



Civic Affairs Sub-Committee

Date: MONDAY, 18 JULY 2022

Time: 1.45 pm

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

Members:

Deputy Edward Lord (Chair)	Deputy Sir Michael Snyder
Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman)	Alderman Gregory Jones QC
Deputy Keith Bottomley	Emily Benn
Tijs Broeke	James Bromiley-Davis
Mary Durcan	Sophie Anne Fernandes
Deputy Christopher Hayward	Deputy Dr Giles Shilson
Alderman Ian David Luder	Alderman Sir William Russell
Alderman & Sheriff Nicholas Lyons	Nicholas Bensted-Smith
Deputy Brian Mooney	

Enquiries: Chris Rumbles
christopher.rumbles@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:
www.youtube.com/watch?v=Z02ExJ1Ptkg

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

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the minutes of the Civic Affairs Sub-Committee meeting held on 17 May 2022.

For Decision
(Pages 7 - 16)

4. **WORK PROGRAMME**

Report of the Town Clerk.

For Information
(Pages 17 - 18)

Members Facilities and Support

5. **MEMBER'S WORKSPACE REQUIREMENTS**

Joint report of the Town Clerk and City Surveyor.

For Decision
(Pages 19 - 28)

6. **MEMBER DEVELOPMENT AND TRAINING**

Report of the Town Clerk.

For Decision
(Pages 29 - 32)

Ethical Standards

7. **MEMBERS' CODE OF CONDUCT**

Comptroller and City Solicitor to be heard.

For Discussion

8. **STANDARDS**

Monitoring Officer to be heard.

For Information

General Business

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

10. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

11. **EXCLUSION OF THE PUBLIC**

The following matters relate to functions of the Court of Common Council which are not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings. The matters will, therefore, be considered in non-public session unless the committee determines to the contrary.

For Decision

Part 2 - Non Public Agenda

12. **MINUTES**

To agree the non-public minutes of the Civic Affairs Sub-Committee meeting held on 17 May 2022.

For Decision
(Pages 33 - 40)

13. **DELEGATED AUTHORITY REPORT**

Report of the Town Clerk.

For Information
(Pages 41 - 42)

Benefices

14. **BENEFICES UPDATE**

Chair to be heard.

For Information

(Pages 43 - 44)

Hospitality

15. **APPLICATIONS FOR THE USE OF GREAT HALL**

Report of the Remembrancer.

For Decision
(Pages 45 - 48)

16. **COMMITTEE HOSPITALITY**

Report of the Remembrancer.

For Discussion
(Pages 49 - 60)

Applications for Hospitality - For Decision

a) Application A (Pages 61 - 66)

Report of the Remembrancer.

b) Application B (Pages 67 - 72)

Report of the Remembrancer.

c) Application C (Pages 73 - 78)

Report of the Remembrancer.

d) Application D (Pages 79 - 84)

Report of the Remembrancer.

17. **REVIEW OF THE GUILDHALL ELIGIBLE CATERERS LIST**

Report of the Remembrancer.

For Decision
(Pages 85 - 94)

18. **CORPORATE AND STAKEHOLDER ENGAGEMENT EVENTS**

Report of the Director of IG (TO FOLLOW).

For Information

Part 3 - Confidential Agenda

19. **MINUTES**

To agree the confidential minutes of the Civic Affairs Sub-Committee meeting held on 17 May 2022.

For Decision

20. **MEMBERS' BUSINESS TRAVEL AND TRANSPORTATION POLICIES**

Report of the Town Clerk.

For Discussion

21. **MEMBER REQUESTED ITEM**

For Discussion

This page is intentionally left blank

CIVIC AFFAIRS SUB-COMMITTEE Tuesday, 17 May 2022

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room, 2nd Floor, West Wing, Guildhall on Tuesday, 17 May 2022 at 3.30 pm and live streamed at <http://www.youtube.com/watch?v=Qti688dAfLU>

Present

Members:

Deputy Edward Lord (Chair)
Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman)
Deputy Keith Bottomley
Tijs Broeke
Deputy Henry Colthurst
Deputy Christopher Hayward
Alderman Ian Luder
Alderman & Sheriff Nicholas Lyons
Deputy Brian Mooney
Deputy Sir Michael Snyder
Alderman Sir David Wootton
Alderman Gregory Jones QC

In attendance

Wendy Mead
Ian Seaton

Officers:

Jeremy Blackburn	- Town Clerk's Department
Paul Double	- City Remembrancer
Hannah Grace	- Remembrancer's Office
Fiona Hoban	- Remembrancer's Office
Claire Holdgate	- Innovation and Growth Dept
Nigel Lefton	- Remembrancer's Office
Gregory Moore	- Assistant Town Clerk
Dorian Price	- City Surveyor's Department
Bob Roberts	- Director of Communications and acting Deputy Town Clerk
Christopher Rumbles	- Town Clerk's Department
Gemma Stokley	- Town Clerk's Department
Edward Wood	- Comptroller and City Solicitor's Department
Paul Wright	- Deputy Remembrancer

1. APOLOGIES

There were no apologies.

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

There were no declarations.

3. **MEMBERSHIP AND TERMS OF REFERENCE OF CIVIC AFFAIRS SUB-COMMITTEE**

The Sub-Committee received Civic Affairs Sub-Committee terms of reference and Membership, as agreed by Policy and Resources Committee at its meeting on Thursday 5th May 2022.

The Chair referred to the Sub-Committee having a significant set of Terms of Reference with a vast array of work under its remit including all areas of City hospitality and not solely aspects previously overseen by Hospitality Working Party. Members noted there were four remaining vacancies on the Sub-Committee that would be subject to election at the Court of Common Council meeting later in the week.

RECEIVED

4. **PARENTAL ARRANGEMENTS FOR MEMBERS**

The Town Clerk commented on a number of Members, particularly post elections, with young children or who were expecting babies and suggested it was an appropriate point to look at the current provision of parental arrangements for Members and the current facilities on offer within the Guildhall complex.

Members noted that a range of baby changing and comfort facilities had recently been installed within Guildhall, but there was now a need to look more widely at what other parental arrangements and provision can be offered to Members. There would be a need to consult more widely with the Local Government Association to understand the parental provision offered by Local Authorities elsewhere and to also ensure any proposals brought forward were clearly mapped out against the Members' Financial Allowance Scheme and to consider any potential tax implications.

A Member remarked on a need to reflect on the current offering to staff and to ensure they were offered the same level of provision. The Town Clerk added that guest provision would also need to be offered at the same level.

RESOLVED: That Members: -

- Agreed that the Town Clerk consider this further and report back at an appropriate point on what additional parental provision can be offered to Members.

5. **MEMBERS' WORKSPACE REQUIREMENTS AND GUILDHALL MASTERPLAN**

The Chair was heard and commented on a need to recognise that there had been significant changes at the City Corporation since the last review of Members' Workspace requirements undertaken in 2015. There was now a much greater expectation on Senior Members and Chairs to have suitable resources and

facilities available to them. The Chair referred to comments they had received from a number of new Members of a need for dedicated quiet space in which they could conduct their City Corporation business.

The City Surveyor suggested there were a number of areas within the Guildhall Complex that had been identified for further consideration. These being:

- 65 Basinghall St
- Irish Chambers
- WW 3rd Floor HR
- WW Mezzanine
- WW 2nd Floor (reconfigure Chairman's Rooms plus waiting space)
- 20/21 Aldermanbury (CII) to take over 3 offices there

The Chair remarked on a need to consider space currently available e.g., the area that had previously been occupied by the former Culture Heritage and Libraries Department in the West Wing Mezzanine level, whilst also considering longer term options to provide better Member facilities as part of the Guildhall Masterplan.

There was general support among Members for additional space being made available for Senior Chairs who have a need to spend much of their time in Guildhall and also in offering appropriate meeting space for general use by Members. A Member suggested that any proposed changes would need careful consideration in light of budgets being pressured elsewhere and challenges being presented in certain areas. The West Wing Mezzanine was welcomed as a cost-efficient option to provide Members with the basic facilities and provision necessary to enable them to do their City Corporation work well and seamlessly.

Making space available for Members to join online meetings was raised as an area needing consideration. The Chair referred to requests they had received from new Members asking to look at facilities that could be provided to allow for virtual participation in meetings without disturbing other Members.

The Chair welcomed Members' support for ensuring appropriate facilities were available to Senior Members. The Chair referred to office provision currently being made available to the Chairs of Finance Committee, Planning and Transportation Committee, Police Authority Board and Corporate Services Committee. The Chair proposed adding the Deputy Chairman of Policy and Resources Committee given their day-to-day activity. Members were in agreement with this being an appropriate list of Members.

The Town Clerk and City Surveyor agreed to report back and update on progress with provision of Members' facilities.

Members' Bedrooms

The Town Clerk referred to the existing policy not having been reviewed for a few years, with the current policy being quite rigid, with specific requests for an exception owing to accessibility reasons not being allowed for as result.

It was proposed that delegated authority be granted to the Town Clerk to draw up and agree proposals for discretionary use of the Members Bedrooms.

The Chair suggested that as part of the delegation consideration could also be given to allowing those Members having completed two full terms, 8 years of service, use of the Member Bedrooms rather than the current eligibility rule requiring 10 years of service. This suggestion received the support of the Sub-Committee.

RESOLVED: That Members: -

- Agreed to the Town Clerk and City Surveyor being instructed to proceed with developing the option of providing additional Members' facilities on the mezzanine level of the West Wing.
- Agreed that Delegated Authority be granted to the Town Clerk, in consultation with the Chair and Deputy Chairman to agree and finalise arrangements for discretionary use of Members' Bedrooms.
- Agreed to a change in the policy relating to the use of bedrooms by former Members, reducing the service requirement from ten to eight years.

6. MEMBERS' ADMINISTRATIVE SUPPORT

The Chair remarked on this following on and being related to the previous item in looking to ensure an appropriate level of resources and support being in place and available to Members in support of their day to activity in driving forward the objectives of the City Corporation.

The Chair stressed the importance of ensuring appropriate levels of administrative support for in place for Members. The Chair asked the Town Clerk to report back at the next meeting with appropriate recommendations for Members to consider.

RESOLVED: That Members: -

- Agreed to the Town Clerk reporting back with appropriate recommendations and proposals for consideration relating to administrative support for Members.

7. MEMBERS' TRANSPORTATION ARRANGEMENTS

The Town Clerk was heard and explained that the Members' Transportation Policy had not been reviewed in a decade and that now was an appropriate point to review the existing transport provision for Members and usage to consider whether the arrangements remained appropriate.

The Chair suggested that as part of the consideration of Members transportation requirements that a pooling arrangement between Guildhall and Mansion

House/Old Bailey be looked at to ensure the City Corporation was making best use of resources across the organisation.

The Chair further commented on a need to also consider Member aspects of the business travel scheme, which the Town Clerk agreed to review.

RESOLVED: That Members: -

- Agreed to the Town Clerk reviewing Members' Transportation Policy and Member aspects of the Business Travel Scheme looking at appropriate linkages and reporting back.

8. **NEW MEMBER INDUCTION PROGRAMME AND INITIAL FEEDBACK**

The Town Clerk explained that the New Member Induction Programme was an area within Civic Affairs Sub-Committee's remit.

Member feedback continues to be taken at this time, but to date feedback on the process has been very positive. The only real points of negative feedback to date related to the time it was taking to get car parking passes and ID passes issued.

The Chair noted the City Surveyor was in attendance to take note of this feedback and to expedite Member passes moving forward.

The Town Clerk confirmed that a fuller report would follow in due course identifying lessons learnt and improvements that can be implement in future.

RESOLVED: That Members note the update.

9. **REVIEW OF THE NEW MEMBERS' FINANCIAL ASSISTANCE SCHEME AND OPTIONS FOR PHASE 2**

The Sub-Committee received a report of the Town Clerk updating on the existing Members Financial Support arrangements that were currently in place and seeking commentary and feedback on the Scheme, as well as instructions as to the next phase of the Scheme.

The Town Clerk commented on take up of the Financial Assistance Scheme having been reasonable in numbers to date, with feedback from Members being broadly positive, with technical issues being the main area of concern.

The Chair referred to the agreement by Members that in putting in place the new Scheme, consideration would be given after the recent elections to considering that a Special Responsibility Allowance Scheme might be introduced this at the City Corporation.

The Chair proposed that the London Councils Independent Panel led by Sir Rodney Brooks' that produced 'The Remuneration of Councillors in London 2022' report be invited to review this issue and make recommendations, working closely with the City Corporation's tax advisors to identify any potential implications.

A Member raised their concern with the approach being proposed and suggested the Remembrancer be consulted and input sought on any proposals.

RESOLVED: That Members: -

- Agreed to invite the London Councils Independent Remuneration Panel to review options for introducing Special Responsibility Allowances at the City Corporation.

A Member expressed their view against the proposal, which it was agreed would be recorded.

10. **COURT OF COMMON COUNCIL - ARRANGEMENTS FOR MEMBERS**

The Chair referred to Members that have raised issues relating to a need for additional space at Court of Common Council and providing tables to write on or keep water jugs etc. Members noted this has been looked at previously in 2016 when Members had raised a concern with introducing individual tables as it would push a reconfigured Court too far back within Great Hall.

A Member suggested the point raised reinforces the need for a dedicated council chamber that would allow for a range of meetings to be held. A Member added that there was need for better arrangement and facilities for Court of Common Council. Reviewing the current layout and arranging it in a suitable way that can then be transferred to an alternative location at an appropriate point.

A Member, also Chairman of Policy and Resources Committee, offered his support for a one team approach in terms of layout at Court of Common Council and all in attendance sitting as 125 Members. The Member acknowledged various layouts had been tried previously, with no one layout suiting everyone, and it was accepted that finding an option would prove a challenge, whilst agreeing it should be looked at again to review options.

A Member suggested visiting other institutions that have a council chamber to look at an alternative layout. The Chair referred to the Chartered Insurance Institute having a space that they would look to visit, with Members welcome to join.

RESOLVED: That Members: -

- Agreed on a need to review options to address additional space requirements in Court of Common Council meetings and requested the Town Clerk and City Surveyor to report back with possible options.

11. **MEMBERS' CODE OF CONDUCT - COMPLAINTS PROCEDURE AND ANCILLARY MATTERS FROM THE PANEL OF INDEPENDENT PERSONS.**

The Sub-Committee considered a joint report of the Town Clerk and Comptroller and City Solicitor updating on implementation of the Members' Code of Conduct – Complaints Procedure and to consider ancillary matters raised by the

Independent Person's Panel (IPP) and how best Common Councillors might be appointed to assist the Panel at the appeal stage of any complaints.

The Chair referred to the item having recently been discussed at Policy and Resources Committee when concern had been raised that no informal resolution was explicitly set out within the policy.

The Town Clerk referred to the report being presented in response to work of the IPP. The Town Clerk reiterated that concern had been expressed at Policy and Resources Committee that no informal resolution had been hardwired into the policy, whilst noting this would not always be possible in all instances and that the policy must not take away the right of an individual to submit a formal complaint. The Town Clerk questioned how this view should be communicated to the IPP.

The Chair suggested that IPP's proposal to expand its Membership in size to twelve and with there being a need for an appropriate level of mandatory training were areas that could be endorsed. Members supported both proposals.

The Chair proposed that they and the Comptroller feedback to the IPP and talk through how an informal resolution can be taken forward and introduced as the first part of the process.

The Comptroller agreed to come back with a further report once they have raised the issue and discussed it with the IPP.

RESOLVED: That Members: -

- Agree to the Independent Persons Panel proposal of an increase in its size to 12 Members.
- Agree to the Independent Persons Panel proposal of a minimum level of mandatory training being required for Panel Members.
- Agree to the Comptroller and City Solicitor feeding back the views of Members to the Independent Persons Panel and reporting back.

12. **STANDARDS**

The Comptroller was heard and confirmed there was nothing to report on this occasion. The Chair suggested that Members would welcome an understanding of any areas of learning that come out of standards proceedings and to feedback on this so the Sub-Committee so can understand these.

A Member proposed an annual report be presented to the Sub-Committee of lessons learned to allow for general discussion, which the Comptroller agreed would be done.

REOLVED: That Members note the update.

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

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**
There were no additional items of business.
15. **EXCLUSION OF THE PUBLIC**
RESOLVED: That Members agreed to exclude the public for the following matters relating to functions of the Court of Common Council which are not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings.
16. **TO NOTE THE MINUTES OF THE BENEFICES SUB-COMMITTEE MEETING ON 7TH FEBRUARY 2022**
The Sub-Committee received the minutes of the Benefice Sub-Committee meeting held on 7th February 2022.
17. **BENEFICES**
The Chair was heard in relation to the Sub-Committee's role in overseeing benefices.
18. **TO NOTE THE MINUTES OF THE HOSPITALITY WORKING PARTY MEETING ON 15TH FEBRUARY 2022**
The Sub-Committee received the minutes of the Hospitality Working Party meeting held on 15th February 2022.
19. **CITY EVENTS PROGRAMME**
The Sub-Committee received a report of the Remembrancer setting out a programme of City Events for 2022/23.
20. **APPLICATIONS FOR HOSPITALITY APPROVED UNDER URGENCY PROVISIONS AND DELEGATED AUTHORITY.**
The Sub-Committee received a report of the Town Clerk detailing Hospitality approved by the Chief Commoner, in consultation with the City Remembrancer.
21. **HOSPITALITY DECISION MAKING DELEGATIONS**
The Sub-Committee received a report of the Remembrancer setting out Hospitality Decision making delegations that were currently in place.
22. **APPLICATIONS FOR HOSPITALITY**
The Sub-Committee considered three applications for hospitality.
23. **COMMITTEE HOSPITALITY BUDGET**
The Sub-Committee heard the Chair relating to Committee hospitality budgets.
24. **FORTHCOMING EVENTS**
The Sub-Committee received a report of the Remembrancer detailing forthcoming events.
25. **FORTHCOMING CORPORATE AND STAKEHOLDER ENGAGEMENT EVENTS**

The Sub-Committee received a report of the Director of Innovation and Growth detailing forthcoming Corporate and Stakeholder Engagement events.

26. **APPLICATIONS FOR THE USE OF GUILDHALL**

The Sub-Committee considered a report of the Remembrancer detailing applications for the use of Guildhall.

27. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

The Sub-Committee received a joint report of the Remembrancer and Chamberlain detailing various receptions – final accounts.

28. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2021-22, 2022-23 AND 2023-34**

The Sub-Committee received a joint report of the Remembrancer and Chamberlain providing a summary of committed hospitality funding.

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

There were no questions raised.

30. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

The Remembrancer talked Members through a number of events that were in the planning pipeline.

Confidential Agenda

31. **APPLICATION FOR HOSPITALITY**

The Sub-Committee received a confidential update relating to an application for hospitality that had previously been approved.

The meeting ended at 5.05pm

Chairman

Contact Officer: Chris Rumbles
christopher.rumbles@cityoflondon.gov.uk

This page is intentionally left blank

Civic Affairs Sub : Work Programme 2022

<u>Work Area</u>	<u>Agreed position</u>	<u>Update</u>
Parental Arrangements for Members (17.05.22)	<ul style="list-style-type: none"> Town Clerk to consider further and report back at an appropriate point on what additional parental provision can be provided to Members. 	Work has taken place look at what parental provision is already in place and what additional support can potentially be provided through existing schemes. Contact has been made with Local Authorities and the Local Government Association looking at parental provision provided across local government and considering best practice in this regard. An update will follow to Civic Affairs Sub-Committee following conclusion of the review.
Members' Workspace Requirements (17.05.22)	<ul style="list-style-type: none"> Town Clerk and City Surveyor to proceed with developing the option of providing additional facilities on the mezzanine level of the West Wing. 	Work has taken place to identify prospective options for the provision of Members' facilities in the West Wing mezzanine space. Report on agenda at Civic Affairs Sub-Committee on 18.07.22.
Members' Bedrooms (17.05.22)	<ul style="list-style-type: none"> Town Clerk to draw up and agree proposals for discretionary use of the Members' Bedrooms. 	An appropriate form of wording is to be added to the Members' Bedroom Policy around discretionary use and approval sought under delegated authority. This will be progressed and finalised during the upcoming summer recess period.
Members' Administrative Support (17.05.22)	<ul style="list-style-type: none"> Town Clerk to report back with recommendations and proposals for consideration relating to administrative support for Members. 	Resources for an additional 0.5 FTE post have now been secured; however, given general funding pressures and restrictions on growth bids, work remains ongoing to identify whether budgetary provision can be identified in respect of the remaining 0.5 FTE required. If and when additional funding is identified, the Sub-Committee will be asked to consider whether the post should be used to enhance support and resilience for the existing individuals in receipt of support, or whether to extend the pool of supported individuals.
Members' Transportation Arrangements (17.05.22)	<ul style="list-style-type: none"> Town Clerk to arrange a review of the Members' Transportation Policy and Member aspects of the Business Travel Scheme looking at appropriate linkages across the organisation and reporting back. 	The Town Clerk agreed to review Member's Business Travel Scheme and Transportation Policies. This work has commenced and an report is on the Civic Affairs Sub-Committee agenda on 18.07.25 setting out the latest position.
Review of the Members' Financial Assistance Scheme and Options for Phase 2 (17.05.22)	<ul style="list-style-type: none"> London Councils Independent Remuneration Panel to be invited to review options for introducing Special Responsibility Allowances at the City Corporation. 	Contact has with made London Councils Independent Remuneration Panel. A response is now awaited from The Panel with indication of time scales for a review and estimated costs
Court of Common Council – Arrangements for Members (17.05.22)	<ul style="list-style-type: none"> Town Clerk and City Surveyor to review options for additional space requirements in Court of Common Council meetings. 	Options to be explored over the summer recess period and report back.
Members Code of Conduct – Complaints Procedure and Ancillary Matters from the Panel of Independent Persons (17.05.22)	<ul style="list-style-type: none"> Chair and Comptroller to feed back to the Independent Persons Panel Members' views of a need to include informal resolution as the first part of the complaints process, talk through and agree how this can be taken forward and report back. 	Contact has been made with the Independent Panel. Comptroller to update Member on the latest position at Civic Affairs Sub-Committee on 18.07.22.
New Member Induction Feedback	<ul style="list-style-type: none"> Formal report to follow conclusion of the New Member Induction Programme providing feedback. 	Detailed update to follow at the conclusion of the induction period.

Members' Training	<ul style="list-style-type: none">• Town Clerk to consider the current provision of Members' training including budgetary requirements.	Update include within report on Civic Affairs Sub-Committee agenda on 18.07.22
Benefices	<ul style="list-style-type: none">• Contact to be made with Members seeking nominations to act as City Corporation link with benefices.	Chair has reached out to Members seeking nominations. Update to be provided at Civic Affairs Sub-Committee on 18.08.25
Review of Committee Hospitality	<ul style="list-style-type: none">• Remembrancer to consider current hospitality arrangements including budget provision and report back.	Report on Civic Affairs Sub-Committee agenda 18.07.22

Agenda Item 5

Committee(s): Civic Affairs Sub Committee – For Decision	Date: 18/07/2022
Subject: Member Workspace Requirements	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	4,5,7,8,9,10
Does this proposal require extra revenue and/or capital spending?	Y
If so, how much?	£10k
What is the source of Funding?	Civic Affairs contingency
Has this Funding Source been agreed with the Chamberlain’s Department?	Y
Report of: Town Clerk and City Surveyor	For Decision
Report author: Greg Moore, Dorian Price	

Summary

At the May meeting of Civic Affairs Sub Committee, Members discussed the increasing demands placed upon senior chairs, reflecting that there was a growing commensurate need to have suitable resources and facilities available to them in support of their roles. In response to Member comments on the need for dedicated quiet space in which they could conduct their City Corporation business, the City Surveyor suggested there were a number of areas within the Guildhall Complex that had been identified, viz:-

- 65 Basinghall St
- Irish Chambers
- West Wing (WW) 3rd Floor – x3 offices within the Human Resources department
- WW Mezzanine
- WW 2nd Floor (reconfigure Chairman’s Rooms plus waiting space)
- Elements of 20/21 Aldermanbury

The Sub-Committee was minded that provision in the West Wing Mezzanine would be preferable, with office space to be made available for the agreed list of senior Chairs and the Deputy Chairman of Policy & Resources.

The Town Clerk and City Surveyor were asked to identify prospective options for the provision of Members facilities to the West Wing Mezzanine space, with a particular steer towards including a "de minimis" cost option (£10k), which also offered the quickest solution in terms of delivery and move into the existing space (floorplan attached, Appendix 1). However, during review of these options, an issue unknown at the time has been identified in that the occupying department, Innovation and Growth (IG), had intended to intensify use of this Mezzanine space to house the new Destination City team.

Notwithstanding this, IG have offered to release three under-utilised offices on the western side of the Mezzanine immediately, to allow for this space to be used by Members immediately. However, further work will be necessary in respect of the future of the eastern part of the floor, where additional consideration is necessary as to the potential use of that area for two further Member offices and, allied to this, alternative arrangements for housing IG staff will need to be presented to a future meeting of the Operational Property and Projects Sub-Committee.

This report, therefore, sets out proposals for the utilisation of three offices on the Mezzanine for senior Members and requests the allocation of £10k to facilitate this.

Recommendations

Members of Civic Affairs Sub Committee are asked to:

1. Approve Option 1 set out in the report, i.e. the utilisation of an initial three offices on the Mezzanine for allocation to Senior Members at de minimis cost.
2. Approve funding of £10k from the Civic Affairs contingency pot to resource the necessary move works, including minor refurbishment and decoration and other associated costs.
3. To provide views in respect of the eastern part of the Mezzanine and two remaining required offices, which will be subject to future reporting.

Main Report

Background

1. At the May 2022 meeting of Civic Affairs Sub Committee, Members discussed the increasing demands placed upon senior Chairs, reflecting that there was a growing commensurate need to have suitable resources and facilities available to them in support of their roles. In particular, the Sub-Committee agreed that additional resources (in the form of dedicated office space) should be made available to:-
 - The Chairman of the Finance Committee,
 - The Chairman of the Planning and Transportation Committee,
 - The Chairman of the Police Authority Board,
 - The Chairman of the Corporate Services Committee, and
 - The Deputy Chairman of Policy and Resources Committee.
2. The City Surveyor, having been asked by the Chair of the Sub-Committee to present options for available space, provided Members with a list of prospective areas.
3. The Sub-Committee was mindful of the need to keep costs to a minimum and noted that the Mezzanine level option presented included several existing under-utilised offices. The Sub-Committee consequently identified that space as the

preferred option and asked for the City Surveyor and Town Clerk to identify options for the use of this space, for further consideration.

Current Position

4. Town Clerk and City Surveyor have now provided prospective options for provision of Members facilities to the West Wing Mezzanine space, including a "de minimis" cost option (£10k). This is set out at Appendix 1.
5. However, during review of these options, an issue unknown at the time of the last meeting has been identified. The Surveyor has been made aware that the occupying department, Innovation and Growth (IG), had intended to intensify use of this Mezzanine space with the new Destination City team being appointed.
6. Full use of the space for Members' offices will, therefore, require this new team to be relocated elsewhere within the Guildhall complex. Depending on the specific location and requirements, this may invoke additional consequential costs which will require separate consideration by the Operational Property and Projects Sub Committee.
7. For instance, one potential option would be to move specific teams within IG across to the newly-vacated space in 65a Basinghall Street (which was previously the site of the Covid-19 testing centre – see Appendix 2). However, as this space is not currently allocated to IG, the approval of the Operational Property and Projects Sub Committee would need to be sought, given the loss of a potential external letting opportunity (estimated at £90k) and use of the space to satisfy this internal requirement. Other options would include looking at other available space within Guildhall which might be able to be repurposed.
8. Setting the above to one side, IG have confirmed that they are content to release three under-utilised offices on the west side of the Mezzanine floor, given the needs of Members, and these can therefore be made available immediately. It would, therefore, seem prudent to proceed with the repurposing of these rooms, given it provides the ability to put three of the required five offices into use quickly and at minimal cost.
9. Should Members be content to proceed on this basis, consideration as to the remainder of the Mezzanine level space (and the two additional offices which would be made available should the space be cleared) would then be subject to a further options report.
10. For the sake of completeness, it should be noted that the remainder of the Mezzanine space is occupied by staff from Guildhall Library and the Small Business Research and Enterprise Centre, who would both still require access to Lift 24, the book lift and toilets (see floorplan, Appendix 1).

Options and Proposal

11. Assuming that Members are happy to proceed with the use of the three offices on the west side of the Mezzanine for the time being, three options present themselves:-

- **Option 1: De Minimis Cost (Move in only – use of existing space).** This option is in keeping with the steer provided by Members at your last meeting and incorporates solely resource costs to move desks and prepare for office occupation. For instance, there would be no power sources moved, new partition walls installed, or similar – simply a repurposing of existing space. It would be intended that existing City Corporation furniture and furnishings would be utilised to keep costs low. The estimated cost for the entire floor would be £10k or, for just the three available offices now, £6k. It should be noted that this cost does not include the purchase or installation of AV equipment to allow for non-laptop based Teams meetings (this equipment and cabling costs are estimated at £5.5k per unit).
- **Option 2: Minimal Cost.** This option would include the redecoration of all offices, relocation of power sources, an upgrade to lighting, and new furniture. Estimated cost £60k to 80k (for the full Mezzanine).
- **Option 3. Full Refurbishment.** This would incorporate the complete refurbishment of the Mezzanine, including an asbestos survey, installation / removal of partitions and doors, new carpet tiles, redecoration works, upgrade of lighting, new blinds, toilets and kitchen refurbishments. Estimated cost £200k to £250k (for the full Mezzanine).

Proposal

12. In keeping with the views expressed by the Sub-Committee previously, Option 1 is recommended as being both the lowest cost and quickest solution to providing dedicated office space.

13. Current occupiers, IG and LMA have released 3 offices on the **west side** (Appendix 1 - labelled Finance Committee Chairman, Planning & Transport Committee Chairman and Deputy Chairman Policy & Resources Committee) and it is recommended that these be provided for use as soon as possible.

14. Remaining offices on **east side** (Appendix 1 - labelled Corporate Services Committee Chairman and Police Authority Board Chairman) will be the subject of a further report once options relating to the vacation of the IG team have been progressed.

Corporate & Strategic Implications –

Strategic implications – Provision of this office space to meet the increasing demands placed upon senior chairs aligns with the Corporate Property Asset Management Strategy 2020/25 through better utilisation to ensure a more efficient, effective and sustainable asset base.

Financial implications – The Civic Affairs Sub-Committee has a budget allocation of £60k available to it for contingency purposes, to resource projects or initiatives within its remit. It is proposed that £10k be allocated from this budget for these works, leaving a total of £50k for the Sub-Committee’s remaining activities this financial year.

Equalities implications – The proposals in this report will have no impact (positive or negative) on people protected by existing equality legislation – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

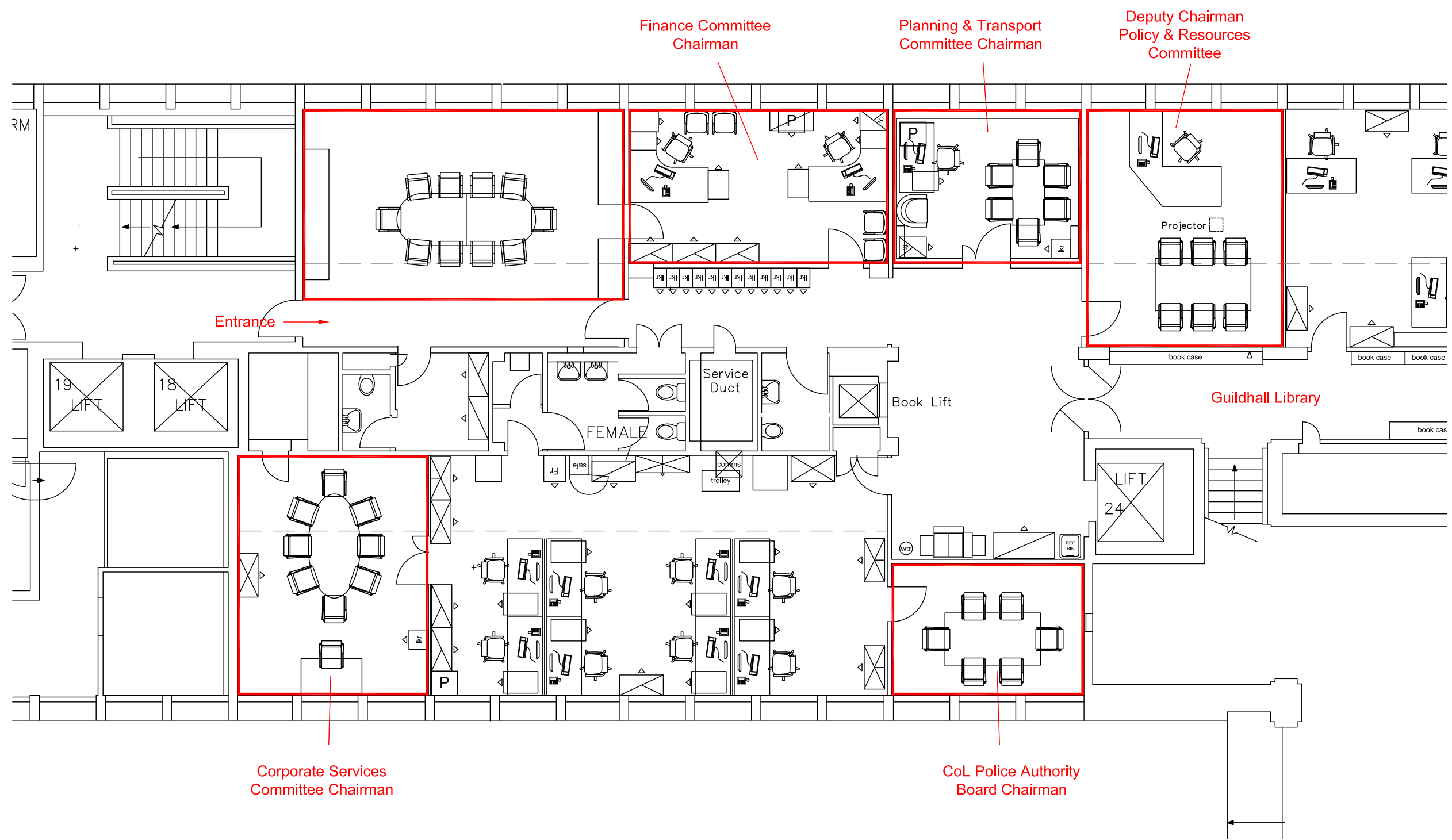
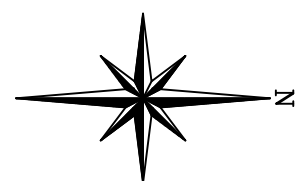
Conclusion

15. To meet the increasing demands placed upon senior chairs, the Town Clerk and City Surveyor have provided prospective options for provision of Members facilities to the West Wing Mezzanine space. Working collaboratively, officers have initiated release of three under-utilised offices on the western side of the Mezzanine immediately, to allow for this space to be used by Members now.
16. Full use of the space for Members’ offices will require the IG team to be relocated elsewhere within the Guildhall complex. Depending on the specific location and requirements, this may invoke additional consequential costs which will require separate consideration by the Operational Property and Projects Sub Committee.

Appendices

- Appendix 1 – Members Workspace - West Wing Mezzanine Floorplan
- Appendix 2 – Innovation and Growth draft 65a Basinghall Floorplan

This page is intentionally left blank



A	Annotation updated	DR	Jun22
Rev		Drawn	Date


CITY OF LONDON
P.G. Wilkinson BSc MSc MRICS
City Surveyor
 CITY SURVEYOR'S DEPARTMENT
 Corporate Property Group :
 Plans & Records Section

Address :
**Guildhall West Wing
 Mezzanine Level**

Title :
**Proposed Member's Offices
 Minimal Cost Option**

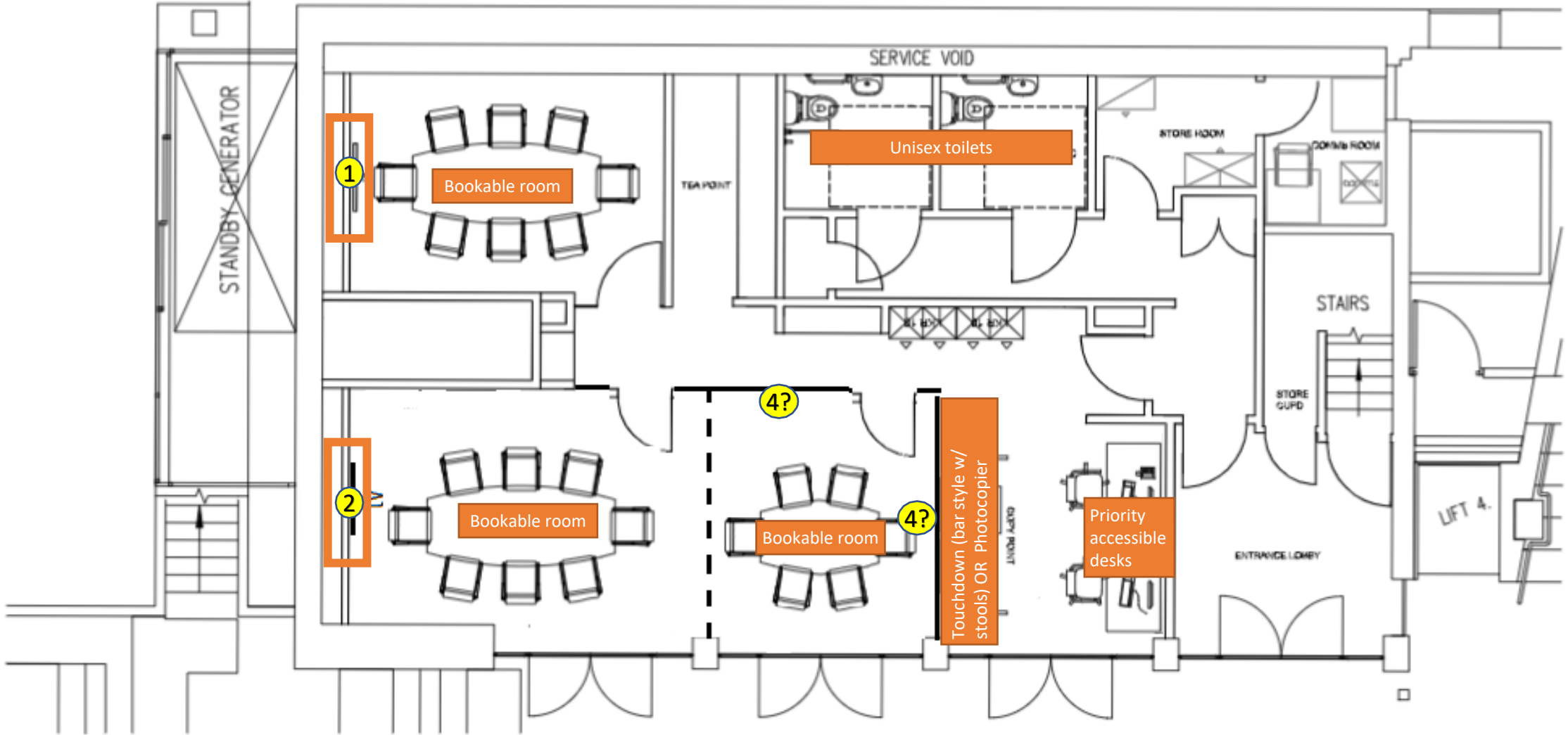
Print scale :	1:100@A3	Drawn by :	DR
Date :	June 22	Pro code :	UPRN
Drawing No :	1-C-43121 LO 07		
Revision	A		

This page is intentionally left blank

IG's current proposal: this is a mock-up floorplan for the collaborative space on the 65a ground floor.

Advantages: Additional meeting spaces for IG, flexible space with movable wall (dotted line), 2 accessible desks on ground floor, touchdown bar area for flexible working

Disadvantages: doesn't look and feel collaborative/open



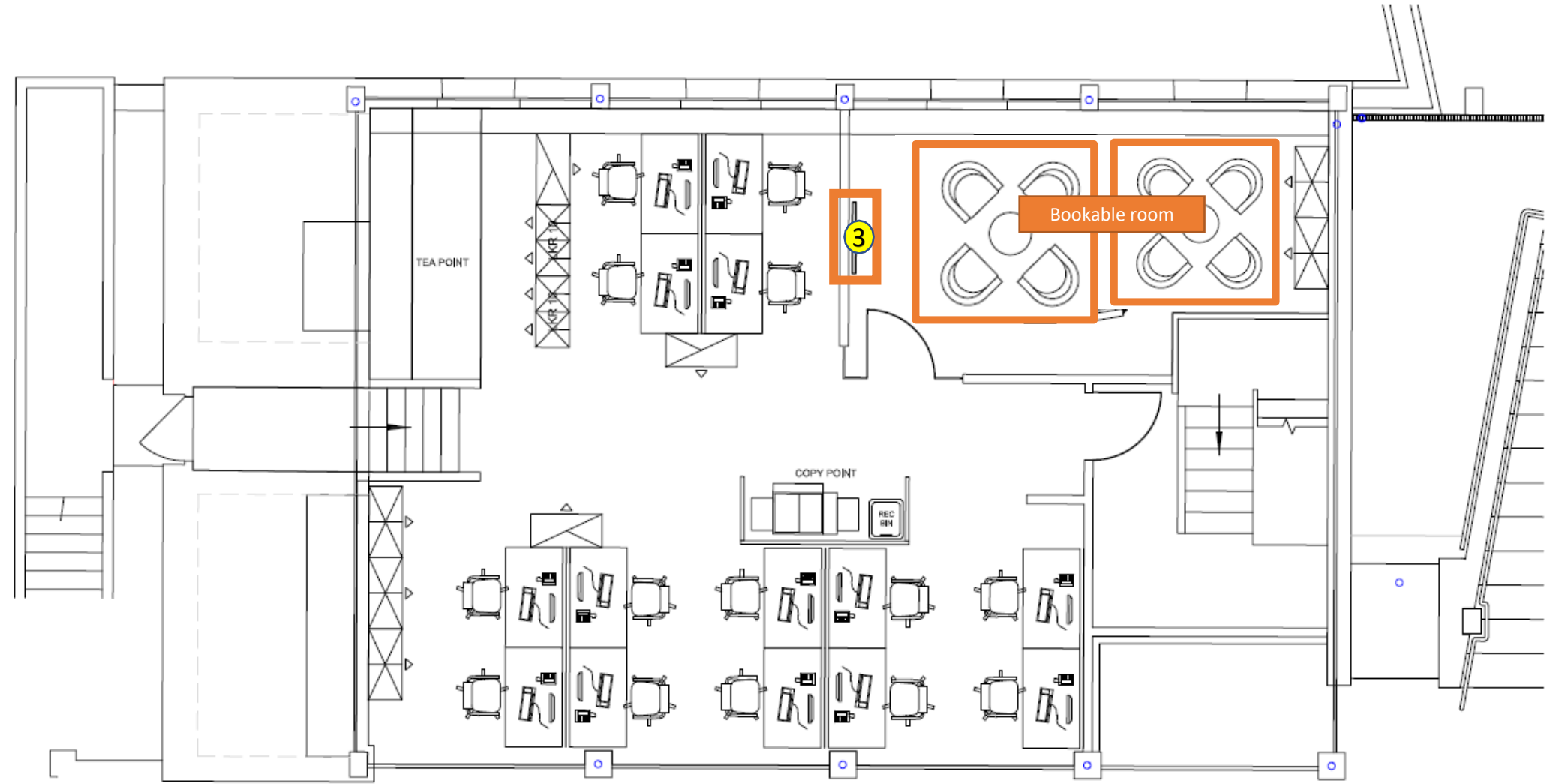
Piazza Level

Proposed

IG's current proposal: this is a mock-up floorplan for the 65a first floor.

Advantages: With 2 meeting rooms downstairs, we propose to convert the upstairs meeting room into a flexible lunch/breakout space (keep the AV for meetings)

Disadvantages: none.



First Floor Level

Proposed

Agenda Item 6

Committee(s) Civic Affairs Sub (Policy and Resources) Committee	Date: 18 July 2022
Subject: Member Development and Training	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3
Does this proposal require extra revenue and/or capital spending?	Y
If so, how much?	Up to £11,000
What is the source of Funding?	Civic Affairs Contingency
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Town Clerk	For Decision
Report author: Greg Moore, Assistant Town Clerk	

Summary

This report provides the Sub-Committee with an update in respect of Member Development and Training issues. Having absorbed the responsibility of the previous Members' Privileges Sub-Committee, the Civic Affairs Sub-Committee's remit incorporates oversight of the Member Development Steering Group. This informal body provides guidance on the Member Induction and Development programmes and supports in the development of the ongoing Member Development Strategy. The current Strategy is now expiring and a new, dedicated Member Services Officer, with significant experience in the area of Member Development, has been recruited. With their support, it is intended to bring forward a modernised and refreshed Strategy for consideration, incorporating feedback from the recent new Member induction programme particularly, and the Sub-Committee's views are also sought in respect of a refresh of the Steering Group's membership, so as to incorporate more effectively a diverse range of views and experiences.

Further, given the Sub-Committee's responsibilities in respect of Member conduct, there are associated issues in relation to training for which the Sub-Committee has a locus. The current annual allocation in respect of the Member Training budget is relatively minimal for such a large body of Members (£9k) and this, accordingly, presents significant limitations on what can be delivered meaningfully to help the development of Members. This report, therefore, also seeks the Sub-Committee's views on the potential for this budget to be supplemented from the Civic Affairs contingency fund, so as to support an improved offering.

Recommendations

The Sub-Committee is asked to:-

1. Endorse the proposal to develop a new Member Development Strategy and the intention to present revised proposals in respect of the composition of the Member Development Steering Group.
2. Delegate authority to the Town Clerk, in consultation with the Chair and Chief Commoner, to consider ad hoc requests in respect of attendance at events or training sessions, until the new Member Development Strategy is in place.
3. Provisionally allocate up to £11,000 from the Sub-Committee's contingency fund to support the Member training offering, with approval of specific training courses and associated draw-down delegated to Town Clerk, in consultation with the Chair and Chief Commoner.

Main Report

Background

1. The Civic Affairs Sub-Committee has absorbed the previous remit of the Members' Privileges Sub-Committee, which had general responsibilities in respect of the Member development and training programme.
2. Whilst Member Development Strategies have previously been in place, it is fair to say that the level of support available to Members has been relatively limited, with historically low budget provision. This was recognised within the Target Operating Model process, where a bid was made and approved for a dedicated Member Services Officer, who might provide dedicated support the development and delivery of a more cohesive Member Development offering, utilising best practice from across the Member Services arena.

Member Development Strategy

3. The existing Member Development Strategy has expired and, accordingly, it is now necessary to produce a new Strategy in support of the future provision of Member Development activity.
4. The Governance and Member Service Team has, this year, introduced a new, dedicated Member Services Officer post, recognising that this is an important role that requires continuous focus. The new post has been recruited to and the new postholder joins the Team on 18 July 2022, coming highly recommended and from a Member Services background at another London Borough. Once in post, it is intended that their expertise can be brought to bear in producing a first draft of a new Strategy, for Members' further review and contributions.
5. The Member Development Steering Group should, as they have in previous years, be involved closely in the re-drafting of this document, with the aim of producing and overseeing a learning and development strategy that is relevant to, and continues to meet the needs of, all Members who perform an important role within a unique organisation. Good practice dictates that effective Members' learning and development programmes are those that are informed by Members themselves, and the election to the Court of a large new cohort of Members adds additional impetus to the need to capture and reflect the evolving needs of the Court.
6. The membership of the Member Development Steering Group has, hitherto, been loosely defined and operates on a very informal basis, effectively limited to utilising the expertise of those who had expressed a particular interest in the subject. However, Officers are of the view that this could be more helpfully set out, such that the composition is more reflective of the Court as a whole.
7. By way of example, it is suggested that some spaces should be reserved for newly-elected Members, and some for longer standing Members, to ensure that the spectrum of experience on the Court is recognised. Similarly, it is suggested that it might also be valuable to encourage Aldermanic representation, as there has been an historic gap in representation on this Group. Whilst recognising that the Aldermen do have some differing training and induction requirements due to the slightly different nature of their roles, there is still much common ground to cover.

8. An important aspect of the new Strategy will be incorporating feedback from the Member Induction programme of briefings, which has taken place between April and July 2022. The programme of events offered was informed by the views of the Member Development Steering Group and, as this programme now draws to a close, it would be an opportune time to gather feedback on the offering not only from our 38 newly-elected Members but, also, from any returning Members who also took advantage of the programme given that, on this occasion, it was open to all. This feedback will help further inform and feed into the longer-term, new Member Development Strategy and help identify future member development needs. It will, naturally, also be important in looking ahead to the next Common Council elections in 2025, in order to inform the offering to newly-elected Members at that time.

Member Training

9. A key constituent element of Member Development is training. However, the current budget to cover training costs for Members is just £9,000, which seems uncharitably modest for such a large membership and presents significant limitations in terms of Court-wide training and development opportunities.
10. In terms of cost effectiveness, it is recognised that more could be done in terms of in-house training and development offerings; however, the current pressures on available staffing resource (and, in particular, the Human Resources department) mean that this option is significantly curtailed at the current time.
11. However, steps have been taken to ensure that “City People”, the online hub utilised by City Corporation staff, is also accessible by Members and offers a host of useful online training modules on a variety of different topics. This could provide an opportunity, for example, for the Member Development Steering Group to select regular themes to ‘champion’ (e.g., wellbeing, EDI, leadership, etc.), highlighting all the courses available and encouraging fellow Members to undertake this training within the coming period. To raise awareness of this offering, a launch/drop-in session with details of how to access this offering and the range of courses available would be a helpful kick-start to this approach and is being planned for early September.
12. It is also suggested that the Steering Group, in developing the training element of its Strategy, may wish to give consideration to exploiting opportunities to target large groups of Members more effectively; for instance, arranging sessions immediately before or after meetings of the Court of Common Council might assist in maximising attendance.
13. However, notwithstanding the opportunities for in-house training, there will almost inevitably always be a requirement for external provision in respect of particular areas.
14. One particular consideration is the process by which elected Members’ requests to attend non-City Corporation training events are determined. For instance, an individual Member may identify a specific external training course that fulfils a particular development need for them; however, whilst wanting to support individual Members to maximise their potential for the benefit of the organisation, there will clearly be competing demand for the limited available budget, and so a consistent, transparent, and fair process will be necessary in managing such requests.

15. Given that it is likely that some such requests may be submitted in the interim period until the new Strategy is in place, it is suggested that ad hoc requests be considered by the Chair and Chief Commoner, together with the Town Clerk.
16. It should also be noted that, in the absence of in-house training provision in the immediate future, there are likely to be requirements for externally-facilitated training. In particular, a number of suggestions have been made in respect of areas where there is a more pressing need to offer support, such as:-
 - Managing conflict in the workplace
 - Having difficult conversations
 - Leading through Change
 - Leading diverse and inclusive teams
 - Microaggressions
17. In order to facilitate the provision of these and other training offerings, provision for additional budget allocation is sought from within the Civic Affairs Sub-Committee's contingency pot. An allocation of up to £11,000 would bring the total available budget to £20,000 (equivalent to £160 per Member). Any draw-down from within this allocation would be subject to the consent of the Chair and Chief Commoner and tied to the delivery of specific training / development opportunities.
18. Through the development of the new Member Development Strategy, it is intended that this strategy will have a more appropriately costed and programme-based budget, which will be presented for approval through the annual budget setting processes in the usual way.

Financial Implications

19. See paragraph 17 above.

Equalities Implications

20. Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. In producing a new Member Development Strategy, careful consideration will need to be given as to any potential impacts in this context.

Conclusion

21. This report updates Members in respect of Member Development and Training arrangements and sets out an intended course of action to establish a more coherent, professional offering. The report also requests additional allocation of funds to support ongoing training and development in the interim.

Contacts:

Greg Moore / Gemma Stokley

Town Clerk's Department

E: gregory.moore@cityoflondon.gov.uk / gemma.stokley@cityoflondon.gov.uk

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank