



Civic Affairs Sub-Committee

Date: TUESDAY, 7 FEBRUARY 2023

Time: 1.45 pm

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

Members:

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

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Michael Cogher
Acting Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minute of the Civic Affairs Sub-Committee meeting on 6 December 2022.

For Decision
(Pages 7 - 12)

4. **WORK PROGRAMME**

Report of the Town Clerk.

For Information
(Pages 13 - 14)

Members Facilities and Support

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

Chair and Town Clerk to be heard.

For Discussion

6. **PARENTAL / GUARDIAN ROOM**

Report of the Town Clerk.

For Decision
(Pages 15 - 18)

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

Report of the Town Clerk.

For Decision
(Pages 19 - 22)

8. **CHIEF COMMONER'S HANDBOOK**

Chair to be heard.

For Discussion

General Business

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

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

11. **EXCLUSION OF THE PUBLIC**

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

For Decision

Part 2 - Non Public Agenda

12. **MINUTES**

To agree the non-public minutes of the Civic Affairs Sub-Committee meeting on 6th December 2022.

For Decision
(Pages 23 - 34)

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

Report of the Town Clerk.

For Information
(Pages 35 - 36)

14. **DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

For Information
(Pages 37 - 38)

15. **BENIFICES**

Chair to be heard.

For Information

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

Report of the Remembrancer.

For Decision
(Pages 39 - 42)

Hospitality

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

Report of the Remembrancer.

For Decision
(Pages 43 - 46)

18. **APPLICATIONS FOR HOSPITALITY**

For Decision

a) Application A (Pages 47 - 50)
Report of the Remembrancer.

b) Application B (Pages 51 - 54)
Report of the Remembrancer.

c) Application C (Pages 55 - 58)
Report of the Remembrancer.

d) Application D (Pages 59 - 62)
Report of the Remembrancer.

e) Application E (Pages 63 - 68)
Report of the Remembrancer.

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

Report of the Remembrancer.

For Information
(Pages 69 - 70)

20. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 71 - 84)

21. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 85 - 98)

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

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

Part 3 - Confidential Agenda

24. **MINUTES**

To agreed the confidential minutes of the Civic Affairs Sub-Committee meeting on 6th December 2022.

For Decision

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CIVIC AFFAIRS SUB-COMMITTEE

Tuesday, 6 December 2022

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room, West Wing, 2nd Floor West Wing on Tuesday, 6 December 2022 at 3.30 pm

Present

Members:

Deputy Edward Lord (Chair)
Mary Durcan
Deputy Keith Bottomley
Alderman Ian David Luder
Alderman Gregory Jones KC
Emily Benn
James Bromiley-Davis
Alderman Sir William Russell

In Attendance (Observing Online)

Giles Shilson

Officers:

Jenna Brassett	- Chamberlain's Department
Andrew Buckingham	- Deputy Town Clerk's Department
Rachel Cartwright	- Remembrancer's Office
Michael Cogher	- Comptroller and City Solicitor
Leanne Corachea	- Remembrancer's Office
Paul Double	- City Remembrancer
Fiona Hoban	- Remembrancer's Office
Claire Holdgate	- Innovation and Growth
Nigel Lefton	- Remembrancer's Office
Gregory Moore	- Assistant Town Clerk
Peter Ochser	- City Surveyor's Department
Monika Patel	- Chief Operating Officer's Department
Bob Roberts	- Deputy Town Clerk
Chris Rumbles, Clerk	- Town Clerk's Department
Gemma Stokley	- Town Clerk's Department
Edward Wood	- Comptroller and City Solicitor's Department
Paul Wright	- Deputy Remembrancer

The Chair confirmed their intention to reorder the running order of the agenda to begin at item 9 and deal with non-public items of business during the first part of the meeting. This was to allow for maximum Member attendance and participation during consideration of the Members' Code of Conduct item. Members agreed to the re-ordering of the agenda as proposed.

9. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 100 (A) of the local Government Act 1972, the public be excluded from the meeting for the following item on the grounds it would involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 – Non-Public Agenda

10. **BUSINESS TRAVEL SERVICES - OPTIONS (STAGE 1) AND AWARD (STAGE 2) REPORT**

The Sub-Committee considered a report of the Chief Operating Officer relating to Business Travel Services Options and Award.

Part 3 – Non-Public Agenda

Members proceeded to consider the following matters that related 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.

11. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on 18 July 2022 be approved as an accurate record.

Benefices

12. **CHAIR TO BE HEARD**

The Chair provided the Sub-Committee with an oral update relating to City Benefices.

Hospitality

13. **GUILDHALL CHARGING REVIEW**

The Sub-Committee considered a report of the Remembrancer relating to a Guildhall Charging Review.

14. **CART MARKING CEREMONY - 2023**

The Sub-Committee considered a report of the Remembrancer relating to a Cart Marking Ceremony in 2023.

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

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

16. **FORTHCOMING CORPORATE AND STAKEHOLDER HOSPITALITY**

The Sub-Committee considered a report of the Director of Innovation and Growth detailing forthcoming corporate and stakeholder hospitality.

17. **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.

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

There were no questions.

19. ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC WERE EXCLUDED

Resolution of Resource Allocation Sub-Committee

The Sub-Committee considered a resolution of Resource Allocation Sub-Committee.

The following items were also considered as part of any other business:

APPLICATIONS FOR HOSPITALITY

The Sub-Committee considered several applications for hospitality.

- Application A**
- Application B**
- Application C**
- Application D**
- Application E**
- Application F**

EVALUATION OF CITY HOSTED EVENTS

The Sub-Committee received a report of the Remembrancer providing a summary of evaluation of City-hosted events since July 2022.

FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY

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

SUMMARY OF COMMITTED HOSPITALITY FUNDING

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

VARIOUS RECEPTIONS - FINAL ACCOUNTS

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

Part 4 – Confidential Agenda

20. MINUTES

RESOLVED: That the confidential minutes of the Civic Affairs Sub-Committee meeting on 7 October 2022 be approved as an accurate record.

At the conclusion of the non-public and confidential items of business, the Sub-Committee proceeded to consideration of the public part of the agenda at this point in the meeting.

1. **APOLOGIES**

Apologies were received from Michael Mainelli, Chris Hayward, Wendy Mead, Simon Duckworth and Nick Bensted Smith.

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

There were no declarations.

3. **MINUTES**

RESOLVED: That the public minutes of the Civic Affairs Sub-Committee meeting on 7 October 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:

Workspace Requirements – Report had recently been presented to Operational Property and Projects Sub-Committee relating to use of Irish Chambers for Innovation and Growth, thereby freeing up further space on the mezzanine level to make available for Members. The City Surveyor continued to progress this.

Members' Administrative Support – It was anticipated that a solution would be coming forward shortly and that a further update would be reported at the next meeting.

Review of the Members' Financial Assistance Scheme and Options for Phase 2 – A rephasing of payments had been requested by a Member proposing payments move from quarterly to monthly, with the current quarterly payments presenting an issue for those Members claiming benefits.

RECEIVED

5. **PARENTAL ARRANGEMENTS FOR MEMBERS**

The Sub-Committee received a report of the Town Clerk detailing parental provision support currently available to Members.

Parental / Guardian Room - The Assistant Town Clerk referred to work that continued to identify a suitable venue, with the old Members' Computer Room on the mezzanine level being considered. The room was no longer in use, and it could be converted at minimal cost into a safe and useable space.

Members noted that there was currently a lack of water supply into the room, but with options being explored looking to address this e.g., installing a water tank or

incorporating the adjacent toilet facility and restricting access to the facility for this sole purpose.

Members noted the intention to present a proposal to Operational Property and Projects Sub-Committee at an appropriate point, which the Chair welcomed. The Chair added how the City Corporation had Members with children and that it was appropriate to have a facility available for their use.

RECEIVED

6. **MEMBERS' CODE OF CONDUCT**

The Sub-Committee considered a joint report of the Comptroller and City Solicitor and Town Clerk providing a draft Members' Code of Conduct for consideration and seeking comments on key points.

The Comptroller clarified that there was no urgency to produce an updated Members' Code of Conduct, with the City Corporation's existing Code entirely fit for purpose. This allowed Members the time they needed to consider any proposed changes, how they might consult with the wider Membership of the Court before going to Policy and Resources Committee and the Court of Common Council seeking approval of its adoption.

During consideration of the item, Members provided a range of feedback and steer on key points relating to the Code of Conduct as follows:

- The Code of Conduct should continue to apply to all of the City Corporation's functions and to all of its Members and external Members.
- There was agreement on inclusion of a new provision in relation to charities. Members noted that, as above, all Members would be covered by the Code, including external Members appointed to Committees e.g., those on the various Open Spaces Committees. As part of the consultation, it would be important to reach out to all those that would be covered by the Code.
- There was a consensus view on the need for an appropriate level of training being available to all Members. A Member referred to other roles in which they were involved requiring mandatory training e.g., Patron of a Church or Member of Planning and Transportation Committee, with decisions of the latter based on all Members having completed an appropriate level of training. The Chair referred to the potential of introducing a Standing Order requiring all Members to have undertaken Code of Conduct training before they can be appointed to a Committee. A Member remarked on many Members likely to have already completed training in their professional capacity, with this needing to be recognised and any training offered being specific to the City Corporation. The Chair confirmed that they would be happy to explore further the issue of Code of Conduct training and looking at making it mandatory. The Town Clerk was asked to provide some data on the percentage of Members who had previously undertaken the voluntary training.
- There was support for retaining a minimum value for gifts and hospitality to be registered remaining at £100.

- There was endorsement for the retention of existing provisions for cumulative gifts or hospitality worth £200 or more.
- There was agreement on retaining the special arrangements for the Lord Mayor and Sheriffs in relation to gifts and hospitality. It was suggested that these arrangements might also be extended to the Policy Chair.
- Members were content with the amalgamated list of other registerable interests as presented in Table 2.
- The Chair referred to arrangements for declarations and participation in meetings where interests were engaged, with this considered to be a complicated issue and the Local Government Association position differing from the statutory position. The Chair suggested parking consideration of this issue until next time.
- There was endorsement for retaining the International Holocaust Remembrance Alliance (IHRA) definition of Antisemitism.
- The Chair proposed leaving consideration of arrangements for further consultation until next time when an updated Code of Conduct would be presented for consideration.

The Chair concluded the discussion and noted the clear steer and feedback provided across a range of issues that would allow an opportunity for further revision of the Code of Conduct before coming back for Members' consideration.

RESOLVED: That Members: -

- Having provided a steer and given feedback across a range of issues, agreed on a report coming back and presenting an updated Code of Conduct for their further consideration and review.

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

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

There were no additional items of business.

The meeting ended at 5.29pm

Chairman

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

Civic Affairs Sub : Work Programme 2023

<u>Work Area</u>	<u>Agreed position</u>	<u>Update</u>
Parental Arrangements for Members (17.05.22)	<ul style="list-style-type: none"> Town Clerk to consider further and report back at an appropriate point on what additional parental provision can be provided to Members. 	<p><u>ONGOING</u></p> <p>Update on agenda Civic Affairs Agenda 7.02.23</p>
Members' Workspace Requirements (17.05.22)	<ul style="list-style-type: none"> Town Clerk and City Surveyor to proceed with developing the option of providing additional facilities on the mezzanine level of the West Wing. 	<p><u>ONGOING</u></p> <p>In November, a report was submitted to OPPSC on the future of the Irish Chambers, to which it was intended to move Innovation & Growth Officers in order to make spaces available for Members on the Mezzanine. Members were content in principle but requested that a full business case (to justify their reason for more workspace) would need to be presented back, before any final confirmation of usage. IG are intending to submit a report to February OPPSC; however, there is a £20k funding gap required to facilitate the relocation. Civic Affairs Sub-Committee will need to consider whether it is content to request the funds from P&R contingency in order to facilitate the move.</p>
Members' Transportation Arrangements (17.05.22)	<ul style="list-style-type: none"> Town Clerk to arrange a review of the Members' Transportation Policy and Member aspects of the Business Travel Scheme looking at appropriate linkages across the organisation and reporting back. 	<p><u>ONGOING</u></p> <p>The Town Clerk agreed to review Member's Business Travel Scheme and Transportation Policies. This work has commenced and a report was presented at Civic Affairs Sub-Committee agenda in July setting out the latest position.</p> <p>Review of policy to be undertaken at appropriate point in the work programme.</p>
Review of the Members' Financial Assistance Scheme and Options for Phase 2 (17.05.22)	<ul style="list-style-type: none"> London Councils Independent Remuneration Panel to be invited to review options for introducing Special Responsibility Allowances at the City Corporation. 	<p><u>ONGOING</u></p> <p>Contact has with made London Councils Independent Remuneration Panel, but they were not able to take on additional work at this time owing to the Chair's commitments. Two of the three panel Members confirmed their willingness to under the work together.</p> <p>Dialogue remains ongoing with the Chamberlain regarding potential tax implication that may result from any proposed changes to the Scheme.</p>
Court of Common Council – Arrangements for Members (17.05.22)	<ul style="list-style-type: none"> Town Clerk and City Surveyor to review options for additional space requirements in Court of Common Council meetings. 	<p><u>ONGOING</u></p> <p>Options were to be explored over the summer recess period and reported back. Options are still to be explored owing to more pressing considerations in other areas work taking priority over the summer recess period.</p> <p>Chair and Assistant Town Clerk to be heard at Civic Affairs Sub-Committee on 7.07.23</p>
New Member Induction Feedback	<ul style="list-style-type: none"> Formal report to follow conclusion of the New Member Induction Programme providing feedback. 	<p><u>COMPLETE</u></p> <p>Feedback obtained and fed into Member Development Steering Group.</p>

Benefices	<ul style="list-style-type: none">• Contact to be made with Members seeking nominations to act as City Corporation link with benefices.	<u>ONGOING</u> Chair has reached out to Members seeking nominations.
Members Code of Conduct	<ul style="list-style-type: none">• Members' Code of Conduct to be update	<u>ONGOING</u> Members provided feedback across a range of issues at Civic Affairs Sub-Committee on 6 December 2022. It was agreed that a report would come back presenting an updated Code of Conduct for Members' further review and consideration.

Agenda Item 6

Committee(s): Civic Affairs Sub-Committee	Date: 7 February 2023
Subject: Parental / Guardian Room	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 12
Does this proposal require extra revenue and/or capital spending?	Y
If so, how much?	£7,500
What is the source of Funding?	Committee Contingency Fund (provision exists)
Has this Funding Source been agreed with the Chamberlain's Department?	Y
Report of: Town Clerk, City Surveyor	For Decision
Report author: Greg Moore, Town Clerk's; Dorian Price, City Surveyor's	

Summary

As part of ongoing activity to ensure that the Guildhall Complex is a welcoming and accessible environment for prospective and current elected Members, the Civic Affairs Sub-Committee has given consideration to the creation of a Parental / Guardian Room. This would be intended to act as a dedicated and private space in which to undertake relevant caring responsibilities, including feeding.

A prospective location has been identified from within the existing Member-allocated space within the West Wing which could be re-purposed at minimal cost, namely, an under-utilised Members' IT Room on the Mezzanine floor. The Civic Affairs Sub-Committee's remit provides for it to "...consider and make recommendations on Members' facilities, excluding Guildhall Club" and permission is, therefore, being sought to take forward recommendations around the re-purposing of this element of operational property.

In support of this proposal, it is also intended to refurbish the nearby bathroom on the Mezzanine floor, which is in need of upgrade. This would provide facilities in support of the Parental / Guardian room (particularly baby change and hand-washing facilities).

The two rooms can be repurposed at a total cost of £7,500, a sum which can be met via the dedicated budgetary provision set aside by the Civic Affairs Sub-Committee for contingency matters including the provision of enhanced Member facilities.

Recommendation(s)

That Members confirm whether they are happy 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.

Main Report

Background

1. As part of wider activity to define and enhance the provision of support to Members with parental or caring responsibilities, the Civic Affairs Sub-Committee has, in recent months, sought to draw together existing provision and identify areas for improvement.
2. One particular area that has been highlighted is the need for a private space, particularly in relation to feeding needs. At present, the Lady Members' Room is used but this is an unsatisfactory solution for several reasons, including inadequate space provision for necessary amenities, lack of privacy associated with mixed usage, and the obvious need to provide a space for parents or guardians of any gender identification.
3. Officers were, therefore, asked to explore the potential to repurpose any under-utilised existing spaces, mindful of cost pressures and the potential impact on wider plans to refurbish the Guildhall Complex which may be forthcoming.

Current Position

4. The City Surveyor has identified the Members' Computer Room, a 10.5m² space on the Mezzanine level of the West Wing, as a suitable location and your Sub-Committee has previously given indicative support for the repurposing of this space to be examined.
5. The Room currently contains a confidential bin, two office desks and chairs with PC set-ups, a coat stand, and a number of lockers (28). It is used by a small number of Members and provides a quieter working space than the Members' Room on the 3rd floor but, given the space constraints and location, is not generally used by the wider Court.
6. Members will recall that the City Surveyor is currently pursuing plans to install quiet working booths for Members, which will provide similar alternative quiet working space for those who currently use the Mezzanine room.
7. The provision of dedicated office space on the Mezzanine for senior Chairs who have, until now, used the dedicated "Chairmen's IT Room" on the second floor, creates the potential for the Chairmen's IT Room to also be opened up to the wider Court. This would provide a working space with four desks, in place of the current room on the Mezzanine, which has two.
8. To create a welcoming space for parents / guardians, the Mezzanine room would be furnished with furniture including comfortable armchair, table, fridge for storing milk and food, bottle warmer, microwave, kettle and water tank.
9. Whilst the installation of plumbing and a sink to this room was explored, unfortunately due to its location the supply of water would not be possible. However, there are WCs / running water within easy reach through nearby bathroom facilities, and the refurbishment of a bathroom to bring it to standard could be achieved at relatively low cost.

Options

10. The following options present themselves:-
 - a. Should Members be content with the proposal to utilise the Member Computer Room on the Mezzanine for a Parental / Guardian Room and be willing to allocate funding of £7,500, the approval of the Policy & Resources Committee should be sought by way of recommendation from this Sub-Committee. Although well under project procedure thresholds, it may also be prudent to seek Operational Property & Projects Sub-Committee views on the use of space. Officers should also be instructed to commence detailed planning for the relocation of existing furniture within the room and communications to Members around the intended changes to the space.
 - b. Members may wish to instruct a consultation exercise with the Court prior to any decision-making or proceeding with option A, in order to confirm that the reallocation of space would not cause unintended difficulties to those who use existing spaces.
 - c. If Members consider that the space is not appropriate or that an alternative location should be sought, Officers should be instructed to identify and cost alternative solutions.

Proposals

11. Members are asked to consider whether they wish to progress the repurposing of the Members' Computer Room on the Mezzanine floor for the purposes of providing a Parental / Guardian room, together with the refurbishment of a nearby bathroom to provide supporting facilities.

Corporate & Strategic Implications

- Financial implications – the costs of providing a Parental / Guardian Room, together with refurbished toilet facilities, can be contained within the contingency sum available to the Sub-Committee. Discounting monies earmarked for other purposes or already expended, a little over £30,000 remains, providing sufficient headroom for these works.
- Resource implications – none.
- Legal implications – none.
- Risk implications – none.
- Equalities implications – The proposal to create a dedicated space for parental / guardian responsibilities supports the City Corporation's offering to elected Members in respect of pregnancy and maternity provision.
- Climate implications – none.
- Security implications – none.

Conclusion

12. The Civic Affairs Sub-Committee has previously supported the exploration of a Parental / Guardian Room being created, to act as a dedicated and private space in which to undertake relevant caring responsibilities, including feeding, primarily for Members but with the potential to extend provision to officers in due course. A space having been identified by the City Surveyor, approval is now sought in respect of the allocation of funds and to take the proposals forward for final approvals.

Committee: Civic Affairs Sub-Committee – For Decision	Dated: 7 February 2023
Subject: Member Learning and Development Steering Group - Terms of Reference	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	N/A
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: Town Clerk & Chief Executive	For Decision
Report author: Gemma Stokley, Town Clerk’s Department	

Summary

The Member Development Steering Group first agreed its terms of reference in 2003. Following the meeting of the Civic Affairs Sub-Committee on 7th October 2022, it was agreed to revise and rename the group to the Member Learning and Development Steering Group, to reflect a wider remit and the expansion of membership categories of the Steering Group.

This report presents revised and updated terms of reference for the Member and Learning Development Steering Group for Members’ consideration and review.

Recommendations

It is recommended that:

- Members approve the terms of reference of the Member Learning and Development Steering Group

Appendices

- Appendix 1 – Terms of Reference 2022/23 – Member Learning and Development Steering Group

Gemma Stokley

Principal Governance and Member Services Manager
Town Clerk’s Department

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Member Learning & Development Steering Group

Terms of Reference

The Member Development Steering Group first agreed its terms of reference in 2003. Following the meeting of the Civic Affairs Sub-Committee on 7th October 2022, it was agreed to revise and rename the group to the Member Learning and Development Steering Group, to reflect a wider remit and the expansion of membership categories of the Steering Group to include the following:

- Chief Commoner (to act as Chair of the Steering Group)
- Immediate Past Chief Commoner (**For part of the year and then the Chief Commoner Designate for the remainder of the year (elected in October each year)*)
- One Junior Alderman
- Chair, Civic Affairs Sub-Committee
- Two further members of the Civic Affairs Sub Committee
- Four members of the Court of Common Council (Two of whom must be newer members i.e. those elected at the last all out elections).

Meetings

The Member Learning and Development Steering Group shall meet quarterly ~~to determine the business of the Steering Group~~

Quorum

The quorum of the Member Learning and Development Steering Group shall be any 4 Members.

Purpose

To ensure that all Members have access to opportunities to broaden their specialist knowledge and skills in relation to their duties as Aldermen or Common Councillors.

- ~~1. Determine the composition of the Steering Group.~~
2. Design a learning and development strategy/policy for Aldermen and Councillors.
3. Develop a comprehensive induction programme for all new Members.
4. Set and monitor training budget allocated to Member development – ensure it is being used effectively and delivers value for money.
5. Establish a range of development opportunities which members may pursue individually or in groups based on an analysis of their needs.
6. Ensure Members are made aware of the opportunities available
7. Encourage Members to pursue the opportunities available

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