



# **CITY OF LONDON CORPORATION**

## **PROTOCOL FOR THE PROVISION OF TRANSPORT SUPPORT FOR ELECTED MEMBERS**

## **1. Introduction**

- (1) This document sets out the procedures for the provision of transport support for Members when engaged on City of London business.
- (2) The main purpose of the procedures is to provide clear guidance for Members as regards the provision of transport support.
- (3) The City Corporation recognises the need to provide transport support for Members.
- (4) It is further recognised that the roles and responsibilities of certain the Senior Members (i.e., the Chief Commoner and the Chair of the Policy & Resources Committee) may place significant burdens on the individuals concerned. The same applies to the Chairs of other committees, and that this should be taken account of in the Protocol.
- (5) There are a number of ways of meeting transport needs, depending upon the particular circumstances, viz:-
  - use of a City Corporation car or private hire car
  - reimbursement of transport costs (eg. rail, bus and/or taxi)
  - reimbursement of fuel costs
  - provision of a coach or mini-bus for visits by committees or groups of Members and Officers
  - through the Business Travel Scheme for relevant committee-approved travel

## **2. City Corporation Cars**

- (1) The City Corporation currently provides two cars for the use of Members (and Chief Officers, where cars are not in use for Members) when engaged on City of London business.
- (2) When the demand for car transport cannot be met by the City Corporation cars and there is no reasonable alternative, arrangements are made to use a private hire car(s).

## **3. Senior Members**

- (1) The Senior Members shall have first call on use of the City Corporation cars.
- (2) Transport shall be provided for Senior Members, if required, when attending in their official capacity,
  - external meetings (eg. meetings with ministers, civil servants, local authority representatives etc.)
  - official gatherings (eg. lunches, dinners, receptions)
- (3) Transport shall be provided for Senior Members and their spouse/partner from their homes to Guildhall and other central London venues, if required, before and/or after City Corporation functions.

- (4) It is not intended for Corporation cars to be used for personal or private functions or where attendance is in a personal capacity.

#### **4. Other Chairs**

- (1) When not required by the Senior Members, the City Corporation cars shall be available to support other Chairs of other committees.
- (2) Transport shall be provided for Chairs, if required, when attending in their official capacity,
  - external meetings (e.g., meetings with ministers, civil servants, local authority representatives, etc.)
  - official gatherings (e.g., lunches, dinners, receptions) where they are either representing the City Corporation externally, or hosting the event e.g. a committee dinner.
- (3) Transport shall also be provided for Chairs, if required, in exceptional circumstances (to be determined by the Town Clerk, in consultation with the Chair and Deputy Chair of the Civic Affairs Sub-Committee), e.g.
  - collecting a Chair from home or a business address at unsocial hours for an early meeting
  - taking a Chair home after an official gathering

#### **5. Deputy Chairs**

The transport support referred to in paragraphs 4 (2) and (3) shall be made available to Deputy Chairs, if required, when they are acting on behalf of a Chair.

#### **6. Members**

- (1) The transport support referred to in paragraphs 4 (2) and (3) shall be made available to other Members, if required, when they are acting on behalf of a Chair or Deputy Chair.
- (2) Additional support shall also be made available to Members, if required, in the form of the reimbursement of reasonable travel expenses for return journeys from Guildhall when attending,
  - committee or sub committee meetings and official visits away from Guildhall (eg. the City of London Freeman's School, the City of London Cemetery, the open spaces outside the City)
  - meetings of external bodies on which Members represent the City Corporation
- (3) In exceptional circumstances, wherein the Town Clerk will consult the Chair and Deputy Chair of the Civic Affairs Sub-Committee, transport support may be provided for a Member who is temporarily incapacitated (e.g., for medical reasons) or where reasonable adjustments need to be made, and where the Member needs to attend Guildhall or other venue on City Corporation business.

## **7. Requests for Transport Support**

- (1) Requests for the use of the City Corporation cars should, in the first instance, be directed to the Head Chauffeur in the Town Clerk's Department.
- (2) Requests for transport support other than those involving use of the City Corporation cars should be directed to the relevant Committee Clerk.
- (3) In order to help manage demand and allocate resource, the Private Offices / Support Staff for the Chief Commoner and Policy Chair shall submit weekly a schedule of car requirements for the forthcoming week. Other Chairs are similarly asked to submit requests, where possible, at least one week in advance.
- (4) It is recognised that schedules will change and all efforts will be made to accommodate this. Late requests in the first instance should always be submitted to the Head Chauffeurs, taking into account competing demands, distance, and availability of drivers.