

MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE
Wednesday, 1 October 2014

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 1 October 2014 at 11.00 am

Present

Members:

Deputy John Bennett (Chairman)
Deputy Ken Ayers
Deputy John Barker
Mark Boleat
Deputy Billy Dove
George Gillon
Jeremy Mayhew
Oliver Lodge

Officers:

Gregory Moore - Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Richard Regan and David Thompson.

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

There were none.

3. MINUTES

RESOLVED: That minutes of the meeting held on 11 July 2013 be approved, subject to the following amendments:

- **Meeting time (page 1)** – that the stated time of 1.45am be corrected to read 1.45pm
- **Use of Reading Room (page 5)** – that the reference to past Chief Commoners and Lord Mayors being permitted access to the Reading Room be clarified, so as to make clear that this was a return to previous practice rather than a new development.

4. TERMS OF REFERENCE

The Sub-Committee considered its Terms of Reference, with a view to determining whether they continued to be appropriate.

A Member noted that the Sub-Committee had no powers to make decisions on matters affecting Members' privileges or facilities, instead requiring the approval of the Policy & Resources Committee on each occasion, even when the issues involved were relatively minor. He expressed surprise that this was

the case and questioned whether this should be revisited, in the interests of avoiding duplication and streamlining the decision-making process.

Members debated the merits of any change, noting that the occasions where anything had had to be referred to the Policy & Resources Committee had been few and far between, with it being rare that any such issues arose. It was noted that the Sub-Committee's proposals had all been endorsed and helpful comments made; as such, it was felt that retaining the status quo in this area would be the preferred option. It was also noted that the Sub-Committee did have the authority to make decisions on the Member Development programme, with responsibility delegated to it to agree the programme and associated training.

RESOLVED: That it be agreed that the Terms of Reference of the Sub-Committee be left unchanged.

5. **MEMBERS' FACILITIES AND ACCOMMODATION**

The Chief Commoner and Town Clerk provided the Sub-Committee with verbal updates on a number of issues which had been raised at the previous meeting. The following key points were noted:

Overnight Accommodation/Room Bookings: With the Policy & Resources Committee having endorsed the proposals at its September meeting, the Town Clerk had subsequently met with representatives from the Remembrancer's Department to communicate the changes. The revised protocols were now in place and the guidance note for staff taking bookings was being formally amended. Those for whom there had been a change of status were in the process of being contacted individually to advise of the impact. Members noted that a number of Masters of Livery Companies currently used the rooms and it was likely that a steady stream of regular users would take up the opportunity to stay at the Guildhall.

Double/Single Charging: Since the last meeting, there had been a small number of occasions where Members had had to book a double room because no single room was available. As such, they were also being charged for a double room. Accordingly, it was decided that if Members asked for a single room and only a double room was available then, in line with standard hotel practice, they should be charged only at the single room rate.

Members Lounge: The rug had now been delivered and was in the lounge, which it was hoped improved the appearance of the room. The low marble-topped coffee tables were shortly due to be removed by a charity, to whom they had been donated.

2nd Floor Chairman/Deputy Chairman's IT Room: City Surveyor's Department were currently looking in to options for the room, with it noted that Members had expressed a range of views as to whether this should remain a dedicated IT room, become a meeting room, or possibly a combination of the two. The Sub-Committee suggested that the use of a dividing wall to allow a room which could be used for both meetings and IT purposes would be useful.

Mezzanine IT Room: Members queried the plans around the small room on the Mezzanine floor, noting that it was infrequently used and that newer Members might well be unaware of its existence. It was clarified that the ongoing plans around developing Members' lockers were exploring the use of this room as part of any proposal; Members supported this suggestion, noting that sufficient IT facilities existed on the 3rd floor.

3rd Floor Members' IT Room: As had been agreed, four of the computers had now been removed (one from each bank of desks) to allow for more writing space; the Chief Commoner noted that he had requested that these be the desks next to the window to allow more light in to the room. Screens had also been erected between each desk space to allow for privacy, and the writing desks had all also now been refurbished and returned.

RECEIVED.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were two questions:

Guildhall Club

In response to a Member's question, it was clarified that both the Chairman and Deputy Chairman of the House Committee of the Guildhall Club were Members of the Members' Privileges Sub Committee.

Lockers

Clarity was sought as to how the changes to Members' lockers would be effected, with concern expressed that a substantial decrease in numbers would be impractical. It was clarified that it was certainly not the intention to substantially reduce the number of lockers; Members had been surveyed and monitoring activity undertaken to ascertain the level of requirements and usage, and it would be ensured that those who required a locker would retain the use of one.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

The meeting ended at 11.30am

Chairman

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