

Civic Affairs Sub : Work Programme 2022

<u>Work Area</u>	<u>Agreed position</u>	<u>Update</u>
Parental Arrangements for Members (17.05.22)	<ul style="list-style-type: none"> Town Clerk to consider further and report back at an appropriate point on what additional parental provision can be provided to Members. 	<p><u>ONGOING</u></p> <p>Work has taken place look at what parental provision is already in place and what additional support can potentially be provided through existing schemes. Contact has been made with Local Authorities and the Local Government Association looking at parental provision provided across local government and considering best practice in this regard.</p> <p>Work is ongoing pulling together information on all the parental provision currently available at the City Corporation into one document so this can then be provided to Members for their ease of reference.</p>
Members' Workspace Requirements (17.05.22)	<ul style="list-style-type: none"> Town Clerk and City Surveyor to proceed with developing the option of providing additional facilities on the mezzanine level of the West Wing. 	<p><u>ONGOING</u></p> <p>Work has been completed (15/09/22) to deliver an initial three offices (west side – P&T Chairman, Finance Chairman and Deputy CPR) on the Mezzanine for allocation to Senior Members at de minimis cost, as plan attached.</p> <p>The remaining space to the eastern side, including the two offices (Corporate Services Chairman and CoL Police Authority Chairman) require the current IG teams to move once alternative space is available. Proposals relating the eastern part of the Mezzanine and two remaining required offices, will be subject to future reporting.</p>
Members' Bedrooms (17.05.22)	<ul style="list-style-type: none"> Town Clerk to draw up and agree proposals for discretionary use of the Members' Bedrooms. 	<p><u>COMPLETE</u></p> <p>Approval obtained under delegated authority to a revised 'Members' Bedroom 'Booking Terms and Eligibility' rules, with an exemption clause having been added giving discretion to the Chair and Deputy Chairman of Civic Affairs Sub-Committee, in consultation with the Town Clerk, to determine and authorise appropriate free use outside of the existing limitations.</p>
Members' Administrative Support (17.05.22)	<ul style="list-style-type: none"> Town Clerk to report back with recommendations and proposals for consideration relating to administrative support for Members. 	<p><u>ONGOING</u></p> <p>Resources for an additional 0.5 FTE post have now been secured; however, given general funding pressures and restrictions on growth bids, work remains ongoing to identify whether budgetary provision can be identified in respect of the remaining 0.5 FTE required. If and when additional funding is identified, the Sub-Committee will be asked to consider whether the post should be used to enhance support and resilience for the existing individuals in receipt of support, or whether to extend the pool of supported individuals.</p>

Members' Transportation Arrangements (17.05.22)	<ul style="list-style-type: none"> Town Clerk to arrange a review of the Members' Transportation Policy and Member aspects of the Business Travel Scheme looking at appropriate linkages across the organisation and reporting back. 	<p><u>ONGOING</u></p> <p>The Town Clerk agreed to review Member's Business Travel Scheme and Transportation Policies. This work has commenced and a report was presented at Civic Affairs Sub-Committee agenda in July setting out the latest position.</p>
Review of the Members' Financial Assistance Scheme and Options for Phase 2 (17.05.22)	<ul style="list-style-type: none"> London Councils Independent Remuneration Panel to be invited to review options for introducing Special Responsibility Allowances at the City Corporation. 	<p><u>ONGOING</u></p> <p>Contact has with made London Councils Independent Remuneration Panel, but they were not able to take on additional work at this time owing to the Chair's commitments. Two of the three panel Members confirmed their willingness to under the work together.</p> <p>Feedback is awaited from the panel Members on the level of work involved and a proposed fee for undertaking this work.</p>
Court of Common Council – Arrangements for Members (17.05.22)	<ul style="list-style-type: none"> Town Clerk and City Surveyor to review options for additional space requirements in Court of Common Council meetings. 	<p><u>ONGOING</u></p> <p>Options were to be explored over the summer recess period and reported back. Options are still to be explored owing to more pressing considerations in other areas of work taking priority over the summer recess period.</p>
Members Code of Conduct – Complaints Procedure and Ancillary Matters from the Panel of Independent Persons (17.05.22)	<ul style="list-style-type: none"> Chair and Comptroller to feed back to the Independent Persons Panel Members' views of a need to include informal resolution as the first part of the complaints process, talk through and agree how this can be taken forward and report back. 	<p><u>COMPLETE</u></p> <p>Revised Members' Code of Conduct – Complaints Procedure and form approved under delegated authority for onward submission to Court of Common Council</p> <p>City Corporation response to ancillary matters raised by the Panel approved for onward submission to Court of Common Council</p>
New Member Induction Feedback	<ul style="list-style-type: none"> Formal report to follow conclusion of the New Member Induction Programme providing feedback. 	<p><u>ONGOING</u></p> <p>Detailed update to follow at the conclusion of the induction period. Date to be confirmed.</p>
Members' Training	<ul style="list-style-type: none"> Town Clerk to consider the current provision of Members' training including budgetary requirements. 	<p><u>COMPLETE</u></p> <p>Report on agenda at Civic Affairs Sub-Committee agenda 7.10.22</p>
Benefices	<ul style="list-style-type: none"> Contact to be made with Members seeking nominations to act as City Corporation link with benefices. 	<p><u>ONGOING</u></p> <p>Chair has reached out to Members seeking nominations.</p>