage there would be, the Chamberlain confirmed that the current position was outlined in appendix 1 and 2 of the report. There was no clear picture at the time of reporting but the work to be completed as part of bi-lateral meetings with Departments would provide that information.

RESOLVED, that Members: -

- Agree to apply the 'one-in, one-out' approach to reallocate £403k from savings on the Barbican fire door replacement project to provide top-up funding for the Frobisher Crescent fire compartmentation project.
- Have reviewed the schemes summarised in Table 1 and, particularly in the context of the current financial climate, to confirm their continued essential priority for release of funding at this time; and accordingly
- Agree the release of up to £3.989m for the schemes in Table 1 from the reserves of City Fund and City's Cash as appropriate, subject to the required gateway approvals
- Note that in order to maintain sound financial discipline a review of unallocated central project funding provisions will be brought to Members following discussions taking place at the bi-lateral meetings

5. COMMUNITY INFRASTRUCTURE LEVY NEIGHBOURHOOD FUND - APPLICATIONS FOR APPROVAL

Members considered a report of the Chief Grants Officer and Director of City Bridge Trust regarding applications for the Community Infrastructure Levy Neighbourhood Fund (CILNF).

RESOLVED, that Members:-

- i. Note the approved and rejected grants under delegated authority at a meeting of the CILNF Officer Panel in July 2021 (Appendix 1).
- ii. Approve the grant recommended to the City Property Association at a meeting of the CILNF Officer Panel in July 2021 (Appendix 2).

- iii. Note the current position of the CILNF with respect to funds available and upcoming reporting.
- iv. Note the proposals regarding the upcoming reporting and consultation on the function of the CILNF and to approve the pause to larger applications from the end of October, for this work to be carried out.

6. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Members noted a report of the Town Clerk regarding action taken between meetings.

RESOLVED, that: - the report be noted.

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

There were no questions.

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

There was no other business.

9. **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.

10. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 29 June 2021 were agreed as a correct record.

11. **CITY FUND - FUNDING STRATEGY 15/17 ELDON STREET EC2 AND 6 BROAD STREET PLACE EC2 REFURBISHMENT PROJECTS - UPDATE REPORT**

Members considered an update report of the City Surveyor in relation to City Fund – Funding Strategy 15/17 Eldon Street EC2 and 6 Broad Street Place EC2 Refurbishment Projects.

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There was one question regarding the Resource Allocation Away Day.

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

There was no other business in non-public session.

The meeting ended at 3.30 pm

Chairman

Contact Officer: Polly Dunn
polly.dunn@cityoflondon.gov.uk

Committee(s) Policy and Resources Committee General Purposes Committee of Aldermen	Date: 14 October 2021 19 October 2021
Subject: Reviewed and Updated Wardmote Book	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	6 and 8
Does this proposal require extra revenue and/or capital spending?	No
Report of: Comptroller and City Solicitor and Town Clerk and Chief Executive	For Information
Report author: Edward Wood, Chief Solicitor	

Summary

The Wardmote Book is the City Corporation's technical manual for ward elections. Members recently requested sight of a new edition, in readiness for the resumption of elections in March 2022. An updated version is appended to this report with the latest revisions shown as tracked changes. The most topical or notable amendments are also set out in this report.

Recommendation(s)

Members are asked to:

- Note the updates to the Wardmote Book.

Main Report

Background

1. The Wardmote Book is the City Corporation's technical manual for ward elections, which attempts to draw together and summarise the complex mosaic of national and local legislation, together with Acts of Common Council and convention. It is in regular use by officers and is also published on the City Corporation's website for use by Members, candidates, agents and members of the public who wish to learn about the detail of the electoral process. It is not meant to take the place of more focussed guidance for residents and businesses during the canvass, and for candidates and agents during the election period, which is also produced.

2. The Wardmote Book has historically been updated as the need has arisen, and generally in advance of the ordinary elections of Common Councilmen every four years. The last revision was in 2014, ahead of the ordinary elections in 2017. Members recently requested sight of a new edition, in readiness for the resumption of elections in March 2022. Given the City Corporation's drive to enhance voter engagement, it seems appropriate to build in a formal review process before each 'all out' election to be reported to the Policy and Resources Committee and the General Purposes Committee of Aldermen, as the Committees with responsibility for the oversight of elections. This will not prevent any revisions which become necessary in the interim, for example due to significant legislative changes, and it is proposed that the Committees will be informed of any such amendments between formal reviews.

Updates

3. The updated version of the Wardmote Book is appended to this report and the most recent revisions are shown as tracked changes. The revised Wardmote Book has been prepared in consultation with relevant colleagues in the Comptroller and City Solicitor's Department, the Town Clerk's Department and the Remembrancer's Office. It is not proposed to summarise all of the changes in that document, but some of the most topical or notable amendments are as follows:
 - (i) There are various references to the impact of Covid-19 and the need to pause ward elections until 2022. The recent Acts of Common Council postponing elections of Common Councilmen and Aldermen have been referenced, together with the suspension of the relevant Aldermanic undertakings.
 - (ii) Gender neutral language has been adopted where possible.
 - (iii) There is a new reference to shared workspaces, to clarify that they generally do not satisfy the requirements for voter qualification (page 5).
 - (iv) There is a new reference to remote working, to clarify that employees who work remotely for part of the time, or even the majority of the time, can still count towards the workforce of a qualifying body in appropriate circumstances (page 7).
 - (v) There is some new text to clarify that a director, etc. of a qualifying body is automatically treated as having their principal or only place of work at the relevant premises, for the purposes of being appointed as a voter (page 8).
 - (vi) There is some new text to clarify the nationality requirement for Aldermanic candidates (pages 15-16).
 - (vii) There is reference to the fact that Common Councilmen elected in March 2022 will serve shorter three year terms (page 19).
 - (viii) Some additional information has been provided in relation to election publicity and election expenses (pages 31-32).

- (ix) The expenses and fees payable to Honorary Ward Clerks, Beadles and election staff have been updated (page 63).
 - (x) The timetable for the 'all out' Common Council elections in March 2022 has been fully updated (pages 74-78).
 - (xi) A new table of the main legislative provisions that apply to ward elections has been compiled for ease of reference (pages 91-92).
4. The new version of the Wardmote Book, with the tracking removed, will be published on the City Corporation's website in the normal way. It is worth noting that a new Elections Bill is currently before Parliament, that once enacted will affect the administration and conduct of elections generally and will also impact on ward elections in a number of ways. It is not likely to receive Royal Assent before the elections in March 2022 but will probably necessitate a further review of the Wardmote Book later in the year.

Conclusion

5. The Wardmote Book has been updated ahead of the 'all out' elections of Common Councilmen in March 2022. The Elections Bill currently before Parliament will probably necessitate a further review of the Wardmote Book shortly thereafter.

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Appendix

Updated Wardmote Book with tracked changes

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WARDMOTE BOOK

City of London Wardmote Book

FOREWORD

The City of London's unique electoral system pre-dates Parliament and the division of the City into wards is evident in the earliest written records of the City. The 25 wards were the military, judicial and administrative units for the area, being the equivalent of the rural hundred elsewhere. In early times, the Wardmote had a wide jurisdiction for the preservation of the peace and the power to inflict appropriate punishments. The development of the City's wards has provided each area with its own distinct history and traditions, some of which are still continued to this day.

The Saxon term "Wardmote" refers to a meeting of the ward held to announce the candidates ~~of~~at an election and then adjourned until after the poll has taken place. The Wardmote provides the electorate with an opportunity to ask the candidates questions and also for the candidates to address the electors present.

The City of London has retained its 25 wards, all of which are represented on the Court of Common Council by an Alderman and a number of Common Councilmen. Aldermen and Common Councilmen are elected by the electors of the ward who are registered to vote on the relevant ward list. Registration occurs annually when forms are sent to all residents and businesses in the City. The City has a unique demography with a relatively low residential population but ~~an estimated~~a very large daily working population ~~in excess of 300,000~~. This is reflected in its electorate: as well as residents, sole traders and equity partners ~~of companies~~in businesses are also able to vote and, in addition, a wide range of City organisations are able to nominate voters.

City of London ward elections are governed by Acts of Common Council, the City of London (Various Powers) Act 1957 and the City of London (Ward Elections) Act 2002. They are also governed, in part, by national legislation including Representation of the People Acts and Regulations. This Wardmote Book has been produced as a guide to the procedure to be followed at ward elections in the City of London, from the registration of voters to the qualifications of candidates in elections and the day of the election.

Any questions regarding information in this Wardmote Book can be referred to the Electoral Services Office, via e-mail at electoralservices@cityoflondon.gov.uk; or in writing addressed to the Electoral Services Office, Town Clerk's Dept., City of London, Guildhall, London EC2P 2EJ.

John Barradell
Town Clerk & Ward Clerk

CITY OF LONDON WARDMOTE BOOK

ISSUE RECORD SHEET

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CITY OF LONDON WARDMOTE BOOK

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2. Electors (pages **34** to **112**)
 - (i) Qualification of voters at Ward elections.
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 - (v) Completion and delivery of nomination papers and consents to nomination
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- (v) The Poll
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- (viii) The count
- (ix) The Adjourned Wardmote
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PART A

WARD ELECTIONS IN THE CITY OF LONDON

SECTION 1

INTRODUCTION TO WARD ELECTIONS IN THE CITY OF LONDON

1. The citizens and freemen of the City of London are a body politic and corporate by the name of "The Mayor, Commonalty and Citizens of the City of London" known collectively as the City of London Corporation, and referred to in this book as "the Corporation".
2. The government of the City of London is discharged by the Corporation through three assemblies: -
 - (a) the Court of Aldermen which consists of Aldermen, including the Lord Mayor of London, one elected for each of the City's Wards, and the Recorder of London;
 - (b) the Common Council which consists of the Lord Mayor, Aldermen and Common Councilmen; and
 - (c) Common Hall which consists of the Lord Mayor, Aldermen and Liverymen of the Livery Companies of the City of London, provided that the latter are Liverymen of at least one year's standing and are freemen of the City¹.
3. This book is intended to provide a guide to Ward elections in the City of London for the election of Aldermen and Common Councilmen which are governed by Acts of Common Council², local legislation³ and public general

¹ Preamble and Section 14 of the City of London Elections Act 1725.

² See for example the Act of Common Council of 14 July 1960 (as amended).

³ See for example the City of London Municipal Elections Act 1849, the City of London Ballot Act 1887, ~~and~~ the City of London (Various Powers) Act 1957 [and the City of London \(Ward Elections\) Act 2002](#).

Acts of parliament⁴. The arrangements with regard to Common Hall are not covered by this book.

4. The City is divided into 25 Wards represented by one Alderman and between 2 and 10 Common Councilmen, depending on the size of the electorate in the Ward. There are 100 Common Councilmen in total⁵. A map showing the Wards of the City, together with the number of Common Councilmen for each Ward, appears at Appendix 1.
5. Historically, Aldermen have held office for life (but there is an understanding amongst the Aldermen that an Alderman should retire on reaching 70 years of age⁶) unless an Alderman resigns or is removed from office for "just and reasonable cause"⁷. However, a convention⁸ has developed for Aldermen to surrender office after holding it for not more than six years, and in these circumstances they may stand for re-election in their Wards. [These arrangements are currently paused until March 2022 to avoid the need for an election during the coronavirus pandemic⁹.](#)
6. Ordinary elections for Common Councilmen historically took place each year in December. The date of election was changed in 2004 to take place on the second Friday of March of that year. The elections in 2005 and 2009 were similarly held on the second Friday of March but the term of office was for four years. Since 2013 elections are held every four years on either the third Wednesday in March, or the fourth Wednesday in March, although in certain rare circumstances ordinary elections will instead be held on another date to be determined by the Town Clerk in consultation with the Lord Mayor¹⁰. [Exceptionally, due to the coronavirus pandemic, the next ordinary elections](#)

⁴ See for example the Representation of the People Act 1983, section 191 of which applies certain parts of that Act to municipal elections in the City.

⁵ Section 4 of the Act of Common Council of 4 November 2010.

⁶ Resolution of the Privileges Committee of Aldermen, 12 January 1999.

⁷ Act of 17 Richard II c.11-13 (1393-1394).

⁸ The Preamble to the Act of Common Council of 10 September 1998 refers to a resolution of the Court of Aldermen that individual Aldermen should offer to surrender their Office as such on or before the expiry of a term of six years (or any subsequent such term). This proposal was approved by the General Purposes Committee of Aldermen at its meeting on 2 July 1998.

⁹ [Resolution of the Court of Aldermen, 9 February 2021.](#)

¹⁰ Section 2 of the Act of Common Council of 13 September 2012.

will not be held in 2021 and will instead be held on Wednesday ~~22 March 2017~~ 23 March 2022¹¹. By-elections to fill a casual vacancy in the office of Common Councilman, arising from the death, disqualification or resignation of the incumbent, will also not be held prior to that date¹². The Common Councilmen elected in 2022 will serve a three year term, allowing the election cycle to revert to normal, with the next ordinary elections after that being held in 2025.

¹¹ Section 2 of the Act of Common Council of 8 October 2020.

¹² Section 3 of the Act of Common Council of 8 October 2020.

SECTION 2

ELECTORS

Qualification of voters at Ward elections

1. Persons entitled to vote in a Ward election in the City of London are those who, on the **qualifying date**: -

- (a) are **occupying** as **owner or tenant** the whole or part of any hereditament (i.e. land or building) which is shown in a local non-domestic rating list, which is in that Ward, and for which the rateable value shown in that list is not less than £10; or
- (b) are **resident** in that Ward; or
- (c) are persons appointed in writing as voters by a **qualifying body** which ordinarily **occupies** as **owner or tenant** any premises situated in that Ward, being premises in respect of which the right to appoint one or more voters depends on the size of the **workforce** there;

and who on that date and on the date of the poll are not subject to any **legal incapacity** to vote and are **Commonwealth citizens** or citizens of the Republic of Ireland or in the case of a Ward election for Common Councilmen, **relevant citizens of the European Union**. They must also be **of full age** and registered in the appropriate Ward list¹. Further guidance on interpreting the words in bold font is set out in paragraphs 3 to 14 below.

2. It is not possible for persons to qualify to vote on the basis set out in sub-paragraphs 1(a) and 1(c) above at the same premises. Where this would otherwise be the case, only sub-paragraph 1(a) applies².

¹ Section 6 of the City of London (Various Powers) Act 1957, as amended.

² Section 3(8) of the City of London (Ward Elections) Act 2002.

3. **"Qualifying date"** means 1 September in the year preceding the year of the Ward election³. Thus, for elections in March ~~2017~~2022, the qualifying date is 1 September ~~2016~~2021.
4. **"Occupying"** means occupying any premises by personal physical presence for the purpose of carrying on any trade, business, profession or other occupation or calling⁴. In the case of a "qualifying body" (see paragraph 9 below) this includes such occupation through a director, officer, employee or agent of that body or through a holder of any paid or unpaid office for the performance of whose functions accommodation is being provided by the body⁵. Ownership or a tenancy without these features would not therefore be acceptable. If evidence of occupation is required, this could take the form of a letter describing the nature of the business conducted at the premises and confirming physical presence, customer lists or similar evidence that business is transacted or by inspection of the premises by the Corporation.
5. **"Owner or tenant"** encompasses those persons with an equitable interest in the land or building. As long as persons with such an interest are occupying the land by physical presence for a relevant purpose then this is sufficient for them to qualify as voters. However, a simple licence to occupy premises, with no exclusive possession – such as is often found in shared workspaces – would not satisfy this requirement. An unincorporated body which is occupying any premises shall be taken to be doing so as owner or tenant whether or not the person who is on its behalf the owner or tenant of those premises is occupying them⁶.
6. Determining whether a person is **"resident"** at a particular address for the purposes of electoral law generally falls to section 5 of the Representation of the People Act 1983 (as amended) but this provision does not apply to Ward elections⁷. There is, however, relevant case law concerning the ordinary meaning of the word "resident" for the purpose of qualification to vote at an election. The Court of Appeal has held⁸ that the

³ Section 3(4) of the City of London (Ward Elections) Act 2002.

⁴ Section 6(3) of the City of London (Various Powers) Act 1957 as amended by section 3(1)(b) of the City of London (Ward Elections) Act 2002.

⁵ Section ~~4~~2(1) of the City of London (Ward Elections) Act 2002.

⁶ Section 2(2) of the City of London (Ward Elections) Act 2002.

⁷ See section 191 of the Representation of the People Act 1983.

⁸ Fox v Stirk and another; Ricketts v Registration Officer for the City of Cambridge [1970] 3 All ER 7.

following principles are applicable to the question of "residence": -

- (a) a person can have two residences and be resident in both;
- (b) temporary presence at an address does not make a person resident there, but temporary absence does not deprive a person of residence; and
- (c) a person is properly "resident" in a place when ~~his or her~~their stay has a considerable degree of permanence.

Determining "residence" is, therefore, a question of fact in each case.

- 7. It should be noted that a person *could* have two residences and be resident at both for the purposes of electoral registration⁹ but for local government elections generally a person is not entitled to vote as an elector more than once in the same electoral area at any local government election, or in more than one electoral area for a local government area which is not a single electoral area¹⁰. Although this does not apply to Ward elections, there is a similar provision: a person cannot be registered in more than one Ward list or more than once in a Ward list and thus cannot vote in more than one Ward or more than once in a Ward at any Ward elections¹¹. Also, the same offence is committed by a person voting more than once as for local government elections generally¹².
- 8. There are some other statutory rules relating to specific circumstances concerning "residence": -
 - (a) For merchant seamen (persons whose employment is carried out on board sea going ships) residence is either at the place a person would have been resident at but for the nature of ~~his/her~~their occupation; or is at any hostel or club providing accommodation at which a person stays in the course of ~~his/her~~their

⁹ See Fox v Stirk: the Court decided that there was a sufficient prospect of permanence to turn mere occupation into residence and students were not, therefore, prevented from being "resident" in their University town because their parental homes, at which they might also qualify for registration, were elsewhere.

¹⁰ Section 2 of the Representation of the People Act 1983 (as amended).

¹¹ Section 3(6) of the City of London (Ward Elections) Act 2002.

¹² Section 61(2) of the Representation of the People Act 1983.

occupation¹³.

- (b) Members of the armed forces and their spouses (examples of persons with a "service qualification") on making a declaration (a "service declaration" because, for example they will be living overseas) that includes an address that they would have otherwise been residing at are to be treated for the purposes of registering to vote as being "resident" at the address given¹⁴.

9. **"Qualifying body"** means a body corporate (~~i.e. a company~~ for example a limited company or a livery company incorporated by royal charter) or an unincorporated body other than a partnership¹⁵ (for example ~~a Livery Company~~ an unincorporated association or guild). Government departments and other bodies exercising statutory functions on behalf of the Crown are excluded¹⁶. A qualifying body that occupies premises in a Ward appoints voters depending on the size of its workforce. **"Workforce"** means all persons whose principal or only place of work on the qualifying date is the premises occupied by the body in the Ward¹⁷. Whilst this is ultimately a question of fact to be determined in each case, it will include employees who work remotely for part of the time, or even a majority of the time, provided that they retain a genuine connection to those premises as their principal or only place of work and attend as and when required. The number of persons that a body can appoint as voters is calculated as follows¹⁸: -

- (a) one for a workforce of up to 5, plus one for every 5 workers up to a workforce of 50 (where the excess is not divisible by 5 the remainder are disregarded for the purpose of the calculation); and
- (b) for a workforce that exceeds 50, the number is calculated as above plus one for every 50 further workers (where the excess is not divisible by 50 the remainder

¹³ Section 6 of the Representation of the People Act 1983 (~~applied to Ward elections in the City by section 8 of the City of London (Various Powers) Act 1957~~).

¹⁴ Section 14(1) and sections 15-17 Representation of the People Act 1983 (~~applied to Ward elections in the City by section 8 of the City of London (Various Powers) Act 1957~~).

¹⁵ This means a "partnership" within the meaning of section 1 of the Partnership Act 1890. The partners in such a partnership will instead qualify in their own right if they meet the test in sub-paragraph 1(a) above.

¹⁶ Section 6 of the City of London (Ward Elections) Act 2002.

¹⁷ Section 2 of the City of London (Ward Elections) Act 2002.

¹⁸ Section 3(2) and (3) of the City of London (Ward Elections) Act 2002.

are disregarded for the purpose of the calculation).

10. A qualifying body entitled to appoint more than one person as a voter must ensure, as far as is reasonably practicable, that the appointments it makes reflect the composition of its workforce¹⁹. In addition, to be appointed as a voter by a qualifying body, a person must meet certain conditions²⁰: -

- (a) the person's principal or only place of work is within the City and has been for the whole of the twelve months preceding the qualifying date and the person works for the qualifying body proposing to appoint ~~him~~ them and has done during the whole of that period; or
- (b) the person has had ~~his~~ their principal or only place of work within the City for an aggregate period of at least:
 - (i) five years during the whole of which time ~~he has~~ they have worked exclusively for the qualifying body proposing to appoint ~~him~~ them; or
 - (ii) ten years in any other case;

and at least part of the period relied on falls within the five years preceding the qualifying date.

Note:- A person who on the qualifying date is a member of a board of directors or other governing body of a qualifying body shall, for these purposes, be treated as having their principal or only place of work on that date, and for the period during which they have been a member of that board or governing body, at the premises in respect of which the entitlement to appoint by that qualifying body arises.

11. A "**legal incapacity**" means the incapacity to vote in an election as a result of the common law and any disqualification imposed by the Representation of the People

¹⁹ Section 4 of the City of London (Ward Elections) Act 2002.

²⁰ Section 5 of the City of London (Ward Elections) Act 2002.

Act 1983 or any other Act²¹. It includes: -

- (a) a convicted person detained in a prison or unlawfully at large when ~~he/she~~they should be detained²²;
- (b) a person detained in a mental hospital pursuant to a court order or who is unlawfully at large when ~~he/she~~they should be detained²³; and
- (c) a person guilty of a corrupt or illegal practice at an election, namely personation and voting offences²⁴.

12. **"Commonwealth citizens"** includes any person who is a British citizen, British overseas territories citizen, British National (Overseas), British Overseas citizen or British subject²⁵ and a citizen of a Commonwealth country²⁶.

13. **"Citizens of the European Union"** are persons holding the nationality of a Member State of the European Union. **"Relevant"** citizens are those citizens who are not Commonwealth citizens or citizens of the Republic of Ireland²⁷. The inclusion of relevant citizens of the European Union as voters applies only to Ward elections for Common Councilmen, not to Ward elections for Aldermen.

14. **"Of full age"** means that the voter is aged 18 years or over on the date of the poll. A person who will become 18 years old during the year may be registered in a Ward list, but will only be entitled to vote if ~~he or she has~~they have attained that age before or on the date of the poll²⁸.

²¹ Section 202 of the Representation of the People Act 1983.

²² Section 3 of the Representation of the People Act 1983 (~~applied to Ward elections in the City by section 8 of the City of London (Various Powers) Act 1957~~).

²³ Section 3A of the Representation of the People Act 1983 (~~applied to Ward elections in the City by section 8 of the City of London (Various Powers) Act 1957~~).

²⁴ Sections 60, 61, 160, 173 and 185 of the Representation of the People Act 1983.

²⁵ Under the British Nationality Acts 1981 and 1983 or the British Overseas Territories Act 2002.

²⁶ Section 37 and Schedule 3 [Countries whose Citizens are Commonwealth Citizens] of the British Nationality Act 1981.

²⁷ Section 4 of the City of London (Various Powers) Act 1957 as amended by regulation 4 of the Local Government Elections (Changes to the Franchise and Qualification of Members) Regulations 1995.

²⁸ Schedule 6 paragraph 2 of the Representation of the People Act 1983.

Preparation of Ward lists

15. The Town Clerk is under a duty²⁹ to prepare and publish by 15 February in each year a list for each Ward of persons entitled to vote in an election in that Ward in the coming year³⁰. Ward lists are not capable of constant amendment and there is not a system of rolling registration for Ward elections in the City³¹.
16. The Town Clerk is required to make house to house or other sufficient enquiries of persons to establish their entitlement or qualification to be voters at a Ward election, and hence to be included in a Ward list³². This includes enquiries for the purpose of identifying qualifying bodies³³. Before 1 September in each year the Town Clerk must send to each qualifying body known to him to be occupying any premises in the City a notice stating the maximum number of persons which that body may appoint as voters, and requesting the body to inform him, in writing, of the persons appointed³⁴. The Town Clerk may require any person to give information required for the purposes of his duties in maintaining the Ward lists and, if they fail to comply, they shall be liable, on conviction, to a fine³⁵.
17. Following enquiries, the Town Clerk must publish provisional Ward lists by 30 November in each year³⁶ and make them available for inspection. During the period between the date the provisional Ward lists are published and up to and including 16 December, any person whose name does not appear in any of the provisional lists may submit a claim to the Town Clerk for ~~his or her~~their name to be included and any person whose name appears in a provisional list may submit an objection to the Town

²⁹ The duty is placed on the Town Clerk by section 7(1) of the City of London (Various Powers) Act 1957 as amended by section 3 of the City of London (Various Powers) Act 1968 (previously, the Secondary was under the duty to prepare such lists, but the amendment substituted the Town Clerk as the specified officer for this purpose).

³⁰ Section 7(5) of the City of London (Various Powers) Act 1957 as amended by the City of London (Ward Elections) Act 2002.

³¹ Sections 13, 13A and 13B of the Representation of the People Act 1983 (as amended) provide for rolling registration. These provisions do not apply to Ward elections in the City.

³² Section 7(2) of the City of London (Various Powers) Act 1957.

³³ Section 8(1) of the City of London (Ward Elections) Act 2002.

³⁴ Section 8(2) of the City of London (Ward Elections) Act 2002.

³⁵ Regulation 23 of the Representation of the People (England and Wales) Regulations 2001. Applied by section 7(8) and section 4 of the City of London (Various Powers) Act 1957 and regulations 22 and 70 of The Representation of the People Regulations 1950 (now superseded). In relation to qualifying bodies, applied by section 8(1) of the City of London (Ward Elections) Act 2002 and regulation 29 of The Representation of the People Regulations 1986 (now superseded).

³⁶ Section 7(3) City of London (Various Powers) Act 1957.

Clerk regarding the registration of any other person in the same provisional list³⁷ (see paragraphs 18 to 21). Final Ward lists must be published by 15 February and these are the definitive lists of persons entitled to vote in Ward elections to be held between 16 February and 15 February in the following year inclusive³⁸. During this period, the Ward lists remain open for public inspection.

Determining claims and objections

18. The Town Clerk determines all applications for, and objections to, a person's registration in a Ward list. Applications for registration must be available for public inspection until determined by the Town Clerk³⁹. If no objection is made within five days, beginning with the day following the entry of an application on the list of applications, the application may be allowed⁴⁰.
19. Objections may be made in respect of names included on the provisional Ward lists and claims for registration. An objection must be made in writing and signed and dated by the objector. It must state the name and address of the person against whom the objection is made, together with their electoral number, if they have one. It must also state the grounds of the objection, which can include the date upon which an elector becomes 18 years of age⁴¹. In addition, an objection must state the name of the objector, the objector's electoral number, address as shown on the Ward list and correspondence address if different⁴². An objection must be available for public inspection until determined by the Town Clerk⁴³. The Town Clerk can ask for further information from the objector, if he feels that insufficient information has been provided, and take no further action until that information is supplied.
20. The Town Clerk has the power to disallow an objection if the objector is not entitled to object; to disallow an objection without a hearing if the objection is clearly without

³⁷ Section 7(4) City of London (Various Powers) Act 1957.

³⁸ Section 7(5) City of London (Various Powers) Act 1957.

³⁹ Regulation 28 of the Representation of the People (England and Wales) Regulations 2001 ([2001 Regulations applied by section 7\(4\) and section 4 of the City of London \(Various Powers\) Act 1957](#))([equivalent to regulation 11\(5\) of the regulations of 1950](#)).

⁴⁰ Regulation 29(4) of the Representation of the People (England and Wales) Regulations 2001.

⁴¹ Schedule 6 paragraph 4 of the Representation of the People Act 1983.

⁴² Regulation 27 of the Representation of the People (England and Wales) Regulations 2001.

⁴³ Regulation 28 of the Representation of the People (England and Wales) Regulations 2001.

merit; and to state that he intends to disallow an application or objection (for example because the particulars given in the application or objection do not entitle the applicant or objector to succeed). In the former case the Town Clerk must inform the objector. In the latter two cases he must send a notice stating the grounds for his opinion - and the applicant or objector may, within three working days, give notice that ~~he or she requires~~they require the application or objection to be heard⁴⁴.

21. Unless the Town Clerk allows or disallows an application or objection he must send a notice to the applicant, or the objector and the person objected to, stating the time and place at which he proposes to hear the matter. The hearing must not be earlier than the third day or later than the seventh day after the date of the notice⁴⁵. The applicant, or the objector and the person objected to (or a person acting on behalf of any of them), together with any other person who appears to the Town Clerk to be interested, are entitled to make written representations and appear and be heard at the hearing⁴⁶. The Town Clerk determines the objection at the conclusion of the hearing.

⁴⁴ Regulation 29 of the Representation of the People (England and Wales) Regulations 2001.

⁴⁵ Regulation 30 of the Representation of the People (England and Wales) Regulations 2001.

⁴⁶ Regulation 31 of the Representation of the People (England and Wales) Regulations 2001.

—— Appeals relating to Ward lists

22. An appeal lies to the Mayor's and City of London Court from any decision of the Town Clerk in relation to a claim by a person for ~~his or her~~their name to be included in a Ward list or in relation to any objection⁴⁷.

⁴⁷ Section 9 of the City of London (Various Powers) Act 1957.

SECTION 3

CANDIDATES

Qualification for election to Common Council as Common Councilman¹

1. Except where ~~a person is disqualified~~ by any enactment, ~~he or she is~~ a person is qualified to be elected to the Common Council as a Common Councilman if at the date of nomination² and at the date of election that person is a freeman of the City³ and is **of full age** and a **British subject** or a citizen of the Republic of Ireland or a **relevant citizen of the European Union** and: -
 - (a) is registered in the list of persons entitled to vote in any Ward ~~E~~lection; or
 - (b) **owns freehold or leasehold** land in the City; or
 - (c) has during the whole of the twelve months preceding the date of nomination, and has until the date of the election, resided in the City.
2. Further guidance on interpreting the words in bold font is set out in paragraphs 3 to 7 below.
3. A serving Common Councilman is "**disqualified**" from holding office by reason of bankruptcy, neglecting duties of the office for more than six consecutive months without reasonable cause or on conviction of fraud or any crime⁴ for which a prison sentence (whether suspended or not) is imposed⁵. Disqualification due to bankruptcy will cease on discharge from bankruptcy. A person is not disqualified from election to the office of Common Councilman only by reason of the fact that ~~he or she rents~~ they rent a house from the Corporation⁶. A person may also be disqualified from election if they have been convicted or reported guilty of a corrupt or illegal practice by an election court⁷, or if they

¹ Section 5 of the City of London (Various Powers) Act 1957 (as amended).

² See Part A, Section 4 "Notice of Election to Notice of Poll" at pages 167 to 278 of this volume.

³ There is an expedited procedure for applying for the freedom where the applicant wishes to stand as a candidate.

⁴ Section 9 of the City of London Municipal Elections Act 1849.

⁵ Interpretation adopted by the Court of Aldermen and the Policy and Resources Committee (at its meeting on 15 November 2001) and similar to the position for local government generally as provided for by section 80 of the Local Government Act 1972.

⁶ Section 618(3) of the Housing Act 1985.

⁷ Section 159 and section 160 of the Representation of the People Act 1983.

have been disqualified from being or becoming a member of a local authority on conviction for an offence relating to a disclosable pecuniary interest⁸. A number of local authority posts are also defined as politically restricted (normally senior positions such as the Head of Paid Service or Statutory Chief Officer, or other senior managers or staff who regularly advise members, for example)⁹. If a person holds one of these posts they are disqualified from being or becoming a member of any local authority¹⁰.

4. **"Of full age"** means that a person has attained 18 years of age¹¹.
5. **"British subject"** means a person who has the status of a Commonwealth citizen under the British Nationality Act 1981¹².
6. **"Citizen of the European Union"** are persons holding the nationality of a Member State of the European Union. **"Relevant"** citizens are those citizens who are not Commonwealth citizens or citizens of the Republic of Ireland¹³.
7. **"Owns freehold or leasehold"** will include, as a leasehold interest, a tenancy at will. If the property, whether freehold or leasehold, is transferred, conveyed or leased (as appropriate) to more than four persons, the maximum number of owners who can qualify under this provision is limited to the first four¹⁴ named in the transfer, conveyance or lease (although the remaining owners could qualify as candidates through the alternative route of registration as electors in the Ward list *provided they are in occupation* by physical presence and for relevant purposes¹⁵).

⁸ Section 34(4) of the Localism Act 2011.

⁹ Section 2 of the Local Government and Housing Act 1989.

¹⁰ Section 1 of the Local Government and Housing Act 1989.

¹¹ Section 1 of the Family Law Reform Act 1969. This is consistent with the qualification age for candidates for local government elections generally (section 79 of the Local Government Act 1972) and for Parliamentary elections (section 17 of the Electoral Administration Act 2006). The minimum age for a freeman of the City was reduced from 21 to 18 by section 1 of the Act of Common Council of 6 November 2008.

¹² The expression "Commonwealth citizen" is used in the British Nationality Act 1981 and persons who under the now repealed British Nationality Act 1948 were British subjects are Commonwealth citizens under the 1981 Act (section 51 of the 1981 Act). Commonwealth citizen includes the following categories (section 37 of the 1981 Act): British citizen; British ~~Dependent~~ Overseas territories citizen; British National (Overseas); British Overseas citizen; British subject; and citizens of those countries set out in Schedule 3 to the Act of 1981. This is consistent with the position for local government elections generally: section 79 of the Local Government Act 1972.

¹³ Section 4 of the City of London (Various Powers) Act 1957 [as amended by the Local Government Elections \(Changes to the Franchise and Qualification of Members\) Regulations 1995](#).

¹⁴ Section 34(2) of the Law of Property Act 1925.

¹⁵ See Part A Section 2 "Electors" at paragraph 4, page [45](#).

Qualification for election as Alderman

8. To qualify for the office of Alderman a person must be of full age, ~~a British subject~~, an able and sufficient citizen and freeman of the City, not already an Alderman¹⁶, a Commonwealth citizen or a citizen of the Republic of Ireland¹⁷ and at the time of nomination and election must either: -
- (a) be a justice of the peace¹⁸; or
 - (b) not be the subject of a debt relief restrictions order, an interim debt relief restrictions order, a bankruptcy restrictions order, a bankruptcy restrictions interim order or a debt relief restrictions undertaking¹⁹, and not have been convicted in the United Kingdom, the Channel Islands or the Isle of Man, of any imprisonable offence (whether or not sentenced to a term of imprisonment in respect of the offence)²⁰.
9. There is no requirement for a person to reside within the Ward for which that person seeks election as an Alderman, and no requirement that a person is an owner or occupier of premises within the City.
10. The term "of full age" has the same meaning in relation to candidates for the office of Alderman as it does for candidates for the office of Common Councilman.

¹⁶ Acts of Common Council of 15 April 1714, 14 July 1960, 10 September 1998 and 16 May 2013.

¹⁷ See the opinion of the Law Officers dated 15 June 2021. Section 3 of the Act of Settlement 1701, as modified by Schedule 7 of the British Nationality Act 1981, prevents any person who is not a Commonwealth citizen or a citizen of the Republic of Ireland from assuming the office of Alderman. This is because the office of Alderman is an "office or place of trust" within the meaning of that section. Although Acts of Common Council post-1978 cite the Act of Common Council of 15 April 1714 as additionally requiring candidates for the office of Alderman to be British subjects, this is not in fact the case and was probably based on the separate requirement to be a freeman. The requirement for freemen to be British subjects was first introduced by an Order of Common Council of 14 February 1427, as only this group would have been able to make the freeman's declaration and oath of natural allegiance to "our Sovereign Lady". However, EU citizens were admitted to the freedom from 1996, allowing them to make a declaration of local allegiance to Her Majesty. By an Act of Common Council of 25 March 1999 the freedom was opened to persons of any nationality. References to 'British subject' in legislation passed after the commencement of the British Nationality Act 1981 are to a residual class of individuals only (see e.g. sections 30 and 31 of the 1981 Act) and the term is no longer treated as synonymous with 'Commonwealth citizen'.

¹⁸ Section 3(2) of the Act of Common Council of 10 September 1998 (as substituted by section 2 of the Act of Common Council of 16 May 2013). Historically all Aldermen were magistrates, but section 76(1) of the Access to Justice Act 1999 provides that Aldermen shall not be justices of the peace unless appointed by the Lord Chancellor in accordance with the Justices of the Peace Act 1997.

¹⁹ These terms are defined in section 1 of the Act of Common Council of 10 September 1998 (as substituted by section 4 of the Act of Common Council of 16 May 2013) and in schedules 4A and 4ZB to the Insolvency Act 1986.

²⁰ Section 3(3) of the Act of Common Council of 10 September 1998 (as substituted by section 2 of the Act of Common Council of 16 May 2013).

11. The term "Commonwealth citizen" includes any person who is a British citizen, British overseas territories citizen, British National (Overseas), British Overseas citizen or British subject²¹ and a citizen of a Commonwealth country²².

~~11. The pre-requisite that candidates be "British subjects" probably arises from the requirement that all candidates for the office of Alderman must be Freemen of the City²³ as only this group would have been able to make the Freeman's declaration and oath of natural allegiance to "our Sovereign Lady"²⁴. (Admission to the City Freedom was, however, revised in 1996 to allow non-British candidates to make a declaration of local allegiance to "Her Majesty"²⁵.) The position can probably be construed as importing a requirement for allegiance to the Crown, via the Freedom. In the absence of clarity over a nationality requirement, a purposive approach is to interpret "British subject" as meaning the same for an Aldermanic candidate as it does for a candidate for Common Councilman²⁶.~~

12. A person is disqualified from holding the office of Alderman for the same reasons that would disqualify a person from the office of Common Councilman²⁷.

²¹ Under the British Nationality Acts 1981 and 1983 or the British Overseas Territories Act 2002.

²² Section 37 and Schedule 3 [Countries whose Citizens are Commonwealth Citizens] of the British Nationality Act 1981.

²³ The Act of Common Council of 15 April 1714 does not require Aldermen to be "British subjects" (it does require them to be Freemen) but the Acts of Common Council of 10 September 1998 and 16 May 2013 cite the earlier Act as authority for this pre-requisite.

²⁴ See section 10 of the City of London Municipal Elections Act 1849.

²⁵ This allowed EU nationals to become Freemen and thus stand for election as Common Councilmen consistent with the Local Government Elections (Changes to the Franchise and Qualification of Members) Regulations 1995 (amending section 5 of the City of London (Various Powers) Act 1957). See also section 2 of the Act of Common Council of 25 March 1999 which finally removed all nationality restrictions relating to the City Freedom.

²⁶ See paragraph 5 above.

²⁷ See paragraph 3 above.

SECTION 4

NOTICE OF ELECTION TO NOTICE OF POLL

Introduction

1. This section sets out the procedure to be followed for Ward elections for the office of Alderman and Common Councilman from the issue of a Precept for a Ward election through to the Notice of Poll.

Circumstances leading to the holding of a Ward election

2. Aldermen have historically held office for life, only being removed for "just and reasonable cause"¹ but a convention² has developed whereby they surrender office after holding it for not more than six years. Ward elections for the office can therefore arise on the death or disqualification³ of the incumbent, or where the incumbent offers to resign or surrender the office (whether or not this is to seek re-election or election to another Ward). Where any of these occur, the Town Clerk must report the matter to the next regular meeting of the Court of Aldermen⁴. For ease of reference, a summary of the timetable for Ward elections for the office of Alderman appears at Appendix 2. However, due to the coronavirus pandemic, there will be no Aldermanic elections before March 2022⁵.
3. As regards an Alderman resigning or surrendering their office, there are three permutations: -

- (a) An Alderman resigns and does not intend to seek re-election in any

¹ Act of 17 Richard II c.11-13 (1393-1394).

² The Preamble to the Act of Common Council of 10 September 1998 refers to a resolution of the Court of Lord Mayor and Aldermen that individual Aldermen should offer to surrender their Office as such on or before the expiry of a term of six years (or any subsequent such term). This proposal was approved by the General Purposes Committee of Aldermen at its meeting on 2 July 1998.

³ As to disqualification, the grounds are the same as for Common Councilmen (see Part A, Section 3 "Candidates" paragraph 3 at pages 123-134).

⁴ Section 3 of the Act of Common Council of 14 July 1960 (as substituted by section 2 of the Act of Common Council of 17 May 1979).

⁵ Resolution of the Court of Aldermen, 9 February 2021 and section 3 of the Act of Common Council of 1 July 2021.

Ward. An Alderman can: -

- (i) choose to continue in office until immediately prior to the Wardmote⁶ (meaning midnight on the day preceding the Wardmote⁷); or
 - (ii) choose to leave the office forthwith, which will take effect at the end of the meeting of the Court of Aldermen to which the resignation is reported⁸.
- (b) An Alderman resigns and seeks re-election in the same Ward⁹. They are deemed to continue in office until midnight on the day preceding the Wardmote¹⁰. If successful in the election, their service in the office is deemed not to have been interrupted by the surrender of the office.
- (c) An Alderman resigns the office for a Ward but with the intention of seeking election to the office in another Ward. An Alderman: -
- (i) cannot stand for election in one Ward if they are already an Alderman¹¹ in another Ward;
 - (ii) can elect not to continue in office until immediately prior to the Wardmote in their current Ward, in which event the resignation will take effect when reported to the next Court of Aldermen¹² or at a subsequent date specified by the Alderman to the Court of Aldermen; and

⁶ Section 3A(1A) of the Act of Common Council of 14 July 1960 (as inserted by section 3(2) of the Act of Common Council of 4 June 2001).

⁷ Section 3A(2) of the Act of Common Council of 14 July 1960 (as substituted by section 3(3) of the Act of Common Council of 4 June 2001).

⁸ Section 3 of the Act of Common Council of 14 July 1960 (as substituted by section 2 of the Act of Common Council of 17 May 1979).

⁹ Section 3A(1) of the Act of Common Council of 14 July 1960 (as inserted by section 4(ii) of the Act of Common Council of 10 September 1998).

¹⁰ Section 3A(2) of the Act of Common Council of 14 July 1960 (as substituted by section 3(3) of the Act of Common Council of 4 June 2001).

¹¹ Acts of Common Council of 15 April 1714, 10 September 1998 and 16 May 2013.

¹² Section 3 of the Act of Common Council of 14 July 1960 (as amended by section 2 of the Act of Common Council of 17 May 1979).

- (iii) a period of 19 days must elapse between the resignation from the current Ward taking effect and the Wardmote in the other Ward; this is because the latest time for the delivery of nomination papers is not later than noon on the 19th day before the day fixed for the holding of the Ward election¹³.
- 4. Common Councilmen hold office for a term of four years and Ward elections for that office can therefore arise in the following circumstances: -
 - (a) When ordinary Ward elections for the whole number of Common Councilmen take place. These are held in every fourth year, on either the third Wednesday in March, or the fourth Wednesday in March, or in certain circumstances on another date to be determined by the Town Clerk in consultation with the Lord Mayor¹⁴. Due to the coronavirus pandemic, the next ordinary elections for the whole number of Common Councilmen will take place a year delayed on 22 March 201723 March 2022¹⁵. Exceptionally, therefore, the Common Councilmen elected in March 2017 will serve five year terms and the Common Councilmen elected in March 2022 will serve shorter three year terms. Incumbent Common Councilmen cease to hold office at midnight on the day immediately preceding the day on which elections take place¹⁶. But incumbent Common Councilmen who are re-elected retain their existing committee memberships¹⁷.
 - (b) On a vacancy caused by the: -
 - (i) election of the incumbent Common Councilman as an Alderman;

¹³ Section 7(1) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 6 November 2008).

¹⁴ Section 2 of the Act of Common Council of 13 September 2012.

¹⁵ Section 2 of the Act of Common Council of 8 October 2020.

¹⁶ Section 3 of the Act of Common Council of 13 September 2012.

¹⁷ Section 54 of the City of London (Various Powers) Act 1954.

- (ii) death of the incumbent Common Councilman¹⁸;
- (iii) resignation of office by the incumbent Common Councilman¹⁹;
or
- (iv) disqualification of the incumbent Common Councilman²⁰

the successor holding office for the remainder of the unexpired term of the previous incumbent. However, due to the coronavirus pandemic, by-elections to fill a casual vacancy in the office of Common Councilman are also suspended until 23 March 2022²¹._____

5. For ease of reference a summary of the timetable for Ward elections for the office of Common Councilman appears at Appendix 3.

Calculation of time limits

6. There are prescribed time limits for the various steps in the procedure for Ward elections, and these are set out in the paragraphs that follow. For the purpose of calculating the prescribed time limits, the following days should be discounted: a Sunday; a day of "the Christmas break" (i.e. the period beginning with the last week day before Christmas Day and ending with the first week day after Christmas day which is not a bank holiday); a day of the "Easter break" (i.e. the period beginning with the Thursday before and ending with the Tuesday after Easter Day); a day of "a bank holiday break" (i.e. any bank holiday²² not included in the Christmas break or the Easter break and the period beginning with the last week day before that bank holiday and ending with the next week day which is not a bank holiday); or a day appointed for

¹⁸ Section 6 of the Act of Common Council of 4 October 1973.

¹⁹ Sections 58 and 59 of the City of London (Various Powers) Act 1900.

²⁰ See Part A, Section 3 "Candidates" paragraph 3 at pages ~~123~~-134.

²¹ Section 3 of the Act of Common Council of 8 October 2020.

²² Bank holidays: Easter Monday; last Monday in May; last Monday in August; 26 December, providing this is not a Sunday; and 27 December, in a year when 25 or 26 December is a Sunday (all by virtue of section 1(1) and Schedule 1 of the Banking and Financial Dealings Act 1971); New Year's Day or 2 January as appropriate (since 1974 and by proclamation in accordance with section 1(3) of the Banking and Financial Dealings Act 1971); and first Monday in May (since 1978 and declared as a bank holiday by royal proclamation).

public thanksgiving or mourning²³.

Issue of Precepts

7. A Precept for the holding of a Ward election must be issued by the Lord Mayor not later than the 28th day before the day fixed for the holding of the election²⁴ (that is, the day of the Wardmote²⁵). The form of the Precept, which is not prescribed by Act of Common Council, will vary depending on whether it is for: (a) the election of an Alderman; (b) the election of Common Councilmen for the term of four years; or (c) a vacancy arising due to the death, resignation or disqualification of a Common Councilman²⁶.

Notices of Ward elections

8. A Notice of Ward election must be prepared and published by the Ward Clerk not later than the 25th day before the day fixed for the holding of the Ward election²⁷. The Town Clerk is the Ward Clerk for all Ward elections²⁸. The notice is published by fixing it to some conspicuous place or places within the Ward and by sending a copy to each elector at the address in respect of which they are registered in the Ward list²⁹. The form of the Notice is prescribed by Act of Common Council³⁰. The Town Clerk in consultation with the Comptroller and City Solicitor can amend the form of the Notice when necessary³¹.

Issue of nomination papers

²³ Section 1 of the Act of Common Council of 9 April 1970.

²⁴ Section 5 of the Act of Common Council of 14 July 1960.

²⁵ See Part A, Section 6 "Wardmote and Polling Arrangements" (pages 367 to 643).

²⁶ See Part B of this volume for examples of the Precept.

²⁷ Section 6(1) of the Act of Common Council of 14 July 1960 (as substituted by section 3 of the Act of Common Council of 6 November 2008).

²⁸ See Part A, Section 6 "Wardmote and Polling Arrangements" paragraph 8 at pages 389-3940.

²⁹ Section 6(2) of the Act of Common Council of 14 July 1960.

³⁰ ~~Section 3 and the Schedule of the Act of Common Council of 9 April 1970.~~ Section 6(1) of the Act of Common Council of 14 July 1960 (as substituted by section 3 of the Act of Common Council of 6 November 2008) and the Schedule (as substituted by section 1(4) of the Act of Common Council of 7 July 1977). See Part B of this volume for examples of the Notice of Ward Election.

³¹ Section 15 of the Act of Common Council of 14 July 1960 (inserted by section 4(4) of the Act of Common Council of 4 June 2001).

9. The Notice of Ward election gives electors notice of the times and place where persons wishing to stand as candidates in the forthcoming election can obtain nomination papers. The form of the nomination paper will vary depending on whether the Ward election is for that of a Common Councilman or an Alderman³². It can be amended when necessary by the Town Clerk in consultation with the Comptroller and City Solicitor³³. The Notice also draws electors' attention to the times and place for the delivery of the completed nomination papers.

³² See Part B of this volume for examples of nomination papers.

³³ See footnote [28-31](#) above.

————— **Completion and delivery of nomination papers and consents to nomination**

10. A nomination paper in the prescribed form must be completed for each person wishing to be a candidate at a Ward election³⁴. When completing the nomination paper, the following information must be included³⁵: -

- (a) **Full name, with surname appearing first.** Ideally the full legal name of the candidate should be given. Certain abbreviations have been held to be a sufficient statement of a person's name³⁶ and the general law on the point is that no misnomer or inaccurate description of any person in a nomination paper shall affect the validity of that paper if the description of that person is such as to be commonly understood³⁷. If there is any doubt about a candidate's name the legal name should be given first and should be followed by the reputed name: "XX, commonly known as YY".
- (b) **Place of residence.** This is the candidate's home address. In the case of a Ward election for Common Councilman there is no requirement for a candidate to include ~~his or her~~their "qualifying address" (that is, the address in respect of which ~~he or she is~~they are registered in any Ward list)³⁸.
- (c) **Description.** The nomination paper specifies that the description should not exceed six words and this limit arises because the description subsequently appears on the ballot paper. The limit reflects that which applies nationally to elections for councillors of principal

³⁴ Section 7(1) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 6 November 2008).

³⁵ Section 7(2) of the Act of Common Council of 14 July 1960.

³⁶ Henry v Armitage (1883) 12 QBD 257.

³⁷ This is the general position as stated in section 50 of the Representation of the People Act 1983 (although this section does not apply to Ward elections in the City).

³⁸ See Part A, Section 3 "Candidates" paragraph 1(a) at page 123. Section 1(3) of the Act of Common Council of 23 May 1968 removed this requirement from section 7(2) of the Act of Common Council of 14 July 1960.

areas³⁹. The description must be the word "Independent", the name of the registered party where that party has authorised use of that name, or no description should be given⁴⁰.

(d) **Date of admission to the freedom of the City.** This is the date on which the person took the oath at the Chamberlain's Court.

11. A nomination paper must be subscribed by a proposer and a seconder and also by three other [personselectors](#)⁴¹. The subscribers must be registered in the Ward list for the Ward in which the candidate seeks election. Each subscriber should also add [his or hertheir](#) electoral number. Subscribers must be 18 years of age or over on the day fixed for the holding of the Ward election. Subscribers must not subscribe more nomination papers than there are vacancies to be filled or subscribe more than one nomination paper in respect of the same candidate⁴². "Subscribed" means signed⁴³.
12. A candidate may submit more than one nomination paper and thus be validly nominated for more than one Ward election. Such a candidate must withdraw candidature from all but one of those Ward elections before the close of withdrawal of nominations (see paragraph 21 below). If the candidate does not so do, they will be deemed to have withdrawn their candidature from all of those Ward elections⁴⁴.
13. Completed nomination papers must be delivered at the address of the Ward Clerk (in practice the address of the Ward Clerk is the Electoral Services Office of the Town Clerk's Department) not later than noon on the 19th day

³⁹ The Local Elections (Principal Areas) (England and Wales) Rules 2006 Appendix of Forms. This is not amongst the 2006 Rules applicable to Ward elections in the City.

⁴⁰ Section 22 of the Political Parties, Elections and Referendums Act 2000.

⁴¹ [The subscribers must be eligible to vote at the election in question. A relevant citizen of the European Union, who is not able to vote at an Aldermanic election, would not be eligible to subscribe an Aldermanic nomination paper.](#)

⁴² Section 7(3) of the Act of Common Council of 14 July 1960 (as substituted by section 5 of the Act of Common Council of 6 November 2008).

⁴³ This is consistent with the rule which has national effect, namely Rule 6(2) of the Local Elections (Principal Areas) (England and Wales) Rules 2006, although this Rule is not amongst the 2006 Rules applicable to Ward elections in the City.

⁴⁴ Section 11(3) of the Act of Common Council of 14 July 1960.

before the day fixed for the holding of the Ward election⁴⁵.

14. A person is not validly nominated until they consent to nomination⁴⁶; such consent to be given in writing and in the prescribed form (as with nomination papers the prescribed form can be amended, where necessary, by the Town Clerk in consultation with the Comptroller and City Solicitor⁴⁷). The prescribed form will vary depending on whether the Ward election is for that of a Common Councilman or an Alderman⁴⁸, as the consent to nomination must contain a statement and particulars of the person's qualification to hold the office to which they seek election. The consent to nomination paper should be completed, witnessed and delivered to the Ward Clerk (see paragraph 13 above) on or within one month before the last date for the delivery of nomination papers.
15. After the latest time for delivery of nomination papers and before the ~~date of the poll~~ day fixed for the holding of the Ward election, nomination papers and ~~candidate's consents~~ to nomination can be inspected and copies taken ~~during normal office hours~~ at all reasonable times⁴⁹.
16. Where a nomination paper and a candidate's consent to nomination are delivered as outlined above, the candidate is deemed to be nominated unless the Ward Clerk decides that the nomination paper is invalid; or proof is given to the satisfaction of the Ward Clerk of the candidate's death; or the candidate withdraws⁵⁰.

Decisions as to validity of nominations

⁴⁵ Section 7(1) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 6 November 2008).

⁴⁶ Section 8 of the Act of Common Council of 14 July 1960.

⁴⁷ See footnote ~~28-31~~ above.

⁴⁸ See Part B of this volume for examples of a candidate's consent to nomination.

⁴⁹ Section 10A of the Act of Common Council of 14 July 1960 (inserted by section 1 of the Act of Common Council of 17 February 1972). This is consistent with the rule which has national effect, namely Rule 11 of the Local Elections (Principal Areas) (England and Wales) Rules 2006, although this Rule is not amongst the 2006 Rules applicable to Ward elections in the City.

⁵⁰ Section 9(1) of the Act of Common Council of 14 July 1960.

17. The Ward Clerk is required to examine each nomination paper as soon as practicable after it has been delivered and decide whether the candidate has been validly nominated⁵¹. It may therefore be possible for a fresh nomination to be delivered by a person if an earlier nomination has been rejected. The only grounds on which the Ward Clerk is entitled to decide that a nomination paper is invalid are that the particulars of the candidate or the person subscribing the paper are not as required by law and that the paper is not subscribed as required⁵². Examples may be where the description of the candidate exceeds six words in length or where one of the persons subscribing the paper is not registered in the Ward list for the Ward in which the candidate is seeking election. The Ward Clerk must therefore consider the validity of the nomination paper rather than the validity of the particulars given in the nomination paper⁵³.
18. Where the Ward Clerk decides that a nomination paper is invalid he must endorse and sign on the paper the fact and the reasons for his decision⁵⁴. The Ward Clerk's decision is final and cannot be challenged in any proceedings⁵⁵. As stated in paragraph 17 above, the Ward Clerk's decision is about whether the nomination paper is in good order and not about whether the particulars given in the nomination paper are correct. A challenge to the validity of a person's nomination (as distinct from the validity of a nomination paper) is a matter for an election petition⁵⁶.
19. Not later than noon on the 13th day before the day fixed for the holding of the Ward election, the Ward Clerk will confirm acceptance or otherwise of nomination papers in writing to each candidate at the address given in the nomination papers⁵⁷. Notwithstanding this time limit, it would be best practice for written confirmation to be given to candidates no later than the publication date of the statement of persons nominated (see following

⁵¹ Section 9(3) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 9 April 1970).

⁵² Section 9(2) of the Act of Common Council of 14 July 1960.

⁵³ See *R v Election Court, ex parte Sheppard* [1975] 2 All ER 723.

⁵⁴ Section 9(4) of the Act of Common Council of 14 July 1960.

⁵⁵ Section 9(5) of the Act of Common Council of 14 July 1960.

⁵⁶ Section 9(6) of the Act of Common Council of 14 July 1960.

⁵⁷ Section 9(7) of the Act of Common Council of 14 July 1960.

Publication of statement of persons nominated

20. A statement of persons nominated as candidates for each Ward must be prepared and published (for example by fixing it in a public place in the relevant Ward) by the Ward Clerk no later than noon on the 17th day before the day fixed for the holding of the Ward election⁵⁸. The statement must be in the prescribed form⁵⁹ (although this can be amended where necessary, by the Town Clerk in consultation with the Comptroller and City Solicitor⁶⁰). It must show the names and descriptions of the persons nominated (arranged in alphabetical order by surname) together with each person's place of residence and proposer and seconder⁶¹.

Notice of withdrawal of candidates nominated

21. A candidate at a Ward election may withdraw ~~his or her~~their candidature by giving notice⁶² of withdrawal signed by the candidate and attested by a witness and delivered to the Ward Clerk no later than noon on the 16th day before the day fixed for the holding of the Ward election⁶³.
22. If the candidate is outside the United Kingdom, a notice of withdrawal together with a written declaration of the candidate's absence both signed by the candidate's proposer will be sufficient⁶⁴.

Notice of poll

23. Following any withdrawals of candidates, if the number of persons remaining validly nominated for a Ward election exceeds the number of vacancies to be

⁵⁸ Section 10(1) of the Act of Common Council of 14 July 1960 (as substituted by section 6 of the Act of Common Council of 6 November 2008).

⁵⁹ See Part B of this volume for examples of the statement of persons nominated.

⁶⁰ See footnote ~~28~~31 above.

⁶¹ Section 10(2) of the Act of Common Council of 14 July 1960 (as amended by section 1(5) of the Act of Common Council of 23 May 1968).

⁶² See Part B of this volume for an example of a notice of withdrawal of candidature.

⁶³ Section 11(1) of the Act of Common Council of 14 July 1960 (as substituted by section 7 of the Act of Common Council of 6 November 2008).

⁶⁴ Section 11(2) of the Act of Common Council of 14 July 1960.

filled a poll⁶⁵ must be held, to be taken by ballot, on the day next following the day fixed for the holding of the Ward election (or if this day is a Saturday, Sunday, bank holiday⁶⁶ or a day appointed for public thanksgiving or mourning on the first day thereafter that is not one of those days)⁶⁷.

24. Where a poll is to be held, the Ward Clerk must prepare and publish not later than the 6th day before the holding of the Ward election a notice of poll in the prescribed form⁶⁸ (although this can be amended where necessary, by the Town Clerk in consultation with the Comptroller and City Solicitor⁶⁹). The notice must be fixed in a conspicuous place or places within the Ward and sent to each person remaining validly nominated or to their election agent⁷⁰. An official poll card is also sent to each voter at their qualifying address in the Ward list advising of the date and hours of the poll⁷¹.

Death of candidate nominated

25. The effect of the death of a person nominated as a candidate in a Ward election depends on the date and time of the candidate's death and also on whether the person is included in the statement of persons nominated as standing nominated: -

- (a) If the death occurs before the latest time for the delivery of nomination papers, namely before noon on the 19th day before the day fixed for the holding of the Ward election, the candidate is deemed to be nominated until proof is given to the satisfaction of the Ward Clerk of the

⁶⁵ See Part A, Section 6 "Wardmote and Polling Arrangements" (pages 367 to 643).

⁶⁶ See footnote 49-22 for list of bank holidays.

⁶⁷ Section 11A(1) and (2) of the Act of Common Council of 14 July 1960 (inserted by section 1(2) of the Act of Common Council of 7 July 1977). See also section 17 of the City of London (Various Powers) Act 1954.

⁶⁸ Section 11A(3) of the Act of Common Council of 14 July 1960 (substituted by section 8 of the Act of Common Council of 6 November 2008). See Part B of this volume for an example of a notice of poll.

⁶⁹ See footnote 28-31 above.

⁷⁰ Section 11A(4) and (5) of the Act of Common Council of 14 July 1960 (inserted by section 1(2) of the Act of Common Council of 7 July 1977).

⁷¹ This is consistent with the rule for local government elections generally: Rule 25 of the Local Elections (Principal Areas) (England and Wales) Rules 2006.

candidate's death⁷².

(b) If the death occurs either: -

- (i) after the latest time for the delivery of nomination papers, namely after noon on the 19th day before the day fixed for the holding of the Ward election; or
- (ii) before the latest time for the delivery of nomination papers, namely before noon on the 19th day before the day fixed for the holding of the Ward election, but the person is shown in the statement of persons nominated

and proof of the death is given to the satisfaction of the Lord Mayor, the Lord Mayor must countermand the Ward election and issue a further Precept unlessif the remaining number of candidates validly nominated exceeds the number of vacancies ~~for the election to thus proceed~~⁷³.

26. Where a Ward election is countermanded and a fresh Precept issued, candidates validly nominated for the countermanded election are not required to submit fresh nomination papers⁷⁴. Serving Common Councilmen in the Ward where the election is countermanded continue to hold office until the date of the new Ward election⁷⁵.

⁷² Section 9(1)(b) of the Act of Common Council of 14 July 1960.

⁷³ Section 12(1) of the Act of Common Council of 14 July 1960.

⁷⁴ Section 12(2) of the Act of Common Council of 14 July 1960.

⁷⁵ Section 12(3) of the Act of Common Council of 14 July 1960.

SECTION 5

ELECTION AGENTS AND ELECTION EXPENSES

Appointment of election agents

1. The term "election agent" is not defined as such in any statute but there are certain duties which are imposed by law.
2. A candidate at a Ward election is required to have an election agent. Care should be taken in the appointment as, under the doctrine of agency, a candidate will be liable for the unauthorised acts of ~~his or her~~their agent as if they are within the scope of the agent's authority. There are however, no defined criteria by which a person is judged to be qualified to be an election agent. Rather, the law prohibits certain persons from holding that position. For example, if a candidate engages as an agent a person who ~~he knows or has~~they know or have reasonable grounds for supposing is subject to an incapacity to vote at the election as a result of having been convicted or reported for a corrupt or illegal practice, then the candidate is incapable of being elected¹. Irrespective of whether the person is disqualified in the Ward in which the election is taking place, it is clearly undesirable for a candidate to appoint a person who has been so convicted or reported.
3. A candidate must appoint ~~his or her~~their election agent not later than the latest time for the delivery of notices of withdrawal of candidature (for Ward elections this is noon on the 16th day before the day fixed for the holding of the Ward election²). The name and address of the candidate's election agent must be notified in writing to the Town Clerk by this deadline³ and the agent must provide written acceptance of the appointment⁴ (standard forms of

¹ Section 165(1) of the Representation of the People Act 1983 (~~section 165 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

² See Part A, Section 4 "Notice of Election to Notice of Poll", paragraph 21 at page 256.

³ Section 67(1) of the Representation of the People Act 1983 (~~section 67 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

⁴ Section 67(5) of the Representation of the People Act 1983.

appointment and acceptance are available for candidates and agents⁵). An election agent may act for two or more candidates. A candidate may name ~~himself or herself~~ themselves as election agent⁶ and in the event that no appointment is made the candidate is deemed to have ~~named himself or herself as election agent~~ done so⁷. A candidate is also deemed to be ~~his or her~~ their own election agent in the following circumstances: -

- (a) if the appointed election agent dies and the candidate does not make a new appointment on the day of the death or on the following day⁸; or
- (b) the appointment of the election agent is revoked⁹ and no new appointment is made¹⁰.

A candidate is, however, able to revoke ~~his or her~~ their own deemed appointment as if it were an actual appointment¹¹.

- 4. An election agent must have an office to which documents can be sent and this must be within the City, or within the Parliamentary constituency in which the City is comprised, or in a London borough adjoining the City¹² ("the permitted area for the office"). Where a candidate acts as ~~his/her~~ their own election agent, the office is deemed to be at the address stated in the statement of persons nominated or, if that address is outside the permitted area for the office, the office is deemed to be at the qualifying address of the person named in the statement as the candidate's proposer¹³.

- 5. The Town Clerk is required to publish the names and addresses of election

⁵ See Part B of this volume for an example of the form for the appointment of an election agent and the agent's acceptance of office.

⁶ Section 67(2) of the Representation of the People Act 1983.

⁷ Section 70(1) of the Representation of the People Act 1983 (~~section 70 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

⁸ Section 70(2) of the Representation of the People Act 1983.

⁹ Section 67(3) of the Representation of the People Act 1983.

¹⁰ Sections 67(4) and 70(3) of the Representation of the People Act 1983.

¹¹ Section 70(3A) of the Representation of the People Act 1983.

¹² Section 69 of the Representation of the People Act 1983 (~~section 69 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

¹³ Section 70(4) of the Representation of the People Act 1983 (~~section 70 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

agents¹⁴, including the offices to which documents can be sent¹⁵, forthwith after receipt of that information.

Duties of election agents

6. The duties of an election agent include the following: -
 - (a) to be conversant with the law governing Ward elections in the City and to use due care, diligence and skill in acting for the candidate;
 - (b) to make or authorise payments of "elections expenses"¹⁶ (see paragraphs 9 to ~~17~~ 8 below); and
 - (c) to deliver to the Town Clerk within 35 days¹⁷ after the day on which the result of the election is declared a return containing a statement of all election expenses incurred by or on behalf of the candidate and a statement of all payments made by the election agent together with all bills and receipts relating to those payments¹⁸.
7. Candidates may also appoint agents to attend at polling stations and at the counting of the votes¹⁹.

Election publicity

8. Election publicity, for example in the form of an election address, provides a means by which a candidate can convey to the voters at a Ward election ~~his or her~~ their policies and views. The name and address of the printer, the promoter and any other person on behalf of whom the material is being published

¹⁴ Section 67(6) of the Representation of the People Act 1983. See Part B of this volume for an example of the notice published by the Town Clerk.

¹⁵ Sections 69(1) and 70(6) of the Representation of the People Act 1983.

¹⁶ Section 73(1) of the Representation of the People Act 1983 (~~section 73 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

¹⁷ See paragraph ~~18~~ 9 below for a note on the calculation of time.

¹⁸ Section 81(1) of the Representation of the People Act 1983 (~~section 81 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

¹⁹ Rules 21, 31, 33 and 57 of the First Schedule to the Ballot Act 1872 ("the Rules").

(known as an imprint) must appear on ~~the face of~~ any printed publicity document²⁰ produced by or on behalf of a candidate. If the material is single-sided, the imprint must appear on the face of the document. If the material is multi-sided, the imprint must appear on the first or last page. Where the material is an advert in a newspaper or periodical, the advert must contain the name and address of the promoter and any other person on behalf of whom the advert is being published, with the printer's details appearing on the first or last page of the publication. At the time of writing, there is no law requiring digital election campaign material to have an imprint, although the Elections Bill currently before Parliament would if enacted extend the imprint regime to such material.

Election expenses

9. "Election expenses" means expenses incurred at any time in respect of certain specified matters that are used for the purposes of a candidate's election after the date when that person becomes a candidate at the election²¹. The earliest that a person can officially become a candidate is the last day for publication of the Notice of Ward election (the 25th day before the election) and the latest is the last day for delivery of nomination papers (the 19th day before the election), depending on when their nomination paper is submitted or they otherwise declare their intention to stand²². The 'regulated period' (the period during which the spending and donation rules apply) then continues until the day of the election, or the day of the poll if the election is contested.
10. The specified matters include: advertising of any nature; unsolicited material addressed to electors; and transport costs²³. Some matters are excluded from the definition, for example accommodation which is the candidate's sole or main residence and transport and computing equipment acquired by the

²⁰ Section 110 of the Representation of the People Act 1983 (~~section 110 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

²¹ Section 90ZA(1) of the Representation of the People Act 1983.

²² Section 118A of the Representation of the People Act 1983.

²³ See Part 1 of Schedule 4A to the Representation of the People Act 1983 for the full list of matters.

candidate principally for the candidate's own personal use²⁴. Where property, goods, services or facilities are provided for the use or benefit of the candidate, either free of charge or at a discount of more than 10 per cent, the appropriate amount (if it exceeds £50) is treated as incurred by the candidate and must be declared²⁵. Election expenses can be incurred by the candidate, the candidate's election agent or by any person authorised by either of them to incur expenses²⁶.

~~101.~~ The following are illegal expenses which are expressly prohibited: -

- (a) expenses incurred in excess of the maximum allowed (see paragraph ~~142~~ below);
- (b) payments to induce a candidate to withdraw ~~his or her~~their candidature²⁷;
- (c) payments to electors or their proxies (other than to those who are advertising agents) to use their land to exhibit addresses, bills or notices²⁸;
- (d) payments to canvassers²⁹; and
- (e) payments of claims for election expenses after the time for sending in or paying such claims has expired³⁰ (see paragraph ~~123~~ below).

~~142.~~ The election expenses incurred by a single candidate in a Ward election must not, in aggregate, exceed the maximum amount of £266 together with 5.2p for

²⁴ Section 90ZA(2) and Part 2 of Schedule 4A to the Representation of the People Act 1983.

²⁵ Section 90C of the Representation of the People Act 1983.

²⁶ Section 90ZA(4) and section 75 (1) of the Representation of the People Act 1983.

²⁷ Section 107 of the Representation of the People Act 1983 ~~(section 107 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

²⁸ Section 109(1) of the Representation of the People Act 1983 ~~(section 109 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

²⁹ Section 111 of the Representation of the People Act 1983 ~~(section 111 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

³⁰ Section 78 of the Representation of the People Act 1983 ~~(section 78 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

every elector in the Ward in which the candidate seeks election³¹. Where there are two joint candidates in a Ward election (namely where they appoint the same election agent, share accommodation or other services or publish a joint election address) the maximum amount for each of the candidates is reduced by a quarter. If there are more than two joint candidates the maximum amount for each is reduced by a third³². A candidate or election agent who incurs or authorises the incurring of election expenses in excess of the maximum allowed when ~~he or she~~they ought reasonably to have known that expenses in excess of the maximum were being incurred, is guilty of an illegal practice³³. There is a relief to this for joint candidates where, for example, joint candidature arose after the candidate had begun the conduct of the election as a separate candidate. The excess must not be more than is reasonable and must not in any event exceed the maximum allowed for a separate candidate³⁴.

Claims and statements of election expenses

~~132.~~ Every claim or account in respect of election expenses must be sent to an election agent (or the candidate where the candidate is the election agent) not later than 21 days after the day on which the result of the election is declared, otherwise the claim is barred and must not be paid³⁵. Within the same time limit, a candidate must send to their election agent a written statement of their personal expenses (if any)³⁶ or expenses incurred before the appointment of the election agent. All claims or accounts must be paid by the election agent not later than 28 days after the day on which the result of the election is declared³⁷. An election agent who pays a claim that was received later than the 21 day time limit, or makes a payment after the 28 day time limit is guilty

³¹ Section 76(1) and 197(1) of the Representation of the People Act 1983 (as amended by Article 3 of the Representation of the People (Variation of Limits of Candidates' Election Expenses) (City of London) Order 2005) ~~(section 76 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

³² Section 77(1) of the Representation of the People Act 1983 ~~(section 77 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

³³ Section 76(1B) of the Representation of the People Act 1983.

³⁴ Section 77(3) of the Representation of the People Act 1983.

³⁵ Section 78(1) of the Representation of the People Act 1983.

³⁶ Section 74(2) of the Representation of the People Act 1983 ~~(section 74 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

³⁷ Section 78(2) of the Representation of the People Act 1983.

of an illegal practice³⁸.

134. Every payment made by an election agent, except where it is for less than £20, must be vouched by a bill, stating the particulars, or by a receipt³⁹.

Returns and declarations

145. Within 35 days after the day on which the result of the election is declared, an election agent must deliver to the Town Clerk a return in the appropriate form and stating all election expenses incurred by or on behalf of the candidate and all payments made by the election agent together with all bills or receipts that relate to those payments. The contents of the return are specified by statute⁴⁰. The requirement to "deliver" means that the return as to election expenses must reach the Town Clerk by the deadline.

156. The return as to election expenses must be accompanied by a declaration made by the election agent verifying the return⁴¹. At the same time, or within 7 days afterwards, the candidate must deliver to the Town Clerk a declaration verifying the return as to election expenses⁴². Where the candidate is ~~his~~ their own election agent, ~~he only has~~ they only have to make the latter declaration (suitably modified)⁴³.

167. Failure to deliver ~~the a true~~ return as to election expenses and either of the declarations would amount to an illegal practice⁴⁴. Relief may be granted by the High Court, an election court or a county court if the failure is due to: the applicant's illness; the absence, death, illness or misconduct of some other specified person; inadvertence or any other reasonable cause of a like nature;

³⁸ Section 78(3) of the Representation of the People Act 1983.

³⁹ Section 73(2) of the Representation of the People Act 1983.

⁴⁰ Section 81 of the Representation of the People Act 1983 (~~section 81 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

⁴¹ Section 82(1) of the Representation of the People Act 1983 (~~section 82 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

⁴² Section 82(2) of the Representation of the People Act 1983.

⁴³ Section 82(5) of the Representation of the People Act 1983.

⁴⁴ Section 84 of the Representation of the People Act 1983 (~~section 84 is applied to Ward elections by section 191 of the Representation of the People Act 1983~~).

and not by reason of any want of good faith on the applicant's part⁴⁵. In the event that the offence is committed by the successful candidate or their election agent, the candidate must not sit as an Alderman or Common Councilman until either the return and declarations have been delivered or an authorised excuse has been obtained ~~from the High Court, an election court or a county court that the failure is due to illness, inadvertence or any other reasonable like cause and not by reason of any want of good faith on the candidate's part~~. If the candidate does sit during this time, ~~he or she forfeits~~ they forfeit £50 for each day actionable by summary proceedings in the magistrates' court⁴⁶. The prohibition on sitting would not, for example, apply to an unsuccessful candidate in a Ward election for the office of Alderman where that candidate was already a serving Common Councilman. Such a person would still be guilty of an illegal practice if the return and declarations ~~are~~ were not delivered in the prescribed time limits.

178. The Town Clerk must make the returns and declarations and any accompanying documents available for public inspection (excluding the address of any individual donor). Copies must also be provided to any person who requests them, on payment of the prescribed fee. After a period of two years the documents are either returned or destroyed⁴⁷.

Calculation of time

189. For the purposes of computing any period of not more than 7 days the following days are to be disregarded: Saturday; Sunday; Christmas Eve; Christmas Day; Good Friday; a bank holiday⁴⁸; or a day appointed for public thanksgiving or mourning. For any longer period these days are to be counted except where the day on which anything required to be done falls on one of those days, the requirement is deemed to relate to the first day following

⁴⁵ Section 86 of the Representation of the People Act 1983. See also *Finch v Richardson* [2009] All ER (D) 01 (Jan).

⁴⁶ Section 85 ~~and 86~~ of the Representation of the People Act 1983 ~~(applied to Ward elections by section 191 of the Representation of the People Act 1983)~~.

⁴⁷ Section 89 of the Representation of the People Act 1983 ~~(applied to Ward elections by section 191 of the Representation of the People Act 1983)~~.

⁴⁸ See footnote ~~19-22~~ in Section 4 "Notice of Election to Notice of Poll" for list of bank holidays.

which is not one of those days⁴⁹.

| ⁴⁹ Section 119 of the Representation of the People Act 1983 ~~(section 119 is applied to Ward elections by section 191 of the Representation of the People Act 1983).~~

SECTION 6

WARDMOTE AND POLLING ARRANGEMENTS

Introduction

1. Ward elections in the City differ from other local government elections in that not all of the rules that apply nationally¹ apply to Ward elections which are also regulated by local legislation² and Acts of Common Council.

The Wardmote

2. Wardmotes, which originate from the earliest date of the division of the City into Wards, are meetings of Wards. Originally they had a wide jurisdiction for the preservation of the peace in each Ward and had the power to inflict appropriate punishments³. Wardmotes can still bring matters to the notice of the Common Council or Court of Aldermen by formal resolution, but today the principal business conducted at the Wardmote is the election of Aldermen, Common Councilmen and Ward Beadles.
3. The Precept for the holding of a Ward election⁴ gives notice to either the Common Councilmen for the Ward in the case of an election for the office of Alderman, or to the Alderman of the Ward in the case of an election for the office of a Common Councilman, or Councilmen in the case of four yearly elections, of the requirement on them to hold a Wardmote for the election of a suitably qualified person (or persons as the case might be). Irrespective of whether or not the number of persons nominated exceeds the number of

¹ For example, as set out in the Representation of the People Act 1983, the Local Elections (Principal Areas) (England and Wales) Rules 2006 and the Representation of the People (England and Wales) Regulations 2001.

² For example the City of London Ballot Act 1887 which applies the Ballot Act 1872. The latter was repealed by section 175(5) of the Representation of the People Act 1949 but not in so far as it was applied to Ward elections by virtue of the 1887 Act. The later repeal of section 175(5) by the Representation of the People Act 1983 did not effect a wider repeal than that of that section itself and the fact that the Act of 1887 is not repealed indicates an intention to retain it for the City, with its cross reference to the Act of 1872.

³ "The Corporation of London: Its Origin, Constitution, Powers and Duties" (Geoffrey Cumberlege).

⁴ See Part A, Section 4 "Notice of Election to Notice of Poll" paragraph 7 at pages ~~19 to 20~~ 19 to 20.

vacancies, in which circumstance there must be a poll, a Wardmote must be held. This must be within the boundaries of the Ward⁵. There is no express guidance as to who is entitled to attend the Wardmote. As Wardmotes originated as meetings of the Ward it appears that Ward inhabitants generally were entitled to attend rather than the meetings being open to the public at large. This view is supported by the wording of section 2 of the Act of Common Council of 23 May 1968⁶ because it appears that, prior to this Act, the only people entitled to attend a Wardmote were those on the Ward list for the Ward in which the Wardmote was being held. The effect of the Act, therefore, was to make an exception to the general lack of entitlement for candidates and their agents. This may be an academic point, as other persons could be admitted with the approval of the Alderman for the Ward, with the concurrence of ~~his~~-their Common Councilmen, as the Alderman presides over the Wardmote (see paragraphs 10 to 12 below).

4. The procedure for a Wardmote for the election of an Alderman and for the election of a Common Councilman (or Common Councilmen) is set out below. Before moving on to the procedure, it will be helpful to consider the terms used to describe the various positions involved in the electoral process.

Positions involved in the electoral process

5. At the election of an Alderman the Lord Mayor, or in ~~his~~-their absence ~~his~~-their locum tenens, acts as **Presiding Officer** on the day of the Wardmote. At the election of a Common Councilman, or Common Councilmen as the case may be, the Alderman of the Ward, or in ~~his~~-their absence the Lord Mayor or ~~his~~-their locum tenens, acts as **Presiding Officer**. The **Deputy of a Ward** can also preside at a Wardmote for the election of a Common Councilman, for example

⁵ This was the opinion of the Law Officers of 17 October 1902 based upon the custom of the City. Section 2 of the City of London Municipal Elections Act 1849 contemplated elections being held in each Ward by providing that persons entitled to vote in an election for Alderman or Common Councilman by reason of occupying premises in that Ward "...shall be entitled to vote...in the Ward in which such premises shall be situate".

⁶ Section 2 of the Act of Common Council of 23 May 1968: "A candidate for election to the Common Council as a common councilman and his election agent shall be entitled to be admitted to a Wardmote although not registered in the ward list for the Ward in which the candidate is seeking election".

to fill a vacancy caused by the death of the incumbent Common Councilman, and the precept may be issued directly to them⁷. The Deputy is appointed⁸ by the Alderman for the Ward from amongst the Common Councilmen of that Ward⁹ and the appointment ceases on a vacancy occurring in the office of Alderman. In such a situation the person appointed by the last Alderman as the Deputy continues to perform the duties associated with that appointment until such time as a Deputy is appointed by the person elected to the office of Alderman for the Ward¹⁰.

6. The Presiding Officer at an election where a poll is held is also the **Returning Officer** for that election¹¹, with all of the powers and duties which are conferred and imposed on that position¹².
7. The Returning Officer is required to appoint a **presiding officer** to preside at each polling station¹³. In practice, the Returning Officer also appoints a presiding officer to be his-their deputy returning officer. The presiding officer is responsible for running the operation of the poll at the polling station to which he or she hasthey have been allocated. The Returning Officer also appoints **poll clerks** to assist the presiding officer at the poll.
8. The duties of the **Ward Clerk** in relation to the administration of elections are set out in Acts of Common Council¹⁴. The origins of the office of Ward Clerk are unclear. In 1837¹⁵ it was suggested that "*the Ward Clerk is an officer of*

⁷ Section 6 of the Act of Common Council of 4 October 1973. The successful candidate cannot subscribe the Declaration of Office before the Deputy unless the Deputy is also a Justice of the Peace.

⁸ Appointments of a Deputy and Honorary Ward Clerk (see paragraph 8) were historically made at the annual Wardmote for the ordinary elections of Common Councilmen. Since 2005, the ordinary elections have been held every four years. The Policy and Resources Committee at its meeting on 17 November 2005 concurred with a resolution of the General Purposes Committee of Alderman of 1 November 2005 that an annual Wardmote still be held in March and that the appointment of Deputies and Honorary Ward Clerks should be a standard item on the agenda of those Wardmotes.

⁹ Act of Common Council of 6 December 1712.

¹⁰ Resolution of the Court of Aldermen of 21 April 1970.

¹¹ Section 2 of the City of London Ballot Act 1887 provides that the Presiding Officer is also the Returning Officer for the purposes of the poll.

¹² Section 2 of the City of London Ballot Act 1887 provides that the powers and duties conferred on a Returning Officer are those contained in the Ballot Act 1872.

¹³ Rule 21 of the Ballot Act 1872.

¹⁴ Act of Common Council of 14 July 1960 (as amended). The duties are described in Section 4 "Notice of Election to Notice of Poll" (pages 167 to 278).

¹⁵ Report of the Municipal Corporations' Commissioners on London and Southwark.

modern creation" but the office almost certainly owes its origins to the office of the "Clerk of the Alderman"¹⁶. In the more recent past, Ward Clerks have been~~were~~ appointed annually by the Alderman for each Ward¹⁷. As with the origins of the office, the duties are unclear but they appear to include instructing the Ward Beadle to command attention and reading aloud the Precept for the holding of the Ward election. In order to produce consistency of approach in the administration of Ward elections it was resolved that the then City Secretary (now the Town Clerk) would be appointed as the Ward Clerk for all elections¹⁸. Each Alderman now appoints an **Honorary Ward Clerk** to be responsible for the other duties historically exercised by the Ward Clerk, namely: instructing the Ward Beadle to command attention at the commencement of the Wardmote; reading aloud the Precept; assisting the Alderman to run the Wardmote; and otherwise assisting in the Ward as directed by the Alderman. As with the Deputy for the Ward appointed by the Alderman, if there is a vacancy in the office of Alderman the person last appointed by the Alderman as the Honorary Ward Clerk continues to perform the duties associated with that appointment until such time as an Honorary Ward Clerk is appointed by the person elected to the office of Alderman for the Ward.

9. The **Ward Beadle** opens and closes the Wardmote. In the event of a poll, the Ward Beadle adjourns the Wardmote and resumes and closes the Adjourned Wardmote. The Ward Beadle is an officer of the Ward responsible to the Alderman and the voters of the Ward. Some Wards have more than one Beadle. Whilst the duties of the office are not specified¹⁹ Ward Beadles are elected to the office and this is regulated by Act of Common Council²⁰. Elections to the office take place in each Ward at the Wardmote for the

¹⁶ "Clerk of the Alderman" is a position mentioned in the Liber Albus compiled by the Town Clerk in c.1419.

¹⁷ Resolution of the Court of Aldermen of 13 April 1915.

¹⁸ Resolutions of the General Purposes Committee of Aldermen of 26 March 1996, the Policy and Resources Committee of 4 April 1996 and the Court of Common Council of 23 May 1996.

¹⁹ Lists of the Ward Beadles' usual duties have been prepared from time to time (for example report of the Police Committee to the Common Council of 28 October 1841) but the Corporation has never regulated the duties of the office.

²⁰ Act of Common Council of 10 October 1663 as amended by Acts of Common Council of 14 July 1960; 10 October 1963; 8 June 1978; 14 June 1984; 10 October 2002; 4 December 2003; and 17 January 2013.

ordinary election of the whole number of Common Councilmen ~~held in March in every fourth year (from 2013)~~²¹. The Alderman, with the consent of the Deputy and Common Councilmen for the Ward (or a majority of them), nominates one or more "honest, sufficient and discreet" person or persons to the voters²² at the Wardmote for them to elect the person nominated, or one of them if more than one are in nomination. The term of office for a Ward Beadle is generally four years (dependent on the scheduling of the Common Council elections)²³. On a casual vacancy occurring in the office of Ward Beadle, the vacancy is filled by appointment by the Alderman of the Ward in which the vacancy has occurred²⁴.

Procedure for a Wardmote

10. The procedure for holding a Wardmote is outlined in paragraphs 11 and 12 below and that for an Adjourned Wardmote in paragraphs 34 and 35. Examples of the form of the agenda for Wardmotes are set out at Appendix 4.

(a) Wardmote for the election of Alderman

11. The Lord Mayor or ~~his~~ their locum tenens acts as Presiding Officer at the Wardmote for an election of an Alderman, where the procedure is as follows: -

- (a) Procession to enter the Wardmote.
- (b) On the instruction of the Honorary Ward Clerk, the Ward Beadle opens the Wardmote by proclamation in the prescribed form (see Appendix 4).
- (c) The Honorary Ward Clerk reads the Precept.
- (d) A suitable vote of thanks or vote of condolence is passed for the

²¹ Section 1 of the Act of Common Council of 17 January 2013.

²² The persons eligible to vote are those whose name appears on the Ward list as qualified to vote at elections of Alderman in the Ward (section 13 of the Act of Common Council of 14 July 1960).

²³ Section 2 of the Act of Common Council of 17 January 2013.

²⁴ Section 3 of the Act of Common Council of 17 January 2013.

previous incumbent, depending on the circumstances giving rise to the vacancy.

- (e) The Honorary Ward Clerk reads out the names of the persons remaining validly nominated, in the order appearing on the statement as to persons nominated.
- (f) The Presiding Officer invites the person(s) remaining validly nominated to address the Wardmote in the same order as above.
- (g) The Presiding Officer invites electors to ask questions of the candidate(s).
- (h) If there is only one candidate: -
 - (i) the Presiding Officer declares the candidate to be elected as Alderman for the Ward and to be returned to the first Court of Lord Mayor and Aldermen to be next held after seven clear days following the Ward election²⁵;
 - (ii) the candidate returns thanks;
 - (iii) any general business of the Wardmote is considered;
 - (iv) a resolution is passed that a public notice be given of the name of the candidate elected²⁶;
 - (v) a vote of thanks is passed to the Presiding Officer who returns thanks; and
 - (vi) the Ward Beadle closes the Wardmote by proclamation in the

²⁵ Section 4 of the Act of Common Council of 14 July 1960 (substituted by section 5 of the Act of Common Council of 16 May 2013).

²⁶ Rules 45 and 46 of the Ballot Act 1872 ~~applied to Ward elections by section 3 of the City of London Ballot Act 1887.~~

prescribed form (see Appendix 4).

(h) If there is more than one candidate and a poll is to be held: -

- (i) the Presiding Officer announces that a poll will be held in accordance with the Notice of Poll²⁷;
- (ii) the Presiding Officer in ~~his~~-their capacity as Returning Officer appoints the presiding officer for the poll (and as ~~his~~-their deputy) and other officers that are necessary for conducting the poll;
- (iii) the Honorary Ward Clerk reads out section 4 of the Ballot Act 1872 and all those persons authorised to attend the polling station or count make a declaration of secrecy by stating "*I solemnly promise and declare that I will not at this election for ... do anything forbidden by section 4 of the Ballot Act 1872 which has been read to me*" and by signing the relevant declaration²⁸ which is countersigned by the Presiding Officer as Returning Officer²⁹; and
- (iv) the Ward Beadle adjourns the Wardmote by proclamation in the prescribed form (see Appendix 4).

- (i) The Mayoral party retires.

(b) Wardmote for the election of Common Councilman or Councilmen

12. The Alderman for the Ward or in ~~his~~-their absence the Lord Mayor or ~~his~~-their locum tenens acts as Presiding Officer at the Wardmote for the election of a Common Councilman, or Common Councilmen (or the Deputy for the Ward to fill a vacancy, for example caused by the death of an incumbent officeholder).

²⁷ See Part A, Section 4 "Notice of Election to Notice of Poll", paragraphs 23 and 24 at pages ~~25 to~~ 26 7.

²⁸ See Part B of this volume for an example of the form of declaration and the full text of section 4.

²⁹ The declaration of secrecy may also be made in the presence of a justice of the peace, before the opening of the poll (Rule 54 ~~of the First Schedule~~ of the Ballot Act 1872).

The procedure is as follows: -

- (a) Procession to enter the Wardmote.
- (b) On the instruction of the Honorary Ward Clerk the Ward Beadle opens the Wardmote by proclamation in the prescribed form (see Appendix 4).
- (c) The Honorary Ward Clerk reads the Precept.
- (d) At a by-election, a suitable vote of thanks or vote of condolence is passed for the previous incumbent, depending on the circumstances giving rise to the vacancy.
- (e) The Honorary Ward Clerk reads out the names of the persons remaining validly nominated, in the order appearing on the statement as to persons nominated.
- (f) The Presiding Officer invites the person(s) remaining validly nominated to address the Wardmote in the same order as above.
- (g) The Presiding Officer invites electors to ask questions of the candidate(s).
- (h) If the number of candidates nominated does not exceed the vacancies to be filled: -
 - (i) the Presiding Officer declares the candidate(s) to be elected as Common Councilman, or Common Councilmen, for the Ward;
 - (ii) the candidate(s) return(s) thanks;
 - (iv) the person(s) elected make the declaration of office in the

prescribed form³⁰;

(v) at the Wardmote for the ordinary election of Common Councilmen³¹ the Alderman:

- appoints the Deputy of the Ward and the Honorary Ward Clerk; and
- nominates a person or persons to be Ward Beadle for the voters at the Wardmote to then elect the person nominated, or one of them if more than one are in nomination, to the office;

(vi) the Return to Precept is completed³²;

(viii) any general business of the Wardmote is considered;

(ix) a resolution is passed that a public notice be given of the name(s) of the candidate(s) elected;

(x) a vote of thanks is passed to the Presiding Officer who returns thanks; and

(xi) the Ward Beadle closes the Wardmote by proclamation in the prescribed form (see Appendix 4).

(i) If the number of candidates nominated exceeds the vacancies to be filled and a poll is to be held: -

(i) the Presiding Officer announces that a poll will be held in

³⁰ See Part B Forms.

³¹ The ordinary election of Common Councilmen takes place in March in every fourth year ~~(from 2013)~~ (section 2 of the Act of Common Council of 13 September 2012) and exceptionally in 2022 (section 2 of the Act of Common Council of 8 October 2020).

³² See Part A, Section 7 "Post Election" paragraph 4 at page 635.

accordance with the Notice of Poll;

(ii) at the Wardmote for the ordinary election of Common Councilmen the Alderman:

- appoints the Honorary Ward Clerk; and
- nominates a person or persons to be Ward Beadle for the voters at the Wardmote to then elect the person nominated, or one of them if more than one are in nomination, to the office;

(iii) the Presiding Officer in ~~his~~-their capacity as Returning Officer appoints the presiding officer for the poll (and as ~~his~~-their deputy) and other officers that are necessary for conducting the poll;

(iv) the Honorary Ward Clerk reads out section 4 of the Ballot Act 1872 and all those persons authorised to attend the polling station or count make a declaration of secrecy by stating "*I solemnly promise and declare that I will not at this election for ... do anything forbidden by section 4 of the Ballot Act 1872 which has been read to me*" and by signing the relevant declaration³³ which is countersigned by the Presiding Officer as Returning Officer³⁴; and

(v) the Ward Beadle adjourns the Wardmote by proclamation in the prescribed form (see Appendix 4).

(j) The Alderman's party retires.

The Poll

³³ See Part B of this volume for an example of the form of declaration and the full text of section 4.

³⁴ See footnote 29 of this Section for alternative arrangements.

13. A poll must be held where the number of persons validly nominated at a Ward election exceeds the number of vacancies to be filled³⁵. The poll must be held on the day following the day fixed for the holding of the election³⁶ (namely the day following the day of the Wardmote) except that where the day of the poll would be a Saturday, Sunday, Christmas Day, Good Friday, bank holiday³⁷ or a day appointed for public thanksgiving or mourning, the poll must be held on the first day following which is not one of those days³⁸. Where by reason of the illness absence or other incapacity of any Alderman the Lord Mayor is required to take a poll in more than one Ward on the same day each such poll shall be taken on such a day as the Lord Mayor may appoint³⁹.
14. The poll is held between the hours of 8.00am and 8.00pm⁴⁰ and must be taken by ballot⁴¹. The ballot paper must list the candidates alphabetically by surname and include a description of each. This must be that set out on each candidate's nomination paper⁴². The ballot paper must be in the prescribed form and be capable of being folded⁴³.
15. It is the duty of the Returning Officer for the Ward election to provide polling stations, ballot boxes, ballot papers, stamping instruments and all such other things that may be necessary for conducting the poll⁴⁴. There must be sufficient compartments in each polling station that, in the judgment of the Returning Officer, will allow voters to mark their ballot papers screened from

³⁵ Section 11A(1) of the Act of Common Council of 14 July 1960 (inserted by section 1(2) of the Act of Common Council of 7 July 1977).

³⁶ Section 11A(1) above and section 5 of the City of London Ballot Act 1887.

³⁷ See footnote ~~19-22~~ of Section 4 "Notice of Election to Notice of Poll" for list of bank holidays.

³⁸ Section 11A~~(1) and~~ (2) of the Act of Common Council of 14 July 1960 (inserted by section 1(2) of the Act of Common Council of 7 July 1977). ~~See also and~~ section 17 of the City of London (Various Powers) Act 1954.

³⁹ Section 17(3) of the City of London (Various Powers) Act 1954.

⁴⁰ Section 5 of the City of London Ballot Act 1887 (as amended by section 11(2) of the City of London (Various Powers) Act 1957) and resolution of the Court of Aldermen of 20 September 2005.

⁴¹ Section 2 of the City of London Ballot Act 1887.

⁴² See Section 4 "Notice of Election to Notice of Poll" at paragraph 10(c), pages ~~21 to~~ 223.

⁴³ Rule 22 and the Second Schedule of the Ballot Act 1872 as modified by the Schedule to the City of London Ballot Act 1887 – see Part B for an example.

⁴⁴ Section 8 of the Ballot Act 1872 ~~applied to Ward elections by section 3 of the City of London Ballot Act 1887.~~

observation⁴⁵. Directions for the guidance of voters must be displayed outside every polling station and in every compartment, ~~together with an example of the ballot paper~~⁴⁶, together with an example of the ballot paper.

16. The Returning Officer must appoint a presiding officer to preside at each polling station in the Ward. It is for the presiding officer to make arrangements for the division of work at the polling station utilising the clerks that have also been appointed by the Returning Officer. The duties of the presiding officer are: -

- (a) Before the commencement of the poll, to show such persons as are present at the polling station the empty ballot box prior to locking and sealing it⁴⁷.
- (b) To regulate the number of voters admitted to the polling station at any one time. The purpose of this is to prevent confusion, for example when issuing ballot papers, and to ensure that voters are able to mark their papers without observation. In addition, the presiding officer must exclude all other persons except the election staff, the candidates and their appointed agents, and police officers on duty⁴⁸.
- (c) To issue ballot papers to voters by checking that the person applying for a ballot paper is included in the Ward list⁴⁹ and is eligible to vote or is included in the list of proxies for the election (persons who have applied to vote by post and who are marked as absent voters on the Ward list are not to be issued with a ballot paper); marking the Ward list or list of proxies against the voters name signifying that the ballot paper has been issued; recording the voter's Ward list number on the counterfoil of the ballot paper; and stamping the ballot paper with the official mark⁵⁰.

⁴⁵ Paragraph 1 of the Schedule to the City of London Ballot Act 1887.

⁴⁶ The form is prescribed in the Second Schedule to the Ballot Act 1872 – see Part B for an example.

⁴⁷ Rule 23 of the Ballot Act 1872.

⁴⁸ Rule 21 and Rule 51 of the Ballot Act 1872.

⁴⁹ Section 7 of the City of London Ballot Act 1887 prescribes the questions that may be put to voters.

⁵⁰ Rule 24 of the Ballot Act 1872.

- (d) To issue a tendered ballot paper to a person representing themselves as a voter when the Ward list already shows that voter as having voted at the election⁵¹.
- (e) To cancel spoilt ballot papers and to reissue ballot papers in accordance with the procedure described in sub-paragraph (c) above⁵².
- (f) To assist blind voters or others who because of a physical incapacity are unable to vote without assistance⁵³.
- (g) At the close of poll to seal the ballot box, ~~prepare the ballot paper account and~~ prepare and seal envelopes containing all of the election materials that have been used⁵⁴ and prepare the ballot paper account⁵⁵.
A list of the envelopes required is set out at Appendix 5.

17. As regards the polling station at which a person can vote, this must be the polling station allotted to the person⁵⁶, the address of which is published on the Notice of Poll. If the person is entitled to vote as a proxy ~~he or she~~they must do so at the polling station allotted to the voter⁵⁷.

Proxy Voting

18. A voter can appoint another person, a "proxy", to vote on their behalf at the polling station. Where a person applies to vote by proxy for either an indefinite period or for a period of time⁵⁸ specified in the application or for a particular

⁵¹ Rule 27 of the Ballot Act 1872.

⁵² Rule 28 of the Ballot Act 1872.

⁵³ Rule 26 of the Ballot Act 1872.

⁵⁴ Rule 29 of the Ballot Act 1872.

⁵⁵ Rule 30 of the Ballot Act 1872.

⁵⁶ Paragraph 2(2) of Schedule 4 of the Representation of the People Act 2000 (~~applied to Ward elections in the City as modified~~ by section 8(2) of the City of London (Various Powers) Act 1957). See also Rules 18-19 of the Ballot Act 1872.

⁵⁷ Paragraph 7(1) of Schedule 4 of the Representation of the People Act 2000.

⁵⁸ Paragraphs 3(2) and 4(2) of Schedule 4 of the Representation of the People Act 2000.

election, the Town Clerk⁵⁹ must grant the application if he is satisfied that the person is eligible because they: -

- (a) are registered as a service voter⁶⁰;
- (b) cannot, by reason of blindness or other disability, be expected to attend and vote unaided at a polling station;
- (c) (or their spouse or civil partner) cannot be expected to attend the polling station because of the general nature of their occupation, or by reason of attendance on an educational course; or
- (d) cannot attend the polling station from their qualifying address without making a journey by sea or air⁶¹ (in practice this would not arise in the context of a Ward election).

19. There are restrictions on who can be appointed and vote as a proxy. A person can only be appointed to vote as a proxy at a Ward election if that person is or will be registered in a register of local government electors in Great Britain or Northern Ireland⁶² (for these purposes this includes a Ward list⁶³) and is not subject to a legal incapacity⁶⁴ to vote at that Ward election⁶⁵. In addition a person cannot vote as proxy for more than two electors of whom that person is not the spouse or civil partner, parent, grandparent, brother, sister, child or grandchild⁶⁶. A person who is under 18 years of age is capable of being appointed as a proxy but cannot vote unless on the date of the poll they have

⁵⁹ The responsibility under paragraphs 3(2) and 4(2) of Schedule 4 of the Representation of the People Act 2000 is specified as being that of "the registration officer". Section 8(5) of the City of London (Various Powers) Act 1957 provides that the registration officer is the Town Clerk for this purpose.

⁶⁰ See Part A, Section 2 "Electors", paragraph 8(b) at pages ~~5 and 6~~ 7.

⁶¹ Paragraph 3(~~3~~) of Schedule 4 of the Representation of the People Act 2000.

⁶² Paragraph 6(3A) of Schedule 4 of the Representation of the People Act 2000.

⁶³ Paragraph 6(3A) does not specifically refer to a Ward list, but for the purposes of applying Schedule 4 of the Representation of the People Act 2000 a local government election includes a Ward election – see section 8 of the City of London (Various Powers) Act 1957 as amended.

⁶⁴ See Part A, Section 2 "Electors", paragraph 11 at page ~~7s~~ 8 and 9.

⁶⁵ Paragraph 6(4) of Schedule 4 of the Representation of the People Act 2000.

⁶⁶ Paragraph 6(6) of Schedule 4 of the Representation of the People Act 2000.

attained that age⁶⁷.

20. The following time limits apply to applications to vote by proxy: -

- (a) Applications from persons shown in the record as voting by post wishing to vote by proxy instead (and vice versa)⁶⁸, must be received by the Town Clerk no later than 5.00pm on the 11th day before the date of the poll at the Ward election⁶⁹.
- (b) New applications from persons to vote by proxy⁷⁰ (either for an indefinite period, or for a particular period or for a particular election) must be received by the Town Clerk no later than 5.00pm on the 6th day before the date of the poll at the Ward election⁷¹.
- (c) Where a person becomes disabled, or becomes aware of grounds relating to their occupation, service or employment, after 5.00pm on the 6th day before the date of the poll, that person can make an application to vote by proxy up to 5.00pm on the date of the poll itself⁷².

In calculating periods of time for the purposes of such applications, the following days should be disregarded: Saturday; Sunday; Christmas Eve; Christmas Day; Good Friday; or a bank holiday⁷³.

21. The proxy is appointed when the Town Clerk issues a "proxy paper" in the prescribed form which indicates the elections at which the person appointed is entitled to vote⁷⁴. The Town Clerk must keep a list of proxies for each Ward showing those persons voting by proxy together with, in each case, the names and addresses of those appointed as their proxies⁷⁵. The appointment can be

⁶⁷ Paragraph 6(5) of Schedule 4 of the Representation of the People Act 2000.

⁶⁸ Paragraph 3(6) and (7) of Schedule 4 of the Representation of the People Act 2000.

⁶⁹ Regulation 56(1) of the Representation of the People (England and Wales) Regulations 2001.

⁷⁰ Paragraphs 3(2), 4(2), 6(7) and 6(8) of Schedule 4 of the Representation of the People Act 2000.

⁷¹ Regulation 56(2) and (3) of the Representation of the People (England and Wales) Regulations 2001.

⁷² Regulation 56(3A) of the Representation of the People (England and Wales) Regulations 2001.

⁷³ Regulation 56(6) of the Representation of the People (England and Wales) Regulations 2001.

⁷⁴ Paragraph 6(9) of Schedule 4 of the Representation of the People Act 2000.

⁷⁵ Paragraph 5(3) of Schedule 4 of the Representation of the People Act 2000.

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cancelled by the voter giving notice to the Town Clerk⁷⁶, but this must be received ~~before~~ by no later than 5.00pm on the 11th day before the date of the poll at the Ward election⁷⁷.

⁷⁶ Paragraph 6(10) of Schedule 4 of the Representation of the People Act 2000.

⁷⁷ Regulation 56(5) of the Representation of the People (England and Wales) Regulations 2001.

Postal Voting

(a) Eligibility for a postal vote

22. A person who is or will appear as a voter in a Ward list can, on demand, exercise their vote by post instead of attending at a polling station. This is subject only to the application to vote by post being made within the prescribed time limits. The person can vote by post for an indefinite period, a specified period or at a particular election⁷⁸. A proxy is also entitled to vote by post on demand⁷⁹.
23. ~~Except in the case of applications to vote by proxy, a~~ An application for or relating to an ~~absent~~ postal vote must be received by the Town Clerk not later than 5.00pm on the 11th day before the date of the poll⁸⁰. This time limit applies to the following applications: to vote by post for an indefinite period or for a particular period specified in the application or for a particular election; to change a postal vote to a proxy vote (and vice versa)⁸¹; to change the address to which a ballot paper is sent⁸²; and to be removed from the record as voting by post⁸³. Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and bank holidays are not counted. The Town Clerk must keep a postal voters list⁸⁴ and proxy postal voters list⁸⁵ for each Ward showing those persons whose applications to vote by post have been granted together with the address provided by them in their applications to which their postal ballot papers are to be sent.

(b) Issue of postal ballot papers

24. The Town Clerk⁸⁶ is responsible for the issue of postal ballot papers (and postal

⁷⁸ Paragraphs 3(1) and 4(1) of Schedule 4 of the Representation of the People Act 2000.

⁷⁹ Paragraph 7(4) and (5) of Schedule 4 of the Representation of the People Act 2000.

⁸⁰ Regulation 56(1), (4) and (5) of the Representation of the People (England and Wales) Regulations 2001.

⁸¹ Paragraph 3(6) and 3(7) of Schedule 4 of the Representation of the People Act 2000.

⁸² Paragraph 4(3) of Schedule 4 of the Representation of the People Act 2000.

⁸³ Paragraph 3(5)(a) and 7(9)(a) of Schedule 4 of the Representation of the People Act 2000.

⁸⁴ Paragraph 5(2) of Schedule 4 of the Representation of the People Act 2000.

⁸⁵ Paragraph 7(8~~6~~) of Schedule 4 of the Representation of the People Act 2000.

⁸⁶ The relevant rules (see footnote 84~~7~~ below) specify that this is the responsibility of the Returning Officer. However, section 8(4) of the City of London (Various Powers) Act 1957 provides that for the purpose of these rules the Town Clerk shall act instead of the Returning Officer.

voting statements) to those persons entitled to vote by post⁸⁷. They must be issued as soon as it is practicable to do so⁸⁸. No person is entitled to be present at the issue of postal ballot papers other than the Town Clerk and his clerks⁸⁹, and all must be made aware, in writing, of their duty to maintain and aid in maintaining the secrecy of voting⁹⁰. The procedure to be followed⁹¹ on the issue of postal ballot papers is as follows:

- (a) each postal ballot paper must be stamped with the official mark⁹²;
- (b) the voter's Ward list number must be marked on the counterfoil attached to the ballot paper⁹³;
- (c) the postal voters list or the proxy postal voters list must be marked against the number of the voter to denote that a ballot paper has been issued; and
- (d) the number of the postal ballot paper must be marked on the postal voting statement sent to the elector with the paper (in practice, the postal voting statement is pre-printed with the voter's name, the address to which the postal ballot paper is to be sent and the number on the back of the ballot paper).

25. The postal ballot paper together with the postal voting statement and two envelopes (envelope "A" into which the voter inserts the marked postal ballot paper and covering envelope "B" into which ~~he or she inserts~~they insert envelope "A" and the completed postal voting statement for return to the Town

⁸⁷ Rule 22 of the Local Elections (Principal Areas) (England and Wales) Rules 2006 (~~applied to Ward elections in the City by section 8(4) of the City of London (Various Powers) Act 1957~~).

⁸⁸ Regulation 71 of the Representation of the People (England and Wales) Regulations 2001.

⁸⁹ Regulation 67 of the Representation of the People (England and Wales) Regulations 2001.

⁹⁰ Regulation 70 of the Representation of the People (England and Wales) Regulations 2001, requiring notification of the provisions of section 66(4) and (6) of the Representation of the People Act 1983.

⁹¹ Regulation 72 of the Representation of the People (England and Wales) Regulations 2001, modified as necessary for Ward Elections.

⁹² This provision is now omitted from Regulation 72(1), but needs to be retained for Ward Elections.

⁹³ Reference to a counterfoil substituted for corresponding number list in Regulation 72(2).

Clerk⁹⁴) are sent to the voter at the address shown in the postal voters list or on the proxy postal voters list.

26. As soon as practicable after the issue of postal ballot papers, the Town Clerk must seal in a packet the counterfoils of the issued ballot papers. He must also take proper precautions for the security of the marked copy of the postal voters list and the proxy postal voters list⁹⁵.
27. The Town Clerk must issue a replacement postal ballot paper if a postal ballot paper or postal voting statement becomes spoilt⁹⁶, or if, by the 4th day before polling day, the voter has not received or has lost ~~his~~ their postal ballot paper, postal voting statement or one or more envelopes, and the Town Clerk is satisfied as to the voter's identity and has no reason to doubt that the voter has lost or did not receive the original postal ballot paper, postal voting statement or envelope⁹⁷. For both spoilt and lost papers, the voter must apply to the Town Clerk by no later than 5.00pm on polling day. ~~He~~ They must return any postal ballot paper, postal voting statement and envelopes that ~~he has~~ they have, and the documents must be cancelled and sealed in a separate packet. Applications made after 5.00pm on the day before polling day must be made in person and the Town Clerk can only hand a replacement to the voter. The Town Clerk must keep a list of spoilt postal ballot papers and a separate list of lost postal ballot papers.

(c) Receipt of postal ballot papers

28. Covering envelopes containing postal ballot papers and postal voting statements can be returned to the Town Clerk by hand or by post, or by hand to the polling station in the Ward in which the election is being held⁹⁸. Postal ballot papers must be received no later than the time for the close of poll (see paragraph 14 above). The Town Clerk must place the postal ballot papers in a "postal voters' ballot box" immediately upon receipt until the time appointed

⁹⁴ Regulation 74 of the Representation of the People (England and Wales) Regulations 2001.

⁹⁵ Regulation 75 of the Representation of the People (England and Wales) Regulations 2001 modified as necessary i.e. with "counterfoils" substituted for "completed corresponding number lists".

⁹⁶ Regulation 77 of the Representation of the People (England and Wales) Regulations 2001.

⁹⁷ Regulation 78 of the Representation of the People (England and Wales) Regulations 2001.

⁹⁸ Regulation 79 of the Representation of the People (England and Wales) Regulations 2001.

for the opening of the postal ballot paper envelopes⁹⁹. The Town Clerk must give each candidate not less than 48 hours² notice in writing of the time and place of such opening¹⁰⁰. The presiding officer should place postal ballot papers received at the polling station in a separate package in readiness for the count.

(d) Opening of postal ballot paper envelopes

29. Candidates and their agents are entitled to attend the opening of the postal voters' ballot box¹⁰¹ and of the postal ballot papers by the Town Clerk¹⁰², the procedure for which is as follows. In carrying out these procedures the Town Clerk must keep the ballot papers face downwards and take proper precautions to prevent any person from seeing the votes cast¹⁰³: -

(a) The postal voters' ballot box is opened, the covering envelopes (envelope "B") contained therein are counted and the number recorded¹⁰⁴. Each covering envelope is opened separately¹⁰⁵.

(b) The Town Clerk must satisfy himself that the postal voting statement is duly completed. The date of birth and signature on any postal voting statement must be compared against the details contained in the personal identifier record¹⁰⁶. The statement is important as its purpose is to identify the voter and prevent personation. If the Town Clerk is not satisfied that the statement is duly completed he must mark it "rejected" and place it together with the attached ballot paper envelope (envelope "A") or the ballot paper in the receptacle for rejected votes (verification procedure)¹⁰⁷. Before so doing, the Town Clerk shall show the statement to the candidates and their agents. The Town Clerk must

⁹⁹ Regulations 81 and 82 of the Representation of the People (England and Wales) Regulations 2001.

¹⁰⁰ Regulation 80 of the Representation of the People (England and Wales) Regulations 2001.

¹⁰¹ Regulations 69 and 83 of the Representation of the People (England and Wales) Regulations 2001.

¹⁰² In opening the covering envelopes ~~the~~ Town Clerk is acting as agent on behalf of the Returning Officer – see section 8(4)(iii) of the City of London (Various Powers) Act 1957.

¹⁰³ Regulation 84(6)(a) of the Representation of the People (England and Wales) Regulations 2001.

¹⁰⁴ Regulation 84(1) of the Representation of the People (England and Wales) Regulations 2001.

¹⁰⁵ Regulation 84(1B) of the Representation of the People (England and Wales) Regulations 2001.

¹⁰⁶ Regulation 85A(2) of the Representation of the People (England and Wales) Regulations 2001.

¹⁰⁷ Regulation 85A(3) of the Representation of the People (England and Wales) Regulations 2001.

also permit the candidates and agents to view the relevant entries in the personal identifier record. If any of them object to his decision he shall add the words "rejection objected to" to the statement¹⁰⁸. If the Town Clerk is satisfied that the statement is duly completed he must examine the number on the statement against the number on the ballot paper envelope.

- (c) Where the number on the postal voting statement is the same as the number on the ballot paper envelope the statement is placed in the receptacle for postal voting statements (verification procedure) and the ballot paper envelope is placed in a receptacle for ballot paper envelopes¹⁰⁹. Each ballot paper envelope placed in the receptacle for ballot paper envelopes is opened separately and the number on the envelope compared to the number on the ballot paper. Where these are the same, the ballot paper is placed in the postal ballot box (the empty postal ballot box is shown to a person or persons attending the opening of postal ballot papers, following which it is sealed). Where the numbers do not match, the ballot paper is placed in the receptacle for rejected votes with the ballot paper envelope attached and marked "provisionally rejected". Any ballot paper envelope which does not contain a ballot paper is placed in the receptacle for rejected ballot paper envelopes marked "provisionally rejected"¹¹⁰.
- (d) Where the number on the postal voting statement is not the same as the number on the ballot paper envelope, or the ballot paper envelope has no number on it, the ballot paper envelope is opened¹¹¹ and the number on the statement is compared to the number on the ballot paper. The number on the postal voting statement is also compared to the number on the ballot paper where there is no ballot paper envelope¹¹². Where the numbers are the same the statement is placed in the receptacle for

¹⁰⁸ Regulation 85A(4) of the Representation of the People (England and Wales) Regulations 2001.

¹⁰⁹ Regulation 85A(5) of the Representation of the People (England and Wales) Regulations 2001.

¹¹⁰ Regulation 86 of the Representation of the People (England and Wales) Regulations 2001.

¹¹¹ Regulation 85A(6) of the Representation of the People (England and Wales) Regulations 2001.

¹¹² Regulations 84(2) & 85A(7) of the Representation of the People (England and Wales) Regulations 2001.

postal voting statements and the ballot paper is placed in the postal ballot box. Where the numbers do not match, the ballot paper is placed in the receptacle for rejected votes (verification procedure) with the postal voting statement attached and marked "provisionally rejected". Where the envelope does not contain a ballot paper the postal voting statement is to be marked "provisionally rejected" and placed in the receptacle for rejected votes (verification procedure)¹¹³.

- (e) If a covering envelope does not contain a postal voting statement (whether separately or not) the Town Clerk must mark the covering envelope "provisionally rejected" and place it and its contents in the receptacle for rejected votes¹¹⁴. If the covering envelope contains a ballot paper envelope but no postal voting statement, the Town Clerk must open the ballot paper envelope to ascertain whether the postal voting statement is inside¹¹⁵.
- (f) The Town Clerk must keep a list of rejected postal ballots recording the ballot paper number of any postal ballot paper for which no valid postal voting statement was received¹¹⁶. He must also keep a list of ballot paper numbers set out on valid postal voting statements where the ballot paper in question was not received with that statement¹¹⁷. In addition he must keep a list recording, for every postal voting statement within the receptacle for rejected votes (verification procedure) immediately prior to sealing: the elector's name and address (and the name and address of the proxy if the elector has a proxy); the elector's number on the Ward list (and the electoral number of the proxy if the elector has a proxy); the specified reason or reasons for the rejection of the postal voting statement; and any other information relating to the rejection that the Town Clerk considers appropriate, but not the ballot paper

¹¹³ Regulation 85A(8) of the Representation of the People (England and Wales) Regulations 2001.

¹¹⁴ Regulation 84(4) of the Representation of the People (England and Wales) Regulations 2001.

¹¹⁵ Regulation 84(3) of the Representation of the People (England and Wales) Regulations 2001.

¹¹⁶ Regulation 87(2) of the Representation of the People (England and Wales) Regulations 2001.

¹¹⁷ Regulation 87(3) of the Representation of the People (England and Wales) Regulations 2001.

number¹¹⁸. The specified reasons that may be given for the rejection of a postal voting statement are that the signature or date of birth does not match the personal identifiers record, or that the signature or date of birth field is blank¹¹⁹.

- (g) Where at any time before the close of poll the Town Clerk either receives a valid postal voting statement on its own, or a postal ballot paper on its own he should check the above lists, and should do so again as soon as practicable after the close of poll. Where there is a match in numbers, the "provisionally rejected" documents should be retrieved and dealt with as if they had not been provisionally rejected¹²⁰.
- (h) After the completion of the procedures for opening postal ballot paper envelopes, separate packets must be made up for the receptacle of rejected votes; the receptacle of rejected ballot paper envelopes; the lists of spoilt, lost or cancelled postal ballot papers; the receptacle of rejected votes (verification procedure); and the receptacle of postal voting statements (verification procedure). Any documents in those packets marked "provisionally rejected" are by this stage deemed to be rejected¹²¹. The postal ballot box is sealed, and delivered to the count.

The count

- 30. The Returning Officer for a Ward election is responsible for making arrangements for the count as soon as practicable after the close of the poll¹²². In practice, those officers appointed by the Returning Officer for the conduct of the poll are also appointed for the purposes of conducting the count.
- 31. Those eligible to attend the count are the Returning Officer, ~~his or her~~ their assistants, the candidates and their agents. All persons must have made the

¹¹⁸ Regulation 87(4) of the Representation of the People (England and Wales) Regulations 2001.

¹¹⁹ Regulation 87(5) of the Representation of the People (England and Wales) Regulations 2001.

¹²⁰ Regulation 88 of the Representation of the People (England and Wales) Regulations 2001.

¹²¹ Regulation 89 of the Representation of the People (England and Wales) Regulations 2001.

¹²² Rule 32 of the Ballot Act 1872.

declaration of secrecy. No other person is entitled to attend without the sanction of the Returning Officer¹²³. The procedure for the count is as follows:-

- (a) Any postal ballot papers received at the polling station should be verified in accordance with the procedure set out in paragraph 29 above. The postal ballot box, which is delivered to the count, is opened and the postal ballot papers contained therein are mixed with the verified postal ballot papers received at the polling station. These ballot papers are put to one side whilst the votes cast at the polling station are verified.
- (b) The ballot box containing the votes cast at the polling station is opened and the ballot papers are counted and verified against the ballot paper account (see paragraph 16(g) above, and Appendix 5). Whilst counting and recording the number of ballot papers and counting the votes, the ballot papers must be kept face up so that no person can see the number printed on the reverse of a ballot paper¹²⁴.
- (c) The postal ballot papers and the ballot papers cast at the polling station are mixed together, sorted for individual candidates (where appropriate) and the votes counted. The ballot papers must be scrutinised and the Returning Officer must endorse as rejected any ballot paper which is invalid due to: there being no official mark on the paper; the voter has voted for more candidates than ~~he or she is~~they are entitled to; writing or other mark on the ballot paper that enables the voter to be identified; and/or the ballot paper is unmarked or otherwise void for uncertainty¹²⁵. If an objection to the rejection is made by a candidate or ~~his~~their agent, the ballot paper must be endorsed "rejection objected to".
- (d) On completion of the count, the counted and rejected ballot papers are sealed in separate packages¹²⁶.

¹²³ Rule 33 and Rule 51 of the Ballot Act 1872.

¹²⁴ Rule 34 of the Ballot Act 1872.

¹²⁵ Rule 36 of the Ballot Act 1872.

¹²⁶ Rule 37 of the Ballot Act 1872.

32. Any candidate or agent present may require the Returning Officer to have the votes recounted (or again recounted), but the Returning Officer may refuse to do so if in their opinion the request is unreasonable¹²⁷. Where an equality of votes exists between candidates the Returning Officer, whether or not ~~he or she~~ isthey are included in the Ward list and entitled to vote at that election, may give a deciding vote¹²⁸. Exercising a casting vote is discretionary. The preferred course would be for the Returning Officer to draw lots to determine how to cast ~~his~~ their deciding vote between the tied candidates.

The Adjourned Wardmote

33. Following the completion of the count the Wardmote is resumed.

(a) Adjourned Wardmote for the election of Alderman

34. The procedure is as follows: -

- (a) Procession to enter the Wardmote.
- (b) On the instruction of the Honorary Ward Clerk the Wardmote is resumed and called to order by the Ward Beadle (see Appendix 4).
- (c) The Presiding Officer declares the result of the poll and declares the successful candidate elected as Alderman.
- (d) The successful candidate returns thanks, followed by the other candidates if they so wish in order of votes cast.
- (e) Any general business of the Wardmote is considered.
- (f) A resolution is passed that a public notice be given of the name of the candidate elected.

¹²⁷ This is consistent with the rule which has national effect, namely Rule 46(1) of the Local Elections (Principal Areas) (England and Wales) Rules 2006, although this Rule is not amongst the 2006 Rules applicable to Ward elections in the City.

¹²⁸ Section 6 of the City of London Ballot Act 1887.

- (g) A vote of thanks is passed to the Presiding Officer who returns thanks.
- (h) The Ward Beadle closes the Wardmote by proclamation in the prescribed form.
- (i) The Mayoral party retires.

(b) Adjourned Wardmote for the election of Common Councilman/men

35. The procedure is as follows: -

- (a) Procession to enter the Wardmote.
- (b) On the instruction of the Honorary Ward Clerk the Wardmote is resumed and called to order by the Ward Beadle (see Appendix 4).
- (c) The Presiding Officer declares the result of the poll and declares the successful candidate elected as a Common Councilman, or the successful candidates elected as Common Councilmen, as appropriate.
- (d) The successful candidate(s) return(s) thanks, followed by the other candidates if they so wish in order of votes cast.
- (e) The successful candidate(s) subscribe the declaration of office before the Presiding Officer.
- (f) At the Wardmote for the ordinary election of Common Councilmen¹²⁹ the Alderman appoints ~~his or her~~ their Deputy.
- (g) The Return to Precept is completed.

¹²⁹ The ordinary election of Common Councilmen takes place in March in every fourth year ~~(from 2013)~~ (section 2 of the Act of Common Council of 13 September 2012) and exceptionally in 2022 (section 2 of the Act of Common Council of 8 October 2020).

- (h) Any general business of the Wardmote is considered.
- (i) A resolution is passed that a public notice be given of the name of the candidate(s) elected.
- (j) A vote of thanks is passed to the Presiding Officer who returns thanks.
- (k) The Ward Beadle closes the Wardmote by proclamation in the prescribed form.
- (l) The Alderman's party retires.

Ward Expenses

36. Various Ward expenses and fees are paid in connection with Ward elections¹³⁰: -

(a) Fees for Honorary Ward Clerks: -

	Ward A ¹³¹	Ward B	Ward C
Annual Fee	£ 647.40 <u>738</u>	£ 820.10 <u>938</u>	£ 1016.10 <u>1162</u>
Fee – uncontested election	£ 151.50 <u>177.77</u>	£ 206.65 <u>243.61</u>	£ 324.60 <u>380.79</u>
Fee – contested election	£ 396.46 <u>66.38</u>	£ 530.15 <u>624.40</u>	£ 664.30 <u>783.52</u>

(b) Ward Beadles fee: £~~707~~807 per annum.

(c) Fee for Presiding Officer at polling station: £~~250~~299.

(d) Fees for Poll Clerks at polling station: £~~150~~202.67.

(e) Counting fee: ~~– Presiding Officer~~ £~~52.60~~23.00 per hour.
Poll Clerks £15.59 per hour.

37. Fees for Honorary Ward Clerks and Ward Beadles are increased ~~from 1 April~~ each year in line with the annual pay award agreed for Corporation staff¹³².
Other election fees are increased in line with annual guidance from London Councils.

38. In addition to fees, the Town Clerk's Electoral Registration Office meets the costs for all facilities necessary to run an election, for example the hire of rooms and equipment to run polling stations. Subject to budgetary constraints,

¹³⁰ Section 17 of the City of London (Union of Parishes) Act 1907 and regulation 4 of the General Rate Act 1967 and Related Provisions (Savings and Consequential Provision) Regulations 1990.

¹³¹ "Ward A" is a Ward in respect of which the number of names appearing on the Ward list for that Ward does not exceed 250; "Ward B" is a Ward in respect of which the number of names appearing on the Ward list for that Ward exceeds 250 but does not exceed 1,000; and "Ward C" is a Ward in respect of which the number of names appearing on the Ward list for that Ward exceeds 1,000.

¹³² Resolutions of the General Purposes Committee of Aldermen and the Finance Committee of 12 January and 16 February 1999.

the Office also meets the cost of the provision, amendment and refurbishment of Ward notice boards and the renewal and renovation of Ward regalia.

SECTION 7

POST ELECTION

Election of Alderman

1. The Return to Precept for the election of an Alderman¹ is made by the Comptroller and City Solicitor, who attends the Wardmote as Attorney in Waiting to the Lord Mayor, to the first Court of Aldermen to be next held after seven clear days following the Ward election².
2. In the past, a successful candidate in a Ward election for the office of Alderman was subject to the approval of the Court of Aldermen. The position today is that a person qualified to be elected to the office of Alderman and so elected at a Ward election is deemed to have been approved by the Court of Aldermen³. The successful candidate is, however, required to make the Aldermanic Declaration and Oaths before the Court of Aldermen⁴. These are in the following terms: -

I, [name of person] do solemnly, sincerely and truly declare that I will faithfully perform the duties of the Office of Alderman of the City of London.

I [name of person] do swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth The Second, Her Heirs and Successors according to law, so help me God.

I [name of person] do swear that I will well and truly serve Our Sovereign Lady Queen Elizabeth the Second in the Office of Alderman and I will do right

¹ See Part B of this volume for the form of the Return to Precept.

² Section 4 of the Act of Common Council of 14 July 1960 (as substituted by section 5 of the Act of Common Council of 16 May 2013).

³ Section 5 of the Act of Common Council of 10 September 1998.

⁴ The Court of Aldermen resolved on 26 September 1871 that the Declaration and Oaths be in accordance with the provisions of the Promissory Oaths Act 1868.

to all manner of people, after the laws and usages of this Realm without fear or favour, affection or ill will, so help me God.

3. The "will" concept indicates that the declarant can only be in a position to discharge the office of Alderman once ~~he or she has~~they have taken the Declaration and Oaths before the Court of Aldermen. An Alderman who resigns and is re-elected is not required to take the Declaration and Oaths again, because their service in the office is deemed to have been uninterrupted⁵.

Election of Common Councilman

4. The Return to Precept for the election of a Common Councilman, or Common Councilmen, is made by the Presiding Officer for the Ward election at the Wardmote. The form of the Return is prescribed⁶ and must state the name or names of the persons elected. Such persons, on making the required Declaration (see paragraph 5 below), shall be entitled to act as, and discharge the duties of, a Common Councilman. The Return must be signed by the Presiding Officer and the Ward Clerk or by either one of them together with two of the voters present at the election certifying the Return, or the Honorary Ward Clerk in the absence of voters. The Return must be delivered to the Town Clerk at the close of the election or on the following day, provided that if the election closes on a Friday, the Return may be delivered on the following Monday⁷; also a day of the Christmas break, of the Easter break, of a bank holiday break (i.e. the period beginning with the last week day before that bank holiday and ending with the next week day which is not a bank holiday) or a day appointed for public thanksgiving or mourning shall be disregarded⁸.

⁵ See Part A, Section 4, paragraph 3(b) at page 18.

⁶ Section 1(7) and the Schedule to the Act of Common Council of 10 October 2002 – see Part B of this volume for the form of the Return to Precept.

⁷ Section 1(2) of the Act of Common Council of 10 October 2002.

⁸ Section 1(3) – (5) of the Act of Common Council of 10 October 2002.

5. A Common Councilman can either make the Declaration at the Wardmote⁹ before the Alderman presiding or at any time after the election before the Lord Mayor, an Alderman or a Justice of the Peace and must lodge it with the Town Clerk within seven days of making it. A person elected as a Common Councilman shall not be deemed and taken to be such and shall not be entitled to act as such until that person has made and subscribed the Declaration¹⁰.

Notice of candidate elected

6. As soon as possible after the election, the Returning Officer must give public notice of the name(s) of the candidate(s) elected, and for a contested election, the total number of votes given for each candidate, whether elected or not. The notice can be given by whatever means the Returning Officer considers best to inform the electors in the Ward¹¹.

Election expenses

7. The submission of claims and accounts for election expenses, the payment thereof and the delivery of returns as to such expenses and declarations are described in Section 5 of this volume (paragraphs [123](#) to [187](#) at pages [324](#)-[346](#)).

⁹ See Part B for an example of the form of Declaration to be subscribed by a Common Councilman.

¹⁰ Act of Common Council of 1 November 1928.

¹¹ Rules 45 and 46 of the Ballot Act 1872.

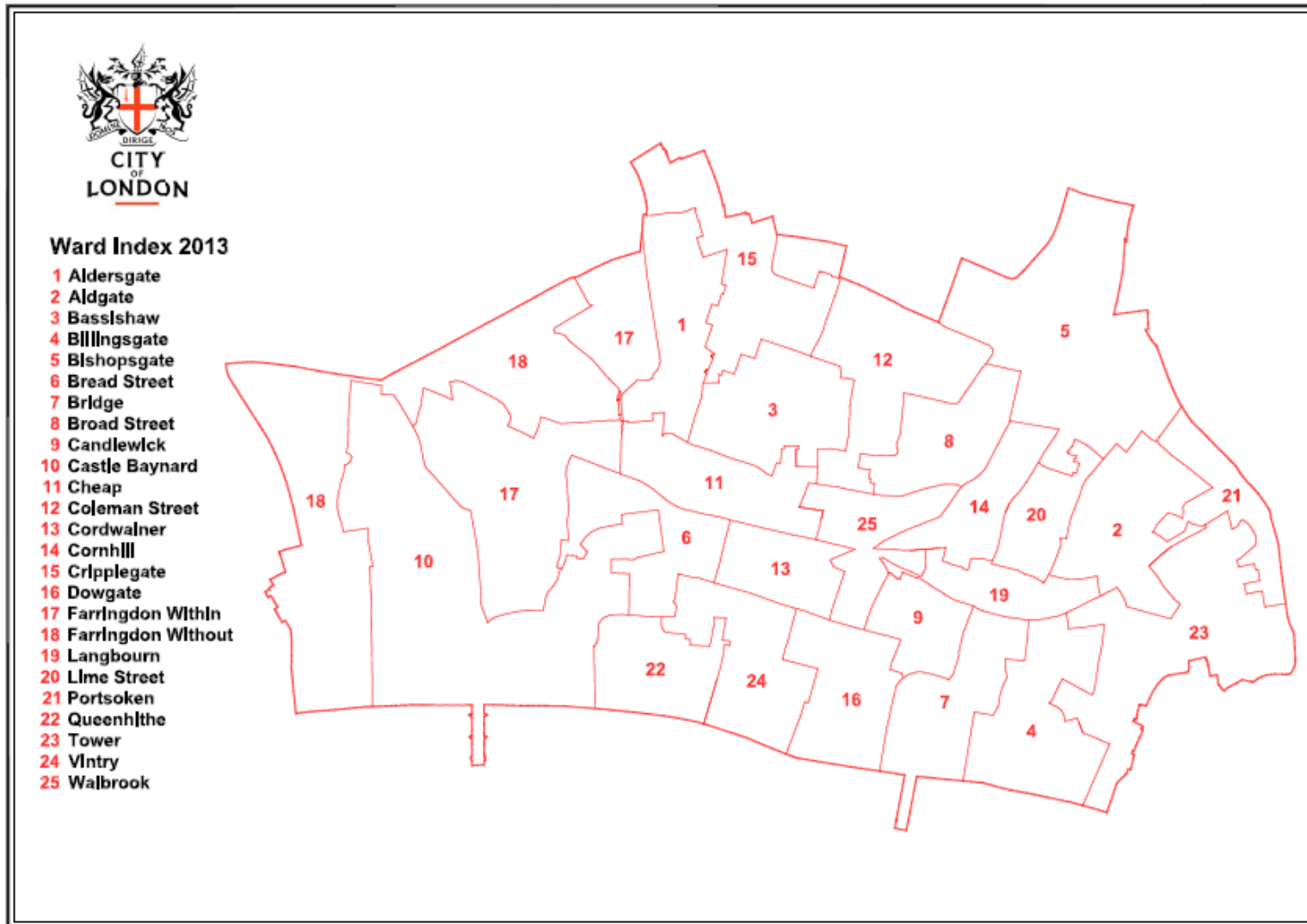
APPENDIX 1

WARDS OF THE CITY OF LONDON

- 1.1 Map of the Wards of the City of London¹
- 1.2 Number of Common Councilmen for each Ward²

¹ Section 3 of the Act of Common Council of 4 November 2010

² Section 4 of the Act of Common Council of 4 November 2010



1.2 Number of Common Councilmen for each Ward

WARD		NUMBER
Aldgate	-	5
Aldersgate	-	6
Bassishaw	-	2
Billingsgate	-	2
Bishopsgate	-	6
Bread Street	-	2
Bridge	-	2
Broad Street	-	3
Candlewick	-	2
Castle Baynard	-	8
Cheap	-	3
Coleman Street	-	4
Cordwainer	-	3
Cornhill	-	3
Cripplegate	-	8
Dowgate	-	2
Farringdon Within	-	8
Farringdon Without	-	10
Langbourn	-	3
Lime Street	-	4
Portsoken	-	4
Queenhithe	-	2
Tower	-	4
Vintry	-	2
Walbrook	-	2
TOTAL		100

ALDERMANIC ELECTION – TIMETABLE

STEP	DETAIL	LATEST TIME/DATE
<i>Death, disqualification, resignation or surrender of office</i>	Town Clerk to report to the next regular meeting of the Court of Aldermen ¹	
<i>Holding of Wardmote</i>	The specified time period for the holding of the Wardmote starts to run from the meeting of the Court of Aldermen referred to above ²	within 42 working days thereafter ³
<i>Issue of Precept</i>	By Lord Mayor ⁴	Not later than the 28 th day before the day fixed for the holding of the Ward election ⁵
<i>Notice of Ward Election</i>	Prepared and published by Ward Clerk ⁶	Not later than the 25 th day before the day fixed for the holding of the Ward election ⁵
<i>Delivery of Nomination Papers</i>	To the Ward Clerk ⁷	Not later than noon on the 19 th day before the day fixed for the holding of the Ward election ⁵

¹ Section 3 of the Act of Common Council of 14 July 1960 (as substituted by section 2 of the Act of Common Council of 17 May 1979).

² Section 4 of the Act of Common Council of 14 July 1960 (as substituted by section 5 of the Act of Common Council of 16 May 2013).

³ Excludes Saturdays, Sundays and public holidays – see section 4A of the Act of Common Council of 14 July 1960 (as substituted by section 6 of the Act of Common Council of 16 May 2013).

⁴ Section 5 of the Act of Common Council of 14 July 1960.

⁵ Excludes Sundays, the Christmas Break, the Easter Break, bank holidays and days appointed for public thanksgiving or mourning (Section 1 of the Act of Common Council of 9 April 1970 – see Part A, Section 4 “Notice of Election to Notice of Poll”, paragraph 6 at page [1920](#)).

⁶ Section 6(1) of the Act of Common Council of 14 July 1960 (as substituted by section 3 of the Act of Common Council of 6 November 2008).

⁷ Section 7(1) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 6 November 2008).

STEP	DETAIL	LATEST TIME/DATE
<i>Delivery of consent to nomination</i>	By each candidate to the Ward Clerk ⁸	On or within one month before the last date for the delivery of nomination papers ⁹
<i>Decisions on validity of nominations</i>	(i) By Ward Clerk ¹⁰ ; (ii) Who provides confirmation in writing to each candidate ¹¹	As soon as practicable Not later than noon on the 13 th day before the day fixed for the holding of the Ward election ⁵
<i>Statement of Persons Nominated</i>	Prepared and published by the Ward Clerk ¹²	Not later than noon on the 17 th day before the day fixed for the holding of the Ward election ⁵
<i>Withdrawal of candidates nominated</i>	Delivery to Ward Clerk by candidate ¹³ or by proposer (if candidate is outside the UK) ¹⁴	Not later than noon on the 16 th day before the day fixed for the holding of the Ward election ⁵
<i>Appointment of Election Agents</i>	By each candidate and notified to the Town Clerk ¹⁵	Not later than the latest time for the delivery of a notice of withdrawal

⁸ Section 8 of the Act of Common Council of 14 July 1960.

⁹ This is a calendar month ([See for context](#) Section 1 of the Act of Common Council of 9 April 1970).

¹⁰ Section 9(3) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 9 April 1970).

¹¹ Section 9(7) of the Act of Common Council of 14 July 1960. Notwithstanding the stated deadline, written confirmation should be given to candidates before the publication of the statement of persons nominated i.e. by noon on the 17th day before the election.

¹² Section 10(1) of the Act of Common Council of 14 July 1960 (as substituted by section 6 of the Act of Common Council of 6 November 2008).

¹³ Section 11(1) of the Act of Common Council of 14 July 1960 (as substituted by section 7 of the Act of Common Council of 6 November 2008).

¹⁴ Section 11(2) of the Act of Common Council of 14 July 1960.

¹⁵ Section 67(1) of the Representation of the People Act 1983.

STEP	DETAIL	LATEST TIME/DATE
<i>Notice of name and address of Election Agents</i>	Published by Town Clerk ¹⁶	Forthwith after the information is provided to the Town Clerk
<i>Postal and Proxy votes</i>	New applications by electors for a postal vote, applications to change postal vote to a proxy vote (and vice versa), to change a ballot paper address or to cancel a postal or proxy vote ¹⁷	Not later than 5.00pm on the 11 th day before the date of the poll at the election ¹⁸
<i>Issue of Postal Ballot Papers</i>	By Town Clerk ¹⁹	As soon as practicable
<i>Notice of Poll</i>	Prepared and published by Ward Clerk ²⁰	Not later than the 6 th day before the day fixed for the holding of the Ward election ⁵
<i>New Proxy Votes</i>	New applications by electors ²¹	Not later than 5.00pm on the 6 th day before the day of the poll ¹⁸
<i>Election Day</i>	Day fixed for the holding of the Wardmote	

¹⁶ Section 67(6) of the Representation of the People Act 1983.

¹⁷ Regulation 56 of the Representation of the People Act (England and Wales) Regulations 2001.

¹⁸ Excludes Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and bank holidays (Regulation 56(6) of the Representation of the People (England and Wales) Regulations 2001 – see Part A, Section 6 “Wardmote and Polling Arrangements”, paragraph 20 at pages [4950-501](#)).

¹⁹ Regulation 71 of the Representation of the People Act (England and Wales) Regulations 2001.

²⁰ Section 11A(3) of the Act of Common Council of 14 July 1960 (as substituted by section 8 of the Act of Common Council of 6 November 2008).

²¹ Regulation 56(2) of the Representation of the People Act (England and Wales) Regulations 2001.

STEP	DETAIL	LATEST TIME/DATE
<i>Poll</i>	Where the number of persons nominated exceeds the number of vacancies ²²	On the day following the day fixed for the election ²³
<i>Emergency Proxy</i>	Application by electors who have become disabled, or become aware of grounds relating to their occupation, service or employment, after 5.00pm on the 6 th day before the date of the poll at the Ward election ²⁴	By 5.00pm, polling day
<i>Return to Precept</i>	By the Comptroller and City Solicitor to the Court of Aldermen ²⁵	Next held after 7 clear days after the election ⁵
<i>Declaration and Oaths</i>	By the successful candidate before the Court of Aldermen	As above
<i>Election Expenses –Return</i>	By the election agent delivered to the Town Clerk ²⁶ . The election agent must also submit a declaration verifying the return ²⁷	Within 35 days after the day on which the result of election is declared ²⁸
<i>Election Expenses - Declaration</i>	By the candidate to the Town Clerk verifying the return ²⁹	At the same time as the return of election expenses or within 7 days thereafter ³⁰

²² Section 11A(1) of the Act of Common Council of 14 July 1960 (as inserted by section 1 of the Act of Common Council of 7 July 1977).

²³ Excludes Saturdays, Sundays, Christmas Day, Good Friday, bank holidays and days appointed for public thanksgiving or mourning (Section 11A(2) of the Act of Common Council of 14 July 1960 (as inserted by section 1 of the Act of Common Council of 7 July 1977) – see Part A, Section 6 “Wardmote and Polling Arrangements”, paragraph 13 at pages 456-467).

²⁴ Regulation 56(3A) of the Representation of the People (England and Wales) Regulations 2001.

²⁵ Section 4 of the Act of Common Council of 14 July 1960 (as substituted by section 5 of the Act of Common Council of 16 May 2013).

²⁶ Section 81(1) of the Representation of the People Act 1983.

²⁷ [Section 82\(1\) of the Representation of the People Act 1983](#).

²⁸ All days are counted, but where the deadline would fall on a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, bank holiday or day appointed for public thanksgiving or mourning, it is instead deemed to fall on the next following day (Section 119 of the Representation of the People Act 1983 – see Part A, Section 5 “Election Agents and Election Expenses”, paragraph 18 at pages 34-356).

²⁹ Section 82(2) of the Representation of the People Act 1983.

³⁰ Excludes Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, bank holidays and days appointed for public thanksgiving or mourning (Section 119 of the Representation of the People Act 1983 – see Part A, Section 5 “Election Agents and Election Expenses”, paragraph 18 at pages 34-356).

APPENDIX 3

COMMON COUNCIL ELECTION – TIMETABLE

The timetable for Ward elections for the office of Common Councilman is set out in this Appendix. The fourth column shows the dates for [the next ordinary](#) elections in ~~every 4th year (the next being 2017)~~ 2022. For an election to fill a [casual](#) vacancy, the timetable can be calculated [back from the date of the election](#) by reference to the third column "latest time/date".

STEP	DETAIL	LATEST TIME/DATE	TIME/DATE FOR ELECTIONS IN MARCH 2017 2022
<i>Ward Lists</i>	Preparation and publication by Town Clerk ³¹ of: - (i) provisional lists; and (ii) final lists	By 30 November By 15 February	30 November 2016 30 November 2021 15 February 2017 15 February 2022
<i>Ordinary Election</i>	(i) Common Councilmen cease to hold office ³² ; and (ii) Wardmote held ³³	Midnight on the day immediately preceding the Wardmote Either the third or fourth Wednesday in March or a date determined by the Town Clerk in consultation with the Lord Mayor in every 4 th year from 2013 – exceptionally, due to the coronavirus pandemic, elections shall be held on a specified date in 2022 instead of 2021 ³⁴	21 March 2017 22 March 2022 22 March 2017 23 March 2022
<i>Death, resignation,</i>	There is no specified time limit for the holding of		

³¹ Section 7 of the City of London (Various Powers) Act 1957 (as amended).

³² Section 3 of the Act of Common Council of 13 September 2012.

³³ Section 2 of the Act of Common Council of 13 September 2012.

³⁴ [Section 2 of the Act of Common Council of 8 October 2020.](#)

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<i>disqualification or admission as an Alderman following election to that office</i>	a Wardmote to fill a vacancy for the office of Common Councilman arising as a result of these events		
STEP	DETAIL	LATEST TIME/DATE	TIME/DATE FOR ELECTIONS IN MARCH 2017 <u>2022</u>
<i>Issue of Precept</i>	By Lord Mayor ³⁵	Not later than the 28 th day before the day fixed for the holding of the Ward election ³⁶	17 February 2017 <u>18 February 2022</u> ³⁷
<i>Notice of Ward Election</i>	Preparation and publication by Ward Clerk ³⁸	Not later than the 25 th day before the day fixed for the holding of the Ward election ³⁴³⁶	21 February 2017 <u>22 February 2022</u> ³⁹
<i>Delivery of Nomination Papers</i>	To the Ward Clerk ⁴⁰	Not later than noon on the 19 th day before the day fixed for the holding of the Ward election ³⁴³⁶	Noon, 28 February 2017 <u>1 March 2022</u>

³⁵ Section 5 of the Act of Common Council of 14 July 1960.

³⁶ Excludes Sundays, the Christmas Break, the Easter Break, bank holidays and days appointed for public thanksgiving or mourning (Section 1 of the Act of Common Council of 9 April 1970 – see Part A, Section 4 “Notice of Election to Notice of Poll”, paragraph 6 at page ~~19~~ 20).

³⁷ This is the deadline for the precept but it may be issued earlier.

³⁸ Section 6(1) of the Act of Common Council of 14 July 1960 (as substituted by section 3 of the Act of Common Council of 6 November 2008).

³⁹ This is the deadline for the notice but it may be published earlier.

⁴⁰ Section 7(1) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 6 November 2008).

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<i>Delivery of consent to nomination</i>	By each candidate to the Ward Clerk ⁴¹	On or within one month before the last date for the delivery of nomination papers ⁴²	Noon, 28 February 2017 <u>1 March 2022</u>
STEP	DETAIL	LATEST TIME/DATE	TIME/DATE FOR ELECTIONS IN MARCH 2017 2022
<i>Decision on validity of nominations</i>	(i) By Ward Clerk ⁴³ ; (ii) Who provides confirmation in writing to each candidate ⁴⁴	As soon as practicable after delivery of nomination paper Not later than noon on the 13 th day before the day fixed for the holding of the Ward election ³⁴³⁶	Noon, 7 March 2017 <u>8 March 2022</u> ⁴⁵
<i>Statement of Persons Nominated</i>	Prepared and published by Ward Clerk ⁴⁶	Not later than noon on the 17 th day before the day fixed for the holding of the Ward election ³⁴³⁶	Noon, 2 March 2017 <u>3 March 2022</u>

⁴¹ Section 8 of the Act of Common Council of 14 July 1960.

⁴² This is a calendar month ([See for context](#) Section 1 of the Act of Common Council of 9 April 1970).

⁴³ Section 9(3) of the Act of Common Council of 14 July 1960 (as substituted by section 4 of the Act of Common Council of 9 April 1970).

⁴⁴ Section 9(7) of the Act of Common Council of 14 July 1960. Notwithstanding the stated deadline, written confirmation should be given to candidates before the publication of the statement of persons nominated i.e. by noon on the 17th day before the election.

⁴⁵ See previous footnote – in this case, written confirmation should be provided by Noon, ~~2 March 2017~~ 3 March 2022.

⁴⁶ Section 10(1) of the Act of Common Council of 14 July 1960 (as substituted by section 6 of the Act of Common Council of 6 November 2008).

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<i>Withdrawal of candidates nominated</i>	Delivery to Ward Clerk by candidate ⁴⁷ or by proposer (if candidate is outside the UK) ⁴⁸	Not later than noon on the 16 th day before the day fixed for the holding of the Ward election ³⁴³⁶	Noon, 3 March 2017 <u>4 March 2022</u>
<i>Appointment of Election Agents</i>	By each candidate and notified to the Town Clerk ⁴⁹	Not later than the latest time for the delivery of a notice of withdrawal	Noon, 3 March 2017 <u>4 March 2022</u>
<i>Notice of name and address of Election Agents</i>	Published by Town Clerk ⁵⁰	Forthwith after the information is provided to the Town Clerk	
STEP	DETAIL	LATEST TIME/DATE	TIME/DATE FOR ELECTIONS IN MARCH 20172022
<i>Postal and Proxy votes</i>	New applications for a postal vote, to change postal vote to a proxy vote (and vice versa), to change ballot paper address or to cancel a postal or proxy vote ⁵¹	Not later than 5.00pm on the 11 th day before the date of the poll at the election ⁵²	5.00pm, 8 March 2017 <u>9 March 2022</u>
<i>Issue of Postal Ballot Papers</i>	By Town Clerk ⁵³	As soon as practicable	
<i>Notice of Poll</i>	Prepared and published by Ward Clerk ⁵⁴	Not later than the 6 th day before the day fixed for the holding of the Ward election ³⁴³⁶	15 March 2017 <u>16 March 2022</u>

⁴⁷ Section 11(1) of the Act of Common Council of 14 July 1960 (as substituted by section 7 of the Act of Common Council of 6 November 2008).

⁴⁸ Section 11(2) of the Act of Common Council of 14 July 1960.

⁴⁹ Section 67(1) of the Representation of the People Act 1983.

⁵⁰ Section 67(6) of the Representation of the People Act 1983.

⁵¹ Regulation 56 of the Representation of the People Act (England and Wales) Regulations 2001.

⁵² Excludes Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and bank holidays (Regulation 56(6) of the Representation of the People (England and Wales) Regulations 2001 – see Part A, Section 6 “Wardmote and Polling Arrangements”, paragraph 20 at pages ~~4950-501~~).

⁵³ Regulation 71 of the Representation of the People Act (England and Wales) Regulations 2001.

⁵⁴ Section 11A(3) of the Act of Common Council of 14 July 1960 (as substituted by section 8 of the Act of Common Council of 6 November 2008).

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<i>New Proxy Votes</i>	New applications by electors ⁵⁵	Not later than 5.00pm on the 6 th day before the day of the poll ²¹	5.00pm, 15 March 2017 <u>16 March 2022</u>
<i>Election Day</i>	Day fixed by the Precept for the holding of the Wardmote		22 March 2017 <u>23 March 2022</u>
<i>Poll</i>	Where the number of persons nominated exceeds the number of vacancies ⁵⁶	On the day following the day fixed for the Ward election ⁵⁷	23 March 2017 <u>24 March 2022</u>
STEP	DETAIL	LATEST TIME/DATE	TIME/DATE FOR ELECTIONS IN MARCH 2017 2022
<i>Emergency Proxy</i>	Applications by electors who have become disabled, or become aware of grounds relating to their occupation, service or employment, after 5.00pm on the 6 th day before the date of the poll ⁵⁸	Not later than 5.00pm on the day of the poll	By 5.00pm on 23 March 2017 <u>24 March 2022</u>
<i>Return to Precept</i>	By the Presiding Officer to the Town Clerk ⁵⁹	At the close of the election or on the next following day ⁶⁰	22 or 23 March 2017 <u>23 or 24 March 2022</u> (uncontested); 23 or 24 March 2017 <u>24 or 25 March 2022</u> (contested)

⁵⁵ Regulation 56(2) of the Representation of the People Act (England and Wales) Regulations 2001.

⁵⁶ Section 11A(1) of the Act of Common Council of 14 July 1960 (as inserted by section 1 of the Act of Common Council of 7 July 1977).

⁵⁷ Excludes Saturdays, Sundays, Christmas Day, Good Friday, bank holidays and days appointed for public thanksgiving or mourning (Section 11A(2) of the Act of Common Council of 14 July 1960 (as inserted by section 1 of the Act of Common Council of 7 July 1977) – see Part A, Section 6 “Wardmote and Polling Arrangements”, paragraph 13 at pages ~~456-467~~).

⁵⁸ Regulation 56(3A) of the Representation of the People (England and Wales) Regulations 2001.

⁵⁹ Section 1(2) of the Act of Common Council of 10 October 2002.

⁶⁰ Excludes Saturday, Sunday, a day of the Christmas break, of the Easter break, of a bank holiday break or a day appointed for public thanksgiving or mourning (Section 1(3) – (5) of the Act of Common Council of 10 October 2002 – See Part A, Section 7 “Post Election”, paragraph 4 at page ~~635~~).

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<i>Declaration of Office</i>	By the candidate: - (i) at the Wardmote/Adjourned Wardmote; or (ii) subsequently, notice being lodged with the Town Clerk	Lodge declaration within 7 days of making ³⁴³⁶	
<i>Election Expenses – Return</i>	By the election agent delivered to the Town Clerk ⁶¹ . The election agent must also submit a declaration verifying the return ⁶²	Within 35 days after the day on which the result of election is declared ⁶³	26 April 2017 <u>27 April 2022</u> where election uncontested; 27 April 2017 <u>28 April 2022</u> where election contested
<i>Election Expenses - Declaration</i>	By the candidate to the Town Clerk verifying the return ⁶⁴	At the same time as the return as to election expenses or within 7 days thereafter ⁶⁵	

⁶¹ Section 81(1) of the Representation of the People Act 1983.

⁶² Section 82(1) of the Representation of the People Act 1983.

⁶³ All days are counted, but where the deadline would fall on a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, bank holiday or day appointed for public thanksgiving or mourning, it is instead deemed to fall on the next following day (Section 119 of the Representation of the People Act 1983 – see Part A, Section 5 “Election Agents and Election Expenses”, paragraph 18 at pages ~~34-35~~ 356).

⁶⁴ Section 82(2) of the Representation of the People Act 1983.

⁶⁵ Excludes Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, bank holidays and days appointed for public thanksgiving or mourning (Section 119 of the Representation of the People Act 1983 – see Part A, Section 5 “Election Agents and Election Expenses”, paragraph 18 at pages ~~34-35~~ 356).

APPENDIX 4

WARDMOTE AGENDA

This appendix sets out examples of a suggested form of agenda for Wardmotes for the holding of a Ward election and should be read in conjunction with the procedure for Wardmotes described in Section 6 "Wardmote and Polling Arrangements" (pages 367-613).

A WARDMOTE FOR THE ELECTION OF AN ALDERMAN

WARD OF [insert Ward]

AGENDA FOR WARDMOTE – ELECTION OF ALDERMAN

To be held at [insert venue] on [insert time and date]

1. **Procession**

Procession to enter the Wardmote will be as follows:

	The Beadle	
	City Marshal	
The Honorary Ward Clerk		The Comptroller and City Solicitor
Mace		Sword
The Right Honourable		The Lord Mayor

The Lord Mayor's Mace and Sword will be laid on the appropriate table. The Lord Mayor takes the Chair and the City Solicitor sits on ~~his~~-their right and the Honorary Ward Clerk on ~~his~~-their left.

2. **Proclamation**

The Ward Beadle, on the instruction of the Honorary Ward Clerk, opens the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All manner of persons who have anything to do at this Court of Wardmote for the Ward of [insert name of Ward] holden here this day before the Right Honourable The Lord Mayor Alderman [insert name] draw near and give your attendance.

God Save the Queen"

3. **Precept**

The Ward Beadle calls on the Honorary Ward Clerk to read the Precept: -

"All persons here present are commanded to keep silence whilst the Precept is read."

The Honorary Ward Clerk reads the Precept

4. **Vote of thanks/condolence**

To the previous incumbent.

5. **Nominations**

The names of those persons remaining validly nominated are read out by the Honorary Ward Clerk, in the order appearing on the statement as to persons nominated.

6. **Address by the candidate(s)**

On the invitation of the Presiding Officer, in the same order as above.

7. **Questions to the candidate(s)**

The Presiding Officer invites electors to put questions to the candidate(s) if they wish.

If there is only one candidate: -

8. **Declaration of the result**

By the Presiding Officer, who declares the candidate elected as Alderman for the Ward.

9. **Address by the Candidate**

To return thanks.

10. **General Business**

Any general business of the Wardmote is dealt with.

11. **Public Notice of Election**

Resolution passed to give public notice of the name of the candidate elected.

12. **Vote of thanks**

To the Presiding Officer.

13. **Proclamation**

The Ward Beadle closes the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All ye good people of the Ward of [insert name of the Ward], summoned here to this Wardmote, may depart hence; and give your attendance when again summoned. And hereof fail not.

God Save the Queen."

If there is more than one candidate and a poll is to be held: -

8. **Announcement of Poll**

By the Presiding Officer.

9. **Appointment of Officers for Poll**

By the Presiding Officer

10. **Declarations of secrecy**

Taken by all those authorised to attend the polling station and the count.

11. **Adjournment**

The Ward Beadle adjourns the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All ye good people of the Ward of [insert name of the Ward], summoned here to this Wardmote, may depart hence; and you are required to give your attendance again [either tomorrow morning or on the alternative date fixed for the poll] at [insert venue where the poll will be held]. And hereof fail not.

God Save the Queen."

At the closure or adjournment of the Wardmote the Mayoral party retires: -

The Beadle
City Marshal
Mace Sword
The Right Honourable The Lord Mayor
The Honorary Ward Clerk The Comptroller and City Solicitor

Agenda for an Adjourned Wardmote following the poll and count

WARD OF [insert Ward]

AGENDA FOR ADJOURNED WARDMOTE

To be held at [insert venue] on [insert time and date]

1. **Procession**

Procession to enter the Wardmote will be as follows:

The Beadle
City Marshal
The Honorary Ward Clerk The Comptroller and City Solicitor
Mace Sword
The Right Honourable The Lord Mayor

The Lord Mayor's Mace and Sword will be laid on the appropriate table. The Lord Mayor takes the Chair and the City Solicitor sits on ~~his~~ their right and the Honorary Ward Clerk on ~~his~~ their left.

2. **Proclamation**

The Honorary Ward Clerk instructs the Ward Beadle to announce the reopening of the Wardmote as follows:

"Oyez, Oyez, Oyez

All manner of persons who have anything to do at this Court of Wardmote for the Ward of [insert name of Ward] holden here this day before the Right Honourable The Lord Mayor Alderman [insert name] draw near and give your attendance.

God Save the Queen"

3. **Declaration of the result**

By the Presiding Officer, who declares the successful candidate elected as Alderman for the Ward.

4. **Address**

To return thanks. Firstly by the successful candidate and then the others if they so wish in the order of votes cast.

5. **General Business**

Any general business of the Wardmote is dealt with.

6. **Public Notice of Election**

Resolution passed to give public notice of the name of the candidate elected.

7. **Vote of thanks**

To the Presiding Officer.

8. **Proclamation**

The Ward Beadle closes the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All ye good people of the Ward of [insert name of the Ward], summoned here to this Wardmote, may depart hence; and give your attendance when again summoned. And hereof fail not.

God Save the Queen."

The Mayoral party retires: -

The Beadle
City Marshal
Mace Sword
The Right Honourable The Lord Mayor
The Honorary Ward Clerk The Comptroller and City Solicitor

**B WARDMOTE FOR THE ELECTION OF COMMON COUNCILMAN
OR COUNCILMEN**

WARD OF [insert Ward]

AGENDA FOR WARDMOTE

To be held at [insert venue] on [insert time and date]

1. **Procession**

Procession to enter the Wardmote will be as follows:

The Beadle
The Honorary Ward Clerk
The Alderman

The Alderman will take ~~his~~ their place.

2. **Proclamation**

The Ward Beadle, on the instruction of the Honorary Ward Clerk, opens the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All manner of persons who have anything to do at this Court of Wardmote for the Ward of [insert name of Ward] holden here this day before Alderman [insert name], Alderman of this Ward, draw near and give your attendance.

God Save the Queen"

3. **Precept**

The Ward Beadle calls on the Honorary Ward Clerk to read the Precept: -

"All persons here present are commanded to keep silence whilst the Precept is read"

The Honorary Ward Clerk reads the Precept.

4. **Vote of thanks/condolence**

To the previous incumbent (at a by-election only).

5. **Nominations**

The names of the persons remaining validly nominated are read out by the Honorary Ward Clerk, in the order appearing on the statement as to persons nominated.

6. **Address by the candidate(s)**

On the invitation of the Presiding Officer, in the same order as above.

7. **Questions to the candidate(s)**

The Presiding Officer invites electors to put questions to the candidate(s) if they wish.

If the number of candidates nominated does not exceed the vacancies to be filled: -

8. **Declaration of the result**
By the Presiding Officer, who declares the candidate/candidates elected as Common Councilman/Councilmen.
9. **Address by the successful candidate(s)**
To return thanks.
10. **Declarations of office**
The person(s) elected make and subscribe the declarations of office before the Alderman.
11. **Return to Precept**
Signed by the Presiding Officer and the Ward Clerk or by either one of them together with either two voters present at the Wardmote or the Honorary Ward Clerk.
12. **General Business**
Any general business of the Wardmote is dealt with.
13. **Public Notice of Election**
Resolution passed to give public notice of the candidate(s) elected.
14. **Vote of thanks**
To the Presiding Officer who returns thanks.
15. **Proclamation**
The Ward Beadle closes the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All ye good people of the Ward of [insert name of the Ward], summoned here to this Wardmote, may depart hence; and give your attendance when again summoned. And hereof fail not.

God Save the Queen."

If the number of candidates nominated exceeds the vacancies to be filled and a poll is to be held: -

8. **Announcement of Poll**
By the Presiding Officer.
9. **Appointment of Officers for Poll**
By the Presiding Officer.
10. **Declarations of secrecy**
Taken by all those authorised to attend the polling station and the count.
11. **Adjournment**
The Ward Beadle adjourns the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All ye good people of the Ward of [insert name of the Ward], summoned here to this Wardmote, may depart hence; and you are required to give your attendance again [either tomorrow morning or on the alternative date fixed for the poll] at [insert venue where the poll will be held]. And hereof fail not.

God Save the Queen."

If the Wardmote is for the ordinary election of Common Councilmen¹ item 4 (Vote of thanks/condolence) should be omitted and the following items should be added into the agenda, and the agenda renumbered accordingly: -

If the number of candidates nominated does not exceed the vacancies to be filled, after item 10 (Declarations of Office) add: -

(a) **Appointment of Deputy**

The Alderman appoints the Deputy from amongst the Common Councilmen for the Ward.

(b) **Appointment of Honorary Ward Clerk**

The Alderman appoints the Honorary Ward Clerk.

(c) **Election of Ward Beadle**

The Alderman nominates one or more persons to be elected as Ward Beadle by the voters² in attendance at the Wardmote.

If the number of candidates nominated exceeds the vacancies to be filled and a poll is to be held, after item 8 (Announcement of Poll) add: -

(a) **Appointment of Honorary Ward Clerk**

The Alderman appoints the Honorary Ward Clerk.

(b) **Election of Ward Beadle**

The Alderman nominates one or more persons to be elected as Ward Beadle by the voters in attendance at the Wardmote.

At the closure or adjournment of the Wardmote the Alderman's party retires: -

The Beadle
The Honorary Ward Clerk
The Alderman

¹ Held in March in every fourth year from 2013 and exceptionally in 2022.

² The voters eligible to vote in the election of Ward Beadle are those entitled to vote in the election of an Alderman.

Agenda for an Adjourned Wardmote following the poll and count

WARD OF [insert Ward]

AGENDA FOR ADJOURNED WARDMOTE

To be held at [insert venue] on [insert time and date]

1. **Procession**

Procession to enter the Wardmote will be as follows:

The Beadle
The Honorary Ward Clerk
The Alderman

The Alderman will take ~~his~~ their place.

2. **Proclamation**

The Honorary Ward Clerk instructs the Ward Beadle to announce the reopening of the Wardmote as follows:

"Oyez, Oyez, Oyez

All manner of persons who have anything to do at this Court of Wardmote for the Ward of [insert name of Ward] holden here this day before Alderman [insert name], Alderman of this Ward, draw near and give your attendance.

God Save the Queen"

3. **Declaration of the result**

By the Presiding Officer, who declares the successful candidate/candidates elected as Common Councilman/Councilmen.

4. **Address**

To return thanks. Firstly by the successful candidate(s) and then the others if they so wish in the order of votes cast.

5. **Declarations of office**

The person(s) elected make and subscribe the declarations of office before the Alderman.

6. **Return to Precept**

Signed by the Presiding Officer and the Ward Clerk or by either one of them together with either two voters present at the Adjourned Wardmote or the Honorary Ward Clerk.

7. **General Business**

Any general business of the Wardmote is dealt with.

8. **Public Notice of Election**

Resolution passed to give public notice of the candidate(s) elected.

9. **Vote of thanks**

To the Presiding Officer who returns thanks.

10. **Proclamation**

The Ward Beadle closes the Wardmote by Proclamation: -

"Oyez, Oyez, Oyez

All ye good people of the Ward of [insert name of the Ward], summoned here to this Wardmote, may depart hence; and give your attendance when again summoned. And hereof fail not.

God Save the Queen."

If the Wardmote is for the ordinary election of Common Councilmen³ the following items should be added into the agenda, and the agenda renumbered accordingly: -

After Item 5 (Declarations of office):

Appointment of Deputy

The Alderman appoints the Deputy from amongst the Common Councilmen for the Ward.

At the closure of the Adjourned Wardmote the Alderman's party retires: -

The Beadle
The Honorary Ward Clerk
The Alderman

³ Held in March in every fourth year from 2013 and exceptionally in 2022.

APPENDIX 5

ENVELOPES CONTAINING ELECTION MATERIALS

1. Envelopes, or packages, containing materials used in the election must be prepared at various stages during a Ward election. This Appendix provides instruction on the various envelopes that must be prepared and at what stage in the process.
2. As soon as practicable after the issue of each batch of postal ballot papers, the Town Clerk must prepare and seal in an envelope the counterfoils of the issued postal ballot papers¹.
3. As soon as practicable after the last covering envelope has been opened, the Town Clerk must prepare and seal in an envelope the marked copy of the postal voters list and proxy postal voters list².
4. At the close of poll, the presiding officer at the polling station must prepare and seal separate envelopes containing³: -
 - (a) the unused and spoilt ballot papers and the unused and spoilt tendered ballot papers;
 - (b) the used tendered ballot papers;
 - (c) the marked copies of the Ward list and the list of proxies;
 - (d) the counterfoils of the used ballot papers;
 - (e) the tendered votes list, statement of number of voters assisted by the presiding officer, the list of voters with disabilities assisted by companions and declarations made by companions; and
 - (f) the appointments of the presiding officer and poll clerks on the day of the poll.

¹ Regulation 75 of the Representation of the People (England and Wales) Regulations 2001 modified as necessary i.e. with “counterfoils” substituted for “completed corresponding number lists”.

² Regulation 84(9) of the Representation of the People (England and Wales) Regulations 2001.

³ Rule 29 of the Ballot Act 1872 for sub-paragraphs (a) to (d).

5. The presiding officer must also seal in a separate envelope a ballot paper account setting out the numbers of the ballot papers provided to the presiding officer and the number issued, including any spoilt ballot papers⁴. This envelope is opened at the count and the ballot paper account is used to verify the number of ballot papers contained in the ballot box⁵.
6. After the opening of postal ballot papers, the Town Clerk must prepare and seal separate envelopes for⁶: -
 - (a) the rejected votes;
 - (b) the rejected ballot paper envelopes;
 - (c) the lists of spoilt, lost or cancelled postal ballot papers;
 - (d) the rejected votes (verification procedure); and
 - (e) the postal voting statements (verification procedure).

Postal ballot papers can be delivered to the polling station (see Section 6: "Wardmote and Polling Arrangements", paragraph 28 at page [534](#)) and if this is the case, the presiding officer at the polling station should prepare such of the above envelopes required to deal with the postal votes verified at the polling station.

7. At the completion of the count the presiding officer must prepare and seal separate envelopes containing⁷:
 - (a) the counted ballot papers; and
 - (b) the rejected ballot papers.

⁴ Rule 30 of the Ballot Act 1872.

⁵ Rule 37 of the Ballot Act 1872.

⁶ Regulation 89 of the Representation of the People (England and Wales) Regulations 2001.

⁷ Rule 37 of the Ballot Act 1872.

8. All of the sealed envelopes and packages must be forwarded to the Town Clerk for retention⁸. All of the documents are open to public inspection⁹ with the exception of ballot papers and counterfoils – an Order of the Mayor's and City of London Court is required to break the seal of the envelopes containing these documents¹⁰. The Town Clerk retains the documents for one year following which they are destroyed¹¹.
9. A completed statement in Form K of the number of postal ballot papers issued must be provided to the Secretary of State and the Electoral Commission within the period 10 to 15 days after the day of the poll¹².

⁸ Paragraph 4 of the Schedule to the City of London Ballot Act 1887.

⁹ Rule 42 of the Ballot Act 1872.

¹⁰ [Rule 41 of the Ballot Act 1872 as amended by paragraph 4\(a\) of the Schedule to the City of London Ballot Act 1887.](#)

¹¹ Rule 39 of the Ballot Act 1872 refers to a one year retention period – but for municipal elections in the City this is subject to the directions of the Common Council – see paragraph 4(b) of the Schedule to the City of London Ballot Act 1887. A one year period mirrors Rule 54 of the Local Elections (Principal Areas) (England and Wales) Rules 2006 that applies to local government elections generally.

¹² Regulation 91(5) of the Representation of the People (England and Wales) Regulations 2001.

APPENDIX 6

LEGISLATIVE PROVISIONS

Local Acts of Parliament (most relevant – other Acts are mentioned in the text)

<u>Title</u>
<u>City of London Ballot Act 1887 (“the 1887 Act”)</u>
<u>City of London (Various Powers) Act 1957 (“the 1957 Act”)</u>
<u>City of London (Ward Elections) Act 2002</u>

Public General Acts of Parliament (most relevant – other Acts are mentioned in the text)

<u>Title</u>	<u>Relevant Provisions</u>	<u>Comments</u>
<u>Ballot Act 1872</u> (Note:- This Act was repealed by section 175(5) of the <u>Representation of the People Act 1949</u> but not in so far as it was applied to Ward elections by virtue of the 1887 Act.)	<u>Those provisions relating to the powers and duties of a Returning Officer where a poll by ballot is required</u>	<u>Applied to Ward elections in the City by section 2 of the 1887 Act</u>
	<u>Those provisions relating to the taking of such a poll, in the same manner as a poll at a contested parliamentary election, including the duties of the Returning Officer after the close of the poll</u>	<u>Applied to Ward elections in the City, as far as circumstances admit and with express modifications, by section 3 of the 1887 Act</u>
<u>Representation of the People Act 1983 (“the 1983 Act”)</u>	<u>Sections 3, 3A, 6, 14(1), 15 to 17, 46 and 59 in Part I</u>	<u>Applied to Ward elections in the City by section 8(1) of the 1957 Act</u>
	<u>Sections 60, 61 and 62A in Part I</u> <u>The whole of Part II except sections 96 and 99</u> <u>The whole of Part III</u> <u>Sections 189, 193 to 198 in Part IV</u> <u>The whole of Part V</u> <u>Schedule 6</u>	<u>Applied to Ward elections in the City, with any necessary modifications, by section 191 of the 1983 Act*</u> <u>*Ward elections are treated as ‘local government elections’ and ‘elections under the local government Act’ for these purposes</u>

Representation of the People Act 2000 (“the 2000 Act”)	Schedule 4	Applied to Ward elections in the City, with any necessary modifications, by section 8(2) of the 1957 Act
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Statutory Instruments

<u>Title</u>	<u>Relevant Provisions</u>	<u>Comments</u>
Representation of the People (England and Wales) Regulations 2001	Those regulations from time to time amending or replacing regulations 8 to 15 of the Representation of the People Regulations 1950	Applied to Ward elections in the City, with any necessary modifications, by section 7(4) of the 1957 Act*
	Those regulations from time to time amending or replacing regulations 22 and 70 of the Representation of the People Regulations 1950	Applied to Ward elections in the City, with any necessary modifications, by section 7(8) of the 1957 Act*
	Those regulations applicable for the purposes of the said provisions of the 1983 Act or the 2000 Act, as applied to Ward elections in the City by section 8(1) and (2) of the 1957 Act	Applied to Ward elections in the City, with any necessary modifications, by section 8(4) of the 1957 Act* *See also the definition of the “regulations of 1950” in section 4(1) of the 1957 Act
Local Elections (Principal Areas) (England and Wales) Rules 2006	Those rules applicable for the purposes of the said provisions of the 1983 Act or the 2000 Act, as applied to Ward elections in the City by section 8(1) and (2) of the 1957 Act	Applied to Ward elections in the City, with any necessary modifications, by section 8(4) of the City of London (Various Powers) Act 1957* * See also the definition of the “local elections rules” in section 4(1) of the 1957 Act

PART B

FORMS

PRECEPT – ALDERMAN

XXXX, MAYOR

CITY OF LONDON	}	To the Common Councilmen of the
to wit	}	Ward of XXXXXX in the City of London

These are to require you to cause a Wardmote to be duly summoned and held before me, The Right Honourable The Lord Mayor of the said City in the Ward of [INSERT NAME OF WARD] in the said City on a day to be arranged in accordance with the provisions of Section 4 of the Act of Common Council of 14 July 1960 governing the election of Aldermen, Common Councilmen and Ward Beadles of the City of London (as substituted by Section 5 of an Act of Common Council of 16 May 2013) for the election of an able and sufficient Citizen and Freeman of the said City not being an Alderman and meeting the condition set out in Section 3(1) (Candidature for Office of Alderman) of an Act of Common Council of 10 September 1998 (as substituted by Section 2 of the said Act of Common Council of 16 May 2013) to be Alderman of the said Ward [EITHER: (a) in the room and stead of [INSERT NAME] who held such Office of Alderman but who [HAS SURRENDERED THE SAME/IS NOW DECEASED etc.]; OR (b) following the surrender of the Office of Alderman by [INSERT NAME] who is seeking re-election].

Herein fail not.

Given under my hand this [INSERT DATE] day of [INSERT MONTH/YEAR] at the Mansion House in the said City.

Lord Mayor

**PRECEPT FOR THE ORDINARY ELECTION OF THE
WHOLE NUMBER OF COMMON COUNCILMEN**

XXXXXXXXXX, MAYOR

TO THE ALDERMAN OF THE WARD OF XXXXXXXXXX

1. You are required to hold a Wardmote on the **[insert date]** for the election of **[insert number]** duly qualified persons to represent your Ward on the Common Council of the City of London.
2. The persons so elected should make and subscribe a Declaration before you and in your presence in accordance with the provisions of the Promissory Oaths Act 1868, as set out in your Wardmote Book.
3. You must inform the Town Clerk on the Return to Precept of the names of the persons so elected and indicate which of those persons have made the Declaration at the Wardmote.
4. In the Wardmote, you must also hold an election for **[insert number]** other person(s) to be Ward Beadle(s).
5. You should keep the peace and good order during your Wardmote.
6. A copy of the Return to Precept should be submitted to the Grand Court of Wardmote next following the elections.
7. You must require this Precept to be read at your Wardmote.

**DATED THE [INSERT DATE] UNDER
THE SEAL OF THE OFFICE OF MAYORALTY
OF THE CITY OF LONDON**

**[INSERT NAME]
TOWN CLERK**

PRECEPT – COMMON COUNCILMAN

XXXX, MAYOR

CITY OF LONDON	}	To the Alderman of the Ward of XXXXX
to wit	}	in the City of London and to the Deputy of the same Ward

These are to require you to cause a Wardmote to be summoned and held at some convenient place within your Ward on [INSERT DATE] for the election of a person duly qualified in accordance with the statutory provisions in that behalf for the time being in force, to be for your said Ward of the Common Council of this City for the remainder of the current term in the room and stead of [INSERT NAME] who held such office of Common Councilman but who is now [DECEASED etc.].

And that you do cause the said person so elected to make and subscribe a Declaration before you and in your presence in accordance with the provisions of the Promissory Oaths Act 1868 the tenor of which Declaration is in your Wardmote Book.

And that you do make a Return to the Town Clerk of this City of the name of the person elected to be of the Common Council; such Return to be signed and delivered at the time and in the form and manner prescribed by Acts of Common Council and certifying if such elected Common Councilman has not made the said Declaration at your Wardmote.

You are hereby enjoined to cause this Precept to be read at your Wardmote.

Herein fail not.

Given under my hand this [INSERT DATE] day of [INSERT MONTH/YEAR] at the Mansion House in the said City.

Lord Mayor

**NOTICE OF WARD ELECTION
CITY OF LONDON WARD OF [WARD]
ELECTION OF ALDERMAN**

To the Electors of the Ward of [WARD]

1. NOTICE IS HEREBY GIVEN that by virtue of a Precept from the Right Honourable The Lord Mayor, a Wardmote will be held on [DATE], at [TIME] at [PLACE OF WARDMOTE] to elect an Alderman following the [EITHER: (a) death/disqualification of the holder of the Office of Alderman for the Ward, [INSERT NAME]; OR (b) surrender of the Office of Alderman for the Ward by [INSERT NAME]; OR (c) surrender of the Office of Alderman for the Ward by [INSERT NAME], who is seeking re-election].
2. Nomination papers can be obtained from the Ward Clerk, Electoral Services Office, 2nd Floor West Wing, Guildhall, London, EC2P 2EJ between 9.15am and 5.00pm, Monday to Friday. Completed nomination papers must be received in the Electoral Services Office by noon on [INSERT LAST DATE FOR RECEIPT OF NOMINATIONS].
3. Applications –
 - for a new postal vote;
 - to change an existing postal vote to a proxy vote;
 - to cancel a postal vote;
 - to change a ballot paper address; or
 - to cancel or change the appointment of proxiesmust be received in the Electoral Services Office by 5.00pm on [INSERT DATE: 11th day before the date of the poll].
4. New applications for proxy votes must be received in the Electoral Services Office by 5.00pm on [INSERT DATE: 6th day before the date of the poll]. If after 5.00pm on [INSERT DATE: 6th day before the date of the poll] you are unable to vote in person because you:
 - have a medical emergency; or
 - learn you cannot go to the polling station because of work/service reasonsyou can apply to vote by emergency proxy. Completed applications, suitably witnessed, must be made before 5.00pm on polling day, [INSERT DATE].
5. If the election is contested, a poll will take place at [PLACE OF POLL] on [DATE OF POLL] between the hours of 8.00 am and 8.00 pm. After the votes have been counted, the Wardmote will resume at [PLACE FOR ADJOURNED WARDMOTE] and the result of the poll will be declared. Notice of such poll will be published on the Ward Notice Board at the [LOCATION OF WARD NOTICE BOARD].

Dated this [DATE OF NOTICE OF ELECTION]

[Insert Name]
Ward Clerk

Note 1. The attention of candidates and electors is drawn to the provisions relating to the completion of nomination papers, the times and place for delivery thereof and the other provisions relating thereto contained in Acts of Common Council –further information can be obtained from Electoral Services. **Note 2.** Every person guilty of a corrupt or illegal practice will, on conviction, be liable to the penalties imposed by the Representation of the People Act 1983. **Note 3.** Qualifications of candidates for the office of Alderman. A candidate for the office of Alderman must not be disqualified by virtue of any enactment and must be aged 18 or over, a [British subject](#) [Commonwealth citizen](#) or a citizen of the Republic of Ireland, an able and sufficient citizen and freeman of the City, not already an Alderman and at the date of nomination and at the date of election must either (a) be a justice of the peace or (b) not be the subject of a debt relief restrictions order, an interim debt relief restrictions order, a bankruptcy restrictions order, a bankruptcy restrictions interim order or a debt relief restrictions undertaking, and not have been convicted in the United Kingdom, the Channel Islands or the Isle of Man, of any imprisonable offence (whether or not sentenced to a term of imprisonment in respect of the offence).

**NOTICE OF WARD ELECTION
CITY OF LONDON WARD OF [WARD]
ELECTION OF COMMON COUNCILMAN/MEN**

To the Electors of the Ward of [WARD]

1. NOTICE IS HEREBY GIVEN that by virtue of a Precept from the Right Honourable The Lord Mayor, a Wardmote will be held on [DATE], at [TIME] at [PLACE OF WARDMOTE] to elect [EITHER (a) one Common Councilman following the [DEATH/SURRENDER OF OFFICE etc] of [INSERT NAME]; OR (b) [INSERT NUMBER] Common Councilmen on the four yearly ordinary election to that Office and [INSERT NUMBER] Ward Beadles].
2. Nomination papers can be obtained from the Ward Clerk, Electoral Services Office, 2nd Floor West Wing, Guildhall, London, EC2P 2EJ between 9.15am and 5.00pm, Monday to Friday. Completed nomination papers must be received in the Electoral Services Office by noon on [INSERT LAST DATE FOR RECEIPT OF NOMINATIONS].
3. Applications –
 - for a new postal vote;
 - to change an existing postal vote to a proxy vote;
 - to cancel a postal vote;
 - to change a ballot paper address; or
 - to cancel or change the appointment of proxiesmust be received in the Electoral Services Office by 5.00pm on [INSERT DATE: 11th day before the date of the poll].
4. New applications for proxy votes must be received in the Electoral Services Office by 5.00pm on [INSERT DATE: 6th day before the date of the poll]. If after 5.00pm on [INSERT DATE: 6th day before the date of the poll] you are unable to vote in person because you:
 - have a medical emergency; or
 - learn you cannot go to the polling station because of work/service reasonsyou can apply to vote by emergency proxy. Completed applications, suitably witnessed, must be made before 5.00pm on polling day, [INSERT DATE].
5. If the election is contested, a poll will take place at [PLACE OF POLL] on [DATE OF POLL] between the hours of 8.00 am and 8.00 pm. After the votes have been counted, the Wardmote will resume at [PLACE FOR ADJOURNED WARDMOTE] and the result of the poll will be declared. Notice of such poll will be published on the Ward Notice Board at the [LOCATION OF WARD NOTICE BOARD].

Dated this [DATE OF NOTICE OF ELECTION]

[Insert Name]
Ward Clerk

NOTE 1. The attention of candidates and electors is drawn to the provisions relating to the completion of nomination papers, the times and place for delivery thereof and the other provisions relating thereto contained in Acts of Common Council – further information can be obtained from Electoral Services. **NOTE 2.** Every person guilty of a corrupt or illegal practice will, on conviction, be liable to the penalties imposed by the Representation of the People Act 1983. **NOTE 3.** Qualifications of candidates for the office of Common Councilman. A person shall unless disqualified by virtue of any enactment be qualified for election to the Common Council as a Common Councilman if at the date of nomination and at the date of election he is a Freeman of the City and is aged 18 or over and a British subject, or a citizen of the Republic of Ireland, or otherwise a citizen of the Union under the Treaty establishing the European Community as amended, and (a) is registered in the list of persons entitled to vote at any Ward election; OR (b) owns freehold or leasehold land in the City (*If the land is transferred, conveyed or leased (as appropriate) to more than four persons, the maximum number of owners who can qualify under this provision is limited to the first four named in the transfer, conveyance or lease*); OR (c) has during the whole of the twelve months preceding the date of the nomination, and has until the date of election, resided in the City. (City of London (Various Powers) Act 1957 (as amended)).

NOMINATION PAPER**CITY OF LONDON — WARD OF [WARD]**

Election of Alderman for the Ward of [WARD] at a Wardmote to be held on [DATE OF WARDMOTE].

We, the undersigned, being persons whose names are on the ward list for elections in the said Ward **DO HEREBY NOMINATE** the undermentioned person as a candidate at the said election.

Surname	
Other names in full	
Home address in full	
Description (Not more than six words)	
Date of Freedom of the City (Day/Month/Year)	

	Signature	Full name (in CAPITALS)	Electoral number on Ward List (including Ward Letter)
Proposer			
Seconder			
Subscriber 3			
Subscriber 4			
Subscriber 5			

Dated this _____ day of _____ [YEAR]

Note 1: The attention of candidates and electors is drawn to the provisions relating to the completion of nomination papers, the times and place for delivery thereof and the other provisions relating thereto contained in Acts of Common Council – further information can be obtained from Electoral Services.

Note 2: A person may not subscribe –
 (a) more nomination papers than there are vacancies to be filled in the Ward;
 (b) more than one nomination paper in respect of the same candidate; or
 (c) a nomination paper unless on the day fixed for the holding of the ward election he will have attained the age of 18 years or over.

Note 3: **Qualifications of candidates for the office of Alderman.** A candidate for the office of Alderman must not be disqualified by virtue of any enactment and must be aged 18 or over, a ~~British subject~~ Commonwealth citizen or a citizen of the Republic of Ireland, an able and sufficient citizen and freeman of the City, not already an Alderman and at the date of nomination and at the date of election must either (a) be a justice of the peace or (b) not be the subject of a debt relief restrictions order, an interim debt relief restrictions order, a bankruptcy restrictions order, a bankruptcy restrictions interim order or a debt relief restrictions undertaking, and not have been convicted in the United Kingdom, the Channel Islands or

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the Isle of Man, of any imprisonable offence (whether or not sentenced to a term of imprisonment in respect of the offence).

NOMINATION PAPER
CITY OF LONDON — WARD OF [WARD]

Election of Common Councilman for the Ward of [WARD] at a Wardmote to be held on [DATE OF WARDMOTE].

We, the undersigned, being persons whose names are on the ward list for elections in the said Ward **DO HEREBY NOMINATE** the undermentioned person as a candidate at the said election.

Surname	
Other names in full	
Home address in full	
Description (Not more than six words)	
Date of Freedom of the City (Day/Month/Year)	

	Signature	Full name (in CAPITALS)	Electoral number on Ward List (including Ward Letter)
Proposer			
Seconder			
Subscriber 3			
Subscriber 4			
Subscriber 5			

Dated this _____ day of _____ [YEAR]

Note 1: The attention of candidates and electors is drawn to the provisions relating to the completion of nomination papers, the times and place for delivery thereof and the other provisions relating thereto contained in Acts of Common Council – further information can be obtained from Electoral Services.

Note 2: **A person may not subscribe –**
(c) more nomination papers than there are vacancies to be filled in the Ward;
(d) more than one nomination paper in respect of the same candidate; or
(c) a nomination paper unless on the day fixed for the holding of the ward election he will have attained the age of 18 years or over

Note 3: **Qualifications of candidates for the office of Common Councilman.** A person shall unless disqualified by virtue of any enactment be qualified for election to the Common Council as a Common Councilman if at the date of nomination and at the date of election he is a Freeman of the City, is aged 18 or over and a British subject, or a citizen of the Republic of Ireland, or otherwise a citizen of the Union under the Treaty establishing the European Community as amended, and (a) is registered in the list of persons entitled to vote at any Ward election; OR (b) owns freehold or leasehold land in the City (***if the land is transferred, conveyed or leased (as appropriate) to more than four persons, the maximum number of owners who can qualify under this provision is limited to the first four named in the transfer, conveyance or***

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~~lease~~); OR (c) has during the whole of the twelve months preceding the date of nomination, and has until the date of election, resided in the City. (City of London (Various Powers) Act 1957 (as amended)).

CANDIDATE'S CONSENT TO NOMINATION
(Alderman)

(To be given on or within one month before the last day, and delivered at the place and within the time appointed, for the delivery of nomination papers.)

I (*full name*)

of (*home address*).....

.....

hereby consent to my nomination as a candidate for the office of Alderman for the Ward of

.....

I am qualified as required by law to be elected to and hold the said office. Particulars of my qualification are as follows:-

I am aged 18 or over, a ~~British subject~~ Commonwealth citizen or a citizen of the Republic of Ireland, a Freeman of the City of London, an able and sufficient ~~C~~itizen of the City of London AND

* (a) I am a justice of the peace; OR

* (b) I am not the subject of a debt relief restrictions order, an interim debt relief restrictions order, a bankruptcy restrictions order, a bankruptcy restrictions interim order or a debt relief restrictions undertaking, and I have not been convicted in the United Kingdom, the Channel Islands or the Isle of Man, of any imprisonable offence (whether or not sentenced to a term of imprisonment in respect of the offence).

* *Delete where inapplicable*

Candidate's signature

Signed in the presence of:-

Witness's signature

Witness's full name

Witness's home address

.....

.....

Date

**CANDIDATE'S CONSENT TO NOMINATION
(Common Councilman)**

(To be given on or within one month before the last day, and delivered at the place and within the time appointed, for the delivery of nomination papers.)

I (*full name*).....

of (*home address*).....

hereby consent to my nomination as a candidate for the office of Common Councilman for the Ward of

I am qualified as required by law to be elected to and hold the said office. Particulars of my qualification are as follows:-

I am aged 18 or over, a British subject or a ~~€~~citizen of the Republic of Ireland or otherwise a citizen of the Union under the Treaty establishing the European Community as amended, a Freeman of the City of London AND

* (a) I am registered in the list of persons entitled to vote at any Ward election at the following address:

..... ;OR

* (b) I own freehold or leasehold land in the City at the following address:
(If the land is transferred, conveyed or leased (as appropriate) to more than four persons, the maximum number of owners who can qualify under this provision is limited to the first four named in the transfer, conveyance or lease)

.....; OR

* (c) I have resided in the City during the whole of the twelve months preceding the date of nomination, and it is my intention to so reside until the date of election at the following address:

.....

* *Delete where inapplicable*

Candidate's signature

Signed in the presence of:-

Witness's signature

Witness's full name

Witness's home address

Date

STATEMENT AS TO PERSONS NOMINATED

CITY OF LONDON

WARD OF [WARD]

ELECTION OF ALDERMAN

The following is a statement as to the persons nominated for election as **ALDERMAN** for the Ward of **[WARD]**

Surname 1	Other names in full 2	Place of residence 3	Description 4	Names of Proposer and Seconder 5	Decision of the Ward Clerk that nomination paper is invalid or other reason why a person nominated no longer stands nominated 6
[SURNAME]	[OTHER NAMES]	[ADDRESS AS ON NOMINATION PAPER]	[DESCRIPTION AS ON NOMINATION PAPER]	[FULL NAMES OF PROPOSER AND SECONDER AS ON NOMINATION PAPER]	

The person opposite whose name no entry is made in column 6 has been and stands validly nominated.

Dated this [DATE OF PUBLICATION]

[Insert Name]
Ward Clerk

STATEMENT AS TO PERSONS NOMINATED

CITY OF LONDON

WARD OF [WARD]

ELECTION OF COMMON COUNCILMAN

The following is a statement as to the persons nominated for election as **COMMON COUNCILMAN** for the Ward of **[WARD]**

Surname 1	Other names in full 2	Place of residence 3	Description 4	Names of Proposer and Seconder 5	Decision of the Ward Clerk that Nomination Paper is invalid or other reason why a person nominated no longer stands nominated 6
[SURNAME]	[OTHER NAMES]	[ADDRESS AS ON NOMINATION PAPER]	[DESCRIPTION AS ON NOMINATION PAPER]	[FULL NAMES OF PROPOSER AND SECONDER AS ON NOMINATION PAPER]	

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The persons opposite whose names no entry is made in column 6 have been and stand validly nominated.

Dated this [DATE OF PUBLICATION]

[Insert Name]
Ward Clerk

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NOTICE OF WITHDRAWAL OF CANDIDATURE

CITY OF LONDON, WARD OF _____

DATE OF ELECTION _____

I, _____ of _____

hereby give notice that I withdraw my name as a candidate for the office of

*Alderman/Common Councilman at the above election.

Dated this _____ day of _____ 20[XX].

Signature of candidate _____

Address _____

Signature of witness _____

Address _____

To the Ward Clerk of the Ward of _____

** Delete where inapplicable*

NOTICE OF POLL

CITY OF LONDON

WARD OF [WARD]

ELECTION OF A [COMMON COUNCILMAN/ALDERMAN]

To the electors for the Ward of [WARD]

Notice is hereby given that: -

1. A Poll for the above election will be held on [DATE]

between the hours of **8 A.M.** and **8 P.M.**

2. The particulars of each candidate remaining validly nominated and the names of the persons signing as proposer, seconder and subscribers to a candidate's nomination paper are as follows:-

Surname 1	Other names in full 2	Place of residence 3	Description 4	Names of Proposer, Seconder and Subscribers 5
[SURNAME]	[OTHER NAMES]	[ADDRESS AS ON NOMINATION PAPER]	[DESCRIPTION AS ON NOMINATION PAPER]	[PROPOSER, SECONDER AND SUBSCRIBERS AS ON NOMINATION PAPER]

3. The Situation of the polling station is as follows:- [ADDRESS OF POLLING STATION]

+ The names and other particulars of the candidates and the order of the names of the candidates should be as in the statement as to persons nominated

[Insert Name]
Ward Clerk

APPOINTMENT OF ELECTION AGENT

REPRESENTATION OF THE PEOPLE ACT 1983

ELECTION IN THE WARD OF

Date of Election.....

Name of Candidate.....

Name of Election Agent.....

Address of Election Agent.....

Office address of Election Agent to which all claims, notices, legal process and other documents are to be delivered (this address must be within the City, or within the Parliamentary constituency in which the City is comprised, or in a London borough adjoining the City)

.....

.....

Signed by, or on behalf of the Candidate

Date.....

Note: Notification of the appointment of the Election Agent must be delivered to the Town Clerk by not later than the latest time for the delivery of notices of withdrawal from this election.

A candidate may name himself/herself/themselves as election agent or, if a candidate fails to declare in writing the name of his/her/their agent, the candidate is deemed to have named himself/herself/themselves as election agent.

This appointment must be accompanied by a written and signed declaration of acceptance by the election agent.

**APPOINTMENT OF ELECTION AGENT
DECLARATION OF ACCEPTANCE OF OFFICE
REPRESENTATION OF THE PEOPLE ACT 1983**

ELECTION IN THE WARD OF

Date of Election.....

Name of Candidate.....

I

confirm that I have accepted the office of Election Agent in respect of
the above candidate for this election

Signed.....

Dated.....

NOTICE OF ELECTION AGENTS

CITY OF LONDON

WARD OF [WARD]

ELECTION OF [COMMON COUNCILMAN/ALDERMAN]

NAMES AND ADDRESSES OF ELECTION AGENTS PUBLISHED IN PURSUANCE OF SECTIONS 67, 69 AND 70 OF THE REPRESENTATION OF THE PEOPLE ACT 1983.

CANDIDATE	NAME OF ELECTION AGENT	ADDRESS OF ELECTION AGENT	OFFICE ADDRESS OF ELECTION AGENT TO WHICH ALL NOTICES, ETC. MAY BE SENT
[SURNAME, Other names]	[SURNAME, Other name]	[AS ON ELECTION AGENT FORM]	[ADDRESS IN CITY, CONSTITUENCY OR ADJOINING LONDON BOROUGH]

Guildhall
London
EC2

[Insert Name]
Town Clerk
[DATE OF PUBLICATION]

CITY OF LONDON MUNICIPAL ELECTION

[DATE]

ELECTION OF A [COMMON COUNCILMAN/ALDERMAN]

IN THE CITY OF LONDON

Statutory Declaration of Secrecy

I **SOLEMNLY PROMISE AND DECLARE** that I will not at this election for [a Common Councilman / an Alderman] do anything forbidden by Section 4 of the Ballot Act 1872 which has been read to me.

(Signed)(Print name).....

Taken before me thisday of20.....

(Signed)

Returning Officer / Justice of the Peace (delete as applicable)

NOTE: *Section 4 of the Ballot Act 1872, as amended by the Blind Voters Act 1933 and the Representation of the People Act 1949, must be read to the declarant by the person taking the declaration and is as follows:-*

Every officer, clerk and agent in attendance at a polling station shall maintain and aid in maintaining the secrecy of the voting in such station, and shall not communicate, except for some purpose authorised by law, before the poll is closed to any person any information as to the name or number on the register of voters of any elector or proxy for a voter who has or has not applied for a ballot paper or voted at that station, or as to the official mark, and no such officer, clerk or agent, and no person whosoever, shall interfere with or attempt to interfere with a voter when marking his vote, or otherwise attempt to obtain in the polling station information as to the candidate for whom any voter in such station is about to vote or has voted, or communicate at any time to any person any information obtained in a polling station as to the candidate for whom any voter in such station is about to vote or has voted, or as to the number on the back of the ballot paper given to any voter at such station. Every officer, clerk, and agent in attendance at the counting of the votes shall maintain and aid in maintaining the secrecy of the voting, and shall not attempt to ascertain at such counting the number on the back of any ballot paper, or communicate any information obtained at such counting as to the candidate for whom any vote is given in any particular ballot paper. No person shall directly or indirectly induce any voter to display his ballot paper after he shall have marked the same, so as to make known to any person the name of the candidate for or against whom he has so marked his vote.

No person having undertaken to assist a blind voter to vote, shall communicate to any other person any information as to the candidate for whom that voter intends his vote to be given or for whom his vote has been given, or as to the number on the back of the ballot paper issued at a polling station for the use of that voter.

Every person who acts in contravention of the provisions of this Section shall be liable, on summary conviction before two justices of the peace, to imprisonment for any term not exceeding six months.

DIRECTIONS FOR THE GUIDANCE OF THE VOTER IN VOTING

Form of Directions for the Guidance of the Voter in voting, which shall be printed in conspicuous Characters, and placarded outside every Polling Station and in every Compartment of every Polling Station.

The voter may vote for candidate.

The voter will go into one of the compartments, and, with the pencil provided in the compartment, place a cross on the right-hand side, opposite the name of each candidate for whom he votes, thus **X**

The voter will then fold up the ballot paper so as to show the official mark on the back, and leaving the compartment will, without showing the front of the paper to any person, show the official mark on the back to the presiding officer, and then, in the presence of the presiding officer, put the paper into the ballot box, and forthwith quit the polling station.

If the voter inadvertently spoils a ballot paper, he can return it to the officer, who will, if satisfied of such inadvertence, give him another paper.

If the voter votes for more than candidate, or places any mark on the paper by which he may be afterwards identified, his ballot paper will be void, and will not be counted.

If the voter takes a ballot paper out of the polling station, or deposits in the ballot box any other paper than the one given him by the officer, he will be guilty of an offence, and be subject to imprisonment for any term not exceeding six months.

Note – These directions shall be illustrated by examples of the ballot paper.

FORM OF BALLOT PAPER

Form of front of ballot paper

VOTE FOR NO MORE THAN.....CANDIDATE(S)

Counterfoil
No.

Note:- The counterfoil is to have a number to correspond with that on the back of the Ballot Paper

1	BROWN JOHN EDWARD Brown 43 Templars Crescent, London N3 3QR Independent	
2	BROWN THOMAS WILLIAM Brown 21 Bishops Road, London SW6 7AA	
3	JONES William David Jones 6 Welland Mews, London E1W 2JW Independent	
4	SMITH Mary Smith Merlewood, Woodham Road, Woking GU21 4DR	

Form of back of ballot paper

No.

Election of [Alderman / Common Councilman] for the Ward of [Ward] in the City of London to be held on [Date].

Note:- The number on the Ballot Paper is to correspond with that on the counterfoil.

RETURN TO PRECEPT

WARD OF [INSERT NAME OF WARD] At a Wardmote held on [INSERT DAY AND DATE] at [INSERT LOCATION OF WARDMOTE] before The Right Honourable The Lord Mayor Alderman [INSERT NAME] for the purposes of electing an able and sufficient citizen to be Alderman of the said Ward [*EITHER*: (a) in place of [INSERT NAME], the late Alderman of the said Ward, [DECEASED/WHO HAD SURRENDERED THE SAID OFFICE]; *OR* (b) following the surrender of the said Office by [INSERT NAME], who intended to seek re-election to the same].

The candidates validly nominated for the said Office were: -

1. [LIST NAMES AND DESCRIPTION OF CANDIDATES]

As the number of candidates exceeded the number of vacancies, The Lord Mayor directed that a poll be held at [INSERT LOCATION OF POLLING STATION(S)] on the [INSERT DATE OF POLL] from 8:00 a.m. until 8:00 p.m. and adjourned the Wardmote.

The poll was duly held, and following the counting of votes the Lord Mayor resumed the Wardmote and declared the number of votes cast in the poll for each candidate to be as follows: -

[INSERT NAME OF CANDIDATE] [INSERT NUMBER OF VOTES] etc.

WHEREUPON The Lord Mayor declared [INSERT NAME OF CANDIDATE] TO BE DULY [ELECTED/RE-ELECTED] AS Alderman of the Ward of [INSERT NAME OF WARD] and then dissolved the Wardmote.

ALL OF WHICH I humbly certify to this Honourable Court.

Dated this day of 20

.....
[Insert Name]
Comptroller and City Solicitor
Attorney in Waiting

RETURN TO PRECEPT

CITY OF LONDON

WARD OF [WARD]

ELECTION OF COMMON COUNCILMAN.

In accordance with the provisions of an Act of Common Council made and passed on the 10th day of December 1857, and a precept issued by the Right Honourable the Lord Mayor dated [DATE OF PRECEPT] WE HEREBY CERTIFY that at a Wardmote held at [ADDRESS OF WARDMOTE] on [DATE OF WARDMOTE] in and for the said ward at which Alderman [NAME OF ALDERMAN PRESIDING] presided, the following person was elected to be Common Councilman for the said ward for the ensuing term.

Surname	Other names in full	Place of residence	Date of Freedom of the City and Livery Company (if any).	Description	State whether or not Declaration has been made and subscribed
SURNAME	[OTHER NAMES]	[ADDRESS AS ON NOMINATION PAPERS]	[DATE OF FREEDOM OF CITY AND LIVERY COMPANY]	[DESCRIPTION AS ON NOMINATION PAPERS]	

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Voter Name:

Voter Signature:

Voter Name:

Voter Signature:

Dated this day of

Presiding Officer

Ward Clerk

N.B. In the absence of either the Presiding Officer or Ward Clerk the return must be signed by either the Presiding Officer or Ward Clerk (as the case may be) and by two of the voters present at the said election. In the absence of two voters at the said election the Honorary Ward Clerk may sign the return with either the Presiding Officer or Ward Clerk.

DECLARATION to be made and SUBSCRIBED under the Promissory Oaths Act 1868 by a person elected as a Common Councilman of the City of London.

Ward of [WARD]

I, **[FULL NAME]**, do solemnly sincerely and truly declare, that I will faithfully perform the duties of the office of a COMMON COUNCILMAN of the City of London.

Signed _____

The above DECLARATION was made and subscribed this _____
day of _____ Two Thousand and _____

Before me _____

*Lord Mayor
Alderman presiding at Wardmote
Alderman of the City of London
Justice of the Peace

NOTE *Strike out words not required.

The above Declaration should, if possible, be made on the day of election before the Alderman presiding at the Wardmote, but an Act of Common Council made on 1st November 1928 provides that if it is not so made it may be made at any time after the election before the Lord Mayor, an Alderman of the City, or any Justice of the Peace and lodged with the Town Clerk within 7 days of making and subscribing the same.

CORPORATION OF LONDON CODE OF CONDUCT FOR MEMBERS

I undertake to be guided by the City of London Corporation's Code of Conduct in the performance of my functions in the office of a COMMON COUNCILMAN of the City of London.

Signed _____

Date _____

The above declaration was made and subscribed before me.

Signed _____

*Lord Mayor
Alderman presiding at Wardmote
Alderman of the City of London
Justice of the Peace

NOTE *Strike out words not required.

Enter identification mark as on candidate's declaration

Return of candidate spending: Local government elections in England and Wales

Section 1 – Details of candidate and election

Local authority	<input type="text"/>		
Ward/District	<input type="text"/>		
Electorate	<input type="text"/>	Date you became a candidate	<input type="text"/>
Date of election	<input type="text"/>	Date election result declared	<input type="text"/>
Candidate name	<input type="text"/>		
Registered party	<input type="text"/>	Spending limit	£ <input type="text"/>

Section 2 – Details of election agent

Agent's name Date election agent appointed

I am the agent responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983 ☐

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983 ☐

Signature of agent

Date

Section 3 – Summary of spending

If you have information to report about candidate spending you should use the worksheets to set out the details for each item and enter the totals for the types of payment and categories of spending into tables 3a and 3b.

If you have nothing to report for a particular category you do not need to attach the worksheet, but you must enter zero or nil next to that category in tables 3a and 3b.

Tell us if you have completed and attached the following worksheets:

Advertising	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unsolicited material to electors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Public meetings	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Agent and other staff costs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Accommodation and administration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unpaid claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Disputed claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 3a Types of payment

Manner of payment	£.pp/Nil
Unpaid claims	
Disputed claims	
Value of notional spending	
Payments made	
Total election spending	£

Total spending for 3a should equal the total spending for 3b. If they are not equal then check you have completed the worksheets on unpaid and disputed claims.

Section 3b Categories of spending

Purpose	£.pp/Nil
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
Total election spending	£

Section 4 – Statement of all personal expenses incurred

Please provide details of personal expenditure on the worksheet labelled 'Personal expenses'

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election. Personal expenses do not count against the candidate's limit and they should not duplicate anything already declared as election spending under section 3

The total amount of personal expenses

£

Section 5 – Donations

Tell us if you have completed and attached the worksheets on:

Accepted donations Yes ☐ No ☐

Rejected donations Yes ☐ No ☐

Total value of donations accepted £

Total value of donations rejected £

Please tell us about any money provided by the candidate to meet election spending costs (optional) £

Section 6 – Access to Elected Office for Disabled People Fund (This question is voluntary)

Have you received a grant from the Access to Elected Office Fund? Yes ☐ No ☐ Prefer not to say ☐

Submit this return to the appropriate Returning Officer within 35 days after the declaration of the result.

It must be accompanied by a separate declaration signed by the election agent verifying this return.

Within seven working days of submitting this return, the candidate must also submit a signed declaration verifying this return.

A. Advertising								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

B. Unsolicited material to electors								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

C. Transport								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

D. Public meetings								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

E. Agent and other staff costs								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

F. Accommodation and administration								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

Unpaid claims					
Category	Item No	Item/Service	Amount £	Name of court	Date of application
TOTAL					

Disputed claims					
Category	Item No	Item/Service	Amount £	Nature of dispute	Action
TOTAL					

Personal Expenses				
Item	Amount £	Date expense incurred	Date invoice received	Date paid
Total				

Donations you have accepted						
Donor name	Address	Status	Received	Accepted	Value £	Nature
TOTAL						

Donations you have rejected					
Donor name	Address	Received	Value £	Nature	Date and manner dealt with
TOTAL					

**DECLARATION BY
CANDIDATE AS TO ELECTION EXPENSES**

**REQUIRED BY
SECTION 82 OF THE REPRESENTATION OF THE PEOPLE
ACT 1983**

CITY OF LONDON WARD ELECTIONS

ELECTION OF COMMON COUNCILMAN/ALDERMAN*

**To be completed by the candidate where he/she/they acted as his/her/their own
election agent
to accompany the return of election expenses;**

OR

**To be completed by the candidate to accompany the return of election expenses and declaration
completed by the election agent, or to be submitted within seven days of the date of that return.**

ELECTION IN THE WARD OF _____

DATE OF PUBLICATION OF NOTICE OF ELECTION _____

Full name of candidate _____

I solemnly and sincerely declare as follows:

1. I am the person named above as candidate at this election [and was my own election agent]*.
2. I have examined the return of election expenses [about to be]* delivered by [my election agent]* [myself as election agent]*, a copy of which is now shown to me and marked _____, and to the best of my knowledge and belief it is a complete and accurate return as required by law.
3. To the best of my knowledge and belief, all expenses shown in the return as paid, were paid by [my election agent]* [myself as election agent]*, except as otherwise stated.

Signature of declarant _____

Date _____.

| ISSUE DATE: ~~13 JUNE 2014~~ 27 AUGUST 2021

*** Delete as appropriate**

**DECLARATION BY
ELECTION AGENT AS TO ELECTION EXPENSES**

**REQUIRED BY
SECTION 82 OF THE REPRESENTATION OF THE PEOPLE ACT 1983**

CITY OF LONDON WARD ELECTIONS

ELECTION OF COMMON COUNCILMAN/ALDERMAN*

**To be completed by the election agent
to accompany the return of election expenses**

ELECTION IN THE WARD OF _____

DATE OF PUBLICATION OF NOTICE OF ELECTION _____

Full name of candidate _____

Full name of election agent _____

I solemnly and sincerely declare as follows:

1. I was at this election the election agent of the person named above as candidate.
2. I have examined the return of election expenses [about to be]* delivered by myself as election agent to the above candidate, a copy of which is now shown to me and marked _____, and to the best of my knowledge and belief it is a complete and accurate return as required by law.
3. To the best of my knowledge and belief, all expenses shown in the return as paid, were paid by myself as election agent to the above candidate, except as otherwise stated.

Signature of declarant _____

Date _____

*** Delete as appropriate**

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Committees	Dated:
Policy and Resources Committee Property Investment Board	14/10/2021 26/11/2021
Subject: EC Partnership BID Proposal	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,3,4,5,9,10,11,12
Does this proposal require extra revenue and/or capital spending?	N
Report of: City Surveyor, Environment Director	For Decision
Report author: Simon McGinn, CPAT Manager	

Summary

The purpose of this report is to seek your agreement for the submitted BID Proposal, enabling the City Corporation and the EC Partnership to formally launch the proposals in advance of a ballot in January 2022 to establish a BID in April 2022

This report sets out the strategic themes and subsequent proposed project delivery of the BID, how these were arrived at through the perception analysis and from further consultation with businesses to agree the levy multiplier and BID budget for the first term (5 years). The proposed levy multiplier has been set to provide a viable BID Budget that will be able to deliver on the key themes set out in the BID Proposal. The strategic themes align with the outcomes set out in City of London Corporate Plan 2018-2023

The BID is being promoted by the City Corporation who will be the accountable BID Proposer and BID Body. Following a request from both the EC Partnership and Fleet Street Quarter Partnership, a change to the previous management arrangements adopted by the City Corporation for the City BIDs is proposed to provide the Partnerships with greater day to day input in implementing the delivery of the Business Plan. The change would involve the City Corporation contracting the Partnership to deal with day to day implementation of the Business Plan in place of the existing Memorandum of Understanding arrangements where implementation is carried out directly by the City Corporation with the local business partnerships having a consultee role. The Partnership will be an established legal entity (separate to the City Corporation) capable of entering legal contracts on their own behalf. This will allow the Partnership, once appointed, to implement the Business Plan in accordance with the BID Proposals. The Partnership would budget for and undertake their own contracting of suppliers and staff resources and not via the City Corporation's procurement process.

Recommendation(s)

Policy and Resources Committee is asked to:

- Agree the BID Proposal to allow progression to formal Ballot
- In the event of a successful ballot, authorise the City Surveyor to appoint the EC Partnership to deal with day to day implementation of the BID Proposals on behalf of the City Corporation and delegate to the City Surveyor, in consultation with the City Solicitor, authority to agree the terms of the appointment in accordance with the principles in this report.
- In the event of a successful ballot, delegate authority for the day-to-day management of the BID Body's functions to the City Surveyor (subject to this being exercised in accordance with the contracted arrangements and within the BID levy receipts credited to the BID account).

Property Investment Board is asked to:

- Note the contents of the report

Main Report

Background

1. In September 2019 EC Business Partnership was established by local businesses and landowners. In December 2019 Policy and Resources Committee agreed a BID Strategy that supported the involvement of the City Corporation in the Partnership as a property owner in the area. In January 2020 Property Investment Board agreed to contribute £20,000 from the City Surveyor's local risk budget towards funding for the Partnership for its first two years pending a BID ballot, and also to nominate a Member to participate in the Partnership Board. . Property Investment Board would not provide any further funding or have any further participation in the Partnership following a successful BID Ballot, other than as described in this report. The boundary identified for the BID abuts the Cheapside Business Alliance boundary to the west and Aldgate Connect boundary to the east. The northern boundary runs along the southside of Liverpool Street across Bishopsgate and along Devonshire Square and the southern boundary runs along Eastcheap / Great Tower Street with the southernmost nib incorporating Monument junction (Appendix 1). EC Partnership consider the southern boundary leading to the River should not be incorporated as this could in the future be part of a 'City Thames' BID. The Boundary to the FSQ Partnership BID has been drawn similarly on the southern border, excluding properties leading to the River frontage - this ensures the whole of the River frontage could become a "City Thames" BID should there be business demand.

Appendix 2 provides a map of existing BIDs and Partnerships that demonstrates this point.

2. The EC Partnership has undertaken a perception analysis with the levy paying community to test their appetite for the establishment of a BID and to identify the strategic priorities for its first five-year term. As part of the perception analysis views were sought on what business would like to see delivered. In developing the Draft BID Proposals Members of those Wards in the footprint have been consulted and invited to comment. The Proposals have been met with a positive response.
3. BID arrangements are not to come into force unless the BID proposals are approved by a ballot of the non-domestic rate payers in the BID area who are liable for the levy. The BID Proposal sets out business's priorities for improvements for the area and areas of services, as well as how the BID will be managed and operated. Under BID legislation all proposals must be approved by the local authority before moving towards a Ballot.
4. The BID proposed timetable for the Ballot will be 18th January 2022 for 4 weeks with the results announced 16th February 2022, with the BID going "live" on the 1 April 2022, subject to a yes vote.
5. The BID delivery team has agreed the dates of the ballot with the Electoral Services Team, to be held in advance of the City elections and is also liaising closely with the Election Engagement Manager to ensure clear communications are provided to businesses that will also support promotion of the City elections.

Current Position

6. Following consultation through the perception analysis the EC Partnership has developed a Business Plan and is seeking approval from the City Corporation for the City to propose the BID to move towards a formal Ballot. The EC Partnership perception analysis received responses from 43% of the business community, located within the BID footprint. The overall findings from the perception analysis identified that businesses wanted to see a BID for the EC area, delivered by the EC partnership, with an overwhelming majority (75%) of business in the area supporting a BID. Businesses felt the BID would add value and agreed, in principle to support the EC Partnership BID and its activities. Those businesses responding identified priority areas under the four strategic themes the BID will focus on:

An Evolving and Diverse District - 87% of respondents said they would want an enhanced cultural and leisure offering to aid in the desire to return the Eastern Cluster (both as a worker and a visitor) and to encourage workers to make more of their time whilst in the City at work. 76% of respondents also felt the promotion

of the ECP BID area as a vibrant leisure destination as well as a business district was important to them and their business.

A Sustainable District - The issues which are most important to businesses were Public Realm with 91% of respondents identifying this a priority, with 85%, wanting a focus on the Environment. 63% of respondents wanted more green spaces with a further 84% felt the area lacked outdoor/open spaces and seating. Wayfinding was also a key factor with 63% thinking the area needs improved signage/wayfinding.

Collective Action/Community Empowerment - Interventions supporting staff and physical and mental wellbeing were also essential for businesses with an overwhelming 82% of respondents feeling this was a priority for the BID to deliver on. A further 90% of respondents also felt connecting with other business (and/or employees) across the area was also important.

Promoting and Building the Global Powerhouse – Fuelling Economic Vibrancy - 73% of respondents also wanted to have the opportunity to comment on local plans for the area to help shape the future of the City. 64% wanting a strong digital presence, along with an area guide. 73% of respondents wanting an enhanced cultural and leisure offering to aid

Projects

7. Within the full BID Proposal four strategic themes have been identified. These are intended to encapsulate all views gauged in the perception analysis from businesses and stakeholders from across the footprint. All projects provide a mechanism to develop additionality and a focus that would concentrate on promoting the EC area as a destination, reinforcing the areas' identity, supporting businesses ESG proposition, promoting growth and working with partners to deliver on their agendas.
8. Four project areas have been identified:
 - An evolving and diverse district
 - Creating a sustainable district
 - Collective action / community empowerment
 - Promoting and building a global powerhouse – fuelling wider economic vibrancy

An evolving and diverse district

A world class programme of seasonal events, incorporating culture, music and the arts, seeking to attract new audiences and engage workers in the area; Projects would include: A programme of activity to promote the area and the eco-system of businesses across the hospitality and leisure sectors. Activity to include promotion of the 'My City App' and the City Gift Card; A Next Generation

programme, including the establishment of a NG Sounding Board, with the aim of hearing the views of the younger people within the footprint and developing bespoke activities and future look of the City; A programme of activities to support SMEs across the area, including local procurement initiatives and business support workshops; A team of on street ambassadors to provide the best possible welcome to the area – these on-street concierge will be on hand to help visitors and workers;

A Sustainable District

Climate change and the ability to respond to the challenges it poses to our society is likely to be one of the defining issues of our generation. As part of its ESG pledge, the BID aims to make a positive contribution by seizing the opportunities to work in partnership, tackling climate change, increasing business resilience, and supporting the City's transition to net zero by 2040. The net zero agenda will provide many opportunities in high-value service sectors, with legal, financial and consulting expertise required when it comes to financing low carbon and net zero projects.

The BID will be well placed to develop world leading “green finance” capabilities, a growing arm of the UK's already dominant services sector. Projects would include: A Net Zero Working Group to be established with membership from across different sectors within the area. This group to then lead the thinking on what contribution the area can make to the Net Zero aspiration; An ambitious programme of work to flow from this working group which would include the BID pioneering pilot schemes to support businesses working together to reduce emissions (consolidation schemes etc); An initiative to encourage new green industries and entrepreneurs to locate in the EC footprint – supporting a green business in setting in a unit / workspace within the area.

Collective action / community empowerment

The BID presents a significant opportunity to work together to build a community, as we work towards a new “normal”, building on the social values rediscovered during the “great pause” of this pandemic. Strong collaboration and partnership working are key to achieving its goals to ensure that the EC area remains one of the UK's most dynamic business districts. Through the BID it will champion a cohesive plan of action, creating a vibrant and dynamic location once more; bolstering the retail, leisure and cultural opportunities and recognising the important eco-system that will deliver a 24/7 destination. It will work with the City Corporation to help implement its action plan The Square Mile – Future City, promoting the symbiotic relationship between culture and commerce.

Projects to be supported will include: support to the current SME's, the BID will look to promote their offer through its Loyalty App and host networking events. Regular updates and bulletins sent directly to businesses including relevant news, policy updates, transport status updates, and briefings on safety and security issues; the establishment of a Volunteer Network, providing workers across the area with the opportunity to ‘give something back’ and support local causes / charities; A partnership with local homeless charities, offering support to

rough sleepers looking to create a new life for themselves (possibly including work placements and funding outreach services);

Promoting and building global powerhouse – fuelling wider economic vibrancy

The City's global attractiveness and competitiveness is more important than ever, not only in the wake of the COVID pandemic, but also taking account of other districts (and countries) raising their game to attract the best talent and investment. The BIDs approach will be collaborative and productive seeking to work with other UK and world-wide cities, clearly articulating the area's contribution to the global economy and promoting its wide appeal to future investors, workers and visitors. Its position as a global influencer can be bolstered through a targeted programme of activity driven by the BID in the coming years. This theme will look to focus on: A global city leaders programme of thought leadership events, including other major cities in the UK. An ideas exchange project with global cities to enhance learning from other cities around the world. To work with employers on how we attract and retain talent, working with businesses and promoting diversity and opportunity.

9. The activities identified within each project area are considered to align and reinforce the City Corporation policies and complements the City Corporations Corporate Plan building on the three pillars of activity – Contributing to a flourishing society; supporting a thriving economy and to shape an outstanding environment. This will be delivered by working with a range of stakeholders and in partnership with the City Corporation. For further details or more information contained within the BID Proposals can be found on the following link:
<https://ecpartnership.co.uk/bidproposal/>

Budget and BID levy

10. When setting the business rate multiplier, consideration was given to ensuring value for money in order to deliver the projects outlined in the BID Proposals. Over the period of the five-year period of the BID's term, the proposed levy will generate an estimated income of £21,470,000 from 268 businesses, with additional voluntary contributions (from property owners) generating an estimated additional income of £250,000. The EC Partnership BID proposes a 1% levy multiplier, fixed for 5 years, together with a threshold of excluding properties falling below a rateable value of £500,000 and a capped contribution of businesses paying no more than £40,000. Businesses occupying multiple floors, individually rated, will be charged the BID levy multiplier.
11. As an example this would mean a small business would be exempt; a businesses with a rateable value of £500,000 would pay £5,000 annually; a large business of with a rateable value of £3,000,000 would pay £30,000 annually; and a large businesses of a rateable value over £4,000,000 would pay no more than £40,000.

Governance

12. The City Corporation will remain as the BID Body and BID Proposer, therefore ultimately formally retaining accountability for the BID. As the BID Proposer, the City Corporation is responsible for putting forward the BID Proposal for the BID ballot for the implementation of the BID Arrangements and for applying the BID Levy
13. An important consideration in developing any BID proposals for the City is their relationship with the City's business franchise. Both elements have been discussed with the Comptroller and City Solicitor and Remembrancer and the proposals set out in paragraph 15 have been developed to achieve maximum complementarity between the business representation provided by each.
14. Following a request from both the EC Partnership and Fleet Street Partnership, a change to the previous management arrangements adopted by the City Corporation for the City BIDs is proposed to provide the Partnerships with greater day to day input in implementing the delivery of the Business Plan. The change would involve the City Corporation appointing the Partnership to deal with day to day implementation of the Business Plan in place of the existing Memorandum of Understanding arrangements where implementation is carried out directly by the City Corporation with the local business partnerships having a consultee role. Subject to a successful ballot outcome, the City Corporation will contract with the EC Partnership (a not for profit company limited by guarantee) to act as the delivery agent to implement the five-year BID Proposal. It is proposed that the terms of the contract be delegated to the City Surveyor in consultation with the City Solicitor. The EC Partnership will manage the implementation of the BID Proposal, overseeing the executive team.
15. As noted in paragraph 1 above, the City Corporation's previous participation and funding would cease upon a successful BID ballot. Thereafter, it is proposed that Shravan Joshi, as a Member of the Bishopsgate Ward that falls within the BID footprint (and who has been the Member undertaking participation with the Partnership to date) would attend Partnership meetings as an observer together with the CPAT Manager (who will be delegated to deal with day to day matters by the City Surveyor) to provide officer support. In addition, quarterly meetings will be held with the City Corporation representatives, the executive team and BID Chair to support delivery of the BID Proposal. The BID will draw down the BID levy from the City Corporation on a monthly basis and will manage the delivery of projects in accordance with the BID Proposals. Once appointed to implement the BID Proposal, the Partnership would then budget for and undertake their own contracting of suppliers and staff resources. All income and expenditure will be subject to an annual audit and published for approval at the BID's AGM. The arrangements have been discussed with the City Solicitor and Remembrancer who have confirmed approval.

Proposals

16. It is proposed that the City Corporation approve the BID Proposal so that the ECP can formally launch them on the City's behalf with those businesses within the identified thresholds that fall within the approved BID area in advance of progressing to Ballot in January 2022. As proposer of the BID and proposed BID Body, the City Corporation will enter into a legal agreement with the Board to set out agreed arrangements for governance and implementation of day to day operations in accordance with the BID Proposal

Options

17. If Members were minded not to approve the BID Proposal in its current form and a further report was required, then it would impact on the BID timetable which seeks to launch in late October/November 2021 to go to Ballot in January 2022 and have a BID "go-live" date of 1 April 2022. The BID Proposals are in accordance with the City Corporation policies and will not impact on the delivery of existing services and so it is considered that the City Corporation should approve the BID Proposal to enable the commencement of formal consultation in advance of the BID Ballot.

Corporate & Strategic Implications

18. Strategic implications

The proposal to develop a BID for the EC Partnership area aligns with 8 of the 12 Outcomes of the Corporate Plan 2018-2023. In addition, the proposed project areas identified in the BID Proposal will support delivery of key elements of the Climate Action Strategy, Transport Strategy, Culture Strategy and Draft Local Plan 2036. In addition, many of the projects will focus on supporting the business ecosystem, so whilst the levy payers will come from the larger businesses in the area, support will be provided to the SME community to foster future growth, innovation and retention

19. Financial and resource implications

All funding generated from the BID would be collected and administrated by the City Corporation with the BID drawing down the BID levy from the City Corporation on a monthly basis. The staff cost associated to the levy collection will be paid for from the BID levy. There would be a cost associated with running the ballot that is estimated at about £2,000 that will be covered by the Electoral Services Team as part of their budget. The CPAT Manager will provide support in delivering the BID Proposals on an as needed basis which is part of the existing CPAT remit to support the needs of City businesses.

20. Legal implications

The terms of the appointment should provide for oversight to ensure the appointed EC Partnership facilitates compliance by the City with its BID Body responsibilities for implementation of the BID Arrangements and application of the BID Levy

The EC Partnership being an entity functioning as a private law operator and managing its own budget derived from the BID levy, would be seen as an independent body promoting the interests of its membership. Any procurement relating to the affairs of the EC Partnership would be effected entirely by the EC Partnership without involvement of the City. The delimitation of the respective roles would be maintained through the arm's length contractual arrangement at paragraph 15.

All other legal implications are in the body of the report

21. Equalities implications

Promoting and supporting diversity in the workplace is an important aspect of good people management – EC Partnership will strive to support businesses to ensure they promote a diverse workforce. EC Partnership will ensure their own management team meets these criteria through an inclusive environment where everyone feels able to participate and achieve their potential. While UK legislation – covering age, disability, race, religion, gender and sexual orientation among others – sets minimum standards, an effective diversity and inclusion strategy goes beyond legal compliance and seeks to add value to an organisation, contributing to employee well-being and engagement. The BID will develop a strategy to meet the UK legislation.

An effective strategy for the workplace can support an organisation's business objectives and EC Partnership will take the relevant steps to implement and manage a successful Diversity and Inclusion strategy.

Conclusion

21. The BID Proposal is in accordance with City Corporation policies and strategies and will complement the work of established service operations and partnerships. Approval of the Proposals will allow the EC Partnership to launch the Proposals to the affected businesses to enable progression to ballot

Appendices

- Appendix 1 - Map of the EC BID boundary
- Appendix 2 – Map of all City BIDs and Partnership boundaries

Report author

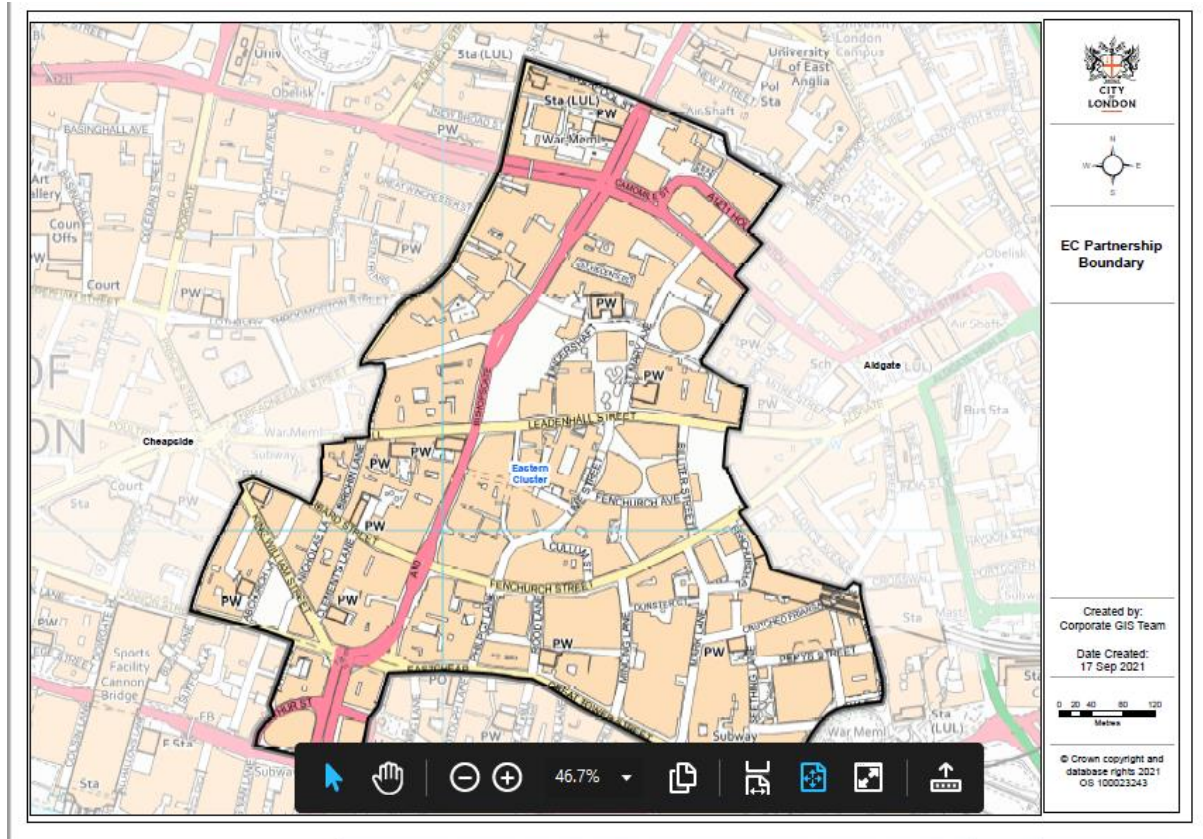
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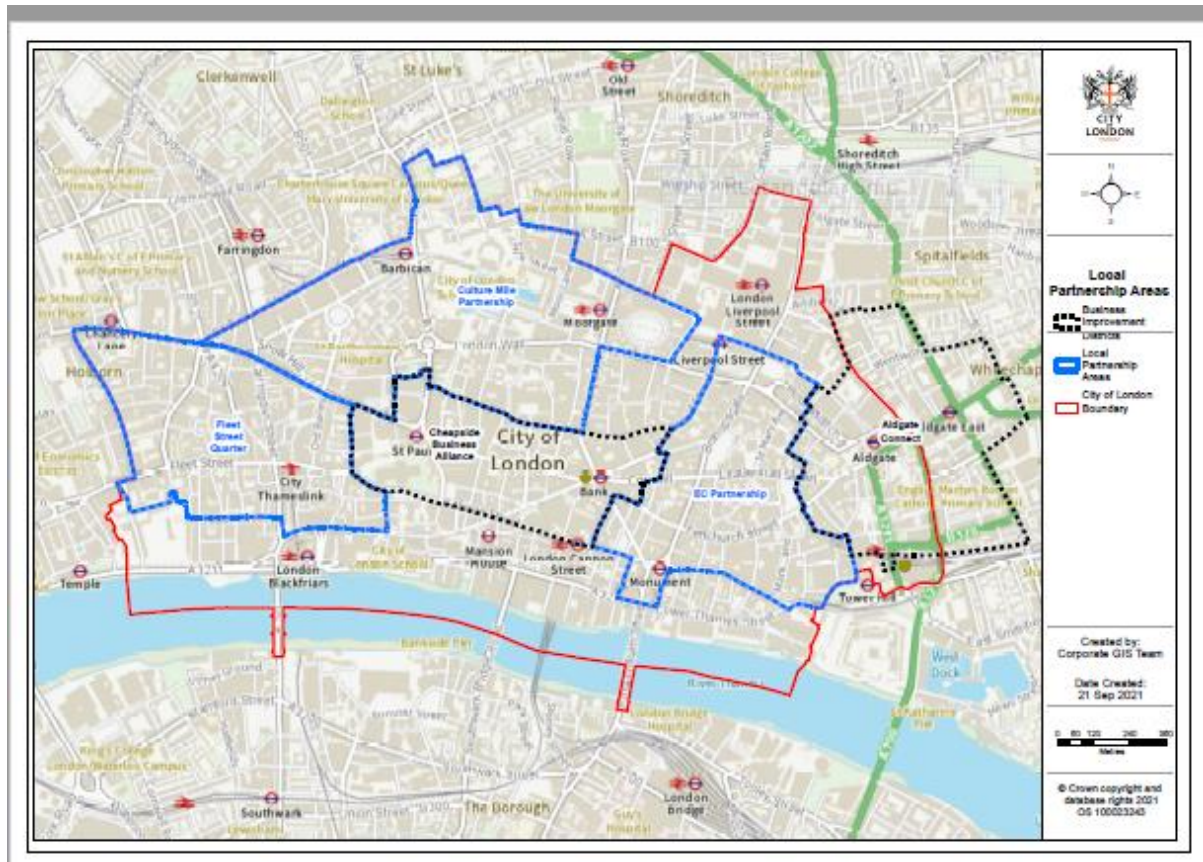
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Appendix 1 Map of EC BID Boundary



Appendix 2

Map of City of London BIDs and Partnerships boundaries



+Committees	Dated:
Policy and Resources Committee Property Investment Board	14/10/2021 26/11/2021
Subject: Fleet Street Quarter Business Improvement District	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,3,4,5,9,10,11,12
Does this proposal require extra revenue and/or capital spending?	No
Report of: City Surveyor, Environment Director	For Decision
Report author: Simon McGinn, CPAT Manager	

Summary

The purpose of this report is to seek your agreement for the submitted BID Proposal, enabling the City Corporation and the Fleet Street Quarter Partnership to formally launch the proposals in advance of a ballot in January 2022 to establish a BID in April 2022

This report sets out the strategic themes and subsequent proposed project delivery of the BID, how these were arrived at through the perception analysis and from further consultation with businesses to agree the levy multiplier and BID budget for the first term (5 years). The proposed levy multiplier has been set to provide a viable BID Budget that will be able to deliver on the key themes set out in the BID Proposal. The strategic themes align with the outcomes set out in City of London Corporate Plan 2018-2023

The BID is being promoted by the City Corporation who will be the accountable BID Proposer and BID Body. Following a request from both the Fleet Street Quarter (FSQ) Partnership and EC Partnership, a change to the previous management arrangements adopted by the City Corporation for the City BIDs is proposed to provide the Partnerships with greater day to day input in implementing the delivery of the Business Plan. The change would involve the City Corporation appointing the Partnership to deal with day to day implementation of the Business Plan in place of the existing Memorandum of Understanding arrangements where implementation is carried out directly by the City Corporation with the local business partnerships having a consultee role. The Partnership will be an established legal entity (separate to the City Corporation) capable of entering legal contracts on their own behalf. This will allow the Partnerships, once appointed, to implement the Business Plan in accordance with the BID Proposals. The Partnership would budget for and undertake their own contracting of suppliers and staff resources and not via the City Corporation's procurement process.

Recommendations

Policy and Resources Committee is asked to:

- Agree the BID Proposal to allow progression to formal Ballot
- In the event of a successful ballot, authorise the City Surveyor to appoint the Fleet Street Quarter Partnership to deal with day to day implementation of the BID Proposals on behalf of the City Corporation and delegate to the City Surveyor, in consultation with the City Solicitor, authority to agree the terms of the appointment in accordance with the principles in this report..
- In the event of a successful ballot, delegate authority for the day-to-day management of the BID Body's functions to the City Surveyor (subject to this being exercised in accordance with the contracted arrangements and within the BID levy receipts credited to the BID account).

Property Investment Board is asked to:

- Note the contents of the report

Main Report

Background

1. In September 2019, FSQ Business Partnership was established by local businesses and landowners. In December 2019 Policy and Resources Committee agreed a BID Strategy that supported the involvement of the City Corporation in the Partnership as a property owner in the area. In July 2019 Property Investment Board agreed to contribute £20,000 from the City Surveyor's local risk budget towards funding for the Partnership for its first two years pending a BID ballot, and also to nominate a Member to participate in the Partnership Board. Property Investment Board would not provide any further funding or have any further participation in the Partnership following a successful BID Ballot, other than as described in this report. The boundary identified for the partnership runs along Holborn / Holborn Viaduct to the north, Warwick Lane / Godliman Street to the east, Queen Victoria Street / Tudor Street to the south and Chancery Lane to the west (Appendix 1). FSQ considers that the area beyond the southern boundary leading to the River should not be incorporated as this could in the future be part of a 'City Thames' BID. The Boundary to the EC Partnership BID has been drawn similarly on the southern border, excluding properties leading to the River frontage - this ensures the whole of the River frontage could become a "City Thames" BID should there be business demand.

Appendix 2 provides a map of existing BIDs and Partnerships that demonstrates this point.

2. The FSQ Partnership has undertaken a perception analysis with the levy paying community to test their appetite for the establishment of a BID and to identify the strategic priorities for its first five-year term. As part of the perception analysis views were sought on what business would like to see delivered. In developing the Draft BID Proposals Members of those Wards in the footprint have been consulted and invited to comment. The Proposals have been met with a positive response.
3. BID arrangements are not to come into force unless the BID proposals are approved by a ballot of the non-domestic rate payers in the BID area who are liable for the levy. The BID Proposal sets out business's priorities for improvements for the area and areas of services, as well as how the BID will be managed and operated. Under BID legislation all proposals must be approved by the local authority before moving towards a Ballot.
4. The BID proposed timetable for the Ballot will be 18th January 2022 for 4 weeks with the results announced 16th February 2022, with the BID going "live" on the 1 April 2022, subject to a yes vote.
5. The BID delivery team has agreed the dates of the ballot with the Electoral Services Team, to be held in advance of the City elections and is also liaising closely with the Election Engagement Manager to ensure clear communications are provided to businesses that will also support promotion of the City elections.

Current Position / Perception Analysis

6. Following consultation through the perception analysis the FSQ Partnership has developed a Business Plan and is seeking approval from the City Corporation for the City to propose the BID to move towards a formal Ballot. The FSQ Partnership perception analysis received responses from 41% of the business community, located within the BID footprint. The overall findings from the perception analysis identified that businesses wanted to see a BID for the FSQ area being delivered by FSQ Partnership, with an overwhelming majority (83%) of business in the area felt that a BID would add value and agreed, in principle to support the FSQ Partnership BID and its activities, delivered through four strategic themes:

Putting Fleet Street Back on the Map 81% of respondents also felt connecting with other business (and/or employees) across the area was also important. with 63% of respondents believed a vibrant destination is important for their business.

Fun & Inclusive 92% respondents wish to see more events that showcase the district. 83% respondents value a strong offering as playing into their experience of their return to the office. 81% of businesses wish to be more informed about their area and future developments taking place. 47% of respondents felt the BID should have a strong programme to support SME businesses within the area.

Clean and Green 92% of respondents would like to see more green spaces, with air quality in second and enhanced pedestrian and cycling infrastructure as third. 86% respondents wanted to see better gateway opportunities with 54% feeling that signage and wayfinding needed to be improved across the FSQ area.

Safe and Secure 58% of respondents said they would want the area to feel more safe and secure environment with rough sleeping/homelessness a key issue with the BID working with homelessness charities. 73% of respondents felt that staff well-being is a priority for the BID to deliver on.

Projects

7. Within the full BID Proposal four strategic themes have been identified. These are intended to encapsulate all views gauged in the perception analysis from businesses and stakeholders. All interventions delivered by the BID will demonstrate additionality and a focus on activities that concentrate on promoting the FSQ district as a destination, reinforcing the areas identity, supporting businesses to tackle climate change and sustainability. To promote growth and work with partners to deliver on their agendas.
8. Four project areas have been identified been identified:
 - Putting Fleet Street back on the map
 - Fun and Inclusive
 - Clean and Green
 - Safe and Secure

Putting Fleet Street back on the map

The BID presents a significant opportunity to work together, forging a new “normal” and building on the social customs we rediscovered during the “great pause” of this pandemic. Through collaboration and partnership working FSQ can champion a cohesive plan of action to create a vibrant and dynamic location, bolstering the retail, leisure and cultural opportunities this area presents, positioning FSQ as a place to work, visit and invest in. Part of the mandate will look to support the SME sector and its contribution to FSQ. The BID will include projects focused on hospitality, F&B and retail strategy to help define ground floor usage and help shape the future of Fleet Street; Commission a wide-ranging Public Realm Strategy to ensure the opportunities offered by the public spaces

across the area are maximised; Pilot a new 'Experiential Neighbourhood', enhancing the experience of visiting the FSQ; Build a recognisable brand for the area through the creation of a suite of marketing and promotional materials and delivery of a destination marketing campaign.

Fun and inclusive

Economic and social trends are changing demands on commercial centres and the Covid-19 pandemic has accelerated these trends. Working with business members and the City Corporation FSQ aim to deliver, align and complement the City Corporations five year action plan - The Square Mile - Future City. FSQ aim to create an inclusive, innovative and sustainable business ecosystem: an attractive place to invest, work, live and visit. FSQ will deliver a range of projects that will include, launching a new Neighbourhood Programme, seeking to galvanise the existing new Fleet Street Quarter neighbourhood. Develop networking opportunities, from seminars and workshops to pub quizzes and mentoring projects.

The BID will develop a programme to include an annual Neighbourhood Festival, community awards and a community fund, with the BID allocating grants to local causes; Support the eco-system of businesses across the footprint, including hospitality, retail and leisure, through the use of digital channels such as the new My City App and One City, as well as the City Gift Card. Support the SME ecosystem through training opportunities, local procurement opportunities and local purchasing; consolidation activity and collective purchasing powers amongst the SME sector; investment opportunities and brokerage with a Dragons Den style event.

Clean and Green

Working in partnership with the City Corporation on delivery of the five year action plan; The Square Mile – future City to aid recovery and the Climate Action Strategy, to become net zero by 2040, the BID will encourage collaboration bringing to the business community together to tackle climate change and to promote better air quality through a range of interventions, such as renewable energy use, greening and business consolidation. All of which will enable FSQ to transition to net zero, working towards the City's timeline of Net Zero by 2040. As a BID FSQ will undertake a green infrastructure audit to baseline the current greening across the footprint, outline some of the spatial challenges the area presents and explore the opportunities to undertake further greening, through a range of interventions; Create an active travel hub within the Fleet Street Quarter footprint, encouraging greater use of cycles and walking routes; to develop a programme of work focused on building our sustainability credentials making the Fleet Street Quarter a more climate resilient location, benefiting businesses and positioning the area as a pioneer in future-proofing cities.

Safe and Secure

Under this theme FSQ will take a strategic approach which seeks to tackle security (and business) challenges and critical issues for businesses in the area, from the threat of terrorism and anti-social behaviour to clean streets, rough sleeping and low-level street crime. FSQ will endeavour to host a series of tabletop exercises for businesses with the City of London Police and other partners on Business Resilience and Counter Terrorism with a focus on supporting SMEs; Commission a lighting and way-finding strategy to reassure workers and visitors and encourage greater exploration of the area away from the major routes; Develop a series of workshops / support services aimed at supporting the growing night-time economy in the Fleet Street Quarter area – these will be targeted at both the businesses and the end users. Supporting the vulnerable in our community, tackling any issues of anti-social behaviour and development programmes and outreach initiatives to make a tangible difference to the lives of those who are struggling.

9. The activities identified within each project area are considered to align and reinforce the City Corporation policies and complements the City Corporations Corporate Plan building on the three pillars of activity – Contributing to a flourishing society; supporting a thriving economy and to shape an outstanding environment. This will be delivered by working with a range of stakeholders and in partnership with the City Corporation. For further details or more information contained within the BID Proposals can be found on the following link:

[Bid Proposal - Fleet Street Quarter](#)

Budget and BID Levy

10. When setting the business rate multiplier, consideration was given to ensuring value for money in order to deliver the projects outlined in the BID Proposals. This was set by the Fleet Street Quarter Board as 1.0% together with a threshold of excluding properties below a rateable value of £180,000 and a capped contribution so that no business would pay more than £30,000. Businesses occupying multiple floors, individually rated, will be charged the BID levy payment and will not be discounted. This would generate an estimated annual income of £2.4m from the BID to support the proposed activities.
11. As an example, this would mean a small business would be exempt; a business with a rateable value of £180,000 would pay £1800 annually; a large business with a rateable value of £3m or greater will pay £30,000 per annum.
12. Over the five-year period of the BID the proposed generated income from the levy is estimated to be £12.7m from 294 businesses, with an additional expected income of £250,000 from additional voluntary contributions (property owners). All levy income would be collected and administered by the City Corporation

Governance

13. The City Corporation will remain as the BID Body and BID Proposer, therefore ultimately formally retaining accountability for the BID. As the BID Proposer, the City Corporation is responsible for putting forward the BID Proposal for the BID ballot, for the implementation of the BID Arrangements, and for applying the BID Levy.
14. An important consideration in developing any BID proposals for the City is their relationship with the City's business franchise. Both elements have been discussed with the Comptroller and City Solicitor and Remembrancer and the proposals set out in paragraph 15 have been developed to achieve maximum complementarity between the business representation provided by each.
15. Following a request from both the Fleet Street Quarter Partnership and EC Partnership, a change to the previous management arrangements adopted by the City Corporation for the City BIDs is proposed to provide the Partnerships with greater day to day input in implementing the delivery of the Business Plan. The change would involve the City Corporation appointing each Partnership to deal with day to day implementation of the Business Plan in place of the existing Memorandum of Understanding arrangements where implementation is carried out directly by the City Corporation with the local business partnerships having a consultee role. Subject to a successful ballot outcome, the City Corporation will contract with the FSQ Board (a not for profit company limited by guarantee) to act as the delivery agent to implement the five-year BID Proposal. It is proposed that the terms of the contract be delegated to the City Surveyor in consultation with the City Solicitor. The FSQ Partnership will manage the implementation of the BID Proposal, overseeing the executive team.
16. As noted in paragraph 1 above, the City Corporation's previous participation and funding would cease upon a successful BID ballot. Thereafter, it is proposed that a Member representative from one of the Wards in the footprint would attend Partnership meetings as an observer, together with the CPAT Manager (who will be delegated to deal with day to day matters by the City Surveyor) to provide officer support. In addition, quarterly meetings will be held with the City Corporation representatives, the executive team and BID Chair to support delivery of the BID Proposal. The BID will draw down the BID levy from the City Corporation on a monthly basis and will manage the delivery of projects in accordance with the BID Proposals. Once appointed to implement the BID Proposal, the Partnership would then budget for and undertake their own contracting of suppliers and staff resources. All income and expenditure will be subject to an annual audit and published for approval at the BID's AGM. The

arrangements have been discussed with the City Solicitor and Remembrancer who have confirmed approval.

Proposals

17. It is proposed that the City Corporation approve the BID Proposal so that the FSQ can formally launch them on the City's behalf with those businesses within the identified thresholds that fall within the approved BID area in advance of progressing to Ballot in January 2022. As proposer of the BID and proposed BID Body, the City Corporation will enter into a legal agreement with the Board to set out agreed arrangements for governance and implementation of day to day operations in accordance with the BID Proposal

Options

18. If Members were minded not to approve the BID Proposal in its current form and a further report was required, then it would impact on the BID timetable which seeks to launch in late October/November 2021 to go to Ballot in January 2022 and have a BID "go-live" date of 1 April 2022. The BID Proposals are in accordance with the City Corporation policies and will not impact on the delivery of existing services and so it is considered that the City Corporation should approve the BID Proposal to enable the commencement of formal consultation in advance of the BID Ballot.

Corporate & Strategic Implications

19. Strategic Implications

The proposal to develop a BID for the FSQ Partnership area aligns with 8 of the 12 Outcomes of the Corporate Plan 2018-2023. In addition, the proposed project areas identified in the BID Proposal will support delivery of key elements of the Climate Action Strategy, Transport Strategy, Culture Strategy and Draft Local Plan 2036. In addition, many of the projects will focus on supporting the business ecosystem, so whilst the levy payers will come from the larger businesses in the area, support will be provided to the SME community to foster future growth and retention.

20. Financial and Resource Implications

All funding generated from the BID would be collected and administrated by the City Corporation with the BID drawing down the BID levy from the City Corporation on a monthly basis. The staff cost associated to the levy collection will be paid for from the BID levy. There would be a cost associated with running the ballot that is estimated at about £2,000 that will be covered by the Electoral Services Team as part of their budget. The CPAT Manager will provide support in delivering the BID Proposals on an as needed basis which is part of the existing CPAT remit to support the needs of City businesses.

21. Legal Implications

The terms of the appointment should provide for oversight to ensure the appointed FSQ Partnership facilitates compliance by the City with its BID Body responsibilities for implementation of the BID Arrangements and application of the BID Levy

The FSQ Partnership being an entity functioning as a private law operator and managing its own budget derived from the BID levy, would be seen as an independent body promoting the interests of its membership. Any procurement relating to the affairs of the FSQ Partnership would be effected entirely by the FSQ Partnership without involvement of the City. The delimitation of the respective roles would be maintained through the arm's length contractual arrangement at paragraph 16

All other legal implications are in the body of the report

22. Equalities Implications

Promoting and supporting diversity in the workplace is an important aspect of good people management – FSQ will strive to support businesses to ensure they promote a diverse workforce. FSQ will ensure their own management team meets these criteria through an inclusive environment where everyone feels able to participate and achieve their potential. While UK legislation – covering age, disability, race, religion, gender and sexual orientation among others – sets minimum standards, an effective diversity and inclusion strategy goes beyond legal compliance and seeks to add value to an organisation, contributing to employee well-being and engagement. As with the established Cheapside Business Alliance and Aldgate connect BIDs FSQ will develop a strategy to meet the UK legislation.

An effective strategy for the workplace can support an organisation's business objectives and FSQ will take the relevant steps to implement and manage a successful Diversity and Inclusion strategy.

Conclusion

23. The BID Proposal is in accordance with City Corporation policies and strategies and will complement the work of established service operations and partnerships. Approval of the Proposals will allow the FSQ Partnership to launch the Proposals to the affected businesses to enable progression to ballot

Appendices

- Appendix 1 – Map of the FSQ BID boundary
- Appendix 2 – Map of all City BIDs and Partnership boundaries

Report author

Simon McGinn

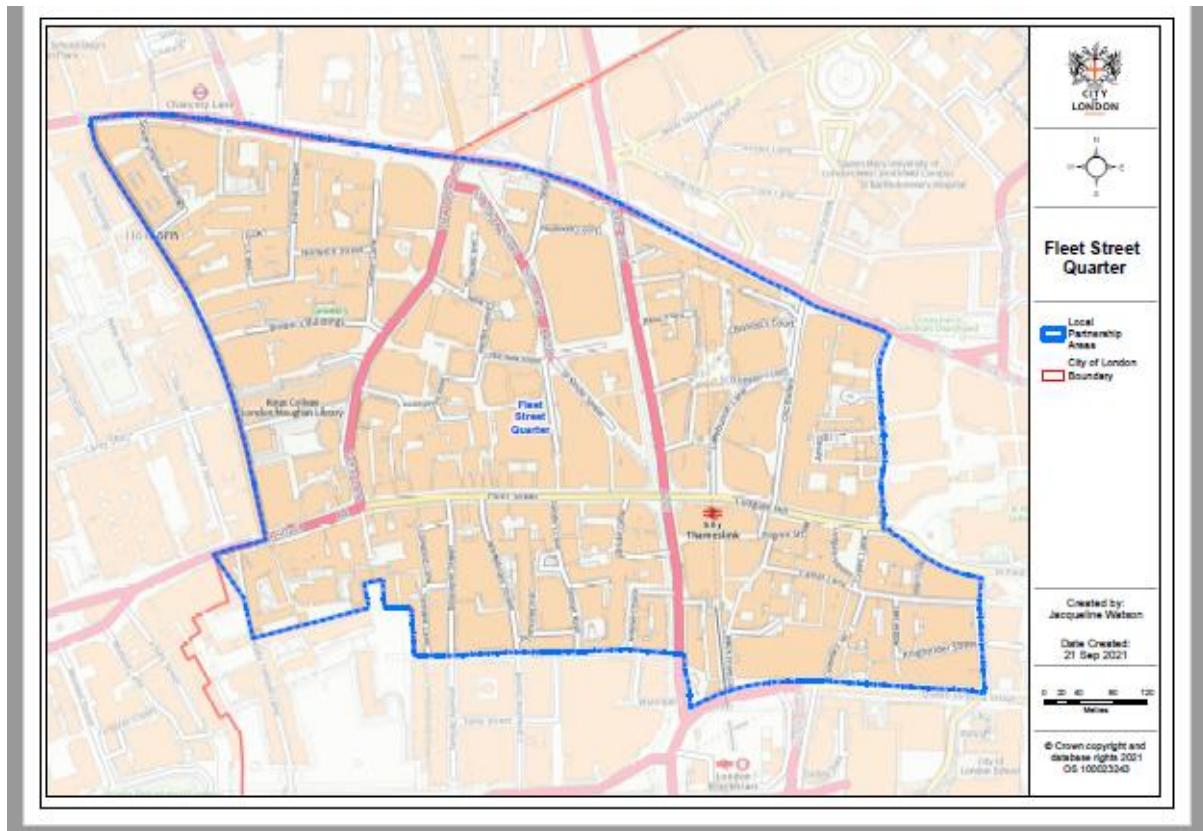
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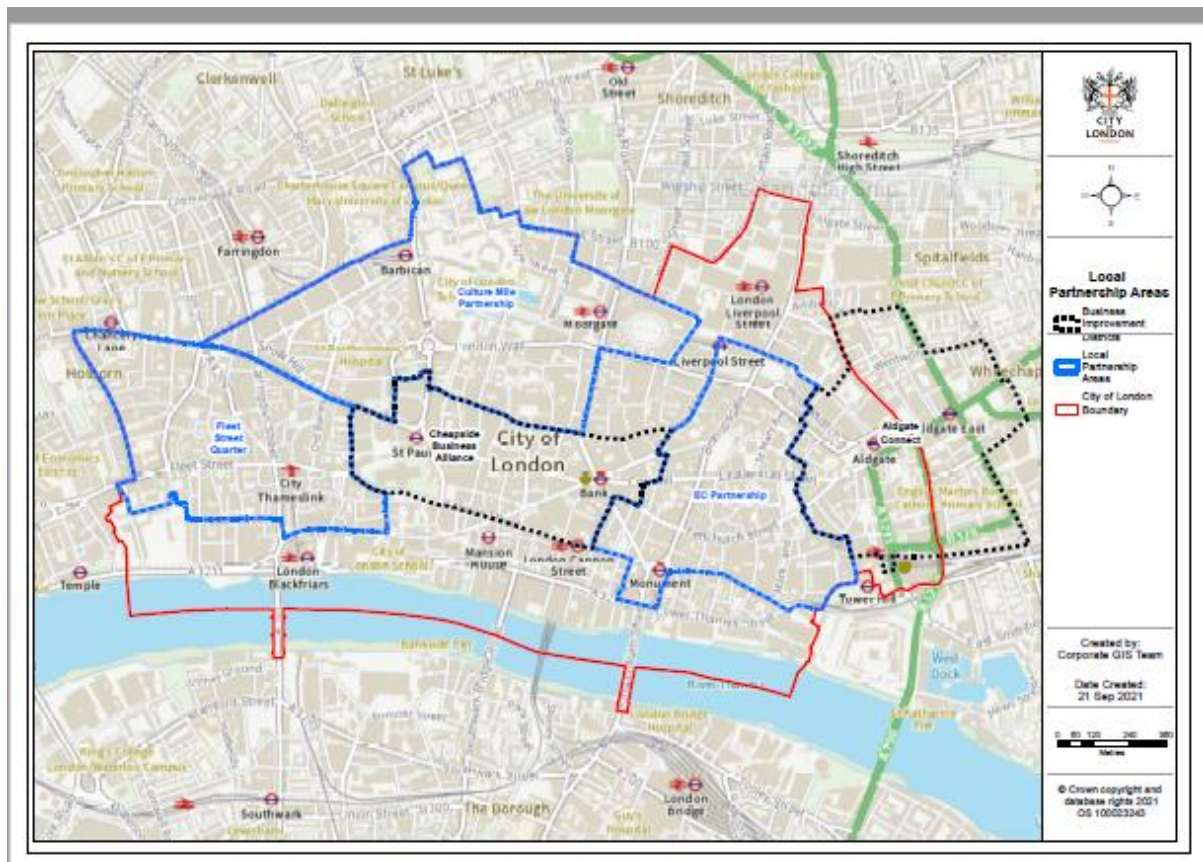
Appendix 1

Map of FSQ BID Boundary



Appendix 2

Map of City of London BIDs and Partnership boundaries



Committees:	Dates:
Homelessness and Rough Sleeping Sub-Committee Department of Community and Children's Services Committee Policy and Resources Committee	28/06/2021 24/09/2021 14/10/2021
Subject: Homeless Link Immigration Pledge Appeal	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4,10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For Decision
Report author: Will Norman, Head of Homelessness Prevention and Rough Sleeping	

Summary

This report provides Members with an overview of the new Homeless Link Pledge Campaign. The campaign is a response to changes made to the Immigration Act in October 2020 and the subsequent code of guidance published by the Home Office. Homeless Link is asking the voluntary sector, local authorities and public sector bodies to sign up to a 'pledge campaign' in opposition to these changes and the operational implications.

Recommendation

Members are asked to consider whether or not to sign up to the Pledge Appeal, noting the implications as set out in the report.

Main Report

Background

1. Changes to immigration rules pursuant to section 3(2) of the Immigration Act 1971 were published by the Government on 22 October 2020. Of the changes included in this document, the most pertinent are the changes related to rough sleeping as grounds for refusal.
2. New guidance titled '*Grounds for refusal – rough sleeping in the UK*' was published by the Home Office on 15 April 2021.

3. The guidance explains when an application for permission to stay may be refused, or any permission held may be cancelled on the grounds of rough sleeping in the UK. The guidance does not apply to:
 - those granted or eligible for pre-settled or settled status under the EU Settlement Scheme
 - those granted indefinite leave
 - those granted leave under a protection route (for example, as a refugee or on the grounds of human rights or for humanitarian protection).
4. The guidance explains that the new immigration rules set out a discretionary basis for the refusal of permission to stay, where the application was made on or after 1 December 2020, and for any permission held to be cancelled on the grounds of rough sleeping in the UK.
5. The rule was amended on 6 April 2021 to clarify that permission may only be refused or cancelled where a person has repeatedly refused suitable offers of support and engaged in persistent anti-social behaviour. This has become commonly referred to as the 'rough sleeping rule'.
6. Furthermore, the guidance states *that "The bar is set at 'unreasonably refusing to co-operate' so that it does not penalise those who have difficulty co-operating, for example because of poor mental health."* In reality, therefore, these provisions will apply to a very small proportion of the homeless population.
7. The Rough Sleeping Support Service (RSSS) was launched in 2018 as part of the Government's Rough Sleeping Strategy. The RSSS sits within the Immigration Enforcement Service. In the code of guidance, the Home Office explains that the RSSS has been *'... refreshed to provide clarity to organisations and individual rough sleepers as to how their data will be used'*. The RSSS can also support people to resolve their immigration status if they are sleeping rough.
8. The Home Office would like local authorities and police forces to be proactive in referring to the RSSS where individuals qualify under the rough sleeping rule criteria. This means someone would need to be:
 - a. rough sleeping
 - b. rejecting offers of support and assistance
 - c. perpetrating anti-social behaviour or crime.
9. Evidence would be required to determine all three criteria have been met. Where a police force is the source of a referral, the Home Office will consult with the applicable local authority to confirm the support and rough sleeping elements. It should be noted that, in Greater London, the Combined Homelessness and Information Network (CHAIN) is the source of rough sleeping records and rough sleeping status validation. Presently the Greater London Authority (GLA), who commission St Mungo's to deliver CHAIN, have not given permission for the CHAIN team to share data which will knowingly be used for this purpose.

10. It can be reasonably expected that individuals who come to the attention of the Home Office through this referral route might have any existing permission cancelled, should this fall within the limitations of the guidance.
11. The code of guidance gives due regard to considering cases on their individual merits and taking reasonable and proportionate action. A link to the guidance can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/978197/rough-sleeping-v1.0ext.pdf
12. Homeless Link are a member organisation and umbrella body which represent the homelessness and rough sleeping sectors. They develop best practice, provide training, advise on policy/law changes and lobby Government.
13. On 21 April 2021, Homeless Link published a response to the Immigration Act changes. This was followed by a pledge appeal asking charities and local authorities to sign a statement in opposition to the Immigration Act changes and to pledge to not use the referral mechanism to RSSS. A link to the pledge can be found here: <https://www.homeless.org.uk/stand-against-rough-sleeping-immigration-rules>

Current Position

14. This is a new change to legislation and a new code of guidance. Presently, all rough sleepers willing to engage with our commissioned services are assessed and a credible and safe offer which constitutes a route away from rough sleeping is developed with them.
15. Currently, service offers may include a safe return to a country of origin. To complete this process, we require the consent of the individual and a willingness to engage with the offer to its conclusion.
16. We do not require our commissioned providers to refer to the RSSS. City of London offers do not use or refer to the RSSS.
17. The Homeless Link pledge has been widely adopted by the voluntary sector. Presently, 7 London local authorities (Southwark, Islington, Hackney, Lewisham, Lambeth, Haringey, Greenwich) have signed, as well as the GLA.
18. Although we enjoy close partnership arrangements with colleagues in City of London Police and the Community Safety Team, crime and anti-social behaviour are handled separately to offers of accommodation and support – that is, one is not dependent on the other. Where persistent anti-social behaviour is perpetrated by a rough sleeper, we may support enforcement actions in parallel to offering assistance and accommodation. Decisions about how and when to take enforcement actions forward are always taken through multi-agency consensus.
19. The number of individuals affected is difficult to quantify, however, allowing for the fact that some cases carry over from the previous year, we anticipate three to five cases meeting all three criteria in any given year.

Proposals

20. This report has been discussed at the Homelessness and Rough Sleeping Subcommittee and Department of Community and Children's Services Committee. Members of Policy and Resources Committee are now asked to review and decide upon a course of action.
21. A decision to sign the Pledge Appeal would represent a de-facto policy position. A Standard Motion recommended by Homeless Link can be found at Appendix 2.

Options

22. The City of London Corporation may wish to sign up to the Homeless Link pledge campaign. This would state our intention not to use the RSSS referral mechanism and confirm the City of London's position in opposition to the changes to the Immigration Act.
23. The City of London Corporation may elect to not sign the campaign. This would not indicate a policy position either way. Options to use or not use the RSSS referral mechanism remain a discretionary matter.

Corporate & Strategic Implications

24. *Strategic implications* – This proposal relates to national and central Government objectives to halve rough sleeping by 2022 and end it entirely by 2027. The City of London reports to the Department for Levelling Up, Communities and Housing (DLUCH) of our progress against this target and the impact we achieve through the provision of grant funding, such as the Rough Sleeping initiative (RSI) Fund. Official Street Count data is submitted to DLUCH and published annually. This data includes nationality where known.
25. Consideration should also be given to Corporate Plan objectives relating to contributing to a flourishing society and shaping outstanding environments.
26. *Financial implications* – this is difficult to quantify and depends largely on the number of individuals who might qualify for referral in future months and years, and who are, in turn, not referred if the pledge campaign is signed. Rough sleeping is known to harm physical and mental health; therefore, it might reasonably be assumed that a small number of individuals will live for longer periods of time on the street. Should their care and support needs cause concern, we may need to act with urgency. This group will have no recourse to public funds and costs will be met by local risk.
27. *Resource implications* – there are none directly linked with this report.
28. *Legal implications* – instructions were given to external counsel who have provided written advice. Some key points are as follows:
 - *any decision to sign up to the Pledge (or not) is a political decision and is likely to have considerably more political significance than legal consequences*

- *the primary purpose of the Pledge is not to create a legally enforceable ‘contract’ but to send out a message to re-assure potential clients that their status will not be jeopardised*
- *as a matter of law, the Pledge would not.... amount to a promise that would be legally enforceable in any meaningful way*
- *whereas there is no legal impediment to a local authority deciding not to refer in any individual case, adopting the Pledge would in effect create a policy that, irrespective of the facts of any particular case, no referral will be made*
- *there is always a danger in adopting a policy that places a blanket prohibition on what would otherwise be a discretion that it may amount to an unlawful ‘fettering’ of that discretion. Where a public body has a discretion, a policy as to how that discretion is to be exercised must not be followed so slavishly as to preclude the possibility of departing from the policy in any particular case*
- *it is conceivable that if there were a case where it was considered by the authority that a referral was necessary or preferable, it may be open to the person affected to try to challenge that decision on the basis that the policy was not followed*
- *a policy not to refer in any case must be implemented lawfully, using the proper procedure and taking into account the relevant considerations*
- *the pledge itself does not create a legally enforceable promise, however, the adoption of a policy not to refer in any case is something that could give rise to a potential public law challenge if it were not followed or, conversely, a challenge on the basis that in following the policy too slavishly, the local authority had fettered its discretion.*
- *In reality the chances of a successful challenge may not be particularly high, but, nevertheless, these implications are worth bearing in mind.*

29. *Risk implications* – there is a degree of reputational risk to each option. The measures outlined in the guidance and the referral mechanism to RSSS are linked to the Government’s Rough Sleeping Strategy. This states an intention to halve rough sleeping by 2022 and end it by 2027. These options are at the disposal of local authorities in support of this aim.

30. 7 local authorities and the GLA have already signed. It is possible there may be more, but they have elected not to advertise their logo on the Homeless Link website (an option).

31. *Equalities implications* – an equalities impact assessment has not been undertaken at this time. This report is primarily concerned with providing Members with the contextual information required relating to the decision as to whether or not to sign the Homeless Link Pledge Campaign. In the event our practice changes and we intend to use the RSSS service, it may be necessary to carry out such an assessment at that time.

32. *Climate implications* – there are none directly linked with this report.

33. *Security implications* – there are none directly linked with this report.

Conclusion

34. The Homeless Link Pledge Campaign asks local authorities to make a commitment to non-co-operation with the Home Office Immigration Service and RSSS. This commitment has already been made by a small number of councils.
35. The implication for the City of London in signing up to the campaign affects a small number of rough sleepers with no recourse to public funds, who are perpetrating anti-social behaviour and not engaging with outreach services.
36. Assistance for this group would be limited to emergency assistance should care and support needs escalate to the point where action is deemed necessary. The cost of assisting would fall to the City of London.
37. Legal advice points out that the decision to sign or not sign the Pledge Campaign is a political rather than legal one. Any legal implications are linked to the consequences of signing such a pledge due to the required change in operating practice.
38. Legal advice points out that there is no obligation to use the referral mechanism, therefore a policy of non-cooperation could be considered a fettering of this discretion.
39. Should the Pledge Campaign be signed, and a subsequent decision be made that a referral to RSSS is required, a legal challenge that policy has not been followed could result.

Appendices

- Appendix 1: Homeless Link Pledge Campaign: Legal opinion
- Appendix 2: Standard Motion on Homelessness and Immigration Rules

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RE: HOMELESS LINK PLEDGE CAMPAIGN

OPINION

1. I am asked to advise the City of London with regard to the legal implications of signing up to a 'Pledge' proposed by Homeless Link to the effect that it will not co-operate in referring homeless persons to the Home Office.
2. I must say at the outset that any decision to sign up to the Pledge (or not) is a political decision and is likely to have considerably more political significance than legal consequences. This Opinion is concerned solely with the legal implications.

BACKGROUND

3. On 1 December 2020, the Immigration Rules were amended to provide a discretionary basis for the refusal of permission to stay in the UK (where the application was made after 1/12/2020) and for any permission to be cancelled on the grounds of rough sleeping in the UK.
4. The provisions are set out in paragraphs 9.21.1 and 9.21.2 of the Rules:

Rough sleeping in the UK

9.21.1. Permission to stay may be refused where the decision maker is satisfied that a person has been rough sleeping in the UK and has repeatedly refused offers of suitable support and has engaged in persistent anti-social behaviour.

9.21.2. Where the decision maker is satisfied that a person has been rough sleeping in the UK and has repeatedly refused offers of suitable support, and has engaged in persistent anti-social behaviour, any permission held by the person may be cancelled.

5. On 6/4/2021, the Rules were amended to clarify that “*permission may only be refused or cancelled where a person has repeatedly refused suitable offers of support and engaged in persistent anti-social behaviour*”.
6. Consequential to these changes, the Home Office has provided guidance (15/4/2021) to its immigration officers on how these provisions should be implemented.

WHO WILL BE EFFECTED BY THE CHANGES – Status

7. The guidance states that it does not apply to:
 - those granted or eligible for pre-settled or settled status under the EU Settlement Scheme (EUSS)
 - those granted indefinite leave
 - those granted leave under a protection route (for example as a refugee or on the grounds of human rights or for humanitarian protection)
8. In particular, it is stated that “*any EU, EEA or Swiss citizen or their family member who has EUSS status or is eligible to apply for status must not have that leave cancelled on the basis of rough sleeping.*”

WHO WILL BE EFFECTED BY THE CHANGES – Rough Sleepers

9. The guidance states that “*The introduction of rough sleeping as a ground for the refusal or cancellation of permission is not intended to criminalise rough sleeping or to penalise those who inadvertently find themselves temporarily without a roof over their head*

...

The rule will be applied to those who refuse to engage with the range of available support mechanisms and who engage in persistent anti-social behaviour.”

10. The guidance recognises that *“Not every rough sleeper will be eligible for statutory support and many migrant rough sleepers will have a condition attached to their leave prohibiting access to public funds. Depending on the person’s immigration status there may be limits on the help a local authority can provide where the person is ineligible for homelessness assistance.*

...

You cannot refuse or cancel permission to remain in the UK under the rough sleeping rule where a person hasn’t refused support because none has been offered ... because they are not eligible for support.”

11. Furthermore *“The bar is set at ‘unreasonably refusing to co-operate’ so that it does not penalise those who have difficulty co-operating, for example because of poor mental health.”*

12. In reality, therefore, these provisions will apply to a very small proportion of the homeless population.

ROLE OF LOCAL AUTHORITIES

13. The Guidance states that *“Local authorities are likely to know rough sleepers in their area and where there is anti-social behaviour will refer them to the police.*

...

A non-UK national who is encountered sleeping rough may be referred to Immigration Enforcement’s National Command and Control Unit by either the police, following a referral from the local authority, or directly from a local authority because of their offending or anti-social behaviour and where the person has failed to co-operate with offers of support.”

14. It is clear from this that there is no obligation on a local authority to make a referral.

HOMELESS LINK POSITION

15. Homeless Link, a 'national membership charity for organisations working directly with people who become homeless in England', are opposed to the new rules and are asking homelessness organisations and local authorities to sign up to a 'pledge' in the following terms:

- That in order to assist the national effort to end rough sleeping we will make no direct referrals under the rough sleeping Immigration Rules
- The council will also not require any of our commissioned partners to make referrals or pass data to the Home Office under the Immigration rules.
- The council will only share information and data with the Home Office with the explicit and informed consent of the individual.

16. Reading the material provided by Homeless Link, it seems clear that they appreciate that the effect of these provisions is considerably more limited than the headlines might imply. It seems that their primary concern is that people will not approach the relevant services for help if they think, rightly or wrongly, that they are in jeopardy of losing their status.

THE LEGAL EFFECT OF THE PLEDGE

17. In light of the above, it seems that the primary purpose of the Pledge is not to create a legally enforceable 'contract' but to send out a message to re-assure potential clients that their status will not be jeopardised.

18. Indeed, as a matter of law, the Pledge would not in my opinion amount to a promise that would be legally enforceable in any meaningful way.

19. The key issue however is that, whereas there is no legal impediment to a local authority deciding not to refer in any individual case, adopting the Pledge would in effect create a policy that, irrespective of the facts of any particular case, no referral will be made.
20. Unlike, say, a voluntary sector organisation or charity, a local authority is an organ of government and its decision-making must be done in accordance with the principles of public law. Every decision of a local authority must be 'lawful'. This means that proper processes must be followed, the decision-maker must take into account all relevant considerations and the decision must be 'rational'.
21. Government Guidance is generally considered to be 'relevant consideration' in public law decision making. This does not mean it has to be followed but it does mean it has to be accorded due weight and any decision that goes against it must be justifiable. In this particular case, the Guidance is provided to Immigration Officials and not to Local Authorities so the weight it carries may be less significant.
22. In this case there are the opposing considerations of, on the one hand, the government's aim of reducing problems of antisocial behaviour associated with rough sleepers and, on the other, the danger that a wider group of vulnerable people will not come forward to access services that are available for them. Any decision to adopt a policy of not referring would have to balance these and any other relevant considerations.
23. Furthermore, there is always a danger in adopting a policy that places a blanket prohibition on what would otherwise be a discretion that it may amount to an unlawful 'fettering' of that discretion. Where a public body has a discretion, a policy as to how that discretion is to be exercised must not be followed so slavishly as to preclude the possibility of departing from the policy in any particular case. (R v Home Department ex p Venables [1985] AC 407)

24. Conversely, it is conceivable that if there were a case where it was considered by the authority that a referral was necessary or preferable, it may be open to the person affected to try to challenge that decision on the basis that the policy was not followed. I don't say that such a challenge would be effective, but it is conceivable.

CONCLUSION

25. The first important point to note is that it is for the Home Office and not the local authorities to determine if, and to what extent, the new rules should be applied in any given case.

26. It is clear from the guidance that it will not apply to the majority of homeless persons.

27. The guidance provides that a non-uk rough sleeper may be referred by the local authority (among other possible referral routes). There is no requirement or obligation that a local authority must make a referral. There is, therefore, no legal impediment to the local authority deciding not to make a referral in any given case.

28. However, a policy not to refer in any case must be implemented lawfully, using the proper procedure and taking into account the relevant considerations.

29. In my opinion, the pledge itself does not create a legally enforceable promise, however, the adoption of a policy not to refer in any case is something that could give rise to a potential public law challenge if it were not followed or, conversely, a challenge on the basis that in following the policy too slavishly, the local authority had fettered its discretion.

30. In reality the chances of a successful challenge may not be particularly high, but, nevertheless, these implications are worth bearing in mind.

31. Please do not hesitate to contact me if you want to discuss further.

Sean Pettit

Five Paper

9/6/2021

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Standard Motion on Homelessness and Immigration Rules

1. This council notes the Government Immigration Rules published on 22 October 2020, coming into effect on 1 December 2020 which made rough sleeping grounds for refusing or cancelling a person's leave to remain in the UK.
2. This council further notes the implementation guidance published by the Government on 20 April 2021 which clarifies how the rules will be implemented
3. This council welcomes the government's ongoing commitment to end rough sleeping by 2024.

This council believes

4. In order to end rough sleeping, people experiencing homelessness must be able to confidently approach local services provided by this council and its commissioned partners.
5. That the immigration rules as proposed will dissuade many people facing homelessness from accessing those services for fear that their details will be passed to immigration authorities and that this will lead to an increase in rough sleeping

This council therefore pledges

6. That in order to assist the national effort to end rough sleeping we will make no direct referrals under the rough sleeping Immigration Rules
7. The council will also not require any of our commissioned partners to make referrals or pass data to the Home Office under the Immigration rules.
8. The council will only share information and data with the Home Office with the explicit and informed consent of the individual.
9. To display this commitment prominently in public areas and on our website and to inform those organisations that we work with (commissioned and non-commissioned) who make referrals to us of this policy.
10. To join Homeless Links's #SupportDontDeport campaign and allow our logo to be identified with that campaign.

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Committee(s): Policy and Resources Committee – for decision	Dated: 14/10/2021
Subject: Future Skills and Talent - Strengthening IG support for City Competitiveness	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	8
Does this proposal require extra revenue and/or capital spending?	Y
If so, how much?	£1.23m
What is the source of Funding?	Section 106 – ringfenced for skills
Has this Funding Source been agreed with the Chamberlain's Department?	Y
Report of: Damian Nussbaum	For Decision
Report author: Sophie Hulm, Head of Skills Policy, Innovation and Growth	

Summary

Property developments in the City generate financial contributions to mitigate the impact of development. This is via Planning Obligations, also known as Section 106 agreements. A small part of these contributions is ringfenced for investment in employment and skills. This work is managed by the Skills Policy team in Innovation and Growth, in accordance with criteria set by your Committee.

Your Committee approved these management arrangements for a period of three years (2019/20 - 2021/22). This report seeks renewal of these arrangements for three further years (2022/23 - 2024/25). This will enable initiatives such as, continued delivery of a Government commissioned socio-economic diversity taskforce, the Financial Services Skills Commission, and a new initiative on green skills, aligned to the Climate Action Strategy. This new initiative aims to assure a skilled workforce that will build and maintain a world-class net-zero built environment for the Square Mile and Central London.

Recommendation

Your Committee is asked to renew its approval of the release of £1.23m of Section 106 funds ringfenced for skills work in 2022/23 – 2024/25. This would entail no extra cost to the Corporation and is the same budget as for 2019/20 – 2021/22.

Main Report

Background

1. Planning obligations (often called Section 106 agreements) are agreements with developers for the provision of, for example, affordable housing, local training and jobs, and site-specific mitigation measures. The City's planning policy requires that developers make a financial contribution towards local training, skills and job brokerage initiatives. Responsibility for delivery of these initiatives sits with Innovation and Growth. The criteria for how this money can be spent have been set by the City's planning policy and in additional criteria set by this Committee.
2. This income has been used to encourage jobs and growth in London's communities, and to support the City's global competitiveness through increased supply of skills and talent. Since 2019, this has been through the development of four substantial initiatives. Together these projects have led to strong partnerships with over two hundred employers and four Government departments (HMT, BEIS, DfE, DCMS). Details of achievements in Appendix.
 - The Government backed Financial Services Skills Taskforce and subsequent development of the Financial Services Skills Commission.
 - The Government commissioned Socio-Economic Diversity Taskforce.
 - A digital skills coalition 'FutureDotNow'.
 - The Professional and Business Services Council's report on future skills needs.
3. Innovation and Growth has also continued to support the Corporation's engagement with Central London Forward's skills strategy. This helps to shape both the skills supply for the London economy's key sectors (including construction), and the corresponding skills provision for Londoners.
4. In 2019, your Committee agreed to a 3-year programme (2019/20-2021/22), investing £1.23m of Section 106 funds for skills, training and job brokerage. This report seeks renewed agreement for Innovation and Growth to continue delivery of these activities, in line with existing policies.

Current Position

5. The City Corporation has continued to develop its focus on training, skills and employability in line with the:
 - Corporate Plan
 - Digital Skills Strategy 2018-2023
 - Social Mobility Strategy 2018-2028
 - Education and Skills Strategies 2018 – 2023
 - Draft City Plan 2036
 - Central London Forward Skills Strategy

6. In 2019, your Committee approved a change of approach for Innovation and Growth. This approach entails a) playing a stronger role in providing a direction and vision for the City through high-profile strategy and policy leadership; b) developing a stronger strategic business engagement and relationship management function; c) commissioning fewer, more targeted and high impact programmes. Crucially it aims to strengthen our contribution to the Corporate Plan aim to 'Support a thriving economy'.

Proposals

7. Innovation and Growth will provide direction and vision on skills issues, addressing future skills needs in order to support City competitiveness. These resources will permit existing staffing arrangements to continue for the next three years. Innovation and Growth will have capacity to continue with policy, partnership development and convening activity, in line with Corporation strategies and policies.
8. It is proposed that support continues for the high-profile Government commissioned Socio-Economic Diversity Taskforce, chaired by the Chair of Policy and co-chaired by Alderman Keaveny. The taskforce is planned to continue until November 2022 and is a core element of the 2021-22 Mayoral programme.
9. Alongside the above taskforce, financial support for the Financial Services Skills Commission is intended to continue until March 2023.
10. In response to the growing skills crisis in the built environment sector, and the growing demand for zero carbon and green commercial buildings, Innovation and Growth is developing a new industry-wide initiative 'Skills for a Sustainable Skyline'. It aims to assure a skilled workforce that will build and maintain a world-class net-zero built environment for the Square Mile and Central London. This aligns with the City Corporation's Climate Action Strategy, adopted London Plan and emerging City Plan policy, and the departmental Business Plan.
11. Subject to your committee's approval of the release of Section 106 funds (ringfenced for skills), work to develop and launch 'Skills for a Sustainable Skyline' will take place over the coming 12 months. This work would be undertaken within the budget requested in this report. There is potential to scale this work, paid from anticipated additional Section 106 income (paragraph 15).
12. 'Skills for a Sustainable Skyline' would identify specific skills needs for Central London's commercial built environment sector. It would identify associated gaps in career pathways and qualifications, and support employers and local boroughs to attract and reskill Londoners for the commercial sector's new green jobs. Consultation has taken place with the City Property Alliance and its members, the GLA, London Councils, the Department for Business, Energy and Industrial Strategy and local boroughs.

Corporate & Strategic Implications

Financial Implications

13. The 2021/22 opening balance of Section 106 receipts is £1.23m. Our planning policies restrict the use of these funds to investment in skills, training and job brokerage. Current team expenditure amounts to £1.23m across three years.
14. It is proposed to release £1.23m of Section 106 receipts over three years (2022/23 – 2024/25). The proposals support the City's work on skills and talent and provide appropriate resourcing, the majority being current posts in Innovation and Growth. No additional costs will be incurred to Corporation budgets.
15. In May 2021, the Planning and Transportation Committee agreed a new Planning Obligations Supplementary Planning Document (SPD), which will be implemented from 1 October 2021. The new SPD increases the Section 106 financial contribution from developers for training and skills, from £3 /m² to £30/m² (for additional floor space over 500m²). As a result, and subject to continued development activity in the City, significant additional funds are likely to accrue to the City Corporation for ringfenced spend on skills initiatives.
16. Much of the new development approved by the Planning & Transportation Committee over the past year will not incur the additional Section 106 charge, but there is continuing demand for new office floorspace in the City which will be subject to the new charge. Given the above cash uplift (paragraph 15), some additional income beyond the sum proposed here may become available in 2022/23 – 2024/25. If so, a further report will be made to your Committee at this point, with proposals for investment.

Strategic Implications

17. Proposals in this report are aligned to the "Supporting a thriving economy" pillar of the Corporate Plan; by focusing on inclusion and growth through talent and skills development, also supports the specific outcome "Businesses are trusted and socially and environmentally responsible" It also aligns with the 'World Class Business Environment' objective in the new Competitiveness Strategy.
18. The City's Climate Action Strategy outlines a set of 'actions to champion sustainable growth'. They include 'preparing people for skills needed in a net zero economy' and 'Addressing existing inequalities and ensure no one is left behind'.
19. Investment in skills and training is supported by the adopted City of London Local Plan and the emerging draft City Plan 2036, providing a framework for further developer contributions.

Resource Implications

20. Failure to secure continued funding could result in staff redundancies within the Skills Policy team, and the inability to continue projects already in train i.e. Financial Services Skills Commission, Socio-Economic Diversity Taskforce.

Equalities Implications

21. Positive. The City Corporation led taskforce aims to boost socio-economic diversity at senior levels in UK financial and professional services.

Climate Implications

22. Positive. Proposed green skills initiative aligns with the Climate Action Strategy.

Risk Implications

23. Reputational risk of not continuing to lead the Government commissioned socio-economic diversity taskforce. Lack of skills will limit the building, retrofitting and maintenance of sustainable buildings (and achievement of Net Zero in the Square Mile).

Legal Implications

24. Our planning policies restrict the use of these funds to investment in skills, training and job brokerage.

Conclusion

25. These proposals relate to allocation of Section 106 receipts that are already earmarked for employability, skills and training. Committee approval would enable Innovation and Growth to maintain its work on skills and growth. Your Committee approved these management arrangements for a period of three years (2019/20 - 2021/22). This report seeks renewal of these arrangements for three further years (2022/23 - 2024/25). This will enable initiatives such as, continued delivery of a Government commissioned socio-economic diversity taskforce, the Financial Services Skills Commission, and a new initiative on green skills, aligned to the Climate Action Strategy. This new initiative aims to assure a skilled workforce that will build and maintain a world-class net-zero built environment for the Square Mile and Central London.

Appendices

- A – Summary of achievements on training, skills and job brokerage supported by Section 106 funds 2019- 2022.

Background Papers

Report to Policy & Resources Committee “Future Skills and Talent - Strengthening EDO support for City Competitiveness” (March 2019)

<https://democracy.cityoflondon.gov.uk/documents/s111828/S106%20proposals%202019-22.pdf>

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Appendix – Summary of achievements supported by Section 106 for employment, training and skills

2019/20

- **Launch of future.now:** In partnership with Accenture, BT, the Department for Digital, Culture, Media and Sport's Digital Skills Partnership, Lloyds Banking Group and 21 others, the City Corporation set up future.now - a UK-wide cross-sectoral coalition (and now separate entity chaired by Sir Peter Estlin) '*...to motivate people and businesses across the UK to boost their digital skills to thrive in the digital age*'.
- **Delivery of Financial Services Skills Taskforce**, in partnership with TheCityUK. The taskforce was launched by former Chancellor, the Rt Hon Philip Hammond MP. Sector-wide collaboration was a key recommendation of the [Financial Services Skills Taskforce](#). In response, TheCityUK and City Corporation co-founded the Financial Services Skills Commission.
- **CAP Talent** – A pilot programme offered 10-12 week internships paid at London living wage for students with tech start-ups to improve post-graduate employability. 45 internships for students from 17 universities, hosted by 39 start-ups (leading to 9 lasting hires).
- **Think Investments programme** – Partnership with The Investment Association's Investment 20/20 scheme. x38 year 13 students received employability support (42% on free school meals and 79% with non-degree educated parents).
- **Partnership with the Chartered Institute of Securities** to provide an entry level financial services qualification to pupils at City Corporation academies. 28 students participated and 20 students gained the Level 2 Fundamentals of Financial Services qualification.
- **Jobs on City construction sites** undertaken by local operatives - 1919
- **Total number of local apprentices** employed on City construction sites - 43

2020/21

- **Launch of Financial Services Skills Commission.** Support through your Chair as Board member and a secondment of our Head of Skills as CEO. Over 30 employers are paid members. The four workstreams are:
 - Drive investment in talent
 - Transform the skills frameworks employers use for workforce management
 - Change the ways firms attract talent
 - Improve company culture to increase retention, inclusion and diversity

- **Publication of research** '[Who Gets Ahead and how](#)', exploring whether and how socio-economic background affects performance and progression in financial services. Co-commissioned with eight financial services firms/regulators.
- **Launch of a Financial and Professional Services Socio-Economic Diversity Taskforce.** Commissioned by HM Treasury and the Department for Business, Energy and Industrial Strategy, and led by the City Corporation. The [taskforce](#) has over 80 organisations involved, either on the taskforce or advisory board.

Led by your Policy Chair, the taskforce will:

- 1) lead an industry consultation on how government, regulators and sector bodies can incentivise firms to take action to improve socio-economic diversity at senior levels (co-chaired by Sandra Wallace, Social Mobility Commission);
 - 2) Create a peer network for financial services, where employers can benchmark against each other and share best practice (co-chaired by Alderman Keaveny);
 - 3) Produce a productivity analysis, to build the business case for increasing socio-economic diversity at senior levels in financial and professional services (co-chaired by Andy Haldane, RSA).
- **Partnership with the Chartered Institute of Securities** to provide an entry level financial services qualification to pupils at City Corporation academies. Ten year 12 students completed the course and five gained the Level 2 Fundamentals of Financial Services qualification.
 - **Think Investments programme** – Partnership with The Investment Association's Investment20/20 scheme. x61 year 13 students received online employability support (30% on free school meals and 77% with non-degree educated parents).
 - **Jobs on City construction sites** undertaken by local operatives - 837
 - **Total number of local apprentices** employed on City construction sites - 7

2021/22

- **Publication of research** in partnership with Government's Professional & Business Services Council and the Financial Services Skills Commission. [Skills for future success.](#)
- **Continued support of the Financial Services Skills Commission.** Publication of Inclusion Guide, Marketing Guidelines to attract talent into the sector and research on the Future of Work.
- **Continued support of Socio-Economic Diversity Taskforce.** Ministers John Glen and Lord Grimstone attended inaugural taskforce meeting. x43 media articles and over 50 speaking engagements have raised the profile of City Corporation's activity on diversity.
- Hosted nine **summer work experience students** from City Corporation Academies.

- **Partnership with the Chartered Institute of Securities** to provide an entry level financial services qualification. 16 students participated and 13 students gained the Level 2 Fundamentals of Financial Services qualification.

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Committee(s): Policy & Resources Committee – For Information	Dated: 14/10/2021
Subject: City Corporation Selected as Founding Sponsor of new Global Governance Body for Voluntary Carbon Markets	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	6,7
Does this proposal require extra revenue and/or capital spending?	Already agreed by Members (July P&R)
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Yes
Report of: Damian Nussbaum	For Information
Report author: Carla Sateriale, Innovation and Growth	

Summary

This report informs Members that the City Corporation was selected to be a founding sponsor of the new Global Governance Body for Voluntary Carbon Markets (VCMs).

Recommendation(s)

Members are asked to note the report.

Main Report

Background

1. In July 2021, Members of the Policy & Resources Committee approved a proposal for the City Corporation to bid to be a Founding Sponsor of a new Governance Body for VCMs. A bid was subsequently submitted on 9 August 2021.
2. The composition of organisations supporting the new body was announced on 21 September by the global Taskforce for Scaling Voluntary Carbon Market (TSVCM), initiated by Mark Carney.

Current Position

3. The City Corporation has been selected as one of the thirteen organisations chosen to be a Founding Sponsor.
4. In this capacity, it has been offered a three-year seat on the new body's Senior Advisory Council, to be assumed by the Chair of Policy and Resources.

5. Independently, the Green Finance Institute (GFI) was selected to serve as the operational lead to host the new body's executive secretariat.

Options

6. Not applicable

Proposals

7. Not applicable

Key Data

8. The TSVCM estimates that the market for carbon credits could be worth upwards of \$50 billion by 2030.

Corporate & Strategic Implications

9. **Strategic implications:** This project contributes to key outcomes under the 'support a thriving economy' objective in the Corporate Plan. Specifically, outcome 7 (We have the world's best legal and regulatory framework and access to global markets) and 8 (We are a global hub for innovation in finance and professional services, commerce and culture) respectively.
10. **Financial implications:** Members agreed in July 2021 to contribute c.£200,000 per year for three years (funded via the Policy Initiatives Fund) to cover costs of London-based office space for the new body, plus £15,000 in this Financial Year (Policy Initiatives Fund) to cover promotional activities.
11. **Resource implications:** The project is managed and supported by existing IG resource.
12. **Legal implications** - None
13. **Risk implications**
 - **Reputational** - involvement with the voluntary carbon markets has in the past attracted criticism from environmental groups. This can be mitigated by thoughtful media engagement.
 - **Political** - some critics of voluntary carbon markets assert that establishing global voluntary markets undermines the ambitions of Article 6 of the Paris Agreement. However, the last several COPs have failed to produce international agreement on Article 6 mechanisms, which is why private sector action is urgently needed. Moreover, this initiative is aligned with HMG's ten-point plan for a green industrial revolution.
14. **Equalities implications:** None
15. **Climate implications:** This strategy is well aligned with our Climate Action Strategy.

16. **Security implications** - None

Conclusion

17. City Corporation will be a Founding Sponsor of the new body (name to be determined) until at least 2024.

Appendices

None

Background Papers

See non-public P&R Committee Report from July 2021, "Sponsoring a Global Governance Body for Voluntary Carbon Markets."

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Committee(s): Policy and Resources	Dated: 14 October 2021
Subject: Election Engagement Campaign	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 4, 5, 9 and 10
Does this proposal require extra revenue and/or capital spending?	Yes
If so, how much?	£72,000
What is the source of Funding?	Policy and Resources Committee Contingency
Has this Funding Source been agreed with the Chamberlain's Department?	Yes
Report of: Deputy Town Clerk	For Decision
Report author: Charlotte Gordon, Electoral Services Manager and Mark Gettleson, Election Engagement Manager	

Summary

1. Following the postponement of the all-out elections for Common Councillors and Aldermen until 2022, the Policy and Resources Committee chose to take this opportunity to improve engagement in those elections.
2. This report provides a joint update of Electoral Services and Election Engagement activity now that the voter registration period is underway. It also recommends resourcing and activity to see this project through to Election Day in March 2022. As in previous reports, it highlights the Whole Corporation approach being taken to this project and the digital-first nature of this activity, both in providing online registration and strong online engagement tools.

Recommendations

3. Members are asked to:
 - Note the report.
 - Approve an additional £12,000 in funding for Electoral Services to support the Business Improvement District ballots, increasing the capacity of the team during the Ward Elections. This is proposed to be funded from the Policy and Resources 2021/22 Committee Contingency.
 - Approve an additional £60,000 towards additional Election Engagement activities, including turnout-raising activities in January to March 2022. This is proposed to be funded from the Policy and Resources 2021/22 Committee Contingency.

Main Report

Electoral Services Update

Current position

4. The timetable for the preparation and publication of the Ward Lists is fixed as set out in Section 7 of the City of London (Various Powers) Act 1957. The qualification date for inclusion on the Ward List is 1 September each year.
5. The Town Clerk is required to make house to house or other sufficient inquiries as to persons entitled to vote in Ward elections. This involves sending voter registration forms to every eligible business and every residential address in the City of London.
6. The compilation of the Ward lists published in February 2021 was greatly impacted by the COVID-19 pandemic. As a result the number of voters on the Ward Lists was significantly reduced in comparison to the February 2020 publication of the Ward Lists. The current number of voters is 13,748. This is made up of 4,993 residential voters and 8,755 business voters. For comparison, in the Ward Lists published in February 2020 there were 19,200 voters consisting of 6,484 residential voters and 12,716 business voters.
7. A survey is carried out by the City Occupiers database team in the Spring and early Summer each year. Between February 2021 and September 2021 the number of business records in the City Occupiers Database system has decreased by 918 businesses, from 7397 to 6479, showing the number of businesses that either no longer exist, have suspended operations or have moved outside of the City.

Canvass progress

8. Under Section 7 of the City of London (Various Powers) Act 1957 residents and businesses must be contacted by the end of August. Two reminders are then sent to non-responding properties. Initial residential forms were sent on 16 August 2021, and the initial business forms were sent on 27 August 2021.
9. The Ward List registration forms were fully redesigned – with a simplified layout and clear calls to action, directing registrants online to complete their return. An attractive insert, advising contacts on the registration process, was also provided.

10. The first reminders for residential properties were sent on 17 September, and on 27 September for businesses. A further reminder will be sent to businesses in October. A physical canvass of retail properties will also be carried out from early October. The last date for response is 16 December. Canvassers will be sent to residential properties from 18 October to conduct a physical canvass of non-responding properties.
11. As of 22 September 2021, 3,003 residential properties had responded out of 7398 properties. This is a 40.6% response rate. 1,087 businesses had responded out of 6,479 total businesses, which is a 16.8% response rate. The number of voters appointed is not available at this stage of the canvass, as processing the details of individual voters takes additional time.
12. An update of the latest available statistics will be available at the meeting.

Online registration

13. Prior to this canvass, online registration has not been available for residents. The Electoral Services team has worked closely with our Electoral Management System software company since the publication of the 2021 Ward Lists to develop and provide an online registration solution for residents. A bespoke system is now in place allowing residents to respond to both the Electoral Register and the Ward List forms. At the time of writing the report 1,986 residential properties had responded online (66% of responses received).
14. The reduction in Ward List residential voters between the 2020 and 2021 publications of the Ward Lists was in part due to the absence of residents in the City. As part of our contact with residential properties, emails have been sent to residential voters for whom we hold an email address with the online link and security codes. This enables voters who are not physically in the City at present to respond to the canvass, whereas previously they needed to respond on the forms posted to their City of London address.

Election Engagement Update

Business registration

15. Our campaign continues to focus overwhelmingly on business registration. Based on those who have not yet registered this year, we have created the following priority segments:
 1. Not registered since 2019: 1,056 organisations regarded as the most likely to now register. This includes a large number of SMEs, whose engagement will be crucial to our registration efforts.

2. Not registered since 2018: 458 organisations with some recent experience of registration.
3. Larger organisations (with 10 votes or more) who have not registered in recent years: 294 organisations, where a direct approach from those with an existing relationship may prove worthwhile.
4. Retail: Those businesses who are easier to reach through traditional doorstep campaigning methods.

While some of our activity and advertising will reach beyond this list, prioritisation enables us to focus our energies on the recipients most likely to respond.

Personnel

16. Two temporary Campaign Assistants, with relevant experience, have been engaged for the duration of the registration campaign. Their focus has been on cleaning email lists (e.g. finding a replacement contact where one has left), setting up target lists of businesses for digital advertising and will cover areas such as providing administrative support to the Business Registration Delivery Group and the Retail Canvass. They will also be contacting organisations who have registered, but not used their full allocation, encouraging them to do so.

Voter contact

17. With many of our target businesses now engaged in hybrid working, and difficult to reach through physical campaigning even before the pandemic, we are delivering a digital-first campaign. The Speak for the City campaign site was launched on 7 September, with a clear interface to engage workers and residents with the election. This includes a guide to registration, FAQs and, for the first time, an automated way for workers to request a vote at their organisation, triggering an email to the relevant contact.
18. The central aim of our digital engagement strategy is to direct City workers to this site. The main platform we are using to do this is LinkedIn, as it provides rigorous ability to target specific organisations and roles within the City. After a period of testing, we launched a major advertising campaign on 26 September. We will also be advertising on Twitter and Facebook from mid-October, with the latter especially useful for outreach to residents. We are seeing strong click-through rates and cost-per-click on our initial creative, and will be refreshed continuously with new content.
19. Digital resources have been created for members and officers to facilitate their own engagement with the campaign and were distributed by the Town Clerk on 24 September. This kind of organic reach, through individuals' own digital presence, is both free and effective – and will be continued throughout the campaign.

20. We are also ensuring that email addresses are kept as accurate as possible, investigating any failed email delivery and using public sources like LinkedIn to check that an unresponsive contact is still at an organisation. Where a contact has moved on from an organisation, we are immediately identifying a potential replacement.
21. In addition to the statutory mailings being sent to businesses, we will be sending ad-hoc mailings, encouraging participation. These will largely be to senior figures at an organisation, who are not necessarily the registration contact. We will also be advertising in the print copies of CityAM in October and November, reminding potential voters about the election, registration deadline and directing them to the campaign site.
22. In order to make the retail canvass more effective, we will be offering a prize incentive to small workplaces who register and will dedicated literature for this purpose will be produced.

Candidate engagement

23. Candidate numbers and member diversity have been highlighted in previous reports – and funding given to an event to encourage interest in candidature, especially among those from underrepresented groups. A promotional reception, aimed at those who might not have previously considered standing, will be held later this year, hosted jointly between the Elections team and Diversity & Inclusion. Our diversity networks are being encouraged to use their City contacts to promote the event and D&I leaders at City firms will be contacted directly to spread the word in their organisation. The event will also be used to encourage voter registration, as eligible candidates will want to get on the Ward List prior to the deadline.
24. The Speak for the City website contains an eye-catching page on candidature, which will be expanded. Digital adverts will also be placed and shared among out networks to direct traffic to that page.
25. It is proposed to hold a further candidate event, with a focus on providing information to those intending to stand, early in the New Year.

Whole Corporation Approach

26. A whole Corporation approach is being taken to voter registration. A Business Registration Delivery Group has been formed, with one of the Campaign Assistants acting as Project Manager, to ensure we utilise all existing relationships where they exist. The Delivery Group has representation from

Innovation & Growth, Small Business Research + Enterprise Centre, City Revenues and the City Property Advisory Team.

27. The group has been given segmented target lists of businesses based on their last registration date and their size. While the main focus will be on firms who have registered since 2018, IG will also be contacting major financial and professional services businesses, who may not have registered previously or where they are under-registered, encouraging them to do so. In addition, IG is engaging with trade associations and member organisations to see how they can encourage City based members to register to vote. We will also use campaigns like Destination City to raise the salience of the City Corporation and our elections among City businesses.
28. We are co-ordinating with partners, such as Heart of the City, to ensure their networks are encouraging registration – as well as with the BID team, ensuring the BID voter registration messaging and activity compliments Ward List registration. Specific literature for BID staff to distribute is under development.

Future resources

Electoral Services

29. The Policy and Resources Committee considered a report on 19 November 2020 outlining future costs for the administration of the City wide elections. It was agreed that £127,000 be approved to meet the cost of electoral and registration promotional activities. Of this, £48,000 was allocated for the employment of two temporary members of staff to assist Electoral Services in the administration of the canvass and the election.
30. A separate report is being considered at this meeting on a Business Improvement District ballot. Notwithstanding the funding already allocated for temporary members of staff, additional resources will be required by the Electoral Services Team to be able to provide support to the BID ballot due to the close proximity of the ballot to the elections. The following additional funding is therefore requested:
- £12,000 towards an additional full time member of staff will be required between December and February 2022 to enable the required support to be provided to the BID ballot.

Election Engagement

31. While significant resources have already been allocated to the registration phase of the campaign, additional funding is requested both to sustain that campaign into the turnout phase and to ensure we are able to renew our digital creative, without which our engagement levels will fall. An additional £60,000 is therefore requested, in addition to the funding already allocated:

- £20,000 towards additional content design and creation to generate interest and engagement in the election. This would be a combination of fresh digital adverts, short videos and print design and production. This will be used both for the registration and turnout stages.
- £15,000 to retain the services of temporary Campaign Assistants until Election Day (currently engaged for the registration campaign only), providing support for turnout-raising activities, candidate information and public engagement.
- £15,000 on digital advertising and direct mail to support turnout efforts prior to Election Day.
- £5,000 towards additional web development work to ensure the campaign site has the functionality and information required for the turnout stage (between the end of registration and Election Day). This would include completing work on the online candidates guide, polling station finder and additional information for those standing.
- £5,000 towards an additional candidates informational event to be held early in 2022.

Corporate & Strategic Implications

32. The work of Electoral Services and the Election Engagement campaign continues to assist the City Corporation's vision in terms of its Corporate Plan. It will help the organisation's contribution to a flourishing society, ensuring people have equal opportunities to enrich their lives through our democracy. The activities and engagement are helping to encourage residents and businesses to become more invested in engaging with democracy at a local level. It is helping to build more socially responsible businesses by engaging them in City democracy and encouraging them to promote diversity among voters and candidates. By reaching out to stakeholders and partners, we are making communities better-connected and encouraging collaboration across our organisation.

Financial implications

33. As there is no resource available within local budgets, it is proposed that the required funding of £72,000 is to be drawn from the Committee's 2021/22 Contingency Fund. The current uncommitted balance in the 2021/22 Contingency is £282,719 prior to any allowances being made for any other proposals on today's agenda.

Resource implications

34. In addition to the additional financial resources requested in this report, significant resources from across the City Corporation will continue to be deployed to make the election a success, especially those involved in the Business Registration Delivery Group, IT and City Solicitors.

Legal implications

35. Electoral Services and Election Engagement continue to work closely with City Solicitors to ensure that all activity is compliant, including with the GDPR.

Equalities implications

36. The aim of our Election Engagement work is to increase participation in the election and candidate diversity. Digitising both the electoral process and engagement campaigns has made it more accessible to a wider and more diverse audience and encouraged more City constituents to participate in the democratic process, including those with protected characteristics.

Climate implications

37. The proposals included in this paper do not carry any significant implications for the Climate Action programme. However, the digitisation of the electoral process and engagement has contributed to decreasing the City Corporation's carbon footprint. While some paper materials will continue to be required, this plan aims to reduce significantly the proportion of outreach this represents.

Background Papers

Reports to the Policy and Resources Committee:-

- 20 February 2020 – Common Council Elections in March 2021

- 7 May and 9 July 2020– COVID-19 Implications – possible postponement of the City-Wide elections in March 2021
- 10 September and 8 October 2020 - Common Council Elections Change of Date from March 2021 to March 2022 – Bill for an Act of Common Council
- 19 November 2020 – Electoral Registration Update
- 10 December 2020 – Electoral Registration Campaign Manager
- 8 April 2021 – Election Engagement Campaign
- 8 July 2021 – Election Engagement Campaign Update

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Committee(s)	Dated:
Policy & Resources	14 October 2021
Subject: Mid-Year update on Climate Action	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 5, 7, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	NA
What is the source of Funding?	NA
Has this Funding Source been agreed with the Chamberlain's Department?	NA
Report of: Douglas Trainer, Deputy Town Clerk	For Information
Report authors: Simi Shah, Project Director, Climate Action Grace Rawnsley, Programme Director, Climate Action Stuart Wright, Climate Action Programme Manager Julia Makin, Climate Action Stakeholder Engagement Lead	

Summary

In October 2020, the Court of Common Council approved an ambitious Climate Action Strategy, a transformative programme for the organisation to reach net-zero carbon emissions, build resilience and champion sustainable growth. This paper reports the results of the planned mid-year review of the inaugural year. It includes a description of progress made as well as potential risks for the programme.

Recommendations

The Policy & Resources Committee is recommended to:

- i. Note the progress made during the first half of year 1 on Climate Action

Main Report

Background and context

1. In January 2020 the City of London Corporation set out on a fast-paced, cross-corporation journey to develop an ambitious Climate Action Strategy (CAS). The strategy was adopted at Court of Common Council on the 8th October 2020.

2. The CAS marked the start of a new and transformative programme of action. It sets out three interlinked primary objectives for the City Corporation and the Square Mile:
 - to support the achievement of net-zero emissions,
 - to build resilience, and
 - to champion sustainable growth.
3. The Y1 programme of work and associated budget was approved by this committee on 8th April 2021 for the City Fund and City Cash funds. Expenditure related to BHE was approved by the BHE Board on 14th July 2021. The programme of work was based on detailed plans for each of the 13 workstreams delivering on the CAS, as approved by the relevant Service Committees. Across the funds, total Y1 budget of £10.48m was approved as the first allocation required under the original commitment of funds by Court on 8th October and confirmed in the MTFP by RASC on 10th December. It was agreed that each Service Committee and Policy and Resources receive a quarterly update on progress.
4. In July 2021, this committee approved delegated authority powers for the Senior Responsible Officer of CAS. This authority has brought desired momentum to mobilising the programme in its inaugural year.

Current position

5. We are on target to achieve our overall ambitions of being:
 - Net Zero in our own operations by 2027
 - Net Zero in our value chain by 2040
 - Net Zero in the Square Mile by 2040
 - Climate resilient in our buildings, public spaces and infrastructure
6. Our progress against Y1 plans are also on target to achieve the interim targets adopted by this Committee against those goals across the life span of the 2027 and 2040 net zero dates.
7. On 14th and 15th September the Financial Investment Board and Bridge House Estate Board took independent decisions to agree a more ambitious minimum target for each of the funds in relation to Financial Investment held, which is 100% Paris Alignment by 2040, increased from the previous minimum of 60% by 2040. Remodelling of the interim targets is now underway to reflect that decision. A full description of this decision is set out elsewhere on your agenda.

Progress against targets

8. In order to measure and report progress against our targets transparently, a Climate Action Dashboard is in development and should be live by 31 October 2021. The dashboard will allow tracking to take place across an initial 25 management KPIs as well as the main reporting KPI of our footprint as expressed in tonnes of CO₂e

(Carbon Dioxide Equivalent). Our teams have identified and are evaluating an additional 25 management KPIs to augment this set to further improve ours and our stakeholder's ability to evaluate overall progress to CAS targets and commitments. From January 2022, this dashboard will be used as the basis for progress reporting.

9. Alongside the dashboard, a set of recommendations about data governance, quality and maturity of data processes has been produced to progress our journey to transparent and reliable information.
10. The key reporting KPI of tonnes of CO₂e in the overall carbon footprint is scheduled to be reassessed next in April 2022. Until then the baseline taken in 2018 will be used.

Progress against delivery plans

11. There were a number of items that were noted as delayed in the previous quarterly report. Updates on these items are as follows:
 - Recruitment of a Senior Sustainability Advisor to the City Surveyor to support the 4 buildings workstream is now in place.
 - Recruitment of external expertise and capacity in City Surveyors to support the 4 buildings workstreams – the 'Centre of Excellence' – is not yet in place. A nil response was received to the recent tender, presumed to be caused by a buoyant market. Alternative resourcing routes are being pursued and this will be monitored closely operationally for resolution no later than December 2021. Further delays may compromise delivery of actions required for the 2027 targets.
 - Resourcing in Purchased Goods and Services and the Square Mile workstreams has been partially resolved. Alternative resourcing routes are being pursued and this will be monitored closely operationally for resolution no later than December 2021.
12. The Open Spaces workstream is experiencing delays in mobilising new delivery resource and the planned sequestration study which is the critical path to quantifying additional carbon removal capacity beyond that needed to meet the 2027 target. It is a priority to expedite these actions in the next quarter.
13. There are a number of actions which will happen later in the year than anticipated however all other actions are on track to be completed by end of Year 1 plans. These movements are being closely monitored at the operational level to guard against any further delays. Service areas are being supported to increase momentum. At the present position, none of the in-year delays are anticipated to compromise the 2027 or 2040 targets.

Change Control

14. No changes in timing, scope, or budget are required at this time.

Y1 Achievements (Q1 and Q2)

15. Summary of key highlights for Y1 include:

- Delivered a suite of Member training on Financial Investments, Whole Life Carbon and Climate Scrutiny in Decision-Making with associated presentations and learning materials hosted on updated intranet page.
- Updated and re-branded the Climate Action pages of the website to include a suite of materials to support climate literacy including a Year One Action Plan; Climate Action Glossary and Guide and 'What you can do' guides to support action by residents and businesses.
- Delivered 'in-person' engagement with community stakeholders at the Virtual City-Wide Resident meeting and at a special event on 14 July showcasing a range of community-led action.
- Engaged resident stakeholders from the Barbican and HRA housing estates at a series of workshops where they have been able to access, provide information and shape the approach to decarbonizing residential housing.
- Businesses, via the London & Partners Sustainability Stakeholder Network and the London First Net Zero Working Group, are informed of our plans for net zero and resilience and challenged to report scope 3 emissions.
- Supported position for COP26. Engagement via London Councils Climate Roundtables, the Carbon Accounting Task and Finish Group and the UK Core Cities Investment Commission has provided the opportunity to share the City Corporation's approach to strategy development and governance tools. These include a financing facility; a consistent approach to Scope 3 reporting; and the development of a low carbon investment prospectus.
- Commissioned energy surveys for the City's top 15 operational property assets will begin in September. Completed consultant's specification for Minimum Energy Efficiency Standards for Investment Property Group portfolio and consultants on-boarded to begin site level energy surveys.
- Tendered land management for carbon removal works and began baselining the biodiversity and ecosystem services of the Patmore's site (Epping Forest).
- Accelerated supplier engagement action by holding a 'Meet the Cities' event on 30 September in conjunction with Westminster event to explore circular economy innovations in COLC construction supply chain.
- Identified and approved locations for pedestrian priority across the Square Mile which will reducing motor vehicle volume by increasing comfort and safety of non-motorized modes of transport. Conducted business and resident surveys to hear views on how the current Temporary Traffic Orders are being experienced.
- Engaged 21 Square Mile SMEs on the Heart of the City climate course pilot representing financial services and accounting, legal services, professional services and consulting, property architecture and consulting, recruitment, and tech, media and comms.
- Identified and approved 9 pilot sites for climate resilience measures, including Sustainable Drainage Systems (SUDs) and cooling and shading across the Square Mile.

- Integrated climate action into a public consultation on draft Riverside Strategy, with aim for adoption by Planning and Transportation in November 2021.
16. Over the summer months further planned analysis into the Corporation and BHE's climate related financial risk and opportunity was performed. This has resulted in a comprehensive engagement and implementation plan and new commitments to bring all investment portfolios to net zero by 2040.
 17. Progress with Vital Energi, the City's appointed contractor introducing energy saving measures across the corporate estate through the Public Sector Decarbonisation Scheme (PSDS) project, is gathering pace and are anticipated to save an additional 1100 tonnes of CO₂e per annum. Verification of these savings and any associated financial savings are expected at gateway 6 in 2022.
 18. Between May and July 2021, an action plan was developed to provide some additional detail on the approach that should be taken for reaching net zero within the housing portfolio. The completed plan (HAP) will be presented to Committees in September and October for decision and the FAQ document has been prepared to aid resident's understanding.
 19. The plan confirms the potential for the Housing portfolio to reach net zero, though indicates that there may be a higher cost than envisioned which will need to be met from external funding and the Cyclical Works Programme (CWP). The next steps in Y1 are to:
 - Carry out feasibility studies on priority sites to bring indicative costs to precision
 - Focus on developing the financial business case for individual projects.
 - Present future projects via the gateway process for approval
 - Identify external funding resources to accelerate the programme

Financial update

20. Financial governance and officer delegations are now in place and there are no internal barriers to deploying resources.
21. The Y1 programme is currently forecasting a potential underspend of £106k due to delayed recruitment activity in three areas. Up to an additional £470k may not be used in Y1 if the Buildings Centre of Excellence is not fully in place by the new target date of December 2021. And the budget of £250k earmarked for the operational estate surveys is not fully needed due to an 'at risk' procurement arrangement with the same provider of the PSDS scheme.
22. Any unspent revenue monies from the Y1 allocation will remain in central reserves for City Cash and City Fund and the BHE contribution will be reprofiled. A new allocation for CAS will be requested for Y2 for approval from this Committee,

relevant Service Committees and the BHE Board rather than revert to automatic rollover.

23. All capital projects and spend are proceeding to plan in Y1 with one exception. Capital spend of £2.32m in Y1 will now not be deployed in Y1 for two reasons. The majority of this money was earmarked for existing pipeline which has now fortunately been covered by the Public Decarbonisation Scheme (PSDS) monies. The other portion was to pick up early new opportunities coming off surveys in the operational and investment property estates. Surveys have now commenced but returns are not expected until January 2022 at the earliest and resulting capital works are now projected to start in 2022 rather than late 2021. A review is underway to determine other opportunities to bring forward interventions which advance CAS targets and KPIs for deployment of capital works in Y1.
24. The design of the revolving mechanism to capture financial savings from the corporate energy bill is now underway. Its design to capture savings will follow the same format as has been established for capital works funded under the PSDS. This means any revenue savings made through the CAS will be transferred to the Build-Back-Better fund new policy initiatives, principally the CAS.

Risk update

25. The Corporate Climate Action Risk Register describes our organisational response to climate change and focuses on areas within our control and their mitigations. These risks were last reviewed by the Executive Leadership Board on 15th September 2021. And by Members of the Audit and Risk Committee in July 2021.
26. At a programmatic level, key risks include:
- Delays in resourcing for full capacity to deliver the programme is a trend across workstreams, despite budget and delegated authority in place. This is for a variety of reasons. A buoyant market for sustainability and internal inertia are understood to be the main causes. This has primarily affected the Buildings, Square Mile, Purchased Goods and Services and Open Spaces workstreams. Resolving these gaps will be a key operational focus in the upcoming quarter.
 - Decisions outstanding on major projects such as the Guildhall Master Plan), Barbican Arts Centre and Markets Colocation are creating uncertainty in the Buildings workstream for CAS. As these buildings are amongst the highest emitters for the operational estate, understanding their future and the option members wish to progress is essential in planning for the 2027 CAS target. There are a number of decision points on Guildhall (30 Sept at RASC Awayday) and the Markets (October) and Barbican Arts (November) that will potentially resolve this.
 - Delays in key decisions or capital interventions could lead to delay in recouping the savings needed to fund the programme.

27. At the recent Resource Allocation Sub-Committee (RASC) Away Day a request was made to represent the programmatic risks in this section in a rating format for future reports to RASC and P&R. This will be included in the next reporting cycle.

Corporate and strategic implications

28. Strategic implications: The CAS supports delivery against the following outcomes in the Corporate Plan, 2018-23:

- Outcome 1: People are safe and feel safe
- Outcome 5: Businesses are trusted and socially and environmentally responsible
- Outcome 7: We are a global hub for innovation in financial and professional services, commerce and culture
- Outcome 10: We inspire enterprise, excellence, creativity and collaboration
- Outcome 11: We have clean air, land and water and a thriving and sustainable natural environment
- Outcome 12: Our spaces are secure, resilient and well-maintained.

29. The strategy builds upon existing strategies and policies, including: The Responsible Business Strategy 2018-23, the Responsible Investment Policy, the City Procurement Strategy 2020-24, the Local Plan 2015, the draft City Plan 2036, the Transport Strategy 2018-43, the Air Quality Strategy 2015-20, the Climate Mitigation Strategy, the Local Flood Risk Management Strategy 2021-27, the Transition to a Zero Emission Fleet Policy, the Renewable Electricity Policy & Sourcing Strategy and related campaigns, such as Plastic Free City. It is aligned to ongoing reviews of our financial and property investment portfolio.

30. Resource Implications – No new resourcing implications have arisen.

31. Risk Implications – To manage risk effectively in the programme, all projects have a risk register and the overall risks are controlled through a corporation level risk CR30 – Climate Action Strategy. No new corporate level risks have been added since the last Policy and Resources CAS update.

32. Equalities Implications – A Test of Relevance was undertaken on the Climate Action Strategy and several positive impacts were identified for people in at least one of the following five protected groups - age, disability, race, pregnancy/maternity and gender. These include a reduction in air pollution, physical public realm improvements and increased indoor comfort levels and a reduction of fuel poverty. No negative impacts were identified. A review of the findings from the initial Test of Relevance was conducted at half year and they remain the same. Impacts will be investigated and assessed on an ongoing basis in conjunction with the delivery of the CAS programme of work.

33. No new legal, security, climate implications arise from the recommendations in this report.

Conclusion

34. In conclusion, the Climate Action Strategy and implementation programme continues to be an exemplar of cross-cutting working towards shared corporate outcomes. We are in a constant state of learning to inform the further success of the CAS and other cross Corporation priorities.

Committee(s): Policy & Resources Committee – For Information	Dated: 14 October 2021
Planning & Transportation Committee – For Information	26 October 2021
Subject: Recovery Taskforce – Final Report	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2, 5, 6, 7, 8, 9 and 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Douglas Trainer, Deputy Town Clerk	For Information
Report author: Giles French, External Affairs Director, Innovation & Growth	

Summary

This is an update of the implementation of the recommendations of the Recovery Taskforce report, *Square Mile: Future City*, published in April 2021. The Recovery Taskforce was initiated by Members of the Policy & Resources Committee and the Planning & Transport Committee in November 2020, to recommend the actions to be taken to ensure the medium-term economic recovery of the City of London.

Members of the Policy & Resources Committee and the Planning & Transportation Committee will receive quarterly updates on the implementation plan for the rest of 2021.

Recommendation(s)

Members are asked to:

- Note the progress made on the implementation of the recommendations of the Recovery Taskforce report, *Square Mile: Future City*.

Main Report

Background

1. The Recovery Taskforce (RTF) was commissioned by the Policy & Resources Committee and the Planning & Transportation Committee in November 2020. Its task was to identify objectives and actions to ensure the Square Mile remains internationally competitive and locally vibrant. The mission of the RTF is to ensure the Square Mile is the world's most innovative, inclusive and sustainable business ecosystem, an attractive place to work, live and visit.
2. The Policy and Resources Committee and the Planning & Transportation Committee received a report in April 2021 detailing the RTF's recommendations. The final report, *Square Mile: Future City*, was published on 27 April 2021.
3. The project has been led by a small core team from Innovation & Growth (IG), Department of the Built Environment (DBE), Cultural Services, Corporate Strategy & Performance, and Chamberlain's.
4. The Recovery Taskforce has built on existing work from the City Corporation including the Culture and Commerce Task Force; the Climate Action Strategy; the draft City Plan 2036; the Transport Strategy and the report *London Recharged*, published in October 2020. The RTF focuses on three dimensions:
 - i. World-class business ecosystem (i.e. thriving businesses with innovation and growth opportunities)
 - ii. Vibrant offer (leisure offer, i.e. retail, hospitality, culture, tourism and recreation)
 - iii. Outstanding environments (i.e. the right workspaces, environment, and infrastructure)
5. For each of the three dimensions we identified six 'Big Moves' to guide our priorities:
 - a. World-Class business ecosystem:
 - i. Enable high-potential businesses to start, adapt and grow
 - ii. Open London's opportunities to everyone
 - iii. Curate thriving innovation ecosystems in strategic sectors
 - b. Vibrant Offer:
 - i. Create and sustain a vibrant and engaging City offer
 - c. Outstanding Environments:
 - i. Shape the future City
 - ii. Provide world-class streets and public spaces
6. The recommendations of the RTF are not an exhaustive list of all actions being taken by the City Corporation to ensure the continued attractiveness of the Square Mile. They are the priority actions required to deliver the vision and attract and retain the talented people we want to work in the City.

7. This report is to update Members on the progress made since Committee meetings in July 2021.

Current Position

World Class Business Ecosystem

8. The socio-economic diversity taskforce, which aims to improve socio-economic diversity at senior levels in UK financial and professional services, continues apace. The three workstreams are progressing to plan: Workstream 1, focused on industry consultation, has developed its hypothesis and is planning to test through a series of roundtables, in partnership with several sector bodies; Workstream 2 has conducted over 50 interviews and held a series of roundtables to explore the services needed by a peer network; and Workstream 3, focused on productivity, has developed a gap analysis of existing data, productivity principles and questions to inform a baseline survey.
9. The taskforce will soon be issuing a baseline survey, asking employees across the financial and professional services sector to share their socio-economic background and level of seniority, on an anonymous basis. This will be important to monitor the long-term impact of the taskforce.
10. Earlier this year, the City Corporation and the Financial Conduct Authority signed an agreement to collaborate on a second phase of the Digital Sandbox. Applications to the Digital Sandbox cohort were open between early September and mid-October. This is a unique collaboration between the City Corporation and the Financial Conduct Authority to support innovation and accelerate solutions that address current challenges across financial services. It is the first of its kind in Europe, providing access to novel technical features such as data and a development platform, as well as a collaboration network that reflects the wider ecosystem.
11. This cohort will focus on three challenges relating to ESG (Environmental, Social and Governance) data and disclosures, to aid in the transition to a net zero economy. These challenges look across supply chains, automated assurance, and consumer understanding and were developed after extensive engagement with industry. The Digital Sandbox is best aimed at early stage or initial prototyping companies. Last year its features accelerated teams anywhere between 3 – 18 months in their journey, helping them create minimum viable products and get to market
12. For non-tech companies, there are other ways to get involved including observing the solutions develop, mentoring the teams, or hosting collaboration events (e.g. workshops, roundtables, industry groups) during the cohort.
13. IG recently published, *‘Connected & Collaborative – The Changing Landscape of Tech in the Square Mile’*. This report highlights the growing presence of tech companies in the Square Mile and the value this contributes to competitiveness

and economic growth of London's ecosystem. It also applies an innovation lens to consider the future role of tech in civic and business functions. The report gives leading examples of tech activity in the Square Mile, such as unicorns and high growth scale-ups, and encourages investment in the sector and wider tech adoption and innovation. The report also explains some of the ways the City Corporation is supporting tech innovation in the Square Mile by building capacity for 5G and the Cyber Griffin project.

14. The City of London Corporation, TheCityUK and EY have developed a new joint report "Global Mobility Scorecard". The report aims to assess the UK's new immigration system eight months after its launch and to understand business priorities in a world changed by the impacts of COVID-19 on global mobility.
15. This exercise has allowed us to identify clear examples of where the Home Office has successfully implemented practical and forward-looking policy changes supported by business and which, in many ways, put the UK at the forefront of developing labour mobility policies. The project also identifies some areas where the UK could do more to lead on building a world class flexible, inclusive and sustainable visa regime, particularly around short-term business travel and cross border remote working. We have engaged with government officials to share our views on these areas to try to ensure financial and professional services maintain access to international talent.

Vibrant Offer

Marketing

16. Since your last update, marketing to domestic visitors has continued to take centre stage. This has included:
 - a. [Picture the City](#) – a photography competition which achieved 2,000 entries, a reach of 81.5k on Instagram and significant press coverage including in [The Londonist](#).
 - b. A bus-stop poster campaign advertising City product across 180 sites in Zones 2-6 from 31 May to 13 June, achieving a total 18.61 million impressions.
 - c. A Magic and Kiss radio campaign promoting the City's hospitality and family offers (across two ads) and delivering 24,029 impacts over 4 weeks in May and June.
 - d. City content in the Central London Alliance's *#LondonLoveAffair* campaign which, at the end of June, recorded 31 million impressions nationally with the City's total share of voice being 34%.
17. Planned domestic marketing activity over the next quarter includes:
 - a. The launch of a new app by the City's BIDs and Business Partnerships (joint funded with the City Corporation) targeting workers with discounts and offers.
 - b. Delivery of a River Marketing Alliance with Visit Greenwich and South Bank Employers Group, as well as a commercial travel operator, to drive visits through river travel at destinations using bookable packages.

18. In terms of marketing to workers to excite a return to the office, commissioned research has been completed with Opinionium and a creative route agreed with the appointed agency AF Oliver. It is anticipated that the campaign will have launched by the date of your meeting with a strong build anticipated over the coming months, notably through paid-for media channels and the use of a campaign “toolkit” which will be promoted to City businesses for use in communications with their workforce. The campaign is funded by your Covid Recovery Fund.

Strategic destination review

19. A strategic destination review has been commissioned with appointed consultants Danny Lopez and Kate Keating. Consultation with stakeholders is currently underway with a completion date expected to be in early 2022. The review will deliver a vision for the Square Mile to become the world’s most attractive destination for workers, residents and visitors along with a strategy that enables officers to achieve that vision. The review was detailed in a report submitted to your September P&R meeting.

Creative activations

20. Since launching the 2021 Outdoor Arts Programme (OAP) on Sunday 13 June with *Inside Out* on Tower Bridge (reported as part of last update), events and activations in the City have attracted audiences of 20,232 (excludes outdoor exhibition programmes) and external funding totalling £525k. This funding figure covers events that have passed as well as the many planned for the coming months.
21. Diversity and sustainability have featured heavily across activations noting these have been both cross-cutting themes within your recovery taskforce strategy and for the programme itself. This has included performances and from a diverse portfolio of artists including a co-production with Greenwich+Docklands International Festival of [Black Victorians](#), black-led circus company Upswing Circus delivering *Circus in the City* in Aldgate Square and a co-commission with the London International Festival of Theatre of Sonia Hughes live-art installation [I am from Reykjavik](#). In addition, internationally focused community events have taken place, including a Latin American Festival and a Spanish Fiesta in Guildhall Yard.
22. Other highlights over the reporting period include:
- a. The Outdoor Arts Programme partnering with *Sculpture in the City* (SiTC) and Whitechapel Art Gallery to deliver *Nocturnal Creatures*; a free late night arts festival across east London which extended into the City in Aldgate and the Eastern City Cluster.
 - b. *Lunchtime Streets* in Cheapside and Carter Lane which launched in August, delivering a weekly alfresco dining and entertainment experience for workers during their lunchbreaks and a twice weekly lunchtime concert series in Aldgate Square which will be running until the end of September.

23. Sadly, a number of events scheduled to take place over the last three months have been cancelled due to low ticket sales and footfall in the City during the summer; this includes the August Guildhall Yard lunchtime market and evening food market, the Guildhall Yard Outdoor Cinema and *Carnival City*. These events were being organised by external third-party operators at their own financial risk with your officers facilitating and, although cancellation left a gap in the programme, the City Corporation has suffered no financial loss.
24. For the autumn season the programme continues with a 'lite' edition of *City Beerfest* offering food, beer and live music to workers; a Bengali celebration – *Mela in the City* – in Aldgate Square (both September); and installation of the *Asphalt Art* programme throughout September, October and November across four sites in the City; including the opportunity for the public to help paint one of the streetscape murals during the London Design Festival.

Leisure sector Support

25. Under the commitment to deliver leisure sector support, your Culture & Commerce Taskforce (C&CT) has been delivering the suite of projects outlined in its action plan [Fuelling Creative Renewal](#) (approved by your P&R and CHL Committees). The C&CT concludes at the end of September and will be undertaking a series of *One Year On* activities to share the impact, learning and legacy. These include a reception for City, London-wide and national stakeholders, a film and a final publication.
26. Activity under the C&CT since the last update includes:
- a. University of the Arts graduates exhibiting final degree pieces in 30 sites across the City in partnership with the Cheapside Business Alliance and EC Partnership
 - b. A community-built public garden in the City offering free workshops and events on sustainability (spearheaded by Play Nice in partnership with property developer Dominvs Group with support from Culture Mile)
 - c. A summer holiday workshop for young people from City schools learning about creative careers from partners such as Deloitte's creative design team (led by the City Corporation in partnership with Foundation for Future London)
 - d. Delivery of a co-mentoring pilot between creatives and business entrepreneurs (a partnership between Culture Mile and the Company of Entrepreneurs)
 - e. The opening of NDT Broadgate with 20,000 ft sq of space being used for free by creative freelancers (a partnership between British Land and New Diorama Theatre with the City Corporation partnering)
 - f. Be Offices hosting Culture Mile's summer workspace hub at their Central Point site on Beech Street.
27. Also, under the leisure sector support theme:

- a. The City has subscribed as a Challenge Partner for the Creative Cities Challenge in the Global Innovation Collaborative Cities programme led by the GLA. The submitted applications are now being assessed.
- b. The City Venues Group is developing a new initiative with London & Partners around the establishment of a City MICE offer (MICE = Meetings, Incentives, Conferences, and Exhibitions). The programme will aim to further position the City as a leading meetings and events destination.
- c. Your officers in the Innovation and Growth (Culture) and Environment departments have been supporting the Aldgate Connect (BID) which has won a £20k High Streets For All grant from GLA for Middlesex Street “Supporting a unique London street by building on an existing public realm modernisation programme and well-established community engagement strategy, to develop a more inclusive high street” – the focus is Petticoat Lane.

Outstanding Environment

- 28. Activities under the Outstanding Environment workstream are being delivered across a range of services including Planning, City Transportation, City Public Realm, Open Spaces and the City Property Advisory Team. An Outstanding Environment Delivery Group has been established to coordinate activity and identify opportunities for collaboration.
- 29. Recent planning decisions for innovative and sustainable development that provides new public, community and cultural facilities, include resolutions to grant permission for:
 - a. A BREEAM Outstanding building at 100 Fetter Lane that provides additional grade A office floorspace together with enhanced accessible walking routes and public realm.
 - b. A highly sustainable and heritage led scheme at the old police station at 5 Snow Hill. This will deliver a new hotel providing much needed overnight accommodation in the Culture Mile area. The scheme also includes a new visitor experience that provides publicly accessible exhibition spaces charting the history of the old police station and local landmarks and provides public access to view this heritage asset.
- 30. Public consultation on Finsbury Circus Gardens concluded in July and the planning application for the project submitted on 1 September.
- 31. Six projects have been identified as pilot sites for the Cool Streets and Greening programme. These projects will trial climate resilience measures such as sustainable drainage (SuDS) and climate resilient planting. Designs are progressing and monitoring will be put in place to identify the measures that are most effective at combatting climate risks (flooding, overheating, water shortages, biodiversity loss and emerging pests and diseases). A Resilience Measures Catalogue has been developed to inform the designs and ensure that a range of measures are tested.

32. Analysis of the public consultation for All Change at Bank was completed over the summer and a report prepared for Committees in September.
33. The first stage of the City Public Realm Guidance Review has been completed and Streets and Walkaways Sub Committee agreed to proceed with Stage Two in July. Outputs from this work will include a public realm visions and outcomes, an updated Public Realm Supplementary Planning Document (SPD) and a Design Toolkit. The SPD and Toolkit will include consideration of how best to accommodate opportunities for exercise within the public realm.
34. Following Committee approvals in July, work is progressing to deliver additional temporary seating and greening measures as part of the City Streets Covid-19 recovery programme. New locations include Finsbury Circus (western arm), Tudor Street and Breams Buildings. This programme has also been expanded to incorporate the 'asphalt art' initiative. Delivery of these additional elements is expected in the autumn.
35. We are continuing to work with the City Corporation's wireless concession partner, Cornerstone, with technology partner Freshwave to develop new 4G/5G shared infrastructure that can be utilised by all four mobile network operators to support existing 4G and new 5G network coverage across the Square Mile. Subject to contract, installation of infrastructure for the initial pilot is expected to begin shortly. The pilot will run to March 2022, which if successful will see full deployment across the Square Mile in 200 plus locations by Q2 2023.
36. The City Corporation has been participating in the London trial of rental e-scooters since July. This trial will help us to better understand how e-scooters can be used safely in the Square Mile and inform future policy on and management of e-scooters. The trial includes a series of steps to ensure that anyone using a rental e-scooter rides safely and follows the rules of the road as well as guidance from the rental operator.

Corporate & Strategic Implications –

37. Strategic Implications - The RTF is focused on delivering the [Corporation Plan \(2018-23\)](#) ambition of having a vibrant and thriving City. Specifically, it aims to impact the following corporate outcomes:
- Outcome 3: People have equal opportunities to enrich their lives and reach their full potential.
 - Outcome 5. Businesses are trusted and socially and environmentally responsible.
 - Outcome 6. We have the world's best legal and regulatory framework and access to global markets.
 - Outcome 7. We are a global hub for innovation in finance and professional services, commerce and culture.
 - Outcome 8. We have access to the skills and talent we need.
 - Outcome 9. We are digitally and physically well-connected and responsive.
 - Outcome 10. We inspire enterprise, excellence, creativity and collaboration.

38. Resource and financial implications – The RTF has been designed to be delivered within existing resources. However, some potential parts may require additional funding if they go ahead, including promotional activities, events and marketing. Consideration may need to be given to the terms in which commercial workspace is offered to potential occupiers.
39. Legal Implications – No legal implications have been identified.
40. Risk Implications – No risk implications of the RTF project. Risk is if no action is taken and the City fails to remain an attractive place for workers, residents and visitors.
41. Equalities Implications – No equalities risks have been identified in relation to the recommendations in this report. A major strand of work of the RTF will be to widen access to the City.
42. Analysis of responses to the public survey shows that female workers (especially female City Corporation workers) and persons of minority religions and BAME groups were intending the most significant shift to working fewer days in the Square Mile. If this were to happen, it would have a negative impact on the diversity of people in the Square Mile. This could impact negatively on career progression within these groups and on diversity of the talent pipeline. As stated in paragraph 12, these insights will be used to inform the implementation of the RTF's recommendations.
43. Climate Implications – The RTF is fully in line with the City Corporation's Climate Action Strategy and provides an additional catalyst to progress this programme of work.
44. Security Implications – No new security implications identified by the RTF. We will continue to work with the City of London Police to ensure safety and security as people return to the Square Mile.

Giles French

External Affairs Director, Innovation & Growth

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Committee(s): Policy and Resources Committee	Dated: 14/10/2021
Subject: Policy and Resources Contingency/Discretionary Funds	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	All
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£0
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Chamberlain	For Information
Report Author: Geraldine Francis - Chamberlain	

Summary

This report provides the schedule of projects and activities which have received funding from the Policy Initiatives Fund (PIF), the Policy and Resources Committee's Contingency Fund, Committee's Project Reserve and COVID19 Contingency Fund for 2021/22 and future years with details of expenditure in 2021/22. The balances remaining for these Funds for 2021/22 and beyond are shown in the Table below. .

Fund	2021/22 Balance Remaining after Approved Bids £	2022/23 Balance Remaining after Approved Bids £	2023/24 Balance Remaining after Approved Bids £	2024/25 Balance Remaining after Approved Bids £
Policy Initiative Fund	447,307	687,000	717,000	1,200,000
Policy and Resources Contingency	282,719	285,000	285,000	285,000
Policy & Resources Project Reserve	343,000	0	0	0
COVID19 Contingency	1,046,546	0	0	0

Recommendation(s)

Members are asked to:

- Note the report and contents of the schedules.

Main Report

Background

1. The purpose of the Policy Initiatives Fund (PIF) is to allow the Committee to respond swiftly and effectively with funding for projects and initiatives identified during the year which support the City Corporation's overall aims and objectives.
2. The current process for identifying which items should sit within the PIF are if they fall under the below criteria:
 - Items that relate to a specific initiative i.e. research.
 - Sponsorship/funding for bodies which have initiatives that support the City's overall objectives; and
 - Membership of high-profile national think tanks.
3. To restrict the depletion of funds in future years, a two-year time limit is in place on multiyear PIF bids, with three years being an option by exception. To ensure prioritisation within the multiyear bids, the PIF from the financial year 2019/20 and onwards has £600k of its total budget put aside for multiyear bids with the rest set aside (£650k) for one off allocations, with the option to 'top up' the multiyear allocation from the balance if members agree to do so. This will ensure that there should always be enough in the PIF to fund emerging one-off opportunities as they come up.
4. PIF bids need to include a measurable success/benefits criterion in the report so that the successful bids can then be reviewed to see what the outcomes are and if the works/activities meet the objectives of the PIF. These measures will be used to review PIF bids on a six-monthly basis. This review will aide members in evaluating the effectiveness/benefits of PIF bids supported works/activities which can be taken into consideration when approving similar works/activities in the future.
5. When a PIF bid has been approved there should be a reasonable amount of progress/spend on the works/activities within 18 months of approval which allows for slippage and delays. If there has not been enough spend/activity within this timeframe, members will be asked to approve that the remaining allocation be returned to the Fund where it can be utilised for other works/activities. If the Department requires funding for the same works/activities again at a later date, it is suggested that they re-bid for the funding. If there is a legitimate reason, out of the Department's control, which has caused delays, it is recommended that these are reviewed by Committee as needed.
6. The Committee Contingency Fund is used to fund unforeseen items of expenditure when no specific provision exists within the Policy Committee's budget such as hosting one-off events.
7. The Committee's Project Reserve is a limited reserve which has been established from funds moved from the Projects Sub Committee Contingency Fund as approved in May 2019's Policy and Resources Committee. The initial amount

transferred to this reserve totalled £450,000 from the Project Sub Committee, this is not an annual Contingency but a one-off sum. It is suggested that this reserve is used for project type spend.

8. The COVID19 Contingency Fund is a time limited fund established to meet any unforeseen items of expenditure due to the COVID19 virus such as; to enact contingency planning arrangements, support unforeseen expenditure required to support service community which cannot be met from local budgets and to support/implement guidance issued by the government where there is no other compensating source of funding. The Town Clerk and Chamberlain have delegated authority to approve bids to this fund that are under £250,000.

Current Position

9. Appendices 1 to 3 list committed projects and activities approved by this Committee for the current and future financial years with the remaining balances available for the PIF (Appendix 1), your Committee's Contingency (Appendix 2), and the Policy & Resources Project Reserve (Appendix 3). Bids against the COVID19 Contingency Fund (Appendix 4) has either been approved by the Town Clerk and Chamberlain under delegated authority or by this Committee.
10. The balances that are currently available in the Policy Initiatives Fund, Committee Contingency Fund, Committee's Project Reserve and COVID Contingency for 2021/22 are shown in the Table below.

Fund	2021/22 Opening Balance £	2021/22 Approved Bids £	2021/22 Balance Remaining after 2021/22 Approved Bids £	2021/22 Pending Bids £	2021/22 Balance Remaining after 2021/22 Pending Bids £
Policy Initiative Fund	2,004,555	(1,557,248)	447,307	0	447,307
Policy and Resources Contingency	684,214	(401,495)	282,719	(72,000)	210,719
Policy and Resources Project Reserve	353,578	(10,578)	343,000	0	343,000
COVID19 Contingency	1,579,546	(533,000)	1,046,546	0	1,046,546

11. The remaining multiyear allocation is shown in the Table below with details, as shown in Appendix 1, prior to any allowances being made for any other proposals on today's agenda.

	2021/22	2022/23	2023/24
Balance remaining of Multiyear PIF allocation	£0	£87,000	£117,000

Corporate & Strategic Implications

12. Strategic implications – Although each PIF application has to be judged on its merits, it can be assumed that they may be helping towards contributing to a flourishing society, supporting a thriving economy and shaping outstanding environments as per the corporate plan.
13. Financial implications – Each PIF application should be approved on a case by case basis and Departments should look to local budgets first before seeking PIF approval, with PIF requests only being submitted if there is no funding within local budgets available
14. Resource implications – None
15. Legal implications – None
16. Risk implications – None
17. Equalities implications – None
18. Climate implications – None
19. Security implications – None

Appendices

- Appendix 1 – PIF 2021/22 and Future Years
- Appendix 2 – P&R Contingency 2021/22 and Future Years
- Appendix 3 – P&R Project Reserve 2021/22
- Appendix 4 – COVID19 Contingency 2021/22

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Policy and Resources Committee - Policy Initiative Fund 2021/22 to 2023/24

Budget	2021/22	2022/23	2023/24
Initial budget	£ 1,200,000	£ 1,200,000	£ 1,200,000
Uncommitted balance brought forward from 2020/21	£ 527,082	£ -	£ -
Unspent balances deferred from 2020/21	£ 447,113	£ -	£ -
Unspent balances in 2020/21 returned to Fund	£ 30,360	£ -	£ -
Transferring Budget to Covid Contingency - (Agreed by P&R Cttee: 06 May21)	-£ 200,000	£ -	£ -
Revised Budget	£ 2,004,555	£ 1,200,000	£ 1,200,000

Date	Name	2021/22 Bid	2021/22 Actual	2022/23 Bid	2023/24 Bid
07/07/16	London Councils Summit	£ 16,000	£ 15,563		
16/11/17	Proposed Grant to retain the Centre for the Study of Financial Innovation (CSFI)	£ 6,635	£ -		
22/02/18	Sponsorship of Wincott Awards	£ 4,000	£ -		
03/05/18	Saudi Arabia Vision 2030, Public Investment Fund and Financial Services	£ 27,487	£ -		
07/06/18	City of London Corporation - Engagement with Strategy World Economic Forum (WEF)	£ 76,339	£ -		
05/07/18	Events Partnership with The Strand Group, King's College London	£ 35,787	£ -		
21/02/19	London and Partners: domestic promotion of London	£ 75,000	£ 49,951		
17/10/19	City Week 2020 Event Sponsorship	£ 25,000	£ -		
20/02/20	Future.Now - Application for Funding	£ 17,000	£ -		
20/02/20	Tokyo 2020 Games	£ 40,000	£ 3,934		
19/03/20	London Messaging Research	£ 40,000	£ -		
11/06/20	British Foreign Policy Group	£ 35,000	£ -		
24/09/20	Commitment to UN Sustainable Development Goals	£ 20,000	£ 550	£ 10,000	
21/01/21	Support for Innovate Finance	£ 250,000	£ -	£ 250,000	£ 250,000
21/01/21	Green Horizon Summit Evaluation & COP26 Preparations	£ 100,000	£ -		
18/02/21	Commonwealth Enterprise and Investment Council: Renewal of Strategic Partnership	£ 20,000	£ 10,000	£ 20,000	
Urgency	AIIB Membership	£ 184,000	£ -	£ 183,000	£ 183,000
08/04/21	Standing International Forum of Commercial Courts	£ 50,000	£ 50,000	£ 50,000	£ 50,000
08/04/21	COVID Recovery Campaign	£ 300,000	£ -		
Urgency	London Tourism Recovery Marketing	£ 50,000	£ 50,000		
06/05/21	Options to Promote Supplier Diversity	£ 30,000	£ 12,000		
08/07/21	Culture & Commerce Taskforce: Fuelling Creative Renewal - City Corporation Action Plan & Programme Outline	£ 20,000	£ 5,975		
08/07/21	Voluntary Carbon Markets	£ 15,000	£ -		
08/07/21	Adoption of Competitiveness Strategy - Development of an 'Asset Under Management' Campaign	£ 120,000	£ -		
	Total Allocations	£ 1,557,248	197,972.14	£ 513,000	£ 483,000
	Balance Remaining	£ 447,307		£ 687,000	£ 717,000

Bids for Committee's Approval: 14 October 2021

Total Balance if pending bids are approved

£ 447,307	£ 687,000	£ 717,000
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Multi Year PIF Bids		2021/22 Bid	2022/23 Bid	2023/24 Bid
Multi Year PIF Allocation		£ 610,635	£ 600,000	£ 600,000
16/11/17	Proposed Grant to retain the Centre for the Study of Financial Innovation	£ 6,635		
16/04/20	Sheltered Employment Programme - Corporate Catering at Guildhall Offices	£ 90,000		
24/09/20	Commitment to UN Sustainable Development Goals	£ 10,000	£ 10,000	
21/01/21	Support for Innovate Finance	£ 250,000	£ 250,000	£ 250,000
18/02/21	Commonwealth Enterprise and Investment Council - Renew of Partnership	£ 20,000	£ 20,000	
Urgency	AIIB Membership	£ 184,000	£ 183,000	£ 183,000
08/04/21	Standing International Forum of Commercial Courts	£ 50,000	£ 50,000	£ 50,000
	Total Multi Year Allocations	£ 610,635	£ 513,000	£ 483,000
	Multi Year PIF Allocation Balance	£ -	£ 87,000	£ 117,000

Bids for Committee's Approval: 14 October 2021

Total Balance if pending bids are approved

£ -	£ 87,000	£ 117,000
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Policy and Resources Committee - Contingency 2021/22 to 2023/24

Budget	2021/22		2022/23	2023/24	2024/25
Initial Budget	£ 300,000		£ 300,000	£ 300,000	£ 300,000
Uncommitted balance brought forward from 2020/21	£ 719		£ -	£ -	£ -
Unspent balances deferred from 2020/21	£ 383,495		£ -	£ -	£ -
Unspent balances in 2020/21 returned to Fund	£ -		£ -	£ -	£ -
Revised Budget	£ 684,214		£ 300,000	£ 300,000	£ 300,000

Date	Name	2021/22 Bid	2021/22 Actual	2022/23 Bid	2023/24 Bid	2023/24 Bid
08/05/14	City of London Scholarship - Anglo-Irish Literature	£ 19,850	£ -	£ -	£ -	£ -
17/11/16	Police Arboretum Memorial Fundraising Dinner	£ 30,000	£ -	£ -	£ -	£ -
20/02/20	Common Council Elections in March 2021 - funding a high-profile advertising campaign	£ 126,645	£ 40,627	£ -	£ -	£ -
19/11/20	Census 2021	£ 18,000	£ -	£ -	£ -	£ -
10/12/20	Electoral Registration Campaign Manager	£ 150,000	£ 68,012	£ -	£ -	£ -
Urgency	Smithfield Negotiations - Mediation Fees	£ 57,000	£ -	£ -	£ -	£ -
Urgency	Lord Mayor's Show Arrangements	£ -	£ -	£ 15,000	£ 15,000	£ 15,000
	Total Allocations	£ 401,495	£ 108,639	£ 15,000	£ 15,000	£ 15,000
	Balance Remaining	£ 282,719		£ 285,000	£ 285,000	£ 285,000

Bids for Committee's Approval: **14 October 2021**

- Election Engagement Campaign	72,000	-	-	-
-	-	-	-	-
Total Balance if pending bids are approved	£ 210,719	£ 285,000	£ 285,000	£ 285,000

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Policy and Resources Committee Project Reserve: 2021/22

Budget	2021/22
Initial Budget	£ 450,000
Less: 2019/20 spend	-£ 30,000
Less: 2020/21 spend	-£ 66,422
Revised Budget	£ 353,578

Date	Name	2021/22 Bid	2021/22 Actual
30/07/20	Project Management Academy	£ 10,578	£ -
	Total Allocations	£ 10,578	£ -
	Balance Remaining	£ 343,000	

Bids for Committee's Approval: **14 October 2021**

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Total Balance if pending bids are approved	£ 343,000

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Policy & Resources Committee - COVID Contingency 2020/21 - 2021/22

Budget	2020/21	2021/22
Initial Budget	£ 1,500,000	
Funding moved from Brexit funding - City Fund	£ 239,270	
Funding moved from Brexit Funding - City's Cash	£ 413,276	
Uncommitted funding carried forward from 2020/21 - City Fund		£ 85,000
Uncommitted funding carried forward from 2020/21 - City's Cash		£ 394,546
Additional allocation ringfenced for GSMD subject to CCC approval		£ 600,000
Funding transferred from PIF & Finance Contingency		£ 500,000
Revised Budget	£ 2,152,546	£ 1,579,546

Date	Name	2020/21 Bids	2021/22 Bids
03/04/20	SMTA Rates Bill	£ 67,000	
21/04/20	COLPAI - CCTV	£ 41,000	
17/04/20	Support the Mortality Management Group	£ 27,000	
24/04/20	Direct Access Server Replacement + Additional Server	£ 37,000	
06/05/20	PPE Purchasing	£ 4,000	
11/05/20	CoLP IT Resilience	£ 263,000	
28/05/20	Open Spaces PPE and HSE	£ 65,000	
09/06/20	Using Public Transport and Social Distancing - Face Coverings	£ 25,000	
24/06/20	CoL IT - Remote Working upgrades and expenses	£ 81,000	
09/07/20	City of London Academies Trust Funding Request for Summer Provision 2020/21	£ 70,000	
08/07/20	Everyone In - Rough Sleeping Response	£ 261,000	
27/07/20	Brakespear Mortuary	£ 32,000	£ 12,000
05/10/20	Public Health Communications Officer	£ 50,000	
19/11/20	Communications with Residents	£ 28,000	
10/12/20	Dedicated City Corporation News Hub on City AM	£ 45,000	
21/12/20	Dedicated strategic support on social care to the Chief Executive of Ealing	£ 9,000	
22/01/21	Letter drops to City residents	£ 24,000	
10/02/21	Public Health Communications Officer extended		£ 40,000
18/03/21	Dedicated City Corporation News Hub on City AM		£ 45,000
11/03/21	Recovery Promotional Campaign		£ 250,000
19/03/21	Covering the cost of Hands-Face-Space COVID19 Campaign Materials	£ 13,000	
26/03/21	Contributions towards Pan London Mortality Wace 1 Costs	£ 16,000	
31/03/21	Mental Health & Well Being support to Academies	£ 320,000	
31/03/21	Laptops required for new starters and replacing broken devices	£ 195,000	
13/04/21	Temporary Communication sLead		£ 40,000
13/04/21	Letter drops to Residents: May & June		£ 16,000
08/06/21	Committee Meeting Live Streaming		£ 68,000
01/07/21	Return to work costs		£ 14,000
07/07/21	Mailing to city residents		£ 8,000
05/08/21	Public Health Comms Officer		£ 40,000
	Total Allocations	£ 1,673,000	£ 533,000
	Non ringfenced balance (City's Cash)		£ 446,546
	Non ringfenced balance (City Fund)		£ -
	GSMD ringfenced balance (City's Cash)		£ 600,000
	Total Balance Remaining		£ 1,046,546

Bids pending Town Clerks Approval: **14 October 2021**

Total Balance if pending bids are approved

£ 1,046,546

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