

## Remembrancer's Office

The City Remembrancer is one of the City's Law Officers, its Chief of Protocol and a Parliamentary Agent. The Office is also responsible for organising events and hospitality on behalf of the City Corporation.

### 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 Parliament, it's committees 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 Guildhall.
- Provide a service for the City's elected Members including arrangements for Committee events and Common Hall.

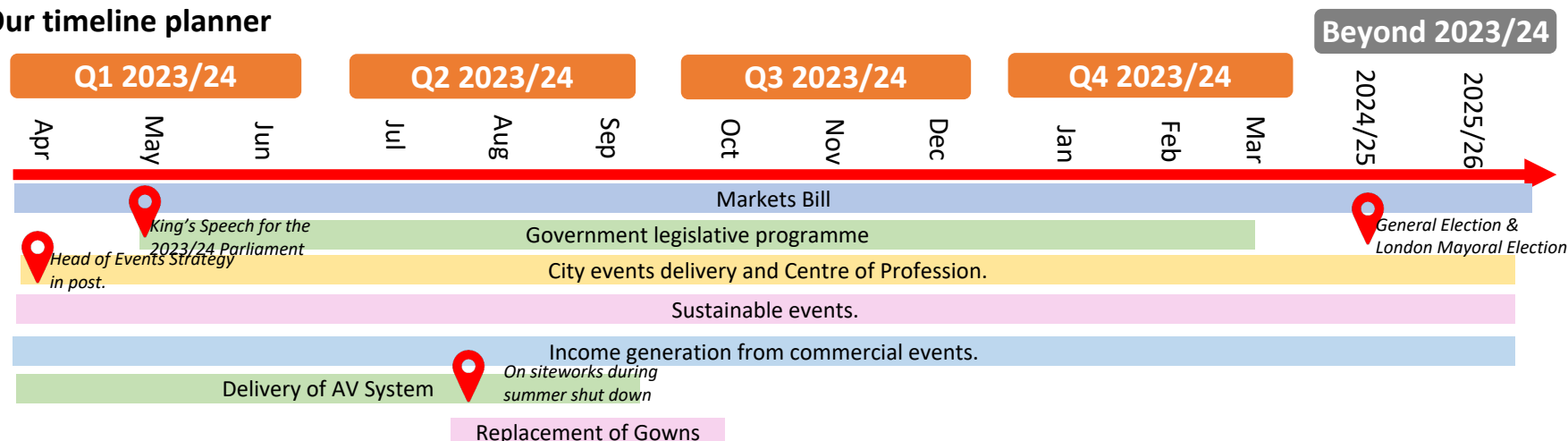
## What's changed since last year...

- The Office led on the delivery of ceremonial arrangements for the proclamation of the accession of HM The King on the steps of the Royal Exchange as part of Operation London Bridge.
- The accession of The King.
- The TOM process has been completed and changes implemented within the department.
- The lifting of covid restrictions has allowed the City events programme to resume. Income from the private hire of Guildhall has returned quicker than had been anticipated.
- The Office has developed resilience in staffing with the recruitment of a Senior Parliamentary and Constitutional Affairs Counsel to assist in taking forward the City's private legislation, and a Head of Events Strategy to lead on the Centre of Profession.
- A new Business Services Manager has also been appointed.

### Our major workstreams this year will be...

- Priority 1 – Respond to new government legislation providing briefings and, where necessary, amendments in respect of City interests.
- Priority 2 – Secure the passage through Parliament of the City of London (Markets) Bill.
- Priority 3 – To deliver the City's programme of events for 2023/24 and implement the Centre of Profession for events.
- Priority 4 – To develop further the City of London's engagement with the London Diplomatic Corps
- Priority 5 – To maintain the Green Meetings Standards Award for Guildhall, and improve score.
- Priority 6 – To restore income generated from the commercial hire of event spaces at Guildhall to pre-pandemic levels.
- Priority 7 – To deliver new integrated AV system within event spaces.
- Priority 8 – To progress the cyclical replacement of Members' ceremonial dress.

### Our timeline planner



## Our strategic commitments

### Competitiveness

- The Office will ensure that the City's voice is heard in Parliament through briefings for debates, Select Committee submissions, liaison with APPGs, roundtables with party groupings and engagement with individual MPs.
- The Office will use the City events programme to promote competitiveness and by ensuring City events maximise opportunities for business engagement.
- The sources for and composition of guest lists for City events will be reviewed to attract starter and medium-sized businesses and emerging sectors.
- The Office will develop and maintain relations with key stakeholders, the London Diplomatic Corps and other influential bodies.

### Cultural

- The City events programme will be utilised to highlight the City's cultural offer and draw attention to City Corporation initiatives.
- The Office will seek to engage with London's diverse communities through the events programme.
- The Remembrancer is sponsor of the Multi-Faith network and opportunities to expand on the City's interfaith work will be explored through events.

### Air Quality and Climate Action

- The Office will continue to work with Parliamentarians to develop measures to improve air quality in London.
- The Office will work to maintain and improve Green Meetings Standards Award for Guildhall.

### Cross-cutting

- The Office's work in Parliament will seek to further 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 and, where necessary, amendments in respect of City interests.

## Key Performance Indicators

#	KPI	Current Performance	Direction of Travel/ Target
1	Number of submissions to Select Committee	15 (in the first 6 months of the year)	Increase
2	Number of MPs and Peers briefed	199	Increase
3	% clients likely or very likely to hold another event at Guildhall	96%	Maintain
4	Balance of repeat/new clients hiring venue space at Guildhall	60/40	Maintain
5	Invoices paid with 10 days (SME's)	87%	Increase
6	Invoices paid within 30 days	94%	Maintain
7	Income from commercial hire of Guildhall	£1.9m	Increase
8	Green Meetings Standards Award	Silver	Increase

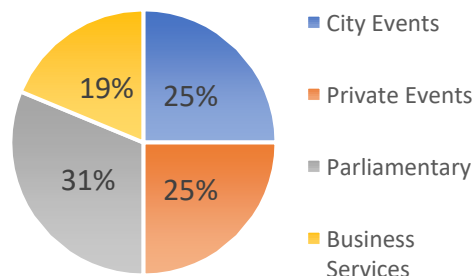
## Medium Term Plans under consideration(2024/25 and 2025/26)

Priority list	2024/25	2025/26
<i>General Election and London Mayoral Elections</i>	X	
<i>Implementation and review of Joint Operating Plan.</i>	X	
<i>Planning for the refurbishment of the Guildhall complex</i>		X
<i>Develop enhanced digital experience for events</i>		X

## Our People

- 2022 Staff Engagement score: 69 %

- Current Staff 33
- 2 Apprentices
- Vacancies 3



- Market pressure on recruitment in Events teams.

## Our plans to progress EDI

Complete the EDI assessment score table below

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

\*the nature of the work of the Office is that EQIAs are not routinely carried out

## 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

## Our Stakeholders and Customers

- 84% of clients are Very Likely to return for future events
- 92% of clients were Very Satisfied with their Event Coordinator



- "One of the best events of its kind I've ever attended. Magnificent."
- "The team that organised the event have done very well, for me it was seamless! "
- "Extremely grateful for the invitation and for the event. I hope to attend future similar ones."

## Key Risks

Risk Title	Score
CR10 Adverse Political Developments	8
REM PA 001 Impact of UK-EU Relations on the legislative and regulatory landscape	8
REM PRE 001 Income generation	12

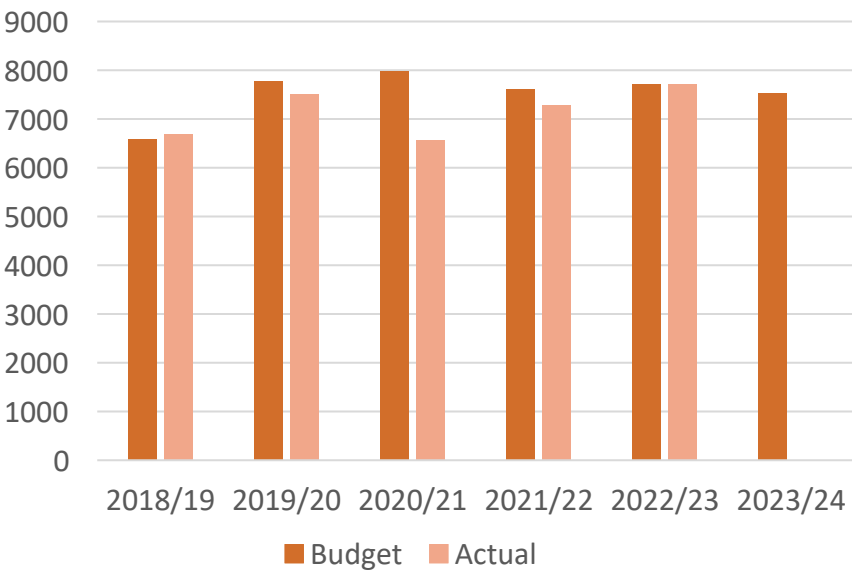
		Total			
		4	3	0	7
		Impact			
		Minor	Serious	Major	Extreme
Likelihood	Likely				
	Possible			1	
	Unlikely		1	2	
	Rare		2	1	



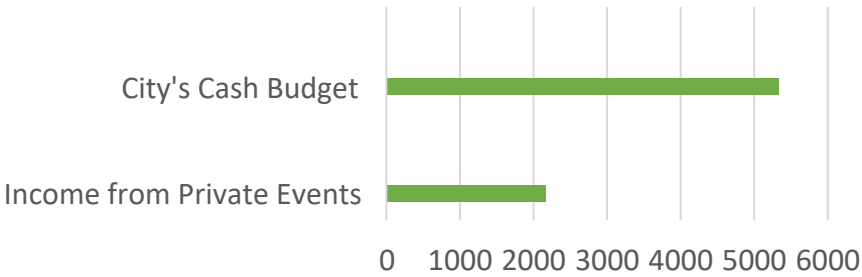
## Operational Property requirements

- Continuous planned and preventative maintenance of function spaces within Guildhall is vital for the delivery of City and commercial events and security of income generation.
- Potential refurbishment of Guildhall office space.
  - essential Remembrancer's Office remains secure, and self-contained for security and confidentiality.
  - need to maintain, and increase, desk numbers
- Development of event spaces to ensure they continue to be competitive and meet customer requirements including WiFi access and integrated AV facilities.

## Budget vs Actual



## Where our money comes from



## Where our money is spent

