



Civic Affairs Sub-Committee

Date: THURSDAY, 13 JULY 2023

Time: 1.45 pm

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

Members:

Tom Sleigh (Chair)	Sophie Anne Fernandes
Deputy Ann Holmes (Chief Commissioner) (Deputy Chairman)	Deputy Christopher Hayward
Emily Benn	Alderman Ian David Luder
Deputy Keith Bottomley	Alderman Professor Michael Mainelli
Tijs Broeke	Wendy Mead
James Bromiley-Davis	Deputy Andrien Meyers
Deputy Henry Colthurst	Alderman Sir William Russell
Deputy Simon Duckworth	Deputy Dr Giles Shilson

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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 Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the Civic Affairs Sub-Committee meeting on 31 March 2023.

For Decision
(Pages 7 - 14)

4. **MEMBERS' BEDROOM POLICY**

Report of the Deputy Town Clerk.

For Discussion
(Pages 15 - 30)

5. **MEMBER WORKSPACE ARRANGEMENTS (MEZZANINE FLOOR)**

Report of the Deputy Town Clerk.

For Decision
(Pages 31 - 38)

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

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

8. **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

9. **SPECIAL RESPONSIBILITY ALLOWANCE: UPDATE ON IMPLEMENTATION**

Report of the Deputy Town Clerk.

For Decision
(Pages 39 - 42)

10. **MINUTES**

To agree the non-public minutes of the Civic Affairs Sub-Committee meeting on 31 March 2023.

For Decision
(Pages 43 - 50)

11. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS IN ACCORDANCE WITH STANDING ORDERS 41(A) AND 41(B)**

Report of the Town Clerk.

For Information
(Pages 51 - 54)

12. **DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

For Information
(Pages 55 - 56)

13. **BENEFICES**

Chair to be heard.

For Information

Hospitality

14. **GUILDHALL CHARGING REVIEW**

Report of the City Remembrancer.

For Decision
(Pages 57 - 78)

15. **GUIDANCE NOTE FOR CHAIRMEN ON COMMITTEE HOSPITALITY**

Report of the City Remembrancer.

For Discussion
(Pages 79 - 88)

16. **CITY EVENTS PROGRAMME**

Report of the City Remembrancer.

For Decision
(Pages 89 - 106)

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

Report of the Remembrancer.

For Decision
(Pages 107 - 108)

18. **APPLICATIONS FOR HOSPITALITY**

For Decision

a) Application A (Pages 109 - 114)

Report of the Remembrancer.

b) Application B (Pages 115 - 120)

Report of the Remembrancer.

c) Application C (Pages 121 - 126)

Report of the Remembrancer.

19. **EVALUATION OF CITY-HOSTED EVENTS**

Report of the City Remembrancer.

For Information
(Pages 127 - 140)

20. **UPDATE TO CITY CORPORATION FLAG POLICY**

Report of the City Remembrancer.

For Information
(Pages 141 - 144)

21. **CITY CORPORATION'S WINE STORE**

Report of the City Remembrancer.

For Information
(Pages 145 - 148)

22. **FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**

Report of the City Remembrancer.

For Information
(Pages 149 - 150)

23. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 151 - 162)

24. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

For Information
(Pages 163 - 196)

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

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

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CIVIC AFFAIRS SUB-COMMITTEE Friday, 31 March 2023

Minutes of the meeting held at Guildhall at 10.00 am

Present

Members:

Deputy Edward Lord (Chair)
Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman)
Deputy Keith Bottomley
Mary Durcan
Alderman Ian David Luder
Alderman Gregory Jones KC
Alderman Sir William Russell

In attendance:

Ruby Sayed

Officers:

Michael Cogher	- Comptroller and City Solicitor
Bob Roberts	- Deputy Town Clerk
Greg Moore	- Assistant Town Clerk
Paul Double	- City Remembrancer
Rachel Cartwright	- Events Manager, City Remembrancers
Paul Wright	- Deputy Remembrancer
Julie Mayer	- Town Clerks

Before commencing the business on the agenda, a Member asked about technical issues at Committee meetings which might prevent or interrupt livestreaming, and the implications thereof. It was clarified that the livestreaming and uploading of meeting recordings was offered by the City of London Corporation in the interests of transparency but was not an explicit requirement of the Local Government Act; public access was exercised through the publication of agendas and access for members of the public to attend committee meetings physically. Therefore, any inability to livestream for technical reasons was not problematic in a legal sense; however, in the interests of providing helpful clarity to the public, it was suggested that a note be placed on the website or on relevant agendas indicating that where livestreaming is not possible or is interrupted, recordings are uploaded to YouTube as soon as is practicable.

1. APOLOGIES

Apologies were received from Deputy Ann Holmes, Tijs Broeke, Nick Bensted-Smith, Wendy Mead, Alderman Michael Mainelli, Deputy Chris Hayward, James Bromiley-Davis, Emily Benn, Sophie Fernandes, Giles Shilson and Sir Michael Snyder.

James Bromiley-Davis, Sophie Fernandes and Deputy Giles Shilson joined the meeting remotely.

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

There were no declarations.

3. MINUTES

RESOLVED that – the minutes of the meeting held on 7th February 2023 be approved as a correct record.

4. TERMS OF REFERENCE AND FREQUENCY OF MEETINGS

The Sub Committee considered a report of the Town Clerk, in respect of its Terms of Reference. Members noted that this report had been produced in advance of the Policy and Resources Committee's (P&RC) consideration of Terms of Reference more generally, at its last meeting on 23rd March 2023. At this meeting, P&RC had taken a decision to separate the standards and member learning and development aspects, of the Civic Affairs Sub Committee, and transfer them into a standalone sub-committee, to be chaired by the Chief Commoner.

The Chair advised that any further proposed changes to the Civic Affairs Sub-Committee's Terms of Reference would require approval and consideration by P&RC. In order to facilitate the split referred to above, items (J) and (L-Q) in the current Terms of Reference would be removed and incorporated into the new stand-alone sub-committee, as set out in the appendix to the report.

In terms of composition, the Chair proposed that this be amended as follows:

- a) The Chairman of Finance be changed to 'Chairman of Finance or their nominee' (to reflect the current position);
- b) Four Members of the Policy and Resources (P&R) Committee (elected by P&R) be changed to 'four Members nominated by P&R' (thereby allowing for appointments to come from the wider Court, not just from P&RC);
- c) The outgoing Chief Commoner to remain on the Sub Committee for a year, rather than six months.

Discussion took place in relation to the future role of the Chief Commoner in serving as Deputy Chair of the Civic Affairs Sub-Committee by default, in the context of the changes being made more broadly to the existing remit. A number of Members expressed significant concerns in that, notwithstanding the fact that the functions being removed would transfer to a Committee being chaired by the Chief Commoner, some of the remaining functions of Civic Affairs would still present a strong case for the Chief Commoner remaining as Deputy Chairman. Members felt that there had been some misunderstandings historically in term of the Chief Commoners role and that this proposal might be contentious.

Whilst noting the Sub Committee's concerns, the Chair asked Members to be mindful of practicalities in respect of the decision-making process, noting that the Chief Commoner would continue to be involved closely with all hospitality related matters. Furthermore, the proposal would still allow for the Policy and Resources Committee to appoint the Chief Commoner as Deputy Chairman of the Civic Affairs Sub Committee; it was a question of providing P&RC with the discretion to make the decision. Members noted this but made clear the majority position of the Sub Committee, in respect of opposing this specific proposal, and asked for their views to be taken into account by P&RC at the appropriate point.

RESOLVED, that:

1. The Terms of Reference of the Civic Affairs Sub Committee, as set out in Appendix 1 to the report be approved, noting that:
 - a) Items (J) and (L-Q) be removed and incorporated into the new stand-alone Sub Committee.
 - b) the composition be changed as follows: i.e. the Chairman of Finance or their nominee; Four Members nominated by P&R and the immediate past Chief Commoner to remain on the Sub Committee for a year.
2. The Frequency of the meetings be reviewed in due course, following an analysis of the types of reports presented to the Civic Affairs Sub Committee and to the new Stand-alone Sub Committee.

5. **WORK PROGRAMME**

The Sub Committee received the Work Programme and noted the items appearing on this agenda and updates on the following :

- Workspace requirements – had been considered by the Policy and Resources Committee the previous week and the funding gap had been filled.
- Court of Common Council Arrangements for Members – Members would receive an update at the May meeting of the Sub Committee.

6. **MEMBERS' BEDROOM POLICY**

The Assistant Town Clerk was heard, following a number of recent queries about the Members' Bedroom Policy. Members noted that this had not been updated since 2016 and a review would be timely. Recent queries had included the outdated list of those eligible to use the rooms; noise issues; guests and pets; etc. The Sub Committee agreed that the Assistant Town Clerk should undertake a short review of the Policy, in the interests of providing clarity and/or options for Members to consider. The Chair asked Members to be mindful of Equality implications relating to any policy decision on this matter.

7. **MEMBERS' FINANCIAL SUPPORT POLICY AND SPECIAL RESPONSIBILITY ALLOWANCE: UPDATE ON IMPLEMENTATION**

The Sub Committee considered a report of the Deputy Town Clerk in respect of two related pieces of work on financial support for Members; i.e. - the Members' Financial Support Policy and the Special Responsibility Allowance (SRA). The report provided an update on the work underway in these areas, including a proposal to end acceptance of late payment claims by default. Members noted that any agreed changes would come into effect for the next financial quarter, thereby giving three months' notice.

RESOLVED, that:

1. Acceptance of late payment claims by default be ceased forthwith under the Members' Financial Support Policy, with cases to be decided on an exceptional basis (with such consideration delegated to the Town Clerk in consultation with the Chair and Deputy Chair). NB. *If a Member has logged a concern or query with the Administering Body, then it should be allowed to run its course and not be referred by exception.*
2. The ongoing work being undertaken on the Special Responsibility Allowance and expedited timescales be noted.

8. **MEMBER TRANSPORT PROTOCOL**

The Sub-Committee considered a report of the Deputy Town Clerk in respect of the Member Transport Protocol, which highlighted areas where updates might be helpful and invited Members to comment. Although this had not been reviewed since 2011, Members noted that it had worked well.

The Chair observed that, in practice, the Finance Committee Chair had rarely had call to use the cars over the past several years, and the Sub-Committee felt, therefore, that explicit reference to that role going forwards was unnecessary and should be deleted. It was clarified that, should any Member need transport in order to fulfil a City Corporation duty, then this would continue to be provided in the most practical and cost-effective way, in line with the terms of the protocol. Additionally, it was clarified that the Town Clerk would consult with the Chair and Deputy Chair of the Civic Affairs Sub Committee in the event of any conflicts of interest in terms of car use (rather than the Chief Commoner solely, as currently set out).

RESOLVED, that - the updated Protocol at Appendix 2 to the report be approved, subject to deletion of explicit reference to the Chairman of Finance and to references to consultation with the Chief Commoner being changed to the Chair and Deputy Chair of the Civic Affairs Sub-Committee.

9. **MEMBERS' CODE OF CONDUCT**

The Sub Committee considered a report of the Comptroller and City Solicitor in respect of the City of London Corporation's current Members' Code of Conduct and the Local Government Association ("LGA") Model Councillor Code of

Conduct, which Members had reviewed in October and December 2022. During the discussion, the following points were noted:

- a) Any proposed new Code would need to be approved by the Policy and Resources Committee and adopted by the Court of Common Council.
- b) In respect of declaring interests and participation in meetings, the LGA takes a firm stance on this. However, under the City Corporation's Code, if a Member has a disclosable pecuniary interest and no dispensation, they can remain in the room but cannot speak or vote, unless the Nolan Principles state otherwise. Similarly, if a Member has a Non-pecuniary interest, then they too can participate, unless the Nolan Principles state otherwise.
- c) Members also noted how restrictions in respect of friends, relatives and close associates had been difficult to enforce under the previous regime, and this too had not been applied to the City Corporation's Code.
- d) The Chair advised that the matter of compulsory/non-compulsory Code of Conduct training had been discussed at the last meeting of the Member Development Steering Group, where a clear view was expressed in that this should be compulsory. Members noted that this might necessitate a change to Standing Orders and further exploration by the new stand-alone 'Standards and Training' Sub Committee, as referred to above under the 'Terms of Reference' report.
- e) The Comptroller and City Solicitor advised that mandatory training applies to Members before they can hear applications at Planning and Licensing Committees. Given that it is for the Court of Common Council to determine who is appropriate to serve on its Committees, it is reasonable to impose certain conditions, such as mandatory training, so long as they are non-discriminatory and applied fairly.
- f) Training across all Committees was offered after the 2022 Elections but there are a number of in-year bi-elections and Aldermanic elections. The sessions were recorded but Members agreed that it is important to make newcomers feel as included as possible, noting pressures on their time. Members reported that 'emergency training' had been successful when they were appointed in-year to the Planning and Transportation Committee. The Comptroller and City Solicitor also offered this, as and when required, in respect of the Code of Conduct.

Having considered and commented on the latest version of the draft Code of Conduct, it was RESOLVED that:

1. The current arrangements for declarations and participation in meetings, where disclosable pecuniary and non-pecuniary interests are engaged should be retained.
2. Training in the Code of Conduct to be mandatory.

10. **OUTSIDE BODIES**

The Assistant Town Clerk provided an oral update on this matter, advising that work had commenced in respect of a review in this area, with an initial version of a full updated Schedule of Outside Bodies, including the different appointing mechanisms and more detailed information. Members noted that this would enable them to decide whether or not to continue engagement and agreed to receive a new, succinct format at the May meeting of the Sub Committee.

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

The Sub Committee considered a report of the Town Clerk which advised Members of the following 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):

Purchase Card Policy for The Lord Mayor and the Policy Chair – approved for implementation with effect from 1st February 2023

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

There were no questions.

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

There were no items.

At 11.55pm Members agreed to extend the Meeting to conclude the business on the agenda.

14. **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 items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item no (s)	Para no (s)
15-28	3

15. **MINUTES**

RESOLVED, that:

15.1 The non-public minutes of the Civic Affairs Sub-Committee meeting on 7 February 2023 be approved.

15.2 The notes of the Civic Affairs Sub-Committee Informal Strategy Session on Friday 9 December 2022 be received.

16. **BENEFICES**

The Chairman was heard Sub Committee received the following

17. **APPLICATIONS FOR THE USE OF THE GREAT HALL**
The Sub Committee considered and approved a report of the Remembrancer.
18. **CITY HOSPITALITY COST GUIDELINES 2023/24**
The Sub Committee considered and approved a report of the Remembrancer.
19. **COMMITTEE HOSPITALITY BUDGET ALLOCATION**
The Sub Committee considered a report of the Remembrancer.
20. **APPLICATIONS FOR HOSPITALITY**
The Sub Committee considered and approved 3 applications.
21. **FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY**
The Sub Committee received a report of the Remembrancer.
22. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**
The Sub Committee received a report of the Remembrancer.
23. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**
The Sub Committee received a report of the Remembrancer.
24. **DELEGATED AUTHORITY REPORT**
The Sub Committee received a report of the Remembrancer.
25. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**
The Sub Committee received a report of the Town Clerk.
26. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
27. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
Three items were considered whilst the public were excluded
28. **MINUTES**
RESOLVED, that – the confidential minutes of the meeting held on 7th February 2023 be approved.

The meeting ended at 1.10 pm

Chairman

Contact Officer: julie.mayer@cityoflondon.gov.uk

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Committee(s): Civic Affairs Sub (Policy and Resources) Committee	Date: 13/07/2023
Subject: Members' Bedrooms Policy	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2
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: Deputy Town Clerk	For Discussion
Report author: Greg Moore	

Summary

At the last Civic Affairs Sub-Committee meeting on 31st March 2023, Members received an oral update of the Assistant Town Clerk relating to the Members' Bedroom Policy, highlighting a number of issues that had been raised by Members i.e., list of those eligible to use the bedrooms, noise issues, queries around guest entitlements, booking arrangements, and so on. This policy relates to a small number of bedrooms on-site at Guildhall which are made available to elected Members, noting that the nature of the role sometimes requires them to be at Guildhall late at night and / or very early in the morning, and in the interests of removing barriers for those holding elected office in undertaking their duties.

Noting that the Members' Bedroom Policy had not been fully reviewed and updated since 2014, Members agreed that a review would be timely and asked for an initial review of the policy, in the interests of providing clarity and / or options for Members to consider.

This report sets out the existing booking terms and eligibility, current charging levels and usage, and also identifies a number of matters for consideration on which a view is sought, in order to allow for a revised policy to be drafted and brought back for Members' further consideration.

Recommendation(s)

Members are asked to:

- Provide feedback and set out their views on the Members' Bedroom Policy in respect of issues identified in the report; in particular, the questions set out at paragraph 26.

Main Report

Background

1. At the last Civic Affairs Sub-Committee meeting on 31 March 2023, Members received an oral update of the Assistant Town Clerk relating to the Members' Bedroom Policy. This was in response to a number of queries that had been raised by Members seeking clarity regarding various aspects of the policy.
2. Issues raised had included queries around the potentially outdated list of those eligible to use the rooms, noise related issues, guests and pet entitlements, and so on. Members agreed that it would be timely to take the opportunity to review a number of areas included within the Members' Bedroom Policy relating to eligibility and booking terms, current pricing levels and room costs, misuse of the facilities and any penalties that might be applied. Members acknowledged a need to be mindful of equalities implications relating to any policy decisions to be taken in due course in this area.

Current Position and issues of note

3. Current booking eligibility allows for Members to book a bedroom up to two calendar months in advance of their stay, with non-Members on an approved list also being able to book a bedroom one month in advance of their stay, with a view to minimising void costs (albeit with the understanding that Members on official business take priority and non-Members may have bookings cancelled at relatively short notice to accommodate this).

Bedroom Guidance and Charges

4. Guidance for the use of Members' bedroom accommodation was last fully reviewed and updated in 2014, following the improvement works that had been carried out to the Members' facilities at that time.
5. The Policy and Resources Committee agreed at its meeting on 14 March 2014 to refer consideration of an appropriate level of charges for use of the Members' bedrooms to Members' Privileges Sub-Committee for review, to establish whether prices were set at an appropriate level (mindful of the expectations on Members and the absence of remuneration associated with the role).
6. The Members' Privileges Sub-Committee subsequently considered the level of charges to be applied to Members for overnight accommodation and it was agreed that £20 for a single room and £30 for a double room be recommended.
7. The Policy and Resources Committee agreed at its meeting on 4 September 2014 to set the level of charges as proposed. The Committee also agreed that the level of charges for overnight accommodation for non-Members, subject to them meeting the relevant eligibility criteria, should be £60 for a single room and £95 for a double room.
8. Only minor revisions have taken place to the Members' Bedroom Policy and eligibility criteria since 2014, with these being to include a restriction on pets

staying in any of the bedrooms overnight (in response to a matter raised at the Members' Privileges Sub-Committee in 2016), the establishment of an agreed list of senior City of London Police Officers entitled to use the bedrooms where operational demands required, and provision for exceptional cases to be considered by the Chair and Deputy Chair of this Sub-Committee.

9. Members will note from the current booking terms and eligibility criteria (Appendix 1) that the level of charges applied to overnight accommodation has not changed since the review that was undertaken in 2014. However, it should be noted that the beds in what were previously "single" rooms have now been upgraded and are now "small doubles".
10. The marginal costs of single (now small double) bedroom provision for one night has been calculated by the City Surveyor as £60.72. This excludes administrative staff costs incurred by the Remembrancer's Department and Chamberlain's Department in managing bookings and invoicing.
11. Members are asked to consider whether the existing level of charges remain at an appropriate level or if it would be an opportune moment to review these and determine whether any increase should be applied and in what category, noting that they have remained static for some period and the importance of ensuring that operational costs continue to be covered.
12. To assist Members further in their assessment of an appropriate level of charges to apply, a comparison exercise has been undertaken and with information on this being set out below:
 - *Hotels* – An initial light-touch search of a selection of five low-budget hotels in the City has indicated charges ranging between £106 and £236 for a weeknight stay. Rates would be variable depending on the date of stay, whether it was a flexible or non-refundable booking, any potential pre-payment of the booking etc. It should be noted that the rooms provided at Guildhall are not comparable with those of a hotel; however, this does appear to show that the rate applied to Members' accommodation in Guildhall is set competitively and below rates applied to comparative hotels in the City of London.
 - *Livery Companies* – Some Livery Companies have similar arrangements whereby bedrooms are available for their members or some limited external users. Using information provided in confidence, this has shown that rates charged to internal and external users are differentiated in a similar way to the approach used for the Guildhall bedrooms. The data sample available at present is sufficiently limited that it is probably imprudent to draw concrete comparisons at this point in time but, if Members would wish to pursue a review of charges, this might be an additional source of helpful comparative data to explore.
 - *Local Authorities* - Research has shown that Local Authorities do not tend to provide overnight accommodation on site, but instead have provisions in place to cover the cost of an overnight stay where a Councillor is required to

stay as part of an official business trip, with this approach being in line with the City Corporation's Business Travel Scheme.

Official / Non-Official usage

13. There is currently no charge levied for overnight accommodation where the stay is deemed to be for official business, with Members and Officers being asked to specify at the time of their booking whether the stay is for official business or otherwise. Details on what is deemed official and non-official usage is set out within the bedroom booking eligibility, so it is clear at the time of booking, and are set out below for ease:-

- *No charge will be levied (official usage) where –*
 - a) *A Member needs to attend early (i.e. before 8:30 am) official City Corporation engagements such as Market visits.*
 - b) *A Member is representing the City at an official event (e.g. a Party Conference) which finishes very late at night, i.e. 10:30pm or later.*
 - c) *A Member is hosting or speaking at an early morning event and therefore needs to be certain of being on time.*
 - d) *A Member is hosting a dinner or speaking on behalf of the Corporation at a major evening event.*
- *Members will be charged (non-official usage) when they use the accommodation as detailed below:*
 - a) *When attending morning discussion meetings – but are not hosting or speaking.*
 - b) *When attending Banquets and dinners unless hosting/chairing a reception committee.*
 - c) *When attending social events e.g. concerts at the Barbican.*
 - d) *When attending Ward Club or Livery events unless they have a speaking role and are representing the Corporation.*

14. Members may want to consider whether the existing guidelines around official City business and non-official business remains appropriate or whether this may require updating; for instance, should greater clarity be specified around what constitutes an official engagement; are there additional occasions not previously considered which should be taken into account, etc.

Approved list of users

15. In addition to Members, there is a list of non-Members who are identified as approved users and so are entitled to use the bedrooms, viz.:-

- Past Lord Mayors
- Past Chief Commoners
- Past Members who have served for a minimum of 8 years on the Court of Common Council
- Senior Officers of the Corporation and others who are detained on Corporation related business
- Senior CoL Police Officers (identified as the Chief Officer Team)
- Masters of Livery Companies (for the period they are in office)

- Clerks (currently in office) of Livery Companies
- Immediate Past Masters of Livery Companies (when deputising for the Master)
- The Honourable The Irish Society
- Members' Guests

16. Members are invited to consider whether this list remains appropriate and whether it needs refining. By way of specific consideration, an agreed position on a definition for "senior officers" would be welcomed, in order to assist administrative processes.

Booking Procedure and Usage Statistics

17. The booking procedure for the Members' bedrooms currently involves a Member contacting the Committee Desk direct via email, through a telephone call, or in person, to make their booking request. Bookings are logged on a file and records retained in duplicate; however, there is no standardised submission required.

18. Following the introduction of (optional) limited remuneration for Members, the City Corporation's tax advisors have brought specific attention to the need to maintain vigilance in respect of potential benefits-in-kind and taxable implications. To that end, greater standardisation in respect of managing and recording bookings would be welcomed; in particular, Members should be asked to specify clearly when booking the justification for any official usage.

19. One matter that several Members have queried is the matter of "block bookings" and how long an individual Member is able to book a room. Whilst differing views have been advanced by some Members as to what is or is not permissible, it should be noted that there is, in fact, currently no reference on limitations included within the current policy and, by implication, no limitation on the number of bookings an individual can make. These are, therefore, treated under the same procedure as any other booking.

20. Members will note from the usage data provided (Appendix 2) covering the years 2021-2023 and detailing the number of nights booked that there have been no capacity issues with the existing booking policy, with total utilisation generally being below capacity.

21. Members are invited to confirm whether they are content with the current arrangements or if any alterations may be needed in relation to this matter.

Behaviour or Misuse

22. The current policy makes provision that "*those using the rooms must not use the rooms in a way that could potentially cause embarrassment to the City of London Corporation, create a nuisance or misuse the facilities provided and always leave the bedroom in a respectful condition.*" However, there is no detail specified as to what this might constitute in practice, nor any indication as to who might make an assessment as to whether this provision has been breached, and what penalties might be imposed. Similarly, whilst this has not been a problem for some years,

the policy is silent on the question of payment and at what point outstanding invoices should preclude further bookings: it would seem prudent to consider making provision for such situation to ensure common understanding of process, in the event it is needed.

23. The absence of any articulated process can make things challenging for the Chief Commoner of the day and relevant officers; users may have legitimate complaints and yet there is no process by which they might clearly be raised, escalated, and managed.
24. Members are, therefore, asked to consider whether they would wish for the policy to articulate a clearer position in this area.

Proposals

25. Members are being asked to consider the range of areas presented in this report relating to the Members' bedroom eligibility booking criteria, terms of usage, associated costs and indicate any areas they consider require further revisions and / or updating for inclusion in a revised policy to be drafted and brought back for Members' further consideration.

26. Specific questions which Members are asked to provide a steer on include:-

- a. Do Members wish to review the schedule of charges?
- b. If so, should official use remain free?
- c. Should non-official use be charged at a higher rate (for Members and / or external users)?
- d. Does the list of what constitutes official usage remain acceptable?
- e. Does the list of external approved users remain appropriate?
- f. Is a formal procedure required in respect of misuse?

Corporate & Strategic Implications

- Financial implications – Any increase in charges for the Members' bedrooms would go towards covering the associated costs for a bedroom, with no additional financial implications to the City Corporation.
- Resource implications – There would be no additional resourcing implications, with bedroom bookings and management of these maintained through existing resources.
- Legal implications – none.
- Risk implications – none.
- Equalities implications – An accessible room has been designed for disabled guests, allowing wheelchair access.
- Climate implications – Guildhall is part of the City Corporation's Operational Property Estate and operates in accordance with a number of workstreams as part of the City Corporation's Climate Action Strategy
- Security implications – none.

Conclusion

27. Members are asked to consider an appropriate level of charges for use of the Members' bedrooms, current eligibility and usage criteria and indicate whether they consider any changes may be required for inclusion in an updated Members' Bedroom Policy to be brought back for their further consideration.

Appendices

- Appendix 1 - Bedroom Rules and Eligibility
- Appendix 2 - Bedroom Usage Data

Greg Moore

Assistant Town Clerk

E: Gregory.moore@cityofondon.gov.uk

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Appendix 1 - BOOKING TERMS AND ELIGIBILITY (as at 8/6/23)

Members are able to book bedrooms two calendar months in advance of the date of stay.

Non-Members are only able to book a bedroom one month in advance of the date of stay.

Chief Officers are also able to book a bedroom one month in advance of the date of stay.

At the time of booking, Members and Officers must specify whether the stay is for official City business, in which case the room is free of charge (See Appendix A).

No charge will be levied where –

- a) A Member needs to attend early (i.e. before 8:30 am) official City Corporation engagements such as Market visits.
- b) A Member is representing the City at an official event (e.g. a Party Conference) which finishes very late at night, i.e. 10:30pm or later.
- c) A Member is hosting or speaking at an early morning event and therefore needs to be certain of being on time.
- d) A Member is hosting a dinner or speaking on behalf of the Corporation at a major evening event.

Members will be charged when they use the accommodation as detailed below:

- a) When attending morning discussion meetings – but are not hosting or speaking.
- b) When attending Banquets and dinners unless hosting/chairing a reception committee.
- c) When attending social events e.g. concerts at the Barbican.
- d) When attending Ward Club or Livery events unless they have a speaking role and are representing the Corporation.

Any queries regarding 'official use' will be referred to the Chair and Deputy Chairman of Civic Affairs Sub-Committee. It is recognised that there will on occasions be exceptional circumstances outside of these rules where a bedroom will be required and it would be appropriate to allow free use. In these circumstances, discretion will be given to the Chair and Deputy Chairman of Civic Affairs Sub-Committee, in consultation with the Town Clerk, to consider the request and determine an appropriate charge relating to usage.

Members always have priority for the Bedrooms. Should a Member require a bedroom, any Officers or non-Members who are booked in will be asked to stand down from their booking if the Member requests the room one week prior to the date of the booking*.

On the occasion of large City events, such as a State Banquet or large committee dinner, all of the bedrooms are to be kept for the exclusive use of Members. Priority is given to Members wishing to stay, as opposed to those who only want to use the facilities for changing.

If a small double room is requested but only a double is available, the occupier will be charged at the small double rate *

The following are entitled to use the Bedrooms;

- Past Lord Mayors
- Past Chief Commoners
- Masters of Livery Companies (for the period they are in office)
- Clerks (currently in office) of Livery Companies
- Immediate Past Masters – but only when they are deputising for the Master.
- Past Members who have served for a minimum of 8 years on the Court of Common Council
- Senior Officers of the Corporation and others who are detained on Corporation related business
- Senior CoL Police Officers (i.e. Chief Officer Team)

All booking requests should be sent to remcommitteerooms@cityoflondon.gov.uk

BEHAVIOUR

Those using the rooms must not use the rooms in a way that could potentially cause embarrassment to the City of London Corporation, create a nuisance or misuse the facilities provided and always leave the bedroom in a respectful condition.

FIRE SAFETY

All members / users must return their bedroom keys to Guildhall Security at West Wing reception before leaving the building. At no point must they retain the bedroom key upon their person when leaving the Guildhall site. This is to assist Guildhall Security with the fire evacuation process and to ensure Members / Col Staff are safely out of the building. This arrangement is also to ensure that the London Fire Brigade are not unnecessarily sent into a “burning building” to look for people who have left the complex.

If the fire alarm activates between the hours of 9am and 4.30 pm hours Monday – Friday Members are required to assemble at **Aldermanbury Square**. Outside of these hours Members should assemble in the **Guildhall Yard**.

SMOKING

Smoking is not allowed in any of the rooms and this includes leaning out of the windows in any rooms to smoke.

PETS

Pets are not allowed to stay in any of the bookable bedrooms.

FORCE MAJEURE

Except where otherwise expressly stated in these booking conditions, we regret we cannot accept liability or pay any compensation where the performance or prompt performance of our contractual obligations is prevented or affected by or you otherwise suffer any damage or loss as a result of “force majeure”. In these Booking Conditions, “force majeure” means any event which we or the COL in question could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, terrorist activity or actual threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control

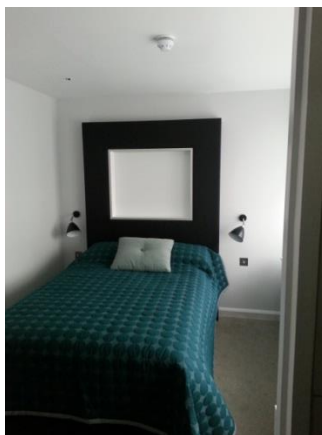
AVAILABLE ROOMS AND FACILITIES

Bedrooms 2 – 9 are all available for Members and eligible guests.

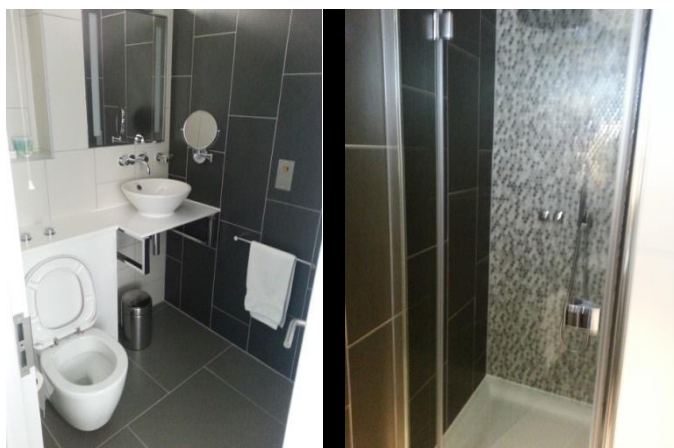
Bedroom 2 is an accessible room designed for disabled guests. The doorframe is wider than all of the other rooms to allow a wheelchair to fit comfortably through.

Bedrooms 3 and 4 are small double rooms.

Bedrooms 5, 6, 7, 8 and 9 are all double rooms.



All rooms have en suite facilities.



UNAVAILABLE ROOMS

The Chief Commoner and the Chairman of the Policy & Resources Committee both have flats on Level 4 and these are not to be booked out under any circumstances.

(Bedroom 1 was merged with the Policy Chair's flat in 2019.)

PRICES

Members	Price	VAT	Total
Smaller Double room	£16.67	£3.33	£20.00
Double room	£25.00	£5.00	£30.00

Non-Members	Price	VAT	Total
Small Double room	£50.00	£10.00	£60.00
Double room	£79.17	£15.83	£95.00

APPROVED LIST OF OUTSIDE USERS (TO BE CHARGED AT MEMBERS RATE)

The Honorable The Irish Society

Members' Guests are also entitled to use the bedrooms (if the rooms are free – and they must always stand down if a Member requires the room). They are to be charged at the same rate as Members and the bill sent to the Member for payment.

Other users are to be determined upon the approval of the current Chief Commoner.

CoL Police employees entitled to use the bedrooms under official use:

City of London Police Chief Officer Team

It was decided at the CoLP's Chief Officer Team Meeting on 7 June 2023 that bedroom bookings are now only for members of the Chief Officer Team.

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Number of Nights Booked	2023				
	Jan	Feb	Mar	Apr	May
Members	35	44	65	38	43
Aldermen	14	5	8	8	14
Officers	24	31	36	30	41
City Guests	9	6	12	8	6
Former Members	12	12	13	13	5
Total Availability	240	224	248	240	248
Total Utilisation	39%	44%	54%	40%	44%

Number of Nights Booked	2022											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Members	48	53	67	48	65	73	46	31	39	40	93	48
Aldermen	5	3	6	8	7	10	8	2	8	9	10	4
Officers	29	28	41	34	23	13	19	13	38	31	32	29
City Guests	2	6	11	6	10	11	4	2	7	13	9	6
Former Members	4	5	7	4	9	10	9	2	13	24	16	8
Total Availability	240	224	248	240	248	240	248	248	240	248	240	248
Total Utilisation	37%	42%	53%	42%	46%	49%	35%	20%	44%	47%	67%	38%

Number of Nights Booked	2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Members					1	28	21	12	74	63	80	46
Aldermen					1				4	2	14	4
Officers	23	24	36	44	54	62	45	32	44	35	31	25
City Guests							4		9	8	4	1
Former Members							2		8	5	5	5
Total Availability	240	224	248	240	248	240	248	248	240	248	240	248
Total Utilisation	10%	11%	15%	18%	23%	38%	29%	18%	58%	46%	56%	33%

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Committee(s): Civic Affairs Sub Committee - For decision	Dated: 13/07/2023
Subject: Member Workspace Arrangements (Mezzanine Floor)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1 – 4, 12
Does this proposal require extra revenue and/or capital spending?	Y (depending on decision)
If so, how much?	TBC (funding decision to be taken at a later stage)
What is the source of Funding?	Sub-Committee Contingency Fund
Has this Funding Source been agreed with the Chamberlain's Department?	Y
Report of: Deputy Town Clerk	For Decision
Report author: Greg Moore	

Summary

At the May 2022 meeting of Civic Affairs Sub Committee, Members discussed the increasing demands placed upon senior chairs, reflecting that there was a growing commensurate need to have suitable resources and facilities available to them in support of their roles. In response to comments on the need for dedicated quiet space in which they could conduct their City Corporation business, the City Surveyor identified various options and the Sub-Committee was minded that space identified on the West Wing Mezzanine would be desirable as it became available, with office space to be made available for the agreed list of senior Chairs and the Deputy Chairman of Policy & Resources.

The Sub-Committee provided a particular steer towards including a "de minimis" cost option (£10k, with allocation made from the Sub-Committee's contingency provision), which also offered the quickest solution in terms of delivery and move into the existing space (floorplan attached, Appendix 1). Three offices were made immediately available in line with this request and have since been furnished and occupied by the Chairs of Finance and of Planning & Transportation, as well as the Deputy Chairman of Policy & Resources. In keeping with the Sub-Committee's instructions around costs, this has been achieved with expenditure to-date of £2,200, which was required for essential cabling works (which would likely have been required in any event).

The remaining space on the Mezzanine was occupied by the Innovation and Growth (IG) department, who have now completed their relocation to the Irish Chambers. This paper now seeks views as to how Members would wish to progress the utilisation of the remainder of the space on the Mezzanine.

In parallel to this, the Sub-Committee had also supported the provision of a parental / guardians' room, to support Members with caring responsibilities, on the Mezzanine. A budget was allocated and location identified; however, the City Surveyor has highlighted that costs have risen since the initial cost estimate was provided and Members' views are sought in respect of an alteration of scope or funding to accommodate delivery.

Recommendation(s)

Members are asked to:

- Provide views as to how they wish to take forward the Mezzanine space for both Member workspace and Parental Room purposes;
- Agree to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chair, to consider cost breakdowns when available from the City Surveyor and to authorise such expenditure as required (from the Sub-Committee's contingency fund) to deliver Members' expectations for both the Parental Room and Member Workspace.

Main Report

Background

1. At the May 2022 meeting of Civic Affairs Sub Committee, Members discussed the increasing demands placed upon senior Chairs, reflecting that there was a growing need to have suitable resources and facilities available to them in support of their roles. In particular, the Sub-Committee agreed that additional resources (in the form of dedicated office space) should be made available to:-
 - The Chairman of the Finance Committee,
 - The Chairman of the Planning and Transportation Committee,
 - The Chairman of the Police Authority Board,
 - The Chairman of the Corporate Services Committee, and
 - The Deputy Chairman of the Policy and Resources Committee.
2. The City Surveyor, having been asked to present options for available space, provided Members with a list of prospective areas. The Sub-Committee was mindful of the need to keep costs to a minimum and noted that the Mezzanine level option presented included several existing under-utilised offices. The Sub-Committee consequently identified this space as the preferred option and asked for the City Surveyor and Town Clerk to identify options for the use of this space, for further consideration. A "de minimis" cost option, with a budget of up to £10k, was subsequently agreed (set out at Appendix 1).
3. Whilst three offices on the west side of the floor were available immediately, it was noted that full use of the space for Members' offices would require the relocation of IG staff to be concluded. In the interim, these three offices were repurposed and allocated to the Chairs of Finance and Planning & Transportation, and the Deputy Chairman of Policy & Resources. Existing surplus furniture was utilised to furnish the rooms, in keeping with the directive to minimise expenditure, and a total of £2,200 was committed in order to undertake necessary cabling works to facilitate data connectivity.
4. Separately, 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 gave 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 was identified from within the existing Member-allocated space within the West Wing which could be re-purposed at minimal cost, also on the Mezzanine floor, namely, an under-utilised Members' IT Room.

5. In support of this proposal, it was 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 hand-washing facilities).
6. The quote obtained at that point in time indicated that the two rooms could be repurposed at a total cost of £7,500, a sum which could be met via the Civic Affairs Sub-Committee's contingency fund.

Current Position

7. Remaining IG staff on the Mezzanine have now completed their relocation to the Irish Chambers, freeing up the rest of the space identified in Appendix 1 for Members' utilisation as previously considered.
8. The Sub-Committee previously agreed that the two remaining offices should be made available to the Chairs of the Police Authority Board and the Corporate Services Sub-Committee. Work is, therefore, underway to identify appropriate equipment with which to make good and furnish these rooms so that they are available for the Chairs in question following the summer recess. Whilst all efforts will be made to utilise available equipment, it should be noted that the large dial-in screens for Teams meetings come with significant cost (c.£10k per unit) and so, if they cannot be provided by relevant service departments, separate consideration will need to be given as to whether these are affordable from within the contingency budget.
9. There is also a larger space in between these two offices, which is currently un-utilised and home to eight desks. Previous suggestions have been that this area might be used to provide additional hot-desk style working space for Members, with the small room on the 2nd floor West Wing in turn then used to install soundproof booths, to provide Members with a private space from which to take confidential calls. Equally, the current space could be retained and the Mezzanine space used for these pods. Members are invited to consider how they would wish for this space to be taken forward. £7,800 remains available from within the £10,000 allocation made by your Sub-Committee.
10. For the sake of completeness, it should be noted that the remainder of the Mezzanine space to the north of the lift is occupied by staff from Guildhall Library, who still require access to Lift 24, the book lift and toilets (see floorplan, Appendix 1). Therefore, there is still some space-sharing of communal facilities with officers, albeit on a low level.
11. In respect of the Parental / Guardian Room and associated washroom facilities, at the time of approval by this Sub-Committee, the quote provided under the terms of the internal facilities management contract was estimated at £7,500, and such sum was approved by the Sub-Committee. However, a change of contractor

took place shortly after this and the quoted sum is now significantly higher, albeit there are elements which remain subject to negotiation and confirmation. It is anticipated that the revised cost is likely to be in the region of £9,000 - £12,000.

Options and Proposals

Member Workspace

12. The open work space now available on the Mezzanine presents a number of options:-
 - a. Use as a hot-desking space for Chairs of committees
 - b. Use as a hot-desking space for Members more generally
 - c. The installation of soundproof booths for confidential calls and working
 - d. A combination of the above
13. Members may also have other suggestions for the space, which are welcomed.
14. A corollary consideration around the potential alternative use of the small meeting room on the West Wing 2nd floor, which currently provides a small private working space for Members, also potentially arises, depending on Members' views on the above.
15. The desks are already in-situ for hot-desking purposes and so this option can be provided at minimal cost. The installation of soundproof booths would be subject to a confirmed quote but is anticipated to be in the region of £4,000 per booth. The space available on the Mezzanine could be used solely to provide space for booths, or a combination of booths with some desks retained; alternatively, booths could be installed in the 2nd floor space, reserving the Mezzanine space for desk space.

Parental / Guardian Room

16. With the costs now coming in higher than anticipated, two options present themselves:-
 - a. Re-visit the scope of the project in order to deliver within the same budget envelope. Practically, this is likely to mean a limited update of the washroom facilities, which are somewhat outdated; Members will recall that the upgrade of the proximate washroom was identified as an important factor in making the offering a functional and welcoming one, given the Parental Room itself lacks running water.
 - b. Allocate additional budget in order to meet the funding shortfall. Whilst sufficient funding exists within the sub-committee's broader contingency fund, expenditure would clearly have an impact on the ability to respond to other funding requests for the remainder of the year.
17. In either event, further activity is required in order to ascertain precisely what is achievable within updated cost parameters. Unless Members are minded to make a direct determination now, it is, therefore, proposed that the City Surveyor be instructed to provide a cost breakdown of the project in order to inform a decision around delivery within refined scope or the allocation of additional funds to deliver a suitable offering. This could be circulated to the Sub-Committee by

email and views sought, with authority delegated to the Town Clerk, in consultation with the Chair and Deputy Chair, to give effect to the view of Members and provide for the works to be undertaken over the summer recess.

Corporate & Strategic Implications

- **Strategic implications** – Provision of this office space to meet the increasing demands placed upon senior chairs aligns with the Corporate Property Asset Management Strategy 2020/25 through better utilisation to ensure a more efficient, effective and sustainable asset base.
- **Financial implications** – The Civic Affairs Sub-Committee has a budget allocation of £60k available to it for contingency purposes, to resource projects or initiatives within its remit. £10k has been allocated from this budget for Member Workspace costs, together with £7.5k for the Parental / Guardian Room. Commitments totalling £43.5k from this fund have been made to date; there remains therefore a £16.5k uncommitted balance.
- **Equalities implications** – The proposals for a dedicated space for parental / guardian responsibilities supports the City Corporation’s offering to elected Members in respect of pregnancy and maternity provision.
- **Security implications** – None.
- **Risk implications** – None.

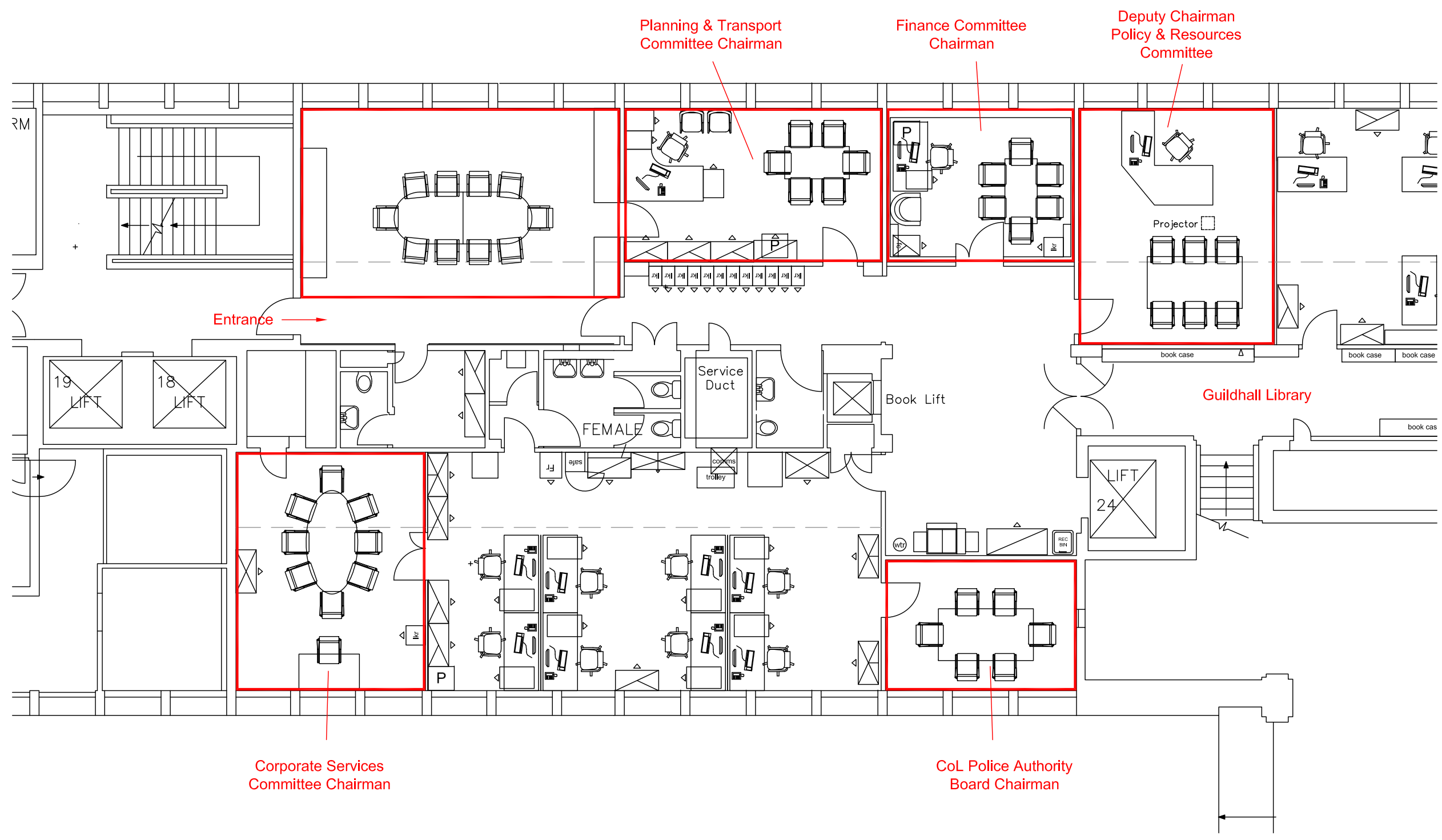
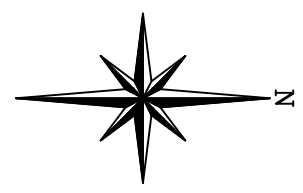
Conclusion

18. To meet the increasing demands placed upon senior chairs and Members more broadly, as well as to make the Corporation a more welcoming and inclusive space for those with parental or caring responsibilities, options have been progressed for provision of improved Members facilities to the West Wing Mezzanine space. Members are now invited to consider how they wish to progress further improvements to the spaces available, in order to best meet those needs.

Appendices

- Appendix 1 – Mezzanine West Wing Floorplan

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Rev	B	Minor annotation & furniture detail updated	DR	Sep 22
	A	Annotation updated	DR	Jun 22
			Drawn	Date


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

Address :
**Guildhall West Wing
 Mezzanine Level**

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

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

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