

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.

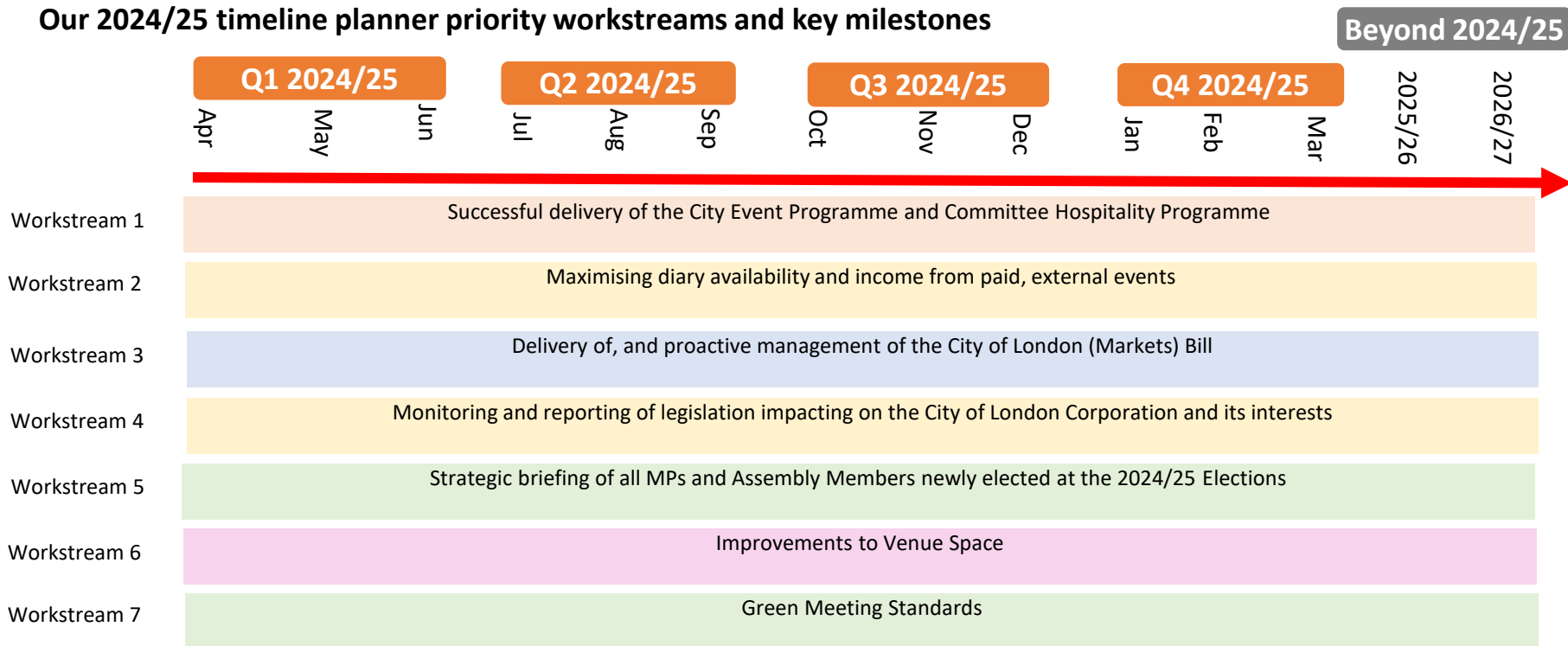
Our aims and objectives are...

- To maintain the constitutional integrity of the City of London.
- Scrutinise all government legislation, represent the City's views and provide evidence to Parliament, its 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 succession plan for the City Remembrancer has taken place.
- Two apprentices have completed their training and moved into F/T posts.
- Two new apprentices have been appointed.
- Head of Event Strategy now in post.
- The Markets Bill has been introduced and received its Second Reading in the House of Commons.
- Events bookings have returned to pre-pandemic levels.
- The State Visits programme has resumed under the new Monarch.
- The approved caterers list has been updated to include 2 community-based caterers

Our 2024/25 timeline planner priority workstreams and key milestones



Our major workstreams this year will be

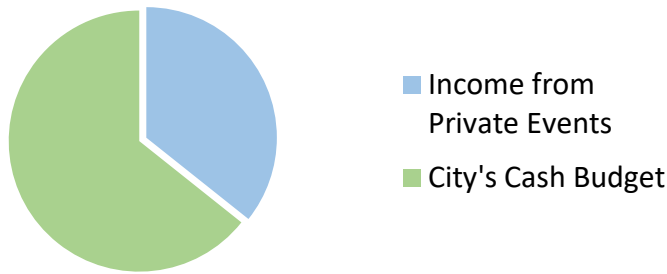
Workstream Name	Priority #	Funding allocation %	People resource %	Prioritisation category	Dependencies	Outcomes/ Impacts	KPI	Update Schedule	24/25 Target	22/23 Baseline
Successful delivery of the City Event Programme and Committee Hospitality Programme	1	17%	24%	Political priority/Key strategic outcome or will be a key link to Corporate Plan 2025-30 outcomes	Medium and long term planning impacted by ongoing unforeseen events and conflicting priorities.	Positioning the City as a welcoming, diverse and accessible place that is open to everyone, as well as being the centre of the UKs trading and financial services industries.	An overall event satisfaction rate of 90% and above as indicated by the post-event survey.	Quarterly	95%	
							Increase survey response rate	Quarterly	25%	20%
							Increase gender diversity of overall guest lists	Quarterly	40%	35%
							Ensure diversity of guest speakers across the full event programme.	Quarterly		
Maximising diary availability and income from paid, external events	1	18%	24%	Income Generation	Demand continues to increase for in person events. Number of events from internal enquiries are maintained, reduced.	With continual budgetary pressures, increase in hire income will assist with the maintenance and conservation of the venue spaces while helping to offset event related costs for internal departments	Increase in Commercial Income	Quarterly		
							Increase Average Income per event	Quarterly		
							Increase conversion rate of enquiries to bookings	Quarterly		
Delivery of, and pro active management of the City of London (Markets) Bill	1	4%	3%	Political priority/Key strategic outcome or will be a key link to Corporate Plan 2025-30 outcomes	Subject to timetabling of Parliamentary stages by House Authorities, needing input and agreement of outside stakeholders e.g. petitioners	The Bill will, so far as within REM's control, make timely progress with issues identified rapidly	The Bill will hit its milestone targets re Parliamentary passage, unless external factors beyond our control, directly affect that	Annually	100%	
							Member will be kept regularly informed of progress/blockers to progress via appropriate Committees	Quarterly	100%	100%
Monitoring and reporting of legislation impacting on the City of London Corporation and its interests	2	5%	14%	Political priority/Key strategic outcome or will be a key link to Corporate Plan 2025-30 outcomes	Government's legislative programme; Committee schedules	Members will be informed of upcoming legislative change.	All legislation impacting on the City Corporation or its interests will be reported to the relevant service committee(s) within 2 months of Royal Assent	Quarterly	100%	
							Common Council will be informed of all measures introduced into Parliament which may have an effect on the work and services provided by the City Corporation	Quarterly	100%	
Strategic briefing of all MPs and Assembly members newly elected at the 2024/25 Elections	2	3%	4%	Political priority/Key strategic outcome or will be a key link to Corporate Plan 2025-30 outcomes	Subject to timetabling of Elections and engagement from individuals	MPs and Assembly Members will be aware of the City Corporation and its relationship with Government and London Assembly.	Bespoke briefing offered to all Members of the Assembly elected in May 2024 All new MPs written to following the General Election with a bespoke briefing offered to those with a City asset in their constituency, or where there is a known interest in FPS issues.	Annually	100%	
Improvements to Venue Space	3	1%	3%	Income Generation	Funding availability. Capacity of City Surveyors	Enhanced facilities will encourage clients to hire GH, ensure venue remains competitive.	Install new AV System across venue spaces	Annually		
							Install new Wifi System across venue spaces	Annually		
Green Meeting Standards	3	0%	3%	Climate Action	Funding availability and capacity of City Surveyors to implement improvements to the Guildhall complex (Improved insulation / heating facilities and water management)	Green Award logo will be used on online channels (website, social and UVL) and referenced by the event team during client meetings to encourage private hire of GH and ensure the venue remains competitive.	Achieve and maintain Gold Award Status	Annually	GOLD AWARD	SILVER AWARD

Medium Term Plans under consideration

Priority list (e.g. new legislation, services, projects, automation)	2025/26	2026/27	Funded or Unfunded
Ward Elections – New Member inductions	X		
Reviewing City's Election Procedures	X		
Lord Mayor's Show (INHOUSE)		X	
Potential temporary closure of event space (works)		X	

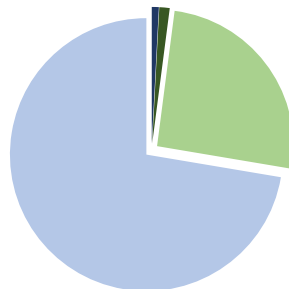
Where our money comes from

Total 2024-25 budget estimate allocation is £6.5 million



What we spend it on

- Transport Related Expenses
- Premises Related Expenses
- Supplies & Services
- Employees



Our Strategy and Cross-cutting strategic commitments

Competitiveness

- Working with Corporate Affairs, IG, OPC and other departments across the Corporation, the Office will continue to promote *Vision for Economic Growth* and 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.
- Opportunities to expand on the City's interfaith work will be explored through events.
- The Office will work with colleagues across the Corporation to continue the successful delivery of the Lord Mayor's Show and fully utilise promotional opportunities presented by it.

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.

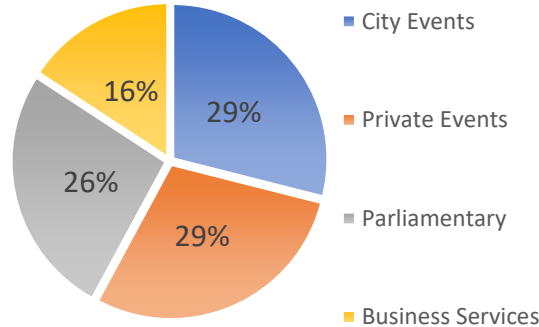
Cross-cutting

- 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, by seeking amendments to legislation that are relevant to City interests.
- The work of the Head of Event Strategy will further the strategic operational development and delivery of the City Corporation's programme of events, to align with and support the Corporation's strategic objectives, working collaboratively across events teams.

Our People

2022 Staff Engagement score: 69%

- Current Staff 38
- 35 Full-time, 3 Part-time
- 32% Male / 68% Female
- 20% over 50yrs, 35% under 30yrs
- 9 New Starters, 5 Leavers
- 2 Apprentices
- Bespoke departmental training sessions



Equality Diversity & Inclusion

Previously the Remembrancer's Office has sponsored the Multi-Faith Network, as well as providing Chairs and supporters to other staff networks including WIN and the new Social Mobility network.

Developed cross corporate knowledge with visits to LMA and Central Criminal Courts as well as Tower Bridge and Mansion house.

Provided opportunities for cross team work experience to ensure inclusion and development across the office.

Departmental EDI priorities

1. Arrange refresher EDI training for all staff
2. Work with EDI Team to identify potential opportunities for EQIA to be carried out
3. Ensure EDI is embedded in working practices across all teams
4. Ensure City events are accessible and welcoming to a broad range of audiences

Operational Property Utilisation Assessment

Asset name	Assessment Complete?	Assessment Completion Date
Guildhall	YES	September 2023

Our Work Location

Guildhall complex	37 FTE
-------------------	--------

Total people resource is 37 FTE

Key Risks

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

		Impact				Total
		Minor	Serious	Major	Extreme	
Likelihood	Likely	3	3	0	0	6
	Possible	0	0	1	0	1
	Unlikely	0	1	2	0	3
	Rare	0	1	1	0	2



Our Stakeholders Needs



A world class and secure venue for hosting high profile events for VIP stakeholders.



A bespoke and meticulous event planning service.



A responsive business services team that understands the unique requirements of the office.



Timely engagement with MPs and Peers to ensure City of London policy priorities are aired in Parliament.



An efficient member facing attendants team.

Our Impacts



91% of attendees reported a new connection made

£1.8M Income Generated



"Met several people who I had not seen for ages because of Covid and restrictions, so great to feel the City is back to business again!"



163,000 Guests at Guildhall Events

"Good choice of panellists. Valuable information was shared. I would love to see more events like this."



Represented the City on 20 legal working groups

Over 150 individual briefings sent to MPs and peers



4 Multi Faith Events

12 Select Committees briefed



"Excellent event with a good selection of varied guests from across the services and industry"



"It was such a positive and engaging event. I was able to meet many people across the Sikh community and discuss topical issues facing Sikhs"

Partners We Work With

