

LIVERY COMMITTEE
Wednesday, 12 September 2012

Minutes of the meeting of the Livery Committee held at Committee Room - 2nd Floor
West Wing, Guildhall on Wednesday, 12 September 2012 at 11.00 am

Present

Members:

Deputy Robin Eve
Deputy Bill Fraser
Ian Seaton
John Spanner
Raymond Blaber
Richard Lewis

Nigel Pullman
Rear Admiral Nick Harris
Paul Herbage
Raymond Layard
Brigadier Robert Pridham
Brigadier David Ross

Officers:

Gemma Stokley -
Billy King-Harman -
Caroline Al-Beyerty - Financial Services Director

1. **APOLOGIES**

Apologies for absence were received from Alderman Sir Michael Savory, Alderman Neil Redcliffe, Deputy Richard Regan, Hugh Stubbs, Victoria Russell and Col. Peter Durrant.

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

There were no declarations.

3. **APPOINTMENT OF COMMITTEE**

The order of Common Hall appointing the Committee was received.

RECEIVED.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman for the ensuing year.

The Town Clerk read out a list of those Members of the Committee eligible to stand as Chairman and, Deputy William Fraser, being the only Member expressing a willingness to serve, was duly elected for the ensuing year and took the Chair.

Deputy Fraser thanked the Committee for their continued support.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman for the ensuing year.

The Town Clerk read out a list of those Members of the Committee eligible to stand as Deputy Chairman and, Nigel Pullman, being the only Member expressing a willingness to serve, was duly elected for the ensuing year.

6. **WELCOME TO NEW MEMBERS**

In their absence, the Chairman welcomed three new Members to the Committee: - Deputy Richard Regan, Hugh Stubbs and Col. Peter Durrant. The Chairman also went on to welcome Officers Billy King-Harman (Mansion House) and Caroline Al-Beyerty (Chamberlain's Department) to the meeting.

7. **MINUTES OF THE PREVIOUS MEETING HELD ON 13 JUNE 2012**

The minutes of the previous meeting held on 13 June 2012 were approved and agreed as a correct record.

8. **MATTERS ARISING FROM THE PREVIOUS MEETING**

The Forthcoming Mayoralty (page 6) – The Chairman reported that Mansion House were now publishing a list of Mayoral Visits for the year ahead which he felt was a very welcome move.

A Member, also Clerk to the Brewers' Company wished to record his thanks to the Private Secretary for his assistance in confirming dates for a Brewers' Company event.

9. **CITY OF LONDON CORPORATION**

The City Marshall/Senior Programme Manager (representing Mansion House) updated the Committee on current issues.

Billy King-Harman – City Marshall/Senior Programme Manager (Mansion House)

Livery Events attended by the Lord Mayor

The City Marshall reported that the Private Secretary had recently been surveying the number of Livery events the Lord Mayor had attended over the past three years which added to the data already collated on the last ten years. Officers now intended to review the data in order to determine which Livery Companies had received little or no contact with the Lord Mayor in recent years and look to rectify this.

Lord Mayor's Address to Livery Masters and Clerks

The City Marshall reported that this year's Lord Mayor's address to Livery Masters and Clerks would take place at the Mansion House at 3.45pm on Wednesday 14 November.

Events at Mansion House

Mansion House requested that Clerks booking future events at the Mansion House be encouraged to include Wayne Garrigan (Keeper of the House) in any email discussions with Caterers from the outset of their planning.

The Olympic Period

The City Marshall reported that the Lord Mayor and Lady Mayoress had been delighted to be involved in both the Olympic and Paralympic Games and had been along to as many venues and events as possible.

Members were informed that the Lord Mayor had written to Simon Fraser (Permanent Under-Secretary at the Foreign and Commonwealth Office) outlining the City's efforts during the Games and the many events either hosted or attended by he and his wife.

The Lord Mayor felt that London was the natural business partner of choice for many of the Olympic and Paralympic nations and that the Games provided an excellent 'shop window' for the UK's national offering. Members were informed that Mansion House intended to follow up on many of the associations made during the Games.

Mansion House Appointments

The Committee were reminded that the current Swordbearer, Richard Martin would be retiring in February 2013 and would be succeeded by Mr. James North. A new Senior Programme Manager was due to be announced shortly. Finally, Members were informed that the City Marshall was due to retire towards the end of 2013.

The Chairman, on behalf of the Committee, wished to place on record his thanks to the Lord Mayor for all of his efforts over both the Jubilee and Olympic/Paralympic Games where he had represented both the City and the Livery in general in a very positive manner.

10. ARRANGEMENTS FOR COMMON HALL - 1 OCTOBER 2012

The Town Clerk took this opportunity to update the Committee on arrangements for the Election of Lord Mayor on Monday 1st October. Copies of the Ceremonial, the list of candidates and the Order of Procession were circulated within the Committee papers.

Members were reminded that breakfast would be available in a Committee Room from 9am for those arriving early to perform a 'meet and greet' role and that the Chairman would also be hosting a Committee lunch in the Guildhall Club after Common Hall.

The Town Clerk went on to report that the Assistant Town Clerk, the Chairman and Deputy Chairman had recently been considering how the ceremony might be shortened following a number of comments made following last year's event. Members were informed that several measures would be trialled this year including the shortening of proceedings in the Print Room and proposing that movers and seconders of any votes of thanks move simultaneously to their lecturns. It was hoped that all of the proposed 'small fixes' combined would shorten the proceedings by approximately 5-6 minutes.

The Chairman reminded Members that strict guidelines were already issued to the movers and seconders of Votes of Thanks as to how long they should look to speak for.

A Member suggested that, in future, the anticipated end time of the proceedings should be published on documentation circulated prior to the day. Another Member commented that there were other seating options in 'overflow' arrears such as the Old Library and the Livery Hall for those who were not comfortable being seated in the Great Hall for a given length of time. He went on to state that Livery Companies should, by now, be well aware that Common Hall proceedings tend to last until 1.10/1.15pm and should therefore adjust their schedules for the day accordingly.

Finally, the Town Clerk reported that, for the first time this year, tickets for the Admission of Lord Mayor would now be made available to members of the public via the City Corporation's webpages. It was agreed that a link to these pages be published in the next edition of the Livery Briefing.

11. **ELECTION OF AUDITORS**

The Committee considered a joint report of the Town Clerk, the Chamberlain and the Comptroller & City Solicitor relative to the introduction of qualifications for the office of Auditor of Chamberlain's and Bridgemasters' Accounts and changes to the tendering arrangements for the audit of non-City Fund accounts. The Committee also received a resolution of the Audit and Risk Management Committee who had already seen and approved this report.

The Chamberlain reported that, if approved by the Livery Committee, this report would be submitted to Common Hall on 1st October and then a Bill for an Act of Common Council would be brought forward to regularise the electoral timetable and processes for a number of offices elected by the Livery (Bridgemasters and Ale Conners as well as Auditors).

The Chamberlain went on to report that a Member of the Audit and Risk Management Committee had questioned what would happen of an Auditor were to die in office or a candidate in an uncontested elected died after the close of the nomination period (but before taking office). Members were informed that various scenarios had been considered and that these would be dealt with within the introduction for the Bill for an Act of Common Council.

In response to a question, the Chamberlain stated that one of the present Auditors was not currently qualified and would not therefore meet with the new requirements. It was also reported that a Member of the current Audit Review Panel had declined to sign the Audit Panel's report on the City's Cash Financial Statements and had sent a report to the Audit and Risk Management Committee outlining his reasons for this. Members noted that these concerns had been rebutted in a letter from the Chamberlain and the Audit and Risk Committee were satisfied with this response.

RESOLVED – That,

- (i) The Livery Committee agree that the qualifications for the office of Auditor of Chamberlain's and Bridgemasters' Accounts and

the associated procedures set out in this report be introduced for the election and re-appointment of Auditors in Common Hall in 2013 and thereafter;

- (ii) the Livery Committee report to Common Hall recommending the introduction of those qualifications and procedures;
- (iii) the Audit and Risk Management Committee agree that tenders for the audit of the Chamberlain's and Bridgemasters' Accounts shall be sought using an open procurement procedure, subject to a representative of the successful firm being elected as an Auditor of Chamberlain's and Bridgemasters' Accounts before the contract is awarded; and
- (iv) the Livery Committee note the change to tendering arrangements and advise Common Hall accordingly.

12. REPORTS OF THE CHAIRMEN OF THE WORKING GROUPS

(A) COMMUNICATIONS

The Chairman of the Livery Communications Working Group reported that the Group had met last week to review the format and content of the Courses and Briefings for which the Livery Committee were responsible. He reported that the Working Group had now agreed to drop the video from future City Briefings as it was felt that this was now too dated and 'out of touch'. Members were informed that the Chairman of the Working Group and Mr Seaton were now working up a brief presentation on the 'livery movement' to fill this slot.

The Chairman of the Working Group went on to encourage members of the Committee to continue to promote City Briefings to their respective Livery Companies and also to attend for themselves where possible as this was an important networking opportunity and would also help to more effectively 'showcase' the Livery Committee and support those hosting the events.

Members were reminded that this year's Wardens' and Court Assistants' City Course would be held on Monday 24th September with the next Clerk's Briefing scheduled for Tuesday 27th November 2012. The Chairman of the Working Group reported that the agenda for the Clerks Briefing changed each year to reflect current key issues and that it was therefore advisable for Clerks to attend on more than one occasion.

In response to a question, the Chairman of the Working Group stated that City Briefings were open to non-Livermen and reported that HAC and Christ's Hospital Representatives had recently attended.

(B) LIVERY COMPANIES

The Chairman of the Livery Companies Group highlighted that Livery Company allocations under the Livery Liaison Scheme had now changed to include new members of the Livery Committee. He asked that all Members make contact with their allocated companies by the end of this week if they had not already done so.

With regards to comments previously received about the process by which members were appointed to this Committee by the Fellowship of Clerks, the Chairman of the Working Group reported that he was still awaiting the deliberations of the Fellowship. Once a response from the Fellowship had been received, it was intended that a full report on the matter be brought to the next meeting of the Livery Committee in February 2013.

Finally, Members were reminded that it had been agreed that a note produced by the 'mother company' of the current non-aldermanic Sheriff would be circulated at this meeting with a view to this Committee 'adopting' the document and arranging to have it included in the information pack sent out to future applicants to the Shrievalty.

The Chairman asked that the penultimate sentence within the paragraph headed 'Sheriff's chain of office' be deleted and that the final sentence within the section headed 'A float in the Lord Mayor's Show' be amended to read 'participation' as opposed to 'anticipation'.

The City Marshall asked that the Private Secretary and the Swordbearer be asked to review and comment on the document ahead of its inclusion in future information packs.

The Chairman of the Livery Companies Working Group underlined that the document was simply intended as an informative/helpful aide to those who found themselves in this position in the future and was not to be circulated to all 108 Livery Companies as a Guide of any sort. He added that he also envisaged that the document would be a 'living document' and would be amended and expanded on by future mother Livery Companies as necessary.

The City Marshall also suggested that, in future, a similar document might be produced for the mother Livery of the Aldermanic Sheriff.

RESOLVED - That, the Livery Committee agree to informally adopt the document produced for the attention of the Mother Company of a Non-Aldermanic Sheriff subject to any comments/amendments Members and Officers might have and subject to the agreement of the document's author.

13. **REPORT OF THE CHAIRMAN**

The Chairman of the Livery Committee reported on events since the last meeting. He began by highlighting that the 'Celebrate the City' Weekend in late June had been very well supported by Livery Companies and very well attended by members of the public. The weekend had also marked the opening of the Livery Exhibition (Butcher, Baker, Candlestick Maker) in the Guildhall Art Gallery which would run until 23rd September.

The Chairman went on to refer to two articles that had been published in 'The Times' following the Livery Lunch held in the presence of Her Majesty the Queen in Westminster Hall during the Diamond Jubilee and reporting on the work of the Livery movement in general.

Members were informed that, on 9th July, the Lord Mayor had hosted an early morning seminar in Mansion House on 'Apprenticeships'. The Chairman reported that this event had been organised by the Livery Skills Council and invited Mr Seaton to report on some of the Council's recent work. Mr Seaton reported that the Livery Skills Council had recently put in a bid to Government for public money. He reported that, if funding were to be received, this would be an innovative move. The Chairman reported that the Chairman of the Livery Skills Council had been invited to address Clerks at this year's briefing. He went on to propose that Mr Seaton be formally appointed as this Committee's representative on the Livery Skills Council.

It was suggested that both Mr Seaton and Mr Herbage (the Committee's Livery Schools Link representative) should be invited to submit reports to the Committee on any pertinent issues from both bodies at future meetings.

Finally, the Chairman reported that the Town Clerk had recently carried out some research amongst Livery Companies in order to determine how many of them had had Lady Masters both past and present. Members were advised that the research had been carried out following an enquiry from Mansion House and that 99 of the 108 Companies consulted had responded to date. Some Members expressed concern at the fact that all Livery Companies had not responded to a query directly from the Livery Committee and suggested that this issue might be addressed at a future Clerks Briefing.

RESOLVED – That, Mr Seaton be appointed as the Livery Committee representative on the Livery Skills Council.

14. **ANY OTHER BUSINESS**

City of London 'Pocketbook' diaries

The Town Clerk distributed copies of the City's latest Pocketbook diary to non-Court of Common Council members.

Precepts for Common Hall

In response to a question, the Town Clerk reported that precepts for Common Hall were sent to all Livery Company Clerks on the understanding that these would then be sent/advertised to Liverymen.

The meeting ended at 12.05 pm

Chairman

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