

Committee:	Date:
Policy & Resources Committee	20 January 2022
Subject: Draft Remembrancer's Office Business Plan for 2022/23	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 2022/23.

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 2022/23.

Main Report

Background

1. Business Plans for 2022/23 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. Your Committee provides oversight for the work undertaken by the Office on parliamentary and political liaison, protocol and diplomatic liaison and advice, constitutional and legislative analysis, and City events and hospitality.

3. The Remembrancer's Office already works closely with, for example, IG, Mansion House and the Director of Communications, on events and stakeholder engagement. Proposals currently being developed for a Centre of Profession for events management within the Remembrancer's Office will bring further opportunities for enhanced collaboration.

Proposal

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

Key Data

5. 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

6. 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**.
7. 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%.
8. Risk implications – Key risks managed by the department are included in the draft high-level summary Business Plan at **Appendix 1**.
9. Resource implications – There are currently no resource implications deriving from the Business Plan.
10. Equalities implications – There are currently no equalities implications identified as a result of the business plans and budgets.
11. 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.
12. Security implications – There are currently no security implications identified as a result of the business plans and budgets.

Conclusion

13. This report presents the draft high-level summary Business Plan for 2022/23 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 2022/23 for the City Remembrancer's Office.

Bruce Hunt

City Remembrancer's Office

T: 020 7332 1196

E: bruce.hunt@cityoflondon.gov.uk

