

CIVIC AFFAIRS SUB-COMMITTEE
Tuesday, 7 February 2023

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,
West Wing, 2nd Floor West Wing on Tuesday, 7 February 2023 at 1.45 pm

Present

Members:

Deputy Edward Lord (Chair)
Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman)
Nicholas Bensted-Smith
Deputy Keith Bottomley
Tijs Broeke
Mary Durcan
Deputy Ann Holmes
Alderman Ian David Luder
Alderman Gregory Jones KC
Emily Benn
James Bromiley-Davis
Deputy Dr Giles Shilson
Alderman Sir William Russell
Wendy Mead
Alderman Professor Michael Mainelli

In Attendance

Ruby Sayed

Officers:

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| Paul Double | - City Remembrancer |
| Nigel Lefton | - Remembrancer's Department |
| Dorian Price | - Guildhall Manager |
| Fiona Hoban | - Remembrancer's Department |
| Bob Roberts | - Deputy Town Clerk |
| Paul Wright | - Deputy Remembrancer |
| Greg Moore | - Assistant Town Clerk |
| Jenna Brassett | - Chamberlain's Department |
| Rachel Cartwright | - Remembrancer's Department |
| Leann Corachea | - Remembrancer's Department |
| Tim Fletcher | - Deputy Town Clerk's Department |
| Chris Rumbles, Clerk | - Deputy Town Clerk's Department |
| David Mendoza Wolfson | - Deputy Town Clerk's Department |

Part 1 – Public Agenda

1. APOLOGIES

Apologies were received from Sophie Fernandes.

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

There were none.

3. **MINUTES**

RESOLVED: That the minutes of the Civic Affairs Sub-Committee meeting on 6 December 2022 be approved as an accurate record.

4. **WORK PROGRAMME**

The Sub-Committee received a report of the Town Clerk providing Members with a work programme of relevant items relating to the work of the Sub-Committee. Updates were noted as follows:

Members' Workspace Requirements – IG's proposed move to the Irish Chambers had received push back from Operational Property and Projects Sub-Committee resulting in a funding gap. The cost of IG relocating would be £40k with only £20k in their budget. If additional funding cannot be found they would be happy to stay in their current location. Members were given a choice of depleting Civic Affairs' Sub-Committee's contingency budget or progressing a bid to Policy and Resources Committee seeking the additional funding.

The Chair stressed the importance of gaining vacant possession of the mezzanine level with this being important to a number of other moves. As such, it was important for IG staff to move over to the Irish Chambers.

The Chair proposed a bid be submitted to Policy and Resources Committee seeking the required funding.

RESOLVED: That Members agreed to submit a bid to the Policy and Resources Committee Contingency Fund to secure an additional £20,000 of funding in support of IG's move to the Irish Chambers.

Members' Transportation Arrangements – This remains a work in progress. The Chair added how they would welcome a detailed update on progress at the next meeting.

Review of the Members' Financial Assistance Scheme – The Chair remarked on how this piece of work appeared to be slipping. Work was underway in breaking down the time worked by each of the Chairs. An update and timetable would follow at the next meeting.

Court of Common Council – Arrangements for Members – Update on agenda.

Induction Feedback – Now with the Member Development and Learning Steering Group and an update has been provided.

5. **SEATING ARRANGEMENTS AT COURT OF COMMON COUNCIL**

The Town Clerk commented on a number of options being considered through re-arranging the existing layout of Court of Common Council meetings,

rescheduling meetings to a different day of the week and also looking at a different venue for meetings with the aim of generating more income through allowing a greater use of the Great Hall for private hire, depending on what Members wanted to consider.

A Member responded confirming they had previously raised the issue for consideration given the potential income loss through Tuesday to Thursday being preferred days of the week for events to be held. The Member added how the City Corporation was owner of the Insurance Institute that had a chamber that he considered more a more appropriate venue for committee meetings e.g., Court of Common Council and Planning and Transportation Committee, with the Livery Hall not being ideal for this purpose.

The Member suggested the Insurance Institute should be looked at as an alternative venue so a decision can be taken for the start of the 2024/25 civic year or sooner if possible. The Member proposed holding a meeting at the Insurance Institute initially to assess whether Members liked it as a venue.

A Member referred to their previous viewing of a Court of Common Council meeting online and the meeting appearing very sparsely attended, with this not appearing a good optic. The Member offered their endorsement of the proposal to consider an alternative venue, whilst adding how there was also a need to consider a reduction of seating at Court of Common Council meetings to reflect actual rather than historical attendance.

The Chair added how there were a number of interested parties across the organisation wanting access to the Insurance Institute.

A Member stressed the importance of retaining a public gallery, with there needing to be an appropriate assessment of this. The Chair responded confirming the public gallery at the Insurance Institute provided seating for up to 50 people.

A Member questioned the number of occasions there had been an interest shown and a booking lost for hire of Great Hall owing to a Court of Common Council meeting, with it being noted that firm data was not currently retained but with Court of Common Council meetings taking out a whole day for commercial bookings.

The Chair noted that Members were broadly supportive of looking at the Insurance Institute as an alternative venue for Court of Common Council meetings. The Chair proposed officers look at what can be changed with the current arrangements in the Guildhall Complex along with options for moving to Insurance Hall. It was suggested arranging a meeting at Insurance Hall to understand how it would work.

The Town Clerk agreed to report back to Civic Affairs Sub-Committee in May providing an update.

The update was noted.

6. **PARENTAL / GUARDIAN ROOM**

The Sub-Committee considered a joint report of the Town Clerk and City Surveyor updating on activity on creating a Parental / Guardian Room so that the Guildhall Complex was a welcoming and accessible environment for prospective and current elected Members.

A Member questioned whether the facility would also be available to staff, with the Town Clerk referring to the potential of extending provision to staff as detailed within the report. The Member added how it would not be appropriate to provide a facility for Members and not staff. The Chair suggested the issue could be raised at Corporate Services Committee to make them aware of the discussion and to consider how to respond for staff.

RESOLVED: That Members: -

- Agreed to proceed with the creation of a Parental / Guardian Room at a cost of £7,500, to be met from the Civic Affairs Sub-Committee's contingency fund and progress the proposal to use the Members' Computer Room on the Mezzanine floor for this purpose.

7. **MEMBER LEARNING AND DEVELOPMENT STEERING GROUP - TERMS OF REFERENCE**

The Sub-Committee considered a report of the Town Clerk presenting revised and updated terms of reference for the Member Learning and Development Steering Group.

A Member referred to the Membership and offered their endorsement that two must be newer Members. The Member added how the current wording of 'two of whom must be newer Members i.e., those elected at the last all-out elections', would rule out those elected in bi-elections and would result in missing out on a bulk of newer Members. The Member proposed the wording be amended slightly, with the Chair proposing the wording be changed to 'those Members with less than six years' service', with this receiving the support of Members.

The Chair referred to Mary Durcan having responded and expressed an interest in serving as a Civic Affairs Sub-Committee representative on the Member Learning and Development Steering Group, with Members offering their support of this appointment.

The Chair confirmed that there remained one additional place for a representative on the Member Learning and Development Steering Committee.

Emily Benn and James Bromiley Davis put themselves forward for consideration. Following discussion, during which options for appointment were considered, the Chair proposed extending the membership of the Member Learning and Development Steering Group to allow both Members to be appointed as a Civic Affairs Sub-Committee Representative, with this receiving the agreement of Members.

RESOLVED: That Members:

- Approved the terms of reference of the Member Learning and Development Steering Group with revised wording to include 'those Members with less than six years' service'.
- Agreed to the appointment of Mary Durcan as a Civic Affairs Sub-Committee Representative on the Member Learning and Development Steering Group.
- Agreed to extend the Membership of the Member Learning and Development Steering Group to allow for the appointment of Emily Benn and James Bromiley-Davis as additional Civic Affairs Sub-Committee Representatives.

8. **CHIEF COMMONER'S HANDBOOK**

The Chair referred to a copy of the latest Chief Commoner's handbook having been tabled. This was to allow Members an opportunity to review the document.

The Chair confirmed that they were not proposing the handbook be considered today, but that Members look to provide feedback on the document to the Town Clerk, with an updated handbook coming back to a later meeting of Civic Affairs Sub-Committee for consideration.

A Member questioned the order of precedence with regards to use of cars and the Chair confirmed that this would be considered as part of the transportation policy coming to the next meeting, during which the order of precedence would be reviewed.

A Member, also Chief Commoner, added how the handbook offered a sense of direction and a guide, but with there being a need to show flexibility and agility in the role.

Members noted the update.

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

There were none.

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

There were no additional items of business.

11. **EXCLUSION OF THE PUBLIC**

RESOLVED: That the public be excluded for the following items that relate to functions of the Court of Common Council which were not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings.

Part 2 – Non-Public Agenda

12. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on the 6th of December 2022 be approved as an accurate record.

13. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

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

14. **DELEGATED AUTHORITY REPORT**

The Sub-Committee received a report of the Remembrancer detailing commercial and charity hire of Guildhall and hospitality approved under delegation to the Remembrancer, in consultation with the Chair and Deputy Chairman.

15. **BENIFICES**

The Chair provided Members with an oral update relating to the City Benefices.

16. **TRADE MARKING THE CITY CORPORATION'S EVENTS SERVICES**

The Sub-Committee considered a report of the Remembrancer relating to trade marking the City Corporation's events services.

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

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

18. **APPLICATIONS FOR HOSPITALITY**

The Sub-Committee considered several applications for hospitality.

Application A

Application B

Application C

Application D

Application E

19. **FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY**

The Sub-Committee received a report of the Remembrancer detailing forthcoming committee or court events involving hospitality.

20. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**

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

21. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

The Sub-Committee received a joint report of the Remembrancer and Chamberlain relating to final accounts for events.

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

There were none.

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

There were no additional items of business.

Part 3 – Confidential Agenda

24. **MINUTES**

RESOLVED: That the confidential minutes of the Civic Affairs Sub-Committee meeting on 6th December 2022 be approved as an accurate record.

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At this point in the meeting, in accordance with Standing Orders, Members agreed to extend the meeting beyond two hours.

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The meeting ended at 4.15pm

Chair

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