

Outstanding Actions List Members Diversity Working Party

	Action	Notes	MDWP priority (1-3)	Officer/body responsible	Date for completion
Removing barriers, promoting and attracting a more diverse range of candidates to stand in elections = attraction/get candidates					
1	<p><u>Set targets for protected characteristics</u></p> <p>Announce set targets for representation by 2021 election – 30% female and 15% for BAME by 2021. Other protected characteristics to be considered after the next all out elections.</p> <p>Set targets for 2025 for Common Councilmen and Alderman to be reflective of the City workers/residents (see Appendix C).</p>	Targets for Common Councilmen and Aldermen.	1	Recommendation to P&R.	Announce by Q1 2019
2	<p><u>Appointing a dedicated senior Officer responsible for Member diversity and inclusion</u></p> <p>Appointing a senior officer with overarching responsibility for Member diversity and inclusion, with a budget for – and ownership of – diversity events at Guildhall, as well as all elements of Member pipeline development such as diversity network engagement.</p> <p>Other components of the role are:</p> <ul style="list-style-type: none"> • Community outreach. Actively engaging with all networks to promote standing for election amongst residents, business, young people and faith groups etc., • Convening business groups to learn best practice in this area for adoption 	<p>Responsibility for CC and Alderman pipeline development work.</p> <p>This is a senior role representing the City Corporation reporting into P&R. This is in addition to the D&I position being recruited to support staff networks. It was felt that the provision of properly funded staff networks will help to demonstrate how seriously the CoL takes the D&I agenda.</p> <p>Whilst the diversity of the Court and external representation of the City Corporation was the responsibility of P&R, it could potentially be delegated</p>	1	Recommendation to P&R to provide funding and seek Establishment Committee's approval to the creation of the post	Appoint by Q1 2019

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	<ul style="list-style-type: none"> • Working with existing initiatives such as the Lord Mayors Appeal and Power of Diversity • Working with CoL staff networks to learn from them, lean on their informal networks, and share best practice • Contributing to innovative communications and social media use • Developing and running a Member-level mentoring scheme (See action 7) • Own and have funding for annual events which focus on diversity and inclusion, e.g: - organising and seeking funding for annual diversity networking events such as Pride participation and Flag Raising and Reception, International Women’s Day reception, Eid dinner together with City of London Police, etc. 	to the Public Relations and Economic Development Sub-Committee.			
3	<p><u>Nomenclature</u> In all non-legal documentation and communication, refer to Common Councilmen as ‘Common Councillors’ or ‘Councillors’ and Chairmen as ‘Chairs’</p>	<p>No recommendation to change Alderman.</p> <p>The perception is that the CoL needs to look more in-line with business and society at large, to attract a wider talent pipeline.</p>	2	Members Privileges Sub-Committee to look at in the first instance with any recommendations being considered by P&R.	Announce by Q1 2019
4	<p><u>Ancillary Support to Members</u> Provide guidance to Members and potential Members on what expenses and other (nonfinancial) support exists for Members, including health/wellbeing.</p>	<p>HR to report back to MDWP on full spectrum of what’s available.</p> <p>MDWP have indicated that as a minimum, a support system similar to that available for staff should be</p>	2	Members Privileges Sub-Committee to look at in the first instance with any recommendations	Q3 2019

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	A future review of support for Members will be informed by this information.	available for Members, e.g. the current health/wellbeing benefits.		being considered by P&R.	
5	<p><u>Meeting timings and technology</u></p> <p>a. Introduce technology to all appropriate meeting rooms to maximise the ability of Members to join remotely'. This will ensure wider participation and assist Members with busy day-jobs.</p> <p>b. Re-examine the timing of meetings and consider introducing a combination of timings across committees to allow for a fairer balance for all Members and potentially encourage new people.</p> <p>c. Encourage Chairs of Committees to consult their committee and select meeting times that make them as accessible as possible.</p>	<p>P&R has approved a trial for the use of technology beginning with the Board of Governors of the Freemen's School having the ability to hold "virtual meetings".</p> <p>The strong steer from the MDWP is to be as inclusive as possible within the legal framework – i.e. ensure Members can easily join (and host) meetings remotely in as many circumstances as is legally permitted.</p> <p>Ensure that no barriers exist which would prevent meeting times being altered, at the request of a Committee, with ease.</p>	1	<p>P&R</p> <p>P&R</p> <p>P&R</p>	
6	<p><u>Better guidance for selecting voters</u></p> <p>The Director of Communications to ensure that material sent to companies regarding voter registration encourages them to select a diverse representation of their workforce.</p>		2	Director of Communications	Q3 2019

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7	<p><u>Mentoring Scheme</u> Introduce a Member-level mentoring programme for prospective candidates i.e. City workers and residents who are interested in standing in the future and also for newly elected Members. The latter could include a “buddying” scheme.</p> <p><u>Other Structured support</u> Create new leadership roles to support women and BAME into leadership positions. Look at shadowing or deputy positions. Offer leadership programme to women members.</p> <p><u>Internal progression – clearer pathways</u> Look at how new Members can progress or take on additional responsibilities (for example deputy chair of sub-committees) to gain more experience and skills.</p>	To be developed by the new Member-dedicated Senior Diversity Officer	2	<p>Members Privileges Sub-Committee to look at in the first instance with any recommendations being considered by P&R.</p> <p>This could be overseen by the new Members Diversity Sub-Committee, if approved</p> <p>Members Privileges Sub-Committee via its Member Development Group</p>	Q3 2019
8	<p><u>Co-opted / Non-Executive / External Members</u> Look at appointments to external positions (co-opted Non-Executive Members) to improve diversity on committees, including where advertisements are placed, and what skills and other attributes are included in the job description. Consider making this a centralised process</p>	The MDWP is looking for a clear process by which co-opted Members are appointed, which is centrally held with defined parameters including a keen eye for ensuring a wide and diverse talent pipeline is accessed	2	Outside Bodies Sub-Committee, together with relevant committees who advertise externally e.g.	Q3 2019

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	following clear guidelines, rather than 'friends of Chairmen'.			Police, Standards, Epping Forest Committees	
9	<p><u>Compensation for Members (internal and external) including Co-opted / Non-Executive Members</u> Commission a (paid for, professional) external review of remuneration, specifically to consider if the lack of it is a barrier to diverse talent engaging with the City Corporation. It would be worth considering other barriers, too, though remuneration is the key component.</p>	External Members strongly recommended this review was conducted externally. Proposal is to use a consultant similar to Flint Global who already have an existing contract with the CoL which might assist in reducing the cost.	1	P&R to commission	Q1 2019
10	<p><u>Setting a Strategy</u> Create a Member diversity and inclusion strategy including setting achievable targets for the City Corporation.</p>	This could form part of the Member Diversity Support Officer's work programme	1	P&R to commission, new D&I Sub-Committee to own	Q1 2019
11	<p><u>Citizenship Ceremonies</u> – consider whether the City Corporation should host these ceremonies in future.</p>	This will help build links between the City Corporation and its newest British citizen residents. It would also introduce the Corporation to a new diverse group of people	3	P&R	By the end of 2019
12	<p><u>Committee election system – changes</u> Review the First Past the Post voting system for committee elections to ascertain whether it will help to improve diversity.</p>	This was last reviewed in 2015/16	1	P&R	Q1 2019

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	<p><u>'Nudge' through ballot paper wording</u> Update committee election ballot papers to include, for example, a gender breakdown of the committee as it currently stands, to prompt Members to consider the make-up of the committee when voting.</p>	It is proposed that at this stage it should include both sex (gender) and BAME only		P&R	
13	<p><u>New dedicated (formal) Diversity & Inclusion Sub-Committee</u> Establish a permanent Members Diversity Sub-Committee to drive the proposed action programme.</p>	To be a Sub-Committee of P&R	2	P&R	Q3 2019
14	<p><u>Appointed panels – diversity imperative</u> Ensure that in future the composition of all City Corporation appointed panels/groups is diverse, i.e. not all male (or female) or all white. This could include licensing hearings and interview panels.</p>		3	Officer responsible for convening the Panel.	By the end of 2019
15	<p><u>Voluntary Members Diversity Charter</u> Introduce a voluntary Charter for Members to consider signing, allowing Members to publicly show commitment to this agenda, and help drive the debate internally on D&I.</p>	<p>Members Development Group to take this forward for Members. Possible draft text:-</p> <p><i>“The City flourishes today by attracting international talent and innovating to succeed. I believe that attracting a wider pool of talent to engage with the City of London Corporation will build a City fit for the future.</i></p>	1	This could be overseen by the new Members Diversity Sub-Committee, if approved.	Q1 2019

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		<p><i>To support opening up the City of London to a wider talent pool, I will:</i></p> <ol style="list-style-type: none"> <i>1) undertake unconscious bias training.</i> <i>2) ensure when posing in group photos of 4 or more for external comms, e.g. through social media, I consider the image I am attaching to the City. I will include women and greater ethnic diversity if possible.</i> <i>3) chair meetings effectively and in an inclusive manner</i> <i>3) consider the gender mix on committees before voting in Court</i> <i>4) consider the diversity of candidates I propose for the Freedom of the City and how they reflect the City's communities.</i> <i>5) ask firms, when engaging on voter registration, if they have reflected the diversity of their firm in their voting list.</i> <i>6) bring new people from diverse backgrounds into the City, through invitations to functions, for example.</i> <i>7) look out for new talent who could make a contribution to the City civic and ask them to stand.</i> 			

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	<p><u>Unconscious bias training</u> Unconscious bias training for all Members and Senior Officers</p>			Members Privileges Sub-Committee via its Member Development Group	
16	<p><u>Advertising the City's commitment</u> Advertising campaigns committed to diversity to show the public the City Corporation's aims and ambitions.</p>	Officers to report back on the budget needed to undertake a series of campaigns	2	Director of Communications, in consultation with relevant Sub-Committee	Q3 2019
17	<p><u>Comms Diversity Policy</u> Messaging plays a critical part in the effective communication of diversity; a policy should therefore be introduced to ensure that thought was given at all times to activities being communicated in a positive manner and that it is promoted adequately.</p>		2	Director of Communications	Q3 2019
18	<p><u>Panel appearances by City Representatives</u> Implement a policy for Officers and Members formally representing the City Corporation against attending all male events or speaking on all male panels unless participation assists in altering the balance. Where possible, the policy would also recommend against Members (representing the City) or Officers appearing on panels with no diversity in terms of BAME representation.</p>	A number of companies already refuse to allow staff to attend all male events or speak on all male panels	1	Officer responsible for event in consultation with the Director of Communications	Q1 2019

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19	<p><u>Events</u></p> <p>a) Event monitoring: monitor the diversity of events using tools such as Eventbrite or CBI to collect data.</p> <p>b) Invitation Lists: should be reviewed, particularly where the City Corporation has discretion to influence invitation lists for events, particularly for, but not isolated to, 'headline events' such as the Lord Mayor's Banquet. The audit should include who issues invites, how many are 'discretionary' for the Corporation and mechanisms which encourage those who issue them to ensure that where possible the guest lists reflects the diversity of the City's communities.</p> <p>c) Create positions on Hospitality Working Group for new members and look at diversity balance.</p>	<p>Obtaining this data may be challenging due to GDPR, but the working party encourages the CoL to investigate whether some form of monitoring could be undertaken as there was value in having the information.</p> <p>The CoL organises many historic events and events linked to Livery. It needs to review the annual list of events to ensure we refresh our external presentation both in terms of the content, and the invitation lists.</p> <p>HWP should aim to have a comprehensive view of the full discretionary list of invitations to headline events (including those given to incoming Sheriffs) in order to then work with those issuing these invites to improve diversity of attendance.</p>	2	Hospitality Working Party	Q3 2019
20	<p><u>Diversity in Partner Organisations – including Livery</u> Encourage the Court of Aldermen and Livery Committee to continue to work with the wider livery on improving diversity, including asking them to try to ensure a diverse range of people are nominated for Freedom of the City via the Livery 'route'.</p>	<p>Chair of MDWP to write to Town Clerk and Lord Mayor to request they raise this in their remarks to the collected Livery Masters and Clerks in late November</p>	1		Q1 2019