

Ward Reception Committees: Appointment Process

Step 1: Appointing the Committee

- Each Ward Reception Committee is in essence a Ward Committee comprised of 36 or 37 Common Councilmen, plus ex-officio Members and Aldermen. This ensures that each Common Councilman is invited to serve on at least every third Committee. It is helpful to think of each set of three Committees as a full “cycle”.
- To ensure that each Ward gets a fair number of places, each Ward is allocated a certain number of places which varies across the three Committees in a cycle. To keep them distinct, the three Committees (and their allocations) are split as “A”, “B”, and “C” – this keeps the rotation amongst Ward Members “fair” and ensure each Ward gets equal representation.
- Working out whether a Committee is A/B/C is straightforward – if it was A last time, it’s B now; B last time, C now, etc. (and back to A after C).
- Identifying the Member(s) whose “turn” it is from each Ward is also straightforward, with a checklist maintained of who has been appointed to previous Committees and highlighting whose “turn” it is next. An example of the process in action is set out at the end of this appendix.
- Aldermen are appointed via a similar “turn-based” checklist, with 2 seniors and 4 juniors on each occasion.
- The following individuals are also automatically on the Committee by virtue of their position, and are set aside at the beginning before so that another Member (where applicable) from their Ward can be appointed in their stead:
 - Lord Mayor
 - The two Sheriffs
 - Chief Commoner
 - The Senior Alderman Above the Chair
- Once the list of names is complete, this forms the paper for the next meeting of the Court. This is put to the non-public session for approval.
- Immediately after approval, the Members appointed are emailed informing them and advising them of the date of the first meeting – this is agreed with the Chief Commoner (who is automatically Deputy Chairman of the Committee) in advance, but normally has to take place within a very specific timeframe to allow the Remembrancer to make the necessary arrangements.

Example: Ward Reception Committee for the President of Greece

A State Visit from the President of Greece has just been announced. When looking at the Ward of Broad Street, we can see they are entitled to one Member regardless of whether it is an “A”, “B” or “C” Committee. We can see that Deputy Bennett was last appointed; therefore it is Mr Hayward who is next in line and should be appointed to the Greece Committee. If Mr Hayward decides he does not wish to serve, the position will be offered to Mr Scott, with Mr

Hayward then offered Mr Scott's place on the next Committee to arise. The cycle then reverts to normal.

Ward: Broad Street					
Reception	<i>France</i>	<i>Germany</i>	<i>Spain</i>	<i>Italy</i>	<i>Greece</i>
Committee Type	<i>A</i>	<i>B</i>	<i>C</i>	<i>A</i>	<i>B</i>
No. of Reps	1	1	1	1	1
<i>Bennett, J.A., Deputy</i>					
<i>Hayward, C.M</i>					
<i>Scott, J.G.S</i>					

The Ward of Cripplegate Without, on the other hand, has varying allocations to ensure that everyone gets an opportunity to serve every third Committee:

Ward: Cripplegate Without					
Reception	<i>France</i>	<i>Germany</i>	<i>Spain</i>	<i>Italy</i>	<i>Greece</i>
Committee Type	<i>A</i>	<i>B</i>	<i>C</i>	<i>A</i>	<i>B</i>
No. of Reps	1	2	1	1	2
<i>Tomlinson, J., Deputy</i>					
<i>Moore, G.W.</i>					
<i>Punter, C.</i>					
<i>Quilter, S.D.</i>					

Accordingly, the Ward should receive two places on the Greek Committee – which means Mr Moore and Mr Punter on this occasion.

This process is followed for each Ward. The allocation to each is such that the size of each Ward Reception Committee is always 36 or 37.