



Freedom Applications Committee

Date: THURSDAY, 18 NOVEMBER 2021

Time: 4.00 pm

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

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

Enquiries: Rhiannon Leary
rhiannon.leary@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting via the below link:

<https://youtu.be/ZENUeUsGH4M>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year.

Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

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

3. **MINUTES OF THE PREVIOUS MEETING**

To agree the public minutes of the meeting held on 14 September 2021.

For Decision
(Pages 5 - 8)

4. **OUTSTANDING ACTIONS LIST**

To note the list of outstanding actions.

For Information
(Pages 9 - 14)

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

6. **EXCLUSION OF THE PUBLIC**

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

For Decision

7. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 14 September 2021.

For Decision
(Pages 15 - 16)

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

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
10. **CONFIDENTIAL MINUTES**
To agree the confidential minutes of the meeting held on 14 September 2021.
For Decision
11. **OUTSTANDING ACTIONS LIST (CONFIDENTIAL)**
To note the list of confidential outstanding actions.
For Information
12. **CHAMBERLAIN'S COURT BUSINESS PLAN 2021/22**
Report of the Chamberlain.
For Decision
13. **INCREASE IN CHARGES FOR FREEDOM CEREMONY**
Report of the Chamberlain.
For Decision
14. **PROPOSED MERGER OF TWO FREEDOM CATEGORIES**
Report of the Chamberlain.
For Decision
15. **FREEDOMS DASHBOARD AND APPLICATIONS REQUIRING DISCUSSION**
Report of the Remembrancer and the Chamberlain.
For Decision
16. **LIST OF HEADS OF MISSIONS**
Report of the Remembrancer.
For Information

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

Report of the Chamberlain.

For Information

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

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

FREEDOM APPLICATIONS COMMITTEE
Tuesday, 14 September 2021

Minutes of the hybrid meeting of the Freedom Applications Committee held at Committee Rooms - 2nd Floor West Wing, Guildhall and via Microsoft Teams on Tuesday, 14 September 2021 at 3.00 pm

Present

Members:

Jeremy Mayhew (Chairman)
Alderman Sir David Wootton (Deputy Chairman)
Christopher Hayward (Ex-Officio Member)
Deputy Brian Mooney (Chief Commoner) (Ex-Officio Member)

Officers:

Paul Double	- City Remembrancer
Bruce Hunt	- Remembrancer's Office
Michael Cogher	- Comptroller and City Solicitor
Rhiannon Leary	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Laura Miller	- Deputy Clerk to the Chamberlain's Court
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1. APOLOGIES

Apologies for absence were received from Tijs Broeke, Dominic Christian and the 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 OF THE PREVIOUS MEETING RESOLVED, that:

the public minutes and the non-public summaries of the meeting on 22 July 2021 be agreed as a correct record.

MATTERS ARISING

There were none.

4. OUTSTANDING ACTIONS LIST

The Committee considered the Outstanding Actions List. With reference to point 2, the Chairman noted that an email from the Chamberlain had been circulated to Chief Officers that morning. It was agreed that an email similar in content, but with the revised categories of Freedom appended, would be circulated to Committee Chairmen after this meeting on behalf of the Chairman.

Members heard that the nominations of both John Glen and Sophie Linden had been progressed.

In relation to point 7, it was agreed that this should be deleted and replaced with an action noting that, going forwards, the Heads of Mission report would include additional analysis to provide rationale/context for nominations.

RESOLVED, that:

- (i) the Outstanding Actions List be noted;
- (ii) the Chairman write to the Chairmen of Committees to clarify the guidance for payment for Freedom ceremonies and hospitality.

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

There were none.

6. EXCLUSION OF THE PUBLIC

7. NON-PUBLIC MINUTES

RESOLVED, that:

the non-public minutes of the meeting held on 22 July 2021 be agreed as a correct record.

8. REVISED CRITERIA FOR THE FREEDOM

The Committee considered a report of the Chamberlain.

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

There were none.

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

There was no other business.

11. CONFIDENTIAL MINUTES

The Committee considered the confidential minutes of the meeting held on 22 July 2021.

12. CHAMBERLAIN'S COURT BUSINESS PLAN 2021/22

With the consent of the Chairman, this item was deferred until the next meeting.

13. FREEDOMS DASHBOARD AND APPLICATIONS REQUIRING DISCUSSION

The Committee considered a report of the Remembrancer and the Chamberlain.

14. LIST OF HEADS OF MISSIONS

The Committee considered a report of the Remembrancer.

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

The Committee considered a report of the Chamberlain.

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

There were none.

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

There was none.

The meeting ended at 4.04 pm

Chairman

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

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Freedom Applications Committee – Outstanding Actions: 18 November 2021

Item no.	Date	Action identified	Officer/member responsible	Action undertaken/date for completion	Progress Update
1.	02/07/21 (updated 14/09/21)	The Committee to agree that the initiating department or committee should meet the cost of the fee waiver. Consideration to be given to how this decision should be communicated, if agreed.	The Chairman, the Chamberlain & the Remembrancer.	To clarify advice on fees/hospitality: the Chairman to write to Chairs of Committees; the Chamberlain and the Remembrancer to write to Chief Officers.	<p>Chairman/Chairs and Chief Officers to be advised that, should individuals wish to nominate someone, they are of course free to do so, but they will be required to pay the fee & for any hospitality (or the nominee does).</p> <p>Update 30/07/21 Draft required from Chief Officers; RL to use this as the basis to prep the Chairman’s letter.</p> <p>Update 14/09/21 Letter sent to Chief Officers by the Chamberlain. RL to send draft to Chairman by C.O.P on <u>15/09/21</u> for comment/amendment prior to circulation to Chairs of Grand Committees.</p>

2.	02/07/21 (updated 14.09.21)	The Chamberlain to produce a business plan to demonstrate income and expenditure for Chamberlain's Court in relation to revenue generated and costs incurred by the administration of the Freedoms process.	The Chamberlain (Hayley Hajduczek) and Murray Craig	November 2021.	Draft business plan included in the agenda for September meeting. Update 14/09/21 Deferred in September: to be considered at the next meeting of the Committee when the Clerk to the Chamberlain's Court can be present.
3.	14/09/21	Merge the two separate categories of Freedom by Special Nomination and Freedom by Invitation.	Murray Craig	November 2021	Proposed new categorisation and accompanying report to be presented to the next meeting.
4.	22/07/21	Nomination of Sophie Linden (London's Deputy Mayor for Policing and Crime) to be progressed at pace.	Murray Craig	Completed?	Progress update provided by the Deputy Clerk to the Chamberlain's Court at the September meeting (application is in progress).

COMPLETED ACTIONS

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

No.	Date	Action	Officer responsible	To be completed/ progressed to next stage	Completed Action
2.	27/04/21	The Remembrancer's Office, in conjunction with the Clerk of the Chamberlain's Court and the Town Clerk, to revise the Heads of Mission report and appendix.	Bruce Hunt/ Murray Craig/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 20201).	Completed Revised report included with the papers for the meeting held on 08/06/21.
3.	27/04/21	The Clerk of the Chamberlain's Court, in conjunction with the Remembrancer's Office and the Town Clerk, to revise the Freedom by Special Nomination report and appendix.	Murray Craig/Bruce Hunt/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 20201).	Completed Revised report included with the papers for the meeting held on 08/06/21.
4	27/04/21	To update new and returning members on the criteria for the different categories of nomination for the Freedom.	Rhiannon Leary.	To be included in the papers for the next meeting of the committee (scheduled for 8 June 20201).	Completed Criteria included in the agenda pack for the meeting held on 08/06/21.
5	27/04/21	To schedule an informal strategy session for all members of the committee, for the purpose of reviewing the committee's overall strategy.	Rhiannon Leary.	As soon as members' diaries permit.	Completed Session scheduled for 02/07/21.

No.	Date	Action	Officer responsible	To be completed/ progressed to next stage	Completed Action
6	27/04/21	To publish the criteria for the different categories of nomination for the Freedom online, in the interests of transparency.	Rhiannon Leary/Murray Craig.	To complete subsequent to the next meeting of the committee (scheduled for 8 June 2021) in order to take account of members' comments.	Completed. https://www.cityoflondon.gov.uk/about-us/law-historic-governance/freedom-of-the-city
7	08/06/21	Confirm which member of the Communications team will attend the strategy session.	Rhiannon Leary.	Contact Bob Roberts to ask for a named Comms rep to attend.	Completed: session held on June 2021 with Bob Roberts in attendance.
8.	08/06/21	Review reports for future meetings with a view to their inclusion on the public agenda wherever possible.	Rhiannon Leary.	To implement in advance of the next meeting (22 July 2021)	Complete at date of publication.
9.	02/07/21	Responsibility to be allocated to the sponsoring department for vetting in clear cases, to ease the demand on the Chamberlain's Court. Consideration also to be given as to how to communicate this decision.	The Chamberlain & the Remembrancer.	Confirmed by the Remembrancer's Office 26.08.21.	The Remembrancer's Office agreed to take responsibility for vetting those nominated for political/diplomatic Freedoms, with support from the Clerk to the Chamberlain's Court where necessary.
10.	02/07/21	The criteria for the Freedom to be revised and clarified.	Murray Craig.	Completed.	Presented to the meeting on 14.09.21 for consideration by the Committee. AGREED subject to: p20, paragraph four, line three, remove 'normally' and replace with 'solely'.

11.	22/07/21	Nomination of John Glen (Cities' Minister) to be progressed at pace.	Murray Craig.	Completed.	Progress update provided by the Deputy Clerk to the Chamberlain's Court at the September meeting (application is in progress).
12.	22/07/21	To amend the Freedoms Dashboard to differentiate clearly between those nominees whose applications had been agreed and were merely awaiting their physical ceremony; and those who had not completed the necessary paperwork within an appropriate timeframe	Murray Craig.	Completed.	Revised dashboard included in papers for September meeting.

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