

**CIVIC AFFAIRS SUB-COMMITTEE**  
**Tuesday, 6 December 2022**

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,  
West Wing, 2nd Floor West Wing on Tuesday, 6 December 2022 at 3.30 pm

**Present**

**Members:**

Deputy Edward Lord (Chair)  
Mary Durcan  
Deputy Keith Bottomley  
Alderman Ian David Luder  
Alderman Gregory Jones KC  
Emily Benn  
James Bromiley-Davis  
Alderman Sir William Russell

**In Attendance (Observing Online)**

Giles Shilson

**Officers:**

Jenna Brassett	- Chamberlain's Department
Andrew Buckingham	- Deputy Town Clerk's Department
Rachel Cartwright	- Remembrancer's Office
Michael Cogher	- Comptroller and City Solicitor
Leanne Corachea	- Remembrancer's Office
Paul Double	- City Remembrancer
Fiona Hoban	- Remembrancer's Office
Claire Holdgate	- Innovation and Growth
Nigel Lefton	- Remembrancer's Office
Gregory Moore	- Assistant Town Clerk
Peter Ochser	- City Surveyor's Department
Monika Patel	- Chief Operating Officer's Department
Bob Roberts	- Deputy Town Clerk
Chris Rumbles, Clerk	- Town Clerk's Department
Gemma Stokley	- Town Clerk's Department
Edward Wood	- Comptroller and City Solicitor's Department
Paul Wright	- Deputy Remembrancer

The Chair confirmed their intention to reorder the running order of the agenda to begin at item 9 and deal with non-public items of business during the first part of the meeting. This was to allow for maximum Member attendance and participation during consideration of the Members' Code of Conduct item. Members agreed to the re-ordering of the agenda as proposed.

9. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 100 (A) of the local Government Act 1972, the public be excluded from the meeting for the following item on the grounds it would involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

**Part 2 – Non-Public Agenda**

10. **BUSINESS TRAVEL SERVICES - OPTIONS (STAGE 1) AND AWARD (STAGE 2) REPORT**

The Sub-Committee considered a report of the Chief Operating Officer relating to Business Travel Services Options and Award.

**Part 3 – Non-Public Agenda**

Members proceeded to consider the following matters that related to functions of the Court of Common Council which were not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings.

11. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on 18 July 2022 be approved as an accurate record.

**Benefices**

12. **CHAIR TO BE HEARD**

The Chair provided the Sub-Committee with an oral update relating to City Benefices.

**Hospitality**

13. **GUILDHALL CHARGING REVIEW**

The Sub-Committee considered a report of the Remembrancer relating to a Guildhall Charging Review.

14. **CART MARKING CEREMONY - 2023**

The Sub-Committee considered a report of the Remembrancer relating to a Cart Marking Ceremony in 2023.

15. **APPLICATIONS FOR THE USE OF THE GREAT HALL**

The Sub-Committee considered a report of the Remembrancer relating to applications for the use of Great Hall.

16. **FORTHCOMING CORPORATE AND STAKEHOLDER HOSPITALITY**

The Sub-Committee considered a report of the Director of Innovation and Growth detailing forthcoming corporate and stakeholder hospitality.

17. **DELEGATED AUTHORITY REPORT**

The Sub-Committee received a report of the Remembrancer detailing commercial and charity hire of Guildhall and hospitality approved under delegation to the Remembrancer, in consultation with the Chair and Deputy Chairman.

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

There were no questions.

**19. ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC WERE EXCLUDED**

**Resolution of Resource Allocation Sub-Committee**

The Sub-Committee considered a resolution of Resource Allocation Sub-Committee.

The following items were also considered as part of any other business:

**APPLICATIONS FOR HOSPITALITY**

The Sub-Committee considered several applications for hospitality.

**Application A**  
**Application B**  
**Application C**  
**Application D**  
**Application E**  
**Application F**

**EVALUATION OF CITY HOSTED EVENTS**

The Sub-Committee received a report of the Remembrancer providing a summary of evaluation of City-hosted events since July 2022.

**FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY**

The Sub-Committee received a report of the Remembrancer detailing forthcoming committee or court events involving hospitality.

**SUMMARY OF COMMITTED HOSPITALITY FUNDING**

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

**VARIOUS RECEPTIONS - FINAL ACCOUNTS**

The Sub-Committee received a report of the Remembrancer relating to final accounts for events.

**Part 4 – Confidential Agenda**

**20. MINUTES**

RESOLVED: That the confidential minutes of the Civic Affairs Sub-Committee meeting on 7 October 2022 be approved as an accurate record.

At the conclusion of the non-public and confidential items of business, the Sub-Committee proceeded to consideration of the public part of the agenda at this point in the meeting.

1. **APOLOGIES**

Apologies were received from Michael Mainelli, Chris Hayward, Wendy Mead, Simon Duckworth and Nick Bensted Smith.

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

There were no declarations.

3. **MINUTES**

RESOLVED: That the public minutes of the Civic Affairs Sub-Committee meeting on 7 October 2022 be approved as an accurate record.

4. **WORK PROGRAMME**

The Sub-Committee received a report of the Town Clerk providing Members with a work programme of relevant items relating to the work of the Sub-Committee. Updates were noted as follows:

**Workspace Requirements** – Report had recently been presented to Operational Property and Projects Sub-Committee relating to use of Irish Chambers for Innovation and Growth, thereby freeing up further space on the mezzanine level to make available for Members. The City Surveyor continued to progress this.

**Members' Administrative Support** – It was anticipated that a solution would be coming forward shortly and that a further update would be reported at the next meeting.

**Review of the Members' Financial Assistance Scheme and Options for Phase 2** – A rephasing of payments had been requested by a Member proposing payments move from quarterly to monthly, with the current quarterly payments presenting an issue for those Members claiming benefits.

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5. **PARENTAL ARRANGEMENTS FOR MEMBERS**

The Sub-Committee received a report of the Town Clerk detailing parental provision support currently available to Members.

**Parental / Guardian Room** - The Assistant Town Clerk referred to work that continued to identify a suitable venue, with the old Members' Computer Room on the mezzanine level being considered. The room was no longer in use, and it could be converted at minimal cost into a safe and useable space.

Members noted that there was currently a lack of water supply into the room, but with options being explored looking to address this e.g., installing a water tank or

incorporating the adjacent toilet facility and restricting access to the facility for this sole purpose.

Members noted the intention to present a proposal to Operational Property and Projects Sub-Committee at an appropriate point, which the Chair welcomed. The Chair added how the City Corporation had Members with children and that it was appropriate to have a facility available for their use.

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## 6. **MEMBERS' CODE OF CONDUCT**

The Sub-Committee considered a joint report of the Comptroller and City Solicitor and Town Clerk providing a draft Members' Code of Conduct for consideration and seeking comments on key points.

The Comptroller clarified that there was no urgency to produce an updated Members' Code of Conduct, with the City Corporation's existing Code entirely fit for purpose. This allowed Members the time they needed to consider any proposed changes, how they might consult with the wider Membership of the Court before going to Policy and Resources Committee and the Court of Common Council seeking approval of its adoption.

During consideration of the item, Members provided a range of feedback and steer on key points relating to the Code of Conduct as follows:

- The Code of Conduct should continue to apply to all of the City Corporation's functions and to all of its Members and external Members.
- There was agreement on inclusion of a new provision in relation to charities. Members noted that, as above, all Members would be covered by the Code, including external Members appointed to Committees e.g., those on the various Open Spaces Committees. As part of the consultation, it would be important to reach out to all those that would be covered by the Code.
- There was a consensus view on the need for an appropriate level of training being available to all Members. A Member referred to other roles in which they were involved requiring mandatory training e.g., Patron of a Church or Member of Planning and Transportation Committee, with decisions of the latter based on all Members having completed an appropriate level of training. The Chair referred to the potential of introducing a Standing Order requiring all Members to have undertaken Code of Conduct training before they can be appointed to a Committee. A Member remarked on many Members likely to have already completed training in their professional capacity, with this needing to be recognised and any training offered being specific to the City Corporation. The Chair confirmed that they would be happy to explore further the issue of Code of Conduct training and looking at making it mandatory. The Town Clerk was asked to provide some data on the percentage of Members who had previously undertaken the voluntary training.
- There was support for retaining a minimum value for gifts and hospitality to be registered remaining at £100.

- There was endorsement for the retention of existing provisions for cumulative gifts or hospitality worth £200 or more.
- There was agreement on retaining the special arrangements for the Lord Mayor and Sheriffs in relation to gifts and hospitality. It was suggested that these arrangements might also be extended to the Policy Chair.
- Members were content with the amalgamated list of other registerable interests as presented in Table 2.
- The Chair referred to arrangements for declarations and participation in meetings where interests were engaged, with this considered to be a complicated issue and the Local Government Association position differing from the statutory position. The Chair suggested parking consideration of this issue until next time.
- There was endorsement for retaining the International Holocaust Remembrance Alliance (IHRA) definition of Antisemitism.
- The Chair proposed leaving consideration of arrangements for further consultation until next time when an updated Code of Conduct would be presented for consideration.

The Chair concluded the discussion and noted the clear steer and feedback provided across a range of issues that would allow an opportunity for further revision of the Code of Conduct before coming back for Members' consideration.

RESOLVED: That Members: -

- Having provided a steer and given feedback across a range of issues, agreed on a report coming back and presenting an updated Code of Conduct for their further consideration and review.

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

There were no questions.

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

There were no additional items of business.

**The meeting ended at 5.29pm**

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Chairman

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