

appropriate in terms of defining whether a Corporation related engagement was early, very little feedback had been received. Following discussion the Sub-Committee confirmed that it was satisfied with the guidelines and endorsed the principles contained therein.

Eligibility for Use

Discussion took place on whether the list of non-Members who were eligible to use overnight accommodation when not being used by a Member was still fit for purpose, during which the following comments were made:-

- Use by senior officers needed to be clarified so that it was clear whether this referred to Chief Officers, second or third tier officers. The aim should be to allow more officers to use a bedroom provided that it was not being used by a Member and that the officer was on official City Corporation business.
- With the closure of Bernard Morgan House the merits of allowing Police Officers to use the rooms when not being used by a Member and providing that they were on official duty, should also be investigated.
- Use by the Sir John Cass Foundation needed to be clarified to ascertain whether it was still appropriate for it to be included on the list.
- Reference was made to the existence of a list of additional individuals (e.g. specific past Town Clerks and past Lord Mayors) who were entitled to use the rooms. Members were of the view that this second list was superfluous and in some respects duplicated the list of non-Members. Therefore, subject to use by the Mansion House Scholars and the Irish Society being clarified, the second list should cease with effect from September 2015 and those affected informed accordingly. Depending on the outcome of investigations use by the Irish Society and Mansion House Scholars could be added to the existing list of non-Members eligible to use the rooms.

Booking Rooms

Reference was made to the fact that non-Members were only able to book one month in advance. Members were of the view that this should be amended to allow non-Members to book 2 months in advance in line with other Members. This was on the basis that non-Members were already required to stand down in the event of a room being required by a Member and it would therefore have no impact on a serving Member's ability to use a room.

Charges for Members

The Sub-Committee noted that the charges applied for use of overnight accommodation was last reviewed in 2008 and at that time the charges were reduced from £17.35 for a single room to £10 and from £25.30 for a double room to £15. This was on the basis that Members were not remunerated for undertaking their civic duties.

A Member pointed out that the charges for overnight accommodation at the Honourable Artillery Company started from £37 for a single room for its Members. It was also pointed out that, other than on the night a major function and despite encouragement, only a small number of Members (approximately 10 Members) used the rooms regularly. Detailed discussion ensued during which the view was expressed that the argument that Members gave their time freely was not defensible as only a small minority of Members benefitted from the cheap accommodation, while no assistance was given to Members who incurred travelling expenses to attend City events therefore Members suggested that the charge should be increased by applying the rate of inflation to the charges set before 2008. Members were of the view that this would increase the cost from £10 to £20 for a single room and from £15 to £30 for a double. The Sub-Committee supported this proposal subject to all Members of the Court being consulted on the proposal.

Use and Charges for Non-Members

Members noted that use of the rooms by non-Members was relatively low and felt that, as consequence, Master and Clerks of the Livery should be reminded that the rooms were available for use. Reference was made to the charges for non-Members and it was concluded that this should increase from £57.24 for a single room to £60 and from £93.28 to £95 for a double.

Guests of Members

The Sub-Committee concluded that there was merit in allowing guests of Members to also use the overnight accommodation at the non-Member rate, providing that the room was not required by another Member and that the guest would be accompanying the Member to an event or function.

RESOLVED- That;-

1. the guidance issued to Members recently to assist in determining whether overnight use was personal or official be endorsed;
2. it be **recommended to the Policy and Resources Committee** that:-
 - i) subject to consultation with all Members of the Court, the charges applied to Members for use of the overnight accommodation be increased from £10 for a single room to £20 and from £15 for a double room to £30;
 - ii) subject to the clarification of use by the Sir John Cass Foundation, the Irish Society and Mansion House Scholars, the list of non-Members eligible to use overnight accommodation be approved as follows:-
 - Past Lord Mayors (**charged at the Member rate when on official City Corporation Business**)

- Past Chief Commoners (**charged at the Member rate when on official City Corporation Business**)
 - Past Members who have a minimum of 10 years on the Court of Common Council;
 - Guests of Members (**providing that the room was not required by a serving Member and to the guest(s) accompanying a Member to an event or function**)
 - Masters of Livery Companies currently in Office
 - Clerks of Livery Companies currently in Office
 - Immediate Past Masters (**only when deputising for the Master in Office**)
 - Sir John Cass Foundation (**subject to clarification of use**)
 - The Irish Society when attending meetings in London (**subject to clarification of use**)
 - Mansion House Scholars (**subject to clarification of use**)
 - Senior Officers of the Corporation and others who are detained on Corporation-related business (**in accordance with guidance to Members**)
- iii) with effect from 1st September 2015 the list of other individuals entitled to use overnight accommodation e.g. specific past Town Clerks be dispensed with and that the individuals affected be advised accordingly;
- iv) use by senior officers be clarified so that it was clear which officers were eligible to use the room. The aim should be to allow more officers to use the bedrooms provided that it was not being used by a Member and that the officer was on official City Corporation business;
- v) with the forthcoming closure of Bernard Morgan House, the Town Clerk be instructed to investigate the merits of allowing senior Police Officers to use the rooms when not being used by a Member and providing that they were on official duty;
- vi) on the basis that non-Members were already required to stand down in the event of a room being required by a serving Member, non-Members be allow to reserve a room 2 months in advance in line with other Members; and
- vii) the Town Clerk be requested to write to all Masters and Clerks of the livery reminding them that overnight accommodation was available at Guildhall for them to use.

4b. Use of the Members IT Suite

The Sub-Committee considered the current arrangements for the use of the Members IT Suite on 3rd floor of the West Wing. The Chairman stated that in his view there were too many PC stations and that Members would benefit from the provision of additional desk space. He therefore suggested that the PC stations

be reduced from 16 to 12 so that each bank of four desks contained 3 PC stations only and a general work station. The Sub-Committee supported his suggestion.

RESOLVED – That it be **recommended to the Policy and Resources Committee** that subject to consultation with all Members of the Court the PC stations in the Members IT Suite be reduced from 16 to 12 so that each bank of four desks contained 3 PC stations and a general work station.

4c. Use of Members Areas on the Third Floor by Non-Members

The Sub-Committee considered use of Members areas on the 3rd Floor by non-Members. Discussion ensued and it was suggested that past Lord Mayors and past Chief Commoners no longer on the Court should now be given access to the Reading Room and its facilities and that non-Members i.e. Members guests should be permitted to use the Reading Room after 5pm. This was on the basis that very few Members used the Reading Room after 5pm. The Sub-Committee supported the suggestions.

Reference was made to the uninviting appearance of the Members Lounge. The Sub-Committee was advised that the matter was being addressed by the procurement of additional soft furnishing such as a large fitted rug and more user-friendly coffee tables.

RESOLVED – that it be **recommended to the Policy and Resources Committee** that past Lord Mayors and past Chief Commoners should now be given access to the Reading Room and its facilities and that non-Members i.e. Members guests should be permitted to use the Reading Room after 5pm..

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

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The following item of urgent business was considered:-

Chairmen and Deputy Chairmen's IT Room – 2nd Floor West Wing

Members expressed concern that the dedicated IT Room located on the second floor of the West Wing was under-utilised. It was suggested that the room should be reconfigured into a space which combined a small meeting room and dedicated IT facilities for Chairmen and Deputy Chairmen. The Sub-Committee requested that the City Surveyor look into the matter and report back on what might be feasible.

RESOLVED – That it be **recommended to the Policy and Resources Committee** that the City Surveyor be requested to investigate alternative options for reconfiguring the Chairmen and Deputy Chairmen’s IT Room located on 2nd Floor West Wing and report back to the Sub-Committee on what might be feasible.

Members Facilities on the Lower Ground Floor

The Chief Commoner referred to the project for refurbishing the facilities available to Members on the lower ground floor by providing more user friendly lockers and redecorating the area. He explained that currently the plan was to provide new lockers by utilising the space available in the Members area and also the old computer room on the mezzanine floor in the West Wing. During discussion the following comments were made:-

- Members questioned the need for the provision of lockers for all Members and whether the outcome of the survey of Members undertaken earlier in the year provided justification for this.
- It was suggested that subject to the results of the survey, consideration be given to the provision of say, 50 lockers, all of which should be located within the existing space on the lower ground follow.
- Concern was expressed about the length of time it was taking to complete the project as a consequence the City Surveyor should be requested to expedite matters.

RESOLVED – That, in light of the comments referred to above, the project be referred back to the City Surveyor for further investigation into the provision of lockers and for the project to be progressed in consultation with the Chairman.

The meeting ended at 2.50pm

Chairman

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