



# The Worshipful Company of Cutlers

## Standing Orders

as adopted by the Court on 21 November 2018

# Standing Orders

## 1. ADMISSION TO THE FREEDOM

There shall be no limitation on the number of applicants admitted to the Freedom of the Company.

The Freedom of the Company may be obtained by (a) Patrimony, (b) Servitude or (c) Redemption, and cannot be given to any applicant under the age of 21. It will not be expected that spouses will apply for admission.

### (a) Patrimony (or inheritance)

All applicants wishing to be admitted to the Freedom by Patrimony must satisfy the Clerk as to their legitimacy and that they were born after the admission of their parent to the Freedom. Admission to the Freedom by Patrimony will only be allowed to two children of each member of the Livery.

### (b) Servitude (or apprenticeship)

Applicants for the Freedom by Servitude must have been formally bound apprentice by Indentures enrolled at the Chamberlain's Court, Guildhall, in accordance with the Custom of London, and must produce a certificate from their Master of bona fide service as a cutler or surgical instrument maker for the whole of their apprenticeship term of at least five years' duration.

### (c) Redemption (or purchase)

Every applicant for the Freedom by Redemption must be sponsored by two members of the Livery, one of whom shall be a Member of the Court. The Court member must give notice of motion at a Court Meeting that the applicant be elected at a succeeding Court Meeting. The Court shall be satisfied by a report from one of the Wardens, following interview by the Admissions Committee, that the applicant is suitable for election for admission to the Freedom and meets the selection criteria set out in the Appendix.

## 2. ADMISSION TO THE LIVELY

(a) Election to the Livery shall be at the discretion of the Court in all cases, and only Freemen of the Company who have been admitted to the Freedom of the City of London shall be eligible.

The Court shall be satisfied by a report from one of the Wardens, following interview by the Admissions Committee, that the applicant is suitable for election for admission to the Livery and meets the selection criteria set out in the Appendix.

When determining the order in which Freemen are to be admitted to the Livery precedence will be accorded to any who have a direct connection with the cutlery or surgical instrument trades.

(b) Every application for admission to the Livery shall be sponsored by two Members of the Court, one of whom must give notice of motion at a Court Meeting that the applicant be elected at a succeeding Court Meeting.

(c) Upon admission Liverymen will be presented with a current Livery medal engraved with their names, and dates of admission to the Freedom and Livery. All Liverymen will wear such medal whenever so required by the Master.

(d) No Freeman shall be elected to the Livery when their admission would increase the number of the Livery (including Court of Assistants, but excluding those on the Supernumerary List) to more than 120, other than by presentation of the Honorary Livery.

(e) The Committee will determine the number of vacancies available to be filled at any one time, within the limits set by Standing Order 2(d), and advise the Admissions Committee accordingly.

### 3. HONORARY FREEMEN AND LIVERYMEN

It shall be in the discretion of the Court to present the Honorary Freedom or the Livery of the Company to any distinguished person, or for noteworthy services rendered to the Company or to the Cutlery trade.

It shall further be in the discretion of the Court to present the Freedom of the Company to such deserving apprentices, who shall have completed their indentures in the Cutlery or Surgical Instrument Making Trade, as the Court may think fit and appropriate.

In any particular case the Court may in its discretion resolve that an Honorary Liveryman shall be eligible for election to the Court of Assistants in accordance with paragraph 4 of Standing Orders and shall thereafter be treated as a member of the Court of Assistants for the purposes of Standing Orders.

### 4. THE COURT OF ASSISTANTS

(a) The Court of Assistants (herein referred to as "the Court") shall constitute the governing body of the Company and shall consist of the Master, the Wardens and not more than 20 Assistants.

(b) Vacancies on the Court howsoever arising shall be reported by the Clerk to the Court who may at a succeeding Court Meeting fill the same.

(c) Before the Court fill any vacancy the Court shall direct a Panel comprising the Master and three Past Masters currently elected to serve on the Committee to consider the eligibility for election to the Court of any Liveryman who has served in the office of Steward and to invite the same to put their name forward as a candidate.

Such a candidate is required to be proposed and seconded by members of the Court and shall have the right to put before the Panel a statement advancing their candidature together with letters of support from their proposer and seconder.

Consideration by the Panel shall be in accordance with the Criteria set out in the appendix to Standing Orders and published on the website. Any candidate shall be interviewed by the Panel who will report to the Court on the suitability of the candidate to fill that or any subsequent vacancy.

(d) The Court may then in its discretion elect to fill the vacancy. Such election shall be by secret ballot. Any Liveryman so elected shall be summoned to attend the next convenient Court Meeting for admission

(e) No Liveryman who has been declared a bankrupt or who has compounded with his creditors shall be elected to the Court unless he shall have subsequently paid 100p. in the £, or his bankruptcy or individual voluntary arrangement shall have been discharged or ceased.

(f) The prescribed fee payable on election to the Court shall be paid before admission, and on admission each Member shall make the Declaration required of an Assistant, in lieu of the Oath pursuant to the Promissory Oaths Act 1868.

(g) Any Member of the Court who shall be declared a bankrupt or compound with his creditors shall forthwith cease to be a Member of the Court and the Court shall take the necessary steps to fill the vacancy thus created as hereinbefore provided.

(h) Every Assistant shall be presented with a Court Medal and shall wear such Medal whenever so required by the Master. For the avoidance of doubt such Court Medal shall remain the property of the Company.

(i) All contracts made by the Company shall be approved by the Court. The general principle shall be that no contract shall be entered into by the Company with a Member of the Court or with a Company or firm in which a Member of the Court is a director or partner. If, however, the Court is satisfied that it is in the best interests of the Company that a contract shall be entered into with a Member of the Court or with a company or firm in which a Member of the Court is a director or partner because of the impracticability or difficulty in placing the contract elsewhere or for any other good and sufficient reason, the Court shall be empowered so far as the law permits to authorise such a contract. In such a case the Member of the Court concerned shall declare the nature of his interest at the meeting of the Court and shall not vote in respect of any such contract, neither shall he be counted in the quorum present at the meeting.

(j) At its discretion the Court may elect any Assistant upon his retirement from the Court to be an Honorary member thereof and assume the title 'Past Master Emeritus'. Any such Honorary Member shall be entitled to attend Court Meetings and other functions to which Members of the Court are invited but shall not be an Assistant for the purposes of sub-clause (a) hereof and in particular shall not form part of any quorum of the Court nor have power to vote. In all other respects they shall be subject to the provisions of the Charter and Fundamental Laws regarding Assistants of the Company. Any such Honorary Member shall also be eligible for co-option onto all standing committees of the Court, with the exception of the Committee, and to propose candidates for the Freedom and Livery for the purposes of Standing Order 1(c) and 2(b).

(k) Nothing contained in this Standing Order shall be deemed to limit or vary the powers of the Court under the Fundamental Laws of the Company to remove from office any one or more Assistants of the Company.

(l) Any Assistant elected to the Court after November 2000 shall be required, before admission, to undertake in writing that he will resign from the Court when he has attained the age of 75 years or served on the Court for 20 years or more whichever shall have first occurred immediately after the Election Court in any year if, and only if, there shall be less than three members of the Court who have not then attained the office of Junior or Senior Warden and provided that there shall be no other member of the Court at that time having given such an undertaking who shall have either served longer or attained a greater age whichever shall have first occurred than he. Any Assistant so resigning shall be eligible for election as an Honorary Assistant under Standing Order 4(j).

#### 5. ELECTION DAY

The Master and Wardens shall be elected on Trinity Eve or within seven days following and shall continue in office for one year.

#### 6. OATH DAY

The newly elected Master and Wardens shall make the customary Declarations required of them at the Court Meeting held on Oath Day, which shall be on the Wednesday following Midsummer Day or within seven days then next following.

#### 7. THE WARDENS

(a) A Senior and Junior Warden shall be chosen from the Court on Election Day, having been nominated at a previous Court meeting. The Court shall propose two of their own body for Senior Warden, and a like number for Junior Warden, to the Livery, who shall be summoned for the purpose, and who, with the Members of the Court, shall elect one of those so proposed as Senior Warden, and one as Junior Warden.

(b) On the death or resignation of a Warden, a new Warden shall be chosen forthwith to serve until the next Oath Day, the procedure for his election being as prescribed in Clause (a) hereof.

(c) It shall be the duty of the Wardens to render to the Master every assistance in the performance of his duties.

#### 8. THE MASTER

(a) The Master shall be chosen from the Court on Election Day, having been nominated at a previous Court meeting. The Court shall propose two of their own body, who shall have served the office of either Junior or Senior Warden or both, to the Livery, who shall be summoned for the purpose, and who, with the Members of the Court, shall elect one of those so proposed.

(b) On the death or resignation of a Master, a new Master shall be chosen forthwith to serve until the next Oath Day, the procedure for his election being as prescribed in Clause (a) hereof.

(c) The Master shall preside at all meetings of the Court and the Committee, or, in the Master's absence, the Immediate Past Master. Failing that another Past Master, shall be elected to preside.

(d) In the case of an equality of votes for or against any motion the Master, or his substitute elected to preside, shall have a second or casting vote.

(e) The Master is empowered to sanction on his own authority the expenditure of sums up to £250.00 for any single outlay.

(f) The Master shall be reimbursed for the expenses incidental to his office.

## 9. COURT MEETINGS

(a) Ordinary Meetings of the Court shall take place on the third or fourth Wednesday in every month at such time as the Court shall determine, except in those months in which Election Day and Oath Day shall fall and in the month of August and such other months as the Court shall determine from time to time. The Meeting for the month in which Election Day occurs shall be held on Election Day. The Meeting for the month in which Oath Day occurs shall be held on Oath Day.

If any day fixed for a Court Meeting by this Standing Order, including Election Day and Oath Day, shall, in the opinion of the Master and Wardens for the time being, prove inconvenient the Court shall be empowered in their discretion to alter the date of such Meeting to a more convenient day.

(b) The Court shall also meet on such other occasion as the Master considers necessary.

(c) Subject to any direction of the Court, once in every three years a survey of the Company's Estates shall be made by the Court, who shall visit the Company's Estates, or such of them as it is considered desirable to inspect, accompanied, if appropriate, by the Surveyor.

(d) Notice shall be given at the next preceding Meeting of any motion to add to, or vary, the existing Standing Orders, or to rescind a resolution of the Court. Written notice of any other motion shall be given to the Clerk at least seven days before the Meeting at which such motion is intended to be proposed unless such motion shall be or have been specified in the Agenda for the relevant Meeting, or unless it shall arise from the conduct of the normal business of the Company provided that if three or more members of the Court present deem a motion not on the Agenda to be outside normal business, such motion shall be specified in the Agenda for the next meeting of the Court.

(e) If from illness or other cause a Member of the Court be absent from twelve consecutive Court Meetings he may, at the discretion of the Court, be asked to resign his membership of the Court and failure to attend any Meeting of the Court for a period of twelve consecutive months may constitute reasonable cause for removal from the Court of the Assistant so failing to attend, if the Court in its discretion (exercised in the light of the circumstances) thinks fit.

(f) A majority of the members who must include the Master for the time being and one Warden or, in the absence of the Master, two Wardens shall form a quorum of the Court.

## 10. COMMITTEE

(a) A Standing Committee of the Court to be known as the 'Committee', shall be elected annually on Oath Day.

(b) Such Committee shall consist of the Master, the Senior and Junior Wardens and the Immediate Past Master (all ex-officio) and four ordinary Members to be elected by secret ballot by the Court from among their own number at least two of whom shall be Past Masters. Any ordinary member of the Court putting forward their name for election shall so signify at the Court meeting preceding the Election Court.

(c) Except as expressly provided for in Standing Orders all matters relating to the financial and general affairs of the Company, including matters relating to the Hall and the composition of the Livery, shall be referred to the Committee, who shall report their recommendations to the Court.

(d) The Committee shall examine all accounts to ensure that payments are correct and that expenditure does not exceed the annual budget set by the Court. The Committee will also determine whether any accounts for payment not paid pursuant to Standing Order 13(b) are to be settled.

(e) The Company's Accounts shall be made up to the 30th day of June in each year and shall be audited by accountants appointed by the Court in accordance with Standing Order 17. After scrutiny by the Committee they shall be presented, together with the Accountants' Report, to the Court at its October Meeting in each year.

(f) Four Members shall form a quorum of the Committee.

(g) The Committee shall meet at least once every month before the Court Day in that month, and at such other times as may be considered necessary.

(h) Subject to the direction of the Committee once in every year, in the month of May, a survey of the Company's Estates shall be made by the Committee, attended by the Surveyor.

(i) The Committee shall ensure that an inventory of all articles of furniture and effects of the Company is maintained. The Master and Wardens for the time being shall once in each year carry out a physical check of the inventory insofar as it relates to plate and other specified items.

(j) It shall be the duty of the Clerk to keep a record of all articles of value belonging to the Company which are at any time removed from the Hall, showing the date of removal and return, the article concerned and the name of the person removing or returning the same, and to produce such record to the Committee whenever required.

(k) Minutes of the proceedings of the Committee shall be entered in a book provided for that purpose. Copies of the Minutes shall be distributed to Members of the Court and considered at the next Court Meeting.

(l) Any vacancy on the Committee caused by death or resignation shall be filled forthwith by the Court by secret ballot.

#### 10A. INVESTMENT STRATEGY COMMITTEE

(a) A standing Committee of the Court to be known as the Investment Strategy Committee shall be elected annually on Oath Day or at its inception on such date as the Court shall direct.

(b) Such Committee shall consist of the Master and Junior Warden (ex officio) and up to four other members of the Court two of whom shall be Past Masters and one of whom shall be a member of the Committee. Three members of such committee shall constitute a quorum.

(c) One member shall be elected Chairman by such committee provided he shall be a Past Master.

(d) The Investment Strategy Committee shall be responsible for directing the management of the Company's investments to include its equity portfolio and any property portfolio.

- It shall divest the day-to-day management of the equity portfolio to a professional body or bodies with experience in such investments provided the Court shall have first approved such body and it shall thereafter monitor and report to the Court upon the performance of said professional body or bodies.
- Any property portfolio shall be managed in conjunction with the Company's Surveyor. The Investment Strategy Committee shall make such recommendations to the Court as to any property portfolio as may from time to time be appropriate. Subject as aforesaid the Investment Committee acting by its Chairman has the power in relation to any property portfolio or any part thereof to enter into in the name of the Company contracts for the sale and purchase of land or interests in land provided that such transaction shall have been authorised by the Court.

(e) Such committee shall meet in the presence of the Clerk on such occasions as the Chairman shall consider appropriate and it shall in any event report to the Court not less than quarterly.

(f) Minutes of all meetings of the Investment Strategy Committee shall be maintained by the Clerk and copies provided to the Court.

## 10B WINE COMMITTEE

(a) A Standing Committee of the Court to be known as the ‘Wine Committee’ shall be elected annually on Oath Day and will comprise the Master, Senior Warden (Chairman), Junior Warden, and up to 5 other Members of the Court.

(b) Such committee shall be responsible for managing and accounting for all wines and spirits belonging to the Company; and selecting and purchasing wines and spirits within the budget set by the Court to ensure that stocks are maintained. They shall supervise the wine and spirit supplies at the Hall, or wherever else the Company or Court may lunch or dine, and shall make an annual report to the Court concerning consumption during the preceding year and the quantities remaining in stock.

## 10C. COLLECTIONS COMMITTEE

(a) A Standing Committee of the Court to be known as the ‘Collections Committee’ shall be elected annually on Oath Day and will comprise the Master, the Honorary Curator (Cutlery), the Honorary Curator (Medals) and up to 7 other members of the Company, one of whom will be appointed Chairman.

(b) The committee shall be responsible for managing and accounting for all artefacts in the cutlery collection, medal collection and library; and selecting and purchasing new items in accordance with policy and within the budget set by the Court. They will ensure that all artefacts are properly catalogued and correctly stored when not on display.

## 10D ADMISSIONS COMMITTEE

### Election and composition

An Admissions Committee will be elected annually on Oath Day and will consist of the Senior Warden (Chairman), Junior Warden (both ex officio), and 3 Past Masters, each of whom will be elected to serve for an initial period of 3 years. After completing 3 years on the committee, a Past Master may be elected to serve for a further 3 years before being replaced.

Three members shall constitute a quorum of the committee, one of whom must be a Warden who will chair each meeting or interview. The committee are empowered to co-opt the Immediate Past Master, or another Past Master, in the absence of any of their members for the purpose of conducting interviews. No proposer or seconder shall take any part in the interviewing or selection of their own candidate.

### Functions

Subject to Standing Orders the functions of the Admissions Committee are to deal with matters relating to applications for admission to the Freedom and the Livery; to enquire into the fitness and character of candidates; to interview and assess candidates against the selection criteria set out in the Appendix; and to make recommendations to the Court concerning their suitability for admission.

#### 10E. HUMAN RESOURCES COMMITTEE

- (a) A Standing Committee of the Court to be known as the 'Human Resources Committee' shall be elected annually by the Court at its September meeting by ballot or such other procedure as it may decide.
- (b) Such committee shall comprise four Past Masters at least two of whom shall be members of the Committee and at least one of whom shall not be a member of the Committee. Such committee shall elect from among its number a chairman.
- (d) Three members of such committee shall constitute a quorum.
- (e) There shall be referred to such committee all matters relating to the Company's employees (both full and part time) and other staff with a view to making from time to time, as may be necessary, recommendations to the Court through the Committee. In particular it shall in conjunction with the Clerk (1) monitor staffing requirements, terms and conditions of employment or other engagement, remuneration and pensions and (2) promote best practice in terms of welfare, support of staff, working conditions, career development and retirement.

#### 11. STEWARDS

The Court may select from those Liverymen, who have not previously served the office, one or more persons to serve as Steward at any lunch or dinner of the Company; and those so chosen shall pay the Fine prescribed for a Liveryman on serving the office of Steward.

#### 12. FINANCIAL OBLIGATIONS

- (a) Fines and Fees for Apprenticeship Binding, admission to the Freedom and Livery, on serving the office of Steward, and on Election of an Assistant, shall be as prescribed by the Court from time to time.
- (b) Quarterage will be levied annually, as set out in the Appendix.

#### 12A. SUPERNUMERARY LIST

- (a) The Clerk will maintain a Supernumerary List containing the names of inactive members.
- (b) If the Clerk shall receive no communication from a Liveryman/Freeman for a continuous period of three years, or if a Liveryman/Freeman fails to pay quarterage when it becomes due, the Court may direct that no further communications be sent to any such Liveryman/Freeman, and that his/her name be placed on the Supernumerary List.

## 12B. DINING

- a) Invitations to banquets, lunches, and all other social functions shall be at the instance of the Master and Wardens subject to any resolution of the Court in any specific cases.
- b) Any member who is unable to attend a function after requesting a place should notify the Clerk at the earliest possible time. Those who fail to cancel places they have requested will be subject to a penalty at the discretion of the Court.

## 13. THE CLERK

(a) By the Charter, the Clerk is elected by the Court during the goodwill and pleasure of the Master, Wardens and Court of Assistants.

(b) It shall be the duty of the Clerk to issue all summonses and invitations; to attend all Meetings of the Court and Committee, and to keep Minutes of such meetings; to keep the Company's accounts; to check all accounts for payment and without further authority to arrange payment of those relating to expenditure of an annual or recurring nature arising in consequence of a decision of the Court or from the use and occupation of the Hall and to submit the remainder to the Committee for examination; to prepare all cheques for signature; to prepare all Apprenticeship Indentures; to draw all necessary Notices and Advertisements; to prepare a List of the Livery entitled to vote at Common Hall; to administer the Declaration at all elections and admissions; to take charge of the Strong Room and Book Safes and be responsible for the safe custody and good preservation of the Charters, Title Deeds, Leases, Books of Record and all other documents of the Company (other than those held by the London Metropolitan Archives); and to perform all such other duties as may be reasonably considered to come within the duties of Clerk and as he may be directed by the Master, Wardens and Court and Committee.

(c) He shall be paid such salary and expenses as the Court may from time to time determine and shall be provided with all necessary assistance for the proper performance of the duties of his office.

(d) In the event of the Clerk of the Company being declared a bankrupt or compounding with his creditors, he shall immediately cease to hold office, and the Court shall take such steps as may be considered expedient to fill the vacancy.

(e) Support Staff

Ancillary staff may be employed to assist in the carrying out of the duties of the Clerk as the Court may from time to time determine.

14. THE CHAPLAIN

A Chaplain of the Company shall be elected annually by the Court on Election Day at such honorarium as the Court shall grant. The Chaplain will officiate and preach at Company services; administer the Grace at Company functions; and provide pastoral care to its members whenever required.

15. SOLICITOR

(a) A Solicitor to the Company shall be elected annually by the Court on Election Day to attend to all legal affairs of the Company and prepare all documents relating thereto.

(b) His engagement may be terminated at the discretion of the Court. On the termination of his engagement by death, resignation or notice before an Election Day, a successor may be elected by the Court forthwith to act until the next Election Day.

(c) He shall be paid such fees as are agreed for his services.

16. SURVEYOR

(a) A Surveyor to the Company shall be elected annually by the Court on Election Day to advise the Company on all subjects connected with its properties; to make subject to any direction of the Court a yearly inspection of such properties and report upon the condition thereof in relation to the repairing covenants of the leases and insurances; to attend if required meetings of the Investment Strategy Committee; to accompany if required the Committee to view the Company's properties and, when appropriate, once in every three years to attend the Members of the Court on their visit to survey the same.

(b) His engagement may be terminated at the discretion of the Court. On the termination of his engagement by death, resignation or notice before an Election Day, a successor may be elected by the Court forthwith to act until the next Election Day.

(c) He shall be paid such fees as are agreed for his services.

17. ACCOUNTANT

(a) A qualified accountant shall be elected annually by the Court on Election Day to scrutinize the Company's financial records and prepare an annual set of accounts.

(b) His engagement may be terminated at the discretion of the Court. On the termination of his engagement by death, resignation or notice before an Election Day, a successor may be elected by the Court forthwith to act until the next Election Day.

(c) He shall be paid such fees as are agreed for his services.

18. BEADLE AND HALLKEEPER

(a) A Beadle, who shall be elected into office, and a Hallkeeper shall both be appointed by the Court to serve the Company subject to the terms and conditions of their respective contracts.

(b) It shall be the duty of the Beadle to attend every Meeting of the Court and Committee and at such other times as he may be required; to attend at Common Hall whenever required; to be obedient and attentive to the Master, Wardens, Court, Committee and the Clerk, fulfilling their lawful commands; to appear at all Courts in his gown and not to permit any person to enter without the orders of the Court; and generally to perform the foregoing and such other duties appertaining to the office of Beadle as may be required of him from time to time.

(c) It shall be the duty of the Beadle and the Hallkeeper together to devote themselves daily to the service of the Company and to the charge and care of Cutlers' Hall; to keep the premises and the contents thereof swept, scoured, cleaned, dusted, polished and in good order and condition; to prepare the rooms necessary for the Court and Committee meetings and on all other occasions as directed; to take charge of the Robes; to be in attendance at all Meetings of the Court and Committee and all entertainments of the Company, as required; to report immediately to the Clerk any loss of, or damage to, the Company's property at the Hall; and generally to perform such duties and services as the Clerk (on behalf of the Court) shall from time to time direct.

(d) The Hallkeeper shall provide and cook such meals as the Court and Committee may require, and shall be afforded such assistance as may be necessary.

(e) The Beadle and the Hallkeeper shall be paid such salaries as the Court may from time to time direct and, shall be permitted to live in the rooms set apart for their use at the Hall rent and rates free, with fuel, water, and light provided, but only for such time as they shall serve their respective offices.

19. CHARITABLE PENSIONS, GRANTS AND DONATIONS

(a) During the pleasure of the Court, Pensions, Grants or Donations may be granted to deserving Freemen or Liverymen of the Company or their Widows, to deserving persons related to living or deceased Freemen or Liverymen of the Company, or to persons closely connected with the London Cutlery or Surgical Instrument Making Trades.

(b) Every application for a Pension, Grant or Donation under this Standing Order shall be made in writing and no such pension, grant or donation shall be given until full enquiry has been made by the Clerk into all the circumstances of the case and reported to the Committee, who shall make such recommendations to the Court thereon as they consider appropriate.

(c) All other applications for Grants to Charitable Institutions shall be laid before, and considered by, the Trustees of the Charity Fund and the result of their deliberations reported to the Court.

## APPENDIX

### **Admission to the Freedom and Livery - Procedures**

#### **Selection criteria**

The criteria against which candidates for admission to the Freedom and Livery will be assessed are as follows:

1. Level of interest in and knowledge of the Company and likely commitment over long term.
2. Level of interest in the City of London, including demonstration of knowledge of the role of Livery Companies.
3. Personal qualities, including education, career, distinctions, integrity, and any strengths the candidate is likely to bring to the Company.
4. Willingness and ability to attend Company functions, including Common Hall when eligible.
5. Age, including display of maturity of attitude and approach.
6. Any demonstration of interest in the Company's charitable activities, including willingness and ability to contribute to such activities.
7. Capacities in which proposer and seconder know the candidate, and their level of knowledge of the candidate.

#### **Freedom**

##### Patrimony

A person claiming the Freedom of the Company by patrimony will be issued with an application form by the Clerk. The Clerk will also provide the applicant with details of the admissions process and the financial obligations applicable at the time.

The applicant must return the completed application form, countersigned by the parent, where possible, together with a certified copy of a full birth/adoption certificate and curriculum vitae. Upon the Clerk being satisfied as to the applicant's legitimacy and entitlement he shall forward the application and curriculum vitae to the Chairman of the Admissions Committee. Thereafter the Clerk shall arrange for the applicant to attend for interview.

Following interview the chairman of the interview panel will report to the Court that the applicant is eligible for admission to the Freedom by patrimony and that a note of the interview has been completed. The Clerk will then arrange for the applicant to be admitted at the next available Court.

## Redemption

When a person is proposed for admission by redemption, the Clerk shall write to the proposer and seconder seeking evidence of their knowledge of the candidate, and their assessment of how well the candidate meets the selection criteria.

The Clerk shall write to the candidate setting out details of the admissions process and the financial obligations applicable at the time, and requesting a curriculum vitae.

The Clerk shall seek authority from the Admissions Committee to issue an application form to the proposer for completion and return to the Clerk. If authority is given, the Clerk shall send the form to the proposer for completion by the candidate. The completed application form must be countersigned by the proposer and seconder and returned to the Clerk.

The Clerk shall then forward the application form, copies of the proposer's and seconder's letters of recommendation, and the candidate's curriculum vitae to the Chairman of the Admissions Committee.

If the Chairman of the Admissions Committee is satisfied that the candidate is suitable for consideration, the Clerk shall arrange for the candidate to be interviewed against the selection criteria.

Following interview the Chairman shall confirm that a note of the interview has been completed and make one of the following recommendations to the Court.

- a) The candidate is suitable for admission to the Freedom; or
- b) The candidate is not currently ready for admission to the Freedom, but would be suitable for reconsideration and further interview at a later date; or
- c) The candidate is unsuitable for admission to the Freedom

If recommended as at (a) above, the Court member concerned shall be entitled to give notice at a meeting of the Court that at the following Court the election of the candidate will be proposed.

The Clerk shall notify the candidate of the outcome. If elected, the candidate will be admitted at the next available Court meeting.

## Servitude

Persons wishing to be admitted to the Freedom of the Company by servitude must produce a certificate from their Master of bona fide service as a cutler or surgical instrument maker for the whole of their apprenticeship term, or equivalent technical training of at least five years' duration.

The Clerk will then issue the applicant with an application form, together with details of the admissions process and the financial obligations applicable at the time.

The applicant must return the completed application form, together with a curriculum vitae, to the Clerk, who will forward them to the Chairman of the Admissions Committee for consideration. If so instructed, the Clerk shall then arrange for the applicant to attend for interview.

Following interview the Chairman will report the result of the interview to the Court. The Clerk will then arrange for the applicant to be admitted at the next available Court.

### **Livery**

The Clerk shall report the vacancies authorised by the Committee to the Chairman of the Admissions Committee and provide details of all Freemen who have been admitted to the Freedom of the City of London.

As directed by the Chairman of the Admissions Committee, the Clerk shall write to members of the Court who have indicated that they wish to sponsor a Freeman for admission to the Livery, and invite them to supply details about their knowledge of the candidate, and their opinion as to how well the candidate meets the selection criteria.

The Clerk shall write to the candidate setting out details of the admissions process and the financial obligations applicable at the time, and requesting an up-to-date curriculum vitae.

The Clerk shall provide the Chairman of the Admissions Committee with the proposer's and seconder's letters, the candidate's curriculum vitae, notes of any previous interviews, details of attendance as a Freeman, and all other relevant information.

Subject to Standing Orders the Admissions Committee will normally call candidates for interview in order of seniority, seniority being counted from the date the candidate receives the Freedom of the Company. Whenever possible, the number of candidates called for interview shall be greater than the number of vacancies to be filled.

As directed by the Chairman of the Admissions Committee, the Clerk shall arrange for candidates to be interviewed against the selection criteria.

Following interview the Chairman will make one of the following recommendations to the Court.

- a) The candidate meets the selection criteria and should fill the current vacancy; or
- b) The candidate meets the selection criteria and should fill the next available vacancy without further interview (providing a vacancy becomes available within the next 24 months); or
- c) The candidate does not currently meet the selection criteria but would be suitable for reconsideration and further interview at a later date; or

- d) The candidate does not meet, and is unlikely to meet the selection criteria.

If recommended as at (a) above, the proposer shall give notice of motion that he will be proposing the candidate's election at the following Court meeting.

The Clerk shall notify the candidate of the outcome. If elected, the candidate will be clothed at the next available Court meeting and formally admitted.

### **Records**

The Admissions Committee will arrange for details of meetings, interviews held, and their assessments of the interviewees to be recorded by the Clerk.

The Clerk shall ensure that original application forms and, in patrimony cases, a photostat of a certified copy of the full birth/adoption certificate are retained as permanent records.

### **Quarterage**

#### a) Payment

- i) Quarterage will be paid annually in advance on 1 July at the rates prescribed by the Court from time to time.
- ii) Invoices will be issued annually in May.
- iii) Members will be encouraged to pay by standing order, either on an annual or quarterly basis.
- iv) New Freemen and Liverymen will commence paying quarterage at the prescribed rates on 1<sup>st</sup> July following the date of their admission.

#### b) Exemptions

- i) All those in the following categories will be exempt from paying quarterage.

All on the Supernumerary List;

- Honorary Liverymen and Freemen (unless they wish to contribute voluntarily);
- Individuals suffering financial hardship (each case being judged on its merits).
- Past Masters Emereti who, through age or infirmity, are no longer able to participate in any Court activities (unless they wish to contribute voluntarily).

- ii) Details of any member claiming financial hardship will be forwarded by the Clerk to the Welfare Co-ordinator in the first instance, in order that a confidential assessment can be made as to an individual's inability to pay.

c) Defaulters

i) Any member failing to pay by the due date will be sent a reminder in the first instance. If this should fail to generate a positive response, a final reminder will be sent informing the person concerned that they will be placed on the Supernumerary List, if payment is not received within 14 days.

ii) Those placed on the Supernumerary List for non-payment of quarterage will be allowed to apply for reinstatement at the discretion of the Court. Prior to reinstatement any such member will be required to pay 1/12<sup>th</sup> of the annual quarterage due for each month of the financial year still remaining when reinstatement takes effect.

d) Appeals

Any member who feels aggrieved about being placed on the Supernumerary List for non-payment, or anyone whose application for subsequent reinstatement to the Freedom/Livery is refused, may appeal to the Master and Wardens for a recommendation to be made to the Court.

**Admission to the Court**

**Selection criteria**

The criteria against which candidates for admission to the Court will be assessed are as follows:

- Availability – and excellent attendance record
- Seniority, where applicable
- Health / fitness
- Education/Achievements on a par with Masters of Companies of similar seniority
- Having reached a senior level in professional life and be likely to have had experience as a chairman and/or as a charity trustee
- Professionally successful and/or prominent in his or her community
- Ability to work with others
- Demonstrably able to meet the demands of the Mastership, with a corresponding appreciation of the limitations of the role.

## **Desirable Additional Characteristics**

- Effective chairmanship of committees – it is accepted that there may not be the opportunity to assess this before progression to the Court
  - The capacity to manage change
  - Sound judgement
  - The way in which candidates conduct themselves at dinners and within the general life of the Company
  - Sound working relationships with Master & Wardens, Court, committees and staff
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