



Civic Affairs Sub-Committee

Date: WEDNESDAY, 25 OCTOBER 2023
Time: 1.45 pm
Venue: COMMITTEE ROOM, WEST WING, 2ND FLOOR GUILDHALL

Members:

Tom Sleigh (Chair)	Deputy Shравan Joshi
Deputy Ann Holmes (Chief Commissioner) (Deputy Chairman)	Alderman Professor Michael Mainelli
Deputy Keith Bottomley	Wendy Mead
Tijs Broeke	Deputy Andrien Meyers
Deputy Henry Colthurst	Alderman Sir William Russell
Deputy Simon Duckworth	Deputy Dr Giles Shilson
Deputy Peter Dunphy	James St John Davis
Sophie Anne Fernandes	Emily Benn
Deputy Christopher Hayward	

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Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

NB: Certain items presented for information have been marked * and will be taken without discussion, unless the Committee Clerk has been informed that a Member has questions or comments prior to the start of the meeting. These for information items have been collated into a supplementary agenda pack and circulated separately.

1. **APOLOGIES**

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

3. **MINUTES**

To agree the minutes of the Civic Affairs Sub-Committee meeting held on 13 July 2023.

For Decision
(Pages 5 - 10)

4. **REVIEW OF OUTSIDE BODIES**

Report of the Town Clerk.

For Decision
(Pages 11 - 42)

5. **NEW OUTSIDE BODY - THAMES ESTUARY GROWTH BOARD**

Report of the Deputy Town Clerk.

For Decision
(Pages 43 - 66)

6. **MEMBERS' BEDROOMS POLICY**

Report of the Town Clerk.

For Decision
(Pages 67 - 84)

7. *** 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

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

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

10. **EXCLUSION OF THE PUBLIC**

MOTION – That the public be excluded for the following matters that 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

11. **MINUTES**

To agree the non-public minutes of the Civic Affairs Sub-Committee held on 13 July 2023.

For Decision
(Pages 85 - 94)

12. *** DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

For Information

13. *** 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

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

Report of the Deputy Town Clerk.

For Discussion
(Pages 95 - 98)

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

Report of the Remembrancer.

For Decision
(Pages 99 - 104)

16. **APPLICATIONS FOR HOSPITALITY**

- a) Application A (Pages 105 - 110)
Report of the Remembrancer.

17. **CITY EVENTS PROGRAMME 2024/25**

Report of the City Remembrancer.

For Decision
(Pages 111 - 160)

18. *** FORTHCOMING COMMITTEE OF COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**

Report of the Remembrancer.

For Information

19. *** SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint Report of the Chamberlain and Remembrancer.

For Information

20. *** VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

For Information

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

22. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE CONSIDER SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

CIVIC AFFAIRS SUB-COMMITTEE

Thursday, 13 July 2023

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room, West Wing, 2nd Floor West Wing on Thursday, 13 July 2023 at 1.45 pm

Present

Members:

Tom Sleigh (Chair)
Deputy Ann Holmes (Chief Commoner) (Deputy Chair)
Deputy Keith Bottomley
Deputy Henry Colthurst
Alderman Professor Michael Mainelli
Wendy Mead
Deputy Andrien Meyers
Alderman Sir William Russell

In Attendance (observing online)

Emily Benn

Officers:

Paul Double	- City Remembrancer
Amy Austin	- Remembrancer's Department
Holly Booth	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Leann Corachea	- Remembrancer's Department
Fiona Hoban	- Remembrancer's Department
Gregory Moore	- Assistant Town Clerk and Executive Director, Governance and Member Services
Andrew Buckingham	- Town Clerk's Department
Mark Gettleson	- Town Clerk's Department
Christopher Rumbles, Clerk	- Town Clerk's Department
Peter Oscher	- City Surveyor's Department
Dorian Price	- City Surveyor's Department
Benjamin Chen-Sverre	- Chamberlain's Department

1. APOLOGIES

Apologies were received from Christopher Hayward, Sophie Fernandes, Tijs Broeke and James Bromiley Davis.

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 31st March 2023 be approved as an accurate record, subject to the following amendments.

James Bromiley Davis to be recorded as ‘in attendance observing remotely’.

Item 16 Benefices to read ‘The Chairman was heard’ and removing the words ‘Sub-Committee received the following’.

4. **MEMBERS' BEDROOM POLICY**

The Sub-Committee considered a report of the Deputy Town Clerk setting out existing booking terms and eligibility, current charging levels and usage for the Members’ bedrooms and seeking a view on a number of matters for consideration, in order for a revised policy to be drafted and brought back for Members’ further consideration.

During the discussion that followed, there was general agreement that the existing policy remained appropriate. The current pricing level was noted, but with there being a need to ensure all costs were being covered where an overnight stay was for non-official usage.

There was a question raised over eligibility and those permitted to stay in the bedrooms e.g., Masters and Livery Clerks. There was a request for more detailed utilisation statistics and data to understand more fully how the bedrooms were being used and by whom. It was suggested that bedrooms might only be offered externally during a period of under usage. A clear definition of official usage would be needed when allowing free use of the bedrooms, with this being when a Member was chairing an early morning meeting or hosting a dinner finishing late at night.

In conclusion, it was noted that Members were in favour of reviewing the schedule of charges with a view to increasing the fee to ensure costs were covered for non-official use, there was agreement that official usage should remain as free but with a tightening up around what constitutes official usage. Members expressed an interest in receiving a breakdown of usage by external users of the bedrooms to inform a decision on the approved list of external users.

The Assistant Town Clerk questioned whether a formal procedure was considered necessary to address any potential misuse during an overnight stay, with the Chairman agreeing that wording should be drafted to be included within the policy. Members were also in agreement that block bookings of the bedrooms should not be permitted.

The Deputy Chairman commented on a need for a clear communications plan to inform Members of any changes. It was agreed that a report would come to the next meeting for Members’ further consideration.

RESOLVED: That Members: -

- Provided 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.

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

The Sub-Committee considered a report of the Deputy Town Clerk providing an update on development of new workspace arrangements and ongoing efforts in looking to ensure suitable resources and facilities were available to all Members whilst at Guildhall on City Corporation business.

Members were supportive of the installation of soundproof booths at Guildhall, with these offering a personal and quiet space from which Members could take confidential calls when at Guildhall on City Corporation business.

Members expressed their view for the soundproof booths to be installed in the small office on the 2nd Floor, West Wing, opposite Committee Room 3, which currently acted as designated office space for Chairs. It was noted that the new desk space made available on the Mezzanine would ensure that there was no loss of working space available to potentially affected Members. Members were also keen to ensure the soundproof pods had power outlets and some sort of cooling device, to ensure Members could work comfortably and effectively within them. The City Surveyor confirmed that the pods in question each had one 3-pin plug socket plus two USB sockets and would come equipped with cooling fans.

Members were supportive of the installation of soundproof booths but raised a concern regarding the initial indicative cost of installation of booths being in the region of £4,000 per booth, subject to a final quote. Members agreed to the Town Clerk and City Surveyor progressing the installation, whilst asking that further negotiation takes place with the supplier in looking to achieve a reduction in the overall cost of each pod.

Members acknowledged that hotdesking space was already available to Members, with this hardly being used. It was suggested that installation of soundproof booths would provide Members with more opportunity to come into Guildhall, providing a suitable environment for them.

RESOLVED: That Members: -

- Provided a view as to how they wish to take forward Members' space.
- Agreed 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.

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

There were none.

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

The following additional item of business was raised.

City Belonging Project – Members noted that a new worker engagement initiative had been launched at the end of June looking to engage every workplace and City worker, not just senior leadership teams. Efforts had been made at sourcing an equality contact at each City firm.

City businesses had received an invitation to the City Corporation's Pride Reception, with a huge number choosing to attend and this being a model that would be followed for future events. It was hoped that there would be scope to expand a number of future events for community engagement taking place across Guildhall, Old Bailey, Mansion House and Barbican Centre. There was also scope to look the potential of co-sponsoring of events in looking to cover some of the associated costs of these.

The Chair welcomed all the work that was taking place in this area, with the potential for co-sponsorship of events to be welcomed. A Member added how strong and positive work was already taking place in this area.

Members noted the update.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED: That – the public be excluded for the following matters that 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.

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

The Sub-Committee received a report of the Deputy Town Clerk providing an update on implementation of a Special Responsibility Allowance.

10. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on 31 March 2023 be approved as an accurate record.

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

The Sub-Committee received a report of the Town Clerk detailing decisions taken under delegated authority or urgency powers in accordance with standing orders 41(a) and 41(b).

12. **DELEGATED AUTHORITY REPORT**

The Sub-Committee received a report of the Remembrancer detailing decisions taken under delegation to the Remembrancer, in consultation with the Chair and Deputy Chair.

13. **BENEFICES**

The Chair was heard.

14. **GUILDHALL CHARGING REVIEW**
The Sub-Committee considered a report of the Remembrancer relating to a Guildhall Charging Review.
15. **GUIDANCE NOTE FOR CHAIRMEN ON COMMITTEE HOSPITALITY**
The Sub-Committee considered a report of the Remembrancer providing a guidance note for Chairmen on committee hospitality.
16. **CITY EVENTS PROGRAMME**
The Sub-Committee received a report of the Remembrancer setting out the process by which the programme of City events at Guildhall was generated.
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 various applications for hospitality as follows:
 - a) **Application A**
 - b) **Application B**
 - c) **Application C**
19. **EVALUATION OF CITY-HOSTED EVENTS**
The Committee considered a report of the Remembrancer providing a summary of evaluation following City-hosted events since December 2022.
20. **UPDATE TO CITY CORPORATION FLAG POLICY**
The Sub-Committee received an update to the City Corporation flag policy.
21. **CITY CORPORATION'S WINE STORE**
The Sub-Committee received a report of the Remembrancer providing an update on the current position of the City Corporation's wine store.
22. **FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**
The Sub-Committee received a report of the Remembrancer providing detail of forthcoming committee or Court events involving hospitality and other non-hospitality events.
23. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**
The Sub-Committee received a joint report of the Remembrancer and Chamberlain providing an update on the level of actual and committed expenditure.
24. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

The Sub-Committee received a joint report of the Remembrancer and Chamberlain comparing outturn for events overseen by the Sub-Committee against the budget.

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

A Member raised a point relating to the format of speeches at events.

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

The Remembrancer provided detail relating a potential hospitality event.

The meeting ended at 3.15pm

Chairman

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

Committee(s): Civic Affairs Sub Committee	Dated: 25/10/2023
Subject: Review of Outside Bodies	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	5, 8, 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N
Report of: Ian Thomas CBE, Town Clerk	For Decision
Report author: Katie Davies and Gregory Moore, Town Clerk's Department	

Summary

The City of London Corporation appoints Members to serve on a large number of outside bodies. It is good practice to review the outside body arrangements which, amongst other things, should include the benefits of City Corporation maintaining nomination rights. As the last comprehensive review was a number of years ago and is now due for a review.

The purpose of this initial report is to consider the current outside bodies on which the City Corporation is represented (which is attached at Appendix A to this report), and to establish whether our link to the individual outside bodies remains relevant and whether the appointments support the City Corporation's current aims and objectives. Please note that the schedule does not include outside bodies to which the Court of Alderman have the sole right of appointment.

Recommendation(s)

Members are asked to:

- Review the schedule.
- Approve of a way forward to manage partnerships going forward.
- Instruct Officers as to any further work necessary.

Main Report

Background

1. A review of the Outside Bodies Scheme has previously been overseen by the Civic Affairs Sub Committee. The purpose of the review is to enable Members to ensure that City Corporation participation in the various organisations remains relevant

and whether the appointments support the City Corporation's current aims and objectives.

Current Position

2. The Civic Affairs Sub Committee is responsible for the City of London Corporation's outside body arrangements. Any changes to the current arrangements require the approval of the Court of Common Council.
3. The outside organisations to which the City of London nominates or appoints representatives include statutory bodies, charitable and educational organisations, and advisory bodies.
4. Attached at Appendix A is a comprehensive list of all of the outside bodies where the City Corporation is represented and/or has nomination rights. The Schedule contains information about each outside body including some background about their aims and objectives. It also provides the name of the current nominated or representative Member(s) and how the work of the outside body links to the City Corporation's aims and objectives. Where appropriate, details of any financial assistance provided by the City Corporation have been given.
5. Many of these outside bodies do not have a current Member as representative or the partnership is out of date. These are listed at the end of the Schedule.
6. Each appointment is made in different and various way.
7. To further assist consideration, the Sub Committee may wish to take account of the perceived general benefits and disadvantages of City Corporation Members participating in the work of other organisations –

Benefits	Disadvantages
Adds to the Corporation's overall contribution to the wider London Agenda and helps to ensure that the work of the City Corporation is more widely recognised.	Expectation of funding.
Allows the expertise and skills that Members have to be applied more broadly and beyond the Square Mile.	Demand on Member time.
Provides strong links with relevant external organisations.	Risk of failure.

Options

8. As these appointments are made in different ways, we are undertaking a review of various ways of organising and maintaining a comprehensive list.

9. We will set out a schedule and prepare a way forward to manage partnerships going forward.

Proposals

To create a comprehensive, inclusive, and current schedule, we propose to:

10. Contact the Outside Bodies to update information sheets.
11. Confirm appointments' rights and standardise reports.
12. Confirm the links with The City are still standing.
13. Update Financial Support associated with each Outside Body, if applicable.
14. Remove Outside Bodies from the list whose partnership is no longer relevant.
15. Bring back to the Sub Committee the responses of the Outside Bodies.
16. The Sub Committee to approve continuous communication with Outside Bodies and updating of appointments.

Key Data

17. A comprehensive and current schedule will allow for better communication in managing our partnerships going forward.

Corporate & Strategic Implications

Financial implications - none

Resource implications - none

Legal implications - none

Risk implications -none

Equalities implications – none

Climate implications - none

Security implications – none

Conclusion

Members are asked to:

18. Review the schedule.
19. Approve of a way forward to manage partnerships going forward.
20. Instruct Officers as to any further work necessary.

Appendices

- Appendix 1 – Schedule of Outside Bodies

Katie Davies and Gregory Moore
Town Clerk's Department

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gregory.moore@cityoflondon.gov.uk

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
Mitchell City of London Charity & Educational Foundation	Court of Common Council	4	Marianne Fredericks, Henry Colthurst, Alderwoman Susan Pearson, Ian Seaton, Steve Goodman	The Mitchell City of London Charity awards pensions and other grants to those in need who have lived or worked in the City of London or who are widows or children of such persons. The Educational Foundation awards grants and bursaries to children or young persons whose parents satisfy the requisite criteria. The Court of Common Council appoints 4 of its Members to adjudicate with Co-opted Trustees in the award of bursaries, grants and pensions. The Board of Trustees meets 4 times a year and the Bursaries Committee meets twice, both at the Guildhall. Terms are for 5 years and Members with an interest in the aged residents of the City and in education generally are encouraged to apply.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Specific – City link required to qualify	
Heart of the City	P&R	1	Alderman Sir William Russell	Heart of the City was launched in 2000 as a joint initiative of the Bank of England, City of London Corporation and Financial Services Authority. It is a 700-strong powerhouse of responsible business leaders, Corporate Responsibility practitioners and change agents committed to sharing their experiences and their time with others in order to measurably improve our society. Lord Mayor appointed as co – president; The Policy Chairman on Council of Members. Funded by City of London Corporation and City Bridge Trust	To support and promote The City as the world leader in international finance and business services And; To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Specific – City CSR initiative	In February 2012 Policy and Resource Committee awarded £165,000 per annum in 2013/14, 2014/15 and 2015/16. In April 2013 City Bridge Trust Committee awarded £108k over the years 2014/15, 2015/16 and 2016/17.
Heart of the City – Council			Paul Singh				
Heart of the City – Trustee Board			Paul Singh				
Trust for London	Court of Common Council	3	Alderman Alison Gowman, Rehana Ameer	Trust for London is an endowed charitable foundation established in 1891 to tackle poverty and inequality in London. The Trust for London must consist of at least 3 but not more than 20 individuals. 3 by the Corporation, 2 by the Church Commissioners, 1 by the Greater London Authority (GLA) and 1 by London Councils. The Corporation nominates 3 individuals to the Trust for London's Board, which meets approximately 4 times a year within the City. Terms are for 5 years (with a maximum of 2 terms) and Members with property investment management skills and/or voluntary sector,	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	General – historic link, supporting London	In September 2014 City Bridge Trust Committee awarded £400k over the years 2014/15 and 2015/16

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
				<p>social policy and/or media, PR and communications skills, as well as a passion for promoting effective approaches to tackling poverty and inequality, are encouraged to apply.</p> <p>The Trust funds smaller charities as well as being integral in seed-funding several nationally significant campaigns including the Living Wage and the campaign against Female Genital Mutilation in the UK.</p>			
East End Community Foundation	P&R	1	Sophie Fernandes	<p>The East End Community Foundation (EECF) is a grant-giving body focusing on supporting local charities in the London Boroughs of Tower Hamlets, Hackney, Newham and the City of London delivering programmes at 'grassroots' level, which directly support vulnerable communities.</p> <p>EECF's current membership comprises some 15 businesses (including Canary Wharf and Société Générale), 24 voluntary organisations and 5 public bodies, including the London Boroughs of Tower Hamlets, Hackney and Newham.</p>	Maximising the opportunities and benefits afforded by our role in supporting London's communities.		<p>The annual membership fee of £200 is met from the Economic Development Office's local risk budget.</p> <p>City Bridge Trust awarded EECF a grant of £172,500 in May 2015, as a strategic initiative over three years, to develop local giving networks in the London Boroughs of Tower Hamlets, Hackney and Newham.</p>
Bridewell Royal Hospital	Court of Common Council	7	Caroline Haines, Deborah Oliver, Dawn Wright	<p>The City of London Corporation was involved in the Establishment of the Foundation by King Edward VI in 1553. 5 Aldermen are appointed as Members of the Bridewell Court. To be a trustee of the Foundation and Governor of the school; investment of the funds of the Foundation (Estate Governors); 4 Full court meetings a year and 2 meetings a year for Estate Governors.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic close city connection	
	Court of Aldermen	5	Alderman Peter Estlin	<p>7 Members appointed by the Court of Common Council for 6 year terms (of whom 4 also sit as Estate Governors) (number revised May 2015)</p> <p>5 Aldermen nominated by the Court of Aldermen (all of whom sit as Estates Governors).</p> <p>The Lord Mayor is the Bridewell Charter Patron. The Court of Bridewell Royal Hospital is the governing body and its members are trustees of the Foundation and Governors of King Edward's School Witley and Barrow Hills School Witley.</p>			
Sir John Cass's Foundation Primary School	Community & Children's Services Committee	2	Munsur Ali	<p>Sir John Cass's Foundation Primary School is a unique Church of England school in the heart of the City of London. The School was founded by Sir John Cass over 300 years ago and is supported by trustees of the Sir John Cass's Foundation.</p>	To provide valued services, such as education, employment, culture and leisure, to	Only state primary school in the City of London	

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
				Their aim is to provide an exceptional education for every child.	London and the nation.		
Cripplegate Foundation	Court of Common Council	2	Alderwoman Susan Pearson	<p>Cripplegate Foundation is an endowed charity, which makes grants within the Borough of Islington and part of the City of London. The Cripplegate Foundation spends in the region of £1.6m a year, using a combination of their own funds and those administered on behalf of others. They give grants to organisations, and support individual residents through Islington Council's Resident Support Scheme.</p> <p>The Cripplegate Foundation uses its local knowledge to identify needs, to develop new ways of tackling poverty, and to contribute to the wider policy debate about disadvantage and inequality. They have recently published new research into the changing nature of poverty in Islington: Distant Neighbours: Poverty and Inequality in Islington.</p> <p>The aims of the Cripplegate Foundation are to influence policy and practice that affects Islington, increasing the resources available to Islington.</p> <p>The Cripplegate Foundation consists of:</p> <ul style="list-style-type: none"> o 4 x Governors o 3 x Finance Committee o 3 x Premises Committee o 2 x Staff Committee o 2 x Education Committee <p>15 members on governing body; 5 year term An interest in secondary education</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic	In February 2014 City Bridge Trust Committee awarded £220k over the years 2013/14 and 2014/15.
The City & Guilds of London Institute	Court of Common Council Court of Aldermen	2 1	Wendy Mead, Deputy Henry Colthurst Alderman Michael Mainelli (Councillor)	<p>The Corporation assisted in establishing the institute in 1878 and have been members ever since.</p> <p>City & Guilds is a leading vocational education and training organisation, providing services to training providers, employers and trainees across a variety of sectors to meet the needs of today's workplace. The qualifications are offered through over 10,000 training centres across the world to help individuals develop their skills for career progression.</p> <p>There are 3 representatives, one of which also holds a</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic	

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
				seat on City & Guilds' Council (therefore, two representatives and one Councillor); The two representatives are invited to the yearly meeting (AGM). The Councillor attends Council meetings, the Yearly Meeting and other events. Approximately 70 in total. One Alderman and two Common Councilmen. An interest in or knowledge of vocational education, apprenticeships, skills training.			
City of London Academies Trust	Board of Trustees	6 Directors	<p>Directors: Catherine McGuinness (Chairman), Deputy Roy Blackwell - United Westminster Schools Trust (Deputy Chairman), Edward Benzecry, Lucas Green, Dawn Elliott, Claire Hersey, Mark Emmerson, Prof Sanowar Khan</p> <p>Members: Tijs Broeke, Caroline Haines, Benjamin Murphy, Alderman Robert Howard, Jamal Banda</p>	<p>The City of London Academies Trust oversees the City academies. The City Corporation is the sole Sponsor of the Academy Trust.</p> <p>The City Corporation may appoint up to 6 Directors and the term of office for any City Corporation Director shall be four years The City Corporation may appoint up to 4 Members and such additional Members as it sees fit.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Sole sponsor	Short term in-kind support, namely office space, secondment of City Corporation staff, HR support and clerking services.
City of London Academies Trust Audit & Risk Committee			Edward Benzecry, Dawn Elliott, Robert Howard (Chair), Catherine McGuinness	<p>The Audit and Risk Committee advises the Board of Trustees on the adequacy of the City of London Academy Trust's internal control framework, including financial and non-financial controls and risk management arrangements, to direct a programme of internal scrutiny and to consider the results and quality of external audit. The Committee also reviews the overall risk profile of the Trust for appropriateness, monitoring risk management techniques employed at all levels within the Trust and receives the Auditor's report before Board Approval.</p> <p>Details of meetings can be accessed from the following link: https://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=1313</p>			
City of London Academies Trust Finance			Edward Benzecry, Dawn Elliott, Alderman Robert	The Finance and Operations Committee delivers a financial scrutiny and oversight function that supports the Board of Trustees in maintaining the City of London Trust as a going concern. It is tasked with reviewing the overall			

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
& Operations Committee			Howard, Catherine McGuinness	financial position of the Trust for appropriateness, monitoring the financial management techniques employed at all levels within the Trust and receiving the annual financial statements before Board Approval. Details of meetings can be accessed via the link below. https://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=1312			
City of London Academies Trust People, Equality & Inclusion Committee			Roy Blackwell, Tijs Broeke, Dawn Elliott(Chair), Lucas Green, Prof Sanowar Khan	The primary role of this Committee is to discharge duties in line with the Public Sector Equality Duty of Public Bodies.			
City of London Academies Trust Standards & Accountability Committee			Edward Benzecry, Roy Blackwell (Chairman), Caroline Haines, Catherine McGuinness	The Standards and Accountability Committee of the City of London Academies Trust reviews the provision, standards, governance and leadership performance of all academies within the City of London Academies Trust as part of the Trust's strategic and systematic approach to promoting high standards of educational achievement. Details of meetings can be accessed via the link below: https://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=1245			
Court of the University (City University)	Court of Common Council	2	Giles Shilson	Institution of higher education advancing knowledge, wisdom and understanding by teaching, research and professional training in technology, law, business, engineering and arts/media. The Lord Mayor of London is the University's Chancellor. The University bears the name of the City of London and its activities are strongly related to the business and professions based in the Square Mile. Member of the University Court; 1 meeting a year Common court appoint three reps; 3 year terms; 3 term max. In September 2016 City University joined the University of London and changed its name to City, University of London. The title given to the Lord Mayor has since changed from 'Chancellor' to 'Rector' Members should be active in business or professional activities and/or have experience of public service or affairs.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Higher education in the City	In September 2012 Finance Committee approved a grant of £181k, £64k in 2012/13, £6k in 2013/14 and £57k in 2014/15.
Central Foundation	Court of Common Council	2	Alderman Robert Howard, Deputy Madush Gupta	An educational Foundation responsible for the maintenance of two schools. A voluntary aided Boys' School with 800+ pupils and a voluntary aided Girls'	To provide valued services, such as education,	Historic	

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Schools of London				<p>School with 1,200 pupils. The Foundations provides special benefits for the school of a kind not normally provided by the Local Education Authority.</p> <p>The Corporation of London has been a nominating body since the Scheme of 1891. It can nominate a Trustee of the Foundation and possibly a School Governor, although the Corporation rep may not necessarily be a Governor of both the Boys' and Girls' schools.</p> <p>6 Trustees meetings plus 6 Boys' School Governors and/or 6 Girls' School Governors/or 6 Sub Committee meetings.</p> <p>Trustees – 18; Boys' School Governors – 18, Girls' School Governors – 18; 4 year terms.</p>	employment, culture and leisure, to London and the nation.		
Association of Governing Bodies of Independent Schools	<p>City of London School for Girls</p> <p>City of London School</p> <p>City of London Freeman's School</p>	<p>1</p> <p>1</p> <p>1</p>	Deputy Henry Colthurst	<p>To promote independent education and advise and support the governors of independent schools.</p> <p>To attend the annual general meeting in March and receive and disseminate literature sent to schools; One AGM and 6 seminars that reps can attend</p> <p>The Court of Common Council appoints one representative per school; indefinite terms of appointment.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Professional membership	
Christ's Hospital	<p>Court of Common Council</p> <p>Court of Aldermen</p>	<p>11</p> <p>5</p>	<p>Randall Anderson, Nicholas Bensted-Smith (Chairman), Ian Seaton, Henry Pollard, Marianne Fredericks (Deputy Chairman), Dr Giles Shilson, James Bromiley-Davis</p>	<p>The Corporation was involved in the founding of Christ's Hospital and remains involved in its subsequent governance. The governance structure of Christ's Hospital changed in 2007 with the Foundation and the School operating as two separate entities. The charitable purpose of the Foundation is summarised in its Objects which are "the advancement of education of children, principally for the benefit of those whose families are in social, financial or other specific need". The charitable purpose of the School is the advancement of education of children, principally for the benefit of those whose families are in social, financial or other specific need, by the provision of a school for boys and girls as boarders, with such day pupils as the school governors shall decide; and the undertaking of ancillary educational and other associated activities for the benefit of the community.</p> <p>Christ's Hospital Foundation is the parent entity, directly or indirectly controlling the appointments to the governing bodies of its group companies.</p> <p>The Council of Almoners is a non-trading Corporate Trustee body. The Court of Governors may nominate up to</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic, close city connection	In June 2011 Policy and Resources Committee awarded £48k per annum subject to review in 2017/18.

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				<p>five Almoners, the Lord Mayor and Aldermen of the City of London may nominate four Almoners and up to a further five Almoners may be co-opted.</p> <p>The Court of Governors (the Court) is an historic body composed of the President and Vice President, thirty-six nominated representatives of the City of London, a maximum of ten Special Vote Governors and an unlimited number of Donation Governors who are elected to the Court in recognition of the support they have given to Christ's Hospital. Donation Governors each have the right to identify and present for examination a candidate whose needs accord with the ethos of the Foundation. During the year, 10 Donation Governors renewed their presentation rights and 22 new Donation Governors were elected so that at the end of the year there were 629 Donation Governors.</p> <p>Christ's Hospital School is a Charitable Company limited by guarantee and is a controlled charity insofar as the Council of Almoners is the sole member and controls the appointments to the Board of School Governors. Members of the Board of School Governors are appointed with an initial term of four years and while this body should always contain at least one Almoner, Almoners are always in a minority.</p> <p>Members are sought with an interest in young people and in seeking to educate children in need.</p>			
Samuel Wilson Loans Trust		5	Alderman Alison Gowman, Alderman Prem Goyla, Alderman Robert Hughes-Penney, Alderman Alastair King, Mark Vincent (Officer)	Samuel Wilson's Loan Trust is a charitable organisation, operated by The City of London Corporation, which grants loans to younger people, for establishing and developing new businesses.			
Gresham College Council	Gresham (City Side) Committee	4	Keith Bottomley, Tijs Broeke, Christopher Hayward, Edward Lord	Gresham College is an independent institution, governed by a Council and with the Lord Mayor of London as its President. Sir Thomas left his estate and control of his benefaction to the City of London Corporation and the Mercers' Company, which operate through the Joint Grand Gresham Committee. In addition to the free public lectures, the College runs occasional seminars and conferences, and provides support to initiatives by the Gresham Professors and others which seek to reinterpret the 'new	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic obligations under will	Gresham College is jointly funded by the City and the Mercers' Company under the terms of a five year Funding Arrangement to 31 st July 2019. The College receives minimum other funding and relies on its two main funders which have an ongoing

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				<p>learning' of Sir Thomas Gresham's time in contemporary terms.</p> <p>The City of London Corporation's ongoing representation within the governance of Gresham College supports the City's wider contribution to the cultural life of London and the nation.</p> <p>The City Corporation may appoint up to 4 Members of the Council (Directors/Trustees).</p> <p>The Council manages Gresham College, including strategy, business planning and administration of the charity.</p>			commitment to support the College under the terms of the will of Sir Thomas Gresham. The Funding Arrangement was endorsed by Policy and Resources Committee 3 rd July 2014.
London Councils - Fortnightly			CPR - Christopher Hayward				
London Councils – Executive			CPR - Christopher Hayward				
London Councils – Informal Leaders Committee			CPR - Christopher Hayward	Alternate: Keith Bottomley			
London Councils			CPR – Christopher Hayward	<p>Chris is Vice Chair of London Councils and sits on the London Councils Leader's Committee and also the Elected Officer Grouping (the last two are not considered as Boards).</p> <p>Chris is both a Board Member and Director of London Councils Ltd.</p> <p>It is anticipated that there will be two informal meetings with the Executive and the Mayor of London Councils</p> <p>There are a number if informal meetings planned for the Executive and Leaders' Committee although some of the latter may be one hour briefings, such as the one planned on cost of living on 22/9/22.</p> <p>The first informal Executive meeting of this year is on 13/9/22</p>			

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				<p>Elected Officers meet every other Monday @ 3.00 – in the calendar as a recurring meeting indefinitely</p> <p>London Councils Ltd – twice a year – always tacked onto an Executive or Leaders’ Committee and lasts a few seconds</p> <p>Additional information:</p> <p>The length of terms (assuming all of these are tied into Chris being the Policy Chairman) – As long as Chris is Policy Chairman</p> <p>Chris’ role on these boards/committees – Role profiles are available and on Sharepoint for the Executive although as Chris is not a portfolio holder and is not a “shadow lead”, Matt has advised that these don’t really apply.</p> <p>Major events or associated activities – expectation that the Policy Charman will host Executive breakfasts/dinners/new councillor reception etc. and be able to attend the meetings and be a part of the decision making e.g the Urgency decision on business rates pooling sent out today – a related document is on Sharepoint.</p>			
Cross River Partnership Board	P&R	1	Keith Bottomley	<p>Cross River Partnership (CRP) is a public-private strategic regeneration and project delivery partnership whose membership includes the Cities of London and Westminster and the London Boroughs of Southwark, Lambeth, Camden, Islington and a number of private sector members, principally Business Improvement Districts (BIDs). The City of London Corporation’s representative on the CRP Board is George Gillon CC, co-chair of the CRP Board since 2011.</p> <p>The partnership that was originally formed to deliver cross-river infrastructure projects such as the Millennium Bridge. CRP has since diversified to deliver a wide range of externally-funded, multi-partner regeneration projects.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Regeneration project including City of London Support for neighbouring boroughs	In April 2015, the Policy and Resources Committee approved further membership of CRP at a total cost of £30,000, comprising three annual contributions of £10,000 in the financial years 2015/16, 2016/17 and 2017/18 (subject to annual reviews at the end of 2015/16 and 2016/17 by the Economic Development Office).
City of London Reserve Forces and Cadets Association	Court of Common Council	3	Simon Duckworth Nighat Qureishi	<p>To provide a link between the military authorities and civil community of City of London; to foster support for its Reserves within the City Community and encourage security.</p> <p>Lord Mayor is President by appointment; Association provides military support for Lord Mayor’s Show; Fostering affiliations between London’s Reserve Forces and Livery Companies</p> <p>To spread the word within the City of the benefits of</p>		Support for Reserves in the City	In March 2013 Policy and Resource Committee awarded a grant of £44,666 per annum for over the years 2012/13, 2013/14 and 2014/15.

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				<p>serving with the Reserves; Support ongoing Reserve Forces and Cadet initiatives when attending City meetings.</p> <p>Court of Common Council make 3 appointments for 3 year terms. Knowledge of the Reserve Forces and/or Cadets is most beneficial.</p>			
The Crossrail Arts Foundation	Court of Common Council	3	Sir Michael Snyder, Michael Cassidy	<p>The City of London Corporation has long been a supporter of Crossrail. In addition to making a direct contribution to Crossrail of £200m, the City Corporation agreed to provide matched funding from City's Cash of half of the total estimated cost (not exceeding £3.5 million) plus up to £250,000 towards set-up costs, to assist in delivering the Crossrail Art Strategy.</p> <p>The Crossrail Art Foundation is a charitable company established with the support of the City of London Corporation and Crossrail Ltd and its aim is to provide an arms-length entity to achieve the outcomes of the Arts Strategy, including seeking donations/sponsorship from the private sector.</p> <p>The City Corporation appoints three Members of the Court as Members and Directors (Trustees) of the company.</p>	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	Enhance city infrastructure	
Central London Forward	P&R	1	Tijs Broeke	<p>Established in 2007 as a sub-regional strategic joint venture, CLF represents the eight central London local authorities in order to influence policy on major issues affecting Central London; promote the strategic importance and needs of Central London; and to identify and facilitate coordinated working on areas of mutual interest to partners. More recent focus is on London devolution.</p> <p>Each party nominates its Leader as its representative on the board and the City Corporation's Policy Chairman is appointed to this board.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Central London Governance and economic development	In March 2013 Policy and Resource Committee approved the renewal of a joint venture agreement over the years 2012/13, 2013/14 and 2014/15.
Local Government Association - General Assembly	P&R	2	Alderman Sir David Wootton	The Local Government Association (LGA) General Assembly meets once a year and acts as the 'parliament' for local government. It is a key element of the LGA's member structure.		General local government activity	
London & Partners	P&R	1	Christopher Hayward	London & Partners is the official promotional company for London. Its remit is to promote London and attract businesses, events, congresses, students and visitors to the capital. Its aims are to build London's international reputation and to attract investment and visitor spend, which create jobs and growth.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	London governance and promotion	

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TheCityUK	P&R	1	Alderman Sir William Russell, Alderman Sir David Wootton	The CityUK represents the UK-based financial and related professional services industry. It lobbies on its behalf of the industry, producing evidence of its importance to the wider national economy. At home in the UK, in the EU and internationally, it seeks to influence policy to drive competitiveness, creating jobs and lasting economic growth. The Lord Mayor is President of Advisory Council and Policy and Resources Chairman is appointed to the board.	To support and promote The City as the world leader in international finance and business services	Specific – promoting UK-based financial and professional services	In July 2012 Policy and Resource Committee awarded £500k p.a over the years 2012/13, 2013/14, 2014/15 and 2015/16.
International Regulatory Strategy Group	P&R	1	Chairman of the Policy and Resources Committee	The International Regulatory Strategy Group (IRSG) is a practitioner-led body comprising leading UK-based figures from the financial and professional services industry. It aims to be one of the leading cross-sectoral groups in Europe for the financial and related professional services industries to discuss and act upon regulatory developments. Advisory body to the City of London Corporation and the Policy Chairman is appointed as the Deputy Chairman of the council.	To support and promote The City as the world leader in international finance and business services	Specific – regulation related body	
IRSG Anglo-German Dialogue	P&R		CPR – Christopher Hayward	Length: CPR tenure			
IRSG – Coordination Group	P&R		CPR – Christopher Hayward	Frequency: bi-monthly (19 Sep 11am, 15 Nov 3pm) – courtesy invite, attendance is not recommended Length: CPR tenure			
IRSG Council	P&R		CPR – Christopher Hayward	Frequency: quarterly (19 Sep (11am-12pm) and 24 Nov (9am-10:30am) for 2022) Associated activity: occasional meeting requests in role as IRSG Deputy Chair Length: CPR tenure			
City Envoy Network Meetings	P&R		CPR – Christopher Hayward	Four meetings per year			
City & Metropolitan Welfare Charity	Court of Common Council	2	Henry Colthurst	The Charity is a small grant giving trust formed in 1961 from the amalgamation of two earlier charities - the Prisons Charities (itself formed in 1876), and the Central Fund of the Metropolitan Convalescent Institution (1951). Of the 10 trustees, two are nominated by the City of London, and the balance from five of the livery companies. They meet twice each year to review the investments and consider	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic	

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				modest grants in the field of social welfare, excluding medical charities, and with a focus on encouraging (for historical reasons) applications related to ex-prisoners and their families.			
The Honourable The Irish Society	Court of Common Council Court of Aldermen	12 3	Wendy Hyde, Peter Dunphy, Christopher Hayward, John Absalom, Mary Durcan, Shravan Joshi, Edward Lord, Oliver Sells, Philip Woodhouse, Dawn Wright, Eamon Mullaly, Anne Corbett Alderman Sir William Russell, Alderman Robert Howard, Alderman Gregory Jones	This Charitable Trust makes grants for education, community development and environmental protection and improvement in the community of the County of Londonderry and neighbouring areas. The Court of Common Council elects 15 Members of the Court of Common Council to act as Trustees.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic close city connection	In February 2015 Finance Committee awarded a ten year grant for £25k per annum over the years 2014/15 to 2018/19 and £30k per annum over the years 2019/20 to 2024/25.
London Road Safety Council	Court of Common Council	1	Alderman Alison Gowman	To effect a reduction in the number of road accident casualties within the Greater London area and nationally to assist in achieving the Governments targets for road accident reduction. To represent the Corporation of London viewpoint with regard to road safety and to request that the LAPC pursue suggestions for accident prevention originating from the Corporation. 4 quarterly meetings and 1 AGM; 107 members/25 Executive members 4 year term appointments	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	General	
St Andrew Holborn and Stafford's Charity	Court of Common Council	2	Paul Martinelli	Grants for Relief in need to poor persons in the City of London and the Parish of St Andrew Holborn. Court of Common Council make two appointments for 4 year terms. to attend meetings of Trustees and consider grant applications.	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	City specific	

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Guild Church Council of St Lawrence Jewry	Court of Common Council	3	Gregory Jones, James Bromiley-Davis, Edward Lord	<p>The church is atypical in legal terms. It was designated as the official Church of the City of London Corporation by the City of London (Guild Churches) Act 1952, and the City Corporation remains the freeholder of the church and its churchyard. Responsibility for maintenance, preservation and insurance for the fabric of the church is vested in the Guild Church Council, a body consisting of the Guild Vicar, stipendiary curate, the churchwardens, any lay members, any co-opted members being in Holy Orders or lay communicants, one Alderman and two Common Councilmen. Moreover, responsibility for the Vicarage within the church building lies with the Diocese of London as housing provider under the Repair of Benefice Buildings Measure 1972.</p> <p>The Court of Common Council appoints 3 of its Members (who shall be communicant Members of the Church of England) to the Guild Church council, which meets 4 times a year at the Church. Terms are for a 1 year period and Members with a concern to work with the incumbent to further the work of the Guild Church.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	City Corporation church	In November 2014 Finance Committee awarded a grant of £81,000 for 2014/15.
City of London Archaeological Trust	Court of Common Council	4	Paul Martinelli, Deputy Ann Holmes, Peter Dunphy, Alderman Alison Gowman	<p>COLAT works to make the archaeology of the City of London and its environs accessible to a wider public, and to promote archaeological research and conservation of monuments and strata.</p> <p>The Trust was established by the City Corporation in 1974. The Court of Common Council appoints 4 of its Members to the management committee, which meets 2/3 times a year (the major grant-giving meeting is in early December of each year) usually in the Guildhall. Terms are for a 4 year period and Members with an active interest in supporting the explanation of the archaeological heritage of London are encouraged to apply.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	City specific	
Museum of London	Court of Common Council	6	Alderman Alison Gowman, Tijs Broeke, Paul Martinelli, Alderman Gregory Jones, Clive Bannister (Chairman), Kaya Comer-Schwartz, Lindsay Herbert, Milyae Park, Gail Trolley, David Wormsley, Alice Black, Ijeoma Okoli,	<p>To promote understanding and appreciation of historic and contemporary London and of its society and culture. The MoL is part Funded by the City of London Corporation and otherwise by the GLA.</p> <p>Board of Governors; The City Corporation is required to appoint 9 Governors. Governors shall be appointed to hold office for a period of not more than four years. The Common Council appoint 6 Common Councilmen, plus 3 External Appointments; 3 year terms.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Specific close city connection	

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			Paul Fuller, Simon Morris, Charlotte Twynning				
East London NHS Foundation Trust	Court of Common Council	1	Deputy Rehana Ameer	<p>The East London NHS Foundation Trust Council of Governors advises the Board of Directors on how the Trust can meet the needs of members and local communities. Members are involved in the strategic and forward plans for the Trust, ensure compliance with obligations and maintain a link with local communities.</p> <p>East London NHS Foundation Trust invites representation from the Corporation on its Council of Governors. The Trust provides mental health services to the City of London population and provides a perspective of the wider community and is a knowledgeable source for Council of Governors to develop a better understanding of the environment in which the Trust operates.</p> <p>The Trust is currently reviewing its constitution.</p>		Serves City's communities	
Homerton University Hospital	Court of Common Council	1	Deputy Randall Anderson	<p>Provision of integrated healthcare to Hackney, City of London and surrounding area. Provision of healthcare services to population of City of London.</p> <p>Nine meetings a year; 25 governors, under the leadership of the trust chairman.</p> <ul style="list-style-type: none"> o 14 Public (elected) -10 representing Hackney, 2 representing the City of London and 2 representing adjoining boroughs; o 6 Staff (elected) - 4 representing clinical staff and 2 representing non-clinical staff; and o 5 Partnership Governors (appointed) - nominated from 5 partnership organisations o One appointment by CCC; 3 Year term 	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	Serves City communities	
Thames Estuary Partnership	PH &ES Committee	1	John Edwards	The Thames Estuary Partnership (TEP) is a charity bringing Thames estuary stakeholders together to work towards the best social, economic and environmental outcomes for the Thames. Hosted by University College London (UCL), TEP has been building networks, delivering projects and facilitating partnership programmes for the past 20 years.		General	

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				<p>The TEP receives core funding from the Port of London Authority, Thames Water and the Environmental Agency. (EA's core funding ceases at the end of the current year). Balfour Beatty contributes significantly and are the present chairman's employer. Additional funding is received from a number of other entities in respect of specific projects carried out on their behalf. TEP's Board comprises individuals from the PLA, EA, TW, City of London, Natural England, Essex CC, the Royal Society for the Protection of Birds and Balfour Beatty. TEP aims to facilitate sound decision making for a sustainable future for the estuary.</p> <p>TEP invited the City Corporation's Port Health and Environmental Service Committee to put forward a nominee to become trustee of the TEP in light of the Committee's expertise.</p>			
Mitcham Common Conservators	Court of Common Council	1	Anne Fairweather (past member)	<p>The management and regulation of Mitcham Common Pursuant to the metropolitan commons (Mitcham) Supplemental Act 1891. In consideration of £500 contributed by the Corporation to enable the Conservators to purchase certain manorial rights the corporation was granted the right to appoint a representative to the board of conservators the appointment was given statutory effect by clause 7 of the City of London (various powers) Act 1911.</p> <p>Ecology and conservation coupled with some business or commercial expertise.</p> <p>4 meetings per year; 13 on governing body one appointment to Court of Common Council.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic – open spaces link	
Thames 21	Port Health & Environmental Services Committee	1	Henrika Priest	<p>To work with communities to create clean, safe and sustainable waterside environments.</p> <p>The City of London Corporation is a Trustee of charity and Director of Company (subject to agreement by other Trustees and Directors. Representative of member organisation).</p> <p>12 Trustees on Governing Body; 3 year terms. Particular need for providing links to funding organisations and individuals.</p>	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	General	In 1998 Finance Committee awarded £5k per annum. In September 2014 City Bridge Trust Committee awarded £108k over the years 2014/15 and 2015/16. In April 2014 it also awarded £340k for the year 2014/15.
Morden College			Alderman Sir Peter Estlin,	The Charity's core purpose is to provide older people who are in need with a home for life, to support them as they grow older, and to provide care services, including			

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			Alderman Alison Gowman, Alderman Alastair King, Alderman Prof Michael Mainelli, Alderman Sir William Russell, Alderman Sir David Wootton	residential care and residential nursing care, if the need arises.			
Sir John Soane's Museum		1	Alderman Vincent Keaveny	Sir John Soane's Museum is the house and museum of British architect Sir John Soane (1753-1837). Term is 5 years (2 terms of 5 years max)			
St Paul's Cathedral Chorister Trust	Court of Aldermen	3	Alderman Sir Peter Estlin, Alderman Gregory Jones	The St Paul's Cathedral Chorister Trust was established in 1984 to provide resources for the education and musical training of our Choristers, regardless of the financial position of their families. Grants made by the Trust have given many boys the unique experience of being a member of the choir of St Paul's.			
P&R APPOINTMENTS							
Competitive Advisory Board			CPR - Christopher Hayward Alternate: Sir William Russell				
TCUK Board of Directors			CPR - Christopher Hayward				
US Markets Access Group			CPR - Christopher Hayward				
IBDE			CPR - Christopher Hayward				
Green Finance Institute			CPR - Christopher Hayward				
Financial Services Skills Commission			CPR - Christopher Hayward Alternate: Keith Bottomley				
Scottish Green & Sustainable FS Taskforce			Keith Bottomley				
Opportunity London			Shravan Joshi, Juliemma McLoughlin				
Innovate Finance			Madush Gupta				

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London Recovery Board			Tijs Broeke				
Taskforce on a Sustainable Skyline			Keith Bottomley				
TheCityUK - ITIG International (International Trade and Investment Group)			Sir William Russell				
Professional & Business Services Council (PBSC)			TBC				
City of London Trade Association Roundtable Meeting			CPR – Christopher Hayward				
China Market Access Group			CPR – Christopher Hayward	To show CoLC support for City firms' business interests in China, to keep public messaging of major players/TCUK aligned, to feed in recommendations for HMG-China Economic and Financial Dialogue (EFD). Mostly City internal - no comparable body on Chinese side to dock with. Length: CPR tenure			
Leadership Council			CPR – Christopher Hayward	Length: CPR tenure			
Nominations Committee			CPR – Christopher Hayward	Length: CPR tenure			
India-UK Financial Partnership (IUKFP)			CPR – Christopher Hayward	<ul style="list-style-type: none"> ○ Associated activities: a meeting during the UK-India EFD (date tbc), during the FMD (October tbc) & Annual IUKFP visit ○ CPR Role: Main function is feed in ideas for UK-India government dialogues including EFD & Financial Markets Dialogue (FMD) and link in with Indian regulators (RBI, SEBI, IFSCA) and Ministry of Finance. Also in principle annual visit to India for talks, but this has been hard to co-ordinate. ○ Length: CPR tenure 			
NO APPOINTED REPRESENTATIVES							

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Age UK London	Court of Common Council	1		Age UK London seeks to promote the rights and needs of London's older citizens, inform and improve public policies affecting London's older people, strengthen and be a resource to the Age Concern federation in London, and increase the capacity of all London organisations to respond to the needs of older people. The City of London Corporation is an Associate Member and can nominate a representative to receive information and Age Concern London mailings on their behalf; this representative is entitled to attend the AGM (held in a central London venue) but not vote. Terms are for a three year period and Members with an interest in older people in London are encouraged to apply.	To provide modern, efficient and high quality local services, including policing, within the Square Mile for workers, residents and visitors	General	In January 2013 City Bridge Trust Committee awarded £67k over the years 2013/14 and 2014/15. In October 2014 it awarded £4k for 2014/15.
Association of London Government							
Association of Police and Crime Commissioners (APCC)	Police Authority Board	4		<p>The Association of Police and Crime Commissioners (APCC) is a company limited by guarantee. The APCC services are overseen and directed by the Chairman and board of Directors.</p> <p>The APCC offers the following services to PCCs:</p> <ul style="list-style-type: none"> • Information on national policing policy issues and legislation. • Consults PCCs to enable them to develop policy positions and to influence change. • Facilitates the leadership of PCCs on national governance structures such as the College of Policing, National Crime Agency and Police Professional Bodies. Assists PCCs in collaborating to share practice, procure services, and identify ways to achieve efficiencies through working together. • Provides a range of opportunities for members to come together to debate and discuss national policing and criminal justice policy and engage with senior stakeholders. • Support those PCCs seeking to take on and fulfil fire and rescue governance responsibilities 	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Police authority related	
Balfour Beatty 'London Youth Games'	Community & Children's Services Committee	1		<p>London Youth Games (LYG) Foundation, a registered charity (1048705). LYG Foundation was set up in 1986; nine years after the Games were established as a Queen's Jubilee Project.</p> <p>Historically, the Board oversaw every aspect of the Games, from financing and sponsorship to policy direction and was supported by contractors and volunteers from several Boroughs. Its members were local councillors and</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	General – open to City's housing tenants and pupils	

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
				<p>other individuals involved in the development of the Games; it was advised by local Borough Team Organisers. In 2012 London Youth Games incorporated the nationwide School Games programme in the annual programme of events and started work with the School Games Organisers.</p> <p>Residents from City of London Housing estates and selected City of London schools that fall outside the local authorities' boundaries can represent the City of London.</p> <p>The aim of the London Youth Games is to educate and inspire young people under 25 in sports, leadership and voluntary work. The Charity also provides leisure activities for children and young persons under the age of 21 who are residents of the greater London area.</p> <p>London Youth Games Foundation's Board is responsible for the strategy of the charity and ensuring its effective management. The Board consists of up to 7 independent trustees recruited through an open selection process and up to 7 trustees from 33 City and Borough member representatives.</p>			
Castle Baynard Educational Foundation & Alderman Samuel Wilson Fund	Court of Common Council	3		<p>The Castle Baynard Educational Foundation Trustees are also the Trustees of the Alderman Samuel Wilson Fund further to a Charity Commission scheme dated 24/03/1994 although the Alderman Samuel Wilson Fund is administered and managed as a separate charity.</p> <p>There is an association with the Ward of Castle Baynard including the <i>ex-officio</i> Trustee appointment of the Alderman representing the Castle Baynard Ward.</p> <p>The City Corporation has rights to appoint 3 Trustees. It primarily offers financial assistance to young people with a City connection for educational purposes, administering the funds and deciding on grants</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic, supports young people with city connection	
City & Hackney Community Health Council	Court of Common Council	3		<p>Representing users' views in the health service in City & Hackney Health District</p> <p>4 year term (2 terms max)</p>	CHC is statutory body requiring representation from all local authorities within it's health district.		
City Arts Trust Ltd	Court of Common Council	4		The Trust operates to promote the City of London Festival. The City of London Corporation appoints 5 Members to the Trust, which meets 4 times a year, to liaise with the Corporation on their behalf. Members with an interest in	To provide valued services, such as education, employment, culture and leisure, to	City specific arts initiative	The City has provided financial support to the City Arts Trust for the City of London Festival since the Trust was founded in 1961.

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	Court of Aldermen	1		the Arts and financial/business contacts are encouraged to apply.	London and the nation.		On 12 th March 2012 the funding and oversight of the City of London Festival was transferred from Finance Committee to Culture, Heritage and Libraries Committee. The current funding settlement agreed 27 th January 2014 set the core grant at £297k p.a and £87,676p.a for an outdoor events programme.
City Chapter and Percy Trentham Charity	Court of Common Council	1		<p>The City Chapter and Percy Trentham Charity seeks to relieve either generally or individually persons who are or have been resident or employed in the City of London, which for the purposes of the scheme shall include Glasshouse Yard and are in conditions of need, hardship or distress. This is achieved by way of grants to individuals.</p> <p>The Charity is an amalgamation of 22 charities, all of which were for the benefit of persons living in Parishes or Wards of the City of London.</p> <p>The Charity has 5 trustees.</p>	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	Specific – City link have to be resident or employed	
City of London Academy, Board of Governors (Southwark)	Court of Common Council	4		<p>State Secondary Education</p> <p>4 year term</p>	COL Sponsored £2 million towards the set up of the Academy		
City of London Academy Islington Sponsor Governors and Members of the Company		4 Gov ernors 1 Memb er	Governors: Members:	<p>The City of London Academy Islington is a mixed, non-selective Academy committed to providing excellence in education and opportunities for all. As Sponsors of the Academy, the City of London Corporation and City University London make up the vast majority of the governing body. The sponsorship with the City of London Corporation allows the Academy to make links with business, draw on the expertise of mentors and set up work experience opportunities in the City.</p> <p>There are 15 Members on the governing board.</p> <p>The City Corporation may appoint up to 4 Governors and the term of office for any City Corporation Governor shall be four years.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Co-sponsor	

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
				The City Corporation appoints 1 Member			
City YMCA, London	Court of Common Council	1		<p>The YMCA commenced in the City of London. The Corporation have nomination rights to the board of management. Memorandum & Articles, Item 26.1(iii) up to two persons nominated by the Corporation of London following consultation with the Association about the relevant skills and diversity required by the Association.</p> <p>The work of the outside body Youth focused activity Social Housing (vulnerable young people age 16-25)</p> <p>The representative introduces the YMCA to City institutions and other potential grant givers.</p> <p>3 year term, 3 terms max</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	General	In January 2015 City Bridge Trust Committee awarded £100k for 2014/15.
Capel Manor College	Court of Common Council	1	VACANCY	<p>This is a regional Land based FE College. Governors nominated the Corporation of London to be one of its Local Authority Representatives on the Governing Body as the Corporation is the largest Local Authority Land-Owner in Greater London.</p> <p>3 meetings, 19 members on the governing body; 1 member appointed for Court of Common Council for a 3 year term. Members require a link with Open Spaces Committee, good general financial management skills and knowledge of how the Corporation works.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic – Open Spaces link	
CoExist House			-----	-----			
Dr Johnson's House Trust – associated with Dr Johnsons' House Trust Limited	Court of Common Council	1		<p>Dr Johnson House Trust Limited has 10 Trustees (Directors) who are voting members. In addition there are 7 Governors who are non-voting members, one appointed by the Court of Common Council for a two year term. Meetings are usually held bi-annually.</p> <p>The objects of the trust are: to preserve for the use and benefit of the public Dr Johnson's House; and to advance and encourage learning and scholarship. The City of London Corporation has provided three year grants with occasional Capital grants and other ad-hoc payments.</p>	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	General – historic link and located in City of London	In November 2014 the Corporation's Finance Grants Sub Committee awarded a further three year grant as follows: £10,000 a year for 3 years, commencing 2015/16 and an additional grant of £15,000 (in 2014/15) towards special projects.
Environmental Protection UK	Court of Common Council	3		<p>The City of London Corporation is a member of Environmental Protection UK.</p> <p>Elected Members of Council have voting rights / influence on the policy and position of Environmental Protection UK; 2-6 meetings per year.</p> <p>3 appointments by Common Council; Environmental Protection UK renew the Corporation's membership</p>	To provide modern, efficient and high quality local services, including policing, within the square mile for	General	

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				<p>annually but the Corporation elects its representative for an indefinite term. Interest in Environmental Protection Issues. Corporation pay annual membership fee.</p>	workers, residents and visitors.		
Lee Valley Regional Park Authority	Court of Common Council	1		<p>To develop, improve, preserve and manage or to procure or arrange for development, improvement, preservation and management of the park as a space for leisure, recreation, sports, games or amusements or any similar activity, for provision of nature reserves and entertainments of any kind.</p> <p>Term: 4 years – 01/07/05 – 30/06/09</p>	Appointment by Association of Local Government		
London Chamber of Commerce and Industry	Court of Common Council	1		<p>Chamber of commerce; business membership organisation City-based organisation since 1881.</p> <p>Member of LCCI's Council which nominates or appoints a majority of the board; is the body to which the board reports its activities between general meetings; is made aware of and supports Chamber policy and representational objectives; and generally formulates, prioritises and co-ordinates policy and representational recommendations.</p> <p>4 meetings per year; Council has approximately 70 members; one appointment from CCC and term is determined by corporation</p>	To support and promote The City as the world leader in international finance and business services	General	
London Councils Audit Committee	P&R	1		<p>The Audit Committee is a sub-Committee of Leaders' Committee. Its Members are appointed by the Leaders' Committee. The Audit Committee oversees London Councils' audit activity, regulatory framework and accounts. For example, the Audit Committee is responsible for considering the Chief Internal Auditor's annual audit opinion and a summary of internal audit activity (actual and proposed) and the level of assurances it can give over London Councils' corporate governance arrangements.</p> <p>Consideration ought to be given to this being removed from the outside bodies schedule on that basis that it is not a City Corporation appointment. Appointments to LC's Audit Committee are not made by the London boroughs or the City Corporation but by LC's Leaders Committee. It's a custom for the Chairman of the</p>		London governance	

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
				Finance Committee to serve on London Council's Audit Committee.			
London Councils Leaders' Committee	P&R	1		The Leaders' Committee is a joint committee established by the London boroughs and the Common Council of the City of London. Each London borough is represented on the committee by their leader and the City of London by the Chairman of the Policy and Resources Committee. The Leaders' Committee is the main decision-making body of London Councils. Its terms of reference include to represent the interests of its member authorities, to formulate policy, to provide forums for the discussion of matters relating to local government, to appoint representatives or staff to serve on other bodies and to provide services to its member authorities.		London governance	
London Councils Transport & Environment Committee	P&R	1		The Transport and Environment Committee (TEC) is a joint committee established by the London boroughs, the Common Council of the City of London and Transport for London. Each member appoints a representative to London Councils' TEC in accordance with law and its own constitutional arrangements. London Councils' TEC provides a range of high-quality operational services such as the Parking And Traffic Appeals Service (PATAS), the Parking On Private Land Appeals service (POPLA), the London Lorry Control Scheme, the Health Emergency Badge (for people who are involved in the delivery of primary health care), Freedom Pass and Taxicard. TEC also initiates and develops policies across a range of areas including transport policy issues, environment issues, trading standards and public protection issues and waste issues.	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	London governance	
London Councils Associated Joint (Grants) Committee	P&R	1		London Councils invests money in voluntary organisations on behalf of all the London councils in the most recent funding round. London Councils funding is provided by the London Boroughs Grants Scheme. Set up under the 1985 Local Government Act, the scheme is funded and governed by the 32 London boroughs and the Corporation of London. The Grants Committee is a joint committee comprising of 33 representative members, one from each of London's local councils. The Grants Committee has completed its review of the current scheme and set new principles and priorities to enable London's local authorities to work together in funding voluntary organisations working across the capital.	To support and promote The City as the world leader in international finance and business services	London governance	In January 2015 Finance Committee awarded £25k per annum over the years 2014/15 and 2015/16.

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
London Councils Pensions CIV Sectoral Joint Committee	P&R	1		<p>London Councils Pensions CIV Joint Committee is a sectoral joint committee operating under the London Councils (Leaders' Committee) governance arrangements. Each London local authority participating in the arrangements shall appoint a representative to the Pensions CIV Joint Committee being either the Leader of the local authority or the elected mayor as applicable or a deputy appointed for these purposes. The committee will fulfil two roles one as shareholders in the Authorised Contractual Scheme (ACS) Operator company established for the purposes of a London Pensions Collective Investment Vehicle (CIV) and the other as members with a common interest in the pensions issues and the operation of the CIV.</p> <p>The Joint committee acts as the shareholder body for general meetings of the ACS Operator for those London local authorities that have chosen to take a shareholding in the Authorised Contractual Scheme (ACS) Operator company established for the purposes of a London Pensions Collective Investment Vehicle (CIV). This would relate to usual shareholder powers such as appointing the directors (subject to FCA approval of the appointees) and auditors of the ACS Operator, changing the articles of association of the ACS Operator, and the ability to wind up the ACS Operator.</p>			
London Councils Greater London Employment Forum	P&R		-- 2 year Term	--			
London Drugs and Alcohol Policy Forum			--	--			
London Works		1		<p>The City Corporation makes an appointment on 'London Works'.</p> <p>London Works is a social enterprise temporary recruitment agency aimed at helping residents of the City's neighbouring boroughs into temporary roles, principally in City and Canary Wharf businesses. The CoL's contribution, alongside contributions from the London Enterprise Panel, Barclays and others has acted as seedcorn funding to enable London Works to start trading and become a sustainable social enterprise.</p>	To support and promote The City as the world leader in international finance and business services	Support for neighbouring boroughs	

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
New Entrepreneur's Foundation Business Council	P&R	1		The New Entrepreneurs Foundation (NEF) is a not-for-profit organisation equipping young entrepreneurs with hands-on skills to run scalable businesses (i.e. those with potential to grow and become major job creators). Its intensive and selective one year programme comprises a rigorous combination of learning, coaching and entrepreneurial placements. NEF has major corporate support and counts enterprise/business advisors to the current and previous governments among its contributors. The City of London Corporation has been a sponsor of the NEF since 2012, during which time its programme has supported more than 120 young entrepreneurs to found and grow 72 new ventures.	To support and promote The City as the world leader in international finance and business services	General	
Partnership for Young London	Community & Children's Services Committee	1		London was, in 2005, one of the few regions without a Regional Youth Unit. A group with representation from London Councils, Greater London Authority, Government Office for London, local authorities and voluntary sector organisations in London was gathered together in order to establish Partnership for Young London. The City of London Corporation has provided corporate services internally further to a service level agreement. It has continued to have a cross-sector representation role, with local authorities, voluntary and community and social enterprise, private sector and individuals in its membership. Its central role in the early days was to examine and lead the potential impact of the (then) impending Youth Matters consultation, with all the policy initiatives that would follow in London. The City Corporation has the right to appoint 1 Director, currently elected as chair.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	General	In January 2015 Policy and Resource Committee awarded £10,000 per annum over the years 2014/15 and 2015/16. In March 2015 City Bridge Trust Committee awarded £142k over the years 2013/14, 2014/15 and 2015/16.
Prior Weston Primary School and Children's Centre			--	--			
Richard Reeve's Foundation	Court of Common Council	1		An educational charity making grants to young people, generally under 25 years of age, in the London Boroughs of Camden, Islington and the City of London. Grants are made to individuals from the City and to students attending City educational establishments. Under the terms of the Charity Commission Scheme, the City Corporation has the right to appoint one governor. 4 meetings per year; 13 governors one of which is appointed for a 4 year term.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Specific – for City students and young people	

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St Luke's Parochial Trust	Court of Common Council	1		The Trust is a Community Centre for residents of the St. Luke's area (part of this area falls as part of Cripplegate Ward). The Court of Common Council appoints 1 Member to attend Trustee Board meetings and serve on Sub Committees; the Board meets 4 times a year, Finance meets 3 times a year, Audit meets once, and New Centre meets 12 times a year. Terms are for 4 years and Members with voluntary aid business sector skills are encouraged to apply.	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	City specific	
Society for the Relief of the Homeless Poor	Court of Common Council	1	Vacant	Housing homeless men aged between 30 – no upper age limit, for a specific length of time tailored to individual needs for them to readjust after trauma or whatever has occurred in their lives. All have medium support needs such as alcohol problems and poor mental health. <ul style="list-style-type: none"> • Historic property links to the City • The Corporation is a Trustee for the Charity. 4 meetings for 5 trustees; Court of Common Council nominate 1.	To provide modern, efficient and high quality local services, including policing, within the square mile for workers, residents and visitors.	Historic	
Thames Festival Trust	Court of Common Council	1		The Mayor's Thames Festival works creatively with communities from all over London. It brings Londoners together to enjoy a creative, participatory, high-profile programme of free events on and around the river. The Thames Festival Trust was re-launched in 2001 with the support of the Greater London Authority, and endorsed by the Mayor of London, Ken Livingstone and it is now known as 'The Mayor's Thames Festival'. The festival has been supported by the City of London Corporation for the last four years. 7 trustee meetings a year; Court of Common Council make one appointment to a body of 14; term is indefinite. Fundraising knowledge and experience; legal knowledge and experience.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	London event	In June 2013 Policy and Resource Committee awarded a three year grant of £12,000 per annum over the years 2013/14, 2014/15 and 2015/16.
The City Academy, Hackney Sponsor Governors and Members		4	Governors:	The City Academy Hackney is an outstanding school, which provides State Secondary Education with a sixth form for boys and girls. The City Corporation is a co-sponsor of the Academy alongside KPMG. The aim of the Academy is to provide a high quality education for students in Hackney and pioneer educational innovation on top of offering a curriculum that is enjoyable, challenging and relevant. The City of London Corporation has presented Academy students with opportunities to visit the Guildhall School of Music and Drama, and be included in events with key political figures.	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Co-sponsor	In June 2014 the Education Board agreed a grant of £150k in 2014/15 (from the total allocation of £550k agreed by Finance Committee/Policy and Resource Committee in March 2014).

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				<p>6 Board of Governors Meetings; 6 Sub-Committee meetings (either Finance Sub-Committee or Curriculum Sub Committee) Court [The Education Board/Court of Common Council make [4] appointments for 4 year terms.]</p> <p>The City Corporation may appoint up to 5 Governors and the term of office for any City Corporation Governor shall be four years.</p> <p>The City Corporation appoints 1 Member</p>			
United Westminster Schools (Emmanuel School)	Court of Aldermen	2		<p>The United Westminster Schools' Foundation is an educational charity and its registered number is 309267. The Trust's object is "the provision and conduct of three schools in which the religious instruction is in accordance with the principles of the Christian faith".</p> <p>United Westminster Schools' Foundation springs from the union in 1873 of four ancient foundations: Emanuel Hospital, founded in 1594 by Lady Dacre; St. Margaret's Hospital founded in 1633 by King Charles 1; Palmer's School, founded by the Rev James Palmer in 1650; and Hill's Grammar School, founded by Emery Hill in 1708.</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	Historic	
United Westminster & Grey Coat Foundation			--	The United Westminster and Grey Coat Foundation is an educational charity			
Wembley National Stadium Trust	N/A	1		<p>WNST is an independent grant-maker funding charities and community organisations delivering sports activities. They receive income from Wembley Stadium based on their total ticket sales and other income. A board of 5 trustees set the strategic direction and policy for the trust.</p> <p>Alderman Gordon Haines currently sits on the Board of Trustees of the Wembley National Stadium Trust following his nomination by the Community and Children's Services Committee, as a member of that Committee, in 2007. The WNST is a company limited by guarantee and a registered charity. It is entirely separate to the City of London and the City has no rights of nomination. Initial appointment to the WNST Board is subject to the consent of Sport England and the WNST Board.</p> <p>Note – the City has no rights of nomination; we would only nominate another rep at the request of the WNST. While Alderman Haines is appointed in a personal capacity, this appointment followed his nomination by the City at the</p>	To provide valued services, such as education, employment, culture and leisure, to London and the nation.	General	The City Bridge Trust provides grants administration services on a cost-recovery basis in the interests of supporting voluntary participation in sport in Greater London.

NAME OF BODY	APPOINTING BODY	NO. OF REPS	NAME OF REPRESENTATIVES	COMMENTS	LINK TO CITY CORPORATION STRATEGIC AIM	LINK TO THE CITY	DETAILS OF FINANCIAL SUPPORT
				invitation of the WNST. Alderman Gordon Haines was reappointed as a Trustee in September 2011.			

Committee Civic Affairs Sub-Committee – For Decision	Date 25/10/2023
Subject: New Outside Body – Thames Estuary Growth Board (TEGB)	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	4, 5, 7, 10, 11
Does this proposal require extra revenue and/or capital spending?	No
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: Greg Moore, Interim Deputy Town Clerk	For Decision
Report author: Emily Slatter, Office of the Policy Chairman	

Summary

The Thames Estuary Growth Board (TEGB) is a newly convened partnership between private and public sector organisations. It seeks to drive green economic growth across the Thames Estuary with a particular focus on delivering and increasing private sector investment in the region.

TEGB has asked that a Member of the City of London Corporation sit on their newly convened Board as a formal Corporate Member and requested that the Member be the Chairman of the Policy and Resources Committee, or nominated Deputy thereof. Any such appointment will require the TEGB to be formally recognised as an Outside Body to which the City Corporation appoints.

The City Corporation has a strong and well-established interest in the Thames Estuary, both through its activities in the area and through other extant Outside Bodies to which it appoints. It is considered to be in the City’s interests to accept the invitation from TEGB.

Recommendation(s)

Members are asked to:

1. Endorse the City of London Corporation becoming a Corporate Member of the TEGB, and for that organisation to be deemed an Outside Body of the City of London Corporation.
2. For the Member who sits on the Outside Body to be the Chairman of the Policy and Resources Committee, or nominated Deputy thereof, as requested by the Outside Body.

Main Report

Background

1. TEGB is a newly convened body, the precursor to which was established by the UK Government in 2019, through the Secretary of State's response to the Thames Estuary 2050 Growth Commission, chaired by Sir John Armit. The TEGB was formally incorporated in February 2023.
2. The Board's vision is to create a "Green Blue" economy that harnesses the potential of the river, the land and the people to create jobs, improve productivity and ensure sustainability.
3. The work of TEGB, therefore, strongly aligns with the City of London Corporation's interests. Including, but not limited to, distinct corporate responsibilities in Port Health and Environmental Services, existing relationships with Outside Bodies who support economic growth in and surrounding the Thames Estuary, and the Markets Co-Location Programme.
4. Prior to TEGB's formal incorporation, the City Corporation previously attended meetings organised by the group and an Officer from the Corporation's Markets Team stood as the official substitute, we propose to retain this. The City Corporation was represented by the Deputy Policy Chairman at the request of the organisation.
5. For purposes of continuity the TEGB has asked that the Chairman of the Policy and Resources Committee, or nominated Deputy thereof, sit on the TEGB as a Corporate Member.
6. The Board will meet approximately five times a year. In addition to attending meetings, Board Members will be expected to take an active interest in projects, initiatives and campaigns across the Estuary as well as potentially working with one or more of the Board Committees. TEGB anticipate that the time commitment to be around two days per month for an initial three-year term.
7. There are no financial implications or expectations for City Corporation to have a Member to sit on the Board.
8. This appointment is unremunerated; reasonable travel expenses will be reimbursed by the TEGB.
9. Any appointee to TEGB will need to sign the Board's *Code of Conduct* included as Appendix 1.

Current Position

10. Such an appointment will require the TEGB to become an Outside Body to which the Corporation appoints.
11. The City Corporation values its links with these bodies and appreciates the time and service Members devote to the wider community by participating in their work.

12. The City Corporation has nomination and appointment rights to a wide range of outside bodies in line with the City Corporation's Outside Bodies Scheme.
13. Authority to nominate or appoint Members, and Officers and other individuals to serve on outside bodies rests with the Court of Common Council or, if authority has been delegated, the relevant committee.
14. In this instance, the Civic Affairs Sub-Committee is being asked to consider this report's recommendations, approving the proposal from TEGB for the City Corporation to take up appointment rights and endorse the recommendations of a Member to sit on TEGB. If approved by the Sub-Committee, the endorsement of the Policy & Resources Committee and the Court of Common Council will also be sought, in order to formalise the addition of TEGB to the list of Outside Bodies to which the City Corporation appoints.

Options

15. To approve TEGB as an outside Body for the Corporation and endorse a representative from the City of London Corporation to sit on the TEGB as a Corporate Member. This is the recommended option.
16. To reject the invitation from the TEGB and not join as a Board Member. This is not recommended as this would mean a missed opportunity to collaborate with key stakeholders in an area of significant interest to the Corporation.

Proposal(s)

17. To agree for the TEGB to become an Outside Body of the City of London Corporation, and to appoint a representative from the City of London Corporation to sit on the TEGB Board as a Corporate Member.
18. For the Member who sits on the Outside Body to be the Chairman of the Policy and Resources Committee, or nominated Deputy thereof, as requested by the Outside Body.
19. Endorsing the report's recommendation will continue work to continue to the aims and objectives of the TEGB and complement the City's work to increase investment in the region, support a thriving economy and shape outstanding environments.

Corporate & Strategic Implications

Strategic implications – This appointment would align with the key objectives of the Corporate Plan. It would particularly compliment objectives pertaining to supporting a thriving economy and shaping outstanding environments.

Financial implications – None

Resource implications – None

Legal implications – None

Risk implications – None

Equalities implications – Thames Estuary Growth Board note in their *Articles of Association* that the composition of the Board remains cognisant of its make-up and take all reasonable steps to ensure that it is diverse, inclusive, and representative of society – and aims to ensure that all its services, including the delivery of this policy, provide equality of opportunity. Included as Appendix 2.

Climate implications – None

Security implications – None

Conclusion

20. The Thames Estuary Growth Board (TEGB) has asked that the Chairman of the Policy and Resources Committee, or nominated Deputy thereof, sit on their Board as a Corporate Member. In doing so, the TEGB would become an Outside Body for the Corporation and can contribute continued support to the TEGB to create a “Green Blue” economy that harnesses the potential of the river, the land and the people to create jobs, improve productivity and ensure sustainability.

Appendices

- Appendix 1 – [TEGB Code of Conduct](#)
- Appendix 2 – [TEGB Articles of Association](#)

Emily Slatter

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THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY GUARANTEE
ARTICLES OF ASSOCIATION
OF
THAMES ESTUARY GROWTH BOARD
(‘The Company’)
(Company number: 14676239)
Adopted by special resolution on 29 June 2023

TABLE OF CONTENTS

1.	Interpretation	1
2.	Objects	3
3.	Powers	3
4.	Income	3
5.	Winding up	4
6.	Guarantee	4
7.	Directors' general authority and conduct	4
8.	Directors may delegate	5
9.	Committees	5
10.	Directors to take decisions collectively	5
11.	Directors' meetings	6
12.	Quorum for Directors' meetings	6
13.	Chairing of Directors meetings and appointment of deputy Chair and vice Chair	6
14.	Casting vote	7
15.	Directors' conflicts of interest	7
16.	Records of decisions to be kept	7
17.	Directors' discretion to make further rules	7
18.	Number of Directors	7
19.	Appointment of Directors	7
20.	Retirement of Directors	8
21.	Disqualification and removal of Directors	8
22.	Appointment and removal of alternates	9
23.	Secretary	10
24.	Membership	10
25.	Transfer of Membership	10
26.	Annual general meeting	10
27.	Attendance and communicating at general meetings	10
28.	Quorum for general meetings	11
29.	Chairing general meetings	11
30.	Attendance and communicating by non-Members	11
31.	Adjournment	11
32.	Changes to articles	12
33.	Voting: general	12
34.	Errors and disputes	12
36.	Content of proxy notices	13
37.	Delivery of proxy notices	13
38.	Amendments to resolutions	14
39.	Means of communication to be used	14
40.	Indemnity and insurance	15

Interpretation, objects and limitation of liability

1. INTERPRETATION

1.1. In these Articles, unless the context otherwise requires:

Accountable Body: means Thurrock Council or such other local authority from time to time having responsibility for overseeing the proper administration of financial affairs for the Company when these relate to public funds;

Act: means the Companies Act 2006;

Articles: means the Company's Articles of Association for the time being in force;

Assurance Framework: means the local assurance framework, the form of which will be agreed with the government and approved and adopted by the Company;

Bankruptcy: an individual being the subject of a bankruptcy petition or order, including insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland, which have an effect similar to that of bankruptcy;

Board: the board of directors of the Company from time to time;

Business Day: means any day (other than a Saturday, Sunday or public holiday in England) when banks in London are open for business;

Chair: has the meaning given to it in Article 13.1;

Conflict: means a situation in which a Director has or can have a direct or indirect interest that conflicts or could conflict with the interests of the Company;

Co-opted Director: means a Director co-opted to the Board in accordance with Article 19.7.

Director: means a Director of the Company and includes any person occupying the position of Director, by whatever name called;

Electronic Form: has the meaning given in section 1168 of the Act;

Eligible Director: means a Director who would be entitled to vote on the matter at a meeting of Directors (but excluding in relation to the authorisation of a Conflict pursuant to Article 15, any Director whose vote is not to be counted in respect of the matter in question);

Estuary LAs: means the following local authorities:

- Greater London Authority and each of the London Boroughs of Tower Hamlets, Newham, Barking and Dagenham, Havering, Bexley, Greenwich, Lewisham and Redbridge;
- Essex County Council, Thurrock Council, Brentwood District Council, Basildon Council, Castle Point Borough Council, Rochford District Council and Southend City Council;
- Kent County Council, Dartford Borough Council, Gravesend Borough Council, Medway Council, Swale Borough Council, Canterbury City Council and Thanet District Council.

Growth Board Area: means the area that is broadly coterminous with the collective external boundaries of the Estuary LAs and the Thames Estuary or such other geographical area as maybe determined by the Board from time to time;

Majority Decision: means a decision supported by more than 50% of the Directors;

Member: means each of the Private Sector Directors whose name is entered in the Register of Members of the Company, and Membership shall be construed accordingly;

Model Articles: means the model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229) as amended prior to the date of adoption of these Articles;

Objects: has the meaning given to it in Article 2.1, and 'object' shall mean any one of them;

Ordinary Resolution: means a resolution passed by more than 50% of the Members;

Private Sector Director: has the meaning given to it in Article 19.1.1;

Public Sector Member: means the Estuary LAs and/or any other bodies deemed to be public sector by nature of their relationship to any statutory or fiscal remits;

Public Sector Director: has the meaning given to it in Article 19.1.2;

Scheme of Delegation: has the meaning given to it in Article 7.2;

Secretary: means the secretary of the Company and any other person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary;

Special resolution: has the meaning given in section 283 of the Act;

Subsidiary: has the meaning given in section 1159 of the Act;

Thames Estuary: is the area where the waters of the River Thames transition from brackish to saline, eventually reaching the North Sea;

Writing: means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2. Unless otherwise specifically provided in these Articles, words and expressions that have particular meanings in the Act shall have the same meanings in these Articles.
- 1.3. Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.
- 1.4. A reference in these Articles to an article is a reference to the relevant article of these Articles, unless expressly provided otherwise.
- 1.5. Unless expressly provided otherwise, a reference to a statute or statutory provision shall include any subordinate legislation made from time to time under that statute or statutory provision.
- 1.6. Any word following the terms 'including', 'include', 'in particular', 'for example' or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 1.7. A reference to a document includes any document sent or supplied in electronic form.
- 1.8. The Model Articles shall not apply to the Company.
- 1.9. The singular shall include the plural and vice versa.

2. OBJECTS

2.1. The objects for which the Company is established (Objects) are:

- 2.1.1. to drive good, green economic growth across the Thames Estuary with a particular focus on delivering and increasing private sector investment and public sector investment in the region;
- 2.1.2. to promote the Thames Estuary and its assets positively at regional, national and international levels to raise awareness of the Thames Estuary and to deliver and increase international inward investment;
- 2.1.3. to secure investment in the Thames Estuary by driving, accelerating and securing global and local investment.

3. POWERS

3.1. The powers of the Company are:

- 3.1.1. to do all those things which in the opinion of the Directors are in the best interests of the Company and its Members; and
- 3.1.2. to do all other lawful things as are incidental or conducive to the pursuit or to the attainment of any of the Objects.

4. INCOME

4.1. The income and property of the Company from wherever derived shall be applied solely in promoting the Objects.

4.2. No distribution shall be paid or capital otherwise returned to the Members in cash or otherwise. Nothing in these Articles shall prevent any payment in good faith by the Company of:

- 4.2.1. reasonable and proper remuneration to any Director, Member, officer or servant of the Company for any services rendered to the Company;
- 4.2.2. any interest on money lent by any Director, Member, officer or servant of the Company at a reasonable and proper rate;
- 4.2.3. rent at market rate for premises demised or let by any Director, Member, officer or servant of the Company; or
- 4.2.4. out-of-pocket expenses in line with the Company's, properly incurred by any Director, Member, officer or servant of the Company.

5. WINDING UP

On the winding up or dissolution of the Company, after provision has been made for all its debts and liabilities, any remaining assets or property available for distribution or payment shall not be paid or distributed to the Members but shall be transferred as directed by the government department from which the funds were originally received or, if appropriate, the government department then responsible for local growth.

6. GUARANTEE

- 6.1. The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Company in the event of its being wound up while they are a Member or within one year after they cease to be a Member, for:
- 6.1.1. payment of the Company's debts and liabilities contracted before they cease to be a Member;
 - 6.1.2. payment of the costs, charges and expenses of the winding up; and
 - 6.1.3. adjustment of the rights of the contributories among themselves.

7. DIRECTORS' GENERAL AUTHORITY AND CONDUCT

- 7.1. Subject to these articles (including but not limited to Article 7), Directors are responsible for the management of the Company's business and may exercise all the powers of the Company accordingly.
- 7.2. Each of the Directors shall use their respective rights and powers to ensure, so far as they are not prohibited by the law from doing so, that decisions of the Company are carried out in accordance with the Assurance Framework and any scheme of delegation for the time being adopted by the Company contained in the Assurance Framework (Scheme of Delegation).
- 7.3. In conducting the Company's business, the Directors shall at all times:
- 7.3.1. conduct themselves in a professionally responsible manner and in line with the Directors' statutory duties set out in sections 171 to 177 of the Act;
 - 7.3.2. have due regard to all confidentiality obligations concerning the Company's business; and
 - 7.3.3. observe the seven principles as set out by The Committee on Standards in Public Life (as amended from time to time).

8. DIRECTORS MAY DELEGATE

- 8.1. Subject to the Articles:
- 8.1.1. the Board of Directors may delegate any of the powers that are conferred on them under the Articles and that are in line with the Assurance Framework:
 - i. to such person or committee;
 - ii. by such means (including power of attorney);
 - iii. to such an extent;
 - iv. in relation to such matters or territories; and
 - v. on such terms and conditions;as they think fit.
 - 8.1.2. The Board of Directors may revoke any delegation in whole or part and alter its terms and conditions.

9. COMMITTEES

The rules of procedure for all or any committees shall be as set out in the Assurance Framework.

Directors: decision-making

10. DIRECTORS TO TAKE DECISIONS COLLECTIVELY

10.1. Subject to provisions to the contrary in these Articles or the Assurance Framework, the general rule about decision-making by Directors is that any decision of the Directors must be a Majority Decision taken in one of the following ways:

10.1.1. at a meeting of the Directors; or

10.1.2. by written resolution, copies of which have been signed by a majority of the Eligible Directors or to which a majority of the Eligible Directors have otherwise indicated agreement in writing.

10.2. In accordance with Article 10.1.2, a decision may not be taken if the Eligible Directors purporting to take the decision would not have formed a quorum had the decision taken place in a meeting.

11. DIRECTORS' MEETINGS

11.1. There will be a minimum of five Board meetings per annum.

11.2. Notwithstanding the provisions of Article 11.1, Board meetings are called by the Chair or Deputy Chair(s), who shall provide notice of the meeting to the Directors not less than five clear working days in advance or by authorising the secretary (if any) to give such notice.

11.3. Board meetings may be held by video conference or other communication devices so long as each Director is able to communicate and be understood.

11.4. If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

12. QUORUM FOR DIRECTORS' MEETINGS

12.1. At a Board meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

12.2. The quorum for the transaction of business at a Board meeting is any 10 Eligible Directors, which must include 6 Private Sector Directors (including Co-opted Directors) and 4 Public Sector Directors.

12.3. If the total number of Directors in office for the time being is less than the quorum required, the Directors must not take any decision other than, subject to Article 19.7, a decision to appoint further Directors or Co-opted Directors.

12.4. If neither the Chair nor the Deputy Chair(s) is/are available, the meeting will be declared inquorate, irrespective of the number of other attendees.

13. CHAIRING OF DIRECTORS MEETINGS AND APPOINTMENT OF DEPUTY CHAIR(S)

13.1. The Thames Estuary Envoy shall be the initial chair of the Board and is the Chair. The Chair is appointed for an initial three-year period with the potential for a three-year extension and a

potential further three-year extension. The Chair shall be entitled by notice to the Board to confirm their wish to extend their appointment in accordance with this article. The final three-year period shall only be available in exceptional circumstances and only if approved by the Board. Therefore, the position of Chair shall not be held by the same person for more than nine years in total.

- 13.2. The Chair will appoint a Private Sector Director to act as a deputy to the Chair (Deputy Chair) in accordance with the process set out in the Assurance Framework. The Chair may also choose to appoint a joint Deputy Chair. The Chair will determine the length of tenure for any Deputy Chair or joint Deputy Chair.
- 13.3. Where the Chair puts themselves forward for the first extension of their term, such extension shall commence from the date that is the third anniversary of their appointment as Chair. If the Chair does not notify their wish to extend the appointment, such appointment shall end at the Board meeting falling closest to the third anniversary of their appointment. After a six-year period, the appointment as Chair shall end at the Board meeting nearest to the sixth anniversary of their appointment, unless exceptional circumstances, as provided under Article 13.1, exist and their appointment continues as outlined in that article. In such cases, the appointment will continue for a three-year period from the date of the Board meeting where the appointment is voted upon.
- 13.4. Following the termination of the appointment of the initial Chair, the Directors will, in accordance with the process set out in the Assurance Framework, appoint a Private Sector Director to chair Board meetings, and the person so appointed for the time will be the Chair.

14. CASTING VOTE

If the numbers of votes for and against a proposal at a meeting of Directors are equal, the Chair or, in the absence of the Chair, the Deputy Chair, has a casting vote. In the case of there being two Deputy Chairs, the Deputy Chair's casting vote will sit with whomever is chairing the meeting at the point of the vote.

15. DIRECTORS' CONFLICTS OF INTEREST

Without prejudice to the provisions of the Act, the Directors must at all times comply with any conflict-of-interest policy for the time being included in the Assurance Framework in relation to any Conflict.

16. RECORDS OF DECISIONS TO BE KEPT

All decisions of the Directors shall be recorded in writing and stored for a minimum of five years.

17. DIRECTORS' DISCRETION TO MAKE FURTHER RULES

Subject to these articles and under guidance from the Chair, the Directors may establish any rules they deem appropriate regarding the decision-making process for themselves and any committees formed by them. They may also determine the manner in which such rules are recorded or communicated to the Directors.

18. COMPOSITION OF BOARD

Unless otherwise determined by special resolution, the number of Directors shall not be less than 21 but shall not exceed 25. The Board will at all times be cognisant of its make-up and take all reasonable steps to ensure that it is diverse, inclusive and representative of society. The Board will at all times have a majority of Private Sector Directors.

19. APPOINTMENT OF DIRECTORS

19.1. A Director must be a natural person and must at all times possess the following characteristics (as applicable), unless otherwise approved by a special resolution of the Members:

19.1.1. be a business leader, expert in their field or emerging business leader or emerging expert in their field (Private Sector Director);

19.1.2. be a Local Authority or such other public sector body, leader, deputy leader or cabinet member with the portfolio/lead responsibility for economic development or such other person representing the public sector bodies of the Growth Board Area (Public Sector Director).

19.2. Subject to Articles 19.5 and 19.5, there shall for the time being be appointed:

19.2.1. no fewer than 12 Private Sector Directors;

19.2.2. no fewer than nine Public Sector Directors; and

19.2.3. up to four Co-opted Directors.

19.3. Any person who is willing to act as a Director of the Board and is permitted by law to do so may be appointed to be a Director by the Board.

19.4. The Board may from time to time and at any time appoint a person recommended to it in accordance with Articles 19.5 or 19.6, either to fill a casual vacancy or by way of addition to the Board. Any Director so appointed shall retain his/her office only until the next meeting, as set out in Article 20.1. However, they shall then be eligible for re-election. In the case of a first appointment, they may serve for the remainder of their initial term and subsequently for any further term as outlined in Articles 19.5, 19.6 and 20.1.

19.5. Private Sector Directors shall be appointed in accordance with the open recruitment policy set out in the Assurance Framework, under which potential directors shall be recommended to the Board by the Company's Finance & Governance Committee or any successor committee or group inheriting the remit for nomination and remuneration matters. Subject to Article 19.4 and 20.1, Private Sector Directors will be appointed for an initial term of three years and may subsequently be appointed for a further term of three years. The maximum tenure for a Private Sector Director is six years.

19.6. Public Sector Directors shall be appointed through nomination by their respective areas within the Growth Board Area and in accordance with the policy set out in the Assurance Framework, under which potential directors shall be recommended to the Board by the Company's Finance & Governance Committee or any successor committee or group inheriting the remit for nomination and remuneration matters. Subject to Article 19.4 and 20.1, Public Sector Directors will be appointed for an initial term of three years and may subsequently be appointed for a further term of three years. The maximum tenure for a Public Sector Director is six years.

- 19.7. The Chair may appoint a Co-opted Director to ensure quoracy of Director meetings. The duration of such appointment, up to one year, shall be determined by the Chair. Additionally, the Directors may appoint a Co-opted Director at any time, specifically to bring new or required skills or expertise to the Board. Such appointment may also be for up to one year.

20. RETIREMENT OF DIRECTORS

- 20.1. Private Sector Directors and Public Sector Directors shall retire from office at the next meeting, following the third anniversary of their initial three-year term. Provided the Chair has given written approval of re-appointment, such director shall be eligible for re-appointment by the Board for one further period of three years.
- 20.2. The Chair shall retire from office in accordance with Article 13.3.
- 20.3. Co-opted Directors shall retire from office on the first anniversary of their appointment or, if shorter, upon termination of their period of appointment.
- 20.4. A director may resign from office by providing written notice of not less than one month in advance to the Chair.

21. DISQUALIFICATION AND REMOVAL OF DIRECTORS

- 21.1. A person ceases to be a Director as soon as:
- 21.1.1. that person ceases to be a Director by virtue of any provision of the Act or these Articles or that person becomes prohibited by law from being a Director;
 - 21.1.2. that person ceases to have the characteristics (as appropriate) required pursuant to Article 19.1;
 - 21.1.3. that person has been absent, without permission from the Chair, from meetings of Directors held for a period exceeding six months, and the Chair resolves that the person's office be vacated;
 - 21.1.4. they are subject to Bankruptcy;
 - 21.1.5. a composition is made with that person's creditors generally in satisfaction of that person's debts;
 - 21.1.6. notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms;
 - 21.1.7. a majority of the Board of Directors resolve that the person has failed to conduct themselves in accordance with Article 7 and should as a consequence be removed from office;
 - 21.1.8. in the case of a Public Sector Director, they cease for any reason to be an elected Member of the relevant Estuary LA;
 - 21.1.9. in the case of a Public Sector Director, the Estuary LA, of which they are an elected Member, ceases to be a Member; or
 - 21.1.10. in the case of a Private Sector Director who is also a Member, they cease to be a Member.

22. APPOINTMENT AND REMOVAL OF ALTERNATES

- 22.1. A Public Sector Director (other than an alternate Public Sector Director) will appoint as an alternate any other person approved by resolution of the Directors, to:
- 22.1.1. exercise that Director's powers; and
 - 22.1.2. carry out that Director's responsibilities,
- in relation to the taking of decisions by the Directors in the absence of the alternate's appointor.
- 22.2. Any appointment or removal of an alternate must be made through written notice to the Company, signed by the appointor or by any other method approved by the Chair.
- 22.3. The notice must:
- 22.3.1. identify the proposed alternate;
 - 22.3.2. in the case of a notice of appointment, contain a statement signed by the proposed alternate that the proposed alternate is willing to act as the alternate of the Director giving the notice; and
 - 22.3.3. contain a statement of any interests that need to be declared by the alternate for entry on the Company's register of Director interests.

23. SECRETARY

The Directors may appoint any person who is willing to act as the secretary for such a term, at such remuneration and under such conditions as they deem appropriate. They may also remove such person and, if the Directors decide, appoint a replacement. All these actions shall be carried out by a decision of the Directors.

24. MEMBERSHIP

- 24.1. Membership of the Company shall be comprised of the Chair and a minimum of two private sector directors.

25. TRANSFER AND TERMINATION OF MEMBERSHIP

- 25.1. Membership shall not be transferable.
- 25.2. A Member may withdraw their membership by giving seven days' written notice to the Company.
- 25.3. A Member may have their membership terminated by decision of the Board, passed at a Board meeting. The Member shall be provided with not less than 21 days' notice of the meeting and shall have an opportunity to be heard. The Board shall pass a resolution that it is in the best interests of both the Board and the Company, in pursuit and furtherance of the Objects as stated in these articles, for such Member to no longer remain a Member.
- 25.4. A person's membership terminates when that person ceases to exist.
- 24.5 Every member shall further, to the best of their ability, the Objects, interests and influences of the Company and shall observe all regulations and byelaws of the Company lawfully made pursuant to the powers contained in these articles or the Assurance Framework.

26. ATTENDANCE AND COMMUNICATING AT GENERAL MEETINGS

- 26.1. A Member is able to exercise the right to communicate at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions that that person has on the business of the meeting.
- 26.2. A Member is able to exercise the right to vote at a general meeting when:
- 26.2.1. that Member is able to vote, during the meeting, on resolutions put to the vote at the meeting; and
 - 26.2.2. that Member's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other Members attending the meeting.
- 26.3. The Directors may make whatever arrangements they consider appropriate to enable those Members attending a general meeting to exercise their rights to communicate or vote at it, including attendance by video conference or other communication devices.
- 26.4. In determining attendance at a general meeting, it is immaterial whether any two or more Members attending it are in the same place as each other.

27. QUORUM FOR GENERAL MEETINGS

- 27.1. No business other than the appointment of the Chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.
- 27.2. The quorum for a general meeting is 10 Members, and of these Members, six must be Private Sector Directors and four must be Public Sector Directors.

28. CHAIRING GENERAL MEETINGS

- 28.1. The Chair or, in their absence, the Deputy Chair or one of the Deputy Chairs shall preside as Chair of every general meeting.
- 28.2. If neither the Chair nor the Deputy Chair is present and willing to act within 15 minutes after the scheduled time for holding the meeting, the meeting shall be adjourned and reconvened.

29. ATTENDANCE AND COMMUNICATING BY NON-MEMBERS

The Chair of the meeting may permit other persons who are not Members of the Company to attend and communicate at a general meeting.

30. ADJOURNMENT

- 30.1. If, within half an hour of the scheduled start time of a general meeting, the number of attendees does not meet the quorum requirement or if a quorum ceases to be present during a meeting, the Chair of the meeting must adjourn it.
- 30.2. The Chair of the meeting may adjourn a general meeting at which a quorum is present if:
- 30.2.1. the meeting consents to an adjournment; or
 - 30.2.2. it appears to the Chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.

- 30.3. When adjourning a general meeting, the Chair of the meeting must:
- 30.3.1. either specify the time and place to which it is adjourned or state that it will continue at a time and place to be determined by the Directors; and
 - 30.3.2. consider any directions regarding the time and place of the adjournment that have been given by the meeting.
- 30.4. If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Company must give at least seven clear days' notice of this (that is, excluding the day of the adjourned meeting and the day on which the notice is given):
- 30.4.1. to the same persons to whom notice of the Company's general meetings is required to be given; and
 - 30.4.2. containing the same information that such notice is required to contain.
- 30.5. No business may be transacted at an adjourned general meeting that could not properly have been transacted at the meeting if the adjournment had not taken place.

31. CHANGES TO ARTICLES

Any resolution proposed, either at a general meeting or through the written resolution procedure in accordance with Chapter 2 of Part 13 of the Act, to amend the Articles shall require the approval of not less than 75% of Members eligible to vote.

Voting at general meetings

32. VOTING: GENERAL

Without prejudice to any other provision of these Articles, a resolution put to the vote of a general meeting must be based on an obvious and unambiguous indication of the vote cast that is acceptable and observable by the Chair.

33. DISPUTES

- 33.1. No objection may be raised regarding the eligibility of any person voting at a general meeting, except at the meeting or adjourned meeting where the vote in question is tendered. Every vote not disallowed at the meeting is considered valid.
- 33.2. Any such objection must be referred to the Chair of the meeting, whose decision is final.

34. AMENDMENTS TO RESOLUTIONS

- 34.1. An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
- 34.1.1. written notice of the proposed amendment is provided to the Company by a person entitled to vote at the general meeting. Such notice must be given not less than 48 hours before the meeting is scheduled to take place (or at a later time determined by the Chairman of the meeting); and
 - 34.1.2. the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

35. MEANS OF COMMUNICATION TO BE USED

- 35.1. Any notice, document or other information shall be deemed served on or delivered to the intended recipient:
- 35.1.1. if properly addressed and sent by prepaid United Kingdom first-class post to an address in the United Kingdom 48 hours after it was posted (or five Business Days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom. In such cases, it must be sent by a reputable international overnight courier, addressed to the intended recipient and with a guaranteed delivery in at least five Business Days at the time of sending. The sending party must receive a confirmation of delivery from the courier service provider);
 - 35.1.2. if properly addressed and delivered by hand, when it was given or left at the appropriate address;
 - 35.1.3. if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied; and
 - 35.1.4. if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

For the purposes of this article, no account shall be taken of any part of a day that is not a Business Day.

- 35.2. In proving that any notice, document or other information was properly addressed, it shall suffice to show that the notice, document or other information was addressed to an address permitted for the purpose by the Act (principally section 1139, 1140, 1143 to 1148).

36. INDEMNITY AND INSURANCE

- 36.1. Subject to Article 36.2, but without prejudice to any indemnity to which a relevant officer is otherwise entitled:
- 36.1.1. each relevant officer shall be indemnified out of the Company's assets against all costs, charges, losses, expenses and liabilities incurred by them as a relevant officer in the actual or purported execution and/or discharge of their duties, or in relation to them. This includes any liability incurred by them in defending any civil or criminal proceedings, in which judgment is given in their favour, or in which they are acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on their part. It also includes any liability incurred in connection with any application in which the court grants relief from liability for negligence, default, breach of duty or breach of trust in relation to the Company's (or any associated Company's) affairs, in their capacity as a relevant officer; and
 - 36.1.2. the Company may provide any relevant officer with funds to cover expenditure incurred or to be incurred by them in connection with any proceedings or application referred to in Article 36.1.1. Additionally, the Company may take any action to enable such relevant officer to avoid incurring such expenditure.

- 36.2. This article does not authorise any indemnity to the extent that such indemnity would be prohibited or rendered void by any provision of the Act or by any other provision of law, and any such indemnity is limited accordingly.
- 36.3. The Directors may decide to purchase and maintain insurance at the expense of the Company for the benefit of any relevant officer in respect of any relevant loss.
- 36.4. In this article:
- 36.4.1. companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
 - 36.4.2. a relevant loss means any loss or liability that has been or may be incurred by a relevant officer in connection with that relevant officer's duties or powers in relation to the Company, any associated Company or any pension fund or employees' share scheme of the Company or associated Company; and
 - 36.4.3. a relevant officer means any Director, or other officer, or former Director or other officer of the Company, but excluding in each case any person engaged by the Company (or associated Company) as auditor (whether or not they are also a Director or other officer), to the extent they act in their capacity as auditor.

37. AUDIT

The Company shall ensure that an independent auditor is appointed and that the annual accounts of the Company are audited. The audited accounts must be prepared in accordance with the laws applicable in the United Kingdom and the accounting standards, principles and practices generally accepted in the United Kingdom.

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**Thames Estuary Growth Board
(‘The Company’)
Code of Conduct
for the Executive Team and Board Members**

The Board of Directors (‘the Board’) have considered and approved this policy. The policy will be reviewed by the Head of Operations annually and updated as necessary. Any major changes will be shared with the Board for approval before the document is issued.

The policies and procedures set out in this policy do not form part of an employee’s contractual terms of employment with the Company and are not contractually binding on the employee or the Company.

Introduction

The Thames Estuary Growth Board (‘the Company’) strives to conduct all its activities to the highest ethical standards and in compliance with its legal obligations.

The Company can only realise this ambition through our people, and it is therefore essential that all representatives of the organisation conduct themselves according to the highest standards of behaviour, in the most professional manner and with a commitment to perform their work to the best of their ability.

Purpose

This Code of Conduct (‘the Code’) sets out the behaviour and standards that are expected of all Executive Team and Board Members and identifies policies that are relevant to the conduct of business.

All Executive Team and Board Members will sign up to a code of conduct on commencing their role with the Company or at the point of introduction of the code.

Scope

The Code applies to all Executive Team and Board Members. Each individual is responsible for adhering to this policy and must consult as necessary with the Head of Operations. Failure to follow the Code may damage the Company’s reputation and its work and may consequently be viewed as a disciplinary matter to be dealt with in accordance with the organisation’s disciplinary procedures.

The acceptance of a working engagement with the Company, or appointment to the Board, is sufficient to imply the acceptance of the Code.

Standards

The Company seeks to fulfil these obligations according to the original principles laid out in the Nolan Report on standards of behaviour in public life. These principles are set out below. They apply

to all Executive Team and Board Members, and it is expected that they will uphold these principles in their roles.

The Nolan Principles

- **SELFLESSNESS** – To serve only the public interest and to never improperly confer an advantage or disadvantage on any person.
- **INTEGRITY** – To not place themselves in situations where their integrity may be questioned, to not behave improperly and, on all occasions, to avoid the appearance of such behaviour.
- **OBJECTIVITY** – To make decisions on merit using the best evidence without discrimination or bias, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.
- **ACCOUNTABILITY** – To be accountable to the public for their actions and the manner in which they carry out their responsibilities and to co-operate fully and honestly with any scrutiny appropriate to their office.
- **OPENNESS** – To be as open as possible about their actions and those of the Company and to be prepared to give reasons for those actions.
- **HONESTY** – To not place themselves in situations where their honesty may be questioned, to not behave improperly and, on all occasions, to avoid the appearance of such behaviour.
- **LEADERSHIP** – To promote and support these principles by leadership and by example and to always act in a way that secures or preserves public confidence.

Accordingly, when acting in your capacity as an Executive Team or Board Member:

- You must, when using or authorising the use by others of the resources or contacts of the Company, ensure that such resources are not used improperly for personal purposes.
- You must act solely in the public interest and the interests of the Company and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or a close associate.
- You must recognize that you are accountable for your input to the Company and must co-operate fully with whatever scrutiny is applied in any instance where such is applied. You must be as open as possible about your reasoning and actions and the contribution that these make to decisions and actions of the Company. In addition, you should be prepared to give an explanation for your reasoning and actions.
- You must act in a manner respectful of equality and diversity and, at all times, be respectful and courteous in your treatment of your fellow Executive Team and Board Members and others you come into contact with when working with the Company.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your duties as an Executive Team or Board Member.

When carrying out your duties as an Executive Team or Board Member, you must make all choices based on evidence, including when assisting with the making of appointments or the awarding of contracts or when recommending individuals for rewards or benefits.

You must, by leadership, transparency and example, promote and support high standards of conduct when serving in your capacity as an Executive Team or Board Member, in particular as characterised by the above requirements.

Equality and Inclusion

The Company is committed to developing an inclusive culture to encourage and support a diverse workforce. Executive Team and Board Members must ensure that they treat others fairly, in line with the Company's commitment to achieving equality of opportunity in every area of work.

Transparency, Corruption and Bribery

You must declare any private interests, both pecuniary and non-pecuniary, including membership of any trade union, political party or local authority that relates to your Company duties. Furthermore, you must take steps to resolve any arising conflicts in a way that protects the public interest. This includes registering and declaring interests on the Company Declaration of Interest register.

Executive Team and Board Members must be aware that it is a serious criminal offence for them to corruptly receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or for showing favour or disfavour to any person in their official capacity.

It is important to avoid the perception as well as the fact of corruption or bribery, and Executive Team must comply with all applicable bribery and corruption laws.

Gifts and Hospitality

Gifts and hospitality can only be offered and accepted in certain circumstances and must be declared in line with the Gifts and Hospitality Policy.

Executive Team and Board Members must be aware of and adhere to the Company's Procurement Policy and Travel and Expenses Policy.

Whistleblowing

The Company is committed to the highest possible standards of probity. In line with that commitment, we expect Executive Team and others that we deal with who have serious concerns about the conduct of any aspect of the Company's work to come forward and voice those concerns.

It is recognised that most cases will have to proceed on a confidential basis. Any suspicion of wrongdoing will be treated seriously and will be reviewed and analysed in accordance with the Whistleblowing Policy.

Mitigation

Executive Team and Board Members who become aware of a breach of the Code or other procedures or of any impropriety have a duty to make the matter known to the Head of Operations, who will then inform the envoy.

The general rule is that disclosure should be made at the time the issue, concern or conflict first arises or when it is recognised that an issue or conflict might be perceived. In certain instances, the envoy may determine that the Board should be made aware of relevant issues.

This Code of Conduct for the Executive Team and Board Members was last updated on 9 June 2023.

Who to contact with regard to any matters related to this policy:

Holly Williams
Head of Operations
Thames Estuary Growth Board
Pennine Place
2a Charing Cross Road
London WC2H 0HF
or:
Holly.williams@thamesestuary.org.uk

Code of Conduct Policy Issue 1.2

Agenda Item 6

Committee(s): Civic Affairs Sub (Policy and Resources) Committee Policy and Resources Committee	Date: 25/10/2023 16/11/2023
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: Town Clerk	For Decision
Report author: Chris Rumbles	

Summary

At the last Civic Affairs Sub-Committee meeting on 13th July 2023, Members considered a report of the Town Clerk relating to the Members' Bedroom Policy highlighting a number of issues that had previously been raised by Members i.e., a list of those eligible to use the bedrooms, noise and misuse issues, queries around guest entitlements, booking arrangements, with Members' views having been sought on any areas where they considered the policy would benefit from further revision and updating.

The Members' Bedroom Policy relates to a small number of bedrooms on-site at Guildhall which are made available to elected Members, with the nature of their role sometimes requiring 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.

Members had noted that the Members' Bedroom Policy had not been fully reviewed and updated since 2014, with agreement that a review would be timely in allowing an update of the policy in the interests of providing clarity.

Members provided feedback on a range of areas to allow for a revised policy to be drafted and brought back for Members' further consideration.

Recommendation(s)

Members are asked to:

- Approve the updated Bedroom Rules and Eligibility document at Appendix 1;
- Approve that charges to be applied to the rooms should be £65 for a small double room and £70 for a large double room for Members; non-members to be charged £100 for a small double room and £125 for a large double room, with implementation of these updated charges being from 1st February 2024.

Main Report

Background

1. At the last Civic Affairs Sub-Committee meeting on 13 July 2023, Members considered a report of the Deputy Town Clerk relating to the Members' Bedroom Policy and potential revisions to the booking terms, eligibility criteria, rules and pricing. This was in response to a number of queries that had previously been raised by Members seeking clarity regarding various aspects of the policy.
2. There was agreement that the existing policy remained largely appropriate, but with a number of areas having been highlighted as requiring further consideration and revision.
3. Issues raised had included the current pricing level and a need to ensure all costs were being covered when an overnight stay was for non-official usage, the eligibility criteria and those permitted to stay in the bedrooms e.g., Masters and Livery Clerks and with the potential of bedrooms only being made available to external guests during a period of low usage.
4. A clear definition of official usage was considered necessary when allowing free use of a bedroom, with this category of usage to be limited to when a Member was chairing an early morning meeting or hosting a dinner finishing late at night.
5. The Town Clerk was asked to give further consideration to a range of issues and report back with an updated Bedroom Rules and Eligibility document and bedroom pricing for Members' further consideration and approval.

Current Position

Bedroom Guidance and Charges

6. The Bedroom Rules and Eligibility criteria along with the level of charges applied to overnight accommodation have not changed since a review that was undertaken in 2014. Members agreed that it would be timely to further consider an appropriate level of charges for use of the Members' Bedrooms moving forwards.
7. Marginal costs of provision of a small double room for one night has been calculated at £65, with this figure including a range of City Surveyor's costs in managing the facility along with a small amount to cover administrative staff costs incurred by the Remembrancer's Department and Chamberlain's Department in managing bookings and invoicing, which is equivalent to one day a week and split across the cost of each of the 10 bedrooms.
8. To assist Members further in their assessment of an appropriate level of charges to apply, a reminder is provided of a comparison exercise that has been undertaken at a selection of hotels in the area. A light-touch search of a selection of five low-budget hotels in the City has shown charges ranging between £106 and £236 for a weeknight overnight stay in the City. These rates would be variable depending on a number of determining factors, but it does appear to show how

rates applied to Members' accommodation at Guildhall are set very competitively for an overnight stay in the City of London.

9. Members had previously raised their concern that the schedule of charges needed reviewing to ensure all costs were being covered when an overnight stay was for non-official use. As such, an increase in the level of charges is proposed for non-official use of the Members' bedrooms to £65 for a small double room and £70 for a large double room; non-members to be charged £100 for a smaller double room and £125 for a double room. This will allow for all costs be met and for the bedroom facilities and the servicing of these to be maintained at the required standard.

Official / Non-Official usage

10. Members were mindful of a need to ensure appropriate usage criteria was being applied to all bookings and that a correct level of charges were being applied accordingly.
11. There is currently no charge levied for overnight accommodation where the stay is deemed to be for official business. The following criteria is currently being applied for 'official usage' and 'non-official usage'.
 - *No charge will be levied for '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 Corporation 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 City Corporation at a major evening event.*
 - *Members will be charged for '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.*
12. The existing criteria around 'official' and 'non-official' usage is deemed to remain appropriate as it is currently set out, but with there being recognition of a need to ensure the usage category is being made clear at the time of booking and applied accordingly.

13. 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; however, there is no standardised submission required.
14. A tightening up of the booking procedure is proposed for inclusion within the Bedroom Rules and Eligibility whereby a Member will be required to complete a light touch booking form at the time of their booking clearly detailing their name, purpose of booking e.g., 'Official Use' or 'Non-official Use' and indicating how the stay would constitute 'official usage', if this is the case. No room booking will be allowed without a booking form being completed and confirmation of usage being provided at the time of booking.
15. This will provide the Attendant with sufficient information to assess each booking request to ensure it is in line with the agreed Bedroom Rules and Eligibility. Where a Member refuses to provide booking usage information at the time of their booking, the Attendant must clearly state that a booking will not be allowed without providing this information. Any issue that may arise as a result this, can be referred to the Chief Commoner, Chair of Civic Affairs Sub-Committee and Assistant Town Clerk for their further consideration and review.

Approved list of users

16. 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 City Corporation and others who are detained on City 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
17. Members had previously questioned the eligibility criteria and those being permitted to stay in the bedrooms e.g., Masters and Livery Clerks and any impact this was having on availability of the bedrooms for Members' usage. It had been suggested that bedrooms might only be made available to certain external guests during periods of low usage.
18. Having reviewed occupancy levels, statics indicate that the bedrooms are very rarely at full occupancy levels; also, the Bedroom Rules and Eligibility make it

quite clear that priority is to be given to Members at all times over any Officers, non-Members or external guests. Usage data indicates that the number of external guests using the bedrooms is very low, with the bulk of bookings being taken up by Members (42%), Aldermen (9%), Senior Officers (30%) and external guests, in which category Masters and Livery Clerks would fall (8%).

19. Usage data shows that the bedrooms are primarily used by Members and Officers, with very few external users. Use of the bedrooms by external users does not appear to be an issue that that requires addressing at this point; if anything, there would appear to be the potential to look at expanding usage of the bedrooms, but this is not being proposed at this point and it is recommended leaving the usage criteria and list of approved users as it currently stands.

Booking Procedure and Usage Statistics

20. A matter that several Members had previously queried is the matter of “block bookings” and how long an individual Member is able to book a room.
21. Members had previously indicated a desire to stop block bookings for extended stays and to put in place a restriction on the maximum stay a Member would be able to book at any one time.
22. It is therefore proposed that at the time of booking a maximum of two overnight stays be permitted at any one time. Block bookings will not be permitted as standard, with Members only being able to book a bedroom for a maximum of two consecutive days, other than where an overnight stay is needed for official usage and with this needing to be clearly detailed as part of the booking process.

Complaints and misuse

23. The policy includes 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.”*
24. There is, however, 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, the policy is silent on the question of payment and at what point outstanding invoices should preclude further bookings.
25. It would seem prudent to consider making provision for such a situation to ensure common understanding of process, in the event it is needed. The absence of any articulated process can make it 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.
26. It is proposed that any allegation of misuse will be reported to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Assistant Town Clerk who will make a determination over any claim of misuse and decide on an appropriate

course of action. A proposed course of action may include, but not be limited to, suspension of use of the bedrooms for such period as they see fit. There will be no right of appeal of the decision reached.

Outstanding invoices

27. In the event that invoices remain unsettled for a period exceeding two quarterly periods, it is proposed that no further bookings will be allowed from the Member in question; the Members will be prohibited from making any further bookings until the debt is cleared.

28. In the event of any dispute over outstanding payment of invoices, it is proposed that these be referred to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Assistant Town Clerk who will make a determination. There will be no right of appeal of the decision reached.

Communications Plan

29. It is proposed that changes be implemented by 1st February 2024, which will provide a sufficient period of time for changes to be clearly communicated to all Members.

30. To ensure these changes are communicated widely to all Members, a range of communications will be provided including a notice being placed in the Members' Briefing, reference to the changes being included in the Chief Commoner's monthly note out to all Members, Town Clerk to email all Members a copy of the updated Bedroom Rules and Eligibility document confirming the changes and with an updated Bedroom Rules and Eligibility document being provided to all Members as standard as part of the booking process.

Proposals

31. Members are being asked to consider and endorse the range of areas presented in this report relating to the Members' bedroom eligibility booking criteria, terms of usage, associated costs and indicate any approve changes for inclusion in an updated Bedroom Rules and Eligibility document.

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

32. Members are being asked to consider and approve changes to the Members’ Bedroom Rules and Eligibility for inclusion in an updated document for implementation in by 1st February 2024.

Appendices

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

Chris Rumbles

Governance Officer

E: christopher.rumbles@cityofondon.gov.uk

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Appendix 1 - BOOKING TERMS AND ELIGIBILITY (as at 8/6/2325/10/23)

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).~~ All Members and officers will be required to complete a light touch bedroom booking form at the time of booking detailing their name, purpose of booking e.g. 'Official Use' or 'Non-official Use' and indicating how the stay would constitute 'Official Use', where appropriate. No bedroom booking will be allowed without providing this information at the time of booking.

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 relating to the booking procedure and regarding 'official use' will be referred to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Assistant Town Clerk. ~~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 and Chief Commoner, in consultation with the Assistant 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.

Block bookings are not permitted, with Members only being able to book a bedroom for a maximum of two consecutive days at the time of booking, other than where an overnight stay is needed for 'Official Use' and with this requirement to be clearly detailed during the booking process.

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

*As per meeting with Greg Moore (Town Clerk's) on 16 September 2014

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.
*This information was taken from the City Lands report dated 12 May 2003
- 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.

Any allegation of misuse will be reported to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Assistant Town Clerk who will make a determination over any claim if misuse and decide on an appropriate course of action. A proposed course of action may include, but not be limited to, suspension of use of the bedrooms for such a period as they see fit. There will be no right of appeal of the decision reached.

Outstanding invoices

In the event that invoices remain unsettled for a period exceeding two quarterly periods, no further bookings will be allowed; the Member will be prohibited from making any further bookings until the debt is cleared.

In the event of any dispute over outstanding payment of invoices, these will be referred to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Assistant Town Clerk who will make a determination. There will be no right of appeal of the decision reached.

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

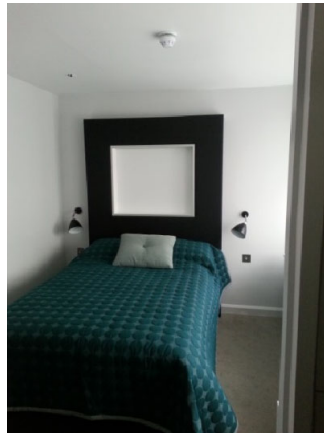
AVAILABLE ROOMS AND FACILITIES

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

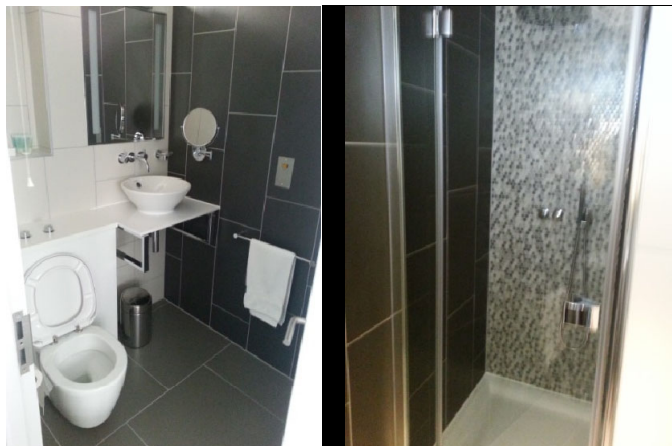
Bedroom 2 is an accessible room designed for disabled guests. The doorframe is wider than all of the other rooms to allow a wheelchair to fit comfortably through.

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

Smaller Double Room £65 (inclusive of VAT)

Double Room £70 (inclusive of VAT)

Non-Members

Smaller Double Room £100 (inclusive of VAT)

Double Room £125 (inclusive of VAT)

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:
(list sent to Mark Mojsak in June 2023 by Chris Bell, the CoLP Service Delivery Director.)

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.

Number of Nights Booked	2023					Total Nights Used	Overall % of Usage
	Jan	Feb	Mar	Apr	May		
Members	35	44	65	38	43	225	42%
Aldermen	14	5	8	8	14	49	9%
Officers	24	31	36	30	41	162	30%
City Guests	9	6	12	8	6	41	8%
Former Members	12	12	13	13	5	55	10%
Total Availability	240	224	248	240	248		
Total Utilisation	39%	44%	54%	40%	44%	532	100%

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%

Total Nights Used	Overall % of Usage
651	52%
80	6%
330	26%
87	7%
111	9%
<hr/> 1259 <hr/>	<hr/> 100% <hr/>

Total Nights Used	Overall % of Usage
325	26%
25	2%
455	36%
26	2%
25	2%
856	68%

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