



## General Purposes Committee of Aldermen

**Date:** TUESDAY, 5 DECEMBER 2023  
**Time:** 10.30 am  
**Venue:** ALDERMEN'S COURT ROOM, MEZZANINE FLOOR, WEST WING, GUILDHALL

**Members:**

Alderman Sir William Russell (Chairman)	Alderman Professor Emma Edhem
Alderman Sir Charles Bowman (Deputy Chairman)	Alderman Robert Hughes-Penney Alderwoman & Sheriff Dame Susan Langley, DBE
The Rt. Hon. The Lord Mayor Alderman Michael Mainelli	Alderman & Sheriff Broniek Masojada
Alderman Sir Andrew Parmley	Alderman Alexander Barr
Alderman Sir Peter Estlin	Alderman Christopher Makin
Alderman Vincent Keaveny, CBE	Alderman Tim Levene
Alderman Nicholas Lyons	Alderwoman Jennette Newman
Alderman Alastair King DL	Alderman Kawsar Zaman
Alderman Alison Gowman	Alderwoman Susan Pearson
Alderman Timothy Hailes	Alderwoman Martha Grekos
Alderman Robert Howard	Alderman-Elect Simon Pryke
Alderman Gregory Jones KC	
Alderman Prem Goyal, OBE	

**Enquiries:** **Gemma Stokley**  
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<https://www.youtube.com/@CityofLondonCorporation/streams>

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

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

**Ian Thomas CBE**  
**Town Clerk and Chief Executive**



# AGENDA

## Part 1 - Public

1. **APOLOGIES**

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

3. **MINUTES**

To approve the minutes of the last meeting of the General Purposes Committee of Aldermen held on 10 October 2023.

**For Decision**  
(Pages 7 - 10)

4. **APPOINTMENTS: -**

**(a) Planning and Transportation Committee / Planning Applications Sub-Committee**

To approve the appointment of two Aldermen to the Planning and Transportation Committee/ Planning Applications Sub-Committee for the remainder of this civic year in the room of Sir David Wootton and Alderwoman Martha Grekos.

**(b) Freedom Applications Sub- Committee**

To approve the appointment of an Alderman to the Freedom Applications Sub-Committee for the remainder of this civic year in the room of Sir David Wootton.

**(c) Magistracy and Livery Sub-Committee**

To approve the appointment of an Alderman to the Magistracy and Livery Sub-Committee for the remainder of this civic year in the room of Sir David Wootton.

**(d) City & Guilds of London Institute**

To approve the appointment of an Alderman to the City & Guilds of London Institute for a period ending November 2024.

**(e) Lord Mayor's Show Board**

To approve the appointment of the two new Sheriffs – Alderwoman Dame Susan Langley, DBE and Alderman Bronek Masojada to the Lord Mayor's Show Board.

**For Decision**

5. **WARDMOTE LIVESTREAM PILOT UPDATE**

Joint report of the Town Clerk & Chief Executive and Comptroller and City Solicitor.

**For Decision**  
(Pages 11 - 16)

6. **REVISIONS TO THE MAGISTRACY AND LIVERY SUB (GENERAL PURPOSES COMMITTEE OF ALDERMEN) COMMITTEE'S TERMS OF REFERENCE**  
Report of the Town Clerk.

**For Decision**  
(Pages 17 - 22)

7. **SAFE HAVENS IN THE CITY OF LONDON**  
Report of the Director of Community and Children's Services

**For Decision**  
(Pages 23 - 28)

8. **LIVERY CLOTH - AWARD OF ANNUAL GRANT**  
To award the annual Livery Cloth grant (£1,700).

**For Decision**  
(Pages 29 - 34)

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

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

11. **EXCLUSION OF THE PUBLIC**

**MOTION** - That, in accordance with the Court of Aldermen's Disclosure Arrangement (Standing Order 25), the public shall be excluded from the meeting for the following items of business on the grounds that the Chairman and Deputy Chairman of the General Purposes Committee of Aldermen have determined, having had due regard to the Disclosure Arrangement, that disclosure should not be permitted.

**For Decision**

## **Part 2 - Non-Public**

12. **NON-PUBLIC MINUTES**  
To approve the non-public minutes of the last meeting of the General Purposes Committee of Aldermen held on 10 October 2023.

**For Decision**  
(Pages 35 - 40)

13. **THE OPERATION OF THE 6-YEAR CONVENTION FOR ALDERMEN**  
Report of the Comptroller and City Solicitor & Deputy Chief Executive.

**For Decision**  
(Pages 41 - 48)

14. **THE VOLUNTARY HOSPITAL OF ST BARTHOLOMEW**  
Joint report of The Town Clerk and Comptroller and City Solicitor.
- For Decision**  
(Pages 49 - 54)
15. **MANSION HOUSE - INCOME GENERATION 2022-23 & HIRE CHARGES 2024 - 25**  
Executive Director & Private Secretary to the Lord Mayor.
- For Decision**  
(Pages 55 - 64)
16. **MINUTES OF THE MAGISTRACY AND LIVERY SUB-COMMITTEE**  
To receive the minutes of the last meeting of the Magistracy and Livery Sub-Committee held on 27 September 2023.
- For Information**  
(Pages 65 - 70)
17. **MINUTES OF THE EMANUEL HOSPITAL MANAGEMENT SUB-COMMITTEE**  
To receive the minutes of the last meeting of the Emanuel Hospital Management Sub-Committee held on 19 October 2023.
- For Information**  
(Pages 71 - 74)
18. **MINUTES OF THE COMMITTEE OF ALDERMEN TO ADMINISTER THE SIR WILLIAM COXEN TRUST FUND**  
To receive the minutes of the last meeting of the Committee of Aldermen to administer the Sir William Coxen Trust Fund held on 10 October 2023.
- For Information**  
(Pages 75 - 78)
19. **STRATEGY GROUP TWO - INTERNAL PRIORITIES – UPDATE**
- For Discussion**
20. **KEY COMMITTEE ISSUES**
- For Discussion**
21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**



## GENERAL PURPOSES COMMITTEE OF ALDERMEN Tuesday, 10 October 2023

Minutes of the meeting of the General Purposes Committee of Aldermen held at Aldermen's Court Room, Mezzanine Floor, West Wing, Guildhall on Tuesday, 10 October 2023 at 11.00 am

### Present

#### Members:

Alderman Sir Charles Bowman (Deputy Chairman)  
The Rt Hon. The Lord Mayor, Alderman Nicholas Lyons  
Alderman Sir David Wootton  
Alderman Sir Peter Estlin  
Alderman Vincent Keaveny, CBE  
Alderman Professor Michael Mainelli  
Alderman Alison Gowman  
Alderman Timothy Hailes  
Alderman Alastair King DL  
Alderman Gregory Jones KC  
Alderman Prem Goyal, OBE  
Alderman Professor Emma Edhem  
Alderwoman & Sheriff Dame Susan Langley, DBE  
Alderman & Sheriff Bronek Masojada  
Alderman Alexander Barr  
Alderman Christopher Makin  
Alderman Tim Levene  
Alderman Kawsar Zaman  
Alderwoman Susan Pearson  
Alderwoman Martha Grekos

#### Officers:

Greg Moore	- Assistant Town Clerk & Executive Director of Governance and Member Services
Rhiannon Leary	- Executive Officer to the Court of Aldermen, Town Clerk's Department
Caroline Al-Beyerty	- The Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Paul Double	- City Remembrancer
Paul Wright	- Deputy Remembrancer
Caroline Jack	- Executive Director & Private Secretary to the Lord Mayor
Tim Rolph	- Swordbearer & Senior Programme Manager, Mansion House

1. **APOLOGIES**

Apologies for absence were received from Aldermen Sir William Russell (Chairman), Alderman Robert Howard, Robert Hughes-Penney, Alderwoman Jennette Newman and Alderman Sir Andrew Parmley,.

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

There were no declarations.

3. **MINUTES**

The Committee considered the minutes of the last meeting of the General Purposes Committee of Aldermen held on 12 September 2023.

**RESOLVED**, that the minutes of the last meeting of the General Purposes Committee of Aldermen held on 12 September 2023 be approved as an accurate record of the meeting.

**MATTERS ARISING**

In response to a query from a member regarding the Masters' & Prime Wardens' Livery Weekend 2024, the Assistant Town Clerk advised that discussions were taking place with a view to hosting the event in London.

**Chairman's Congratulatory Remarks**

The Chairman, on behalf of the Court of Aldermen, offered congratulations to Alderman Alison Gowman on being appointed to the Chapter of St Paul's. Alderman Gowman was among four new members appointed to the body and now held the title of 'Lay Canon'.

Congratulations were also offered to Alderman Prem Goyal, who had been appointed as a member of the Strategic Board at the Commonwealth Enterprise and Investment Council.

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

One member referred to Item 8 on the agenda and enquired why that item was being considered in non-public session. In response, the Assistant Town Clerk noted that Aldermanic matters were not subject to Local Authority Access to Information legislation and referred to the Court of Aldermen's Standing Order 25, which also had due regard to the Aldermanic Disclosure Arrangement (specifically 4a). It was noted that the item in question related to City's Cash matters, which were also generally considered in non-public session of meetings of the Court of Common Council and its various committees, under that body's separate Standing Order arrangements.

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

There were no additional, urgent items of business for consideration.

6. **EXCLUSION OF THE PUBLIC**

**RESOLVED**, that, in accordance with the Court of Aldermen's Disclosure Arrangement (Standing Order 25), the public shall be excluded from the



meeting for the following items of business on the grounds that the Chairman and Deputy Chairman of the General Purposes Committee of Aldermen have determined, having had due regard to the Disclosure Arrangement, that disclosure should not be permitted.

7. **NON-PUBLIC MINUTES**

The Committee considered and approved the non-public minutes of the last meeting of the General Purposes Committee of Aldermen held on 12 September 2023.

8. **ALDERMANIC ACCESSORIES**

The Committee considered and agreed a report of the Executive Director and Private Secretary to the Lord Mayor relative to a report on the future financing and provision of various Aldermanic accessories.

9. **CITY OF LONDON CORPORATION EVENTS (EXTERNAL ATTENDEES)**

The Committee received a report of the Executive Director, Innovation and Growth, regarding Corporation event guest lists, which was presented for information following a question in the non-public session of the previous meeting.

10. **STRATEGY GROUP ONE (EXTERNAL PRIORITIES) – UPDATE**

Members of Aldermanic Strategy Group One updated the Committee on their work regarding External Priorities. There was also a brief update from a member of Aldermanic Strategy Group Three.

11. **KEY COMMITTEE ISSUES**

The Committee were updated on relevant key issues recently discussed at Corporation Committee meetings.

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

There were no questions raised in the non-public session.

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

The Committee discussed additional issues in relation to the Lord Mayor's Show and plans for the new Combined Courts Facility in Salisbury Square in non-public session.

**The meeting ended at 12.15 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
**gemma.stokley@cityoflondon.gov.uk**

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<b>Committee(s):</b> General Purposes Committee of Aldermen – For Decision	<b>Date:</b> 5 December 2023
<b>Subject:</b> Wardmote Livestream Pilot Update	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	4 & 9
<b>Does this proposal require extra revenue and/or capital spending?</b>	N/A
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	N/A
<b>Report of:</b> Town Clerk and Comptroller & City Solicitor	<b>For Decision</b>
<b>Report author:</b> Saira McKechnie – Head of Electoral Services	

## Summary

Since the Covid-19 pandemic, the City of London Corporation has livestreamed many meetings to improve public participation to meetings. In recent times, several Members have expressed an interest in exploring the extension of this provision to Ward Meetings, known as Wardmotes, with the issue raised at the May 2023 meeting of the General Purposes Committee of Aldermen.

Livestreaming Wardmotes would continue to build upon our continued programme of engagement with City of London Corporation electors; however, as with all such initiatives, there are cost and resourcing implications associated with any such decision. There is no legal obligation on the City of London Corporation to facilitate the livestreaming of Wardmotes, similarly there is no legal impediment either. Members will, therefore, have to balance the costs and benefits in coming to a considered decision.

In order to inform this decision, a pilot was trialled, utilising the Aldermanic Wardmote in Castle Baynard, in July 2023, at a cost of £3,000. This report outlines the outcomes of that pilot and seeks views as to whether there is an appetite to pursue broader implementation

## Recommendation(s)

That Members:-

1. Note the content of the report and the findings of the pilot scheme
2. Consider the options, set out at paragraph 17, in that context and determine how they would wish to proceed.

## **Main Report**

### **Background**

1. 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.
2. 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. In early times, the Wardmote also had a wide jurisdiction for the preservation of the peace and the power to inflict appropriate punishments; in the modern era, Wardmotes are meetings of the ward held to announce candidates at an election and to provide candidates the opportunity to address electors and for electors to ask questions of the candidates (or serving Members, in years where there is no contested election).
3. Wardmotes are a statutory part of the election process and must take place the day before the poll is held (with the adjourned Wardmote then reconvening after any subsequent poll and count, to confirm the results).
4. Wardmote attendance is currently limited to physical, in-person attendance only. Attendance at Wardmotes has been inconsistent in the past, with relatively low turnout figures. Asking electors to turn out two days in a row is inconsistent with the national position. However, they are a unique part of the City of London Corporation's electoral process.

### **Current Position**

5. The City of London Corporation has committed itself to a broad programme of engagement with its various electorates. We have increased the number of electors on the Ward Lists and turnout figures are generally consistent with local-all out elections and local by-elections nationally. However, we are still experiencing low turnout at Wardmotes, relative to the size of the electorate.
6. Members have expressed a concern that this limited participation at Wardmotes is impacting negatively voter turnout at polls and that addressing the former might go some way towards improving the latter and strengthening engagement.
7. Whilst it is not open to the City in the short-term to change the scheduling of Wardmotes in terms of proximity to polling (due to legislative restrictions), the suggestion of livestreaming the events as a way to provide for greater engagement has been made.
8. Wardmotes are held at a variety of venues, as each must be held within the relevant Ward's boundaries. The vast majority of suitable venues across Wards are not owned by the City, and different venues are often used each time depending on availability. Therefore, any decision to livestream as a matter of

course would require a discrete allocation in terms of resource and funding to manage.

9. To help inform any decision about a broader or more long-term commitment, a pilot programme to livestream the Castle Baynard Wardmote (in July 2023) was considered prudent, to ensure that the benefits and costs of any such approach might be assessed with greater confidence.

### Key Data and Pilot Outcomes

10. Castle Baynard has had two elections in the last 12 months, the City-wide elections in March 2022 and a by-election in March 2023. These had a turnout of 27.95% and 11.9% respectively. The average turnout in the City-wide elections in March 2022 was 36.57%. Both Castle Baynard elections fall short of the average. Therefore, there was a cogent case for additional efforts to be made at this third election in 16 months to drive up turnout, strengthening the case for the pilot to be targeted here.
11. A final invoice of £1,928 was provided by RG Jones (the company which provides streaming services for certain City Corporation committee meetings) to facilitate the livestream of the Castle Baynard Wardmote.
12. It should be noted that City of London Ward elections cost approximately £5,000 per Ward election. Therefore, the cost of the livestream represents a sum that is almost half the cost of an entire Ward election.
13. The livestreamed Wardmote garnered 671 views at the time of writing. 20 of these were watching proceedings live, with a further 134 views registered by the end of the working day on 12 July 2023. Physical attendance of electors at the Wardmote was 25. This equates to a cost of £100 per person who watched the livestream prior to the close of poll. This means that the majority of views took place after the close of poll and therefore would not have had an influence on voting patterns for this particular election.
14. The turnout for the Castle Baynard Aldermanic election in July 2023 was 24.9%. This is the lowest turnout for all Aldermanic elections in the preceding 14 months, even with the addition of the livestream. A breakdown of these results is as follows:

Ward	Date	Turnout
Aldersgate	25/26 May 2022	40.4%
Cordwainer	25/26 May 2022	48.4%
Cornhill	25/26 May 2022	41.8%
Bridge	6/7 July 2022	43.4%
Walbrook	6/7 July 2022	41.6%
Bishopsgate	14/15 September 2022	28%
Cripplegate	14/15 September 2022	38%
Aldgate	7/8 December 2022	30.7%

15. There are caveats around the lowest three turnouts in the above table: all three were impacted by rail and postal strikes; additionally, the elections in September 2022 were held in the week immediately prior to Her Majesty the Queen's State Funeral and during a period of national mourning.
16. The Castle Baynard Aldermanic election July 2023 was not affected by these issues; however, Members may wish to note that the frequency of elections in the Ward may have contributed to voter fatigue amongst the electorate, which could have had some impact. Additionally, Castle Baynard is a larger Ward in terms of electorate, which can account for a lower turnout. Nevertheless, it does not appear that the livestream had a demonstrative impact on voter turnout at this election.

## **Options**

17. It is, therefore, proposed that Members consider whether it is financially and democratically prudent to roll livestreaming out across all Wardmotes. The options are as follows:
- 1) Decide against rolling out the programme and reflect on alternative methods of engagement which might be more cost and resource effective (recommended);
  - 2) Proceed for Aldermanic elections only, with the costs met from the CoA contingency budget OR a bid made to increase the electoral services budget to cover the additional cost;
  - 3) Recommend adoption for all elections be explored – noting the significant cost and resourcing implications would need to be calculated and presented to P&R.

## **Corporate & Strategic Implications**

### **Financial implications**

18. Just under £2,000 was required for the pilot scheme, which was funded through the Court of Aldermen's contingency budget. There is no current provision within the Electoral Services budget for this; similarly, there is no provision for any wider, longer-term implementation. Therefore, if Members decide they wish to adopt this practice as standard, long-term consideration will need to be taken to adjusting the overall budget of Electoral Services budget on an ongoing basis, and a corresponding approach made to the relevant Corporation Committees.

### **Resource implications**

19. As a one-off pilot, the resource implications were absorbed by the immediate members of the electoral services and governance and member services teams. However, if this were to be carried forward, it should be noted that there is no physical or technical resource to manage multiple and simultaneous livestreams. There are currently two livestream laptops, with one officer primarily assigned to this activity. The process to livestream requires an officer at Guildhall to enable and disable the livestream; it will also require an individual at the Wardmote to support the livestreaming within the room. For

the pilot, this was managed by the Honorary Ward Clerk, but were this to be replicated it would need to be ensured that such individuals were suitably trained and competent at managing the process. Broader application would, therefore, have implications in both staffing and equipment terms.

### **Legal implications**

20. There are no direct legal implications, insofar as there is no requirement to live-stream Wardmotes; neither is there any legal impediment to doing so. However, as the role of Electoral Services is statutory, it should be stated their statutory responsibilities must always take precedence over those that are considered non-statutory.

### **Risk implications**

21. Discrete from risks around finance and resource implications which would need to be addressed, there is a specific risk associated with the application to certain venues. Therefore, we must take into account, given the variety of venues utilised, it is possible that some may not be compatible with livestream arrangements. These would need to be considered on a case-by-case basis.

### **Equalities implications**

22. A full equalities impact assessment has not been carried out in respect of the pilot scheme; however, it could be stated that this improves the access that electors have to Wardmotes which in turn mirrors the legislative provisions that ensure voters have a variety of means to participate in elections. Should there be a desire to pursue this more widely, a more detailed assessment should be undertaken.

### **Climate implications**

23. None

### **Security implications**

24. None

### **Conclusion**

25. There was no demonstrative benefit to the turnout of electors to the Castle Baynard Aldermanic election based on livestreaming the Wardmote. Given the financial and technical requirements it is not recommended that we implement this permanently.

### **Appendices**

None

### **Saira McKechnie**

Head of Electoral Services

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# Agenda Item 6

<b>Committee(s)</b> General Purposes Committee of Aldermen	<b>Date:</b> 5 December 2023
<b>Subject:</b> Revisions to the Magistracy and Livery Sub (General Purposes Committee of Aldermen) Committee's Terms of Reference	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>N/A</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>Report of:</b> Town Clerk and Chief Executive	<b>For Decision</b>
<b>Report author:</b> Rhiannon Leary, Executive Officer to the Court of Aldermen	

## Summary

It is proposed that the terms of reference of the Magistracy & Livery Sub-Committee be amended to bring the practice of electing the Chair and Deputy Chair into line with the same process used to elect Chairs and Deputy Chairs of Court of Common Council committees.

## Background

At the meeting of the Court of Common Council held on 27 April 2023, in seeking to formalise the practice of seeking expressions of interest in standing as Chair or Deputy Chairs of Committees, amendments were proposed to the Court of Common Council's Standing Order 29 which governs the appointment of Chairs of Committees.

Those amendments included a requirement for the Town Clerk to seek written expressions of interest from members who were willing and eligible to take the Chair ahead of the first meeting of each Committee. Also included was a requirement to ensure such expressions of interest were received by the Town Clerk not later than one full working day prior to the scheduled date of the meeting.

Similar amendments were also proposed for Standing Order 30, which relates to the appointment of the Deputy Chair. All the proposed amendments for Standing Orders 29 and 30 were subsequently agreed at the meeting.

Considering those changes, which apply only to the Court of Common Council and not to the Court of Aldermen, it is the view of the Chair of the Magistracy & Livery Sub-Committee, in consultation with the Chairman of the General Purposes Committee,

that it would be reasonable to apply the same changes to the appointments of the Chair and Deputy Chair of the Magistracy & Livery Sub-Committee.

It is therefore proposed to incorporate similar changes into the Magistracy and Livery Sub-Committee's terms of reference. An updated version of those terms of reference is before the Committee for approval. The revisions are set out as tracked changes in Appendix 1, paragraphs 6b) and c).

### **Recommendation**

Members are asked to:

- Agree the proposed changes to the Magistracy and Livery Sub-Committee's terms of reference.

### **Conclusion**

1. The General Purposes Committee of Aldermen is recommended to agree the proposed changes to the Magistracy and Livery Sub-Committee's terms of reference as set out in Appendix 1, 6b) and 6c).
- **Appendix 1** – Proposed revisions to the Magistracy and Livery Sub-Committee's terms of reference.

### **Contact:**

Rhiannon Leary  
Executive Officer to the Court of Aldermen  
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Proposed revisions to the Magistracy and Livery Sub-Committee's terms of reference

**Magistracy and Livery Sub-Committee  
(General Purposes Committee of Aldermen)**

**1. Terms of Reference**

The Sub-Committee will ensure that there is a formal, transparent and informed mechanism for managing supervision of Livery matters and all other such issues related to the Court of Aldermen's judicial functions with the key responsibilities as follows:

- (a) to maintain a regular channel of communication with the magistrates operating within the City Courthouse at 1 Queen Victoria Street and make recommendations to the General Purposes Committee of Aldermen in respect of the City Corporation's obligations with regard to the magistracy's on-going use of the Courthouse;
- (b) to maintain a regular channel of communication with the magistrates of the Central London Bench;
- (c) to liaise with the Central London Bench in relation to the Magistrates Dinner at Mansion House;
- (d) to make recommendations to the General Purposes Committee of Aldermen in respect of any Livery or Royal Charter applications;
- (e) to make recommendations to the General Purposes Committee of Aldermen in respect of any other such matters that relate to the judicial functions of the Court of Aldermen; and
- (f) to report annually to the General Purposes Committee of Aldermen about those matters that have been considered by the Sub-Committee over the preceding twelve months.

**2. Delegated Powers.**

The Sub-Committee's delegated powers are as follows:

To oversee the exercise of the delegated powers (*de minimis*) given to the Clerk to Chamberlain's Court (as agreed in June 2017);

- a) To recommend the names of the Aldermen to take up the role of Sponsoring Alderman for a progressing entity towards Livery (either initially or by way of replacement) for final decision by the General Purposes Committee of Aldermen;

- b) To request and review annual reports of the Sponsoring Aldermen on their respective progressing entities;
- c) To review the procedures for the approval and progression of a Guild, a Company without Livery and Livery Company for recommendation to the General Purposes Committee of Aldermen and the Court of Aldermen for formal approval of the same;
- d) To oversee the process of the progression of individual organisations towards becoming a Guild and a Company without Livery and then towards becoming a Livery Company and provide advice and assistance in consultation with the Clerk to the Chamberlain's Court. To recommend any progress in status for approval to the General Purposes Committee of Aldermen and the Court of Aldermen.
- e) To review any change of name of a Guild, Company without Livery or Livery Company and make recommendation to the General Purposes Committee of Aldermen and the Court of Aldermen for approval of the same;
- f) To agree the basis upon which a Liveryman might translate his or her mother company and to oversee and agree any such application and report the decision to the General purposes Committee of Aldermen and the Court of Aldermen (to be noted); and
- g) To review all documentation relating to Livery matters (including approval of bylaws and ordinances) and to agree the final terms of such documents, except where they relate to any petition for Royal Charter, amendment to a Royal Charter or application for a Royal Charter, which are subject to the concurrence of the General Purposes Committee of Aldermen, or where it appears to the Sub-Committee that the matters under consideration raise issues of general procedure or policy on which it is appropriate for the General Purposes Committee of Aldermen to adjudicate.

### **3. Composition of the Sub-Committee**

The Sub-Committee's composition shall be limited to between 6 and 8 members of the Court of Aldermen who are magistrates, serving or on the supplemental list; or where they are appointed as a Recorder or a Deputy High Court Judge, or otherwise have an appropriate legal background. That is *those Aldermen that are serving in a judicial capacity in Courts operating within a criminal jurisdiction (and not at large) either as an active magistrate or on the supplemental list; or appointed as a Recorder or Deputy High Court Judge; or those with an appropriate legal background are eligible to serve on the Sub-Committee.*

### **4. Quorum**

The quorum shall consist of no less than three Aldermen appointed to serve on the Sub-Committee.

## **5. Frequency of meetings**

The Sub-Committee shall meet whenever necessary at the suggestion of the City Remembrancer, the Town Clerk or the Chamberlain but not less than four times per year. The scheduled meetings shall normally take place as follows:

- a) the first meeting to take place once the General Purposes Committee has elected its Chairman for the ensuing year (usually in December);
- b) the second meeting to take place in March;
- c) the third meeting to take place in June;
- d) the fourth meeting to take place in September.

## **6. Chairman and Deputy Chairman**

- a) At the first meeting of the Sub-Committee each year (usually in December), the Sub-Committee shall elect a Chair/Chairman and Deputy Chair/Chairman for the ensuing year. In the event of their absence at meetings, a member of the Sub-Committee shall be elected for the purposes of chairing the meeting in the Chair/Chairman and Deputy Chair/Chairman's absence.
- b) Ahead of the first meeting of the Sub-Committee each year, the Town Clerk will seek written expressions of interest from members eligible for election as Chair and who are willing to serve. Such expressions of interest must be received by the Town Clerk not later than one full working day prior to the scheduled date of the meeting.
- c) Ahead of the first meeting of the Sub-Committee each year, the Town Clerk will seek written expressions of interest from members eligible for election as Deputy Chair and who are willing to serve. Such expressions of interest must be received by the Town Clerk not later than one full working day prior to the scheduled date of the meeting.
- d) In the event that no expressions of interest have been received by the deadline stated under 6a), the Town Clerk will seek expressions of interest under the relevant agenda item at the meeting of the Sub-Committee.
- e) In the event no expressions of interest have been received by the deadline stated under 6b), the Town Clerk will seek expressions of interest under the relevant agenda item at the meeting of the Sub-Committee
- f) Neither the Chair/Chairman nor the Deputy Chair/Chairman shall serve more than five years in each role, with effect from December 2018.

## **7. Access to Information**

The Court of Aldermen is not covered by the access to information regime (Part VA of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985) as it is a separate executive body of the City Corporation and does not exercise local authority functions. As the Nominations

Committee of the Court of Aldermen meets in private, as a matter of long-standing custom, the same arrangements shall apply to the Magistracy and Livery Sub-Committee.

<b>Committees:</b> General Purposes Committee of Aldermen – For decision Community and Children’s Services Committee – For decision Resource Allocation Sub (Policy and Resources) Committee – For decision	<b>Dated:</b> 05/12/2023  13/12/2023  24/01/2024
<b>Subject: Safe Havens in the City of London</b>	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	Outcome 1
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	
<b>Report of:</b> Judith Finlay, Executive Director of Community and Children’s Services	<b>For Decision</b>
<b>Report author:</b> Valeria Cadena, Community Safety Manager	

## Summary

The purpose of this report is to ask for Members’ support for the delivery of Safe Havens across the City of London Corporation buildings and estates. The aim is to help tackle and prevent violence against women and girls in public spaces and make the Square Mile a safer place to live, work, study and visit.

## Recommendations

Members are asked to:

- Note the report
- Endorse the Safe Haven scheme.

## Main Report

### Background

1. The Safer City Partnership is working with the Safer Business Network to help us create ‘Safe Havens’ for women and girls in the Square Mile. Safe Havens will assist women and girls who are feeling unsafe, harassed or in a vulnerable situation to continue their journey by helping them to contact emergency services, provide water, toilets or other basic facilities, or by offering useful helpline numbers to the affected person.
2. Safe Havens are defined as: "a place of temporary refuge for a person to facilitate their onward journey. Whilst the Safe Haven cannot provide specialist

interventions, staff can contact emergency services and/or signpost to specialist services where needed” (Appendix 1).

3. Safe Havens will not intervene in someone’s problems directly or speak to another person involved. Reception and security staff would receive training on how to deal with these situations so the Safe Haven can provide an immediate place of safety for women and girls at risk or in a vulnerable situation.
4. The basic criteria for a Safe Haven would include access to water, electricity, wi-fi or a landline telephone, charging point for mobile phone, a chair/seat, access to a toilet, trained staff with a list of support network contact details and relevant public liability insurance. Ideally the Safe Haven area must be covered by working CCTV. The accreditation will come with the Safe Haven Logo to be displayed in a window/door (Appendix 1).

### **Current Position**

5. Our City of London buildings (Guildhall, Mansion House, Central Criminal Court, Bastion House and libraries) already have most of the requirements and we would like them to become accredited in the Square Mile to set up an example to all businesses.
6. There are no costs for the training as the Safer City Partnership has already provided funding for this initiative in the Square Mile. The training given to reception and security staff is in-person, takes around one hour, and will be free of charge to all City of London Corporation buildings.
7. The training will enable the venue employees to feel confident in dealing with members of the public, bearing in mind that they cannot provide specialist support. Each venue will appoint a ‘champion’ who will report directly to the Safer Business Network, and they will collate and evaluate all feedback received. The training provided by Safer Business Network aims to improve learners’ skills, knowledge, and confidence in identifying vulnerability and making appropriate interventions to support the delivery of a Safe Haven. Upon completion of the training, participants should be able to train future Safe Haven staff and champions.
8. Once we are part of the scheme, we would be included as a delivery partner in communications. We will also be included in any London digital communications for the public to identify the location of the Safe Havens. The City of London Police and the Metropolitan Police Service will know about the location of the Safe Havens and will provide support during their operational hours.

Southwark and Lambeth have joined forces to bring the same accreditation to their boroughs, to promote safety for women and girls.

### **Options**

9. There are three options that can be taken:
  - Not to support.



- To support (Recommended). The Guildhall, Mansion House, Central Criminal Court, Bastion House and Libraries, already have most of what is required to become Safe Havens, and therefore the one-hour training can be rolled out to start the accreditation.
- In 2024, we can provide an evaluation to this forum to ask for your support again to expand this scheme to the wider City institutions such as the Barbican, Markets, and educational and community centres across the City of London Corporation.

## **Proposals**

10. If the recommended option 2 is chosen, the Guildhall, Mansion House, Central Criminal Court, Bastion House and Libraries already have reception/security staff who can be trained, space for people to take a stop and make a call, landlines and toilets that the public can use. This covers most of what is required to become a Safe Haven. The one-hour training can be rolled out to start the accreditation.
11. By supporting this initiative, we will lead by example, promote safety within and across the Square Mile, motivate and encourage other businesses to become part of the Safe Havens scheme, and work actively to provide safe places for women and girls.

## **Corporate & Strategic Implications**

12. There are no strategic implications directly related to this report.

- Financial implications – N/A
- Resource implications – N/A
- Legal implications – N/A
- Risk implications – N/A
- Equalities implications – N/A
- Climate implications – N/A
- Security implications – N/A

## **Appendices**

- Appendix 1 – Safe Haven Information, Safer Business Network

### **Valeria Cadena**

Community Safety Manager  
Community and Children's Services

T: 0207 332 1272

E: [valeria.cadena@cityoflondon.gov.uk](mailto:valeria.cadena@cityoflondon.gov.uk)

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## Appendix 1

# Safe Havens

Safe Havens are a practical way for businesses to let people know that a form of support is easily available if they need help. Premises such as shops, cafes, pubs, libraries, and other places of interest can register to be officially known as a Safe Haven.

The definition of a Safe Haven is –

***"A place of temporary refuge for a person to facilitate their onward journey. Whilst the Safe Haven cannot provide specialist interventions, staff can contact emergency services and/or signpost to specialist services where needed".***

We are looking for businesses that are willing to be a Safe Haven to help women with their onward journeys – for example, providing a friendly face and reassurance, allowing the individual to charge their phone, calling a taxi, contacting family/friends, waiting for, or signposting to transport, and if required, making a phone call to the emergency services, or offering useful helpline numbers to the affected person.

Safe Havens will not intervene in someone's problems directly or speak to another person involved.

The basic criteria for a Safe Haven would include access to water (could be bottled), electricity, wi-fi or a landline telephone, charging point for mobile phone with extension lead if required, a chair/seat, access to a toilet if required, the Safe Haven Logo displayed in a window/door, trained staff with a list of support network contact details and relevant public liability insurance. Either Body Cameras are to be worn, or staff to have DBS checks completed, or two members of staff must be present when an individual is in the Safe Haven, or alternatively, the Safe Haven area must be covered by working CCTV.

Training to staff will enable the venue employees to feel confident in dealing with members of the public, bearing in mind that we cannot provide specialist support. Each venue will appoint a `champion` who will feed directly into us, and we will collate and evaluate all feedback received.

Safe Havens will be signposted/recognisable by using door/window stickers at each venue. Your business would be included as a delivery partner in communications and will also be included in any digital communications for the public to identify the location of the Safe Havens.

We will ensure that other partners, including the City Of London Police and The Metropolitan Police Service know about the Safe Haven and support it during their operational hours. We need your support to be able to deliver Safe Havens across London to help tackle violence against women and girls in public spaces.

## **Safe Haven Training**

Safer Business Network has developed a grassroots training program which aims to improve the skills, knowledge, and confidence of learners in identifying vulnerability and making appropriate interventions to support the delivery of a Safe Haven. This will equip the participants with the skills to deliver the training to future Safe Haven staff and Champions.

### **Learning Objectives**

During the session, learners will:

- Learn what a Safe Haven is and what it does.
- Learn the basic requirements of a Safe Haven.
- Explore the factors that put someone at risk.
- Discover how to assist `users` of Safe Havens.
- Develop skills which enable you to train other people and answer questions.

### **For further information:**

Please speak to your BCRP Manager or email [Eren.Bessim@Saferbusiness.org.uk](mailto:Eren.Bessim@Saferbusiness.org.uk) our Training and Development Manager.



HELPING HOMELESS AND VULNERABLE PEOPLE SINCE 1860

**Progress Report for the General Purposes Committee  
at the Court of Aldermen**

**Prepared by Tom Hill (Head of Philanthropy)**



**Thank you very much to the General Purposes Committee  
for the very kind Livery Cloth Grant of £1,700 in 2022/23 to help  
Providence Row tackle the root causes of homelessness and  
support people to get off, and stay off, the streets of East London.**

Providence Row, The Dellow Centre, 82 Wentworth Street, London, E1 7SA.  
Tel: 07968 148 990 / Email: [thill@providencerow.org.uk](mailto:thill@providencerow.org.uk)  
Charity Number: 1140192 Company Number: 07452798

## Introduction to Providence Row

Founded in 1860, we help some of the most vulnerable, disadvantaged and excluded (financially/socially) people in society to get off, and stay off, the streets. Our Mission is to support more homeless people:

- Who are most at-risk and least likely to access other services, to begin their journey to recovery.
- From times of crisis through to when help is no longer needed.

## How the Livery Cloth Grant has helped?

Thanks to your generosity, we successfully completed another challenging year. 2022/23 has been very busy with our client numbers increasing by 45% from 1,048 in 2021/22 to 1,515 in 2022/23.

The last 12 months were also particularly difficult due to:

- A greater proportion of our clients being complex, chaotic rough-sleepers compared to previous years where we have supported a larger proportion of people with less severe needs. In reality, this has meant that more of our clients over the last 12 months were experiencing greater levels of mental health and substance use issues as well as leading more chaotic lives.
- The rise in inflation has meant our costs increased hugely. As one example, our budgeted food costs alone (forecasted prior to 2022/23) went up from £15,000 to around £40,000. These costs increased partly due to inflation and partly due to the sharp rise in client numbers.

Despite these challenges, we had a very successful year and increased the number of clients supported through our: Health Fairs, Employability & Progression service, and Food Programme, as a few examples.

We also won the tender to secure the delivery of our Outreach Psychotherapy (mental health) project for five years while expanding the service's reach beyond Tower Hamlets and into the City of London and Hackney. This has helped achieve one of our key, three-year strategic aims of expanding our most innovative services outside of Tower Hamlets; helping more people to get off, and stay off, the streets.

## You helped us support people like Ty (not his real name)

Ty was rough-sleeping when he first came to Providence Row for some food and a shower. Our Advice & Support Team assessed Ty and helped him access accommodation and his Universal Credit entitlement, while making a referral to our Employability & Progression (E&P) Team as he was keen to find work.

When our E&P Coordinator met Ty to discuss his employability needs and past work experience, he said he had worked in catering before and that he wanted to get a job straight away.

Our E&P team helped Ty update his CV for catering job applications and develop his interview technique as there were a few jobs available immediately. One opportunity was for a temporary role in a Hotel in Cornwall (including accommodation) that Ty was very interested in. The E&P Team helped Ty get an interview and paid for his travel to Cornwall where he was successful in getting the job and a room to stay in during his contract.

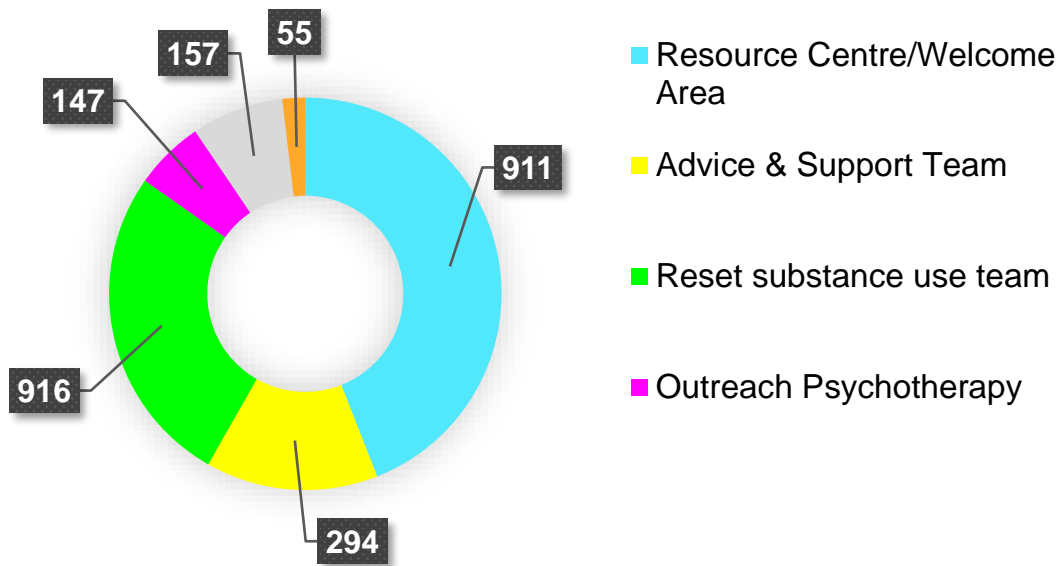
Unfortunately, the post only lasted for four weeks. However, the experience helped Ty gain the confidence to apply for other jobs. Our E&P Coordinator stayed in contact with Ty during this time and helped him update his CV again so he could apply for the next role straight away, avoiding a return to unemployment and homelessness.



Ty managed to move straight into several other temporary roles in London and is now working as a full-time Chef for an agency where he has several jobs on the go.

Ty told us recently that he was very grateful for our support and that he was really enjoying his new role and life. Ty's E&P Coordinator said "over the last few months he has excelled in his confidence and his approach to life and it's nice to see that he is thriving in his new role".

## Crisis services (client numbers)



### Crisis services breakdown

- Resource Centre/Welcome Area supported 911 clients** via triage assessments and access to showers, food, access to our IT provision and access to our phone and a care/of address.
- 294 of these clients received more in depth support from our Advice and Support (AST) Team** via: full needs and risk assessments; access to accommodation, benefits and ID documents; health referrals; and additional mental health and addiction support as required.
- Reset substance use team helped 916 clients** via: advice and support; ensuring they took their medication and attended appointments; access to harm reduction material/equipment like our needle exchange service and overdose reversal kits; with 158 referred for structured treatment.
- Outreach Psychotherapy team supported 147 rough-sleepers** experiencing trauma, depression and anxiety. All clients were supported to improve their mental health and engage with other services to access accommodation, addiction support and treatment and GP appointments, as a few examples.
- Routes to Roots hospital discharge team received 157 referrals** from hospitals in Tower Hamlets and Hackney. Post-treatment, these clients were helped to avoid homelessness by access to: accommodation, benefits, ID documents, opening bank accounts, and, receiving tailored emergency packages with food, clothing and essential items like a bed, chair or fridge to help settle into their new homes and communities.
- We provided our **Severe Weather** service over 33 nights in support of 55 rough-sleepers. 2022/23 was particularly challenging, and, for the first time, we provided the service for several days of the summer when temperatures exceeded 40°C. We also experienced a very lengthy cold spell in December 2022 when we provided 12 consecutive nights' accommodation and support when the temperatures dropped below 0°C.



**344** people entered accommodation over the year.



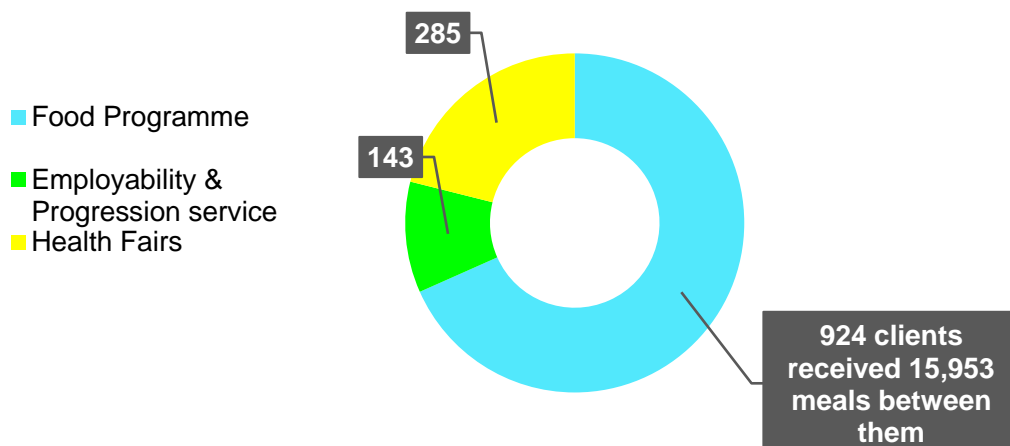
**14** clients secured paid employment with **38** completing one or more of our learning and training opportunities.



**158** people began structured substance use treatment.



## Recovery services (client numbers)



### Recovery programme breakdown

1. Our **Food Programme** provided 924 people with 15,953 hot, healthy and nutritionally balanced meals so they could avoid hunger and maintain their energy levels and immune systems over the year.

2. Our **Employability & Progression programme** significantly increased its capacity thanks to some generous support that meant we could employ a new team member. Over the year, we helped 143 homeless people via the following areas of work: starting delivery of new Digital Skills and Financial Health programmes and re-establishing our Garden and Catering Trainee Schemes (giving clients access to work placement opportunities). We helped 14 of our complex clients secure employment.

3. We continued providing '**Health Fairs**' connecting 285 clients with a wide range of health and wellbeing services including:

- 23 clients accessed the Covid-19 or Flu vaccine with 103 clients speaking to a Groundswell Vaccine Peer to help them overcome their fear and lack of trust in vaccines.
- 24 people received a GP assessment.
- 66 clients accessed NHS mobile support services including: dental, hearing and opticians services, podiatry and kidney screening.
- 31 people received appointments/screenings for HIV and other Sexually Transmitted Infections.
- 41 people accessed our substance use service and also received mental health support.
- 77 people had a massage, 45 got haircuts and 12 took part in relaxing yoga sessions.

### What's the ongoing need

With the current rise in homelessness and the cost of living crisis impacting our clients (and Providence Row's organisational costs) our clients need our support more than ever before.

In line with our experiences at Providence Row, homelessness generally is rising sharply with around 170,000 homeless/vulnerably housed people in London (Shelter, 2022). Tower Hamlets had the ninth highest number of homeless people at 7,974 and our neighbouring boroughs of Newham and Hackney had the first and sixth highest numbers (respectively) at 24,129 between them. The most recent CHAIN database figures showed 3,570 people were rough-sleeping in London between October and December 2022, 21% higher than the same period in 2021.

According to Shelter (2022), one in 58 Londoners are homeless which is far higher than the national rate for England of one in 208 people.





### How the General Purposes Committee of the Court of Aldermen could help

I hope you have found this report interesting and informative. If the General Purposes Committee felt there could be the possibility of continuing to work in partnership with Providence Row in support of our clients in 2023/24 then we would be delighted to hear from you.

Some ways you may like to consider supporting our work this financial year include:

**£2,500** will enable numerous **clients to receive help from our Advice and Support Team** so they can: have full needs assessments; access accommodation and any benefit entitlements; use our showers and access breakfast; be referred for a wide range of health, substance use and progression related support; all enabling them to move on towards independent lives in the future.

**£3,500** will enable our **food programme to provide around 1,500 hot, healthy and nutritionally balanced meals** to several hundred homeless people so they can maintain their health and energy levels.

**£5,000** will help us **support some of our 1,500 clients to get off, and stay off, the streets** and provide access to our wide range of crisis and recovery services, as well as our community of support, so they can get their lives back on track and work towards achieving their potential.

**Thank you very much, once again, to the General Purposes Committee of the Court of Aldermen for granting the generous sum of £1,700 to our work via the Livery Cloth Grant in 2022/23 and for taking the time to read this report.**

**If you have any questions about this report, our services in general and/or how we may continue working together in support of our clients in 2023/24 then please don't hesitate to get in contact with Tom Hill (Head of Philanthropy) via [thill@providencerow.org.uk](mailto:thill@providencerow.org.uk) or 07968 148 990.**

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