



CITY OF LONDON CORPORATION

**PROTOCOL
FOR THE PROVISION OF
TRANSPORT SUPPORT FOR
ELECTED MEMBERS**

1. Introduction

- (1) This document sets out the procedures for the provision of transport support for Members when engaged on City of London business.
- (2) The main purpose of the procedures is to provide clear guidance for Members as regards the provision of transport support.
- (3) The City Corporation recognises the need to provide transport support for Members.
- (4) It is further recognised that the roles and responsibilities of the Senior Chairmen (ie. the Chief Commoner and the Chairmen of the Policy & Resources and Finance Committees) place significant burdens on the individuals concerned, similarly on the Chairmen of the other committees, and that this should be taken account of in the Protocol.
- (5) There are a number of ways of meeting transport needs, depending upon the particular circumstances, viz:-
 - use of a City Corporation car or private hire car
 - reimbursement of transport costs (eg. rail, bus and/or taxi)
 - reimbursement of fuel costs
 - provision of a coach or mini-bus for visits by committees or groups of Members and Officers

2. City Corporation Cars

- (1) The City Corporation currently provides three cars for the use of Members (and Chief Officers) when engaged on City of London business.
- (2) When the demand for car transport cannot be met by the City Corporation cars and there is no reasonable alternative, arrangements are made to use a private hire car(s).

3. Senior Chairmen

- (1) The Senior Chairmen shall have first call on use of the City Corporation cars.
- (2) Transport shall be provided for Senior Chairmen, if required, when attending in their official capacity,
 - external meetings (eg. meetings with ministers, civil servants, local authority representatives etc.)
 - official gatherings (eg. lunches, dinners, receptions)
- (3) Transport shall be provided for Senior Chairmen and their spouse/partner from their homes to Guildhall and other central London venues, if required, before and/or after City Corporation functions.

4. Other Chairmen

- (1) When not required by Senior Chairmen, the City Corporation cars shall be available to support other Chairmen of committees.

- (2) Transport shall be provided for Chairmen, if required, when attending in their official capacity,
 - external meetings (eg. meetings with ministers, civil servants, local authority representatives etc.)
 - official gatherings (eg. lunches, dinners, receptions)
- (3) Transport shall also be provided for Chairmen, if required, in exceptional circumstances eg.
 - collecting a Chairman from home or a business address at unsocial hours for an early meeting
 - taking a Chairman home after an official gathering

5. Deputy Chairmen

The transport support referred to in paragraphs 4 (2) and (3) shall be made available to Deputy Chairmen, if required, when they are acting on behalf of a Chairman.

6. Members

- (1) The transport support referred to in paragraphs 4 (2) and (3) shall be made available to other Members, if required, when they are acting on behalf of a Chairman or Deputy Chairman.
- (2) Additional support shall also be made available to Members, if required, in the form of the reimbursement of reasonable travel expenses for return journeys from Guildhall when attending,
 - committee or sub committee meetings and official visits away from Guildhall (eg. the City of London Freeman's School, the City of London Cemetery, the open spaces outside the City)
 - meetings of external bodies on which Members represent the City Corporation
- (3) In exceptional circumstances, wherein the Town Clerk will consult the Chief Commoner and the Deputy Chairman of the City Lands & Bridge House Estates Committee, transport support may be provided for a Member who is temporarily incapacitated (eg. for medical reasons) and who needs to attend Guildhall or other venue on City Corporation business.

7. Requests for Transport Support

- (1) Requests for the use of the City Corporation cars should, in the first instance, be directed to the Head Chauffeur in the Town Clerk's Department.
- (2) Requests for transport support other than those involving use of the City Corporation cars should be directed to the relevant Committee Clerk.