



# LIVERY COMMITTEE

## Report of the Livery Committee

To be presented on 24<sup>th</sup> June, 2021

To The Right Honourable The Lord Mayor, Aldermen and Liverymen of the Several Companies of the City of London in Common Hall Assembled.

*A summary, only, of this report will be delivered to those who attend Common Hall.*

For those Liverymen who have been to Common Hall for the Election of the Sheriffs, you will have seen on your seat, together with other papers for the day, a report of your Livery Committee. That report is usually a couple of sides and focusses upon nominations received for the year ahead and on some of the work done by the Committee on behalf of the Livery.

This year, for the first time, we are in a position to put our report, a more full one at that, on the Committee's new website (and a much shortened version will be available for those attending Common Hall).

The report touches upon :-

1. [The new website](#)
2. [Common Hall arrangements last year and for 2021](#)
3. [The Livery Committee - updated strategy and key tasks, together with a revised constitution - \*\*For Approval\*\*](#)
4. [The non-Aldermanic Sheriff - the role and responsibilities updated and a panel to whom potential candidates can address questions - \*\*For Approval\*\*](#)
5. [The Livery Liaison Scheme](#)
6. [Courses run for Liverymen](#)
7. [Livery Schools Link](#)
8. [Livery Companies Skills Council](#)
9. [Livery Skills Initiative](#)
10. [Pan Livery Steering Group](#)
11. [New Areas](#)

## **1. The New Website**

The [new website](#) has been operational since September last year. That it exists has only been possible as a result of the support given to it by many of the Livery Companies and the City Corporation to meet the cost of setting it up and providing the wherewithal to finance it for the next three years.

In addition, the Clerks of the Livery Companies, and of the Guilds, have been providing information and will continue to do so. In time, we hope to see more information about what livery companies are doing which may be of interest to others and the Lord Mayor plans to use the website as a means of communicating with the Livery as a whole.

There are 'public facing' pages so that the general public can discover more about the Livery and the very positive contribution that Livery Companies make to society as a whole.

The Livery Committee has no resources of its own (other than the time those who serve upon it give). To that extent it can be a challenge to create something new and we would like, on behalf of all Liverymen, to take this opportunity of Common Hall, to thank all of those Livery Companies and the City Corporation for the financial contributions given to make the website possible and to thank all of those Livery Company Clerks and individual Liverymen who have given their time to provide and check all the information that is appearing on the website almost daily. A website created by the Livery for the Livery, it is already proving to be an excellent resource for Clerks and Liverymen (over 10,000 visits and 40,000 page views). We hope it will, with your continued support, go from strength to strength.

## **2. Common Hall arrangements last year and for 2021**

Inevitably, the arrangements had to change last year. The meeting in June for the Election of Sheriffs was cancelled but, working with staff of the City Corporation, whose efforts I think we all appreciate, a meeting of Common Hall, albeit with much reduced attendance, was able to be staged for the Election of Lord Mayor.

The Lord Mayor and the Sheriffs continued in Office for a further year, as did many Masters (and guidance from the Court of Aldermen about the flexibility Livery Companies could exercise with their own arrangements during the pandemic was helpful).

For the Election of Sheriffs in June 2021, our focus has continued to be on keeping those Liverymen who do attend safe. We are following the model set for the Election of the Lord Mayor last year. For indoor events opening to large audiences, the two key dates in the Government's 'roadmap' are 17<sup>th</sup> May and 21<sup>st</sup> June. As you will know, many events around the Country have been cancelled this Summer because there would not

be the time to stage them at the last moment, ie when it may become known that the 'roadmap' can indeed be followed. As the arrangements for Common Hall need to be started a long time in advance, from the City Corporation's point of view and that of Livery Companies in getting information to their members in a timely way, we considered that whilst Common Hall would take place, it would be better to model attendance on the event staged last year for the Election of The Lord Mayor, ie a very much reduced number of people. (If, as the event draws near, we find that the numbers of Liverymen who can be accommodated could be increased, we shall try to do so and any Livery Company that wishes to run a 'reserve list' can do so). A letter has been sent to every Master and Prime Warden and to the Clerk of every Livery Company to explain the arrangements in some detail.

We very much hope that if COVID infection and hospitalisation rates continue to fall as the Government hopes, as we all hope, then the arrangements for the Election of the Lord Mayor in September will be very much as 'normal' and we will use the website to keep in touch with you (and, in addition, write to every Master, Prime Warden and Clerk).

### **3. The Livery Committee – Objectives, Key Tasks and Constitution**

It is you, the Liverymen in Common Hall, who appoint this Committee to undertake various activities on your behalf and we report back annually on what we have been doing.

It has been many years since the basics around the Committee have been looked at and, as a matter of good governance, we thought we should take a look at what it is we do, how we do it and whether that should be refreshed.

The result of that examination has not led to any radical proposals for change; more of an updating which will also give you a better idea of what we do. We are making recommendations for what we are calling the 'Role and Responsibilities' of members of the Committee so that those who put their name forward to serve have a more clear idea of what they will be involved in and what may be expected of them. We are also making recommendations to reduce the overall number of members of the Committee; not hugely, but a reduction from twenty to fifteen. Some slimming down, we think, is manageable, particularly if those who serve have the skillsets we think will be needed to carry out the role described.

All of our proposals have been passed to the bodies which nominate to Common Hall who should be appointed to the Committee. Those nominating bodies are the Court of Aldermen, the Court of Common Council, the Livery Companies (through the various Clerks' Associations) and Clerks (also through their respective Associations).

In submitting the reduction for the approval of the nominating bodies, we also provided the paperwork around our objectives and key tasks to give the changed constitution

context and our Chair and Deputy Chair have answered any questions that arose. We are pleased to report that the nominating bodies support the changes.

If our proposals are agreed, we will, from time to time, review them and bring to you proposals for any substantive change.

The Objectives and Key Tasks of the Livery Committee are set out below, together with the proposed revised Constitution and Roles and Responsibilities of Members.

## **Livery Committee Objectives and Key Tasks**

### **The Objectives of the Livery Committee are :-**

- (i) To oversee the running of Common Hall including, where appropriate, the voting procedures
- (ii) To help increase awareness of and support for the work of the Lord Mayor, the City Corporation and the wider livery movement and, where possible and practical, to help create an awareness among opinion formers of the work of livery companies, their charitable activities and benefit to society as a whole
- (iii) To act as a forum to which livery companies can bring matters of concern for discussion and to help in the sharing of good practice among livery companies

### **The Key Tasks of the Livery Committee to help it to deliver its objectives are :-**

- (i) (a) Giving guidance to candidates, through literature and/or meetings, on the various processes relating to the elections in Common Hall  
(b) Assisting in the process of admitting liverymen to Guildhall for Common Hall
- (ii) To run such courses as may be helpful, those currently run being:-
  - (a) City of London Briefings (primarily for new and existing Freemen and Liverymen)
  - (b) The Wardens' & Court Assistants' Course (half-day for them and their spouse/partner)
  - (c) The Livery After Dinner Speaking Course (half-day for Wardens and Court Assistants)
  - (d) The Clerks' Forum
- (iii) (a) To act as a forum to which livery companies can bring matters of concern for discussion or advice and, alongside that, to help share, or initiate the sharing of, good practice where it is thought that could be helpful.  
(b) To maintain an active Liaison Scheme where members of the Committee keep in touch with particular livery companies so that all companies have a known contact on the Committee they can bring matters to.  
(c) To work with the City Corporation and the Livery Companies in running a website for the benefit of the Livery, the Clerks of the Livery Companies and Guilds, the City Corporation and all those interested in the Livery, enabling a conduit of communication to the Livery, a knowledge sharing resource for the

Clerks and a means of providing information about the Livery to the general public.

- (iv) In all of these matters to maintain a close relationship with the City Corporation, with Mansion House and the Chamberlain, in particular on matters concerning, respectively, the Mayoralty and Shrievalty and the Freedom
- (v) Any other matter which, in the opinion of the Committee, might affect the interests of the general body of the livery

### **Constitution**

- 2 Liverymen who are Aldermen, nominated by the Court of Aldermen
  - 4 Liverymen who are Common Councilmen, nominated by the Court of Common Council
  - 4 Liverymen, not Aldermen or Common Councilmen or Clerks, nominated by the Livery Companies, one through the Clerks of the Great Twelve livery companies, one through the Clerks' Association and two through the Fellowship of Clerks
  - 5 Livery Company Clerks, one nominated from the Clerks to the Great Twelve, one from the Clerks' Association and three from the Fellowship of Clerks or otherwise as mutually agreed between them
- (together with up to 4 co-optees who should, ideally, be Liverymen)

The quorum for the Committee meetings would be five members of the Committee.

### **Roles and Responsibilities**

To join with the Committee in carrying out the work that Common Hall expects it to undertake, ie as set out in the approved objectives and key tasks and to bring to that work your knowledge, enthusiasm and commitment

To attend the 3-4 meetings of the Livery Committee each year (each meeting being held during the working day and lasting 1-2 hours)

To be prepared to get involved in the work of a Sub-Committee or Working Group asked to look into a matter in detail

To take part in the Liaison Scheme, ie keeping in touch with Clerks or Masters so matters of likely interest to them can be passed on, together with any issues or matters they would like to hear about from the Committee; 'keeping in touch' in whatever way is most convenient to those involved by phone, by email, through ad hoc or regular meetings and, from time to time, reporting back on activity to the co-ordinator of the scheme or the Committee

To assist in the periodic review of the Committee's Strategy and Key Tasks

To attend Common Hall twice a year, first to assist as may be needed in the process of admitting liverymen to Guildhall and, secondly, to join the Committee for the meeting itself.

To attend some of the events run by the Committee for liverymen or Clerks, particularly some of the Livery Briefings (early evening events).

*If you are interested in serving in one of these capacities, please get in touch with the nominating body or with the Chairman or Deputy Chairman (who will also be happy to meet with potential nominees to answer any questions they have and better explain what is involved).*

*(For completeness, the above text about objectives, key tasks, constitution and roles and responsibilities is to replace the text shown in Appendix A of this Report).*

### **Nominations for Appointment and those continuing**

The nominating bodies have submitted their nominations on the basis of the new constitution and the composition of the Committee is, therefore, proposed to be :-

#### ***Two Aldermen nominated by the Court of Aldermen***

Sir Peter Estlin, *International Banker*, (first 3-year term)  
Sir Charles Bowman, *Chartered Accountant*, (first 3-year term)

#### ***Four Liverymen nominated by the Court of Common Council***

Chris Hayward, *Pattenmaker*, (final year of second 3-year term)  
Shravan Joshi, *Fueller*, (final year of first 3-year term)  
Judith Pleasance, *Clockmaker*, (final year of second 3-year term)  
Philip Woodhouse, *Grocer*, (first 3-year term and Deputy Chair since Sept 2018)

#### ***Four Liverymen nominated through the Clerks' Associations***

Fiona Adler, *Tobacco Pipe Maker & Tobacco Blender*, (final year of second 3-year term)  
Andrew Marsden, *Marketor*, (final year of second 3-year term)  
Victoria Russell, *Arbitrator*, (second 3-year term and Chairman since 2018)  
Julia Sibley, *Innholder*, (first year of second 3-year term)

#### ***Five Clerks nominated by the Clerks' Associations***

Charlie Knaggs, *Ironmongers*, (first year of 3-year term – nominated by Great XII)  
Tim Gregson, *Carpenters*, (first year of 3-year term - nominated by Association)  
Robert Murfin, *Pattenmakers*, (first year of second 3-year term) - nominated by Fellowship)

Chair of the Fellowship (name to be advised post election).- nominated by Fellowship  
Deputy Chair of the Fellowship (name to be advised post election) - nominated by Fellowship)

*(Each member nominated can serve for two 3-year terms and service as either Chair or Deputy Chair does not count in the total years served).*

*The Committee has also decided that it can co-opt up to four other members who may be Liverymen or Clerks whose terms of office will be reviewed annually. David Barrett, Secretary of the Fellowship of Clerks and a Liveryman of the Coachmakers & Coach Harness Makers, is the only co-optee at present.*

**We RECOMMEND that Common Hall approve the objectives, the key tasks, the constitution, the roles and responsibilities and the nominations as set out above.**

#### **4. Non-Aldermanic Sheriff**

The role of the Lord Mayor and of the Sheriffs has continued to evolve with a gradually increasing focus towards representing the Business City as a whole. The procedures for Aldermen wishing to progress toward the Shrievalty and the Mayoralty have been further strengthened to better reflect that and the panel that interviews those Aldermen has also been refreshed. Details of those changes are on [the City Corporation's website](#).

It seemed to us that the opportunity should be taken to look at what information is available to those who are interested in serving as the non-Aldermanic Sheriff, to bring that information up to date and to give those interested in putting their name forward an opportunity to find out more about what would be expected of them as a member of the City Civic Team before they decide whether or not to stand as a candidate.

The starting point was the current 'Job and Person Specifications' for Non-Aldermanic Sheriff. These were agreed by Common Hall many years ago; a vast improvement upon what had existed previously but nonetheless, and perhaps not surprisingly, in need of updating to reflect the role as it is now and likely to continue to be.

This we have now done and the Role, the Commitment and characteristics (Experience and Knowledge, Skills and Qualities) are set out below. Again, we will review them from time to time and bring to you proposals for any substantive change.

We are also proposing that a small panel be established, comprising the Chair and Deputy Chair of this Committee, together with someone they will choose who has recently served in the Office of non-aldermanic Sheriff. For the first time, a potential candidate, before they have committed themselves to stand for election as non-aldermanic Sheriff, would have the opportunity to ask frank questions and to elicit opinions (if they so wished) in an informal and private meeting with panel members well

placed to answer any questions on the role and the likely expectations there would be of them were they to succeed. We believe a potential candidate would find this extremely helpful. It is the one really new element in our proposals but one that we hope potential candidates would find helpful and that Liverymen as a whole will consider to be useful as a part of the process of encouraging strong candidates to come before you.

## **Non-Aldermanic Sheriff – The Role, the Commitment, Experience, Knowledge, Skills and Qualities envisaged**

### Election

To be nominated by 15 liverymen

To be elected by the Livery in Common Hall

### The Role

- To be a key member of the City Civic team and in the delivery of the Civic plan
- To support the Lord Mayor in carrying out his/her official duties, whether that be in the City, elsewhere in the UK or abroad. (This would involve accompanying the Lord Mayor on domestic and overseas visits and participating in high level business meetings where you would be expected to make a positive contribution)
- To be able to undertake a variety of business and public speaking engagements in fulfilment of the Mayoral programme and the City's strategic agenda
- To officiate, together with your fellow Sheriff, at the Central Criminal Court; in particular to host HM Judges and guests at lunch each day (an important ambassadorial role on behalf of the City of London Corporation)
- To take part in and support the Lord Mayor's philanthropic and charitable activities, including proactive fundraising for the Lord Mayor's Appeal and the Sheriffs' and Recorder's Fund
- To attend Livery Company and Guild meetings and events, whether as part of the City Civic Team or in your own right as Sheriff and to promote among the Livery a deeper understanding of the work of the Mayoralty and Shrievalty
- To attend meetings of Common Hall and, with your fellow Sheriff, to conduct its business, in the absence of the Lord Mayor, with the support of the Common Serjeant and other City Officers

### The Commitment

To make the substantial commitment that is required to fulfil the obligations and duties within the Shrieval year (September to September) and to be regularly available at the accommodation provided within the Old Bailey

- You will be expected to reside in the flat provided for you in the Old Bailey
- You will be expected to attend the full range of Shrieval duties which occupy about 60% of the week, most evenings and an occasional weekend
- To meet various expenses. Further information can be provided by the Panel (*referred to above*).

*(NB It is important to state that you do not have to have a spouse / partner / consort to be able to undertake the role as part of the City Civic team although there may be matters such a person may be able to assist with)*

Experience & Knowledge	Skills	Qualities
<p>Experience likely to command the respect of the Business City eg</p> <ul style="list-style-type: none"> <li>- a record of high achievement in your profession</li> <li>- a broad knowledge of the financial and business City</li> <li>- knowledge of the business issues of the day, such as green finance, the tech sector, energy, infrastructure, etc.</li> <li>- experience of work at board, ministerial or equivalent level</li> <li>- knowledge of how Government, regulators and trade bodies work</li> </ul>	<p>Ability to master complex briefs and argue a case</p>	<p>Honesty and absolute integrity</p>
<p>A record of community, charity or other philanthropic activity</p>	<p>Politically astute</p>	<p>Adherence to the Nolan principles</p>
<p>Experience of developing international business</p>	<p>Strong interpersonal skills / socially at ease</p>	<p>To work with energy and enthusiasm</p>
<p>Knowledge of the history and traditions of the City, its institutions and of the Livery</p>	<p>Diplomatic</p>	<p>Ability to work collaboratively / to work as part of a team</p>
	<p>Good public speaking skills – to suit different audiences, eg technical, social and the media</p>	<p>Ability to build relationships</p> <ul style="list-style-type: none"> <li>- sensitive to cultural and social differences</li> <li>- a good listener</li> <li>- a high level of emotional intelligence</li> </ul>

**We RECOMMEND that Common Hall approve the above, together with a Panel with whom potential candidates can meet, also as described above.**

## 5. Livery Liaison Scheme

The Livery Committee has, for a number of years, run a scheme that offers to every Master and Prime Warden, and to the Clerks in every Livery Company and Guild, a link to the knowledge and experience that members of the Committee may be able to provide when and if needed.

The Aldermen and other Liverymen on the Committee will be the link to Masters. Whilst most of the questions a Master has can be answered within a Company or Guild, experience has shown that it has been helpful for a Master to discover how other Companies do things, particularly on a matter that has not come up before in their Company or Guild. Certainly the feedback we have is that the Scheme has, from time to time, been helpful in that way and in providing a direct link into this Committee.

Given the reduction in size of the Committee we have had to make some re-allocations between liverymen on the Committee and the Companies they will link to.

Of course, Livery Company Clerks already have extensive connections with each other through whichever of the three Clerks' Associations they belong to. Nevertheless, each of the Clerks on the Livery Committee will also serve as a link, should it be needed, between each Livery Company Clerk and this Committee.

There is [information about this Scheme](#), and which Member of the Committee is to link with which Company, on the website.

## 6. Courses Run for Liverymen

We were able to run some of the Livery courses (City Briefings etc) on a 'virtual' basis during 2020 and in the early part of 2021. We will continue to do so where we can and, once restrictions on gatherings are sufficiently lifted, we will hold them in the usual way. Uppermost in our mind will be the safety of those attending. Looking ahead, we will explore whether there are other courses which Livery Companies need and which we could arrange.

At the moment, we have the following courses in the diary, viz :-

### City Briefing 2021

May 19<sup>th</sup> (Wednesday)  
September 21<sup>st</sup> (Tuesday)  
October 21<sup>st</sup> (Thursday)

### City Briefing 2022

February 2<sup>nd</sup> (Wednesday)  
May 10<sup>th</sup> (Tuesday)  
September 19<sup>th</sup> (Monday)  
November 3<sup>rd</sup> (Thursday)

### Wardens' and Court Assistants' Course (morning course)

2021 – September 20<sup>th</sup> (Monday)

2022 - September 21<sup>st</sup> (Wednesday)

### Clerks' Forum (morning course)

2022 - January 18<sup>th</sup> (Tuesday)

After Dinner Speaking course – arrangements for this are still being made

## **7. Livery Schools Link**

The Committee is in regular contact with the Chair of the [Livery Schools Link](#), Lis Goodwin, who, at our invitation, is providing the following short summary of activities.

*“Livery Schools Link (LSL) has continued to be active during the past year despite the varying restrictions we all encountered. Our main aim remains helping schools make and develop links with Livery Companies, especially where the links are non-existent or need nurturing. The virtual nature of our contacts this year has meant that we have been able to include schools outside the London area, thus making the work of the Livery wider known.*

*“Our new project this year is the Digital Divide Campaign, whereby we have raised over £50,000 from Livery Companies and their members and supported over 50 schools as they helped pupils with limited device access or poor connectivity to digital services. We contributed to the virtual London Careers Festival in 2020 and are working on a virtual model of the Livery Showcase for 2021. We held our Livery Education conference in March, 2021, which brings schools and Livery together. The 2021 Livery in Education brochure was published in March, 2021 and is available in hard and soft copy. The volunteering platform is now working with two other charities in the field, providing a lot of opportunities for Liverymen to help schools through careers awareness talks. LSL was part of the team led by the Horners' Company that developed HELP, a careers app for 14-year olds and which is now available free to schools and individuals.”*

## **8. Livery Companies Skills Council (LCSC)**

Similarly, the Committee keeps in touch with the Chair of the [LCSC](#), John Taylor and, also at our invitation, is providing the following short report on their main activities.

*“The main business of LCSC over the past year has been to explore ways in which young people can be supported to gain the knowledge and skills necessary for employment against the backdrop of the Covid-19 pandemic and the current economic climate. The joint Master Certificate Awards and City & Guilds Livery Prizes ceremony, due to have been held at Mansion House in March, 2021, was cancelled due to the upsurge in Covid-19 infections,*

but will be re-scheduled for Spring 2022. The Livery Companies Apprenticeship Scheme (LCAS) continues to support schemes funded by the Livery, with some 18 apprentices at various stages of their training.

*“The long-awaited Government Skills White Paper was published in January 2021, entitled ‘Skills for Jobs’. This was very largely a consolidation of previous announcements, with a welcome emphasis on higher-level technical qualifications, support for life-long learning and a commitment to reforms in the allocation of funding. The phased roll-out of T-levels continues and is generally welcomed, although a serious concern remains over the provision of the mandatory 45 days work experience, which is an area where the connections of Livery Companies with industry and employers could be utilised to encourage the necessary support.*

*“LCSC stands ready to assist Livery Companies in building on current skills initiatives and supporting new ideas as they emerge through the recent actions of the Livery Committee.”*

## **9. Livery Skills Initiative**

Staying with the theme of education and young people, one initiative with which the Livery Committee is trying to assist is what has been termed the ‘[Livery Skills Initiative](#)’. At the time of writing this report to Common Hall, an initial meeting of interested parties had been held in January, followed by a Working Party in February and the first full meeting, to which all Masters and Clerks were invited, took place on 21<sup>st</sup> April, with The Rt Hon The Lord Mayor opening the meeting.

The work is around exploring ways to help the current predicament of many young people, not just to re-connect with traditional school education but also to be given additional opportunities to consider their career options, learn new skills as the Country emerges from the pandemic. Livery Companies, Guilds, City and Guilds, the LCSC and, of course, the City of London Corporation already undertake a huge variety of work to support young people in education and they will help inform this new work.

It is very likely that ‘Skills’ will form part of the incoming Lord Mayor’s list of priorities for their year as well as being the subject of a Government White Paper so anything more that the Livery movement as a whole can add to what it already does will be particularly welcome.

Professor Dr. Anne Bamford, the Strategic Director of Education and Skills at the City of London Corporation, has provided a summary of work so far.

*“The pandemic has highlighted the need for younger people to be given additional opportunities to consider their career options, learn new skills, and discover again what will be involved in life at work after lockdown. With hundreds of years of experience, the Livery Companies, Guilds, City & Guilds, the Livery Committee and the City of London Corporation met to determine ways of collaboratively boosting skills at this time.*

*“A survey was sent to all Livery Companies and Guilds, which came back with an impressive 97% response rate. The survey showed the significant contribution that Livery Companies*

and Guilds are already making. For example, 76% of Livery Companies spend over £10,000 per year on skills development with 19% of Livery Companies spending more than £100,000 per year supporting skills. The estimated value of expenditure on skills development by the Livery Companies and Guilds is more than £7.9 million annually. The Livery Companies have more than 3,562 strong and regular links with business.

*“From these findings, a virtual event was hosted with 165 attendees from 93 Livery Companies and Guilds. The Lord Mayor warmly welcomed everyone and highlighted the crucial role of Livery Companies and Guilds. The event focussed on the needs and grant possibilities, a breadth of existing options and potential opportunities and recommendations. Going forward, the Livery Companies and Guilds agreed to act with urgency. The process is underway to establish a joined-up and holistic information exchange able to provide details about training possibilities and maximise access to key influencers, particularly in Government. Consideration is being given to how to co-ordinate and optimise the ability of members to access increased funding for employment opportunities and, to this end, the Livery Companies and Guilds are being encouraged to form new industry clusters, such as in construction, arts, health and social care, hospitality, logistics, technology and so on. There is an energy to further a culture of genuine lifelong learning within all Livery Companies.”*

A [recording of the event at Mansion House](#) in April, together with the supporting slides and other information is already on the website and we shall try to keep it updated as the work progresses.

## **10. Pan Livery Steering Group**

The Chair and Deputy Chair of your Livery Committee currently both sit on the Pan Livery Steering Group and the Chair of Pan Livery sits on the Livery Committee. We work together.

Pan Livery – with its focus on enhancing clearer and more transparent communication, developing shared philanthropic endeavour and improving the culture of pan-livery engagement – has initiated and is delivering a stream of work helpful to the Livery as a whole. The work on Communications, circulated to every Livery Company, a year or so ago is one such example. More recently, the Steering Group issued its report – Philanthropic Giving by Livery Companies – aggregating data from all 110 livery companies, along with 8 guilds and companies without livery to provide an overview of the Livery Movement’s philanthropic activity and help the livery’s 48,000 members communicate a clear, consistent and authentic message of the livery’s value and contribution to society.

Pan Livery, given its lead from the Lord Mayor and with the very close and able support from some of the participating Companies, has been able to deliver a lot in a short space of time and we would like to take the opportunity of this report to Common Hall to say “Thank you” to all of those serving (or who have served) on Pan Livery for the work that they do on behalf of all of us in the Livery; it is very much appreciated.

## 11. New Areas

From time to time there will be other areas of activity we shall be involved in, perhaps at the request of livery companies, perhaps by the Lord Mayor or just because we can see there is a need. As and when that happens, we shall use the website as a way of keeping in touch with the Livery as a whole.

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*If any Liveryman has a question in relation to any of the matters referred to in this report, the website offers an opportunity to "[contact us](#)" and please do.*

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All of which we submit to the judgement of Common Hall.

Dated this 3rd Day of May, 2021.

SIGNED on behalf of the Committee

**VICTORIA RUSSELL, Chair**

## LIVERY COMMITTEE: CONSTITUTION AND TERMS OF REFERENCE

*(Approved by Common Hall on 24 June 2002, 24 June 2004, 24 June 2005 and 24 June 2009)*

### CONSTITUTION

#### **Title**

The Committee shall be called the Livery Committee.

#### **Membership**

The Livery Committee shall be appointed annually by Common Hall at the June meeting. The membership shall comprise:

- Two liverymen, who are aldermen, nominated by the Court of Aldermen.
- Six liverymen, who are common councilmen, nominated by the Court of Common Council.
- Six liverymen, not aldermen, common councilmen or clerks, nominated by the livery companies, one through the Clerks of the Great Twelve livery companies, one through the Clerks Association and four through the Fellowship of Clerks.
- Six livery company clerks, nominated by the three clerks associations, two by each association, or as mutually agreed between them.

Together with such other persons as the committee shall co-opt from time to time (maximum 4).

#### **Quorum**

The quorum shall consist of any seven members of the committee.

#### **Term of Office**

The Term of Office of members of the Committee shall be three years. Members shall serve for a maximum of two terms. The Committee shall be authorised to arrange to fill casual vacancies that arise by co-option. The name of any co-opted members shall be submitted to the next meeting of Common Hall, with the appointment, if

confirmed, being deemed to be effective from the date of the June Common Hall.

*NB: Time served as Chairman or Deputy Chairman is not included in this calculation, i.e. should a Member serve three years each as Chairman and Deputy Chairman, they are entitled to a total of 12 years.*

### **Chairmanship**

Both the Chairman and Deputy Chairman shall be liverymen and shall be elected annually by the Livery Committee at the September meeting. The Chairman shall serve for a period of three years as Chairman. In exceptional circumstances, and only with the agreement of at least two thirds of all Livery Committee members present and voting, a Chairman may serve for a fourth year as chairman.

The chairman and/or the deputy chairman shall be a member of the Court of Common Council. No co-opted members shall be eligible to vote in the election of the chairman or deputy chairman.

### **TERMS OF REFERENCE**

The objects of the Livery Committee shall be to undertake initiatives:

- (a) intended to assist livery companies in their support of the mayoralty and the City of London Corporation, and;
- (b) aimed at creating an awareness amongst liverymen and the general public, especially opinion formers, of the work of the livery companies in their trade, professions, educational, community support programmes and charitable activities, and;
- (c) to undertake such other tasks which are intended to be in the best interests of the general body of the livery.

The key tasks shall be:

- (i) Overseeing the arrangements for liverymen voting at Common Hall;

(ii) Maintaining a close liaison with Mansion House officers on matters affecting livery companies generally;

(iii) Reporting to Common Hall on any matters referred to it, or that are considered to be of interest;

(iv) Researching and advising livery companies on current practices and to develop best practice generally;

(v) Acting as a forum to which livery companies can bring matters of concern for discussion;

(vi) Maintaining liaison with the Chamberlain of London on general regulations governing the freedom;

(vii) Any other matter, which in the opinion of the committee might affect the interests of the general body of the livery.

### **Dates of Meetings**

The committee shall normally meet on the second Wednesday in February, June and September and additionally as necessary.

## NON-ALDERMANIC SHERIFF – JOB DESCRIPTION

### Appointment:

- Elected by the Livery at Common Hall

### Overall Responsibilities:

- To attend and support the Lord Mayor
- To officiate at the sessions at the Central Criminal Court
- To liaise with the Livery
- To advise the Livery on the activities of the Mayoralty and update on progress in key areas

### Main Tasks and Responsibilities:

- To attend and support the Lord Mayor in carrying out his/her official duties; this includes City functions and national and international visits undertaken by the Lord Mayor on behalf of the City of London Corporation and the Business City.
- To officiate (together with the Aldermanic Sheriff) at the Central Criminal Court; in particular, entertaining Her Majesty's Judges and guests at lunch each day; this involves undertaking an important ambassadorial role on behalf of the City of London Corporation and acting together with the Aldermanic Sheriff as part of a fully committed and supportive team.
- To make the substantial commitment that is required to fulfil the obligations and duties of the Shrieval Year (September – September) and being regularly available at his/her accommodation at the Old Bailey.
- To conduct meetings and speak at functions whether in place of the Lord Mayor (in his/her absence) or in the Sheriff's own right.
- To attend meetings of Common Hall.

- To take charge of, and conduct, the business of Common Hall in the absence of the Lord Mayor (i.e. at the election of the Lord Mayor, once the Lord Mayor and Senior Aldermen have withdrawn) with the support of the Aldermanic Sheriff, the Common Serjeant and other City Officers.
- To take charge of, and conduct, the business of Common Hall in the absence of the Lord Mayor (i.e. at the election of the Lord Mayor, once the Lord Mayor and Senior Aldermen have withdrawn) with the support of the Common Serjeant and other City Officers.

## Non-Aldermanic Sheriff – Person Specification

Essential	Attributes	Other Expectations
<p><b>Electoral Requirements</b></p> <ul style="list-style-type: none"> <li>Freeman of the City of London nominated by 15 Liveryman</li> </ul>	<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>knowledge of the history and traditions of the City, its institutions and the Livery</li> <li>knowledge, preferably combined with experience gained at a senior level, of the Business City</li> <li>the capability and willingness to make the substantial commitment necessary to undertake and fulfil the Office of Sheriff</li> <li>absolute integrity, both personal and professional</li> <li>a record of high professional achievement, preferably in a City financial or business related service</li> <li>drive and commitment</li> <li>a good team player</li> <li>personality</li> <li>good and proven public speaking ability</li> <li>socially at ease, articulate, diplomatic and politically astute</li> </ul>	<p>There are financial implications to carrying out the Office of Sheriff. For example, the City Corporation provides a Sheriff's Budget Allowance which meets most of the costs of the Shrieval Year. In addition, a Sheriff is likely to make a further contribution from his/her private resources towards the costs of the Shrieval Year.</p> <p>To be an active Liveryman.</p> <p>To use the experience gained as a Sheriff in order to be available to the Livery, whenever requested, to provide assistance in understanding the workings of the Mayoralty and Shrievalty.</p>
	<p><b>General Attributes</b></p> <ul style="list-style-type: none"> <li>must command the support of, and have the endorsement of, the Livery.</li> </ul>	