

THE WORSHIPFUL COMPANY OF CHARTERED SECRETARIES AND ADMINISTRATORS

Incorporated by Royal Charter

HISTORY

The Company was formed on 3rd November 1976 by 13 members of The Institute of Chartered Secretaries and Administrators (ICSA). Six of them survive. Sadly, the Founder Master, Mr. John Wedgwood CBE, died in February 2004. The formation of the Company was followed by a petition, sponsored by Alderman (and former Lord Mayor) Sir Edward Howard Bt, to the Court of Aldermen of the City of London for the Company to be constituted a Livery Company, as an encouragement to a profession that is essential in providing to the community a class of persons well qualified to be employed in responsible and demanding duties, to allow opportunity to serve the City of London (The City), and to support its ancient customs and traditions.

The Grant of Livery, embodied in the Letters Patent, under the Seal of the Mayoralty "was confirmed and ratified unto the good men of the Company" on 19th July, 1977, and was presented at the Mansion House by the Rt. Hon. The Lord Mayor, Air Commodore Sir Peter Vanneck GBE CB AFC AE MA DL, on 12th January 1978. Our Company is ranked No. 87 in the order of seniority of Livery Companies; since our foundation a further 21 Companies have been granted Livery, taking the rankings to 108.

In 2003 the Company celebrated the Silver Jubilee of the presentation of its Letters Patent granting Livery. H. R. H. The Duchess of Gloucester attended the Livery Banquet at the Mansion House on 9th May; the Annual Service took place in St. Paul's Cathedral on 17th June; and six of the then seven surviving founder members attended the Family Luncheon on 16th July.

A Petition seeking the grant of a Royal Charter to the Company was approved by the Queen in Council on 12th February 2008 and the Charter was passed under the Great Seal on 24 July 2008. This changed the Company's status from that of an unincorporated body to an incorporated one, with corresponding changes in the burden of legal liability. The Company held a Service of Thanksgiving and Celebratory Dinner on 11th September 2008 at which the sealed Charter was presented to the Company by Her Majesty The Queen's Personal Representative, The Rt. Hon. The Lord Fellowes GCB GCVO QSO. Alderman Sir David Howard Bt. attended as Lord Mayor Locum Tenens and the Bishop of London gave the address. The Company then processed on foot to Drapers' Hall where 255 members and guests sat down for dinner.

COMPOSITION OF THE COMPANY

By virtue of its Ordinances, members on admission to the Company must be members of the ICSA. Admission to the Company, and to its Court, takes no account of gender, age or racial origin. The governing body of the Company is the Court, which consists of the Master, a minimum of two and maximum of three Wardens, and not less than ten, nor

more than twenty-four Court Assistants. The Master and Wardens are elected annually in July, and are installed in office some three months later. If one uses the analogy of corporate structure with which all Chartered Secretaries and Administrators are familiar, the Court of Assistants could be said to equate to Directors. In 1983/84 Miss Sylvia Tutt made history by becoming the first female Master of any Livery Company of the City. She became Master of The Worshipful Company of Scriveners on 18 July 2007.

The maximum number of Liverymen permitted by the Company's constitution is 300. Any candidates in excess of that complement can be admitted to the Freedom of the Company, and would then have to await a vacancy in the ranks of the Livery before they could be admitted a Liveryman. At present the Company has 275 Liverymen and 23 Freemen.

Since 2001, student members of the ICSA, aged 29 or under, may apply to become Apprentices in the Company. The first two Apprentices were admitted in 2003, four have subsequently become Freemen, of whom three have gone on to become Liverymen.

AIMS OF THE COMPANY

The core ethos of Livery Companies, overall, can be summarised as fellowship, welfare, education supporting the individual Company's trade or profession, and always working in the best interests of the communities in which they operate.

The Worshipful Company of Chartered Secretaries and Administrators subscribes fully to this concept and the Company's Objectives embrace: -

- accumulation of funds to further the support of professional education in the field of Chartered Secretaryship, by way of charitable funding for aspiring members of the profession, and in providing prizes and bursaries for the support of the profession;
- providing for professional and social exchange between Liverymen, and between Liverymen and others with a concern for good administration, and to enhance the standing of the profession, with particular reference to the City of London; and
- generally, to support the Lord Mayor, Aldermen and Common Councilmen, i.e. The Corporation of London, and all worthy objects of Livery within the City of London.

Fellowship amongst members of the Company is fostered not only by the small number of formal functions each year, but also by about half a dozen lower-cost activities each year, organised by the Livery Liaison Group (which contains no members of the Court, nor the Clerk). In most years they support the Master in organising a weekend well away from London, or even abroad. In early July 2008 eighty-one Liverymen and spouses/partners spent three days in the Isle of Man. In 2009 the visit was in York, and in 2010 it was in Chichester.

The Apprentices meet monthly for either a training or social event, and normally raise several thousand pounds for charity each year by taking part in adventurous activity, eg Three Peaks climb, Ashdown Forest walk, abseiling at Canary Wharf. In 2009 they

entered a team in the annual "City Dip" event to raise money for the Lord Mayor's Charity. The Company was the top fund-raising Company entry in "City Dip" in 2009 and some of those involved were received by the Lord Mayor later in the year. Four teams took part in "City Dip", 2010 on 26/27 February this year.

HONORARY LIVERYMEN AND FREEMEN

The Company has been privileged, over the years since constitution, to have established close links with some who, whilst not members of the ICSA have, nevertheless, held positions of considerable standing in relevant areas of endeavour. The Company's Ordinances provide, inter alia, that: -

The Court may, in its absolute discretion and, if appropriate, without requiring compliance with the normal qualification for admission: -

- Admit to Freedom of the Company any person who holds, or has held, high office or rank in public, military, or civic office, or in commerce.
- Admit to the Livery of the Company any person who has demonstrated particular association with the Company, and is a person already Free of the City and a Liveryman of another Company.

Included in these categories are, for example, a former Private Secretary to H. M. The Queen and two former Lord Mayors of the City of London.

Permanent links have been established with all three of the Armed Services. The Heads of the Logistics Branch, Royal Navy; the Adjutant General's Corps (Staff and Personnel Support Branch) of the Army; and the Personnel Support Branch of the Royal Air Force, are Honorary Freemen of the Company. Affiliations with an RN submarine, HMS TRAFALGAR, and with the West Ham Unit, Sea Cadet Corps were established in 2006. Following the decommissioning of HMS TRAFALGAR in December 2009, a new affiliation has been approved - with submarine HMS AMBUSH, now under construction at Barrow-in-Furness. The first 6-week exchange in the work-place between a Naval officer of Logistics Branch and a member of the Company took place in 2009, with a Freeman undertaking an attachment with the Royal Navy, including a week at sea. The naval officer joined the Group Secretariat of HSBC plc.

CHARITABLE AND EDUCATIONAL ACTIVITIES

On the Company's founding a Charitable Trust was established largely by an appeal to Liverymen, who continue to maintain the growth of the Fund both by regular donation and, for some, by the occasional one-off contribution too.

The Charitable Trustees meet quarterly, and disburse investment income in the form of prizes, bursaries, scholarships, or as donations to worthy charities. The Company was fortunate to secure funding from the London Chamber of Commerce and Industry Commercial Education Trust in 1997, extending over five years, for the provision of Bursaries to the twelve Universities with which the Institute has had collaborative

schemes, as well as to a Research Fellowship and support for an Annual Lecture. Since 2004 the Trust's financial support has been limited to support of the Lecture.

In 2003 the Company entered into an affiliation with Rokeby School, a boys' secondary school in Stratford, London E15. The ways in which the School can be supported are being developed further in discussion with the Headteacher. With financial support from the Company, the School was granted specialist status as a Mathematics and Foreign Languages college in 2008. One member of the Company's Court is Vice-Chair of Governors of the School; another member of the Company is also a Governor. They were able to make a significant input into the arrangements for the construction of the School's brand-new building in Barking Road E16, which was formally opened on 4 November 2010.

The Charitable Trustees give an annual prize of £ 250 to the best finals student in the Business School of the University of East London. The prize is called the "Sir Edward Howard Memorial prize" in honour of the Alderman who sponsored our Petition for Livery.

Each year Company silver medals, and cheques for £50, are presented to two members of each of the administrative branches of the three Armed Services, one commissioned and one non-commissioned officer, who have given the best performance in administrative courses. In addition, a prize is presented at Royal Air Force Cranwell and a prize has been instituted with the Staff and Personnel Support (Army) for outstanding administrative performance in the field - which was presented for the first time at the Installation Dinner on 19 October 2006. Similar presentations were made at the Installation Dinners in 2007 - 2010. A similarly competitive prize was introduced for the Royal Air Force in 2009, the first award being presented to Sergeant Donald Reynolds RAF at a Livery Luncheon on 27 January 2010.

On 17 June 2008 the Company broke new ground by running a charitable dinner at Carpenters' Hall with an auction and a raffle. Some £ 16,800 was raised for Cancer Research UK. In 2009 a lesser sum was raised for the British Heart Foundation.

Each year the Company takes part in a joint Carol Service with four or five other Livery Companies, organised by this Company and the Clockmakers' Company in rotation. In recent years the retiring collection, normally around £2,000, was given to a hostel for the homeless in the London Borough of Newham, but this year it will be donated to the charity the Ex-Services Mental Welfare Society (Combat Stress).

CIVIC AFFAIRS

The Company's support for the Corporation of London includes service by Liverymen as Aldermen and members of the Court of Common Council. The late Alderman Sir Roger Cork (Lord Mayor 1996/97) was a Court Assistant of the Company; Past Master Sir Clive Martin was an Alderman until June 2005 and Lord Mayor in 1999/2000; Liveryman Richard Regan, who is also a Past Master of the Cutlers' Company, was the non-aldermanic Sheriff in 2006/07; In June 2010 Past Master Richard Sermon (Master

2006/07) was elected as the non-aldermanic Sheriff for 2010/11 and he took office on 28 September 2010. He was appointed a Member of the Order of the British Empire (MBE) for services to youth in London in the New Year's Honours 2010. The Immediate Past Master, Mr. Robin Eve (a former Chief Commoner), Liverymen Richard Regan and Sylvia Moys are members of the Court of Common Council. Mr. Eve was appointed OBE in the Birthday Honours List 2010. In 2010 Court Assistant Susan Hughes completed the maximum possible term of 6 years as a member of the Corporation's Livery Committee.

In 2003, as part of its Silver Jubilee celebrations, the Company took the initiative in organising a "Modern Livery Companies" entry in the Lord Mayor's Show; ten other Companies participated in the Show itself, and the Master Mariners' Company kindly provided hospitality to these participants during the lunch break. The Company has participated in each Show thereafter, in the "Modern Livery Companies" entry organised by the Firefighters' Company. In 2006 the Company was also represented in another entry, with the University of East London, Investec plc and a primary school in East London.

In late 2006 eleven Livery Companies, including the Chartered Secretaries and Administrators, formed a Financial Services Group. The Group aims to support the Lord Mayor in his work to promote the City of London's financial services throughout the world. Court Assistant John Ainsworth, formerly Chief Executive of the ICSA, is the Company's permanent representative in the Group, and Liveryman Michael Chitty acts as its Secretary. Senior Warden Ian Richardson acts as an adviser to the Group.

In 2010/11 the Master, Wardens and Clerk are:

Master	Commander Rory Jackson FCIS RN
Senior Warden	Mr. Ian Richardson FCIS
Junior Warden	--vacant--
Clerk:	Colonel Michael Dudding OBE TD DL FCIS

The Clerk
18.11.10