

Freedom Applications Committee – Outstanding Actions: 18 November 2021

Item no.	Date	Action identified	Officer/member responsible	Action undertaken/date for completion	Progress Update
1.	02/07/21 (updated 14/09/21)	The Committee to agree that the initiating department or committee should meet the cost of the fee waiver. Consideration to be given to how this decision should be communicated, if agreed.	The Chairman, the Chamberlain & the Remembrancer.	To clarify advice on fees/hospitality: the Chairman to write to Chairs of Committees; the Chamberlain and the Remembrancer to write to Chief Officers.	<p>Chairman/Chairs and Chief Officers to be advised that, should individuals wish to nominate someone, they are of course free to do so, but they will be required to pay the fee & for any hospitality (or the nominee does).</p> <p>Update 30/07/21 Draft required from Chief Officers; RL to use this as the basis to prep the Chairman's letter.</p> <p>Update 14/09/21 Letter sent to Chief Officers by the Chamberlain. RL to send draft to Chairman by C.O.P on <u>15/09/21</u> for comment/amendment prior to circulation to Chairs of Grand Committees.</p>

2.	02/07/21 (updated 14.09.21)	The Chamberlain to produce a business plan to demonstrate income and expenditure for Chamberlain's Court in relation to revenue generated and costs incurred by the administration of the Freedoms process.	The Chamberlain (Hayley Hajduczek) and Murray Craig	November 2021.	Draft business plan included in the agenda for September meeting. Update 14/09/21 Deferred in September: to be considered at the next meeting of the Committee when the Clerk to the Chamberlain's Court can be present.
3.	14/09/21	Merge the two separate categories of Freedom by Special Nomination and Freedom by Invitation.	Murray Craig	November 2021	Proposed new categorisation and accompanying report to be presented to the next meeting.
4.	22/07/21	Nomination of Sophie Linden (London's Deputy Mayor for Policing and Crime) to be progressed at pace.	Murray Craig	Completed?	Progress update provided by the Deputy Clerk to the Chamberlain's Court at the September meeting (application is in progress).

COMPLETED ACTIONS

No.	Date	Action	Officer responsible	To be completed/ progressed to next stage	Completed Action
1.	27/04/21	The Remembrancer's Office, in conjunction with the Clerk of the Chamberlain's Court and the Town Clerk, to revise the Freedoms Dashboard report and appendix.	Bruce Hunt/ Murray Craig/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 2021).	Completed Revised report included with the papers for the meeting held on 08/06/21.

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2.	27/04/21	The Remembrancer's Office, in conjunction with the Clerk of the Chamberlain's Court and the Town Clerk, to revise the Heads of Mission report and appendix.	Bruce Hunt/ Murray Craig/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 2021).	Completed Revised report included with the papers for the meeting held on 08/06/21.
3.	27/04/21	The Clerk of the Chamberlain's Court, in conjunction with the Remembrancer's Office and the Town Clerk, to revise the Freedom by Special Nomination report and appendix.	Murray Craig/Bruce Hunt/Rhiannon Leary.	To draft prior to the next meeting of the committee (scheduled for 8 June 2021).	Completed Revised report included with the papers for the meeting held on 08/06/21.
4	27/04/21	To update new and returning members on the criteria for the different categories of nomination for the Freedom.	Rhiannon Leary.	To be included in the papers for the next meeting of the committee (scheduled for 8 June 2021).	Completed Criteria included in the agenda pack for the meeting held on 08/06/21.
5	27/04/21	To schedule an informal strategy session for all members of the committee, for the purpose of reviewing the committee's overall strategy.	Rhiannon Leary.	As soon as members' diaries permit.	Completed Session scheduled for 02/07/21.

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6	27/04/21	To publish the criteria for the different categories of nomination for the Freedom online, in the interests of transparency.	Rhiannon Leary/Murray Craig.	To complete subsequent to the next meeting of the committee (scheduled for 8 June 2021) in order to take account of members' comments.	Completed. https://www.cityoflondon.gov.uk/about-us/law-historic-governance/freedom-of-the-city
7	08/06/21	Confirm which member of the Communications team will attend the strategy session.	Rhiannon Leary.	Contact Bob Roberts to ask for a named Comms rep to attend.	Completed: session held on June 2021 with Bob Roberts in attendance.
8.	08/06/21	Review reports for future meetings with a view to their inclusion on the public agenda wherever possible.	Rhiannon Leary.	To implement in advance of the next meeting (22 July 2021)	Complete at date of publication.
9.	02/07/21	Responsibility to be allocated to the sponsoring department for vetting in clear cases, to ease the demand on the Chamberlain's Court. Consideration also to be given as to how to communicate this decision.	The Chamberlain & the Remembrancer.	Confirmed by the Remembrancer's Office 26.08.21.	The Remembrancer's Office agreed to take responsibility for vetting those nominated for political/diplomatic Freedoms, with support from the Clerk to the Chamberlain's Court where necessary.
10.	02/07/21	The criteria for the Freedom to be revised and clarified.	Murray Craig.	Completed.	Presented to the meeting on 14.09.21 for consideration by the Committee. AGREED subject to: p20, paragraph four, line three, remove 'normally' and replace with 'solely'.

11.	22/07/21	Nomination of John Glen (Cities' Minister) to be progressed at pace.	Murray Craig.	Completed.	Progress update provided by the Deputy Clerk to the Chamberlain's Court at the September meeting (application is in progress).
12.	22/07/21	To amend the Freedoms Dashboard to differentiate clearly between those nominees whose applications had been agreed and were merely awaiting their physical ceremony; and those who had not completed the necessary paperwork within an appropriate timeframe	Murray Craig.	Completed.	Revised dashboard included in papers for September meeting.