



General Purposes Committee of Aldermen

Date: TUESDAY, 6 FEBRUARY 2024

Time: 10.30 am

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

Members:

Alderman Sir William Russell (Chairman)	Alderman Professor Emma Edhem
Alderman Sir Charles Bowman (Deputy Chairman)	Alderman Robert Hughes-Penney
The Rt. Hon. The Lord Mayor	Alderwoman & Sheriff Dame Susan Langley, DBE
Alderman Michael Mainelli	Alderman and Sheriff Bronek 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 Simon Pryke
Alderman Gregory Jones KC	
Alderman Prem Goyal, OBE	

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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 5 December 2023.

For Decision
(Pages 5 - 16)

4. **THE OPERATION OF THE 6-YEAR CONVENTION FOR ALDERMEN**

Report of the Comptroller & City Solicitor and Deputy Chief Executive.

For Decision
(Pages 17 - 24)

5. **DRAFT HIGH-LEVEL BUSINESS PLAN 2024/25 - MANSION HOUSE & OFFICE OF LORD MAYOR AND SHERIFFS (TOWN CLERKS)**

Report of the Executive Director & Private Secretary to the Lord Mayor.

For Decision
(Pages 25 - 38)

6. **KNOCKING IN AT THE OLD BAILEY**

Report of the Executive Director, Private Secretary to the Lord Mayor.

For Information
(Pages 39 - 42)

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

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

9. **EXCLUSION OF THE PUBLIC**

MOTION - That, 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

10. **NON-PUBLIC MINUTES**

To approve the non-public minutes of the last meeting of the General Purposes Committee of Aldermen held on 5 December 2023.

For Decision
(Pages 43 - 46)

11. **LEAVE OF ABSENCE**

Report of the Town Clerk.

For Decision
(Pages 47 - 54)

12. **WARD BEADLES AND HONORARY WARD CLERKS**

Joint report of the Town Clerk, the Comptroller & City Solicitor and the Remembrancer.

For Decision
TO FOLLOW

13. **REVENUE OUTTURN 2022/23**

Joint report of the Town Clerk, the Chamberlain and the Remembrancer.

For Information
(Pages 55 - 60)

14. **PROPOSED 2024/25 REVENUE BUDGET**

Joint report of the Chamberlain, the Deputy Town Clerk and the Remembrancer.

For Decision
(Pages 61 - 70)

15. **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 11 December 2023.

For Information
(Pages 71 - 76)

16. **STRATEGY GROUP THREE - COMMUNICATIONS AND STAKEHOLDER
ENGAGEMENT- UPDATE**

For Discussion

17. **KEY COMMITTEE ISSUES**

For Discussion

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

19. **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, 5 December 2023

Minutes of the meeting of the General Purposes Committee of Aldermen held at Committee Rooms, Second Floor, West Wing, Guildhall on Tuesday, 5 December 2023 at 10.30 am

Present

Members:

Alderman Sir Charles Bowman (Deputy Chairman) (in the Chair)
Alderman Sir Peter Estlin
Alderman Alastair King DL
Alderman Alison Gowman
Alderman Timothy Hailes
Alderman Gregory Jones KC
Alderman Prem Goyal, OBE
Alderman Professor Emma Edhem
Alderman Robert Hughes-Penney
Alderwoman & Sheriff Dame Susan Langley, DBE
Alderman and Sheriff Bronek Masojada
Alderman Alexander Barr
Alderman Christopher Makin
Alderwoman Jennette Newman
Alderman Kawsar Zaman
Alderwoman Susan Pearson
Alderwoman Martha Grekos

Officers:

Ian Thomas, CBE
Gregory Moore

Polly Dunn
Gemma Stokley

Caroline Al-Beyerty
Benjamin Chen-Sverre
Michael Cogher
Paul Wright
Caroline Jack
Valeria Cadena-Wrigley

- Town Clerk and Chief Executive
- Assistant Town Clerk and Executive Director, Governance & Member Services
- Town Clerk's Department
- Town Clerk's Department
- Executive Officer to the Court of Aldermen
- The Chamberlain
- Chamberlain's Department
- Comptroller and City Solicitor
- Remembrancer
- Executive Director, Private Secretary to the Lord Mayor
- Community Safety Manager

1. **APOLOGIES**

Apologies for absence were received from Alderman Sir William Russell (Chairman), The Rt. Hon. The Lord Mayor Alderman Professor Michael Mainelli, Alderman Sir Andrew Parmley, Alderman Vincent Keaveny, Alderman Nicholas Lyons, Alderman Robert Howard and Alderman Tim Levene.

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 10 October 2023.

RESOLVED: - That the minutes of the last meeting of the General Purposes Committee of Aldermen held on 10 October 2023 be approved as an accurate record of the meeting.

Chairman's Congratulatory Remarks

The Chairman, on behalf of the Court of Aldermen, offered congratulations to Alderman Christopher Makin who had recently been made a Freeman of the Company of Communicators. He also congratulated Alderman Alastair King who had been appointed as a Trustee of the Royal Regiment of Scotland Trust as well as an Honorary Visiting Professor of Bayes Business School, City, University of London.

4. **APPOINTMENTS: -**

The Committee formally considered and approved the following appointments:

RESOLVED: That: -

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

Alderman Hughes-Penney and Alderman-Elect Pryke be appointed 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

Alderman Robert Howard be appointed 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

Alderman Vincent Keaveny be appointed 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

Alderman Alastair King be appointed to the City & Guilds of London Institute for a period ending November 2024.

(e) Lord Mayor's Show Board

The two new Sheriffs – Alderwoman Dame Susan Langley, DBE and Alderman Bronek Masojada be appointed to the Lord Mayor's Show Board.

5. WARDMOTE LIVESTREAM PILOT UPDATE

The Committee considered a joint report of the Town Clerk and Comptroller and City Solicitor outlining the outcomes of this summer's Wardmote Livestream pilot and seeking views as to whether there was an appetite to pursue broader implementation.

The Deputy Town Clerk introduced the report highlighting that the pilot had been undertaken in response to a request from this Committee. Statistically, the pilot had not appeared to provide value for money in terms of viewing figures for the live event or subsequent voter turnout. The Committee were now therefore asked to consider whether and how to now proceed with this concept. The Town Clerk went on to highlight that, were the pilot to be rolled out for all, there were some logistical difficulties within certain Wardmote venues to note.

An Alderwoman stated that she did not think it financially or democratically prudent to roll out livestreaming for all Wardmotes and was therefore in favour of the recommended option of reflecting on alternative methods of engagement which might be more cost and resource effective instead. She went on to question the validity of the pilot itself stating that this conclusion could have reasonably been reached without this expenditure. She highlighted that, under statute, Wardmotes had to take place the day before polling day when the majority of postal voters would have already cast their votes. Also, in a business Ward such as Castle Baynard, many businesses still unfortunately failed to register or failed to take part in the election post registration and so would have little interest in a livestream.

The Alderwoman went on to refer to the data contained within the report stating that it was a false comparison to examine the turnout for Aldermanic elections in Castle Baynard with the other Wards listed. High turnouts were more commonplace in small Wards as opposed to in large, predominantly business Wards such as Castle Baynard. She added that other Wards had far lower turnouts in the March 2022 all-out elections but these were not reflected here and therefore stated that emphasis had been disproportionately placed on the July 2023 Castle Baynard Aldermanic election.

Another Alderman broadly agreed with these observations. They went on to question whether there was an access control as to who could view the Wardmote livestream whereas, admittance for those attending in person, was at the discretion of the Presiding Officer and these should generally be registered electors. Overall, they were of the view that this expenditure would be better targeted at more effectively engaging with the electorate and improving turnout going forward. The Deputy Town Clerk confirmed that there had been no access control in terms of online viewings.

An Alderman stated that they had been in favour of the pilot and exploring a potential means by which voter turnout might be increased. However, this had

clearly not proved fruitful and so they too were now in favour of exploring other methods of increasing voter participation.

An Alderman who had served as the Lord Mayor's Aldermanic Representative at the livestreamed Wardmote. They queried the total expenditure for the pilot. They also went on to question how much notice of the livestream had been provided by the Corporation and to whom.

Another Alderman stated that the postal vote numbers in their Ward was significantly larger than those who chose to vote in person on the day and that these voters submitted votes way in advance of any Wardmote. Because of this, Resident Associations in their Ward had arranged to hold hustings in the run up to postal votes being sent out. They went on to query whether there might be a helpful equivalent within predominantly business Wards that would be prepared to help arrange similar or whether the Corporation might fund these going forwards as a more effective means of engagement.

Another Alderman queried what was meant by the recommendation around reflecting upon alternative methods of engagement and what this might look like practically.

The Deputy Town Clerk clarified that whilst £3,000 had been allocated for the pilot, the total expenditure had amounted to £1,928. In terms of communication, the Wardmote livestream had been promoted via the notice of election letter, poll cards and via three separate emails during the statutory election period. He went on to comment that he appreciated the point made around the difficulties in comparing turnouts across different Wards given their varying sizes and components but added that he felt that the Committee were right to support the pilot as a means of testing whether this might positively impact upon voter turnout at relatively low cost. In terms of now reflecting on more effective means of voter engagement, he commented that this would involve further conversations with the Engagement Team but may involve how the City Corporation might encourage hustings or early conversations with candidates around voter engagement for example.

The Chairman requested that a future report setting out potential, alternative methods of engagement be brought back to a future meeting of this Committee.

RESOLVED - That Members: -

1. Note the content of the report and the findings of the pilot scheme
2. Decide against rolling out the programme and reflect on alternative methods of engagement which might be more cost and resource effective instead.

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

The Committee considered a report of the Town Clerk & Chief Executive proposing 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 that used to elect Chairs and Deputy Chairs of Court of Common Council committees.

RESOLVED – That the Committee agree the proposed changes to the Magistracy and Livery Sub-Committee's terms of reference.

7. **SAFE HAVENS IN THE CITY OF LONDON**

The Committee considered a report of the Executive Director of Community and Children's Services seeking support for the delivery of Safe Havens across the City of London Corporation buildings and estates.

The Committee were informed that the City's Community Safety Partnership (the 'Safer City Partnership') had been working alongside the Safer Business Network in order to reduce and prevent violence against women and girls with this being one of the resultant initiatives of their work. Safe Havens (temporary shelters in which people could seek solace/assistance before continuing their journeys) had already been successfully introduced in other local authorities and the City Corporation were now also keen to introduce these in the Square Mile. Where there were suggestions that these be rolled out across the City's own buildings, it was recognised that relevant training would need to be offered to security and reception staff, it was also recognised that, should Members be supportive of the initiative in general, further consultation would be needed internally to discuss any specific security and wider implications across the different buildings proposed. All of this would need to be satisfactorily concluded prior to any list of Safe Havens being publicised or the initiative being launched.

The Executive Director and Private Secretary to Lord Mayor stated that she looked forward to further conversations as to the practicalities and operation realities of the Mansion House being included within this.

An Alderman queried how the information as to available Safe Havens would be communicated with women and girls in the City in due course. Officers responded that these would be advertised through the City's licensed premises and via the City's Safer Business Network partners. Emails to City residents and businesses would also be sent with the scheme also featuring on the City Corporation's public facing webpages. Those buildings identified as Safe Havens would also display a specific logo marking them as such. The City's Business Improvement Districts (BIDS) had also indicated their willingness to help advertise the scheme. It was highlighted that it would not only be the City's own buildings that formed part of the initiative as many others within the Square Mile were also interested in being accredited as Safe Havens.

An Alderman queried why the offering was being targeted at women and girls specifically. Officers responded to state that this particular initiative was being introduced as a response to the disproportionate level of violence against women and girls in particular.

Another Alderman underlined the importance of exploring the practicalities of this with certain, high security venues such as the Central Criminal Court and

Mansion House which was operating as a secure yet welcoming venue but also a private home. They went on to speak of the need for joined up thinking on this matter and a strategic response across the Square Mile.

Another Alderman cautioned that any insurance and health and safety implications for those working in and visiting the buildings earmarked for accreditation would also need to be considered and stressed that these matters should also be encompassed within any eventual training for security/reception staff and facilities managers.

RESOLVED: - That Members:

- Note the report
- Endorse the Safe Haven scheme in principle, subject to further discussions as to the operational practicalities with the specific venues named.

8. LIVERY CLOTH- AWARD OF ANNUAL GRANT

The Committee considered the award of the Annual Livery Cloth grant – a sum of £1,700.

The Town Clerk reported that it was customary for the Committee to consider the awarding of the Livery Cloth Grant at their December meeting each year and that, traditionally, this had been awarded to Providence Row, a relatively small charity helping homeless and vulnerable people in the City. The charity's recent Progress Review detailing how the Court of Aldermen's past funding had been put to good use had been included within the agenda pack for all to read.

An Alderman reported that she had recently taken up the invitation extended to all to visit the charity and had been very impressed with the positive work being undertaken here. She added that they were still very keen to welcome other Aldermen to visit the premises. It had also been suggested that a small group may like to go and help prepare and serve lunch one day to gain first-hand experience of their activities.

Several Aldermen spoke in favour of awarding the grant to Providence Row once again. The Chairman queried why the amount awarded had not been revised upwards in recent years. Others also stated that it would be helpful to have some background to the Livery Cloth Grant going forward. The Chamberlain undertook to look into these matters and report back to the Committee at a future meeting with details of all grants awarded by the Court of Aldermen.

RESOLVED: - That the annual Livery Cloth grant of £1,700 be awarded to Providence Row.

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

There were no questions.

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

Vote of Thanks – Staffing of Lord Mayor’s Show

An Aldermen stated that they wanted to make the unusual move of publicly and formally moving a Vote of Thanks to those staff who had been critical in the successful delivery of this year’s Lord Mayor’s Show and moved the following:

That the sincere gratitude of this Committee be extended to all those personnel involved in the organisation, planning and delivery of the Lord Mayor’s Show weekend and Lord Mayor’s Banquet in the face of the particular logistical and public order challenges of this year.

The Show this year took place against a backdrop of increased activism and disruption to public events and coincided with one of the largest public marches to take place in central London. Despite a series of closures to the main underground lines serving the City of London on the day of the event, the route was once again lined with spectators which is testament to the enduring attraction of what remains one of the City of London’s key cultural assets. It is as a result of the meticulous planning and delivery of all those involved that the events were able to take place without incident.

The Committee wishes to record particular thanks to:

- the Pageantmaster Dominic Reid OBE for successfully delivering his 31st Show, and Laura Groutides in his Office for her tireless support;
- Commander Umer Khan OBE and T/Chief Supt William Duffy of the City of London Police for their extensive and diligent planning of the policing operation, and to their teams on the ground who made sure the Show, Remembrance Day and the Banquet were a great success;
- Richard Woolford MBE and the Resilience Team for co-ordinating the overall safety and security of the Show;
- the Environment Department, particularly Ian Hughes, Michelle Ross, Vincent Dignam and Larry Costa and their teams for ensuring disruption from road closures was minimised, and the streets were cleaned and returned to normal as quickly as possible after the conclusion of the return procession;
- the City Remembrancer and all in his office, in particular Bruce Hunt, who this year worked alongside the Pageantmaster; and to Fiona Hoban MBE, Jo-Anne Brown and all the events staff for their delivery of the Banquet;
- Caroline Jack and all staff at Mansion House whose efforts enabled the transition of mayoralty to happen so smoothly, and for their provision of hospitality to those viewing the Show from Mansion House;
- Lt Col Brian Fahy MBE and LONDIST for co-ordinating the military involvement in the Show and for recruiting and training the Marshals who are such an essential part of the integrity of the Show;
- the Communications and External Affairs Directorate in the Town Clerk’s Office, particularly Emily Tofield and all her team, including Sheldon Hind and Andrew Buckingham, for their promotion of the Show on the day and in the weeks running up to it; and
- Anne Pietsch in the Comptroller and City Solicitor’s Office who ensures the obligations of Directors of the Lord Mayor’s Show Ltd continue to be met.

Finally, the Committee wishes to place on record its gratitude to AD Health & Safety who for the first time this year managed the health and safety aspects of the Show alongside the Pageantmaster and City Corporation officers.

The Committee would like to wish all those involved every success as planning for the next Lord Mayor's Show, on 9 November 2024, gets underway.

REOLVED: - That the Vote of Thanks be unanimously supported and that the Town Clerk be instructed to formally record this within the public minutes of the meeting as well as to communicate this with those Officers named.

Collaborative Working

An Alderman queried whether various initiatives being fronted by the current Lord Mayor and his team such as forthcoming Coffee Colloquies could be incorporated within the Aldermanic Rolling Programme of Events circulated by the Town Clerk on a monthly basis so as to ensure that these were helpfully captured in one place versus across various different emails. This would also be an effective means of encouraging the wider Court to involve themselves more in the Lord Mayor's programme with very little additional resource/effort required. They went on to state that it would also be helpful to incorporate the Lady Mayoress' planned events here too going forward to make these more visible to all.

The Town Clerk undertook to liaise with the Lord Mayor's Programme Office on these points and to update the next iteration of the Rolling Programme document accordingly.

Exclusion of the Public

Ahead of the formal exclusion of the public to be considered at agenda Item 11, an Alderman queried under what part of the disclosure arrangement the Chairman and Deputy Chairman of this Committee had decided to exclude the public for the consideration of Agenda Item 13 specifically.

The Chairman commented that this had been determined in discussion with both the Town Clerk and the Comptroller ahead of publication of today's agenda. The Deputy Town Clerk highlighted that the Court of Aldermen's Standing Order number 25 set out the reasoning and rationale as to why things might be considered in non-public session. In relation to agenda Item 13 specifically, the relevant clause set out would be that relating to 'business which would be considered as non-public in an equivalent Court of Common Council (or one of its Committees) and also that relating to information provided under arrangements associated with legal professional privilege.

The Comptroller and City Solicitor emphasised that this was not a Local Authority Committee but that when public session had been introduced in this forum in order to increase transparency, it was recognised that local authority rules ought to be strongly mirrored. He added that the decision as to whether or not to pass the motion for the public to be excluded for certain items was ultimately one to be taken collectively by this Committee. In relation to Item 13 there were three particular issues to bear in mind –the provision of legal advice

which was subject to legal professional privilege, the likelihood that debate would include questions and discussion as to the conduct of individual Aldermen and the need for a safe space to have a full and frank debate on such matters before work was able to then progress and move into the public domain.

The Alderman responded to underline that the arrangements in place for the Court of Aldermen made it clear that there should be a presumption in favour of disclosure and stressed that this should therefore be the starting point for all matters brought to this Committee. They added that the legal privilege referred to belonged to the Aldermen and could therefore be waived. They added that they would therefore like to see the motion as to whether or not to exclude the public for this particular item be formally put to a vote. In relation to the potential for any debate around individual Aldermen, it was highlighted that this would not concern any commercially sensitive information but would be around tenure and the six-year convention generally which was of public interest.

The Committee proceeded to vote as to whether or not to pass the motion to exclude the public set out at Item 11, in relation to the consideration of Item 13 specifically.

Votes were cast as follows:

- IN FAVOUR OF PASSING THE MOTION: 14 Votes
- OPPOSED TO PASSING THE MOTION: 2 Votes

There were no abstentions.

The Committee therefore proceeded to Item 11.

11. 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.

12. 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 10 October 2023.

13. THE OPERATION OF THE 6-YEAR CONVENTION FOR ALDERMEN

The Committee considered a report of the Comptroller and City Solicitor on the operation of the convention that Aldermen should retire after no more than six years in office. Following discussion, it was requested that a further report on the matter be brought to the next meeting of the Committee with options for

clarifying the nature and interrelationships of the various conventions and expectations.

14. **THE VOLUNTARY HOSPITAL OF ST BARTHOLOMEW**

The Committee considered and approved a joint report of the Town Clerk and the Comptroller and City Solicitor on the Voluntary Hospital of St Bartholomew

15. **MANSION HOUSE - INCOME GENERATION 2022-23 & HIRE CHARGES 2024 - 25**

The Committee considered and approved a report of the Executive Director & Private Secretary to the Lord Mayor reviewing income generation in the 2022-23 financial year, providing a brief update on the implementation of the Mansion House commercial strategy, recommending future rates to be agreed for the 2024-25 financial year and highlighting other relevant issues.

16. **MINUTES OF THE MAGISTRACY AND LIVERY SUB-COMMITTEE**

The Committee received the minutes of the last meeting of the Magistracy and Livery Sub-Committee held on 27 September 2023.

17. **MINUTES OF THE EMANUEL HOSPITAL MANAGEMENT SUB-COMMITTEE**

The Committee received the minutes of the last meeting of the Emanuel Hospital Management Sub-Committee held on 19 October 2023.

18. **MINUTES OF THE COMMITTEE OF ALDERMEN TO ADMINISTER THE SIR WILLIAM COXEN TRUST FUND**

The Committee received the minutes of the last meeting of the Committee of Aldermen to administer the Sir William Coxen Trust Fund held on 10 October 2023.

19. **STRATEGY GROUP TWO - INTERNAL PRIORITIES – UPDATE**

Members of Aldermanic Strategy Group Two updated the Committee on their work regarding Internal Priorities.

There was also a brief update from a member of Aldermanic Strategy Group Three.

20. **KEY COMMITTEE ISSUES**

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

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

There were no questions raised in non-public session.

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

There were no additional, urgent items of business for consideration in non-public session.

The meeting ended at 12.24 pm

Chairman

Contact Officer: Gemma Stokley
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Committee(s): General Purposes Committee of Alderman – For Decision	Dated: 6 th February 2024
Subject: The operation of the 6-year convention for Aldermen	Public
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£N/A
What is the source of Funding?	N/A
Report of: The Comptroller & City Solicitor and Deputy Chief Executive	For Decision
Report author: Michael Cogher, The Comptroller and City Solicitor and Deputy Chief Executive	

Summary

1. Introduction and Background

1.1. At its last meeting on 4th December 2023 the General Purposes Committee received a confidential report from the Comptroller and City Solicitor on the operation of the convention that Aldermen should retire after no more than six years in office (“the Six Year Convention”) and other Aldermanic conventions. The Committee noted that this, together with other Aldermanic conventions had not been reviewed for many years and that in circumstances where the 6 Year Convention bit during the Lord Mayor’s term of office or proximate to its beginning and end there was clearly a conflict between the Six Year Convention and the duties to serve faithfully the office of Lord Mayor and to take all practical steps to seek re-election following the conclusion of the Mayoral term. Nor was the 6 Year Convention consolidated with other conventions, agreed in 2003, in a single document. The Committee instructed the Comptroller and City Solicitor to review the conventions and present a further report for the Committee’s consideration.

2. Recommendation(s)

- 2.1. That the Committee consider the draft consolidated Aldermanic Conventions set out in the Schedule.
- 2.2. That the Committee make such recommendations to the Court of Aldermen as it considers appropriate in relation to their adoption.

Main Report

3. Review of the Conventions

- 3.1. The constitutional and legal position of the office of Alderman is set out in the previous report to which the Committee is referred. It is not set out further here.
- 3.2. The 6 Year Convention has been redrafted to take into account the need for the Committee or the Nominations Committee to agree to relax the Convention in appropriate circumstances the following suggested terms:
- 3.3. I undertake to tender my resignation as an Alderman/woman and to seek re-election or retire as the case may be no later than midnight on the sixth anniversary of my election.
- 3.4. The General Purposes Committee of the Court of Aldermen may, on the written application of the Alderman/woman concerned extend the last day for the tendering of their resignation under 1.1 above by a period of up to six months where it considers that it is reasonable to do so in all the circumstances.
- 3.5. Without prejudice to 1.2 above, the Nominations Committee of the Court of Alderman may agree that the last day for the tendering of a resignation of an Alderman who is or may be serving as Lord Mayor may be extended by a period of up to six months following the date the said Alderman/woman ceases to be Lord Mayor where it considers that it is reasonable to do so in all the circumstances.
- 3.6. This has been incorporated into a reformatted document containing the other conventions for the Committee's consideration and review.
- 3.7. It should be noted that the conventions do not and have never included the convention relating post-Mayoralty period during which the Late Lord Mayor attends no Corporation events or meetings, including meetings of the Court of Aldermen, and undertakes no Civic or representative duties in the period between the end of the Mayoralty and the Easter Banquet. However, their own professional engagements in the City or with their own livery companies etc are fine for him to undertake. This is contained within the Aldermen's Handbook.

4. Conclusion

- 4.1. The Six Year Convention and other Aldermanic conventions are an important constitutional and democratic constitutional tool which after many years now require review and consolidation.

5. Appendix

Appendix 1 – The Undertakings

6. Background Papers

None

Michael Cogher

Comptroller and City Solicitor and Deputy Chief Executive

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THE UNDERTAKINGS

1. The Town Clerk will send all Aldermen/women a copy of the following undertaking which was agreed at the meeting of the Court of Aldermen of [date]:

“Resolved: that the Town Clerk be instructed to inform all newly elected and existing Aldermen/women that individual members were expected to follow the following undertakings and that failure to do so would be one of the factors taken into account in assessing their suitability for any office:

- 1.1. I undertake to tender my resignation as an Alderman/woman and to seek re-election or retire as the case may be no later than midnight on the sixth anniversary of my election.
- 1.2. The General Purposes Committee of the Court of Aldermen may, on the written application of the Alderman/woman concerned extend the last day for the tendering of their resignation under 1.1 above by a period of up to six months where it considers that it is reasonable to do so in all the circumstances;
- 1.3. Without prejudice to 1.2 above, the Nominations Committee of the Court of Alderman may agree that the last day for the tendering of a resignation of an Alderman who is or may be serving as Lord Mayor be extended by a period of up to six months following the date the said Alderman/woman ceases to be Lord Mayor where it considers that it is reasonable to do so in all the circumstances;
- 1.4. to serve faithfully the Office of Alderman and Magistrate and, if elected, the offices of Sheriff and Lord Mayor;
- 1.5. to continue, subject to paragraph 1.8 below, to serve as an Alderman/woman for at least a further term of six years after having served the Office of Lord Mayor and to take all practicable steps to secure re-election to achieve this;
- 1.6. where appropriate to carry out such obligations as the Lord Chancellor may stipulate from time to time for both newly appointed Magistrates and currently officiating Magistrates in relation to training, attendance at Courts and visits to prisons and other institutions;

- 1.7. to acquaint the Court of Aldermen of any professional or domestic matter of which the Alderman/woman is aware which he/she believes might be capable of casting doubt on his/her ability or suitability to continue as an Alderman or a Magistrate and/or which may attract adverse publicity either to him/her or to the Corporation of London or to both;
 - 1.8. to tender their resignation from the Office of Alderman/woman on attaining the age of 75;
 - 1.9. to refrain from adjudicating in their capacity as an Alderman of the City of London in any trial at the Central Criminal Court, save in accordance with public statute or as Lord Mayor;
 - 1.10. on ceasing to hold the Office of Alderman of the City of London, to resign as Vice-President or Governor of Bridewell Royal Hospital, in the event of r holding such Office at the time;
 - 1.11. to seek formal leave of the Court for any continuous period of absence abroad which might exceed four weeks.
2. Each Alderman/woman will be asked to sign a statement that they have read and understand the Undertakings.
 3. New Aldermen/woman will be asked by the Town Clerk to provide a detailed curriculum vitae when they are admitted. There is no prescribed form.

I confirm that I have read and understood the above Undertakings.

Signed.....

Date.....

CONFIDENTIALITY AGREEMENT

**ALL MEMBERS OF THE COURT OF ALDERMEN
(MEMBERS OF THE GENERAL PURPOSES COMMITTEE OF ALDERMEN AND
THE NOMINATIONS COMMITTEE OF ALDERMEN)**

In consideration of the provision to me of confidential/sensitive/ personal information (the “Confidential Information”) in relation to the business of the Court of Aldermen (and its standing committees: the General Purposes Committee of Aldermen and the Nominations Committee of Aldermen), in respect of which I am a member, including Aldermanic Appraisals and the progression of Aldermen to the Offices of Sheriff and Lord Mayor, I hereby undertake:

- not to communicate, make available or disclose any part of the “Confidential Information” to any third party;
- not to use, or permit any third party to use, the “Confidential Information”;
- to take all reasonable measures to protect the security of the “Confidential Information”.

SIGNED: _____

NAME: _____

Member of the Court of Aldermen and the General Purposes Committee of Aldermen
and the Nominations Committee of Aldermen

DATE: _____

As agreed by the General Purposes Committee of Aldermen on 06/02/18

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Committee(s): General Purposes of Aldermen - For Decision	Dated: 6 th February 2024
Subject: Draft High-Level Business Plan 2024/25 - Mansion House & Office of Lord Mayor and Sheriffs (Town Clerks)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	N/A (pending 24-29 Corporate Plan)
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Caroline Jack, Executive Director & Private Secretary to the Lord Mayor	For Decision
Report author: Robert Woodvine, Finance & Administration Manager	

Summary

This report presents for approval the high-level Business Plan for the Mansion House & Office of Lord Mayor and Sheriffs (Town Clerks) Department for 2024/25.

Recommendation

Members are asked to:

- i. Note the factors taken into consideration in compiling the Mansion House & Office of Lord Mayor and Sheriffs Business Plan; and
- ii. Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan 2024/25.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused, and consistent statements of the key ambitions and objectives for every department.
2. For 2023/24, the high-level Business Plan has been further evolved to describe the funding and people resources associated with each priority workstream. As a high-level plan, this document does not capture the granularity of departmental work but gives the overall picture of departmental activity, customer feedback, trends where

applicable and direction of travel. The Corporate Strategy and Performance Team is working closely with departments to ensure that all Departmental Business Plans are aligned with Corporate Plan 2024-29.

Draft final high-level Business Plan for 2024/25

3. This report presents, at Appendix 1, the draft final high-level Business Plan for 2024/25 for the Mansion House & Office of Lord Mayor and Sheriffs (Town Clerks) Department.

- a. Member Involvement:

The Business Plan is put together with the tacit approval of lead members of the Court of Aldermen, with an understanding of the general direction of the MH from both an operational and commercial perspective.

NB the current Mayoral Theme was presented to ELB in May/June 2023.

- b. Prioritisation:

Now the post-TOM staffing structure and arrangements are in place and stable, including the separation of the MH & CCC, we can go into better detail and illustrate the difference in cycle of the civic year in relation to the financial year.

This should allow for an ongoing improvement in Mayoral & Shrieval theme planning, and a longer-term focus on the wider dept/corporate plan business planning cycle.

The specific prioritisations illustrate the workstreams around the catering contract tender process, aligned with the MH commercial strategy/income generation, (new contract to start Sept 2024), and marketing opportunities.

- c. Synergies and combatting silos:

The new catering contract tender (launching Jan 2024 for a Sept 2024 contract start), continues to combine the services for the MH & CCC sites. This has provided the opportunity to create a more robust contract specification, with site specific KPIs, re-defined contract management, and improved financial efficiencies across the two sites.

- d. Resources utilised:

The MH has been dependent on its income generation to supplement its operating costs and balance its resource base for many years. Compulsory savings implemented by the Target Operating Model (TOM) have made this more urgent, resulting in a revised approach to this department via a commercial strategy.

Staff resources are fully focussed on the MH as an event space for both external hire and Civic events – the efficiency of this is reflected in the size of the team employed.

- e. Performance Measurement:

The MH and wider Office of the Lord Mayor (OLM) is very difficult to measure, expect via obvious aspects such as income targets being met.

However, our priority workstreams, dependencies and outcomes, along with our future priorities in the current version of the business plan seek to illustrate the balance between civic and commercial activity.

f. Measuring Impact and Value for Money (VfM):

As above, the MH and OLM is tricky, however, the 2024/25 Business Plan does provide a section on MH metrics, e.g. number of visitors to the hours each year.

Departmental Operational Property Assets Utilisation Assessment

4. **[In this section Chief Officers are required under delegations to report on compliance with Standing Order 56.** A utilisation assessment and comparative organisation/asset benchmarking is required. The assessment should also be provided to the Operational Property Review Board]:

At the time of writing this exercise has not formally taken place for the MH. However, we can state that all parts of the building are in full use, from the cellar for storage, through to the office and event spaces, Mayoral and staff accommodation, plus guest bedrooms – there is no ‘fallow’ space.

The Shrieval floor at the CCC would (presumably) fall under the Surveyors assessment. However, the same applies in that the space given over to the Shrievalty at the CCC is fully utilised (apartments, office spaces, dining/events areas), and an internal ‘service charge’ arrangement between the respective City Cash and City Fund budgets is being developed.

A recent visit to Lancaster House also provided a useful insight to a property of a similar nature, that seeks to maximise its potential as commercial event space, whilst also delivering its core function for central government. We continue work to collaborate and compare with parallel institutions.

The report should say how and when the utilisation assessment has been undertaken and state a and b below for all operational property assets, on an asset-by-asset basis.

- a. In relation to the operational property assets allocated for the delivery of services (state or list in an appendix), these are fully utilised / partly utilised / not utilised.
- b. The processes/resources/expertise were employed to achieve this evaluation were: (state or list in an appendix)

The report must also state c and / or d below:

- c. How partly utilised or not utilised operational property assets will be better utilised: (state a plan to reorganise or rationalise services to improve utilisation)

And / or

- d. The following operational property assets are declared surplus.

Corporate & Strategic Implications

The MH & OLM as a physical space has a need to align with the Climate Action Strategy due to the sustainability of the building itself, and the way it is used. Local improvements are in place (see slide 7 of the Business Plan). However, there is some limit to this without a level of 'structural' intervention to ensure the MH can continue to operate sustainably into the future.

Security implications

As referred to above, the need to balance our resource base with external income places a further emphasis on security for users of the premises and illustrates a key area where it would be impossible to reduce costs to remain securely operational.

Financial implications

The MH is subject to ongoing wear & tear due to the volume of events, and its status as a listed building. Our present (historical) financial model only allows for our commercial income to supplement the operational resources (it is a savings model by default), rather than providing additional funds to be built up to reinvest for maintenance and local improvements.

Public sector equality duty

As a City Cash funded area, and the Mansion House also being a private residence, this may benefit from future clarification.

Resourcing implications

Due to the nature of events and the Mayoral cycle, the Mansion House is always very busy and this impacts staff working patterns, wellbeing, and overtime costs. This can also apply to Shrieval staff based at the CCC for similar reasons.

Conclusion

This report presents the high-level Business Plan for 2024/25 for the Mansion House & Office of Lord Mayor and Sheriffs (Town Clerks) Department for Members to consider and approve.

Appendices

- Appendix 1 – Final high-level Business Plan 2024/25

Robert Woodvine

Robert Woodvine, Finance & Administration Manager
E: robert.woodvine@cityoflondon.gov.uk

Mansion House – Office of the Lord Mayor & Sheriffs

Our aim is to sustain an iconic London venue and provide high quality support for the Civic Team, enabling the Mayoralty and Shrievalty to promote the City of London and make a positive contribution to the UK.



Our objectives are guided by the headings of Stabilise, Modernise, Integrate, and Commercialise with the Civic year being led by the annual Shrieval Plan and Mayoral Theme.

What's changed since last year...

Stabilise - the staff base post-TOM is now balanced, with a revised relationship with the CCC. The MH has operated without interruption allowing the full range of civic events to physically take place and commercial events at usual capacity.

Integrate - MH now has broader access to all CoL staff by aligning biometric technology, allowing hot desk working between the MH and Guildhall.

Modernise - The MH entrance has now been reconfigured and rebranded to reflect a modern and secure reception. All staff training sessions delivered to reflect maintaining MH traditions within a contemporary workplace & zero tolerance behaviours.

Commercialise - (YR1 22/23) Maximise the potential of the Mansion House as a venue, to support operational costs and reinvest into improved physical spaces and guest experiences.

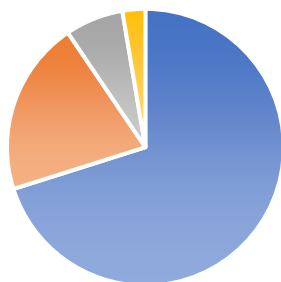
Commercialise - (YR2 23/24) Moving event bookings from a reactive 'first come first served' approach to a data-driven proactive approach, alongside planned implementation of an events management system, to both support this development, and balance commercial activity with other uses of the Mansion House.

Where our money comes from and what we spend it on.

Total 2024-25 budget **estimated** allocation is £2.7M for MH **local risk** Operational, Shrieval Support, & MH Premises. The charts represent the budget divisions that form our local resource base. Some aspects sit directly under Finance Cmmt. (as indicated).

The Mansion House and Office of Lord Mayor & Sheriffs is funded entirely by City Cash and supplemented by commercial events income & related catering contract commission.

**MH Operational & Shrieval Support Est. 24/25 Fin. Year
£000's (City Cash)**

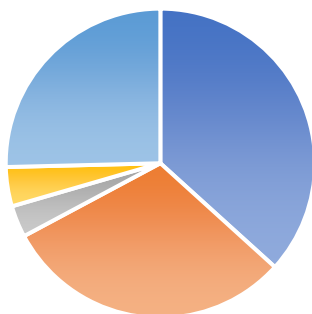


- DKA00 MH Ops
- DKA00 Supplementary commercial income
- DJG99 Shrieval Support
- DKA50 Shrieval Chauffeurs

MH Ops & Shrieval Support - Budget Breakdown £000's

MH Operational Budget	2917
Supplementary commercial income	-849
Shrieval Fleet	111
Shrieval Support - Fin. Cmmt	283
Total Resource Base (inclusive of £849K supplementary income <u>target</u>)	2462

MH Premises Est. 24/25 Financial Year £000's (City Cash)



- DJG97 Rates & Council Tax
- DJG97 Energy
- DJG97 Water
- DJG97 Other
- DJG97 Supplementary commission income

MH Premises Budget Breakdown £000's - Fin. Cmmt

Rates & Council Tax	188
Energy	156
Water	17
Other	21
Supplementary commission income	-130
Total Resource Base (inclusive of £130K utilities contribution from catering contract)	252

Our timeline planner – Financial year / Civic year

Q1 2024/25

Q2 2024/25

Q3 2024/25

Q4 2024/25

Beyond 2024/25

Lord Mayor Mainelli Nov 23 – Oct 24 'Connect to Prosper' (695th)

Lord Mayor 24-25 (696th)

Shrieval Elections

Mayoral Election

Sheriffs King & Marsden Sept 23 – Aug 24 'Shrieval Plan 23-24'

Sheriffs 23-24

Preparation for Civic changeover – update of supporting guidelines, liaison meetings, shaping of Themes & Plans

23/24 Income Report & 25/26 proposed charges hire charges for 25/26

Development of 24/25 Business Plan, priorities & Operational budgeting

Summer Works / August Stand Down

Mayoral Visits (MVAC) budget prep & approval (LM 2024)

Joint Deputation budget prep & approval (Civic Year 25/26)

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar 25/26 26/27

Priava – establishing event management system in MH, and alignment to catering supplier

Catering Contract – tender launch, evaluation and contract award

Catering Contract – mobilisation period

Catering Contract – Year 1

MH Venue - review and develop marketing to build MH commercial activity

New Show Stand - tentative specification research Jan 2024, new stand planned for Nov 2025 LM Show

Our major workstreams this year will be...

Workstream Name	Priority #	Funding allocation %	People resource %	Prioritisation category	Dependencies	Outcomes/ Impacts	Notes on KPIs
Mayoral Theme (Mainelli) Nov 2023 - Oct 2024 'Connect to Prosper'	1	100% - MH Operational Budget	100% - all staff in varying capacities	Political priority/Key strategic outcome or will be a key link to Corporate Plan 2025-30 outcomes	All MH teams to work cohesively, and liaison as required with IG and REM	Each Civic year and Mayoral Theme is delivered successfully	Due to the distinctive features of the Civic team cycle, with varying themes and interests cutting across two financial years, it is challenging to define KPIs for the Mayoral and Shrieval years as BP workstreams, even though they are the primary focus of the MH & OLM team. Therefore, this is an ongoing aspect that we seek to develop.
Sheriffs Langley & Masojada Sept 23 – Aug 24 'Shrieval Plan 23-24'	2	100% - Shrieval Supp. Budget	7%	Political priority/Key strategic outcome or will be a key link to Corporate Plan 2025-30 outcomes	Shrieval & MH team mutually supportive, alongside CCC building management	Each Civic Year and Shrieval Plan is delivered successfully	
Catering Contract Procurement (new tender to be launched Jan 2024)	3	4%	8%	Income Generation	Combined MH & CCC contract, requiring ongoing relationship with staff across both sites and City Procurement personnel	More robust contract, with site specific KPIs, redefined contract management, and improved financial efficiencies across the site services	The catering contract itself contains a set of contract-specific KPIs (see also slide 7). This particular workstream represents the ongoing relationship with the MH and a catering supplier, and the periodic re-tendering process enabled by City Procurement is a key highlight in this year's BP.
Commercial Strategy	4	Income Generation	10%	Income Generation	MH Events and Ops teams, supported by the Priava system, and link to catering supplier	MH optimised financially, and the MH audience widened & diversified	The commercial strategy continues to grow and stabilise, meaning a more tangible approach to KPIs could be developed in year, and in conjunction with the next catering contract cycle (starting Sept 2024).

Medium Term Plans under consideration (2025/26 and 2026/27)

Priority list (e.g. new legislation, services, projects, automation)	2025/26	2026/27	Funded or Unfunded
New Show Stand	Nov 2025 LM Show		Unfunded
Banqueting Chairs for Egyptian Hall	Condition and remaining life of current chairs under review		Unfunded
Review of PA system for the Egyptian Hall	Equipment was installed in early 90's. Acoustic quality could be improved by installation of new, more discrete speakers		Unfunded

Key Risks

The table below shows the present list of MH risks, pending further update to align the MH register into the Town Clerks risk structure on the Ideagen system. This will allow a full separation from CCC risks, and ongoing review of the RAG scoring.

Risk Title	Source	Trend	RAG
Annual Repair & Maintenance programme is not completed - Damage to the key fabric of the building and/or high value items	Physical	Constant/Increasing	
Show Stand - current stand at end of its life	H&S, Partnership, Contractual & Physical	Constant/Increasing	
Security - Events & General	Physical	Constant	
Health & Safety - General	H&S	Constant	
Health & Safety - Fire	H&S	Constant	
Communications Risk & IT Security	Physical	Constant	
Disruption to the delivery of principal Mayoral/CoL events at the Mansion House	Partnership, Political & Reputational	Constant	
Resilience and availability of the Civic Team	Physical, Political & Reputational	Constant	
Financial - Failure to meet income target	Financial	Constant	
Financial - Budget realignment, transparency & consolidation	Financial	Constant/Decreasing	
MH/CoL Wine - Storage, stock records & value	Physical, Financial	Constant/Decreasing	
Catering contract risks - as identified by KPI Audits	Partnership, Contractual, Financial	Constant/Decreasing	

Health and Safety Business Plan Top 3 priorities

1. Unquantified risk in the physicality of the building
2. Fire Management Plan & Risk Assessment. (Training for staff, fire evac, fire extinguishers, 1st aid, fire marshals)
3. Ensuring the building is fit for purpose and safe for all users

Equality, Diversity & Inclusion

We aspire to show that the Mansion House as an iconic and historic building is also representative of the City and wider society that it serves, through both its staffing and the people that engage with it.

Departmental Action Plan EDI first three priorities

1. Broaden & diversity the MH audience via the commercial strategy & external event hire
2. All-Staff sessions – kept alive & embedded within MH workplace & institutional culture
 - Maintaining Tradition in a Contemporary Way
 - Zero Tolerance Behaviours
3. MH & OLM – Principal/Officer Protocol document agreed & supported by current Lord Mayor, and future Mayoral nominees (23/24 to 27/28)

Our People

2022 Staff Engagement score: 51% Positive

Total Staff: 51 positions (incl. 2 apprentices) with a turnover rate of 14.42%

Age: 15.5% of our team are aged 30 and under, with 53% aged between 31 and 50 and 31% aged 51 and over

Working patterns: 49 full time staff and 2 part time staff (equating to 50.94 FTE)

Gender: 45% female and 55% male

Sexual orientation: 67% of the team declared themselves to be heterosexual, with 4% LGBTQIA+ and 29% not known/declined to say

Disability: 82% of our staff state that they have no disability, with 2% declaring a disability and 16% not declaring

Religious beliefs: 2 major religions are represented across the staff. The largest groups are Christian 49%, Muslim 8%, while the remaining 43% is either non-religious or not known

Ethnic Groups: 74% White; 4% Asian/Asian British; 10% Mixed and Other Ethnic Groups (with 12% Not Known)

Operational Property Utilisation Assessment

Asset name	Assessment Complete?	Assessment Completion Date
Mansion House	Yes	02.11.23

Partners we work with

Internal	CCC & Surveyors - due to Shrieval relationship
	Surveyors - MH Building management
	Remembrancers
	Innovation & Growth
	Town Clerks
External	Royal Household
	Foreign & Commonwealth Office, Treasury, Dept. for Trade
	Liveries
	City Businesses
	Historical Relationships, e.g., Christ's Hospital, Gresham College

Our Customer Needs

Commercial client feedback forms are issued post-event to review the overall guest experience of both the venue and the catering services, helping to build the Mansion House brand within the hospitality & venue sector, and support the ongoing commercial strategy.

Our strategic commitments - we feed into the following Corporation-wide programmes:

Climate Action Strategy: MH beehives/planters a permanent feature with small MH honey production, shared bin reduction, installation of LED lamps across MH, operation of Building Management System (BMS) system, extension of the Housewater system - filters, chills & carbonates mains water, (an alternative to bottled waters), hybrid vehicles for day-to-day transport.

Catering Contract - Environmental, Social & Governance (ESG): In line with CoL sustainability team advice, the new catering contract (Sept 2024), will have a 15% responsible procurement evaluation, and will also include the below KPIs.

- Food Related Greenhouse Gas Emissions** measure of absolute and per plate CO2-eq emissions per annum
- Responsible Sourcing** food and materials are procured adhering to CoL responsible sourcing policies
- Food Waste** measure food waste and agree a food waste reduction in view to reducing food waste by 50% by 2030
- Food Provenance** % of spend supporting equitable, sustainable & farmer-focussed production, building wealth within communities

Connect to Prosper: 23/24 Mayoral Year Theme seeks to amplify wider CoL aims, under the headings of Posterity & Planet, People & Possibility, and Prosperity & Productivity headings. See also final slide showing overview of the Mayoral Priorities.

Our Impacts

Mayoral Year Theme 23/24 'Connect to Prosper' bringing together thought leaders from the scientific, academic, and business worlds to demonstrate the City's strengths in solving global challenges, (see final slide).

Financial & Professional Services Ambassador - each Lord Mayor's Theme is substantially linked to their role as the UK's Financial & Professional Services Ambassador, carrying out a schedule of diplomatic meetings, international visits and business inward events, that seek to increase investment into the UK and the UK's volume of trade in services. This work is complemented by our business focused set-piece events..

Civic Year - there is also an annual cycle of civic focused set-piece events, in which the Mayoralty plays its role as the 'Head of the Corporation'. This is supplemented by occasions in wider public life, where the Lord Mayor and Mansion House have contributed to national events around the Coronation of King Charles III, and recent Coronation Dinner held at the Mansion House in October 2023.

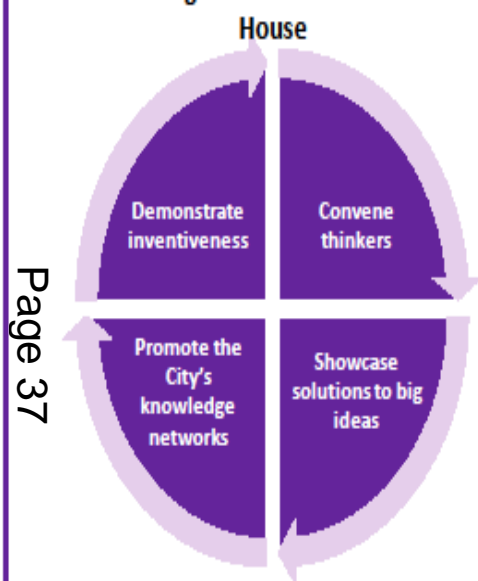
70	Tree Certificates (LM Lyons Ancient Tree Fund) in lieu of diplomatic gifts
2	Beehives producing 150 jars of honey per year
15	Countries visited with 2-3 months spent overseas representing the City per year
10	Regions/UK cities visited with 1 month spent outside London representing the City per year
600	Speeches delivered to civic, business, academic, local & international audiences in the Mayoral year
90	Civic Events, Lunches & Dinners hosted at MH each year
180	Commercial hire events per year (all sectors)
34,000	Overall number of guests/visitors to MH per year (civic, lunches/dinners and commercial events)
Tours	Weekly, group, and Open House (visibility of MH, Howard Samuel Collection, Statues & Plate Room)
40	Public / Weekly tours (30-40 per group) annually
80	Pre-Booked group tours (20-30 per group) annually
2 days	Open House (250 visitors per day)

Alderman Professor Michael Mainelli – Mayoral Priorities – 2023/2024

“Connect To Prosper”

The City of London is the world’s most successful concentration of knowledge connections. More than 40 learned societies, 70 Higher Education institutions, and 130 research institutes surround the City. Of 24,000 businesses, nearly 8,000 are professional, scientific and technical enterprises. **Connect To Prosper** will bring together thought leaders from the **scientific, academic, and business worlds** to demonstrate the City’s strengths in **solving global challenges**.

Our Knowledge Miles – The World’s Coffee House



Convene: *Connect To Prosper* will bring together thought leaders from the scientific, academic and business worlds through Coffee Colloquies on Sustainable Development Goals and other topics and set-piece dinners. A Lord Mayor’s Knowledge Miles Lecture series will draw on expertise within the Livery companies and beyond to showcase the City’s knowledge and expertise in identifying and meeting new global opportunities.

Connect to Prosper activities are split in to three pillars matched against the UN Sustainable Development Goals (SDGs). These represent the major challenges facing the world, which the City of London can help to answer.

	Planet (Biosphere SDGs)		People (Society SDGs)		Productivity (Economy SDGs)	
Global	COP 28	Net Zero Delivery Summit	Knowledge Miles webinar series	University Partnerships	Vision for Economic Growth	Constructing Science: Offices to Labs
Local	VeraCity App	Space Protection Initiative	SDG Coffee Colloquies	LM Royal Mathematical School Bursary	VeraCity App	Ethical AI Initiative
Demonstrate	Exp: Biodiversity corridors	Exp: Bicycle wheel air filters	Exp: Galenos & MQ Mental Health	Exp: Monument seismology	Exp: Automated cargo boats	Exp: Time Dilation

Connect To Prosper will emphasise the City’s Strengths:

- We are connected – The City of London is the world’s most successful concentration of knowledge connections both locally and globally.
- We have major talent clusters – Knowledge-based businesses thrive when they cluster and have access to talented people, financing and markets. The Mayoral year will highlight this in line with the Competitiveness Strategy.
- Things happen here – The Mayoral year will showcase the City’s communities’ inventiveness through demonstrations and experimentation.

Our Knowledge Miles

The City is made up of multiple, diverse miles, all co-existing and collaborating within our ‘Square Mile’.

The World’s Coffee House

Where connections between people, firms and institutions develop and grow, leading to ideas and inventions that solve global problems.

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Committee(s): General Purposes Committee of Aldermen	Dated: 6/02/2024
Subject: Knocking In at the Old Bailey	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 6
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: Caroline Jack, Executive Director, Private Secretary to the Lord Mayor	For Information
Report author: Doug Precey, Head of Secretariat, Office of the Lord Mayor and Mansion House	

Summary

This report provides a summary of the history, background and current practice associated with the ceremonial custom of 'knocking in' at the Old Bailey.

Knocking in remains an important part of City tradition, and this report seeks to set out the background to this custom, to confirm the expectations around how it should continue to be carried out, and to note the support available to Sheriffs and Aldermen from the team on the ground at the Old Bailey in doing so.

Recommendation

Members are asked to note the report.

Main Report

Background

1. Part of the centuries-old link between the Shrievalty, Court of Alderman, and the judiciary at the Central Criminal Court is the daily ceremonial custom of 'knocking in' at the Old Bailey. 'Knocking in' dates back to a time when courts could be violent and unpredictable settings for judges.
2. In both the morning and afternoon sessions of the courts, the Sheriffs at the Old Bailey would enter the court ahead of the judge to make sure that they could oversee proceedings safely without the threat of attack. At times the Sheriffs would be accompanied by Aldermen, and Aldermen would from time to time conduct knocking in on their own. A full procession into Court also included the Secondary.

Traditional Procedure

3. The full procedure was conducted as follows:

- the usher knocked to announce the opening of the Court and asked all to rise;
 - the Secondary entered first and stood just inside the Court, back to the wall;
 - then the Alderman, wearing a gown, entered, passed the Secondary, and stood back to the wall;
 - then the Sheriff, in Old Bailey garb or wearing a gown, entered, passed both the Secondary and the Alderman, and stood back to the wall closest to the judge's seat;
 - after a brief pause the judge entered and each person gave a small court bow as the judge passed (as done in the Court of Aldermen when the Lord Mayor enters and passes fellow Aldermen). When the judge had passed and was in front of his/her seat, all three turned to face him/her. The judge bowed to the Court then turned and bowed to the trio (who bow to him at the same time). The trio turned on their heels and left briskly: Secondary, Alderman, Sheriff.
4. This ceremony was conducted twice per day, per court, i.e. could be 36 knocking in ceremonies at full capacity. The Sheriffs were available for this and used the Aldermen's room behind Court 1 to be positioned for requests to knock in. There were also, from time to time, requests for 'knocking out', where things were done in reverse.

Recent 'Knocking In' Practice

5. More recently, except on special occasions or requests, knocking in has been done by just one of a Sheriff, an Alderman, or the Secondary. The Duty Alderman was expected to stay on duty until all knocking in requests had been fulfilled.
6. Since the 1990s, judges were knocked into their courts for the afternoon session only, with a Sheriff, an Alderman, and the Secondary sharing these duties among them. More recently, since circa 2015, knocking in has been most customary for those courts containing 'luncheon guests' who have been invited to observe proceedings, and for any court where the judge requested it. Judges typically request knocking in as a reminder of tradition, or as a reminder to their court, particularly in lengthy trials, that the outside world continues to pay attention to proceedings.

Current Practice

7. The Sheriff is expected to knock in courts containing 'luncheon guests' who have been invited to observe proceedings. The Duty Alderman is expected to knock in for the luncheon guests' court if a Sheriff is unavailable. The Sheriff and the Duty Alderman should welcome any requests from other judges who also wish to be knocked in and work out how to fulfil such requests themselves.
8. Support with knocking in is provided by the team on the ground at the Old Bailey, through a combination of the Shrieval footmen, the Shrieval secretariat, and the Honorary Secondary.

9. A gown is made available outside the Judges' Dining Room and should be worn by the Alderman if they are knocking in. Aldermen will also either be provided with a temporary security pass, or escorted by a member of the team, so that they can gain access to the courts as required.
10. During the course of the morning (between 9am and 10am) of each day on which a Sheriff or Aldermanic host is hosting lunch, one of the team on the ground at the Old Bailey will check to see which court or courts may provide a suitable venue for any of the lunch guests to observe proceedings in the afternoon. At times, there may be acute pressure on space in particular courtrooms, and there may be changes to proceedings in the course of a court session, so a number of options will need to be considered. This will be done by looking at the daily list of cases and liaising with the judges sitting that day.
11. During the course of the pre-lunch drinks or at lunch, the Sheriff (or Aldermanic host) should confirm with the judges which court's afternoon proceedings would be most appropriate for that day's guests to observe. They should also confirm as a courtesy that the judge is happy to be knocked in.
12. Immediately on the conclusion of lunch (as the judges need to resume court at 2pm), those guests who are able to stay will be escorted to the chosen courtroom and invited to take their seats. In some instances, judges may have agreed in advance to give guests a brief summary of the case; staff will be on hand to help with the logistics of this should that be the case.
13. The Sheriff/Alderman, meanwhile, should make their way to the judge's entrance to the court and await the usher and the judge. When the afternoon's proceedings are ready to begin, the usher will knock on the door and open it for the Sheriff/Alderman followed by the judge.
14. The Sheriff/Alderman will stop just inside the door, with the judge continuing to their seat. At this point, the judge will bow to the dock, before turning to the Sheriff/Alderman with both bowing to each other. At this point, the Sheriff/Alderman leaves the room and the ceremony is complete.

Conclusion

15. Knocking in remains an important part of City tradition and the Court of Aldermen and the Sheriffs are expected to maintain it.
16. For those Aldermen who either have not carried out knocking in previously, or who have any questions about the practice in general or its delivery that day, the Shrieval support team is happy to help.

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