



Civic Affairs Sub-Committee

Date: WEDNESDAY, 29 JANUARY 2025
Time: 1.45 pm
Venue: CORPORATE ROOM 1, GROUND FLOOR, NORTH WING, GUILDHALL

Members:

Deputy Keith Bottomley (Chairman)	Timothy James McNally
Deputy Peter Dunphy (Deputy Chairman)	Wendy Mead OBE
Deputy Henry Colthurst	Deputy Andrien Meyers
Deputy Christopher Hayward	Deputy Henry Pollard
Jaspreet Hodgson	Alderman Sir William Russell
Deputy Ann Holmes	James St John Davis
Deputy Shravan Joshi MBE	James Tumbridge
Alderswoman Dame Susan Langley, DBE	Emily Benn
Charles Edward Lord, OBE JP	

Enquiries: **Chris Rumbles**
christopher.rumbles@cityoflondon.gov.uk

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A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

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.

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the minutes of the Civic Affairs Sub-Committee meeting held on 24 October 2024.

For Decision
(Pages 7 - 10)

4. **TERMS OF REFERENCE**

Report of the Town Clerk.

For Decision
(Pages 11 - 14)

5. **MEMBERS' BEDROOM POLICY**

Report of the Town Clerk.

For Decision
(Pages 15 - 28)

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

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

8. **EXCLUSION OF THE PUBLIC**

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.

Part 2 - Non Public Agenda

9. MINUTES

To agree the minutes of the Civic Affairs Sub-Committee meeting held on 24 October 2024

For Decision
(Pages 29 - 40)

10. BENEFICES

11. APPLICATIONS FOR USE OF GREAT HALL

Report of the Remembrancer.

For Decision
(Pages 41 - 42)

12. EVENTS BENEFITING FROM CITY RATE DISCOUNTS

Report of the Remembrancer.

For Decision
(Pages 43 - 56)

13. CITY EVENTS PROGRAMME FOR 2026/27, 2027/28 AND 2028/29

Report of the Remembrancer.

For Decision
(Pages 57 - 68)

14. CITY HOSPITALITY AND FAITH EVENTS

Report of the Remembrancer.

For Discussion
(Pages 69 - 74)

15. APPLICATIONS FOR HOSPITALITY

For Decision

a) Application A (Pages 75 - 80)

Report of the Remembrancer.

b) Application B (Pages 81 - 86)

Report of the Remembrancer.

16. **MEMBER ATTENDANCE POLICY**
Report of the Town Clerk (TO FOLLOW).

For Decision

17. **MEMBERS' CAR PARK**
Report of the Town Clerk (REPORT TO FOLLOW).

For Decision

18. *** EVENTS AND VENUE ACCESSIBILITY**
Report of the Remembrancer.

For Information

19. *** EVALUATION OF CITY-HOSTED EVENTS**
Report of the Remembrancer.

For Information

20. *** VARIOUS RECEPTIONS - FINAL ACCOUNTS**
Joint report of the Chamberlain and Remembrancer.

For Information

21. *** SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2023-24, 2024-25 AND 2025-26**
Joint report of the Chamberlain and Remembrancer.

For Information

22. *** FORTHCOMING COMMITMENTS OR COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**
Report of the Remembrancer.

For Information

23. *** DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

For Information

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

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

Part 3 - Confidential Agenda

26. **MINUTES**

To agree the confidential minutes of the Civic Affairs Sub-Committee meeting held on 24 October 2024.

For Decision

27. **CONFIDENTIAL MATTER**

Town Clerk to be heard.

For Decision

CIVIC AFFAIRS SUB-COMMITTEE **Thursday, 24 October 2024**

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Rooms, West Wing, 2nd Floor Guildhall on Thursday, 24 October 2024 at 1.45 pm

Present

Members:

Deputy Keith Bottomley (Chairman)
Deputy Peter Dunphy (Deputy Chairman)
Deputy Christopher Hayward
Jaspreet Hodgson
Deputy Ann Holmes
Deputy Shravan Joshi MBE
Deputy Charles Edward Lord
James Tumbridge
Wendy Mead OBE
James St John Davis

Officers:

Gregory Moore	- Deputy Town Clerk
Mark Gettleson	- Town Clerk's Department
Christopher Rumbles	- Town Clerk's Department
Paul Wright	- Remembrancer
Holly Booth	- Remembrancer's Department
Fiona Hoban	- Remembrancer's Department

The Chairman took the opportunity to welcome James Tumbridge to his first Civic Affairs Sub-Committee meeting following his appointment by Policy and Resources Committee. The Chairman also conveyed his thanks to Tijs Broeke for all his work during his time on the Sub-Committee, with him having taken the decision to stand down and this creating a vacancy as a result.

1. APOLOGIES

Apologies were received from Deputy Henry Pollard, Sir William Russell and Deputy Henry Colthurst.

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

There were no declarations.

3. MINUTES

RESOLVED: That the public minutes of the Civic Affairs Sub Committee meeting on 24 July be approved as an accurate record.

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

There was one question from Deputy Christopher Hayward as follows.

Christmas Cards – It was questioned whether there was an existing policy setting out those Members that were to send Christmas cards and to whom, with the Member emphasising a consistent approach being needed. It did not appear that there was any existing protocol being followed relating to the sending of Christmas cards and the funding of these.

Members agreed on the need for a consistent approach. The Deputy Chairman referred to his intention to send e-cards this year and encouraged others to do the same.

The Deputy Town Clerk confirmed that no existing policy was in place for the sending of Christmas cards, with it having traditionally been the Lord Mayor and Chairman of Policy that would send cards on behalf of the City Corporation. The risk of duplication through the current approach was acknowledged, with it being proposed that an audit be carried out to understand those Members that were due to send Christmas cards, to whom and the reason for doing so.

The Chairman was in agreement that it would be good to take a quick audit of those Members due to send Christmas cards, noting it might be too late to implement changes this year.

The Deputy Town Clerk proposed a two-stage approach, noting Members may have already started the process for sending their Christmas cards this year. There was a need to understand the current situation and then look at putting in place a formal arrangement for next year. It was agreed to review and understand what departments and officers were doing also.

A Member proposed that it could be agreed today that Deputy Chairs were not authorised to send Christmas cards, with this receiving the unanimous agreement of Members. The Deputy Town Clerk confirmed that a sense check would be undertaken in the short term with a long-term review to follow.

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

There were no additional items of business.

6. **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 were not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings.

7. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub Committee meeting on 24 July be approved as an accurate record.

8. **BENEFICES**

a) **North Woolwich St John w Silvertown**

The Sub-Committee received an oral update from the link Member to the Benefices.

9. **OUTSIDE BODIES**

The Sub-Committee received an oral update of the Deputy Town Clerk relating to outside bodies.

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

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

11. **REVIEW OF CITY RATE DISCOUNT OF GUILDHALL HIRE CHARGE**

The Sub-Committee considered a report of the Remembrancer relating to City Rate discount hire charge for Guildhall.

12. **UPDATE ON COMMISSION**

The Committee considered a report of the Remembrancer providing update on commission payable by suppliers to events at Guildhall.

13. **CITY EVENTS PROGRAMME 2025/26**

The Sub-Committee considered a report of the Remembrancer setting out the City Events Programme 2025/26.

14. **APPLICATIONS FOR HOSPITALITY**

The Sub-Committee considered various applications for hospitality as follows:

a) **Application A**

b) **Application B**

c) **Application C**

d) **Application D**

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

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

16. **EVENTS AND VENUE ACCESSIBILITY**

The Sub-Committee received a report of the Remembrancer providing an update relating to venue accessibility at Guildhall.

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

The Sub-Committee received a report of the Remembrancer detailing forthcoming committee or Court events involving hospitality and other non-hospitality events.

18. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2023-24 AND 2024-25**

The Sub-Committee received a joint report of the Chamberlain and Remembrancer providing an update on the level of actual and committed expenditure.

19. **DELEGATED AUTHORITY REPORT**

The Sub-Committee received a report of the Remembrancer setting out hospitality and applications for use of Guildhall which had been approved under delegated authority to the Remembrancer.

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

There were no questions.

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

There were two additional items of business raised as follows:

- Members' Bedroom Policy
- Members' Car Park

Confidential Agenda

22. **MEMBER HOSPITALITY**

The Committee considered a report of the Remembrancer relating to Member hospitality.

23. **CONFIDENTIAL MATTER**

The Committee considered a report of the Deputy Town Clerk concerning a confidential matter.

The meeting ended at 3.42pm

Chairman

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

Agenda Item 4

Committee(s)	Dated:
Civic Affairs Sub-Committee	29 January 2025
Subject: Terms of Reference and Frequency of Meetings: Annual Review	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
Report of: Town Clerk	For Decision
Report author: Chris Rumbles – Town Clerk's Department	

Summary

An annual review of the Sub-Committee's Terms of Reference enables any proposed changes to be considered in time for the annual re-appointment, composition and Terms of Reference of Sub-Committees review undertaken by Policy and Resources Committee.

This annual review also affords Members an opportunity to review the frequency of a Committee's meetings and determine whether the frequency remains appropriate or requires any adjustment.

Recommendations

It is recommended that:

- The terms of reference of the Sub-Committee be endorsed, subject to any comments thereon, for onward submission to Policy and Resources Committee.
- Members to consider whether any change are required to the frequency of the Committee's meetings.

Appendices

- Appendix 1 – Terms of Reference

Contact:

Chris Rumbles

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Civic Affairs Sub-Committee

Composition

- Chairman and Deputy Chairman or a Vice Chairman of the Policy & Resources Committee
- Chief Commoner
- Immediate past Chief Commoner
- Chief Commoner Designate (upon election in October each year)
- Chairman of the General Purposes Committee of the Court of Aldermen, or their nominee
- Chairman of the Finance Committee; or their nominee
- Senior Alderman Below the Chair
- Chairman of the Guildhall Club
- Four Members of the Policy & Resources Committee elected by Policy & Resources Committee
- Together with Four Members of the Court of Common Council, to be elected by the Court.

The Chairman to be Chairman of Policy & Resources or their nominee, Deputy Chairman to be the Chief Commoner.

Terms of Reference

To be responsible for:-

Hospitality

- (a) To consider applications for hospitality which are referred to it by the Remembrancer and to make recommendations thereon to the Court of Common Council;
- (b) To review and approve arrangements for hospitality (including Committee allowances, annual functions, invitations and seating);
- (c) To consider the list of eligible caterers; and
- (d) To consider and approve the level of charges for the event spaces within Guildhall.

Ceremonials

- (e) To review the totality of the City Corporation's ceremonial protocols and practices, with the intention of bringing them up to date to reflect current circumstances;
- (f) To examine the principles behind each protocol, particularly where there have been changes in practice over recent years, making recommendations as to the approach to take in future, with a view to an updated and consolidated Ceremonials Book being produced.

Outside Bodies

- (g) Overseeing the City Corporation's Outside Bodies Scheme, to include:-
- developing the Corporation's policy towards outside body appointments;
 - keeping under review the effectiveness and appropriateness of the organisation's participation in individual bodies;
 - giving initial consideration to new requests from outside bodies for nominations;
 - advising the Court on the needs and requirements of the outside body in respect of any vacancy; and
 - periodically reviewing the City Corporation's Outside Bodies protocol.

Benefices

- (h) To consider matters relating to the City's obligations for its various Benefices*.

**The Patronage (Benefices) Measure 1986 and The Patronage (Benefices) Rules 1987, seek to confine the exercise of Church of England Patronage; i.e. the right to present Clergy, to a responsible person who is an actual Communicant Member of the Church of England or of a church in communion with it. On receiving notice of a vacancy, the City of London Corporation, as patron, is required to appoint an individual who is 'willing and able to make the Declaration of Membership and act as its representative to discharge its functions as registered patron'. In practice, the Chairman of the Sub-Committee, being a person able and willing to make the declaration, is usually appointed as the City of London Corporation's representative and this practice has worked well.*

Member Privileges

- (i) To consider and make recommendations to the Policy and Resources Committee on:-
- Members' privileges; and
 - Members' facilities, excluding Guildhall Club as it falls within the locus of the House Committee of Guildhall Club.

Member Financial Assistance

- (j) To oversee the Members' Support Scheme (and Extended Support Scheme) to ensure that it is fit for purpose and to review periodically whether any further assistance should be established to support Members with the delivery of their duties as elected Members of the City Corporation.

City of London Corporation Committee Report

Committee(s): Civic Affairs Sub-Committee – For Decision Policy and Resources Committee – For decision	Dated: 29/01/2025 13/02/2025
Subject: Members’ Bedroom Policy	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Providing excellent services
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:	Town Clerk
Report author:	Chris Rumbles

Summary

This report presents an updated Members’ Bedroom Policy for approval. Policy and Resources Committee were due to consider an updated Members’ Bedroom Policy at their meeting on 16 November 2023, following a recommendation of Civic Affairs Sub-Committee.

Proposed updates to the policy at the time covered a range of areas including an updated booking procedure, restrictions on block bookings, dealing with and responding to complaints and allegations of misuse, dealing with outstanding invoices, usage and providing clarity relating to official / non-official usage, eligibility criteria and providing information on an ‘Approved list of users’ that had previously been identified as users of the bedrooms in addition to Members.

Proposals relating to a revised and updated charging structure to be applied for use of the bedrooms had also been included. Following a number of questions and concerns having been raised regarding the level of increase in charges proposed, the impacts of these on Members being able to fully carry out their duties as elected Members, potential social mobility and equality impacts the proposed increase in

charges would present, Policy and Resources Committee agreed to withdraw the item from the agenda.

This has resulted in a number of routine and straightforward administrative and procedural proposals that had originally been included having since fallen away and not having been implemented. This report is now looking to address those areas that have fallen away and is seeking approval of an updated Members' Bedroom Policy (Appendix 1) with these additional elements now included.

Recommendation(s)

Members are asked to:

- Approve the updated Members' Bedroom Rules and Eligibility Policy document at Appendix 1.

Main Report

Background

1. In July 2023, Civic Affairs Sub-Committee considered a report of the Town Clerk relating to a Members' Bedroom Policy and revisions to the booking terms, eligibility criteria, rules and pricing and put forward a recommendation to Policy and Resources Committee thereon. This had been in response to a number of queries that had previously been raised by Members seeking clarity regarding various aspects of the policy.
2. It was agreed that the existing policy remained largely appropriate, but with a number of areas having been highlighted as requiring further consideration and revision.
3. Issues previously raised related to providing clarity around official and 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. An appropriate level of charges to be applied to the bedrooms had also been part of Civic Affairs Sub-Committee's consideration of the Members' Bedroom Policy and their recommendation to Policy and Resources Committee. Prior to Policy and Resources Committee's consideration of the item, a number of concerns had been raised regarding the level of increase to the bedroom charges proposed, the impacts that would result from the proposed increase in charges in allowing Members to be able to fully carry out their roles as elected Members, along with social mobility and equality impacts it presented. Policy and Resources Committee agreed to withdraw the item from the agenda.
5. The withdrawal of this item has resulted in a number of routine and straightforward administrative and procedural changes that had been put forward for inclusion in an updated policy having since fallen away and not having been implemented. This report is seeking Policy and Resources Committee's approval

of an updated Members' Bedroom Booking Terms and Eligibility Policy (Appendix 1).

Current Position

6. The Bedroom Rules and Eligibility criteria have not been changed since a review that was undertaken in 2014. It is now deemed appropriate to consider issues relating to appropriate use of the bedrooms, including official and non-official usage, an approved list of users, the booking procedure, dealing with complaints, misuse and outstanding invoices.

Official / Non-Official usage

7. Members had previously been mindful of a need to ensure appropriate usage criteria was being applied to all bookings and with the criteria around official and non-official usage needing to be clear.
8. 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 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.*
9. 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.

10. Providing clarity regarding the booking procedure is proposed for inclusion within the Bedroom Rules and Eligibility Policy 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.
11. This will provide sufficient information to the Attendant to assess each booking request to ensure it is in line with the agreed Bedroom Rules and Eligibility Policy. Where a Member refuses to provide 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 of this, can be referred to the Chief Commoner, Chair of Civic Affairs Sub-Committee and Town Clerk for their further consideration and review.

Approved list of users

12. 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
13. 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.
14. Having reviewed occupancy levels, this has shown 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.

15. Usage data has shown 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 requires addressing; 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

16. An issue that several Members had previously queried was “block bookings” and for how long an individual Member is able to book a room and stay.
17. Members had previously indicated a desire to stop block bookings for extended stays, with there being a restriction placed on the maximum stay a Member would be able to book at any one time and there being a maximum number of ‘non-official usage’ overnight stays allowed during a calendar month.
18. It is therefore proposed that at the time of booking a maximum of two consecutive overnight stays be permitted at any one time, other than where the stay is for ‘Official Use’, with there also being a maximum of up to six weekday overnight stays for ‘Non-official Use’ being allowed during a calendar month. 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 Use’ and with this needing to be clearly detailed as part of the booking process.
19. Where a Member books multiple rooms for the same time and date, the first room will be charged at the Member rate with all other rooms being charged at the Non-Member rate.
20. It is recognised that there may on occasions be exceptional circumstances in which to allow a booking outside of the rules set out within the Members’ Bedrooms Booking Terms and Eligibility Policy. It is proposed that any such requests shall be referred to the Chair of Civic Affairs Sub-Committee, Chief Commoner and Town Clerk who will make a final determination on whether to allow the booking and an appropriate charge relating to usage. There will be no right of appeal of the decision reached.

Complaints, behaviour and misuse

21. The policy includes provision regarding behaviour confirming that *“those using the rooms must not use them 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.”*
22. 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.

23. 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.
24. It is proposed that any allegation of misuse will be reported to the Chair of Civic Affairs Sub-Committee, Chief Commoner and 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 a period as they see fit. There will be no right of appeal of the decision reached.

Outstanding invoices

25. 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 Member will be prohibited from making any further bookings until the debt is cleared.
26. 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 Town Clerk who will make a determination. There will be no right of appeal of the decision reached.

Communications Plan

27. It is proposed that changes be implemented by 20th March 2025. This will allow for the updated policy to be clearly communicated to all new and returning Members following the all-out City-wide elections being held in March 2025.
28. 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 provide all new and returning Members with an updated copy of the Members' Bedroom Rules and Eligibility Policy document and with it also being provided to all Members as standard as part of the booking process.

Proposals

29. 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 and approve changes for inclusion in an updated Bedroom Rules and Eligibility Policy document.

Corporate & Strategic Implications

Strategic implications – Members are provided with a level of access to bedrooms that is necessary to allow them to undertake their range of duties as elected Members working in support of the six outcomes in the Corporate Plan and the overall strategic direction of the City Corporation.

Financial implications – None.

Resource implications - There will 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 and accessibility for all.

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

30. Members are being asked to consider and approve changes to the Members' Bedroom Rules and Eligibility Policy for inclusion in an updated document for implementation by 20th March 2025.

Appendices

- Appendix 1 – Updated Members' Bedrooms Booking Terms and Eligibility Policy

Background Papers

Members Bedroom Policy Report (Civic Affairs Sub-Committee 25/10/2023 / Policy and Resources Committee 16/11/2023)

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Appendix 1 - Members' Bedrooms Booking Terms and Eligibility Policy

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. All Members will be required to complete a 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.

-Official / Non-official Use

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 'official use' will be referred to the Chair of Civic Affairs Sub-Committee, Chief Commoner and 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 this policy 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 Town Clerk, to consider the request and determine an appropriate charge relating to usage. There will be no right of appeal to the decision reached.

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 as standard, with Members 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 will need to be clearly detailed during the booking process. A maximum of up to six weekday overnight stays will be permitted during any single calendar month for non-official usage.

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

Where a Member books multiple rooms for the same time and date, the first room will be charged at the Member rate with all other rooms being charged at the Non-Member rate.

Approved list of users

In addition to Members, the following are entitled to use the Bedrooms;

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

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

BEHAVIOUR

Those using the rooms must not use them 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 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 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 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

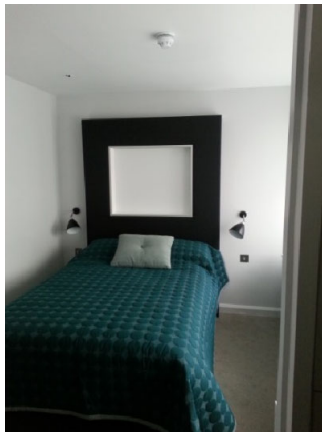
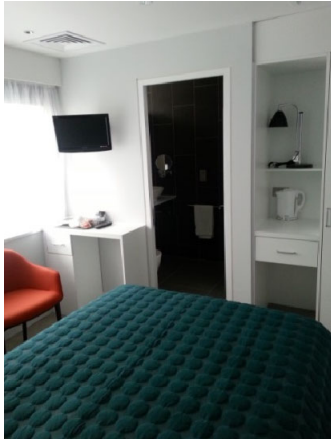
AVAILABLE ROOMS AND FACILITIES

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			
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 Honourable The Irish Society~~

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

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

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

City of London Police Chief Officer Team

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

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