

Committee:	Date:
Policy & Resources Committee	21 January 2021
Subject: Draft Remembrancer's Office Business Plan for 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	6, 7, 10, 11
Does this proposal require extra revenue and/or capital spending?	N
Report of: The City Remembrancer	For Approval
Report author: Bruce Hunt, City Remembrancer's Office	

Summary

This report presents for approval the Business Plan for the Remembrancer's Office for 2021/22.

Recommendation

The Committee is recommended to:

- i) Note the factors taken into consideration in compiling the Remembrancer's Office Business Plan; and
- ii) Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan for the Remembrancer's Office for 2021/22 (or the elements therein that fall within this committee's Terms of Reference).

Main Report

Background

1. Business Plans for 2021/22 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented.

Current Position

2. Business Plans are aligned to departments, so all financial information presented within the Business Plan reflects the departmental budget rather than the Committee budget.

3. The elements of the Business Plan presented that are relevant to this committee are:
 - Parliamentary and Political Liaison
 - Constitutional and Legislative Analysis
 - Protocol and Diplomatic liaison and advice
 - City events and hospitality
4. The Business Plan is based on a budget reduction of 12%. The local risk budget of the office is primarily to meet employee costs and the element from which savings might be drawn other than from those costs is very small. There have been staff reductions but there is a need to retain a cadre of trained and established events staff to provide for the resumption of events activity later this year. This is of wider financial benefit to the City Corporation in the case of commercial events, as the objective is to get the level of income generated by such events back to (and ultimately exceeding) pre-Covid levels as soon as possible. As a temporary measure, a majority of remaining events staff have been seconded either externally (with two staff supporting the London Strategic Coordination Group) or to other City Corporation departments.
5. In the case of City events and hospitality, given there will be a period in the first half of 2021 when full scale in-person City events cannot resume, the City hospitality budget will face fewer demands. A reduction in the hospitality budget in the order of 20% next year is accordingly proposed. Combined with the other savings and efficiencies which can be exacted from the local risk budget, the reduction of 12% to be applied generally to all departments will be met.
6. Apart from these savings, operational efficiencies through the enhanced use of computer and internet-based aids for event management together with identification of synergies with other departments in ways of working are being sought. The Remembrancer's Office already works closely with, for example, IG, Mansion House and Comms, on events and stakeholder engagement. The TOM proposals for a Centre of Profession for events management within the Remembrancer's Office will bring further opportunities for closer working with consequent opportunities for efficiencies.

Proposal

7. The draft high-level summary Business Plan for City Remembrancer's Office is presented at **Appendix 1**.

Key Data

8. Key data is presented within the draft high-level summary Business Plan for City Remembrancer's Office is presented at **Appendix 1**.

Corporate & Strategic Implications

9. Strategic implications – The Remembrancer's Office works to maintain the constitutional integrity of the City of London and in so doing, supports all of the outcomes in the City's Corporate Plan either through its parliamentary and

diplomatic activity or through its City events programme. Strategic priorities and commitments are expressed in **Appendix 1**.

10. Financial implications – The draft high-level summary Business Plan at **Appendix 1** has been drawn up on the basis of a 12% reduction in the departmental budget compared to 2020/21. This is to support the achievement of an overall budget reduction of 12%.
11. Risk implications – Key risks managed by the department and their flightpaths are included in the draft high-level summary Business Plan at **Appendix 1**.
12. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
13. Equalities implications – There are currently no equalities implications identified as a result of the business plans and budgets.
14. Climate Implications – There are currently no direct climate implications identified as a result of the business plans and budgets. However, the office's parliamentary activity and hospitality programme will continue to promote and support the aims of the Climate Action Strategy.
15. Security implications – There are currently no security implications identified as a result of the business plans and budgets.

Conclusion

16. This report presents the draft high-level summary Business Plan for 2021/22 for the City Remembrancer's Office. This committee is recommended to approve it in respect of the elements relevant to its Terms of Reference (listed in paragraph 3).

Appendices

- Appendix 1 – Draft High-level summary Business Plan 2021/22 for the City Remembrancer's Office.

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Our aims and objectives are...

- To maintain the constitutional integrity of the City of London.
- Scrutinise all government legislation, represent the City's views and provide evidence to Parliamentary and GLA Committees and promote the City's private legislation.
- Deliver events that support the interests of the City and the UK.
- Liaise with the Royal Household and the London Diplomatic Corps.
- Generate income from private use of the Guildhall.
- Provide a service for the City's elected Members including arrangements for Committee events and Common Hall.



Our (five) major workstreams this year will be...

1. Respond to new government legislation particularly in respect of the UK's new international relationships post-Brexit, providing briefings and, where necessary, amendments in respect of City interests.
2. Conclude preparation for a draft, and secure the passage through Parliament, of the proposed City of London Markets Bill.
3. Take forward the City of London/London Councils Private Member's Bill on air quality, or seek equivalent amendments to the Government's Environment Bill.
4. Further develop soft power tools with particular reference to engagement with the London Diplomatic Corps and international communities resident in London.
5. To deliver the City's programme of events for 2021/22 and develop proposals for a Centre of Profession for events in line with the Target Operating Model.

The Corporate Plan outcomes we have a direct impact on are...

- **Outcome 6** - We have the world's best legal and regulatory framework and access to global markets
- **Outcome 7** - We are a global hub for innovation in financial and professional services, commerce and culture
- **Outcome 10** - We inspire enterprise, excellence, creativity and collaboration



What's changed since last year...



COVID-19

- Public health restrictions meant commercial events on the Guildhall Complex were not possible.
- Large-scale City hospitality was also not possible, although a number of events were able to be delivered virtually.
- A number of Covid related risks were identified and added to the departmental risk register.
- Parliamentary work continued largely unabated during the pandemic.

Other developments

- The Office has taken a lead role in pushing forward Phase 1 of the Guildhall IT project to deliver new IT infrastructure to the events spaces.

Future Planned Changes

- The use of technology to deliver City events either virtually or in a hybrid form (part in-person, part online) will be explored further.

Staffing

- Two-thirds of staff in the events teams have been seconded externally or to other Corporation departments.
- Retirement of the Department's long serving Business Manager.

Plans under consideration

Plan	Time Scale
Deposit in Parliament of a Markets Bill	November 2021
Implementation of the Target Operating Model	FY 21/22
Response to the Government's legislative programme	Ongoing
Restart of the City's programme of events	FY 21/22 Q1
Return commercial income to pre Covid-19 levels	By FY 22/23



Our strategic commitments

Air Quality and Climate Action

- Progress the Emissions Reduction Bill in the House of Lords.
- Amendments tabled to the Environment Bill in the House of Lords.

Cultural

- Use of events to highlight the City's cultural offer and draw attention to particular culture initiatives.
- Engage with London's diverse communities through the events programme.

The Office's work in Parliament furthers the aims of a number of the City Corporation's strategies by using briefings to MPs and submissions to Select Committees to raise awareness of initiatives.

Key Risks

	Impact				Total
	Minor	Serious	Major	Extreme	
Likely	0	1	0	0	11
Possible	0	3	4	0	
Unlikely	0	0	2	0	
Rare	0	1	0	0	

Key Performance Indicators

KPI	Current Performance	Direction of Travel/Target
Number of submissions to Select Committee	30	Increase
Number of MPs and Peers Briefed.	166	Maintain/Increase
% clients likely or very likely to hold another event at Guildhall	90%	Maintain/Increase
Balance of repeat/new clients hiring venue space at Guildhall.	60/40	Maintain
Invoices paid within 10 days (SME's)	86%	Increase
Invoices paid within 30 days	97%	Maintain

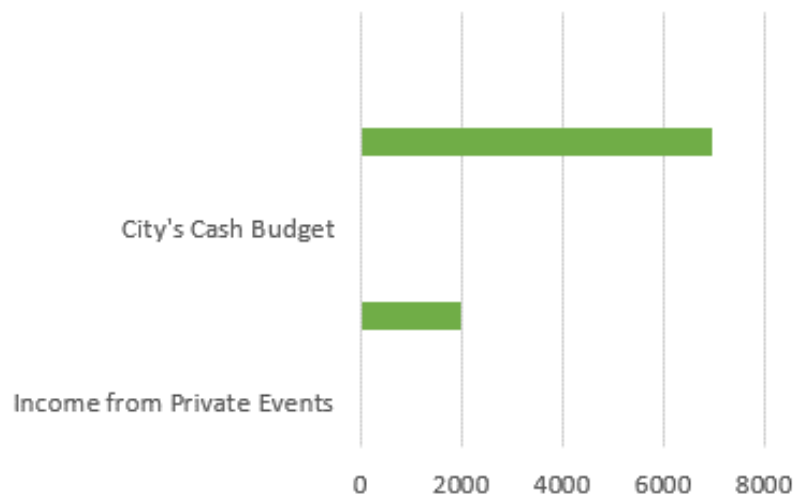
Our E D & I self assessment score

Monitoring and use of data and information	3
Completing Equality Analysis (EQIA) and tackling discrimination and barriers to inclusion	2
Target setting and mainstreaming equalities into performance systems	4
Using procurement and commissioning to achieve equality and cohesion targets	3
Engagement and partnership	4
Employment and training	3

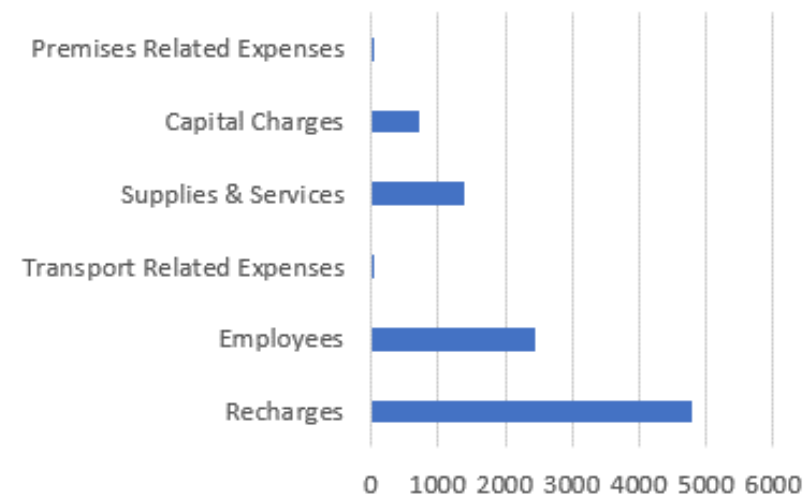
Risk Title	Score
REM PA 001 Impact of UK-EU Relations on the legislative and regulatory landscape	8
CR10 Adverse Political Developments	12
CVD19 SG CE 09 City hosted events	12
CVD19 SG CE 06 Commercial event hire	12
REM PRE 001 Income generation	12
CVD19 SG CE 08 IT infrastructure within Guildhall event spaces	6



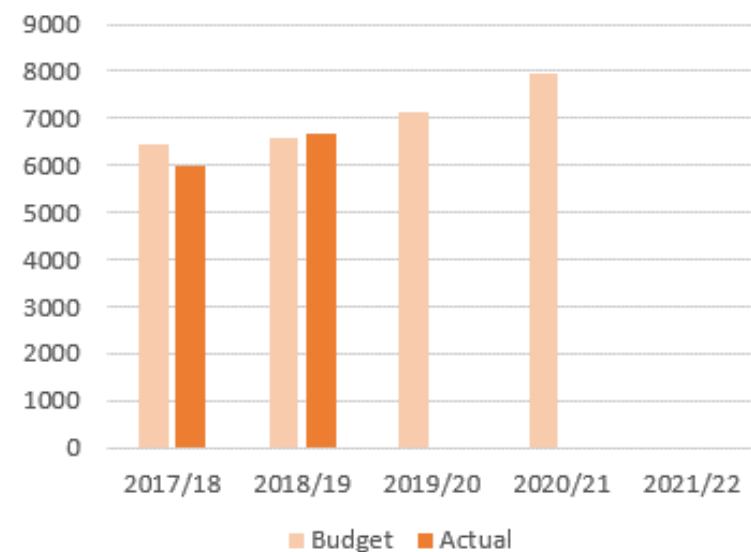
Where our money comes from



Where our money is spent



Budget vs Actual



Capital Project Spend

