

**CIVIC AFFAIRS SUB-COMMITTEE**  
**Tuesday, 17 May 2022**

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room, 2nd Floor, West Wing, Guildhall on Tuesday, 17 May 2022 at 3.30 pm and live streamed at <http://www.youtube.com/watch?v=Qti688dAfLU>

**Present**

**Members:**

Deputy Edward Lord (Chair)  
Deputy Simon Duckworth (Chief Commoner) (Deputy Chairman)  
Deputy Keith Bottomley  
Tijs Broeke  
Deputy Henry Colthurst  
Deputy Christopher Hayward  
Alderman Ian Luder  
Alderman & Sheriff Nicholas Lyons  
Deputy Brian Mooney  
Deputy Sir Michael Snyder  
Alderman Sir David Wootton  
Alderman Gregory Jones QC

**In attendance**

Wendy Mead  
Ian Seaton

**Officers:**

Jeremy Blackburn	- Town Clerk's Department
Paul Double	- City Remembrancer
Hannah Grace	- Remembrancer's Office
Fiona Hoban	- Remembrancer's Office
Claire Holdgate	- Innovation and Growth Dept
Nigel Lefton	- Remembrancer's Office
Gregory Moore	- Assistant Town Clerk
Dorian Price	- City Surveyor's Department
Bob Roberts	- Director of Communications and acting Deputy Town Clerk
Christopher Rumbles	- Town Clerk's Department
Gemma Stokley	- Town Clerk's Department
Edward Wood	- Comptroller and City Solicitor's Department
Paul Wright	- Deputy Remembrancer

**1. APOLOGIES**

There were no apologies.

2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MEMBERSHIP AND TERMS OF REFERENCE OF CIVIC AFFAIRS SUB-COMMITTEE**

The Sub-Committee received Civic Affairs Sub-Committee terms of reference and Membership, as agreed by Policy and Resources Committee at its meeting on Thursday 5<sup>th</sup> May 2022.

The Chair referred to the Sub-Committee having a significant set of Terms of Reference with a vast array of work under its remit including all areas of City hospitality and not solely aspects previously overseen by Hospitality Working Party. Members noted there were four remaining vacancies on the Sub-Committee that would be subject to election at the Court of Common Council meeting later in the week.

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4. **PARENTAL ARRANGEMENTS FOR MEMBERS**

The Town Clerk commented on a number of Members, particularly post elections, with young children or who were expecting babies and suggested it was an appropriate point to look at the current provision of parental arrangements for Members and the current facilities on offer within the Guildhall complex.

Members noted that a range of baby changing and comfort facilities had recently been installed within Guildhall, but there was now a need to look more widely at what other parental arrangements and provision can be offered to Members. There would be a need to consult more widely with the Local Government Association to understand the parental provision offered by Local Authorities elsewhere and to also ensure any proposals brought forward were clearly mapped out against the Members' Financial Allowance Scheme and to consider any potential tax implications.

A Member remarked on a need to reflect on the current offering to staff and to ensure they were offered the same level of provision. The Town Clerk added that guest provision would also need to be offered at the same level.

RESOLVED: That Members: -

- Agreed that the Town Clerk consider this further and report back at an appropriate point on what additional parental provision can be offered to Members.

5. **MEMBERS' WORKSPACE REQUIREMENTS AND GUILDHALL MASTERPLAN**

The Chair was heard and commented on a need to recognise that there had been significant changes at the City Corporation since the last review of Members' Workspace requirements undertaken in 2015. There was now a much greater expectation on Senior Members and Chairs to have suitable resources and

facilities available to them. The Chair referred to comments they had received from a number of new Members of a need for dedicated quiet space in which they could conduct their City Corporation business.

The City Surveyor suggested there were a number of areas within the Guildhall Complex that had been identified for further consideration. These being:

- 65 Basinghall St
- Irish Chambers
- WW 3<sup>rd</sup> Floor HR
- WW Mezzanine
- WW 2<sup>nd</sup> Floor (reconfigure Chairman's Rooms plus waiting space)
- 20/21 Aldermanbury (CII) to take over 3 offices there

The Chair remarked on a need to consider space currently available e.g., the area that had previously been occupied by the former Culture Heritage and Libraries Department in the West Wing Mezzanine level, whilst also considering longer term options to provide better Member facilities as part of the Guildhall Masterplan.

There was general support among Members for additional space being made available for Senior Chairs who have a need to spend much of their time in Guildhall and also in offering appropriate meeting space for general use by Members. A Member suggested that any proposed changes would need careful consideration in light of budgets being pressured elsewhere and challenges being presented in certain areas. The West Wing Mezzanine was welcomed as a cost-efficient option to provide Members with the basic facilities and provision necessary to enable them to do their City Corporation work well and seamlessly.

Making space available for Members to join online meetings was raised as an area needing consideration. The Chair referred to requests they had received from new Members asking to look at facilities that could be provided to allow for virtual participation in meetings without disturbing other Members.

The Chair welcomed Members' support for ensuring appropriate facilities were available to Senior Members. The Chair referred to office provision currently being made available to the Chairs of Finance Committee, Planning and Transportation Committee, Police Authority Board and Corporate Services Committee. The Chair proposed adding the Deputy Chairman of Policy and Resources Committee given their day-to-day activity. Members were in agreement with this being an appropriate list of Members.

The Town Clerk and City Surveyor agreed to report back and update on progress with provision of Members' facilities.

### **Members' Bedrooms**

The Town Clerk referred to the existing policy not having been reviewed for a few years, with the current policy being quite rigid, with specific requests for an exception owing to accessibility reasons not being allowed for as result.

It was proposed that delegated authority be granted to the Town Clerk to draw up and agree proposals for discretionary use of the Members Bedrooms.

The Chair suggested that as part of the delegation consideration could also be given to allowing those Members having completed two full terms, 8 years of service, use of the Member Bedrooms rather than the current eligibility rule requiring 10 years of service. This suggestion received the support of the Sub-Committee.

RESOLVED: That Members: -

- Agreed to the Town Clerk and City Surveyor being instructed to proceed with developing the option of providing additional Members' facilities on the mezzanine level of the West Wing.
- Agreed that Delegated Authority be granted to the Town Clerk, in consultation with the Chair and Deputy Chairman to agree and finalise arrangements for discretionary use of Members' Bedrooms.
- Agreed to a change in the policy relating to the use of bedrooms by former Members, reducing the service requirement from ten to eight years.

### **6. MEMBERS' ADMINISTRATIVE SUPPORT**

The Chair remarked on this following on and being related to the previous item in looking to ensure an appropriate level of resources and support being in place and available to Members in support of their day to activity in driving forward the objectives of the City Corporation.

The Chair stressed the importance of ensuring appropriate levels of administrative support for in place for Members. The Chair asked the Town Clerk to report back at the next meeting with appropriate recommendations for Members to consider.

RESOLVED: That Members: -

- Agreed to the Town Clerk reporting back with appropriate recommendations and proposals for consideration relating to administrative support for Members.

### **7. MEMBERS' TRANSPORTATION ARRANGEMENTS**

The Town Clerk was heard and explained that the Members' Transportation Policy had not been reviewed in a decade and that now was an appropriate point to review the existing transport provision for Members and usage to consider whether the arrangements remained appropriate.

The Chair suggested that as part of the consideration of Members transportation requirements that a pooling arrangement between Guildhall and Mansion

House/Old Bailey be looked at to ensure the City Corporation was making best use of resources across the organisation.

The Chair further commented on a need to also consider Member aspects of the business travel scheme, which the Town Clerk agreed to review.

RESOLVED: That Members: -

- Agreed to the Town Clerk reviewing Members' Transportation Policy and Member aspects of the Business Travel Scheme looking at appropriate linkages and reporting back.

8. **NEW MEMBER INDUCTION PROGRAMME AND INITIAL FEEDBACK**

The Town Clerk explained that the New Member Induction Programme was an area within Civic Affairs Sub-Committee's remit.

Member feedback continues to be taken at this time, but to date feedback on the process has been very positive. The only real points of negative feedback to date related to the time it was taking to get car parking passes and ID passes issued.

The Chair noted the City Surveyor was in attendance to take note of this feedback and to expedite Member passes moving forward.

The Town Clerk confirmed that a fuller report would follow in due course identifying lessons learnt and improvements that can be implement in future.

RESOLVED: That Members note the update.

9. **REVIEW OF THE NEW MEMBERS' FINANCIAL ASSISTANCE SCHEME AND OPTIONS FOR PHASE 2**

The Sub-Committee received a report of the Town Clerk updating on the existing Members Financial Support arrangements that were currently in place and seeking commentary and feedback on the Scheme, as well as instructions as to the next phase of the Scheme.

The Town Clerk commented on take up of the Financial Assistance Scheme having been reasonable in numbers to date, with feedback from Members being broadly positive, with technical issues being the main area of concern.

The Chair referred to the agreement by Members that in putting in place the new Scheme, consideration would be given after the recent elections to considering that a Special Responsibility Allowance Scheme might be introduced this at the City Corporation.

The Chair proposed that the London Councils Independent Panel led by Sir Rodney Brooks' that produced 'The Remuneration of Councillors in London 2022' report be invited to review this issue and make recommendations, working closely with the City Corporation's tax advisors to identify any potential implications.

A Member raised their concern with the approach being proposed and suggested the Remembrancer be consulted and input sought on any proposals.

RESOLVED: That Members: -

- Agreed to invite the London Councils Independent Remuneration Panel to review options for introducing Special Responsibility Allowances at the City Corporation.

A Member expressed their view against the proposal, which it was agreed would be recorded.

10. **COURT OF COMMON COUNCIL - ARRANGEMENTS FOR MEMBERS**

The Chair referred to Members that have raised issues relating to a need for additional space at Court of Common Council and providing tables to write on or keep water jugs etc. Members noted this has been looked at previously in 2016 when Members had raised a concern with introducing individual tables as it would push a reconfigured Court too far back within Great Hall.

A Member suggested the point raised reinforces the need for a dedicated council chamber that would allow for a range of meetings to be held. A Member added that there was need for better arrangement and facilities for Court of Common Council. Reviewing the current layout and arranging it in a suitable way that can then be transferred to an alternative location at an appropriate point.

A Member, also Chairman of Policy and Resources Committee, offered his support for a one team approach in terms of layout at Court of Common Council and all in attendance sitting as 125 Members. The Member acknowledged various layouts had been tried previously, with no one layout suiting everyone, and it was accepted that finding an option would prove a challenge, whilst agreeing it should be looked at again to review options.

A Member suggested visiting other institutions that have a council chamber to look at an alternative layout. The Chair referred to the Chartered Insurance Institute having a space that they would look to visit, with Members welcome to join.

RESOLVED: That Members: -

- Agreed on a need to review options to address additional space requirements in Court of Common Council meetings and requested the Town Clerk and City Surveyor to report back with possible options.

11. **MEMBERS' CODE OF CONDUCT - COMPLAINTS PROCEDURE AND ANCILLARY MATTERS FROM THE PANEL OF INDEPENDENT PERSONS.**

The Sub-Committee considered a joint report of the Town Clerk and Comptroller and City Solicitor updating on implementation of the Members' Code of Conduct – Complaints Procedure and to consider ancillary matters raised by the

Independent Person's Panel (IPP) and how best Common Councillors might be appointed to assist the Panel at the appeal stage of any complaints.

The Chair referred to the item having recently been discussed at Policy and Resources Committee when concern had been raised that no informal resolution was explicitly set out within the policy.

The Town Clerk referred to the report being presented in response to work of the IPP. The Town Clerk reiterated that concern had been expressed at Policy and Resources Committee that no informal resolution had been hardwired into the policy, whilst noting this would not always be possible in all instances and that the policy must not take away the right of an individual to submit a formal complaint. The Town Clerk questioned how this view should be communicated to the IPP.

The Chair suggested that IPP's proposal to expand its Membership in size to twelve and with there being a need for an appropriate level of mandatory training were areas that could be endorsed. Members supported both proposals.

The Chair proposed that they and the Comptroller feedback to the IPP and talk through how an informal resolution can be taken forward and introduced as the first part of the process.

The Comptroller agreed to come back with a further report once they have raised the issue and discussed it with the IPP.

RESOLVED: That Members: -

- Agree to the Independent Persons Panel proposal of an increase in its size to 12 Members.
- Agree to the Independent Persons Panel proposal of a minimum level of mandatory training being required for Panel Members.
- Agree to the Comptroller and City Solicitor feeding back the views of Members to the Independent Persons Panel and reporting back.

## 12. **STANDARDS**

The Comptroller was heard and confirmed there was nothing to report on this occasion. The Chair suggested that Members would welcome an understanding of any areas of learning that come out of standards proceedings and to feedback on this so the Sub-Committee so can understand these.

A Member proposed an annual report be presented to the Sub-Committee of lessons learned to allow for general discussion, which the Comptroller agreed would be done.

REOLVED: That Members note the update.

## 13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**  
There were no additional items of business.
15. **EXCLUSION OF THE PUBLIC**  
RESOLVED: That Members agreed to exclude the public for the following matters relating to functions of the Court of Common Council which are not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings.
16. **TO NOTE THE MINUTES OF THE BENEFICES SUB-COMMITTEE MEETING ON 7TH FEBRUARY 2022**  
The Sub-Committee received the minutes of the Benefice Sub-Committee meeting held on 7<sup>th</sup> February 2022.
17. **BENEFICES**  
The Chair was heard in relation to the Sub-Committee's role in overseeing benefices.
18. **TO NOTE THE MINUTES OF THE HOSPITALITY WORKING PARTY MEETING ON 15TH FEBRUARY 2022**  
The Sub-Committee received the minutes of the Hospitality Working Party meeting held on 15<sup>th</sup> February 2022.
19. **CITY EVENTS PROGRAMME**  
The Sub-Committee received a report of the Remembrancer setting out a programme of City Events for 2022/23.
20. **APPLICATIONS FOR HOSPITALITY APPROVED UNDER URGENCY PROVISIONS AND DELEGATED AUTHORITY.**  
The Sub-Committee received a report of the Town Clerk detailing Hospitality approved by the Chief Commoner, in consultation with the City Remembrancer.
21. **HOSPITALITY DECISION MAKING DELEGATIONS**  
The Sub-Committee received a report of the Remembrancer setting out Hospitality Decision making delegations that were currently in place.
22. **APPLICATIONS FOR HOSPITALITY**  
The Sub-Committee considered three applications for hospitality.
23. **COMMITTEE HOSPITALITY BUDGET**  
The Sub-Committee heard the Chair relating to Committee hospitality budgets.
24. **FORTHCOMING EVENTS**  
The Sub-Committee received a report of the Remembrancer detailing forthcoming events.
25. **FORTHCOMING CORPORATE AND STAKEHOLDER ENGAGEMENT EVENTS**

The Sub-Committee received a report of the Director of Innovation and Growth detailing forthcoming Corporate and Stakeholder Engagement events.

26. **APPLICATIONS FOR THE USE OF GUILDHALL**

The Sub-Committee considered a report of the Remembrancer detailing applications for the use of Guildhall.

27. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

The Sub-Committee received a joint report of the Remembrancer and Chamberlain detailing various receptions – final accounts.

28. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2021-22, 2022-23 AND 2023-34**

The Sub-Committee received a joint report of the Remembrancer and Chamberlain providing a summary of committed hospitality funding.

29. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions raised.

30. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

The Remembrancer talked Members through a number of events that were in the planning pipeline.

**Confidential Agenda**

31. **APPLICATION FOR HOSPITALITY**

The Sub-Committee received a confidential update relating to an application for hospitality that had previously been approved.

**The meeting ended at 5.05pm**

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Chairman

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