



Policy and Resources Committee APPENDICES PACK

Date: THURSDAY, 4 JULY 2019

Time: 1.45 pm

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

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John Barradell
Town Clerk and Chief Executive

Standing Orders of the Court of Common Council

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PART 1 – Introduction

1. Application and Interpretation

1. Unless otherwise specified, these Standing Orders shall govern the proceedings of:-
 - a. the Court of Common Council;
 - b. Committees and Sub-Committees
2. The person presiding at a meeting of the Court of Common Council (the Lord Mayor) or of a Committee or Sub-Committee (the Chairman) is the final authority as to the interpretation of Standing Orders.
3. For the purposes of these Standing Orders:-
 - a. the term “Lord Mayor”, in the absence of the Lord Mayor, applies to the Locum Tenens;
 - b. the term “Chairman”, in the absence of the elected Chairman, applies to the person taking the Chair of a Committee, Sub-Committee or Working Party meeting;
 - c. the term “Member” refers to an elected Member of the Court of Common Council (~~or the Court of~~including Aldermen);
 - d. references to Committees include Sub-Committees;
 - e. where there are references to “the Town Clerk”, ~~the Deputy Town Clerk~~, the Assistant Town Clerks or other properly appointed Officer shall be authorised to act in the absence of the Town Clerk or where there is a vacancy in the office of Town Clerk.
 - f. ~~words importing the masculine gender include the feminine gender.~~

2. Suspension

1. The Court shall have the power to suspend, alter or abrogate Standing Orders by resolution carried by a majority of the Members present and voting.
2. No Committee or Officer may suspend, alter or abrogate a Standing Order unless given authority by the Court to do so.

3. Amendment

1. Any proposal to amend these Standing Orders shall be considered by the Policy & Resources Committee whose recommendations shall be reported to the Court

for approval. Thereafter, the Town Clerk is authorised to make the necessary amendments.

2. The Town Clerk is authorised, after consultation with the Chamberlain,
 - a. to adjust the financial limits specified in these Standing Orders in line with changes in the value of money;
 - b. to make any consequential amendments to the relevant Standing Orders and report such amendments to the Policy & Resources Committee.

PART 2 – Court of Common Council Meetings

4. Access to Meetings

All meetings are open to the public unless:-

- a. confidential information as defined in Section 100A(3) of the Local Government Act 1972 is to be discussed; or,
- b. a resolution has been passed to exclude the public as there is likely to be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972;

~~save that~~ In respect of non-local authority and non-police authority functions this Standing Order is applied unless the Court of Common Council determines otherwise.

5. Notice of Meetings

Public notice of the time and place of meetings of the Court of Common Council shall be posted in an appropriate place at least five working days before the meeting, or if a meeting is convened at shorter notice, then at the time it is convened.

6. Summons

1. The Town Clerk will issue a Summons, on behalf of the Lord Mayor, for each meeting stating the time at which the Court will meet and the time at which, or after which, any ballots will be conducted.
2. Except in cases of urgency or where circumstances make it impracticable, the Summons and accompanying papers will be sent to Members six five clear working days in advance of the meeting.
3. The Town Clerk has discretion, having regard to the convenience of the Court, to settle the order in which items of business appear on the Summons and, if

necessary, during a meeting with the consent of the Lord Mayor and the agreement of the Court to amend the published order of business.

4. When an Address, Memorial, Petition or Remonstrance to the Throne, or to any Member of the Royal Family, is to be considered, on the advice of the Policy & Resources Committee when appropriate, the item shall be taken immediately after the opening of the Court, following the confirmation of the Minutes and the introduction of any new Members, unless the matter is to be considered with the public excluded when it shall be considered at an appropriate time. No such Address, Memorial, Petition or Remonstrance shall be reconsidered or altered after having been agreed to by the Court.
5. On the occasion of the Lord Mayor taking his seat for the first time, an instruction to Members to wear their gowns will be included in the Summons.

7. Quorum

1. The quorum for meetings of the Court is 40 Members, one of whom must be the Lord Mayor and two of whom must be Aldermen.
2. If a quorum is not established within five minutes of the hour-time stated on the Summons, those present may depart.
3. If, during a meeting of the Court, it is the opinion of the Lord Mayor that a quorum has ceased to exist, business will be suspended whilst the number of Members present is counted and the result announced.
 - a. If a quorum exists the business will proceed.
 - b. If a quorum does not exist, the meeting will be dissolved and all remaining business will be adjourned to the next meeting.

8. Attendance

1. The names of Members attending the Court shall be recorded as they enter the Court and printed in the Minutes of the meeting.
2. A Member attending the Court for the first time shall:
 - a. before taking his-their seat, be formally called formally into the Court by the Town Clerk and introduced to the Lord Mayor by the Deputy or another Member of his-their Ward;
 - b. be clothed in a mazarine gown by the Remembrancer's representative and conducted to his-their seat.

9. Reports

1. When submitting any proposal to the Court, Committees have discretion to circulate a printed report to every Member of the Court ~~before~~ as part of the agenda for the meeting at which it is to be considered.
2. A Sub-Committee or Working Party is not entitled to submit a report to the Court unless it has Terms of Reference approved by the Court which confer the requisite authority on it to do so.
3. A minority of either a Court Committee or Sub-Committee is not entitled to submit a report to the Court.
4.
 - a. A report or decision of a Committee or Sub-Committee may be referred to the Court providing that notice of the referral by not less than 20 Members of the Court is submitted to the Town Clerk by no later than 12 noon, nine working days before the meeting of the Court for inclusion in the Summons.
 - b. A Member seeking to submit a referral on grounds of urgency, notice of which has not been included in the Summons, must inform the Town Clerk of the terms of that referral not less than 60 minutes before the time scheduled for the start of the Court so that the Lord Mayor may rule on the need for urgency.
 - c. No action shall be taken to implement any decision pertaining to the subject of the referral until such time as the Court shall have considered the matter, subject to the proviso that such referral would not preclude a decision being taken and/or implemented that in the opinion of the Town Clerk was necessary for legal reasons or for the efficient conduct of the City Corporation's business.

10. Ballots

1. Ballots will be held when:-
 - a. there is more than one Member seeking appointment to a vacancy on a City of London Corporation Committee or to represent the City of London Corporation on an outside body. ~~Members may nominate themselves. Members nominated by others shall be advised by the Town Clerk and requested to confirm or not such nomination. If no response is received, such Member(s) will be considered to be in nomination.~~
 - b. a recommendation is made to appoint an Officer whose appointment is in the gift of the Court;

~~and will be taken together at the time stated on the Summons.~~
2. Before the votes on a matter to be decided by ballot are counted, the Lord Mayor will nominate two Scrutineers who will supervise the counting of votes.

3. For the purpose of casting their votes, Members ~~should~~ must be present in Court when a ballot is called.
4. When one vacancy has to be filled and there are more than two candidates, voters shall mark numbers against candidates' names on ballot papers in order of preference.
 - a. Upon the absence of any candidate achieving 50% of first preference votes, the candidate with the fewest first preference votes will be eliminated and their votes reallocated according to their second preference therein.;
 - b. Procedure in 10.4(a) is repeated until one candidate has obtained 50% of the votes cast.;
 - c. Without prejudice to the foregoing 10.4(a) and (b), the successful candidate will be the first candidate to obtain 50% of the votes cast in the ballot.
5. When two or more vacancies have to be filled, the candidates with the highest number of votes shall be declared to be elected. Where the available terms are of differing lengths, the longest term shall be awarded to the candidate with the highest number of votes, the next longest term to the candidate with the second highest number of votes, and so on. In the event of an equality of votes, terms shall be allocated according to seniority (the longer term to the more senior Member).

11. Conduct of Debate

1. Members must stand in their places (if able to do so) to indicate clearly their wish to speak and if two or more Members rise, the Lord Mayor may select one of them to speak, in which case all other Members must be seated.
2. No Member may speak more than twice on the same question other than the Chairman of the Policy & Resources Committee (or, in ~~his~~ their absence, the Deputy Chairman) to provide a clarification of policy if such be required.
3. The Mover of a Motion may not speak for longer than ten minutes, plus a further ten minutes in reply to the debate, and any subsequent speaker must not speak for more than five minutes on the first occasion and two minutes on the second occasion except with the consent of the Court (such times to include the putting of the Motion or Amendment).;
- 3.4. Any Amendment so moved shall relate to the subject matter of the Motion and shall not have the effect of negating the Motion.
- 4.5. Should the Mover of an Amendment to a Motion choose to speak for a second time on the Amendment, they shall be the penultimate speaker (the Mover of the original Motion being the final speaker on the Amendment). In such circumstances, the Mover of the Amendment must not speak for more than five minutes and the Mover of the original Motion must not speak for more than ten

minutes.

5-6. Every Member must confine his—their speech strictly to the Motion or Amendment under discussion or to a point of order or explanation, and must not be repetitious. The ruling of the Lord Mayor on issues of relevance or repetition is final.

6-7. At any time, a Member may raise a point of order or make a personal explanation necessitated by the statement of another Member. Any Member speaking at the time must give way when a point of order or personal explanation is made. The ruling of the Lord Mayor on a point of order or the admissibility of a personal explanation is final.

7-8. Discussion will not be allowed on:-

- a. a Motion to extend the time allowed for the:-
 - length of the meeting of the Court;
 - length of time allowed for consideration of Motions;
- b. the Mover and Secunder of a Motion or Amendment seeking permission to withdraw or amend that Motion or Amendment;
- c. a Motion to adjourn a debate in progress.

8-9. At any time other than when a Motion in the name of a committee is under discussion, a Member who has not spoken on the original Motion may move: *‘That the Court proceed to the next item of business’*. If this is seconded, the Motion to proceed to the next item of business shall be put forthwith and without debate unless the Lord Mayor is of the opinion that the Motion is premature or is in any sense an abuse of the rules of the Court. If the Motion is carried, the item of business which was before the Court when the Motion was moved shall not be re-introduced during the same meeting without the consent of the Court.

9-10. If a Member stands (if able) or otherwise indicates, either while another Member is addressing the Court or, if there is a Motion before the Court, at the conclusion of a speech and moves *‘That the question be now put’*, and this is seconded and carried, that question shall be put forthwith and without debate unless the Lord Mayor is of the opinion that the Motion is premature or in any sense is an abuse of the rules of the Court. In no case shall the Mover be precluded from a right to apply-reply should they elect to exercise it.

10-11. A debate may take place upon a Motion for adjournment of the Court, but will be confined to that subject.

11-12. No Member shall make derogatory personal references or use offensive expressions or improper language to any other Member of the Court or Officers.

12. Motions

1. All Motions must relate to matters that are within the powers or duties of the City of London Corporation.
2. All Notices of Motion (other than procedural, those relating to changes of membership of Committees and those to which Standing Order Number 12 (7) applies) must be signed by no fewer than ten Members and be submitted to the Town Clerk by no later than 12 noon, nine working days before the meeting of the ~~court~~ Court for inclusion in the Summons.
3. Notices of Motions set out in the Summons shall include the names of the signatories thereto.
4. A Member seeking to move a Motion (other than procedural, those relating to changes of membership of Committees and those to which Standing Order Number 12 (7) applies) on grounds of urgency, notice of which has not been included in the Summons, must inform the Town Clerk, in writing, of the terms of that Motion not less than 60 minutes before the time scheduled for the start of the Court so that the Lord Mayor may rule on the need for urgency.
5. The Mover may, with the consent of the Seconder, at any time, withdraw a Motion of which ~~they has~~ have given notice, at which time discussion of that Motion shall cease.
6. A time limit of not more than 60 minutes will be allowed for the discussion of Motions put forward by Members. After 45 minutes, when a Mover rises to move a Motion at the commencement of a debate ~~they~~ shall be asked whether ~~they wishes~~ to proceed or to have the debate adjourned and carried over to the next meeting. Any Motion so adjourned will be placed first under the item for Motions included on the Summons for the next meeting after any procedural Motions and preceding any Motions not reached within the allotted time.
7.
 - a. ~~no~~ No Motion to rescind or amend any resolution passed within the preceding six months, and no Motion or Amendment to the same effect as one that has been rejected in the preceding six months, or any Motion or Amendment that has been passed over by virtue of Standing Order Number 11 (~~89~~), can be proposed unless notice thereof appears on the Summons and bears the names of at least 40 Members.
 - b. ~~once~~ Once a Motion proposed under Standing Order Number 12 (7)(~~a~~) has been dealt with by the Court, it shall not be open to any Member to propose a similar Motion or Amendment within a further period of six months.

However, this Standing Order will not apply to Motions or Amendments appearing on the Summons in pursuance of a recommendation of a Committee nor to resolutions made under the urgency procedures in Standing Order Number 19.

13. Questions

1. A Member may ask the Chairman of a Committee any question:-
 - a. on an item of the Committee's business that is included in the Summons;
 - b. on a matter that is not included in the Summons but in relation to which the Court has powers or duties and which affects the City or the City of London Corporation provided that, except in cases of urgency, notice of the question has been given to the Town Clerk in writing not later than 12 noon, two working days before the meeting.
2. A Member seeking to ask a question without due notice as a matter of urgency must inform the Town Clerk in writing of the terms of the question not less than 60 minutes before the time scheduled for the start of the meeting so that the Lord Mayor may rule on the need for urgency.
3. Every question shall be put and answered without discussion, although Chairmen may decline to answer. Questions will normally only be answered if the Member giving notice is present to put their question in person. —In exceptional circumstances, the Lord Mayor may direct that the Town Clerk puts the question on behalf of a Member who is unavoidably absent and where they considers it would be in the interests of the Corporation that the Court hear the Chairman's answers.
4. A Chairman (including the Chairmen of the three Investment Boards of the Investment Committee) may not speak for longer than five minutes in response to any question or supplementary question except with the consent of the Court.
5. A Member may ask no more than three questions (excluding supplementaries) at any meeting of the Court.
6. A Member asking a question may ask one supplementary question, and three other Members may each ask two supplementary questions provided that the supplementary questions arise naturally out of the original question and the answer to it.
7. Any questions that the Town Clerk considers do not relate to matters in which the Court has powers or duties and which do not affect the City or the City of London Corporation will not be allowed.
8. The Town Clerk will, with the consent of the questioner, re-direct a question if they considers it to have been addressed to the Chairman of an inappropriate Committee.
9. A time limit of not more than 40 minutes will be allowed for the putting and answering of questions, including supplementary questions, and it shall not be in order to move for an extension of that time.

10. Questions not dealt with owing to the expiration of the 40 minutes time limit shall be deferred for consideration at the following meeting and shall be put in advance of other questions, or may, with the consent of the questioner, be answered in writing within two working days, a copy of the answer being placed in the Members' Reading Room.
11. The Chairman of the Policy & Resources Committee shall be given the opportunity to provide the Court with a brief statement at each meeting concerning the key policy and strategic issues affecting the City and the work of the City of London Corporation. A maximum of three Members may ask one question may be asked in direct response to the Chairman's statement.

14. Divisions

1. A Member demanding a Division must stand for that purpose. A Division will not be allowed unless another 12 11 Members (i.e. 12 in total) stand in their places to support the demand.
2. If a Division is allowed, the Lord Mayor will ensure that two Tellers for the affirmative and two for the negative are appointed. ~~If there are insufficient Members of the Court willing to act as Tellers, no Division will take place.~~
3. If a Division is allowed, the Town Clerk will ring the Division bell and at the expiration of three minutes they will ascertain whether a Division is still demanded. If so, the Bar of the Court will be closed after which no Member may enter or leave the Court except for the purpose of recording his-their vote until the Division has been declared closed.
4. The Town Clerk will repeat the Motion and every Member then present and wishing to vote will cast his-their vote either for the affirmative or the negative (the Lord Mayor voting without leaving the Chair and having the right to a second, casting vote). The Ayes for the question will go through the Bar of the Court to the right of the Lord Mayor and the Noes through the Bar to the left, the votes being recorded at the respective exits. ~~Members will return to their seats through the central entrance.~~
5. Members wishing to abstain should remain seated and the Lord Mayor will seek confirmation of their intention before accepting a declaration from the Tellers that every Member wishing to vote has done so, after which the Bar of the Court will be re-opened and Members will return to their seats through the central entrance.
6. The Town Clerk will call for the Tellers' reports and declare the result.

15. Disorder

1. In the event of disorder or a persistent disregard of the authority of the Chair, and if they considers it necessary in the interests of the Court and the City of London Corporation, the Lord Mayor will ask that there be no further interruption. If the interruption continues, they may:-

a. direct the Member(s) of the Court he considers to be abusing the Court to retire for the remainder of the sitting or for such lesser period as he may decide, any such decision to be final;

a.b. require that a member(s) of the public be removed from the public gallery;

b.c. at any time if they considers it desirable in the interest of order, suspend a sitting or adjourn a meeting of the Court for such time as they may decide.

e.d. require that a member(s) of the public be removed from the public gallery.

16. Duration

If, after three hours from the time appointed for the start of the meeting, the business has not been concluded, the meeting will adjourn~~close~~, any debate being suspended, and all unfinished business will stand adjourned to the next meeting unless a two-thirds majority of the Members present wish the meeting to continue, and subject to there being a quorum. Items that are so adjourned and which, in the opinion of the Town Clerk, require a decision before the next meeting will be considered in accordance with Standing Order Number 19.

17. Minutes

1. The minutes of the Court will be printed and circulated and will include:-

a. All Motions and Amendments together with the names of the Movers and Seconders and including the names of Movers of reports.;

b. The results of any Ballot (pursuant to Standing Order Number 10).

c. The results of any Division (pursuant to Standing Order Number 14).

d. The names of any Members presented to Royal and other Distinguished Persons received at Guildhall.

2. The correctness of the minutes will be verified at the beginning of the following regular meeting of the Court.

18. Chief Commoner

1. The holder of the Office of Chief Commoner shall be a Member of the Court of Common Council.
2. The Chief Commoner shall be elected by the Court of Common Council at the October meeting each year.
3. The term of office of the Chief Commoner shall be for a period commencing and ending on the date of the first Court of Common Council after the wardmotes each year.
4. A Member is ineligible to seek election as Chief Commoner if they have previously served the Office of Chief Commoner.
5. Candidates for election to the Office of Chief Commoner shall be nominated by exactly 10 other Members, nominations to be submitted to the Town Clerk by no later than nine working days before the meeting of the Court for inclusion in the Summons. Submissions must be made in writing and accompanied by the signatures of the 10 Members supporting the candidate's nomination.

6. The Chief Commoner shall be:

- a. an ex-officio Member of the Policy & Resources Committee;
- b. Chairman of all Sub-Committees and Working Parties of the Policy & Resources Committee that are responsible for the provision of City Corporation Hospitality, Members' privileges, Members' facilities (other than Guildhall Club), and Members' training and development.
- c. ineligible to chair any City Corporation Committee other than the Sub-Committees and Working Parties referred to in Standing Order Number 18 (6) (b).

19. Decisions between Meetings

1. Between regular meetings of the Court of Common Council, if, in the opinion of the Town Clerk, it is urgently necessary for a decision to be made, then the powers of the Court may, where lawfully possible, be exercised by the Town Clerk. Before exercising this power, they must obtain the comments of:-

- the Lord Mayor
- the Chief Commoner
- the Chairman of the Policy & Resources Committee
- the Chairman of the Finance Committee

or a nominee of each who shall be, respectively,

- an Alderman
- a Past Chief Commoner still in Common Council
- a Member of the Policy & Resources Committee
- a Member of the Finance Committee

2. Where the recommendation is made by the Policy & Resources Committee or the Finance Committee then the fourth person shall be the Chairman of the Planning & Transportation Committee or theirs nominee from that Committee.

2.3. Where the recommendation is made jointly by two of the aforementioned committees, then the fourth person shall be the Chairman of the Port Health and Environmental Services Committee or, if they are also conflicted, another senior Chairman.

4. The Town Clerk's powers only extend to the approval or non-approval of the recommendation placed before ~~him~~ them, not its amendment.

5. Each decision of approval shall be reported to the next regular meeting of the Court with an explanation of the need for the use of this procedure.

6. Each decision of non-approval shall be submitted to the next meeting of the Committee or Sub-Committee making the recommendation and that Committee or Sub-Committee may submit the matter for decision by the full Court if this is still feasible. Where a decision of non-approval is in prospect, the Chairman of the recommending Committee or ~~his~~ their representative shall be informed and allowed to make representations in support of ~~his~~ their Committee's decision.

20. Petitions

1. Any Petition (other than for grants of money) intended to be presented to the Court must be lodged at the Town Clerk's office, duly endorsed by the Member presenting, not later than 12 noon ~~on the Monday~~ ten working days before the meeting of the Court at which it is proposed to present ~~such the~~ Petition, which from the time of being ~~so~~ lodged shall remain in the custody of the Town Clerk. The wording of the Petition or a summary thereof shall be printed on the Summons for the Court.
2. No Petitioner shall be permitted to address the Court except in reply to questions.

PART 3 – Committees and Sub-Committees

21. Appointment

The annual appointment of Committees of the City of London Corporation will take place at the first regular meeting of the Court which will be held in April.

22. Committee Limit

1. Subject to ~~(23)~~ below no Member shall serve on more than eight Committees, be they Ward or Non-Ward Committees;
- 1.2. For the purposes of this Standing Order, the Open Spaces and City Gardens Committee and the West Ham Park Committee shall count as one Committee.
- 2.3. This limit shall not apply:
 - ~~a.~~ ~~To the membership of the Open Spaces and City Gardens Committee and the West Ham Park Committee which will count as one Committee;~~
 - b-a. To membership of the Capital Buildings Committee;
 - e-b. To membership of the Standards Appeals Committee;
 - d-c. If a vacancy on a committee has been advertised on at least two occasions and remains unfilled. In such circumstances, a Member may serve on that committee even though it may cause the limit of 8 to be exceeded ~~in the current year~~ for the remainder of the municipal year.

Service on Committees in an ex-officio capacity does not count for the purpose of this Standing Order.

23. Ward Committees

1. Ward Committees comprise at least two Aldermen (regardless of whether the Ward has sides) with five or fewer Members.;

2. The Aldermen shall be appointed on the basis of nominations by the Court of Aldermen.
3. The Commoners shall be appointed on the basis of:-
 - a. one Member from each Ward (regardless of whether the Ward has sides) with having five or fewer Members;
 - b. two Members from each Ward (regardless of whether the Ward has sides) with having six or more Members; ~~or,~~
 - c. one Member representing a Ward or Side of Ward that has agreed to pair with that another Member's Ward, which is geographically nearby, for the purpose of representation on one or more Ward Committees;
 - d. up to two Members on the Community and Children's Services Committee from Wards with 200 or more residents.
4. Wards shall choose whether to nominate a Member(s) to serve on each of the several Ward Committees.
5. After consultation with the Members of their Wards, the Deputies of the Ward shall submit the nominations to the Town Clerk subject to the following:-
 - a. the term of office of a Member on a Ward Committee is one year;
 - b. a Member who has served four terms on a Ward Committee, separately or consecutively, is not eligible for appointment for a further term whilst there is a Member of the Ward who has not served and wishes to do so, unless the majority of the Members of the Ward so decide.
6. If a Ward chooses not to nominate a Member(s) to serve on a Ward Committee, the Town Clerk shall notify the vacancy to all Members and seek nominations prior to the appointment being made by the Court.

24. Non-Ward Committees

1. Non-Ward Committees comprise Members elected by the Court for either:-
 - a. a specific term at the end of which, if eligible, the Member must seek re-election; or,
 - b. an indefinite term subject to annual re-appointment by the Court.
2. Any Member wishing to serve must notify the Town Clerk in writing and all applications received will be listed on the Summons for the meeting of the Court at which the appointment is to be made. If necessary, a ballot will take place in accordance with Standing Order Number 10.

25. Vacancies

1. When a vacancy occurs in any Committee, the Member elected to fill it will continue for the remainder of the term of the Member creating the vacancy, and such part of the term will count as a full term for the purposes of Standing Orders Numbers 23 (5) ~~and 29 (3) (a)~~.
2. Prior to the expiry of a completed term of office on a Non-Ward Committee, or when vacancies arise, all Members will be notified by the Town Clerk.

26. Terms of Reference

Each Committee will have Terms of Reference approved by the Court.

27. Sub-Committees

1. The Committees of the City of London Corporation may at any time:-
 - a. constitute, dissolve, or alter the membership of a Sub-Committee set up by them;
 - b. within its terms of reference from the Court, authorise a Sub-Committee to act on behalf of the main Committee;
 - c. appoint a Working Party to consider and report on particular matters but such Working Party shall have no delegated powers.
2. The quorum for a Sub-Committee shall be any three of its Members.

28. Joint Committee

In the event of a reference to a Joint Committee of any of the Committees of the Court, the quorum shall be nine, comprising no fewer than three Members of each participating Committee.

29. Chairmen

1. Each Committee shall have a Chairman who will:-

- a. preside at every meeting of the relevant Committee at which he is present;
- b. sign the minutes of proceedings of the previous meeting when approved as a correct record;
- c. in case of an equality of votes, have a second casting or casting vote. If the Chairman is unwilling to exercise a second or casting vote the decision shall be taken by lot;
- d. determine all questions of order;
- e. have power, after consultation with the Deputy Chairman, to,
 - convene an additional meeting;
 - vary the date and/or time and/or place of a scheduled meeting;
 - cancel a meeting if, in his-their opinion, there is insufficient business to warrant the holding of such a meeting or for other reasons.

2. The term of service of ~~Chairman~~Chairmen, subject to annual re-election, is limited as follows:-

Policy & Resources Committee	5 years*
Finance Committee	5 years*
Police Committee	4 years*
Other Committees	3 years*

*The years to run consecutively.

(For the purpose of this Standing Order, if a Member is elected to the Chair during the course of the year, a period of service commencing before 1 October shall count as one year; a period of service commencing on or after 1 October shall not count as one year).

3. A Member is ineligible to seek election as Chairman of a Ward or Non-Ward Committee (other than a specifically appointed Reception Committee) in the following circumstances:-
- a. ~~If they are already a no Member is eligible to be~~ Chairman of ~~more than one another~~ Committee (Ward or non-Ward) ~~at the same time~~, other than in the case of the following Committees:-
 - Capital Buildings Committee
 - Gresham (City Side)
 - Health & Social Care Scrutiny Committee
 - Health & Wellbeing Board
 - Investment Committee
 - Local Government Pensions Board
 - Open Spaces and City Gardens Committee and West Ham Park Committee (which shall have the same Chairman)
 - West Ham Park Committee
 - b. ~~no Member who is~~ If they are resident in, or a tenant of, any property owned by the City of London Corporation ~~is eligible~~ they may not to be Chairman of the Committee or Sub-Committee having control of such property (with the exception of the Community & Children's Services Committee);
 - c. ~~If they are no an~~ ex-officio Member of a Committee ~~is eligible to be Chairman of the Committee~~;
 - d. If they are the Deputy Chairman of the Audit & Risk Management Committee for the time being ~~is ineligible to seek election as Chairman of another Committee (Ward or Non Ward)~~.
4. At the first meeting of each Committee following the annual appointment, the Town Clerk will read out a list of Members eligible to take the Chair. The names shall be read out alphabetically, subject to the name of the late Chairman being placed last, and each of those Members present will be asked if they is/are willing to serve.
5. A Member unable to be present may previously express in writing to the Town Clerk ~~his~~ their willingness to serve.
6. The names of those who are willing to serve will be voted on by Ballot. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting:
- a. the candidate with the fewest votes will be eliminated;
 - b. if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out;
 - c. candidates may also elect to withdraw at this stage;

a.d.a further ballot will be held amongst the remaining candidates and the procedure in (a) to (c) repeated until one candidate has obtained a majority of the votes cast.

7. Ex-officio Members of a Committee are not eligible to vote in the election of Chairman of that Committee other than in the case of the following Committees:-
 - Policy & Resources
 - Investment (such right being restricted to the Chairman and Deputy/Vice Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)
 - Capital Buildings Committee (such right being restricted to the Chairmen and Deputy/Vice-Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)

30. Deputy Chairman

1. Each Committee, with the exception of the Policy and Resources Committee, shall have a Deputy Chairman who will, in the absence of the Chairman, have the powers, duties and rights of the Chairman.
2. With the exception of the first and fifth year of a chairmanship, Tthe Policy and Resources Committee shall have three Deputyies Chairmen, one of whom shall be designated the Deputy Chairman to exercise the formal responsibilities of that role, with the remaining two Vice Chairmen. in the absence of the Chairman would have the “statutory Deputy Chairman” role, i.e. to approve decisions under the delegated authority procedures, the urgency procedures and to act in place of the Chairman.
3. In the case of all Committees:-
 - a. the immediate past Chairmen, if in Common Council and if willing to serve, will be Deputy Chairman for the first year upon the election of a new Chairman;
 - b. if the immediate past Chairman is not in Common Council or is not willing to serve in the office, the Deputy Chairman (or Deputy Chairmen in the case of the Policy and Resources Committee) will be elected in accordance with Standing Order Number 30 (5);
 - c. when the immediate past Chairman has completed his-their year of office as Deputy Chairman, all the Members of the Committee with the exception of the said Deputy Chairman and those who are ineligible by virtue of Standing Order Number 30 (4), are eligible to seek election as Deputy Chairman.
4. A Member is ineligible to seek election as Deputy Chairman of a Ward or Non-Ward Committee (other than a specially appointed Reception Committee) in the following circumstances:-

- a. ~~no Member who is~~ if they are resident in, or a tenant of, any property owned by the City of London Corporation ~~is eligible to~~ they may not be Deputy Chairman of the Committee or Sub-Committee having control of such property;
 - b. ~~no if they are an~~ ex-officio Member of a Committee ~~they may not is eligible to~~ be Deputy Chairman of that Committee except in the case of the immediate past Chairman for the first year upon election of a new Chairman.
5. At the first meeting of each Committee following the annual appointment, the Town Clerk will read out a list of Members eligible for election as Deputy Chairman (or Deputy/Vice Chairmen in the case of the Policy and Resources Committee). The names shall be read out alphabetically and each of those Members present will be asked if they is-are willing to serve.
6. A Member unable to be present may previously express in writing to the Town Clerk ~~his~~ their willingness to serve.
7. The names of those who are willing to serve will be voted on by B ballot, with the exception of the Policy and Resources Committee. The successful candidate will require a majority of the votes cast. In the absence of any candidate achieving a majority of votes in the first round of voting:
- a. the candidate with the fewest votes will be eliminated;
 - b. if there is more than one candidate securing the fewest but identical number of votes, then a ballot will be held between those candidates to determine which will drop out;
 - c. candidates may also elect to withdraw at this stage;
 - d. a further ballot will be held amongst the remaining candidates and the procedure in (a) to (c) repeated until one candidate has obtained a majority of the votes cast.
8. The election of the three Deputy/Vice Chairmen of the Policy and Resources Committee shall be undertaken as follows:-
- Where the number of candidates is less than or matches the number of vacancies (i.e. three) the candidates will automatically be treated as being elected to office.
 - Where there are more candidates than vacancies, a ballot will be undertaken with Members indicating their preferred candidate(s). ~~in the case of multiple vacancies,~~ Members can choose not to vote for the maximum number of candidates.

- Once votes have been cast and counted, any candidate having 50% or more of the number of votes will be elected.
- Unless the candidates each secure 50% of the vote, the candidate with the least number of votes will drop-out automatically. If there is more than one candidate securing the least but identical number of votes then a ballot will be held between those candidates to determine which one will drop-out. Other candidates may also elect to withdraw at this stage.
- A further ballot will be held amongst the remaining candidates and any candidate securing 50% or more of the vote will be elected. This process will be repeated until all vacancies are filled.

There may come a point in the process where a candidate or candidates with the least number of votes drops out, leaving a number of candidates that matches the number of vacancies. In those circumstances, no further ballot is necessary as the candidates will automatically be treated as being elected to office (without having to secure 50% of the vote).

The Chairman of the Committee, in consultation with the three elected to office, shall decide which of them will be designated as the formal Deputy Chairman with the remaining two being Vice Chairmen.

9. Ex-officio Members of a Committee are not eligible to vote in the election of Deputy Chairman of that Committee other than in the case of the following Committees:-
- Policy & Resources
 - Investment (such right being restricted to the Chairman and Deputy/Vice Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)
 - Capital Buildings Committee (such right being restricted to the Chairmen and Deputy/Vice-Chairmen of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)

31. Ward Reception Committees

1. Unless there are specific reasons for the arrangements for any Corporation hospitality being referred to a Standing Committee, responsibility will be referred to a Ward Reception Committee appointed by the Court.
2. The Town Clerk is authorised to summon the first meeting of the Committee.
3. The appointment of Commoners shall be by rotation within the total membership of the Common Council, and before the appointment of a Ward Reception Committee, the Town Clerk shall notify each Member next on the rota for appointment. If a Member does not wish to serve on the next Ward Reception Committee, the Town Clerk shall liaise with the next Member on the rota to fill the vacancy.

3.4. The appointment of Aldermen shall also be by rotation, comprising two Aldermen above the Chair and four Aldermen below the Chair.

4.5. In the event of an entertainment for which a Ward Reception Committee has been appointed, not taking place, the Aldermen and Commoners serving on that Committee shall be re-appointed on the next available Ward Reception Committee.

5.6. If a Member of a Ward Reception Committee is absent from the Committee when the privileges of Members are being determined by Ballot, the Chairman or the Senior Alderman present shall select for the absent Member.

6.7. A Member is eligible to seek election as Chairman of a Ward Reception Committee in the following circumstances:-

- a. provided they haves completed two years' service on the Court;
- b. provided they is are not an ex-officio Member of the Committee;

8. A Member may chair one Royal or State Ward Reception Committee and one Non-Royal or Non-State Ward Reception Committee, in either order.

7.9. The provisions of Standing Order Number 29 as regards the election of a Chairman shall be applied at the first meeting of the Committee. Thereafter, the Member elected as Chairman will, subject to being in Common Council, continue in that office until the function has taken place.

8.10. If, after the list of Members eligible to serve as Chairman of a Ward Reception Committee has been read, no Member has sought election, a second list shall be read in which all Members of the Committee are eligible.

9.11. The Chief Commoner for the time being will serve as the Deputy Chairman.

32. Access to Meetings

1. All meetings of Committees and Sub-Committees are open to the public unless:-
 - a. confidential information as defined in Section 100A(3) of the Local Government Act 1972 is to be discussed; or,
 - b. a resolution has been passed to exclude the public as there is likely to be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972;

~~save that i~~n respect of non-local authority and non-police authority functions this Standing Order is applied unless a Committee or Sub-Committee determines otherwise.

2. The filming, photographing or making of audio recordings of meetings will be allowed in accordance with the City of London Protocol on the filming/recording of meetings adopted by the Court in May 2014.

33. Notice of Meetings

Public notice of the time and place of meetings of Committees and Sub-Committees will be posted in an appropriate place at least five clear working days before the meeting, or if a meeting is convened at shorter notice, then at the time it is convened.

34. Summons

1. The Town Clerk will issue a Summons for each meeting stating the time and place at which the Committee or Sub-Committee will meet and setting out the order of business.
2. Any Committee may be summoned upon the written requisition of a number of its Members not less than the quorum of the Committee, provided they have business to lay before the Committee. Such business will be set out in detail together with the reason(s) why the matter(s) to be raised could not wait until the next regular meeting.
3. A special meeting of a Committee shall not, except in the case of absolute necessity, be called on the same morning or afternoon as that appointed for the regular meeting or another Committee, and under any circumstances the special meeting shall be called at a different time from that of the other Committee.
4. Except in cases of urgency or where circumstances make it impracticable, the Summons and accompanying papers will be sent to Members six-five clear working days in advance of the meeting.

35. Attendance

1. Members are entitled to attend meetings of Committees and Sub-Committees of which they are not Members, but must not vote or, without the permission of the Chairman of the meeting, speak on any matter.
2. If a question is referred by the Court to any Committee to examine and report, the Member moving the reference shall be invited to attend the Committee in the event that they are not a Member of that Committee and shall be permitted to take part in any discussion that may arise therefrom, but not vote on the matter.
3. If the Standards Committee or the Standards Appeal Committee, or Sub-Committees thereof, is/are considering the conduct of a Member of the Court or an co-optedex-officio Member in relation to the City of London Corporation's Code of Conduct for Members in non-public session, no Member or co-optedex-officio Member who is not a Member of that Committee or Sub-Committee is permitted to attend the proceedings other than those who have been requested or allowed to attend by the Committee or Sub-Committee.

36. Quorum

1. The quorum for each Committee shall be set annually by the Court when the Committees are appointed in accordance with Standing Order Number 21.
2. If the quorum is not established within five minutes of the hour-time stated on the

Summons, the formal meeting will be dissolved and formal consideration of the business adjourned to the next regular meeting unless, in the opinion of the Chairman, a special meeting should be called before that date.

3. If, during a meeting of a Committee or Sub-Committee, a quorum ceases to exist the meeting shall adjourn until a quorum is re-established. ~~and~~ If there is no reasonable likelihood that it will be re-established, the meeting will be dissolved and all remaining business adjourned to the next meeting. Any items that have not been considered by the meeting before its dissolution and which, in the opinion of the Chairman, require a decision before the next meeting will be considered in accordance with Standing Order Number 41.

37. Conduct of Debate

1. Every Member must confine ~~his~~ their speech strictly to the Motion or Amendment under discussion or to a point of order or explanation, and must not be repetitious. The ruling of the Chairman on issues of relevance or repetition is final.
2. At any time, a Member may raise a point of order or make a personal explanation necessitated by the statement ~~or of~~ another Member. Any Member speaking at the time must give way when a point of order or personal explanation is made. A point of order shall relate only to an alleged breach of Standing Orders or statutory provision. A personal explanation shall be confined to some material part of a former speech by the Member at the same meeting, which may have been misunderstood. The ruling of the Chairman on a point of order or the admissibility of a personal explanation is final.
3. If a Member stands (or, if unable to do so, indicates otherwise) either while another Member is addressing the Committee or, if there is a Motion before the Committee, at the conclusion of a speech, and moves *'That the question be now put'*, and this Motion is seconded and carried, that question shall be put forthwith and without debate unless the Chairman is of the opinion that the Motion is premature or in any sense is an abuse of the rules of the Committee. In no case shall the Mover be precluded from a right to reply should they elect to exercise it.

38. Decisions

Decisions made by Committees will be either unanimous or will represent the view of the majority of those Members present and eligible to vote. The Town Clerk will, if requested, record in the minutes of a meeting the name(s) of any Member(s) dissenting from a majority decision.

39. Disorder

In the event of disorder or a persistent disregard of the authority of the Chair, and if they considers it necessary in the interests of maintaining order, the Chairman will ask that there be no further interruption. If the interruption continues, they may:-

- a. direct the Member(s) causing disorder or disregarding ~~his~~ their authority to retire for the remainder of the meeting or for such shorter period as the Chairman may decide. In the event of non-compliance with that instruction,

and with the consent of the majority of the Committee to be shown immediately on a show of hands, the Chairman shall take all reasonable steps for the removal of such Member(s) from the meeting;

- b. require a member(s) of the public to be removed from the meeting.

40. Duration

If, after two hours from the appointed time for the start of the meeting, the business has not concluded, the meeting will ~~adjourn~~ close and any unfinished business will stand adjourned to the next meeting unless a two-thirds majority of the Members present wish the meeting to continue, and subject to there being a quorum.

41. Decisions between Meetings

Between scheduled meetings of each Committee or Sub-Committee, if:

- a. in the opinion of the Town Clerk, it is urgently necessary for a decision to be made ~~or~~; or
- b. the Committee or Sub-Committee have delegated power to the Town Clerk to make a decision; ;

then the powers of the Committee or Sub-Committee may, where lawfully possible, be exercised by the Town Clerk. Before exercising this power, they shall seek and obtain the comments of the Chairman and Deputy Chairman of the Committee or Sub-Committee or, failing either of them, their nominees. Each action or decision shall be reported to the next regular meeting of the Committee ~~and or~~ Sub-Committee.

42. Conferences

1. Members and Officers are authorised to attend events (i.e. conferences, congresses, seminars, meetings, exhibitions etc.) on behalf of the City of London Corporation in accordance with the Business Travel Scheme.
2. The Business Travel Scheme:
 - a. forms part of the Financial Regulations;
 - b. defines the various categories of travel on official business;
 - c. includes a schedule of recognised events attended by Members and/or Officers s approved by the Policy & Resources Committee.

43. Outside Bodies

1. A Member shall serve as a representative of the City Corporation on no more than six outside bodies at the same time.
2. Standing Order Number 43 (1) shall not apply to ex-officio appointments to outside bodies including those that apply to the Court of Aldermen.

PART 4 – Interests

44. ~~Personal and Beneficial~~ Interests

1. If a matter for decision is under consideration by the Court, or any Committee thereof, in which a Member has an ~~personal~~ interest ~~they~~ must ~~declare the existence and nature of his interest~~ act in accordance with the provisions of the Localism Act 2011 and the Members' Code of Conduct.
2. If a matter for decision relating to the City of London Corporation's Housing or Barbican Residential Estates is under consideration by the Court, or any Committee thereof, which relates to land in which a Member has a beneficial interest ~~they~~:-
 - a. must declare the existence and nature of ~~his~~ their interest;
 - b. subject to the provisions of the Localism Act 2011 and the Members' Code of Conduct in relation to interests may speak but not vote thereon.

PART 5 – Access to Documents

45. Access to Documents

1. A Member of the Court is entitled to inspect, or be provided with a copy of, documents belonging to the City that it is reasonably necessary for ~~him~~them to see in order to carry out ~~his~~their duties as a Common Councilman or Alderman. Consistent with this presumption of a Member's entitlement to access documents, a Member has a right of access to all documents relating to business transacted or to be transacted at a meeting of the Court of Common Council, a Committee or Sub-Committee as set out in ~~the~~ Standing Order Number 45 (2) and (3).
2. In respect of the City's local authority and police authority functions a Member has a right of access to all documents relating to business transacted or to be transacted at a meeting of the Court of Common Council, a Committee or Sub-Committee, although if it appears to the Town Clerk that information contained in the documents is exempt information by virtue of Schedule 12A to the Local Government Act 1972 ~~they~~ has a discretion to withhold the documents from inspection unless the information relates to the financial or business affairs of any particular person, including the City (except in respect of contract negotiations), or the information relates to any noticed imposing requirements on a person or direction the City proposes to make under any enactment, in which case the documents are required to be open to inspection.
3. Standing Order Number 45 (2) shall apply to the City's non-local authority and non-police authority functions and a Member shall have a right of access to all documents relating to business transacted or to be transacted at any relevant meeting of the Court of Common Council, a Committee or Sub-Committee, unless the Town Clerk determines otherwise.
4. Where a request for access to documents is declined by the Town Clerk, the Member may refer the matter to the Chairman and the Deputy Chairman of the appropriate Committee who will consider the advice of the Town Clerk before either granting or refusing the request.
5. A Member has the same right as a member of the public to request information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and to have that information communicated to ~~him~~them subject to any exemptions on the disclosure of information properly kept confidential.
6. A Member must preserve the confidentiality of any document containing confidential or exempt information that is in ~~his~~their possession.

PART 6 – Acts of Common Council

46. Bills and Acts

1. A Bill for an Act of Common Council shall be printed and circulated to all Members of the Court before it is submitted to the Court.
2. Every Bill shall be submitted to the appropriate Committee(s) for approval and to the Recorder of London for settling before it is submitted to the Court of Common Council and the report of the appropriate Committee (if any) shall be printed and circulated with the Bill.
3. Unless otherwise ordered by the Court of Common Council, a Bill for an Act of Common Council shall be read a first and second [time](#) at one meeting of the Court and shall at the next or a subsequent meeting be read a third time and made an Act of Common Council.

PART 7 – Parliamentary Legislation

47. Bills and Acts

1. No active proceedings for or against any Bill in Parliament (beyond such steps in the case of a Private Bill as may be necessary to obtain or preserve a *locus standi*, or the delivery of formal professional retainers) shall be undertaken without the express authority of the Court, save in a case of emergency which shall be reported at the next ensuing Court.
2. It shall be an instruction to the Remembrancer that where in any Act of Parliament it is necessary to mention or describe the Local Authority for the City of London, such Authority shall be stated to be “The Mayor, Aldermen and Commons of the City of London in Common Council assembled”, or “the Common Council”.

PART 8 – Finance

48. Resource Allocation, Revenue Estimates and Capital Budgets

1. Resource allocation plans, revenue estimates and five-year capital budgets shall be prepared annually in respect of the City Fund, City’s Cash and the Bridge House Estates.
2. Resource allocation plans for the subsequent financial year shall be approved by the Policy & Resources Committee, following previous consideration by the Efficiency & Performance Sub-Committee and the Resource Allocation Sub-Committee.

3. The Policy & Resources Committee shall determine the basis and assumptions to be adopted in the preparation of detailed revenue estimates and capital budgets, together with any provisional resource allocations.
4. The requirements of the Local Government Act 2003 and the CIPFA Prudential Code shall be complied with, as follows:-
 - a. the Chamberlain, as Chief Financial Officer, shall:
 - report on the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals; and,
 - prepare Prudential Indicators in accordance with the Code.
 - b. Members shall:
 - approve the Prudential Indicators as part of the budget setting process by the Court of Common Council; and,
 - have regard to the Chamberlain's advice regarding the robustness of the estimates and the adequacy of reserves.
5. The Chamberlain is required to monitor against the approved Prudential Indicators and report, via the Finance Committee, to the Court of Common Council if they are to be breached.
6. All financial items shall be categorised in accordance with the City's [Financial Regulations](#) and final determination of any categorisation shall be the responsibility of the Chamberlain and generally applied as follows:-
 - a. recurrent revenue items – analysed between central risk, local risk and recharges;
 - b. one-off revenue projects – analysed between routine revenue projects financed from within existing local risk budgets and supplementary revenue projects financed from one-off augmentations of local risk resources; and,
 - c. capital projects.
7. Detailed revenue estimates for the subsequent financial year, including all recurrent revenue items and routine revenue projects, shall be submitted to each Spending Committee in accordance with the Policy & Resources Committee determination. Concurrently, schedules of supplementary revenue projects, along with five-year capital budgets, shall also be presented to each Spending Committee.
8. The Finance Committee shall present to the Court of Common Council in March of each year the following:-

- a. the revenue estimates;
 - b. the five-year capital budgets and summaries of supplementary revenue projects;
 - c. the annual budget reports in respect of all revenue and capital proposals for the City Fund, City's Cash and the Bridge House Estates, including recommendations as to the Non-Domestic Rate and Council Tax to be levied in the following financial year and the Prudential Code Indicators to apply to the City Fund.
9. No Committee or Officer shall commit the City to expenditure without the approval of the Court of Common Council, unless otherwise provided for in these Standing Orders. Similar principles shall operate, as appropriate, for income items.
10. No proposal (other than the grant or renewal of a lease) shall be carried out, or submitted to the Court of Common Council, until the estimated financial effect has first been submitted to and approved by the Finance Committee, unless otherwise provided for in these Standing Orders.
11. Where expenditure is necessary for which no provision has been made by the Court but which will be wholly reimbursed by a person or organisation separate from the City, the Chamberlain may authorise such expenditure from a holding account.

49. Financial Regulations

- 1. The Financial Regulations form part of the City's overall system of financial management, accountability and control and shall be complied with by all City of London Corporation staff.
- 2. The Financial Regulations are maintained by the Finance Committee.

50. Project Management

- 1. Approval of the City of London Corporation's programme of projects is the responsibility of the Policy and Resources Committee through its Projects Sub-Committee, which scrutinises individual projects, and the Resource Allocation Sub-Committee, which considers the overall programme of project activity and its funding. Decisions about projects are made in conjunction with Spending Committees and the Finance Committee and the Court of Common Council for high value projects.
- 2. Officers shall ensure that all routine revenue, supplementary revenue and capital projects shall comply with the provisions contained within the City of London Corporation's agreed Project Procedure.

3. The Projects Sub-Committee will periodically review the Project Procedure. Technical adjustments and changes to the Procedure may be authorised by the Policy and Resources Committee.
4. The Town Clerk, in consultation with the Projects Sub-Committee, or the Chairman and Deputy Chairman thereof as appropriate, may vary the Project Procedure in relation to individual projects in cases when it is deemed appropriate to do so.
5. The Town Clerk will produce and keep up to date guidance for Officers, in the form of a Project Toolkit, to ensure that the Project Procedure is followed.

51. Procurement and Contract Letting

1. All procurement and contracts activity will be undertaken by Officers in accordance with the City of London Corporation's agreed Procurement Regulations.
2. The Finance Committee will periodically review the Procurement Regulations and may authorise any technical adjustments. Significant changes to the Regulations require the approval of the Court of Common Council.
3. The Chamberlain will produce and keep up to date guidance for Officers to ensure the Procurement Regulations are followed.

52. Writing-Off Debts

1. Any Committee appointed by the Court may agree, with the concurrence of the Chamberlain, to the writing-off of a debt due to the Corporation if satisfied that:-
 - a. the debt is no longer recoverable at law; or,
 - b. the cost to the City of London Corporation of commencing or continuing recovery at law is likely to exceed the amount of the debt or the balance uncollected; or,
 - c. there are reasonable grounds for writing-off the debt subject to the amounts in excess of £10,000 being approved by the Finance Committee.

(NB. 1. Standing Order Number 52 (1) (c) shall not apply to the Barbican Centre Board

N.B. 2. The financial limit for writing-off school fees shall be £3,500 per term).
2. Each Committee's powers under (1) above are delegated to the relevant Chief Officer where the amount of the debt does not exceed £5,000.

PART 9 – Property

53. Corporate Plans and Strategies

1. The City of London Corporation shall develop and adopt corporate plans and strategies for the management and investment of its property assets as follows:-
 - a. Corporate Asset Management Plans which shall be subject to annual review by the Corporate Asset Sub-Committee and approval by the Policy & Resources Committee;
 - b. Investment Property Strategies which shall be subject to annual reports and regular review (not less than every three years) by the Property Investment Board, Finance and Policy & Resources Committees.
2. The corporate plans and strategies referred to in Standing Order Number 53 (1) shall be based on assumption that all property transactions are on open market terms.
3. All property transactions shall be made in accordance with the corporate plans and strategies referred to in Standing Order Number 53 (1).
4. Any proposed property transactions, including transactions which together form part of a series of transactions, that are not in accordance with the corporate plans and strategies referred to in Standing Order Number 53 (1) or are not based on open market terms shall be subject to the approval of,
 - a. the originating Committee and the Finance Committee;
 - b. the Court of Common Council if required by the parameters set out in Standing Orders Numbers 5455, 56-57 (2), 57-58 (1)(b), 57 (2) and 58-59(3).

54. Capital Buildings Committee

Where projects have been referred to, or are within the remit of, the Capital Buildings Committee, decisions in relation to the acquisition and disposal of properties related to the project, including disposal or alternative use of current operational properties to be vacated on completion of the project, shall sit outside of the normal Standing Orders (53-60) governing acquisitions and disposals.

5455. Acquisitions

1. For the purpose of this Standing Order, the following definitions shall apply:-

investment property assets -	properties within the remit of the Property Investment Board that are managed by <u>the</u> City Surveyor as investments yielding <u>Capital-</u> <u>capital</u> and/or revenue returns.
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operational property assets - properties within the day to day control of committees that are held primarily for the provision of operational services by or on behalf of the City of London.

2. Acquisitions of interests in investment property assets shall follow the City's agreed Investment Property Acquisition Procedure and require the following approvals:-

City Fund:-

Total Acquisition Costs	Approval by
Less than £5,000,000	Property Investment Board and Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council

City's Cash and Bridge House Estates:-

Total Acquisition Costs	Approval by
Less than £5,000,000 (subject to funding being available in the relevant Designated Sales Pool)*	Property Investment Board and Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council

**If funding is not available in the relevant Designated Sales Pool the authority approval of the Court of Common Council shall also be required.*

3. Acquisitions of interests in operational property assets shall require the following approvals:-

Total Acquisition Costs	Approval by
Less than £2,500,000	Spending and Finance Committees
£2,500,000 and above	Spending and Finance Committees and Court of Common Council

5556. Identification of Property Assets Surplus to Departmental Requirements

1. Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub-Committee.
2. Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub-Committee. This does not apply where lettings are an integral part of the service e.g. market or housing tenancies.

5657. Freehold Disposals

1. Disposals of freeholds subject to 2000 year leases and of former freehold highway land shall be subject to the approval of the Property Investment Board (investment property assets) or the Finance Committee (for non-investment property assets).
2. All other freehold disposals shall require the following approvals:-

Anticipated Receipt	Approval By	
	<u>Investment Property Asset</u>	<u>Non-Investment Property Asset</u>
Less than £1,000,000	Property Investment Board	Finance Committee*
£1,000,000 to less than £5,000,000	Property Investment Board and Finance Committee	Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council	Corporate Asset Sub-Committee, Finance Committee and Court of Common Council

**Or a Sub-Committee of the Finance Committee, if so delegated*

5758. Leasehold Disposals/Surrenders

1. All lettings shall be subject to the following:-

- a. lettings for a period of 25 years or less, including lease renewals and the grant of easements, wayleaves and similar arrangements as well as all rent reviews, shall be solely subject to the approval of the Committee having control of such property or any properly authorised Officer:-
- b. the grant of any lease at less than full rack rental value for a period of 175 years or less (including optional extensions of term) shall require the approval of the Property Investment Board (*investment property assets*) or the Finance Committee (*for non-investment property assets*), any premium being subject to the following approvals ~~of the following Committees~~:-

Anticipated Premium Receipt (1)	Approval By	
	<i>Investment Property Asset</i>	<i>Non-Investment Property Asset</i>
Less than £1,000,000	Property Investment Board	Finance Committee*
£1,000,000 to less than £5,000,000	Property Investment Board and Finance Committee	Finance Committee
£5,000,000 and above	Property Investment Board, Finance Committee and Court of Common Council	Corporate Asset Sub-Committee, Finance Committee and Court of Common Council

**Or a Sub-Committee of the Finance Committee, if so delegated*

(1) For the purpose of these Standing Orders 'receipt' means receipt by the City of London Corporation.

5859. Variations

1. Minor variations (i.e. those which do not affect the open market value of the property) to the terms of ground lease restructurings, disposals, acquisitions and other transactions, or to leases being taken by the City of London Corporation as tenant, and where the variations are necessary to complete the transaction expediently shall be subject solely to the approval of the Committee having control of such property or any properly authorised Officer.
2. Other variations to the terms of an existing lease, tenancy, licence or other agreement relating to property shall be subject to the following approvals:

<u>Variation to lease income</u>	<u>Anticipated Premium Receipt</u>	<u>Approval by</u>
<u>Less than plus or minus 10%</u>	<u>Less than £100,000</u>	<u>Committee controlling the property</u>
<u>More than plus or minus 10%</u>	<u>Less than £100,000</u>	<u>Committee controlling the property and Finance Committee</u>
<u>Less than plus or minus 10%</u>	<u>More than £100,000</u>	<u>Committee controlling the property and Finance Committee</u>
<u>=</u>	<u>More than £5,000,000</u>	<u>Committee controlling the property, Finance Committee and Court of Common Council</u>

~~Any variation to the terms of an existing lease, tenancy, licence or other agreement relating to property which either,~~

~~a. does not affect the value of the income from such lease or tenancy by more than plus or minus 10%; or,~~

~~b. involves a premium receipt of no less than £100,000;~~

~~shall be subject to the approval of the Committee having control of such property.~~

- ~~2. All other variations shall require the additional approval of the Finance Committee unless the premium receipt is £5,000,000 or above in which case the authority of the Court of Common Council shall also be required.~~

60. Disposals Subject to Planning Agreements

When land held by the City of London Corporation as freeholder is approved for ~~the~~ redevelopment subject to a planning agreement under Section 106 of the Town & Country Planning Act 1990, the following shall be solely subject to the approval of the Committee having control of such property or any properly authorised Officer:-

- a. the inclusion of a condition within any disposal that the freeholder or lease

- holder must adhere to the terms of the planning agreement; and,
- b. consenting to the City Corporation's land being bound by the planning obligations in the planning agreement.

PART 10 – Staff

61. Employee Handbook

The City of London Corporation's employment terms and conditions and the Code of Conduct for employees are contained within the Employee Handbook which is maintained by the Establishment Committee.

62. Officers

1. No person shall be eligible to be appointed or elected by the Court to any paid office if that person:-
 - a. is a Member of the Court;
 - b. has been a Member of the Court within 12 calendar months of the election, unless the paid office or situation has become vacant since the person ceased to be a Member of the Court.
2. If any person holding any place of emolument in the gift or appointment of the Court accepts the office of Common Councilman of the City, his their place shall be immediately vacated.
3. The creation of posts of Grade I or above requires the approval of the appropriate Chief Officer, the Establishment Committee and the Court of Common Council. The re-designation of posts of Grade I and above, where there are no grading implications, must be referred to the Town Clerk or the Service Committee where appropriate.

6263. Appointments

1. All appointments for Chief Officer posts are subject to the Chief Officer Appointment Procedure, subject to the appointment of the following posts being made by the Court of Common Council:-
 - Town Clerk & Chief Executive
 - Chamberlain
 - Commissioner of the City of London Police
 - Comptroller & City Solicitor
 - Remembrancer
2. All appointments for designated Deputy Chief Officer posts are subject to the Chief Officer Appointment Procedure.
3. A Member of the Court shall not request for any person any appointment with the City of London Corporation, but this shall not preclude a Member from giving a written testimonial of a candidate's ability, experience or character to the City of London Corporation with or in connection with an application for appointment.
4. Each Member and senior employee of the City of London Corporation shall disclose to the Town Clerk ~~and any~~ relationship known to ~~him them~~ to exist between ~~him themselves~~ and any person whom ~~they~~ knows to be a candidate for an appointment with the City of London Corporation. The Town Clerk shall report to the Common Council, the Committee or the Chief Officer making the appointment any disclosure made to him under this Standing Order.

(N.B. For the purposes of this Standing Order, 'senior employee' means the Chief Officer, ~~his their~~ deputy, or an employee making the particular appointment, and persons shall be deemed to be related if they are husband and wife or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other, including in each case step or adoptive relationships).

6364. Disciplinary Action

1. In the following paragraphs:
 - a. “Chief Finance Officer”, “Disciplinary Action”, “Head of the Authority’s Paid Service” and “Monitoring Officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001.
 - b. “Relevant Officer” means the Head of Paid Service (Town Clerk), Chief Finance Officer (Chamberlain) or Monitoring Officer (Comptroller and City Solicitor), as the case may be.
 - c. “Commissioning Chairmen” means the Chairmen of the Policy and Resources Committee, Finance Committee and Establishment Committee.
 - d. “independent person” means a person appointed under section 28(7) of the Localism Act 2011.
 - e. “the Panel” means a Committee appointed by the Court of Common Council under section 102(4) of the Local Government Act 1972 for the purposes of advising the Court of Common Council on matters relating to the dismissal of Relevant Officers of the City of London Corporation.
 - f. “Relevant Meeting” means a meeting of the Court to consider whether or not to approve a proposal to dismiss a Relevant Officer.
 - g. “The Regulations” mean the Local Authorities (Standing Orders) (England) (Amendments) Regulations 2015.
 - h. “Local Government Elector” means a person registered as a local government elector in the register of electors for the City of London Corporation ~~are~~ in accordance with the Representation of the People Acts.
2. A Relevant Officer may not be dismissed by the City of London Corporation unless the procedure set out in the following paragraphs is complied with.
3. Any complaints regarding ~~the a~~ Relevant Officers will be considered by the Commissioning Chairmen. The Commissioning Chairmen will manage and oversee the investigation of these complaints and determine the appropriate action to take.
4. Where the Commissioning Chairmen consider there is a case to be answered that could result in dismissal, a meeting of the Panel will be convened.
5. If the Commissioning Chairmen then recommend the dismissal of a Relevant Officer, the Regulations require that the decision to dismiss is approved by the Court of Common Council. The Regulations require that the Court of Common Council considers:
 - a. any advice, views or recommendations of a properly appointed Panel (the Statutory Officer Review Panel);
 - b. the conclusions of any investigation into the proposed dismissal; and
 - c. any representations from the Relevant Officer.
6. The Court of Common Council must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel. “Relevant independent person” means any

independent person who has been appointed by the Court of Common Council or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the Court of Common Council considers appropriate. This role will be fulfilled by the Independent Persons appointed to advise the Standards Committee.

7. The Statutory Officer Review Panel comprises the following Members of the Court of Common Council:
 - The Chief Commoner;
 - Chairman of Planning and Transportation Committee;
 - Chairman of Port Health and Environmental Services Committee;
 - Chairman of the Markets Committee;
 - Chairman of the Police Committee;
 - two of the three Independent Persons appointed to advise the Standards Committee.

8. The Regulations state that the Independent Persons must be appointed to the Panel in accordance with the following priority order (subject to such relevant independent persons ~~who~~ accepting the invitation):
 - a. a relevant independent person who has been appointed by the Court of Common Council and who is a local government elector;
 - b. any other relevant independent person who has been appointed by the Court of Common Council;
 - c. a relevant independent person who has been appointed by another authority or authorities.

9. The Court of Common Council must appoint any Panel at least 20 working days before the relevant meeting. In the event that this requirement sets a deadline for appointment of the Panel which falls between the first meeting of the Court of Common Council in any municipal year and the election of the Chairman of any of the Committees specified at Paragraph 7 above, the Chairman of the Committee for the previous municipal year will be considered to continue to serve as the Chairman of the Committee and therefore be appointed to the Panel.

10. The role of the Panel is to review the findings of the disciplinary investigation and report of the Commissioning Chairmen including any representations made by the Relevant Officer. The Panel is then to provide its advice, views or recommendations to the Commissioning Chairmen.

11. Any remuneration, allowances or fees paid by the City of London Corporation to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the Localism Act 2011.

12. If dismissal is proposed, the Commissioning Chairmen will report to the Court of Common Council with the findings of the investigation and the advice, views or recommendations of the Panel. The Relevant Officer will have the opportunity to make representations. Any action to dismiss the officer must be agreed through a vote of the Court.

13. Officers shall ensure that consideration of any disciplinary action relating to a Statutory Officer, including possible dismissal, shall comply with the provisions contained within the City of London Corporation's Statutory Officer Disciplinary Procedure.

PART 11 – The City Seal

6465. Affixing the Seal

1. The City Seal shall not be fixed to any document unless:-
 - a. the document has been approved by one of the Law Officers;
 - b. the sealing has been authorised by a resolution of the Court or of a Committee to which the Court has delegated its powers on its behalf.
2. A resolution of the Court (or of a Committee thereof where that Committee has the power) to authorise the acceptance of any tender, the purchase, sale, letting or taking of any property; the issue of any stock; the presentation ~~or petition~~ of any petition, memorial, or address; the making of any rate or contract; or any other matter, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.
3. The affixing of the City Seal shall be attested by the Town Clerk or by ~~his~~their duly appointed representative or by the Comptroller & City Solicitor or by ~~his~~their duly appointed representative.

6566. Register of Documents Sealed

The Town Clerk shall keep a Register recording details of each sealing.

Scheme of Delegations to Officers

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The General Conditions of Delegations

Overall Delegations to Officers

The Court of Common Council has agreed the principle that authority should be delegated to Chief Officers (and their nominated Deputies or Assistants) for carrying out the day-to-day management of all services and for the discharge of specific statutory and non-statutory functions.

All delegations to officers are subject to any statutory provisions which apply; the exclusion of any matters which remain for decision by the Court and/or any Committee unless specifically delegated to a particular officer; and accountability to the Court and/or any Committee in respect of decisions made under delegated authority.

All delegations to officers in accordance with the general powers detailed below are to be exercised in consultation with the relevant Chief Officers where appropriate, and shall be deemed to be exercisable in relation to the City of London Corporation in any of its legal capacities unless otherwise specified or the context indicates otherwise.

Day-to-Day Management

Chief Officers (and their nominated Deputies or Assistants) are authorised to implement agreed policies and to act on the City of London Corporation's behalf in the discharge of its statutory and non-statutory functions and to exercise powers in relation to the day-to-day management of the service area for which they are responsible. (Day-to-day management should include those items which have been recognised as such by past practice or by specific decision/resolution, or where the Town Clerk, in consultation with the Chief Officers, agrees is ancillary to or analogous with matters accepted as being within the scope of day-to-day business exercisable by officers.) This includes authority to:

- a. appoint and manage staff in accordance with agreed policies and procedures, except in respect of appointments and dismissals in relation to posts graded H and above and- where this scheme of delegation indicates otherwise;
- b. undertake staff re-organisation in accordance with agreed policies and procedures and within budget limitations;
- c. place orders and enter into contracts for the supply of goods and services in line with the Public Contracts Procurement Regulations 2015 and the City of London Corporation's Procurement Code, Parts 1 and 2 and to authorise or incur any other expenditure for which provision has been made in the appropriate budget or capital programme subject to limits set out in Standing Orders and Financial Regulations and subject to these not being in conflict with existing contracts;

- d. Manage any physical assets, including land and buildings for which the relevant Chief Officer is responsible, subject always to the advice of the City Surveyor and any relevant policies and strategies in relation to property asset management.

Limitations

1. Any exercise of delegated powers by officers shall:
 - a. ~~C~~omply with the City of London Corporation's Standing Orders, Financial Regulations, Project **Management** Procedure and the Procurement Code, Parts 1 and 2; Regulations;
 - b. have regard to any agreed policies, objectives and service standards including any management directions;
 - c. have regard to the overall management and co-ordination of the work of the City Corporation and the achievement of corporate standards;
 - d. not authorise expenditure except in accordance with approved revenue estimates or capital programmes;
 - e. not involve a new policy or extend an existing policy of the City Corporation (except where the Town Clerk & Chief Executive is acting in accordance with urgency powers);
 - f. be in accordance with any existing approved scheme or direction of the City Corporation, its Committees or Sub-Committees; and
 - g. be the subject of prior consultations with the appropriate professional or technical officers of the City Corporation where technical and/or professional considerations are concerned which are not within the province of the Chief Officer.
2. Any delegation to a Chief Officer may be exercised by any officer authorised by the Chief Officer either generally or specifically for the purpose (except where restrictions exist in employment policies). The Town Clerk may exercise any function delegated to a Chief Officer at his discretion.
3. All delegation is without prejudice to the jurisdiction of the City of London Corporation or of the relevant Committee or Sub-Committee. Any officer may refer a matter to a Committee or Sub-Committee in lieu of exercising delegated powers.
4. Subject to the foregoing conditions and to any special conditions which may have been or may in future be applied in respect of particular matters Chief Officers will be expected to make such decisions and to initiate such action as they deem

necessary in the interests of the efficient running of their departments and the services which they administer.

5. Within their terms of delegation any reference to a statutory provision shall be deemed to refer to any statutory re-enactment or amendment of the provision.

The following powers are delegated to Chief Officers:

Expenditure

6. To incur revenue and capital expenditure and enter into commitments on behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders, Financial Regulations, the Project ~~Management~~ Procedure and Procurement Code~~Purchasing Procedure~~.
7. To authorise virement of local risk budgets in accordance with Financial Regulations, subject to the approval of the Chamberlain.

Contracts

8. To approve contracts that are exempt from the Procurement Code, as referenced in the Corporate Competitive Procurement Exemption Policy which outlines the exemption relationship, ~~select lists of non-approved list contractors~~ subject to:
 - a. A £1,000,000 upper threshold;
 - b. A reporting procedure being put into place;
 - c. Officers maintaining adequate documentation, recording the detailed checks undertaken to support the approval of the contractual situation ~~inclusion of each entry on the list~~;
 - d. Officers being required to sign a declaration that they have no personal connection with the contractors.
9. To sign contracts, in accordance with established procedures in ~~the Projects Manual and~~ Standing Orders, where the signature of the Comptroller & City Solicitor is not required.

Property

10. Subject to the prior advice of the City Surveyor, to deal with the day to day management and maintenance of all facilities under their control where specific functions have not been delegated to another officer.

Surplus Equipment

11. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other books and equipment subject to any requirements laid down by the City of London Procurement Service (CLPS).

Casual Lettings

12. Subject to the prior advice of the City Surveyor, to approve the casual or occasional use of land, premises or equipment under the control of the department.

Access to Information

13. To act as proper officer for the purpose of identifying background papers for reports written by the department. In the case of joint reports this role will be discharged by the Senior Officer.

Health and Safety

14. To be responsible for ensuring, so far as is reasonably practical, the health and safety of everyone who may be affected by the work and activities of the department.
15. To comply with the City of London Corporation's Health & Safety Policy, delegating this responsibility as appropriate in accordance with the Policy.

EMPLOYMENT MATTERS

UNLESS OTHERWISE SPECIFIED, RELATES TO CITY OF LONDON CORPORATION EMPLOYEES OTHER THAN TEACHERS AT THE CITY SCHOOLS. POLICE OFFICERS ARE ALSO EXCLUDED.

THE EMPLOYMENT POLICIES AND PROCEDURES IN THE EMPLOYEE HANDBOOK AND THE HEALTH AND SAFETY POLICY SET OUT WHAT AUTHORITIES CAN BE EXERCISED IN RELATION TO EMPLOYEES. THIS SECTION SUMMARISES THOSE DELEGATIONS AND REFERENCES THE POLICIES AND PROCEDURES UNDER WHICH THE MOST UP TO DATE INFORMATION IS CONTAINED. IT ALSO SETS OUT DELEGATIONS NOT COVERED BY SPECIFIC POLICIES OR PROCEDURES.

THE EXERCISING OF ANY DELEGATION IS SUBJECT TO THE FINANCIAL IMPLICATIONS BEING CONTAINED WITHIN THE APPROPRIATE EXISTING LOCAL OR CENTRAL RISK BUDGETS.

SECTION 1 – CHIEF OFFICER ACTING ALONE

Posts

16. To create and delete posts up to and including Grade H subject to adherence to the ~~Job Evaluation~~ scheme, ~~and~~ agreed policies and procedures in the Employee Handbook ~~regarding the creation~~ the creation and deletion of posts and guidance agreed by Establishment Committee in relation to restructures.
17. To approve submissions to Corporate HR of requests for re-evaluation of a post under the Job Evaluation Scheme.
18. Determine which posts are 'sensitive posts' for the purpose of defining Politically Restricted Posts and make a recommendation to the Standards Committee if a request for an exemption is made.

Appointment of Staff

19. To appoint casual and agency workers and temporary staff subject to appropriate use of these types of workers in line with legal and corporate requirements and procedures and within local risk budget. To appoint to existing and new posts on a permanent or fixed basis in line with the recruitment and selection policy and guidelines in the Employee Handbook and subject to any approval process in place at the time.
20. Chief Officers may also:
 - a. apply variable clauses to the contract from the pre-approved corporate list;
 - b. appoint, progress and reward employees on the appropriate scale point in accordance with the Pay Progression Policy;

- c. authorise acting up arrangements and associated allowances in accordance with the Acting-Up Policy.

21. To determine appointment of a candidate or continued employment of an employee, with advice from the corporate Disclosure and Barring Service Lead Signatory, in cases where any potentially relevant risks are identified in accordance with the Disclosure and Barring Policy.

Terms, Conditions and Allowances (Contractual or Non-Contractual)

22. Chief Officers can for new appointments or in line with existing individual contracts:

- a. Fix the working hours of posts provided they are in compliance with the Working Time Regulations.
- b. Authorise appropriate contract hours or overtime and unsocial hours working payments in accordance with the Employee Handbook.
- c. Authorise movement through an agreed career grade scheme.

23. To determine flexible working, job sharing and home working requests in line with statutory and policy requirements contained in the Employee Handbook.

24. To authorise official travel (and costs) by employees in accordance with the Business Travel Scheme.

25. To approve allowances in relation to travel and meal, relocation, motor vehicle and cycle; loans in relation to car, motor cycle and bicycles and payment of professional fees/annual subscriptions provided they are in accordance with the provisions and criteria set out in the Employee Handbook.

26. To authorise payment of First Aid Allowance to appropriate qualified employees if the need for them to provide first aid cover is not part of their job description.

27. To deal with matters of conduct, capability, probation, attendance, employee grievances and other associated employment matters in conjunction with the Director of Human Resources as required and in accordance with the relevant HR policies and procedures in the Employee Handbook. To deal with formal employee appeals against decisions apart from those reserved for the Staff Appeal Committee.

Leave

28. To authorise special leave for compassionate, emergency dependents and other special leave with pay of up to 5 days per annum, following the guidelines found in the Employee Handbook.

29. To authorise participation in public duties; non-regular forces; reservists' voluntary mobilisation; volunteering and training and development in accordance with the special leave provision in the Employee Handbook.
30. To approve unpaid leave whether or not additional costs are incurred for cover in accordance with the Employee Handbook.
31. To approve the carry-over of more than 5 days annual leave up to the end of March the following year (unless related to maternity or sickness in accordance with those schemes).
32. To approve leave arrangements in relation to maternity, paternity, adoption and parental leave, in line with statutory requirements and guidance in the Employee Handbook.
33. To approve Career Break requests in line with the policy in the Employee Handbook.

Development

34. To authorise the attendance of officers at conferences, meetings and seminars in the UK to acquaint the employee with current developments associated with their work and in connection with training and development, and also attendance at overseas events in accordance with the Business Travel Scheme.
35. To approve secondments to external bodies in the UK or internationally and/or to other Departments of the City of London Corporation in line with HR guidance.
36. To authorise time off for attendance at learning and development events and costs in support of learning and development as set out in the Employee Handbook- special leave provisions.

Benefits

37. Agree whether a post can be covered by the Flexitime Scheme for posts up to and including Grade F and to determine the flexitime workplace arrangements in accordance with the scheme.
38. Approve Long Service award gifts for eligible employees in accordance with the long service award scheme.

Section 2 – Delegations to Chief Officers subject to Notification to the Director of HR

39. To authorise selection of candidates to Senior Management posts of Grade I and above. The process must involve a Selection Panel including the Director of HR as set out in the Recruitment and Selection Policy.

40. To re-designate posts up to and including Grade H where it can be shown there are no grading implications. For professional posts there must be consultation with and approval by the Head of Professional Service.
41. To approve retirement with unreduced benefits under Regulation 31 ('85 year rule') where there is no cost.

Section 3 – Delegation to Chief Officers in Agreement with the Director of HR

42. To authorise the dismissal of employees on grounds of permanent ill health and any associated early release of pension [for such employees and ex-employees](#) in accordance with the relevant provisions.
43. To authorise special leave for compassionate, emergency, dependents and other special leave with pay for between 6 and 105 days per annum subject to adherence to Special Leave Policy guidelines in the Employee Handbook. Any extensions beyond 105 days require the approval of the Director of HR in consultation with the Chairman and Deputy Chairman of the Establishment Committee.
44. In exceptional circumstances to authorise payment in lieu of the balance of annual leave (above the statutory amount which must be taken in any year) that could not be taken by the end of March of the following year due to work requirements. Payment will only be for the year proceeding the year in question.
45. To authorise severance terms/settlements following advice from the Comptroller & City Solicitor as appropriate.
46. To authorise sick pay extensions beyond contractual entitlement for posts grade H and below. Grade I and above must also be agreed with the Chairman and Deputy Chairman of [the](#) Establishment Committee.
- [47.](#) To set career grade structures and criteria for relevant posts.

[47-48. To waive reductions to pension benefits in cases of early retirement or flexible retirement with the agreement of The Chamberlain.](#)

Section 4 – Delegation to Chief Officers in Agreement with other Authorities

- [48-49.](#) To authorise honoraria payments up to the value of £5,000, for posts Grade H and below with approval from the Market Forces Supplement Board (being a group of officers appointed from time to time by the Town Clerk for the purpose). Payments over £5,000K and of any value for grades I and above must go to the Market Forces Supplement Board and Establishment Committee.
- [49-50.](#) To authorise payments of Market Forces Supplements up to a maximum value of £105,000 for posts Grade H and below with approval from the Market Forces Board. Payments over £10,0005K and of any value for grades I and above must go to the Market Forces Board and Establishment Committee. Cases

must have a business case with current and relevant market information and will be subject to review and reauthorisation for their continuation.

~~50.51.~~ To authorise moderated incremental progression, accelerated increments and discretionary bonus/recognition payments (up to grade J) under the contribution pay scheme in line with the expected distribution and with the agreement of the Market Forces Supplement- Board.

~~51.52.~~ To authorise redundancy for posts below grade I. Associated payments and capital costs for release of pension to be approved by the Director of HR and Chairman and Deputy Chairman of the Establishment Committee in accordance with the relevant policies in the Employee Handbook and pension regulations. Grade I and above must go to Establishment Committee for approval. Settlements agreements must be issued via Director of HR where any enhancement payments are agreed.

TOWN CLERK & CHIEF EXECUTIVE

The following powers are delegated to the Town Clerk & Chief Executive:

Operational

1. To act as head of the paid service for the City of London Corporation.
2. To co-ordinate the development and implementation of corporate policy and strategy, and to act as the principal adviser to the Court of Common Council and its committees thereon.
3. To deal with disciplinary matters, grievances and other employment matters other than those which are the responsibility of Chief Officers in the management of their departments.
4. To be responsible for investigating complaints against the City of London Corporation from members of the public in accordance with the Corporate Complaints Procedure.
5. To be responsible for the administration of the oath or declaration of office to the Lord Mayor, Aldermen and Sheriffs, and every other person admitted to any corporate office.
6. To be Responsible for ensuring the City of London Corporation discharges its functions and duties as part of the authority's local arrangements under the Civil Contingencies Act 2004. To act as Controller Designate Civil Defence and Controller for the purpose of Peace Time Emergencies in the event of a major incident occurring.
7. To be responsible for the making of all unopposed highway stopping up orders under Sections 247 and 257 of the Town and Country Planning Act 1990, as amended by Section 270 and Schedule 22 of the Greater London Authority Act 1999, pursuant to Section 101 of the Local Government Act of 1972.
8. Issue contracts of employment for Chief Officers.
9. Suspension, and management of disciplinary, capability and complaints procedures for Chief Officers in line with Chief Officer procedures.
10. In the City of London Corporation's capacity as a local authority, police authority or port health authority, to:-
 - a. consider any application for exemption from political restriction that is made to him in respect of any post by the post holder;
 - b. where appropriate, give directions requiring the City of London Corporation to include a post in the list of politically restricted posts that it maintains in

accordance with the provisions of the Local Government and Housing Act 1989.

Elections

11. To issue all precepts to the several wards for the election of the Ward Members and officers, and to the different companies of the City to assemble in Common Hall, whether for elections or other purposes; and to issue all other precepts that may be required to the several wards and companies of the City. To receive the returns to such precepts, and also to the wardmote indentures, and the returns of the annual election of Ward Members and officers.
12. To act as Electoral Registration Officer pursuant to the Representation of the People Act 1983.
13. To superintend, under the Sheriffs, the conduct of polls at elections in Common Hall.
14. To prepare the lists of the respective Aldermen and others in nomination for Lord Mayor, Sheriffs, and annual Officers elected by the Livery. To draw up their proceedings at such elections, and such other proceedings as may be transacted at any meeting of the Livery in the Common Hall. To issue the precepts for holding the said Common Halls and to record the proceedings thereof.

Proper Officer

15. To act as the Proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).

Culture and Libraries Functions

15-16. To be responsible for the London Metropolitan Archives, Guildhall and City Business Libraries, Guildhall Art Gallery, London's Roman Amphitheatre, Billingsgate Roman House and Baths and the City of London Police Museum

17. To approve loans in to and out of the assets premises named above for exhibitions and/or display
18. To revise all fees and charges, including admission fees, with the discretion to reduce or waive such fees and charges in appropriate circumstances, for all the assets premises named above
19. To authorise the siting of donation boxes on the premises named above.
20. To be responsible for the management and staffing of the City of London Police Museum

City Information Centre

21. To be responsible for the City Information Centre (CIC) and to approve new products and services supplied by ~~from external suppliers~~ for sale by CIC staff or through third party concessionaires representation-(e.g. the Foreign Exchange).

22. To approve fees and licensing arrangements for ~~sale of window and racking space to third parties~~ concessionaires for advertising or promotional purposes or to waive such fees as appropriate.

23. To authorise the siting of donation boxes on City Information Centre premises

Outdoor Events Programme

24. To approve programmatic content for the public events schedule in Guildhall Yard, in consultation with the Remembrancer and Chief Commoner in instances where reputational (or other) risk is anticipated.

25. To approve programmatic content for the ~~-~~outdoor arts programme replacing the City of London Festival

Cultural and Visitor Strategies

26. To approve activities, work programmes and publishing in support of the City's Cultural and Visitor Strategies

27. Approve financial, in-kind and collaborative partnerships to deliver the City's Cultural and Visitor Strategies

Delegations to other Officers

28. The following authority is also delegated to the officers indicated to be exercised either:

- a. at the direction of the Town Clerk & Chief Executive or
- b. in the absence of the Town Clerk & Chief Executive

Assistant Town Clerk and Assistant Town Clerk & Culture Mile Director of Major Projects

29. To act in consultation with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41 and also in cases (whether under Standing Order No. 41 or otherwise) where action may be taken under authority delegated by a committee.;

Director of Major Projects

30. Items 16 – 28 above are delegated to this officer ;

Delegations to other Officers

~~16. The following authority is also delegated to the Deputy Town Clerk and the Assistant Town Clerks to be exercised either:-~~

- ~~a. at the direction of the Town Clerk & Chief Executive or~~
- ~~b. in the absence of the Town Clerk & Chief Executive~~

~~To act in consultation with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41., and also in cases where action may be taken under authority delegated by a Committee.~~

31. The following authority is delegated to the Chief Grants Officer and City Bridge Trust Director to be exercised either:

- a. at the direction of the Town Clerk & Chief Executive or
- b. in the absence of the Town Clerk & Chief Executive

To act in consultation with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41, in respect of Bridge House Estates and/or any other charity in which the City of London Corporation has a material interest, and also in cases (whether under Standing Order 41 or otherwise) where action may be taken under authority delegated by a Committee in respect of Bridge House Estates.

DIRECTOR OF HR

~~(If not available, to the Town Clerk & Chief Executive)~~

The following powers are delegated to the Director of HR (or in their absence, the Town Clerk & Chief Executive):

1. To prepare, authorise and execute Settlement Agreements on termination of employment.
2. To authorise increases to:
 - a. the Teachers' salary scale effective from 1 September each year in line with the School Teachers Review Body recommendation once this has been approved for state sector teachers;
 - b. the lump sum allowance for new qualified teachers taking up their first teaching position, based on the annual increase in the RPI (all items published in March each year;
 - c. Coroner's ~~and Judge's~~ salaries on receipt of Circular from NJC;
 - d. ~~City of London Corporation~~ Special Supplement and salary increases for Occupational Health Manager in line with increases promulgated by the Royal College of Nursing for Occupational Health Nursing employees.
3. To authorise increases in allowances payable to employees in accordance with statute and agreed pay policy and other Employee Handbook provisions.
4. To approve the selection process for and authorise the appointment of recruitment advertising agency and search and select agencies as appropriate.
5. To re-designate posts Grade I and above where it can be shown there are no grading implications. Reference to Town Clerk or Service Committee where appropriate.
6. To authorise the application of discretions in relation to Pensions benefits (including flexible retirement and release of pension on compassionate grounds) in line with the agreed discretions and delegations of the Establishment Committee (set out in the Policy Statement on the use of Employer's Discretions that Apply to Employees of the City ~~Of~~ London).

~~In cases of early retirement or flexible retirement, decisions taken to waive reductions to pension benefits should be taken by the relevant Chief Officer in agreement with the Director of Human Resources and the Chamberlain.~~

7. In consultation with the Chairman and Deputy Chairman of the Establishment Committee, to authorise:

- a. exceptionally payment of private diagnostic medical costs up to £5,000, where there is a business benefit, and legal fees up to £5,000 for individual employees in cases connected with their work in which we support their position;
 - b. compassionate leave for 16 or more working days or where any request for compassionate leave is outside policy guidelines;
 - c. ~~To~~-extending lodging allowances and other disturbance payments beyond 52 weeks.
8. In consultation with Chief Officers and ~~also~~ the Chairman and Deputy Chairman of the Establishment Committee to authorise sick pay extensions beyond normal contractual entitlement for grade I and above.

CHAMBERLAIN

The following powers are delegated to the Chamberlain:

Operational

1. To be the officer responsible for the conduct of the City of London Corporation's financial affairs and, in particular, to be the proper officer for the purpose of Section 6 of the Local Government Housing Act 1989.
2. In consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub-Committee to authorise the carry forward of unspent balances within the revenue budgets.
3. To authorise all virements within locally controlled budgets.
4. To exercise such powers as may from time to time be delegated to him through the Treasury Policy Statement.
5. To authorise the payment of precepts, levies and contributions to the national non-domestic rates pool.
6. To operate market force supplements for Chamberlain's Department staff within the set maximums.
7. To determine the financing of capital expenditure.
8. To deal with and agree claims received under the Riot (Damages) Act, 1886.
9. To write off all debts except for non-domestic rates and council tax due to the City of London Corporation which are irrecoverable, up to £5,000 under Standing Order No. 52; and to write off all non-domestic rates debts up to £5,000 and council tax debts up to £1,000.
10. To write on all unclaimed credit amounts.
11. To authorise the granting of discretionary rate relief under Section 47 and 49 of the Local Government Finance Act 1988 up to £5,000 per case per annum.
12. To agree [\(Local Government Finance Act 1988\)](#) Section 44A Allowances (empty rate relief on partly occupied properties).
13. To agree minor amendments to the ordinance of City Companies and Livery Companies in [consultation conjunction](#) with the Chairman of the General Purposes Committee of Aldermen.
14. To act as Head of Profession for Finance, IS, and Procurement, with the right to issue technical standards and guidance [in respect of such matters](#) for use throughout the City of London Corporation and to be consulted on staffing arrangements for any of those functions within other Departments.

15. To sign grant claims and other returns on behalf of the City of London Corporation.
16. To authorise the suspension of pension contributions.
17. To carry out all functions in relation to Trophy Tax.
18. To ~~to~~ give approvals in respect of contract delegated lettings and waivers in accordance with the Procurement Code, Part 1 Regulations, including waivers up to £50,000k.

Delegations to other Officers

19. The following authorities are also delegated to the Officers identified to be exercised either
 - a. at the direction of the Chamberlain; or,
 - b. in the absence of the Chamberlain

Deputy Chamberlain~~Financial Services Director~~ - Items 5, 9-12, 14 and 15

Deputy Director, Financial Services~~Chief Accountant~~ } Items 5, 15 and 16
 Corporate Treasurer }

Head of Revenues - Items 9, 10 (Up to £5,000), 11 and 12

~~Technical Officer ? - Item 12~~

~~Business Support Director - Item 9, 10, 11, 12, 14 and 15~~

Commercial Director Items 14, 18 (up to £2m)

Chief Information Officer Item 14

Assistant Director – Sourcing & Category Management Item 18 (up to £250k)

COMMISSIONER FOR THE CITY OF LONDON POLICE

The following powers are delegated to the Commissioner of Police for the City of London. The Commissioner also discharges all functions vested in the office of Commissioner by virtue of the common law and relevant legislation in force from time to time.

Human Resources

1. To authorise the variation of staff numbers and structures (both Police Officers and civilian staff) provided that the costs can be contained within the Police estimates.
2. In respect of civilian staff to authorise, subject to the agreement of the City of London Corporation's Director of HR, variations in terms and conditions of employment, other than basic pay, leave, sick pay and other core terms.
3. To authorise minor amendments, by prior agreement with the City of London Corporation Director of HR, to HR policies to take account of the policing environment.
4. To authorise the provision of occupational health services to civilian staff, in line with the shared service provided ~~that liaison is maintained~~ with the City of London Corporation's occupational health officer.
5. To authorise the purchase of training for civilian staff from the City of London Corporation's Training Section.
6. To exercise powers of direction and control in respect of Police (civilian) staff for operational purposes.

Finance

7. To authorise virements between all heads in the Policing Plan budget (with the exception of capital financing and support costs) subject to prior consultation with the Chamberlain wherever a transfer of resources is proposed from a non-staffing to a staffing budget.
8. To make annual grants to the Force Athletic and Sports Club.

City of London Police Museum

- 8.9. To be responsible for the management of the museum collection.

Delegations to other Officers

- 9.10. The following powers are delegated to the Assistant Commissioner Director of Corporate Services of the City of London Police.

Authority to act and to enter into arrangements in relation to:

- a. The supply of goods and services in respect of which a charge is made to the recipient;
- b. Sponsorship, including gifts and donations.

COMPTROLLER & CITY SOLICITOR

The following powers are delegated to the Comptroller & City Solicitor:

1. To attest the City of London Corporation's Seal.
2. To act as Vice Chamberlain.
3. To sign contracts (and similar documents where intended to have legal binding effect) on behalf of the City of London Corporation, either in his own name or on behalf of the City of London Corporation, where any required authority or approval of a sub-Committee, Committee or of the Court of Common Council (or Court of Aldermen) has been obtained, or where such authority has been delegated to another officer of the City of London Corporation and that officer has requested or instructed the Comptroller & City Solicitor to do so.
4. To issue, defend, settle or participate in any legal proceedings, prosecution, inquiry, procedures or documentation where such action is necessary to give effect to the decisions of the City of London Corporation, or in any case where the Comptroller & City Solicitor considers that such action is necessary to protect the City of London Corporation's interests.
5. To instruct counsel, witnesses, experts and external solicitors as appropriate.
6. To authorise officers to appear on behalf of the City of London Corporation in proceedings in the magistrates' courts, pursuant to Section 223 of the Local Government Act 1972.
7. To act as Monitoring Officer pursuant to section 5 of the Local Government and Housing Act 1989.
8. To act as Data Protection Officer pursuant to Article 37 of the General Data Protection Regulation (EU) 2016/679 and Section 69 of the Data Protection Act 2018.

CITY SURVEYOR

The following powers are delegated to the City Surveyor:-

Operational

1. To act in accordance with the general powers detailed below, and in consultation with the relevant Chief Officer, in relation to all property owned by the City of London Corporation in any of its legal capacities.

Property Management

2. To act in respect of:-
 - a. all lettings, including lease renewals, with an annual rent of up to and including £500,000 per annum exclusive which are for a term of 25 years or less, providing the terms are at or above market value;
 - b. all quarterly tenancies, dilapidations, tenancies at will, licences, easements, wayleaves, Rights of Light, crane oversail, hoarding licences and similar arrangements;
 - c. to negotiate and agree all rent reviews, including nil increase reviews, except where the increase is in excess of £250,000 per annum exclusive;

and to report all such cases to the Property Investment Board on a quarterly basis.

3. To negotiate terms and accept surrenders of leases where the rent is less than £200,000 per annum or less and where the premium is no more than £400,000;
4. To act in respect of a change in the identity of a tenant after terms have been approved by Committee, subject to there being no other material change in the terms and the financial covenant being no less strong;
5. To agree minor variations to the terms of ground lease restructurings, disposals, acquisitions and other complex transactions, together with leases being taken by the City of London Corporation as tenant and granted by the City of London Corporation as landlord, where the main terms have been approved by Committee and where the variations are necessary to complete the transaction expediently, such delegated authority to be exercised in consultation with the Comptroller & City Solicitor and the Chamberlain on financial matters and after taking legal advice from the Comptroller & City Solicitor;
6. To act in respect of any variation to the terms of any existing Lease, Tenancy, Licence or other agreement relating to property which do not affect the duration of, or income from such Lease or Tenancy by either:

- a. More than plus or minus 10% of the income over the duration of the Lease, Tenancy or Licence, or
 - b. Where a premium of no more than £1,00,000 is payable to the relevant estate.
7. For all locations where the City of London Corporation is freeholder and the land is proposed to be redeveloped, subject to a Planning Agreement under Section 106 of the Town & Country Planning Act 1990 to:
- a. make it a condition of any freehold or leasehold disposal that the freeholder or leaseholder is required to enter into planning obligations on like terms with the Planning Agreement; and
 - b. consent to the City of London Corporation's land being bound by the planning obligations in the Planning Agreement.
8. To review periodically all operational and corporate property assets and to make recommendations to the Corporate Asset Sub-Committee for their better utilisation and improved efficiency, disposal or acquisition.
9. To approve licences for works, scaffolding, demolition or other works pursuant to or necessary for the implementation of an existing Committee approval.
10. To deal with party wall matters including being the Appointing Officer to make such appointments as are required in Section 20 of the Party Wall etc. Act 1996.

Property Maintenance

11. To be responsible for the maintenance and upkeep of property owned by the City of London Corporation other than within the remit of the Community and Children Services Committee.
12. To approve schemes for refurbishment or re-development of up to £1,000,000 250,000 per scheme/ per property, for investment properties, with funding either from the relevant sales pool, providing the sales pool is in credit with sufficient funds to cover the total cost of the scheme, or from other appropriate sources such as the Additional Works Programmes. agreed with the Chamberlain.

Blue Plaque Scheme

13. Accept and determine applications for Blue Plaques.
14. To deal with the replacement of damaged plaques and authorise the erection of replacement plaques in different locations using altered wording if, in the opinion of the City Surveyor (taking into account evidence supplied by the Director of Culture, Heritage & Libraries) a different location or different wording would be more accurate or otherwise more appropriate.

15. Approve reasonable third party professional fees up to £2,500 plus VAT from the City Surveyor's Blue Plaques budget; and,

16. Enter into formal licence agreements with building owners for the erection of Blue Plaques.

Capital Projects (whilst adhering to the City's Procurement Code):-

17. To appoint consultants for feasibility studies.

18. To seek pre-commencement consultancy or professional advice.

19. To seek cost advice.

20. To seek the advice of contractors on buildings surveys and measured surveys.

21. To drawdown on the costed risk register to an agreed limit.

Delegations to other Officers

16-22. The above-mentioned authorities are also delegated to the Officers identified to be exercised either:

- a. at the direction of the City Surveyor; or
- b. in the absence of the City Surveyor

Investment Property Director

Corporate Property Director

Operations Director; or

Property Projects Director or their ~~his~~ nominated Assistant Director

17-23. The following specific authority is delegated to Nicholas Gill (Investment Property Director) or his appointed deputies to exercise asset management functions as agent for the Trustee of the Bridge House Estates

18-24. To appoint an independent valuer on behalf of the Lord Mayor of the City of London pursuant to section 13(2) of the City of London (Various Powers Act) 1948 and/or section 9(2) of the City of London (Various Powers Act) 1948.

Delegations in Emergency

19-25. To carry out all necessary repair works to bridge and other structures in an emergency. To take all appropriate actions in an emergency to resolve Health and Safety property matters.

DIRECTOR OF COMMUNITY & CHILDREN'S SERVICES

Key functions delegated to the Director of Community & Children's Services (DCCS) include, but are not limited to:

Services for Children

1. To be the City of London Corporation's statutory Director of Children's Services under section 18 of the Children Act 2004.
2. To carry out the functions of the [City of London Corporation](#) as a Children's Services Authority including those functions referred to in Schedule 2 of the Children Act 1989, Section 18 of the Children Act 2004 and the Adoption and Children Act 2002(as amended from time to time), including:
 - a. education functions conferred on or exercisable by the authority including the functions of the Corporation relating to child employment and the youth service, and functions relating to adult learning and further education, set out in the Section 18(3) of the Children Act 2004 (as amended from time to time);
 - b. functions conferred on or exercisable by the authority which are social services functions (within the meaning of the Local Authority Social Services Act 1970 (c. 42)), so far as those functions relate to children;
 - c. the functions conferred on the authority under sections 23C to 24D of the Children Act 1989 (After care arrangements etc.) (c. 41) (so far as not falling within paragraph (b));
 - d. the functions conferred on the authority under sections 10 to 12, 12C, 12D and 17A of the Children Act 2004.
 - e. any functions exercisable by the authority under section 75 of the National Health Service Act 2006 on behalf of an NHS body (within the meaning of those sections), so far as those functions relate to children; and
 - f. the functions conferred on the authority under Part 1 of the Childcare Act 2006 in relation to Early Years;
 - g. the functions conferred on the authority under any new or amended legislation in relation to education or children's social care.
3. To carry out the functions of the [City of London Corporation council](#) under section 31 of the Health Act 1999 (as amended from time to time) so far as those functions relate to children.
4. To arrange the use of Sir John Cass School premises for adult education classes, youth work and other after-school activities.

5. To submit responses ~~on behalf of the Committee~~ to consultative documents issued by HM Government and its agencies relating to functions affecting children exercisable by the City of London Corporation whether in our local authority or general corporate capacity, subject to ~~their being copied to the appropriate consultation with the~~ Chairman and Deputy Chairman of the responsible Committee (Education Committee 15.03.93) delete??.

Adult Services

6. To be the City of London Corporation's Statutory Director of Adult Social Services under section 6(A1) of the Local Authority Social Services Act 1970 as amended by section 18(1) of the Children Act 2004.
7. To carry out the functions of the City of London Corporation in relation to Adult Social Services and Social Care including all social services functions under the Local Authority Social Services Act 1970 and the National Health Service and Community Care Act 1990 (as amended from time to time) so far as they relate to adults.
8. To be the principal point of contact for the conduct of business with the health service sector and carry out the functions of the City of London Corporation under the Health Act 1999 and any other health legislation (as amended from time to time) so far as these functions relate to adults.

Adult Skills and Learning

9. To manage and run the apprenticeship service.
10. To prepare and submit funding bids to the Skills funding agency and other sources as appropriate.
11. To enter into partnerships with businesses and educational institutions on behalf of the apprenticeship scheme and skills and training.
12. To participate in regional and sub-regional programmes to enhance skills and learning.
13. To determine fees for adult education, youth and early years/out of school provision.

Housing

14. To act on behalf of the City Corporation in its capacity as a local housing authority on all matters relating to the City Corporation's functions under the provisions of housing legislation, which include but are not limited to:
 - a. determining the strategic management and direction for Housing operational services;

- b. exercising the functions as Housing Authority in accordance with the Housing Strategy and other relevant housing policies and plans;
- c. exercising the functions in respect of the preparation and development of appropriate strategies and plans, including those relating to housing investment, ~~homelessness~~, social tenancy, tenancy related matters, leaseholders and allocations;
- d. undertaking the periodic reviews of housing needs and conditions within the City;
- e. preparing and reviewing an Asset Management Strategy for consideration by Members;
- f. maintaining the Housing Revenue Account in accordance with proper practices;
- g. discharging of all functions and responsibilities ~~Procurement~~ in relation to the City Corporation's housing stock;
- h. incurring housing repair and improvement expenditure within budget levels and the programmed maintenance of City dwellings, garages and estates;
- i. incurring expenditure on adaptations to dwellings for people with disabilities within the approved budgets;
- j. securing effective housing and neighbourhood management including the management of the City Corporation's housing properties, housing estates and ancillary amenities, including rent collection, recovery of arrears and debit control;
- k. undertaking statutory and general consultations on housing matters with tenants, leaseholders and others;
- l. exercising the powers relating to securing possession of City dwellings, demotion orders, eviction of secure tenants, introductory tenants, non-secure tenants and licensees in accordance with City Corporation's policy;
- ~~m. assessing and preventing homelessness in accordance with legislation;~~
- ~~n.m.~~ attending the Barbican Residents' Association meetings and discharging functions as set out in the agreed terms of reference of that Committee.

15. To institute proceedings and enforcement remedies in relation to part 1-6 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Homelessness

16. To act on behalf of the City Corporation all matters relating to the City Corporation's functions and duties under the provisions of homelessness legislation (and relevant parts of housing legislation), which include but are not limited to:

- a. determining the strategic management and direction for homelessness services;
- b. exercising the functions in accordance with the Homelessness Strategy and other relevant policies and plans relating to homelessness and rough sleeping;
- c. exercising the functions in accordance with legislation to discharge statutory duties in response to homelessness legislation
- d. exercising the functions in respect of the preparation and development of appropriate strategies and plans;
- e. undertaking the periodic reviews of homelessness and rough sleeping needs and service provision within the City;
- f. incurring expenditure on emergency interim accommodation within budget levels;
- g. incurring expenditure on commissioned services within budget levels;
- h. securing effective preventative, outreach and assessment services for homelessness and rough sleeping services;
- i. undertaking statutory and general consultations on homelessness matters.

Barbican Estate

~~15-17.~~ In relation to the Barbican Estate:

- a. to approve lettings and sales between Committee meetings;
- b. to authorise sale prices at or above consultant values;
- c. to approve sales of residential property on the Estate;
- d. to approve assignments, sub-tenancies and tenancies at will to suitably qualified applicants between Committee meetings;
- e. to authorise signage on private areas of the Estate;
- f. to approve the occupation of accommodation by Estate Office staff in and around the Barbican;

- g. to approve the occupation of accommodation managed by the Barbican Estate to other City of London Corporation Departments.

~~16-18.~~ To approve, where appropriate, filming and photography on the Estate.

~~17-19.~~ To agree commercial rent levels in consultation with the City Surveyor, subject to reporting to the Barbican Residential Committee.

~~18-20.~~ To approve valuations of flats submitted by consultant valuers.

~~19-21.~~ To appoint consultants in accordance with Standing Orders.

Commercial Property (within the Housing Revenue Account, the Barbican Housing Estate and Portsoken Pavilion Café)

~~20-22.~~ To approve all new lettings of commercial property at market value for a term of 15 years or less, with a minimum of five yearly upward only rent reviews. Such lettings to accord with the relevant approved commercial estate strategy.

~~21-23.~~ To conclude all commercial property rent reviews, except where:

- a. It is proposed that the rent is reduced;
- b. the review is determined more than 12 months after the review date unless either (a) interest is payable on the reviewed sum, or (b) the matter has been referred for determination by a third party and has been so determined.

~~22-24.~~ To approve all lease renewals of commercial property, where the lease is renewed by negotiation or where the lessee is entitled to renewal in accordance with Part II of the Landlord & Tenant Act 1954. Such renewal will be at market value for a term of 15 years or less, with a minimum of five yearly upwards only rent reviews.

~~23-25.~~ To negotiate terms and accept surrenders of commercial leases where the level of income is maintained by the simultaneous grant of a new letting to either the existing or a new tenant.

~~24-26.~~ To approve the grant of short term periodic tenancies, tenancies at will, licenses, easements, and wayleaves in respect of cables, cranes, scaffolding and hoardings and similar arrangements of a non-permanent and determinable nature, other than those involving capital payments totalling in excess of £10,000.

~~25-27.~~ To deal with Rights of Light and Party Wall matters and other items of a similar nature, including those where, in the opinion of the Director capital payments are not considered appropriate or the quantum of such payments has been determined by external advice.

~~26-28.~~ To authorise formal minor amendments to any lease, tenancy, licence or other agreement relating to property which does not in the opinion of the Director materially affect the duration of, or income from such agreements.

(NB. The definition of 'market value', as referred to above, is as stated in the RICS Appraisal & Valuation Standards (7th edition) – Practice Statement 33:

'The estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on appropriate lease terms in an arms-length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion. Whenever Market Rent is provided the 'appropriate lease terms' which it reflects should also be stated.')

Proper Officer

~~27-29.~~ To act as the Proper Officer for the London City Registration District (Registration of Births, Deaths, Marriages, etc.) pursuant to Section 29 of the Local Government Act 1972.

~~28-30.~~ To act as the Proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).

Public Health

~~29-31.~~ To discharge the responsibilities for public health within The City of London in accordance with the requirements of the Health and Social Care Act 2012 and the NHS Act 2006.

~~30-32.~~ To manage the City Corporation's Public Health functions (where these are not specially delegated to other Chief Officers).

~~31-33.~~ Exercising the functions in planning for, and responding to, emergencies that present a risk to public health.

~~32-34.~~ To cooperate with the police, the probation service and prison service to assess the risks posed by violent or sexual offenders.

~~35.~~ To provide the City Corporation's public health response as a 'responsible authority' under the Licensing Act.

~~33-36.~~ To develop and maintain the Joint Strategic Needs Assessment for the City of London and to discharge the responsibilities for research in relation to public health and wellbeing.

~~34-37.~~ To produce an annual public health report.

Community Libraries – Barbican, Artizan and Shoe Lane

~~38.~~ To approve loans of library material to outside exhibitions.

39. To agree discounts of up to 50% to individual loan fees.

40. To waive loan fees in appropriate circumstances.

41. To negotiate the administrative fees to be charged in respect of scholarly loans.

42. To make promotional offers involving the waiving of charges for the library service.

43. To review charges, with discretion to reduce or waive such fees in appropriate circumstances

35-44. To negotiate and approve delivery of paid for services to third parties that are outside of statutory duties

Miscellaneous

36-45. To enter into Commissioning arrangements for the provision of any of the functions of the Director of Community and ~~Children's~~ Adult Services in so far as this is compatible with the general conditions of delegations.

37-46. To consider representations from persons seeking access to their files under the Data Protection Act 2018-1998, and to grant such access as appropriate.

Delegations to other Officers

38-47. The following authorities are also delegated to the Officers as appropriate to the relevant skills and experience of each to be exercised either.

- a. at the direction of the Director of Community & Children's Services; or,
- b. in the absence of the Director of Community & Children's Services

Strategic Director, Education, Culture and Skills – adult skills and learning

Assistant Director People - services for children and adults Items 5-11

Assistant Director, ~~Places~~ Commissioning and Partnerships – miscellaneous and other items relating to commissioning of services ——— ~~Items 19-31~~

Assistant Director, Barbican Estate and Property Services – housing, Barbican Estate and commercial property — ~~Items 14-18~~
(~~and other items relating to commissioning of services~~)

Director of Public Health - public health Items 34-40

Head of Barbican and Community Libraries – community libraries

DIRECTOR OF THE BUILT ENVIRONMENT

The following general powers are delegated to the Director of the Built Environment:-

Authorisations

1. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and of Department.
2. To sign the necessary warrants of authorisation for the above officers.

Charges

3. Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

Transportation & Public Realm

4. To implement, waive or vary charges relating to traffic management and /or the Public Highway and/or pipe subways such as parking dispensations, private apparatus in the highway, temporary road closures and traffic orders, scaffolding hoarding and fencing licenses, and charges for pipe subways (including under S.73 of the London Local Authorities Act 2007).
5. To grant permission or consent with or without conditions or refusing to grant permission or consent as the case may be with respect to applications made to the City of London Corporation.
 - a. under Part II of the Road Traffic Act 1991, relating to dispensations from, or, the temporary suspension of, waiting and loading regulations or parking places regulations made in accordance with the Road Traffic Regulation Act 1984;
 - b. under Section 7 of the City of London (Various Powers) Act 1973, relating to new buildings;
6. To sign appropriate notices indicating that consent or refusal has been given, as the case may be under (a) above.
7. To sign and serve notices or granting of consents under the Highways Act 1980, City of London (Various Powers) Act 1900 and the City of London Sewers Act 1848 relating to the management and maintenance of streets within the City.
8. To exercise powers under -the Road Traffic Regulation Act 1984 in respect of temporary traffic orders.

9. To issue notices and, as necessary discharge the City of London Corporation's obligations under Part III of the New Roads and Street Works Act 1991, relating to the co-ordination and execution of street works by public utility companies and other licensed operators.
10. To enter into agreement with companies and statutory companies to allow the placement of plant within the pipe subways inherited from the Greater London Council in accordance with the London County Council (General Powers) Act 1958 and to determine applications for consent to place electricity substations in the street pursuant to the Electricity Act 1989.
11. To enter into agreements with other traffic authorities to jointly exercise the City's traffic order making functions or to delegate those functions to them in accordance with S.101 Local Government Act 1972.
12. To enter into agreements with other highway authorities under section 8 of the Highways Act 1980.

Water and Sewers

13. The requisition of sewers under Sections 98 to 101 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaker within the City to adopt sewers).
14. The adoption of sewers under Sections 102 to 105 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaken within the City to adopt sewers).
15. To authorise and/or approve works under Section 112 of the Water Industry Act 1991 (relating to the power to exercise and discharge the requirements of the Undertaker within the City).
16. The closure or restriction of sewers under Section 116 of the Water Industry Act 1991, relating to the powers to exercise and discharge the functions of the Undertaker within the City to close or restrict the use of a public sewer.
17. The alteration or removal of pipes or apparatus of the Undertaker under Section 185 of the Water Industry Act 1991, relating to the power to exercise and discharge the functions of the Undertaker within the City to alter or remove any relevant pipe or apparatus.

Highways and Transport

18. To make all Traffic Orders under sections 6, 9, 10, 23 and 45 of the Road Traffic Regulation Act 1984, and to make modifications to or to revoke any experimental Traffic Regulation Order (following consultation with the Commissioner of Police for the City of London) where deemed necessary in the interests of safety, convenience or the expeditious movement of traffic.
19. To exercise powers under Part V of the Highways Act 1980 dealing with highway improvements.

20. To make representation or lodge objection, as appropriate, to applications for a Public Service Vehicle Operator's Licence, under Section 14A of the Public Passenger Vehicles Act 1981 or for a London Local Service Licence, under section 186 of the Greater London Authority Act 1999 and authorising in writing the appropriate officers in his Department to put forward objection or recommendation on behalf of the City of London Corporation at any Inquiry or Appeal arising out of an application for either of the recited licences.
21. To agree details of railway works in the City of London under the Transport and Works Act 1992.
- ~~22. To issue projection licences on, over or under streets pursuant to schemes where planning permission has already been agreed or renewing existing licences.~~
22. Determining applications for consent to the demolition of works under any part of a street under Section 5(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has demolished works or caused such works to be demolished without consent to deal with them as specified.
23. Giving notice of consent to statutory undertakers under section 5(3) of the Greater London Council (General Powers) Act 1986.
24. Determining applications for consent to the erection or placement of any wall, barrier or obstruction under section 6(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has erected any such wall, barrier or obstruction or caused any such wall, barrier or obstruction to be erected without consent to remove the wall, barrier or obstruction.
25. Giving notice of consent to statutory undertakers under section 6(3) of the Greater London Council (General Powers) Act 1986.
26. Determining applications for consent to infilling any vault, cellar, underground room or storage area under a street under section 7(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has undertaken infilling or caused infilling to be undertaken without consent to remove the infilled material or to alter or deal with it as specified.
27. Giving notice of consent to statutory undertakers under section 7(3) of the Greater London Council (General Powers) Act 1986.
28. Approval of plans, sections and specifications relating to certain retaining walls and consultation with Transport for London under section 8(2) of the Greater London Council (General Powers) Act 1986.
29. Service of notices requiring the execution of works to obviate danger under section 8(4) of the Greater London Council (General Powers) Act 1986.
30. Determining whether to comply with a request by Transport for London under section 8(5) of the Greater London Council (General Powers) Act 1986.

31. Executing works under section 9(4) of the Greater London Council (General Powers) Act 1986 and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.
32. Giving effect to any order of a court under section 302 of the Public Health Act 1936 (as applied by 9(3) of the Greater London Council (General Powers) Act 1986).
33. Approval of plans, sections and specifications relating to retaining walls near streets under section 167(2) of the Highways Act 1980.
34. Consultation with Transport for London under section 167(2) of the Highways Act 1980.
35. Service of notices requiring the execution of works to obviate danger under section 167(5) of the Highways Act 1980.
36. Determining whether to comply with a request by Transport for London under section 167(6) of the Highways Act 1980.
37. Executing works under section 290(6) of the Public Health Act 1936 (as applied by section 167(7) of the Highways Act 1980) and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.
38. Giving effect to any order of a court under section 302 of the Public Health Act 1936 (as applied by 167(8) of the Highways Act 1980).
39. Determining applications for licences for the construction of bridges over highways under section 176(1) of the Highways Act 1980, including the imposition of terms and conditions.
40. Determining whether the removal or alteration of a bridge is necessary or desirable in connection with the carrying out of improvements to a highway under section 176(4) of the Highways Act 1980 and enforcing the requirement to remove or alter the bridge.
41. Determining applications for licences for the construction, alteration and use of buildings over highways under section 177(1) of the Highways Act 1980, including the imposition of terms and conditions.
42. Recovering any sum payable under section 177(3) of the Highways Act 1980.
43. Executing works and providing facilities under section 177(5) of the Highways Act 1980 and recovering expenses incurred in so doing.
44. Declaring any term or condition to be necessary for the purpose of securing the safety of persons using the highway or of preventing interference with traffic thereon under section 177(6) of the Highways Act 1980.

- 44-45. Service of notices requiring the demolition of buildings or the making of alterations under section 177(7) of the Highways Act 1980 where a building has been constructed or altered in contravention of section 177(1). Service of notices requiring the execution of works or the taking of steps as are necessary to secure compliance with terms or conditions of a licence under section 177(8) of the Highways Act 1980.
- 45-46. If notices under section 177(7) or (8) are not complied with, demolishing buildings, executing works or taking such steps as are necessary and recovering expenses incurred in so doing under section 177(9) of the Highways Act 1980.
- 46-47. Disposing of materials under section 177(10) of the Highways Act 1980.
- 47-48. Consenting to the fixing or placing of any overhead beam, rail, pipe, cable, wire or other similar apparatus over, along or across a highway under section 178(1) of the Highways Act 1980 and attaching terms and conditions.
- 48-49. Consenting to the construction of works under a street and service of notices requiring the removal or alteration of works or dealing with works constructed without consent under section 179(1) of the Highways Act 1980.
- 49-50. Removing, altering or dealing with works under section 179(4) of the Highways Act 1980 and recovering expenses incurred in so doing.
- 50-51. Giving notice of consent to public utility undertakers under section 179(5) of the Highways Act 1980.
- 51-52. Determining applications for consenting to the making of openings in the footway of a street as an entrance to a cellar or vault thereunder under section 180(1) of the Highways Act 1980 and requiring the provision of doors or coverings or directing the manner of construction and the materials.
- 52-53. Consenting to the carrying out of works in a street to provide means for the admission of air or light under section 180(2) of the Highways Act 1980 and imposing requirements as to the construction of the works.
- 53-54. Giving notice to public utility undertakers under section 180(5) of the Highways Act 1980.
- 54-55. Serving notices and causing any thing as respects which there has been default to be repaired or put into good condition under section 180(7) of the Highways Act 1980 and recovering expenses incurred in so doing.
- 55-56. To be responsible for all functions under the Traffic Management Act 2004 and Regulations made thereunder that relate to the City of London as a local highway and local traffic authority.
- 56-57. To agree consents for temporary highway activities pursuant to the Crossrail Act 2008~~9~~.

~~57-58.~~ To exercise through Civil Enforcement -amongst other things, parking management and parking enforcement functions, under the Road Traffic Regulations Act 1984, the Road Traffic Act 1991, the London Local Authorities Acts ~~1995 - 2012~~~~1996—2008~~ (LLAA), and the Traffic Management Act 2004 (TMA).

City Walkway

~~58. Power to licence the temporary hoarding or enclosure of City Walkway pursuant to Section 162 of the City of London Sewers Act 1848 and Section 21 and Schedule 2 Part II to the City of London (various Powers) Act 1967.~~

~~59. Publication and display of notices of the passing of a resolution declaring a city walkway under section 6(2) of the City of London (Various Powers) Act 1967.~~

~~60. Publication and display of notices of the passing of a resolution altering or discontinuing a city walkway under section 6(5) of the City of London (Various Powers) Act 1967.~~

~~61. Agreeing or authorising the entering into of an agreement in respect of responsibility for paving, repairing, draining, cleansing or lighting any city walkway or any exemption from liability for non-repair of the surface of a city walkway under section 9(1) of the City of London (Various Powers) Act 1967.~~

~~62. Agreeing or authorising the entering into of an agreement relating to any changes in ownership of materials placed by the Corporation on or in any building or land in pursuance of the Corporation's functions under section 9 of the City of London (Various Powers) Act 1967.~~

~~63. Agreeing or authorising the entering into of an agreement relating to any changes in duties to provide and maintain support for city walkways or parts of city walkways under section 10(1) of the City of London (Various Powers) Act 1967.~~

~~64. Instituting civil proceedings for an injunction to prevent any breach of the duty or to secure compliance with the duty to provide and maintain support for a city walkway or any part of a city walkway under section 10(2) of the City of London (Various Powers) Act 1967.~~

~~65. Service of notices requiring the carrying out of works required to prevent danger or inconvenience to persons on a city walkway or works required for the improvement of a city walkway under section 11(1) of the City of London (Various Powers) Act 1967.~~

~~66. Approving or refusing to approve the carrying out of alternative works under section 11(3) of the City of London (Various Powers) Act 1967.~~

~~67. Carrying out works under section 11(5) of the City of London (Various Powers) Act 1967 and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.~~

~~68. If any question arises whether the withholding of a consent is unreasonable, determining whether to require referral to an arbitrator under section 11(6) of the City~~

of London (Various Powers) Act 1967 and agreeing to the appointment of the arbitrator.

69. Restricting or prohibiting temporarily pedestrian access along and the use of a city walkway or any part of a city walkway under section 11A of the City of London (Various Powers) Act 1967, including determining the extent of the restriction or prohibition and the imposition of conditions and exceptions considered necessary.
70. Affixing to a building drainage apparatus under section 15(1) of the City of London (Various Powers) Act 1967.
71. Applying to the Mayor's and City of London Court for the affixing of drainage apparatus without the consent of the owner of the building under section 15(2) of the City of London (Various Powers) Act 1967 where consent considered to unreasonably withheld.
72. Removing drainage apparatus in compliance with a notice served on the Corporations and applying to the Mayor's and City of London Court for the annulment of notices to remove drainage apparatus under section 15(3) of the City of London (Various Powers) Act 1967 where the requirement is considered reasonable.
73. Temporarily removing drainage apparatus necessary during any reconstruction or repair of a building under section 15(4) of the City of London (Various Powers) Act 1967.
74. Altering, removing, repairing and maintaining drainage apparatus under section 15(5) of the City of London (Various Powers) Act 1967.
75. Paying compensation under section 16(5) of the City of London (Various Powers) Act 1967 to the owner of a building who suffers damage by, or in consequence of, the affixing, altering, removing repairing or maintaining of any drainage apparatus.
76. Giving undertakings as to the use to which land or a right in, on, over or under land or any part thereof to be compulsorily acquired will be put under section 17(3) of the City of London (Various Powers) Act 1967.
77. Determining applications for consent to the placing or maintaining in or over a city walkway or any part thereof anything for the use, convenience or entertainment of members of the public, or otherwise for the benefit of the public, or for the improvement of amenities, or for decorative purposes, or to the use of any part of a city walkway temporarily for the purpose of any exhibition or entertainment under section 18(1) of the City of London (Various Powers) Act 1967 including the imposition of conditions.
78. Withdrawing consent or varying or adding to any conditions subject to which a consent has been given under section 18(3) of the City of London (Various Powers) Act 1967.
79. Requiring the removal of things in respect of which consent was given, removing such things and recovering the expenses incurred in so doing where a condition of consent is contravened under section 18(4) of the City of London (Various Powers) Act 1967.

Cleansing Institution of Proceedings

- ~~59-80.~~ The institution of proceedings and other enforcement remedies in respect of offences under the Environmental Protection Act 1990, Part II, Part III and Part IV.
- ~~60-81.~~ To institute proceedings and other enforcement remedies in respect of the Health Act 2006, section 6, 7, 8, 9 and 10.
- ~~61-82.~~ To institute proceedings and other enforcement remedies in respect of offences under the Refuse Disposal (Amenity) Act. 1978.
- ~~62-83.~~ To institute proceedings and other enforcement remedies in respect of offences under the City of London (Various Powers) Act 1987.
- ~~84.~~ To institute proceedings and enforcement remedies in relation to part VI of the Anti-Social Behaviours Act 2003.
- ~~63-85.~~ To institute proceedings and enforcement remedies in relation to Part I-IV of the Anti-Social Behaviour, Crime and Policing Act 2014
- ~~64-86.~~ To serve notices and institute enforcement remedies ~~institute proceedings~~ in relation to the Town and Country Planning Act 1990 sections 225A4- and 225K.
- ~~65-87.~~ To institute proceedings in relation to Regulation ~~ory~~ of Investigatory Powers Act 2000.
- ~~66-88.~~ To institute proceedings in relation to Control of Pollution Act 1974.
- ~~67-89.~~ To issue notices under section 6 London Local Authorities Act 2004 (abandoned vehicles).
- ~~90.~~ To institute proceedings in relation to the Environment Act 1995. ~~To institute proceedings and enforcement remedies in relation to part 1-6 of the Anti-Social Behaviour, Crime and Policing Act 2014.~~
- ~~91.~~ To institute proceedings in relation to the London Local Authorities Act 1995.
- ~~92.~~ To institute proceedings in relation to the London Local Authorities and Transport for London Act 2003.
- ~~93.~~ To institute proceedings and other enforcement remedies in sections 34,38,38A,38B and 38C in respect of street trading offences under the London Local Authorities Act 1990 as amended and authorise duly appointed officers to act under that enactment.
- ~~94.~~ To institute proceedings in relation to the Local Government (Miscellaneous Provisions) Act 1976.
- ~~95.~~ To institute proceedings in relation to the Highways Act 1980.

~~68-96.~~ To institute proceedings in relation to the Greater London Council (General Powers) Act 1986.

Delegations to other Officers

The above-mentioned ~~delegations authorities~~ are also delegated to the following specified Deputies or Assistants senior officers within the Department of the Built Environment:

Transportation and Public Realm Director - Items 4-~~936~~

Assistant Director (Highways) - Items 5-17 and 56, 57 & 5823-26

Assistant Director (City Transportation) - Item 18

Town Planning

The following functions are delegated to the Chief Planning and Development Director:

A: Development Management

~~69-97.~~ To determine applications for outline, full and temporary planning permission under Part III of the Town and Country Planning Act 1990 subject to the ~~decisions applications~~ being in accordance with policy, not being of broad interest and there being no more than 4 planning objections.

~~70-98.~~ To make non-material changes to planning permission pursuant to Section 96A of the Town and Country Planning Act 1990.

~~71-99.~~ To determine applications for Listed Building Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no more than 4 relevant planning objections.

~~72-100.~~ _____ To advise the Secretary of State for Communities and Local Government of what decision the City of London Corporation would have made on its own applications for listed building consent if it had been able to determine them subject to the same criteria as 9941.

~~To grant applications for Conservation Area Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no more than 4 planning objections.~~

~~73-101.~~ _____ To determine submissions pursuant to the approval of conditions, under the Town & Country Planning Act 1990 and the Planning (Listed Buildings & Conservation Areas) Act 1990 and in relation to clauses set out in approved Section 106 Agreements.

- ~~74.102.~~ To make minor changes to conditions in respect of planning permissions, listed building consents and conservation area consents which have been conditionally approved by the Planning & Transportation Committee.
- ~~75.103.~~ To determine applications for planning permission, listing building consent and conservation area consent to replace an extant permission/consent granted on or before 1st October 2010, for development which has not already begun with a new permission/consent subject to a new time limit pursuant to Article ~~2048~~ of the Town and Country Planning (Development Management Procedure) Order 201~~50~~ and Regulation 3 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 and provided no more than 4 planning objections have been received.
- ~~76.104.~~ To determine applications for Certificates of Lawfulness of existing and proposed use or development in accordance with sections 191 and 192 of the Town and Country Planning Act 1990.
- ~~77.105.~~ To determine applications for Advertisement Consent pursuant to Regulations 12, 13, 14, 15 and 16 of the Town & Country Planning (Control of Advertisements) (England) Regulations 2007.
- ~~78.106.~~ To determine applications for prior approval under the Town and Country Planning (General Permitted Development) Order ~~19952015~~.
- ~~79.107.~~ To make observations in respect of planning and related applications submitted to other Boroughs, where the City of London Corporation's views have been sought and which do not raise wider City issues.
- ~~80.108.~~ To serve notices under Article ~~54~~ of the Town and Country Planning (Development Management Procedure) Order 201~~50~~.
- ~~81.109.~~ To determine the particulars and evidence to be supplied by an applicant for planning permission pursuant to section 62 of the Town and Country Planning Act 1990.
- ~~82.110.~~ To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990.
- ~~83. To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990.~~
- ~~84.111.~~ To issue and serve Enforcement Notices under Section 172 of the Town and Country Planning Act 1990 and Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- ~~85.112.~~ To issue a letter of assurance under Section 172A of the Town and Country Planning Act 1990.
- ~~86.113.~~ To serve notices under Section 215 of the Town and Country Planning Act 1990.

- ~~87-114.~~ _____ To serve Breach of Condition Notices under Section 187A of the Town and Country Planning Act 1990.
- ~~88-115.~~ _____ To decline to determine a retrospective application for planning permission under Section 70C of the Town and Country Planning Act 1990.
- ~~89-116.~~ _____ To seek information as to interests in land under Section 330 of the Town and Country Planning Act 1990, and as applied by Section 89 of the Planning (Listed Buildings & Conservation Areas Act) 1990, and Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
- ~~90-117.~~ _____ To institute proceedings pursuant to Section 224 of the Town and Country Planning Act 1990.
- ~~91-118.~~ _____ To serve Notice of Intention to remove or obliterate placards and posters pursuant to Section 225, ~~225A, 225C and 225F~~ of the Town and Country Planning Act 1990.
- ~~92-119.~~ _____ To agree minor variations to agreements pursuant to sections 106 and 106A of the Town and Country Planning Act 1990 and to authorise section 106 covenants in respect of planning applications (and where the planning application is such that it may be determined by the Chief Officer (or other appropriate officer authorised by them) under this Scheme of Delegation.-
- ~~93-120.~~ _____ To agree minor variations to agreements pursuant to section 278 of the Highways Act 1980. To determine applications made under section 106BA of the Town and Country Planning Act 1990 (concerning the modification or discharge of affordable housing obligations) and to agree viability assessments submitted in support of such applications.
- ~~94.~~ To agree minor variations to agreements pursuant to section 278 of the Highways Act 1980.
- ~~121.~~ _____ To make payments to other parties where required by the terms of an agreement made under section 106 of the Town and Country Planning Act 1990 or section 278 of the Highways Act 1980.
- ~~To make payments to other parties where required by the terms of an agreement made under section 106 of the Town and Country Planning Act 1990 or section 278 of the Highways Act 1980.~~
- ~~95-122.~~ _____ To determine City Community Infrastructure Levy contributions pursuant to the Community Infrastructure Levy Regulations 2010 (as amended).
- ~~123.~~ _____ To pass Community Infrastructure Levy contributions to other parties pursuant to section 216A of the Planning Act 2008 and regulations made thereunder.
- ~~124.~~ _____ To determine applications to discharge requirements and approve details pursuant to the Thames Tideway Development Consent Order and other similar Development Consent Orders, and to discharge conditions and approve details pursuant to deemed planning permission granted by Transport and Works Act Orders and statutes in respect of infrastructure projects subject to the

applications being in accordance with policy, not being of broad interest, and there being no more than 4 planning objections.

96-125. To authorise the entering into of Planning Performance Agreements and Memoranda of Understanding under S111 of the Local Government Act 1972 and Part 1 of the Localism Act 2011 and making charges for discretionary planning services under S93 of the Local Government Act 2003

B: Trees

97-126. To authorise works, including their removal, to trees in Conservation Areas and works in relation to a tree the subject of a Tree Preservation Order (T.P.O.), ~~subject to them being seen and agreed by the Chairman of the Planning & Transportation Committee or Deputy Chairman in his or her absence.~~

98-127. To determine applications made under sections 206 (2) and 213 (2) of the Town and Country Planning Act 1990, to dispense with the duty to plant replacement trees, ~~subject to notification to the Chairman or Deputy Chairman of the Planning & Transportation Committee except in urgent cases.~~

C: Churches

99-128. To respond to consultation made under the provisions of the Mission and Pastoral Measure 2011~~1983~~, the Faculty Jurisdiction Rules 2000 and 2013, the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, the Care of Cathedrals Measure 2011~~1990~~ and the Code of Practice relating to exempted denominations procedures agreed by the Secretary of State.

100-129. The City of London Corporation's functions under the City of London (St. Paul's Cathedral Preservation) Act 1935.

D: Environmental Impact

101-130. To carry out the following functions under the Town and Country Planning (Environmental Impact Assessment) ~~(England and Wales)~~ Regulations of 2011 ~~(as amended) and Circular 02/99:~~

- a. formulating "screening opinions" under Regulation 5;
- b. requiring developers to submit an environmental statement to validate an application under Regulation 10;
- c. formulating "scoping opinions" under Regulation 13;
- d. providing relevant information to developers who propose to prepare an environmental statement under the provisions of Regulation 15 (4);
- e. requiring the submission of further information pursuant to regulation 22;

- f. requiring the local authority to submit an environmental statement in respect of applications for local authority development under Regulation 25;
- g. formulating a “screening opinion” in matters of planning enforcement under Regulation 32.

E: Crossrail

~~402.131.~~ To agree Crossrail contributions, agree viability assessments and instruct the Comptroller & City Solicitor to secure any necessary planning obligations in respect of Crossrail contributions pursuant to Section 106 of the Town and Country Planning Act 1990.

~~103. To review Section 106 agreements for planning permission already considered by the Planning & Transportation Committee, but not yet issued prior to the policy being adopted, and re-determine the application to ensure that appropriate consideration is given to relevant policy on the Crossrail contribution (subject to there being no reduction in any S.106 contributions previously envisaged).~~

~~— To make payments of Crossrail contributions received by the City of London Corporation to the Mayor and/or Transport for London on the basis of the Implementation Protocol between the Mayor, Transport for London and the local planning authorities, subject to such payment being agreed by the Chamberlain.~~

~~— Delegated authority be granted to the Chief Planning and Development Director to determine such applications as outlined in the report relating to the programme for requests for approval;~~

~~— This authority would not be exercised in respect of more major applications or where objections have been received, without prior consultation with the Town Clerk, in consultation with the Chairman and Deputy Chairman; and~~

~~104. It be noted that any proposals in respect of over-station development would not be subject to these provisions and would be the subject of the normal planning application process.~~

~~132. To make payments of Crossrail contributions received by the City of London Corporation to the Mayor and/or Transport for London on the basis of the Implementation Protocol between the Mayor, Transport for London and the local planning authorities, subject to such payments being agreed by the Chamberlain.~~

~~The following functions are delegated to the Policy and Performance Director:~~

F: Local Plans, Naming and Numbering

~~405.133.~~ To carry out sustainability appraisal of Local Development Documents under Section 19(5) of the Planning and Compulsory Purchase Act 2004 and to exercise functions under the Environmental Assessment of Plans and Programmes Regulations 2004 including carrying out strategic environmental

assessment (including assessments under the Habitats Directive (Council Directive 92/43/EEC)), preparing, publishing and consulting upon screening reports, scoping reports, sustainability commentaries and sustainability appraisal reports.

- ~~106.134.~~ To carry out public consultation in the preparation of Local Development Documents in accordance with the Statement of Community Involvement and the duty cooperate in Section 33A of the Planning and Compulsory Purchase Act 2004.
- ~~107.135.~~ To carry out surveys under Section 13 of the Planning & Compulsory Purchase Act 2004.
- ~~108.136.~~ To provide any documents necessary to support consultations on Local Development Documents and submission of Local Plans.
- ~~109.137.~~ To prepare and publish monitoring reports on an annual basis in accordance with Section 35 of the Planning & Compulsory Purchase Act 2004.
- ~~110.138.~~ To make observations on consultation documents issued by central and local government, statutory bodies etc., where the observations are in accordance with the City's general policy position.
- ~~111.139.~~ To carry out public consultation in the preparation of the Community Infrastructure Levy, in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) and the Statement of Community Involvement.
- ~~112.140.~~ To exercise powers under the London Building Acts (Amendment) Act 1939 – Part II relating to street naming and numbering of property.

G: Land Charges

- ~~113.141.~~ To maintain a register and index of Local Land Charges pursuant to section 3 of the Local Land Charges Act 1975, including the amendment and cancellation of registrations pursuant to the Local Land Charges Rules 1975 and to set search fees pursuant to Section 8 of the Local Land Charges Act 1975 and Section 150 of the Local Government and Housing Act 1989 and relevant Rules and Regulations made there under.
- ~~114.142.~~ To make searches and issue search certificates pursuant to section 9 of the Local Land Charges Act 1975.

H: Lead Local Flood Authority

- ~~115.143.~~ To exercise the City's functions as Lead Local Flood Authority in relation to the Flood and Water Management Act 2010 (other than the function delegated to the District Surveyor).

Delegations to other Officers

In addition tThe following functions are also delegated to the following Officers:

Director of the Built Environment – Section A to H

In the absence of the Chief Planning Officer & Development Director – Sections A to E, and Paragraph 85 are delegated to Assistant Directors (Development).

Then to F-G in the absence of the Policy & Performance Director

In the absence of the Policy and Performance Director Sections F-H are delegated to the Assistant Director (Policy).

Then to the Chief Planning Officer & Development Director.

Assistant Director (Development Management) – Sections A – E

Assistant Director (Change Management) – Sections A to E

Policy & Performance Director – in the absence of the Chief Planning and Development Director; and Assistant Directors, Sections A to E.

Statutory Authorities

116.144. Officers of the department are authorised to exercise the following powers in accordance with the responsibilities of the post:

- a. Sections 178(1), 196A(1), 196B, 209(1), 214B(1) & (3), 214C, 219(1) and 225, 324 and 325 of the Town and Country Planning Act 1990 (as amended);
- b. Sections 42(1), 88(2), (3), (4) and (5) and 88(A) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended);
- c. Sections 36 and 36A of the Hazardous Substances Act 1990.

DISTRICT SURVEYOR

The following functions are delegated to the District Surveyor:

117.145. To grant permission or consent, with or without conditions or, refuse to grant permission or consent, as the case may be, with respect to applications made to the City of London Corporation under the London Building Acts 1930-1982, The Building Act 1984 and The Building Regulations 2010 (as amended).

118.146. To sign and serve any notices required to be given by the City of London Corporation under the London Building Acts (Amendment) Act 1939, Part VII, Section 62 relating to dangerous structures within the City of London.

147. To exercise the City's Lead Local Flood Authority function as a statutory consultee to the local planning authority on surface water drainage issues.

148. To sign and serve any notices and consents required to be given by the City of London Corporation under the London Building Acts (Amendment) Act 1939, Part IV, Section 30 relating to special and temporary structures etc. erected within the City of London.

~~119.149.~~ In accordance with the Party Wall etc Act 1996, Section 10 (8) select the third surveyor if required to do so.

Delegation to other Officers

The functions of the District Surveyor are also delegated to the Director of the Built Environment and the ~~Assistant Deputy~~ District Surveyors.

DIRECTOR OF MARKETS & CONSUMER PROTECTION

The following matters are delegated to the Director of Markets & Consumer Protection:-

Markets

1. To agree the assignment of standard form tenancies ~~where, in their opinion, there are no complications.~~
2. To grant tenancies at will to suitably qualified applicants in a standard form previously approved by the Comptroller & City Solicitor.
~~To authorise the Comptroller & City Solicitor to institute proceedings under the City of London Corporation's Byelaws.~~

Delegations to other Officers

3. The above matters (1, ~~and 2 and 3~~) are also delegated to the Superintendents of Billingsgate Market, Smithfield Market and New Spitalfields Market to be exercised either at the direction of or in the absence of the Director of Markets & Consumer Protection.

Port Health and Public Protection Division

Administrative

4. To increase current charge rates for products of animal origin annually in line with inflation.
5. To enter into a Service Level Agreement with the Health Protection Agency and agree minor amendments from time to time if required.
6. ~~To s~~Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

Delegations to other Officers

7. The above matters (4, 5, ~~and 6 and 7~~) are also delegated to the Port Health and Public Protection Director at the direction of or in the absence of the Director of Markets & Consumer Protection.

Legislative

8. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and Department. Department, including as detailed below.

The Director of Markets and Consumer Protection and any staff authorised by him are indemnified against all claims made against them including awards of damages and costs arising out of acts done by them in the bona fide discharge or purported discharge of such functions.

	Legislation	Delegated Function
1.	Accommodations Agencies Act 1953	Institution of Proceedings and other enforcement methods
2.	Administration of Justice Act 1970	Institution of Proceedings and other enforcement methods
3.	Agriculture Act 1970 (as amended)	a. Institution of Proceedings and other enforcement methods b. Section 67 – to enforce this part of the Act within the respective area; and the health authority of the Port of London shall have the like duty as respects the district of the Port of London
4.	Agricultural Produce (Grading & Marking) Act 1928 Agricultural Produce (Grading & Marking) Amendment Act 1931	Institution of Proceedings and other enforcement methods
5.	Animal Boarding Establishment Act 1963	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers to carry out inspections c. Granting of Licences
6.	Animal Health Act 1981 including all Orders and Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Section 52(1) – Appointment of Inspectors and other Officers as required for the execution and enforcement of the Act
7.	Animal Health & Welfare Act 1984	Institution of Proceedings and other enforcement methods.
8.	Animal Welfare Act 2006	a. Institution of Proceedings and other enforcement methods b. Section 51 – Appointment of Inspectors and other Officers as required c. Service of Notices under Section 10

	Legislation	Delegated Function
9.	Anti-Social Behaviour Act 2003	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 48 – Issue of Notices c. Section 43 – Issue of FPN’s d. Authorisation of Officers
10.	Breeding of Dogs Acts 1973 (as amended) & 1991. Including any regulations made thereunder and Breeding and Sale of Dogs (Welfare) Act 1999 (amendment to the 1973 Act)	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 2 – Authorisation of Officers c. The Granting of Licences d. Setting of Fees
11.	Building Act 1984 Including all Orders & Regulations made thereunder	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 126 – Authorisation of Officers c. Part 1 and Schedule 3 – Granting all authorisations and consents and issuing of notices
12.	Cancer Act 1939	Institution of Proceedings and other enforcement methods
13.	Children & Young Persons Act 1933 (as amended by Protection of Children (Tobacco) Act 1986	Institution of Proceedings and other enforcement methods
14.	Children & Young Persons (Protection from Tobacco) Act 1991 Including all Orders and Regulations made thereunder	Institution of Proceedings and other enforcement methods
15.	Christmas Day (Trading) Act 2004	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 3(2) – Appointment of Inspectors c. Section 2(1) – Granting of Consents

	Legislation	Delegated Function
16.	City of London Sewers Act 1848 (as amended in 1851 and 1897)	a. Powers of Inspection under Sections 70 and 71 b. Issuing of notices Sections 61 and 75
17.	City of London (Various Powers) Act 1954 – Section 4	Institution of Proceedings and other enforcement methods
18.	City of London (Various Powers) Act 1971 – Section 3	Institution of Proceedings and other enforcement methods
19.	City of London (Various Powers) Act 1973	To exercise the power to dispense with or relax any requirement of a sanitation byelaw
20.	City of London (Various Powers) Act 1977	Authorisation of Officers under Section 22
21.	City of London (Various Powers) Act 1987 – Part 3	a. Grant and renewal of annual licences b. Institution of Proceedings and other enforcement methods c. Section 26 – Designation of areas
22.	Clean Air Act 1993 Including any Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Section 56 - Authorisation of Officers c. Sections 24, 36 & 58 - Serving of notices d. Section 15 - Granting of approvals e. Section 35 – Powers of entry
23.	Clean Neighbourhoods and Environment Act 2005	a. Power to make dog control orders b. Issue Fixed Penalty Notices c. Setting the level of fees d. Authorisation of Officers
24.	Companies Act 2006 Including any regulations made thereunder	Institution of Proceedings and other enforcement methods

	Legislation	Delegated Function
25.	Consumer Credit Act 1974 Including any regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Sections 162 & 164
26.	Consumer Protection Act 1987 Including any regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Sections 28 & 29 c. Part 2 – Serving of Notices
27.	Control of Pollution Act 1974	a. Institution of Proceedings and other enforcement methods. b. Part 3 and Section 93 – serving of notices
28.	Copyright Designs & Patents Act 1988	Institution of Proceedings and other enforcement methods
29.	Courts & Legal Services Act 1990	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Section 106(6)
30.	Criminal Justice Act 1988	Institution of Proceedings and other enforcement methods
31.	Criminal Justice & Public Order Act 1994	Institution of Proceedings and other enforcement methods
32.	Dangerous Wild Animals Act 1976	a. Institution of Proceedings and other enforcement methods b. Section 3 – Authorisation to carry out inspections c. Section 1 – Granting of Licences
33.	Education Reform Act 1988	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Section 215

	Legislation	Delegated Function
34.	Enterprise Act 2002	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Serving of Notices d. Applying for Orders
35.	Environment Act 1995	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
36.	Environment Protection Act 1990 (Part 3)	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issuing Notices
37.	Estate Agents Act 1979	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issuing Notices
38.	European Communities Act 1972	Institution of legal proceedings, granting of authorisations/permissions, issuing of notices and authorisation of Officers in respect of regulations made under the provisions of S.2(2) European Communities Act 1972 insofar as they apply to the Common Council of the City of London in its capacity as a local authority, weights and measures authority, food authority or port health authority.
39.	Explosives Act 1875 – Section 69	Discharge of duties
40.	Fair Trading Act 1973	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers

	Legislation	Delegated Function
41.	Farm & Garden Chemicals Act 1967	Institution of Proceedings and other enforcement methods
42.	Fireworks Act 2003	Institution of Proceedings and other enforcement methods
43.	Food and Environmental Protection Act 1985	Institution of Proceedings and other enforcement methods
44.	Food Safety Act 1990	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices d. Appointment of Public Analysts for the City of London Corporation acting as a Food Authority and/or a Port Health Authority
45.	Forgery & Counterfeiting Act 1981	Institution of Proceedings and other enforcement methods
46.	Fraud Act 2006	Institution of Proceedings and other enforcement methods
47.	Gambling Act 2005	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting applications, variations and transfers of premises licences d. Granting provisional statements e. Endorsement of temporary use notices f. Issuing club gaming permits g. Issuing of club machine permits h. Granting and renewing family entertainment centre permits; Licensed Premises Gaming Machine permits; Prize Gaming permits
48.	Greater London Council (General Powers) Act 1967	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods

	Legislation	Delegated Function
		b. Issue of Certificates of Registration
49.	Greater London Council (General Powers) Act 1981	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
50.	Greater London Council (General Powers) Act 1984, Part 6	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of refusing registration
51.	Hallmarking Act 1973	Institution of Proceedings and other enforcement methods
52.	Health Act 2006	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
53.	Health and Safety at Work Act 1974 Including any Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Appointment of Inspectors c. Issue of notices
54.	House to House Collections Act 1939 (Regulations 1947)	a. Institution of Proceedings and other enforcement methods b. Granting of Licences
55.	Housing Act 1985	a. Institution of Proceedings and other enforcement methods b. Issue of Notices c. Granting of Licences
56.	Housing Act 2004	a. Institution of Proceedings and other enforcement methods b. Issue of Notices c. Authorisation of Officers d. Power to make Orders

	Legislation	Delegated Function
		e. Exercising the licensing functions
57.	Insolvency Act 1986	Institution of Proceedings and other enforcement methods
58.	Intoxicating Substances (Supply) Act 1985	Institution of Proceedings and other enforcement methods
59.	Knives Act 1997	Institution of Proceedings and other enforcement methods
60.	Legal Services Act 2007	Institution of Proceedings and other enforcement methods
61.	Licensing Act 2003 Various provisions relating to granting or refusal or enforcement	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting premises licences, variations to premises licenses and transferring premises licences d. Issuing provisional statements e. Granting club premises certificates, and variations to club premises certificates f. Issue of Notices g. Renewal of personal licences h. Determining representations
62.	Local Government (Miscellaneous Provisions) Act 1976	a. Institution of Proceedings and other enforcement methods b. Issue of Notices
63.	Local Government (Miscellaneous Provisions) Act 1982	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of registrations
64.	London County Council (General Powers) Act 1920 – Part 4	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers

	Legislation	Delegated Function
65.	London Local Authorities Act 1990	<p><u>a.</u> Institution of Proceedings and other enforcement remedies in sections 34, 38, 38A, 38B, and 38C in respect of street trading offences methods under Section 34</p> <p><u>a.b.</u> Authorisation of Officers</p> <p><u>b.c.</u> Granting, renewing, revoking or varying of licences under Part 3</p>
66.	London Local Authorities Act 2007	Institution of Proceedings and other enforcement methods
67.	Malicious Communications Act 1988	Institution of Proceedings and other enforcement methods
68.	Medicines Act 1968 Including any Regulations and Orders made thereunder	<p>a. Institution of Proceedings and other enforcement methods</p> <p>b. Authorisation of Officers</p>
69.	Motorcycle Noise Act 1987	Institution of Proceedings and other enforcement methods
70.	National Lottery ETC Act 1993	Institution of Proceedings and other enforcement methods
71.	Noise Act 1996	<p>a. Institution of Proceedings and other enforcement methods</p> <p>b. Authorisation of Officers</p> <p>c. Issue of Notices</p>
72.	Olympic Symbol etc. (Protection) Act 1995	Institution of Proceedings and other enforcement methods
73.	Performing Animals (Regulation) Act 1925	<p>a. Institution of Proceedings and other enforcement methods</p> <p>b. Authorisation of Officers</p>
74.	Pet Animal Act 1951	<p>a. Institution of Proceedings and other enforcement methods</p> <p>b. Authorisation of Officers</p> <p>c. Granting of Licences</p>

	Legislation	Delegated Function
75.	Poisons Act 1972	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
76.	Pollution Prevention & Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2010	a. Institution of Proceedings and other enforcement methods b. Undertaking of functions relating to permits c. Carrying out of Enforcement Actions d. Authorisation of Officers under Regulation 32 of the 2010 Regulations
77.	Prevention of Damage by Pests Act 1949	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
78.	Prices Acts 1974	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
79.	Property Misdescriptions Act 1991	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
80.	Protection against Cruel Tethering Act 1988	Institution of Proceedings and other enforcement methods
81.	Protection from Harassment Act 1997	Institution of Proceedings and other enforcement methods
82.	Public Health (Control of Disease) Act 1984	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Power to make Orders d. Applying to Courts for Closure Orders
83.	Public Health (Aircraft) Regulations 1979	Authorisation of Officers

	Legislation	Delegated Function
84.	Public Health (Ships) Regulations 1979	Authorisation of Officers
85.	Public Health Act 1936	a. Institution of Proceedings and other enforcement methods b. Issue of Notices
86.	Public Health Act 1961	Issue of Notices
87.	Riding Establishments Acts 1964 and 1970	a. Institution of Proceedings and other enforcement methods b. Granting of Licences and provisional Licences
88.	Road Traffic Act 1988 Including any Regulations made thereunder	Institution of Proceedings and other enforcement methods
89.	Scrap Metal Dealers Act 1964	a. Institution of Proceedings and other enforcement methods b. Authorisation of suitable Officers
90.	Site Waste Management Plan Regulations 2008	a. Institution of Proceedings b. Issue of Notices and Authorisation of Officers
91.	Solicitors Act 1974	a. Institution of Proceedings and other enforcement methods b. Powers of Entry
92.	Sunbeds (Regulation) Act 2010	a. Institution of Proceedings and other enforcement methods b. Powers of Entry
93.	Sunday Trading Act 1994	a. Institution of Proceedings and other enforcement methods b. Appointment of Inspectors c. Consents
94.	Tobacco Advertising & Promotion Act 2002	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers

	Legislation	Delegated Function
95.	Trade Descriptions Act 1968	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
96.	Trade Marks Act 1994	Institution of Proceedings and other enforcement methods
97.	Unsolicited Goods & Services Act 1971	Institution of Proceedings and other enforcement methods
98.	Video Recordings Act 1984	Institution of Proceedings and other enforcement methods
99.	Water Industry Act 1991	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices and Notifications d. Granting of Consents
100.	Weights and Measures Act 1985	a. Institution of Proceedings and other enforcement methods b. Power to appoint Inspectors
101.	Zoo Licensing Act 1981	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting, renewing, revoking, alteration and transferring of licenses d. Making zoo closure directions
102.	City of London (Various Powers) Act 1987 (as amended by the City of London (Various Powers) Act 2013)	a. To issue temporary street trading licences under the provisions of S.11A of the Act; b. To authorise officers of the Department of Markets and Public Protection and the Department of the Built Environment to exercise the power of seizure under S.16A of the Act;

	Legislation	Delegated Function
		c. To authorise disposal order applications under the provisions of S.16G of the Act
103.	Scrap Metal Dealers Act 2013	a. To authorise proceedings under S.1 of the Act; b. To issue and renew licences under S.3 of the Act; c. To issue notices and apply for closure orders under the provisions of S.9 and Schedule 2 of the Act;
104.	Anti-Social Behaviour, Crime and Policing Act 2014	a. To institute proceedings and enforcement remedies in relation to parts 1-6
<u>105</u>	<u>Consumer Rights Act 2015</u>	<u>Authorisation of officers under Schedule 5 of the Act</u>
<u>106</u>	<u>Enterprise and Regulatory Reform Act 2013 including the Redress Schemes for Lettings Agency Work (Requirement to Belong to a Scheme etc) (England) Order 2014</u>	<u>a Institution of Proceedings and other enforcement remedies in respect of the offence under Sections 83-88 of the Act</u> <u>b Authorisation of Officers</u>
<u>107</u>	<u>Highways Act 1980</u>	<u>a Granting of permissions or Consent with or without conditions or refuse to grant permissions or consent as the case may be, and issuing the appropriate notices under the provisions of Part VIIA of the Act relating to the provision of amenities on certain highways.</u> <u>b Issue of enforcement notices under the provisions of Section 115K of the Act (Tables, chairs and other street furniture)</u>

DIRECTOR OF OPEN SPACES

The following matters are delegated to the Director of Open Spaces:

Strategic

1. To submit responses, having consulted where appropriate, on behalf of the Open Spaces and City Gardens Committee to initiatives and consultative documents issued by the Government and its agencies.
- ~~1-2.~~ To institute or become involved in legal proceedings in consultation with the Comptroller and City Solicitor where deemed appropriate, to protect or preserve, enhance or secure the interests of the City of London Corporation in relation to its open spaces.

Operational

Burnham Beeches and City Commons

- ~~2-3.~~ To take any action to protect or preserve the Beeches/Commons and to report to the Epping Forest & Commons Committee, as appropriate.
- ~~3-4.~~ To issue all necessary licences, franchises and consents relating to ~~T~~the Beeches/Commons where a precedent has already been set and where the Epping Forest & Commons Committee have not indicated that they wish to consider any further applications.
- ~~4-5.~~ To seek and obtain all requisite licences and consents required in connection with Beeches/Commons lands, activities or entertainments.
- ~~5-6.~~ To enforce the Byelaws and Public Spaces Protection Orders relating to the Beeches/Commons subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
7. To authorise individual officers to enforce the Byelaws appertaining to the Beeches/Commons subject to any decision to institute proceedings being taken in accordance with paragraph (5) above.
- ~~6-8.~~ To authorise individual officers to issue Fixed Penalty Notices.
- ~~7-9.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:
 - a. Sale of refreshments
 - b. Filming and commercial photography
 - c. Events and entertainments
 - d. Driving and parking vehicles
 - e-e. Other licences arising from the City of London Corporation (Open Spaces) Act 2018
10. To grant minor wayleaves and licences in consultation with the City Surveyor.
- ~~8-11.~~ To let out recreational facilities in accordance with the current approved scale of charges.
- ~~9-12.~~ To deal with the sale of agricultural and forestry produce by private treaty.

Epping Forest

- ~~10-13.~~ To take any action to protect or preserve the Forest, and to report to the Epping Forest & Commons Committee, as appropriate.
- ~~11-14.~~ To authorise individual officers to enforce the Byelaws relating to the Forest, subject to any decision to institute legal proceedings for any offence being made in consultation with the Comptroller & City Solicitor, if appropriate, and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
- ~~12-15.~~ To institute proceedings in Magistrates' courts under the Epping Forest Act 1878 (as amended) Section 87 of the Environmental Protection Act 1990, Section 9 of the City of London (Various Powers) Act 1971 and Section 7(6) of the City of London (Various Powers) Act 1977.
- ~~13-16.~~ To close, re-open and vary designated ways pursuant to Section 9(4) of the City of London (Various Powers) Act 1961.
- ~~14-17.~~ To deal with the sale of Forest produce by private treaty.
- ~~15-18.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:-
- f. sale of refreshments;
 - g. filming and commercial photography;
 - h. circus and fairs;
 - i. flying model aircraft;
 - j. driving and parking vehicles;
 - k. camping;
 - l. events and entertainments.
- ~~16-19.~~ To let out recreational facilities in accordance with the current approved scale of charges.
- ~~17-20.~~ To grant minor way-leaves and licences.
- ~~18-21.~~ To fix fees for the sale of Forest produce and to fix licence fees for ice cream vans and other small scale refreshment facilities in the Forest.

Hampstead Heath, Highgate Wood and Queen's Park

- ~~19-22.~~ To act to protect or preserve Hampstead Heath, Highgate Wood and Queen's Park and to report to the Hampstead Heath, Highgate Wood & Queen's Park Committee, as appropriate.
- ~~20-23.~~ To issue all necessary licences, franchises and consents relating to Hampstead Heath, Highgate Wood and Queen's Park where a precedent has already been set and where the Hampstead Heath, Highgate Wood & Queen's Park have not indicated that they wish to consider any further applications.
- ~~21-24.~~ To seek and obtain all requisite licences and consents required in connection with Hampstead Heath lands, Highgate Wood and Queen's Park, activities or entertainments.
- ~~22-25.~~ To enforce the Byelaws relating to Hampstead Heath, Highgate Wood and Queen's Park subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and

to the result of any such prosecution being reported to the Hampstead Heath, Highgate Wood & Queen's Park Committee.

~~23-26.~~ To authorise individual officers to enforce the Byelaws appertaining to the Hampstead Heath Grounds, Highgate Wood and Queen's Park subject to any decision to institute proceedings being taken in accordance with paragraph 23 above.

~~24-27.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:

- m. sale of refreshments
- n. filming and commercial photography
- o. circus and fairs
- p. driving and parking vehicles
- q. events and entertainments
- ~~r. minor wayleaves and licences~~
- r. other licences arising from the City of London Corporation (Open Spaces) Act 2018

28 To grant minor wayleaves and licences.

29. To let out recreational facilities in accordance with the current approved scale of charges.

~~30.~~ To liaise with Historic English Heritage pursuant to the provision of any agreement in this regard between the City of London Corporation and Historic English Heritage.

~~30-31.~~ To deal with the sale of agricultural and forestry produce by private treaty.

City Gardens and West Ham Park

~~31-32.~~ To take any action to protect or preserve West Ham Park and the City Gardens, and to report to the Open Spaces and City Gardens Committee or the West Ham Park Committee, as appropriate.

~~32-33.~~ To issue all necessary licences, franchises and consents relating to the City Gardens and West Ham Park where a precedent has already been set and where the West Ham Park Committee or the Open Spaces & City Gardens Committee have not indicated that they wish to consider any further applications.

~~33-34.~~ To seek and obtain all requisite licences and consents required in connection with West Ham Park and City Gardens lands, activities or entertainments.

~~34-35.~~ To enforce the Byelaws relating to West Ham Park and the City Gardens subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Open Spaces and City Gardens Committee or the West Ham Park ~~Committee, as~~ Committee, as appropriate.

~~35-36.~~ To authorise individual officers to enforce the Byelaws appertaining to West Ham Park and to the City Gardens, subject to any decision to institute proceedings being taken in accordance with paragraph 33 above.

~~36-37.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:-

- s. sale of refreshments
- t. filming and commercial photography
- u. events and entertainments
- v. driving and parking vehicles
- v.w. other licences arising from the City of London Corporation (Open Spaces) Act 2018

~~37-38.~~ To grant minor wayleaves and licences.

~~39.~~ To let out recreational facilities in accordance with the current approved scale of charges.

Cemetery and Crematorium

~~38-40.~~ To extinguish Exclusive Rights of Burial in a grave that has not been used for over 75 years,

~~39-41.~~ To refund fees paid by City of London Corporation employees and Members of the Common Council or their close relatives burial or alternatively cremation.

~~42.~~ Setting of contract conditions and burial and cremation fees, in conjunction with the Comptroller & City Solicitor.

~~43.~~ To enforce the Byelaws and offences under the Local Authorities Cemeteries Order 1977 and Cremation Act 1902 relating to the Cemetery and Crematorium subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Port Health & Environmental Services Committee.

~~44.~~ To authorise individual officers to enforce the Byelaws appertaining to the Cemetery and Crematorium, subject to and decision to institute proceedings being taken in accordance with 31 above.

~~45.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:

- x. Sale of refreshments
- x.y. filming and commercial photography

~~46.~~ To deal with the sale of forestry produce by private treaty.

Tower Bridge and the Monument

47. To approve lettings of premises accommodation at Tower Bridge subject to the hire charges being within the levels approved by the Culture, Heritage and Libraries Committee.

48. To negotiate and agree non-fee-based benefits for Tower Bridge in respect of large budget productions.

48-49. To exercise powers under Section 29 of the Corporation of London Tower Bridge Act 1885 and Section 11 of the City of London (Various Powers) Act 1971 for the opening of Tower Bridge for the navigation of vessels on the River Thames

50. To negotiate and agree costs of sales and discounts in relation to the retail businesses being conducted at Tower Bridge Exhibition and the Monument.

49-51. To liaise with Historic England pursuant to the provisions of any agreement in this regard between the City of London Corporation and Historic England relating to matters affecting Tower Bridge and the Monument.

Keats House and Ten Keats Grove

52. To grant licenses following consultation with the City Surveyor and City Solicitor, for:

z. Sale of refreshments

aa. Filming and commercial photography

bb. Events and entertainments

50-53. To grant minor wayleaves and licences

Delegations to other Officers

51-54. The following authorities are also delegated to the Officers identified to be exercised either:

- a. at the direction of the Director of Open Spaces; or,
- b. in the absence of the Director of Open Spaces.

Superintendent of The Commons Burnham Beeches - Items 3 -12

~~Superintendent of the City Commons~~ - Items 2-9

Superintendent of Epping Forest - Items 13 – 21

Superintendent of Hampstead Heath,

Highgate Wood and Queen's Park - Items 22 - 31

Superintendent of (City) Parks & Gardens - Items 32 – 39

Superintendent and Registrar of the CoL Cemetery & Crematorium Manager - Items 40 - 46

Head of Tower Bridge - Items 47 – 51

HEAD TEACHER, CITY OF LONDON FREEMEN'S SCHOOL

The following matters are delegated to the Head Teacher:

Operational

1. The letting of school premises in consultation with the City Surveyor.

Human Resources

Creation of Posts

1. In relation to Teaching Staff:

a. to create posts below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors through the Education and Personnel Sub-Committee for information; and

a-b. to seek Governor approval for new posts including and above the level of Head of Department; and

b-c. to approve additional responsibilities, provided that they are funded from the approved budget. (Proposed scale increments of 2 points and above require prior agreement with the Director of HR to ensure consistency across the 3 Schools). To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.

Appointments

2. To appoint the Deputy Head and Bursar, with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;
3. To appoint the Academic Second Deputy Head, Heads of Section and Heads of Departments;
4. To appoint Teachers;
5. To approve overlapping of employment in a post, provided it can be funded from an approved budget.

Employment policies, procedures and contracts

6. To issue such documentation to teachers – in consultation with Corporate HR the Director of HR.

Salary Structure and Increases

7. To approve responsibility allowances, provided they can be funded from approved budget. Proposed scale increments of 2 points and above for additional responsibilities require agreement of the Director of HR to ensure consistency across three Schools. To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.
8. To approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.

Leave of Absence

9. To approve paid work during term-time, in accordance with policy agreed by the Board of Governors;
- 9-10. To approve compassionate leave in line with the School's policy;
- 10-11. To approve unpaid leave whether or not additional costs are incurred for cover, provided it can be funded from approved budget.

Termination of Employment

- 11-12. To give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher redundancy and with the approval of the ~~Report to~~ Board of Governors and Establishment Committee.

Dismissal

- 12-13. To dismiss the Deputy Head, Second Deputy Head, Heads of Section and Bursar, in consultation with Chairman and Deputy Chairman of the Board of Governors following consultation with the ~~Director of HR~~ Business Partner for the School.
- 13-14. To dismiss Heads of Department, ~~and~~ Teachers and, on occasions, members of the non-teaching staff, dependent on grade.

Suspension

- 14-15. To suspend the Deputy Head, Second Deputy Head, Heads of Section, Bursar, Heads of Department, ~~and~~ Teachers, Teachers and, on occasions, members of the non-teaching staff, dependent on grade following consultation with the ~~Director of HR~~ Business Partner for the School.
- 15-16. In relation to ~~Administrative Non Teaching~~ Staff, with the exception of the Bursar:

- a. to approve dismissal only following consultation with the Director of HR Business Partner;
- b. to approve suspension, following consultation with the Director of HR Business Partner.

HEAD TEACHER, CITY OF LONDON SCHOOL

The following matters are delegated to the Head:

Operational

1. The letting of school premises in consultation with the City Surveyor.

Human Resources

In relation to **Staff:**

Creation of Posts

2. To make appointments below that of Deputy Head (i.e. the Second Master) provided that they are funded from the approved budget and can be funded on an on-going basis and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors for information.
3. To approve additional responsibilities, provided that they are funded from the approved budget and can be funded on an on-going basis. To be reported to Board of Governors for information.

Appointments

4. To appoint a Deputy Head (Senior Deputy Head~~The Second Master~~), with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors.
5. To appoint all other Teachers and Members of the support staff.
6. To approve overlapping of employment in a post, provided it can be funded from approved budget.

Employment policies, procedures and contracts

7. To issue such documentation to teachers staff – in consultation with ~~the Corporate Director of~~ HR.

Salary Structure and increases

8. To approve responsibility allowances, provided they can be funded from approved budget and can be funded on on-going basis. To be reported to Board of Governors for information.
9. To approve recruitment increments subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors for information.

Leave of Absence

10. To approve paid work during term-time, in accordance with policy agreed by the Board of Governors;
11. To approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget.

Termination of Employment

12. To give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher or support staff ~~redundancy~~ redundancy and with the approval of the -Report to Board of Governors and Establishment Committee.

Dismissal

13. To dismiss or suspend Deputy Head (the Second Master), in consultation with Chairman and Deputy Chairman of the Board of Governors following consultation with the Director of HR;
14. To dismiss or suspend all other members of staff, following consultation with the Director of HR.

HEAD TEACHER, CITY OF LONDON SCHOOL FOR GIRLS

The following matters are delegated to the Head Teacher:

Operational

1. The letting of school premises in consultation with the City Surveyor.

Human Resources

2. In relation to **Teaching Staff**:

Creation of Posts

3. To make appointments below the level of Head of Department, provided that they are funded from the approved budget and don't commit to increase the level of ongoing expenditure on teachers' salary costs for future years and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors for information.
4. To approve additional responsibilities, provided that they are funded from the approved budget and don't commit to an increase in the overall level of ongoing expenditure on teachers' salary costs for future years. To be reported to Board of Governors for information.

Appointments

5. To appoint the Deputy Heads, Director of Studies and other members of the Senior Management Team', with final selection in consultation with the Chairman and Deputy Chairman of the Board of Governors or their appointed representatives.
6. To appoint Heads of Departments, Assistant Heads of Section and Teachers.
7. To approve overlapping of employment in a post, provided it can be funded from approved budget and does not increase the overall level of expenditure on teachers' salary costs for future.
8. To appoint casual agency staff and temporary staff for up to one year, subject to adequate provision within the temporary staffing contingency fund.
9. To permit the extension of posts and employment contracts of administrative/support staff, provided funding is met from the approved budget and also give consideration to the impact on future budgets, in consultation with the Director of HR and the Pay Office. To be reported to Board of Governors for information.

Employment policies, procedures and contracts

10. To issue such documentation to teachers – in consultation with ~~the~~ Corporate Director of HR.
11. To issue to administrative/support staff, subject to consultation with HR and recognised Unions.

Salary Structure and Increases

12. To approve responsibility allowances, provided can be funded from approved budget and provided this does not result in an increase in the overall level of expenditure on teachers' salary costs for future years. To be reported to Board of Governors for information.
13. To approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors for information.

Payments

14. To approve extensions of payments beyond 26 weeks and up to 52 weeks, in consultation with the Director of HR.
15. To approve payment of the Lump Sum Allowance for Newly Qualified Teachers, in accordance with the policy approved by Establishment Committee.

Leave of Absence

16. To approve paid work during term-time, in accordance with policy agreed by Board of Governors.
17. To approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget and does not result in an increase in the overall level of teachers' salary costs for future years.
18. To approve compassionate leave with pay for between 1-5 working days, in accordance with the policy agreed by Establishment Committee.
19. To approve compassionate leave with pay for between 6-10 working days, in consultation with the Director of HR.

Termination of Employment

20. To give notice of redundancy in consultation with HR and adherence to City of London Corporation policy on teacher redundancy and with the approval of the Report to Board of Governors and Establishment Committee.
21. To approve voluntary early retirements without enhancement and not due to redundancy or in the interests of efficiency, subject to consultation with the Director of HR and approval of Teachers Pensions.

22. To approve early retirements on the grounds of ill health where supported by the Occupational Health Manager, subject to consultation with the Director of HR.

Dismissal

23. To dismiss the Director of Studies, in consultation with the Chairman and Deputy Chairman of the Board of Governors and the Director of HR;

24. To dismiss Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

Suspension

25. To suspend the Director of Studies, in consultation with the Chairman and Deputy Chairman of the Board of Governors and the Director of HR;

26. To suspend Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

27. In relation to **Administrative Staff**:

- a. to approve dismissal only following consultation with the Director of HR;
- b. to approve suspension, following consultation with the Director of HR.

PRINCIPAL – THE GUILDHALL SCHOOL OF MUSIC & DRAMA

Consistent with the resolution of the Court of Common Council in December 2005, the Principal has all the powers necessary to execute the Financial Memorandum with the Higher Education Funding Council for England (HEFCE) delegated to him.

Further, under the terms of the Guildhall School of Music & Drama Instrument and Articles of Government, the following powers are delegated to the Principal:

1. To make such decisions and to initiate such action as he/she deems necessary in the interests of the efficient running of the Institution and the services provided by the Institution.
2. To make proposals to the Board of Governors about the education character and mission of the Institution and to implement the decisions of the Board of Governors.
3. The appointment, assignment, appraisal and dismissal of staff.
4. The maintenance of student discipline and the suspension or expulsion of students on disciplinary grounds in accordance with the procedures relating thereto in force from time to time and the implementation of decisions to expel students for academic reasons.
5. To incur revenue and capital expenditure and enter into commitments of behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders.
6. To act as Chief Accounting Officer for HEFCE purposes

**REMEMBRANCER
MANAGING DIRECTOR – BARBICAN CENTRE**

The Remembrancer and the Managing Director of the Barbican Centre do not have any powers delegated to them other than those general delegations that apply to all Chief Officers.

Agenda Item 8

TO: **POLICY AND RESOURCES COMMITTEE**

15 November 2018

FROM: **STANDARDS COMMITTEE**

5 October 2018

THE POSITION OF GOVERNORS AT CITY CORPORATION SCHOOLS

At its meeting on 5 October, the Standards Committee was disappointed that again it had to refuse a dispensation request from a City Corporation school governor who had become a parent at the relevant school. In considering the two recent similar applications, the Committee noted that as a Common Council appointment, the role of Governor of a City Corporation school was different from that of a governor in other schools and, as a consequence of the schools' constitutions, the Localism Act 2011 was applicable and consequently any governor who was also a parent had a disclosable pecuniary interest and a dispensation could only be granted if it met with the criteria set out under the Act.

It appears to the Standards Committee that it is not possible for a governor of a City Corporation school who is also a parent of a pupil at the school to fulfil the role of governor satisfactorily due to the combined impact of the schools' constitutions and the legislation. The Committee hoped that Policy and Resources Committee would consider this matter and seek a solution to it.

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ESTLIN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.
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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School for Girls
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to eight co-opted non-City of London Corporation Governors with experience relevant to the Board

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership (until July 2019)**

ALDERMEN

- 2 Vincent Thomas Keaveny, Sheriff

COMMONERS

- 10 (4) Marianne Bernadette Fredericks
- 7 (4) Sylvia Doreen Moys
- 3 (3) Dominic Gerard Christian
- 2 (2) Caroline Wilma Haines, *for three years*
- 2 (2) Alexander Robertson Martin Barr
- 4 (2) Keith David Forbes Bottomley, Deputy
- 2 (2) Timothy Levene
- 10 (2) Charles Edward Lord, O.B.E., J.P., Deputy
- 10 (1) Ian Christopher Norman Seaton
- 6 (1) James Michael Douglas Thomson, Deputy

together with:-

Ronel Lehmann

Lord Levene of Portsoken

Christopher Martin

Paul Madden

Rosie Gill

Paul Stein

Vacancy

Vacancy

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Head and, where appropriate, the deputies and the Bursar.

ESTLIN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.
---------------	---

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with experience relevant to the Board

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership (until July 2019)**

ALDERMEN

- 2 Emma Edhem
- 1 Prem Goyal, O.B.E., J.P.

COMMONERS

- 4 (4) Randall Keith Anderson
- 17 (4) Tom Hoffman, M.B.E., Deputy
- 17 (4) Sylvia Doreen Moys
- 18 (3) Richard David Regan, O.B.E., Deputy
- 29 (3) Sir Michael Snyder
- 10 (2) Clare James, Deputy
- 2 (2) Robert Allen Merrett, Deputy
- 1 (1) Dhruv Patel, O.B.E., *for three years*
- 2 (2) Rehana Banu Ameer, *for three years*
- 5 (1) Nicholas Michael Bensted-Smith, J.P.
- 2 (1) Tijs Broeke

Vacancy

together with :-

- Prof. Anna Abulafia
- Dr. Stephanie Ellington
- Soha Gawaly
- Mary Ireland
- Elizabeth Phillips
- Vacancy*

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Head and, where appropriate, the deputies and the bursar.

ESTLIN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.
---------------	---

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**
A Non-Ward Committee consisting of,
 - up to two Aldermen nominated by the Court of Aldermen
 - up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
 - up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**
The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership (until July 2019)**

ALDERMEN

2 Susan Langley, O.B.E.
1 Bronek Masojada

COMMONERS

14 (4) John Alfred Bennett, M.B.E., Deputy
10 (4) Michael Hudson
7 (3) Stuart John Fraser, C.B.E.
6 (3) Graham David Packham
15 (2) Roger Arthur Holden Chadwick, O.B.E, Deputy
10 (2) Vivienne Littlechild, M.B.E., J.P.
6 (2) Hugh Fenton Morris, Deputy
10 (1) Elizabeth Rogula, Deputy
6 (1) Philip John Woodhouse, Deputy

Vacancy

Vacancy

Vacancy

together with :-
Nicholas Goddard
Brian Harris
Andrew McMillan
Chris Townsend
Lady Gillian Yarrow
Vacancy

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**
To be responsible for:-

(a) all School matters;

- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

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Appendix 3: Common councillors, parent governors and potential conflicts for Governing Boards at City Schools – a report of the Headteachers of the three City of London Independent Schools

Background

The three City independent schools have not traditionally had parent governors sitting on their boards. However, both CLS and CLSG have had in the recent past co-opted members of the governing body who were parents of recent leavers. It must be noted that such so-opted governors do not have the possibility to be elected Chairmen, therefore restricting their influence on the board.

The situation has recently arisen at both CLSG and CLSF members of the Court of Common Council who are also parents at the schools have found themselves on the board through different circumstances. As we understand it, following these members being refused dispensations by the Standards Committee, the Policy Committee were asked to consider the issue, and the heads have been asked to comment.

This paper sets out the views of the Heads on the very many implications that a policy change on this matter would entail for the schools. It must be made clear that the three Heads are unanimous in having serious reservations about allowing current parents to sit on the School Boards as members of the Court of Common Council for a number of reasons that will be detailed below.

Practice across the sector

It is common practice in state schools to have a very limited number of parent governors (and staff) on the governing body (between 2 and 4 depending on the size of the governing body). These parent governors are elected directly by other parents in a ballot and they have a limited term of service. The role of parent governors is explicitly to represent the views of parents and to act as a conduit for parental views.

Practice is not consistent across independent schools regarding parent governors. Larger, more established independent schools very rarely have current parents on their boards, whereas smaller schools (particularly prep schools) who find it harder to attract board members with relevant skills tend to draw more heavily on the parent body. It is certainly far more common to find alumni on governing bodies of larger independent schools than current parents.

Within comparable schools, the most widespread approach is the one that CLSG and CLS have so far followed: to co-opt parents of recent leavers on to the board. These parents are co-opted because of their specific skills and because of their relevant

knowledge of the organisation. The fact that their child has now left the school prevents them from having the many conflicts of interest detailed below.

Potential Conflicts

Clarity of role and legitimacy of parental representation

Because of the way this situation has arisen, the question being currently asked (should Common Council member who are parents be allowed to serve on the school boards) is in many ways the wrong one. The real question that boards should consider is whether anything has changed that would make it advisable and beneficial for school boards to include current parents, something which the schools have so far consciously refrained from doing.

Allowing Common Council member parent to sit on the board is likely to be misinterpreted by parents as the governing body wanting to create a conduit for parental views. The individual in question may find themselves seen by parents as their “go to” governor to represent their views, a situation with which they (and the Headteachers) may not feel comfortable. Many parents will also question to what extent this is legitimate representation since the parent body has not been consulted on the choice.

When it is made clear to parents that parental representation is not the intention, the governing body may well have to deal with the fallout from unmet expectations. It will be seen as cynical to argue that the governing body does not include current parents as a matter of principle but allows CC members who are parents to serve on the board. Many of our very articulate parents will rightly argue against such double standards.

It would be preferable for boards of governors to consider whether it is in the school’s best interests to allow parental representation on the board and if this is agreed, then to create a position to which current parents (whether Common Councilmen or not) can apply setting out transparent mechanisms for the process of election.

Financial conflict of interests

It would seem obvious that a parent governor would have a vested interest in discussions around school fees, staff salaries and salary increases. Indeed almost any item discussed and voted on by governors will have financial implication. Please note that such financial implications do not exist for parent governors in the state sector, where parental presence on governing bodies has been long established.

In addition, it is not impossible that a parent governor could find themselves in arrears with the school, creating a very sensitive situation for the Headteacher.

Sensitivity of Information

This is the area of greater difficulty; the amount of sensitive information that governors are privy to can create serious conflicts of interest for parent governors. For example, it would be unwise for a parent Governor to sit on a Bursary Committee as such a committee could reveal sensitive information about a family well known to the parent. The same could potentially apply to the statutory annual review of safeguarding: while discussions are always anonymised, it is not impossible for a parent governor to recognise the individuals involved. Finally, a parent Governor could have a conflict of interest regarding sensitive issues pertaining to staff, not least if the staff member taught the Governor's child.

There is no easy way to manage such conflicts other than asking the parent governor to withdraw from discussions: that inevitably limits the contribution they can make to the board, compared to other governors.

The role of governors' children

Parent Governors can become compromised through their children. This could be, for example, when a disciplinary line has to be taken with a child in the school or when there is a significant pastoral issue that arises that needs intervention. If the child in question is the governors' child, it puts the Headteacher and the board in a difficult situation.

At the same time, tensions can also arise when a Governor's child comes into conflict or tension with another child or when a child of the parent governor is privy to information that they should not have.

There is certainly a responsibility that goes with being the child of a Governor in a school regarding behaviour and that parent governors should always think of carefully before agreeing to take on the role.

Position of Chairman and Deputy Chairman

Should parents who are Common Councilmen be allowed on the school boards, there is currently nothing stopping them from becoming the Chairman and Deputy Chairman of those boards.

For the reasons outlined in the previous sections, this eventuality is fraught with difficulties and could make the relationships between Chairman and Headteacher at least very complicated and potentially untenable and would not be in the best interest of the schools.

A crucial difference with the rest of the sector

There is one final point of crucial importance.

On the rare occasions when current parents serve on the boards of independent schools, their appointment is subject to the approval of the Chair and the Head. That means that a case-by-case analysis can be undertaken in relation to any possible conflict of interests. Since elections from the Court of Common Council take place independently of the Chairman and the Head, there would be no way of controlling for such issues as have been outlined so far. If someone with appropriate skills was to be considered for a school Board who happened to be a parent, appointing them as a co-opted member allows for Board and Head to have oversight, thereby managing these issues. A change in relation to the rights of members of the Court of Common Council would remove *any* control over which parents might end up serving on the Board, thereby making the potential problems raised in this paper particularly significant.

It is the case that such controls do not exist for state schools, but the difference is there are firstly no financial implications and secondly that the appointment of parents governors is conducted as a democratic process that is fully transparent and therefore has a different legitimacy. Needless to say, the process does not stop some of the conflicts of interests described in this paper, and as many headteachers in the state sector know, careful and skilled management of such situations is often required. We would continue to argue that a recent former parent is the best way to ensure input from the parental body without any conflicts of interest.

Conclusion

Lifting restrictions for Common Councilmen who are current parents to serve on the boards of the independent schools is not a step that should be taken lightly. The Heads of the schools are not in favour for the reasons outlined in this paper. The potential for conflict of interest is significant and should not be underestimated if the best interest of the schools are to be prioritised.

The Boards have not had the chance to discuss how desirable parental representation is and how best to achieve it. However, it appears that the current system of appointing parents of recent leavers achieves the objectives of having “parental insight” on the board without the conflicts of interest that current parents cannot avoid. In the absence of such a discussion, it would be best to retain the current system.

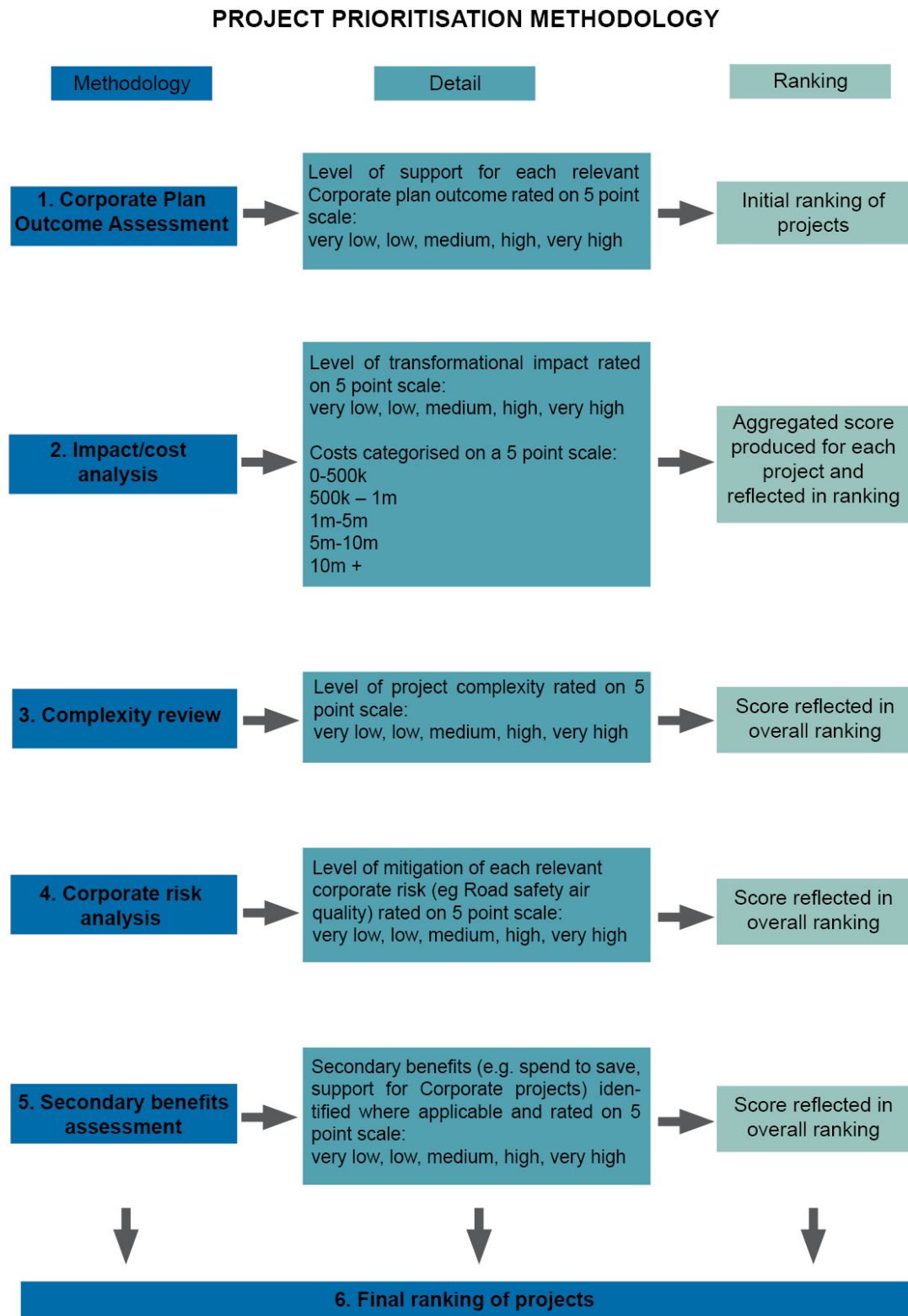
Appendix 4: Feedback from the City Schools' Boards of Governors

Below is the anonymised collection of feedback on the Parent Governor report submitted to Policy & Resources for 4 July 2019. Responses were received from Governors of all three City Schools.

Number	Comment
1	<p>Where there is a conflict of thought on the Board it is the wishes of the Headteachers that should take priority. They are the ones most likely to be compromised in an adverse situation and I feel their paper is very well balanced and thought through.</p> <p>There are plenty of other schools in the City of London Family that CC's could approach to join a governing body if they are committed to the role.</p>
2	<p>I think we should reflect best practice in other schools and allow parental representation subject to non-involvement where there is financial interest (i.e. fees). I think we should not overly complicate process but look at the right outcome and then ensure it is possible with appropriate governance.</p>
3	<p>My conclusion is that a Common Councilman who happens to be a parent becoming a Common Councilman Governor is an untenable position.</p> <p>That's not to say parents should not be able to have an input - there are recognised parent groups - (at CLSG it's the Friends) and we have two examples on CLSG Board of former parents appointed as Co-Opted Governors, one of whom was a teaching practitioner and who made a hugely valuable contribution to the board over circa 9 years and the current one being a fund raising expert helping us with our current bursary appeal/targets. Involvement of former parents and indeed former pupils can continue to be accessed via the Co-Opted Governor route.</p>
4	<p>Appendix 3 'Report of the Headteachers of the three City of London Independent Schools' states the following 'The role of parent governors is explicitly to represent the views of parents and to act as a conduit for parental views'. My experience is that this is not the role of a Parent Governor. Governor Induction training courses run by the National Governors Association make it very clear to all Governors that they are appointed to the Governing Body, not to represent any other interest or Community Group. In effect the concept is that the Parent Governor appointment, together with Community Governor appointments, or Partnership Appointments are to bring balance and diversity of skills and experience from divergent stakeholders. The Parent Governor is appointed to the Governing Body based on the Nolan principles of public life, and together with the rest of the Governing Body act as a 'critical friend' to the Head Teacher/Senior Leadership Team. They do not, and should not act as a conduit for parental views, which are handled by the Leadership team via normal governance channels.</p>

	<p>Financial conflicts of interest also exist in State Schools where they are carefully managed, alongside Safeguarding, and other sensitive information. In the School where I was Chairman we asked all parents to voluntarily contribute on a monthly basis to our school fund which over time helped with purchases for the School, such a School minibuses, Sports hall equipment etc. In the State Sector it is illegal to ask for payment for education, but voluntary contributions of this nature are allowable - on average half of parents contributed throughout their child's time at the school. I give this example as these type of sensitive matters also exist elsewhere. Another example in the selective environment would be in relation to selective school admission tests where potential conflicts have to be managed. In addition, even if the state sector the concept of bursaries exist as 'school fund' monies are used for hardship cases to help parents with the cost of school uniform, books, computers etc. All again handled with great sensitivity.</p> <p>The core of the debate here is that this concept differentiates 'Parent Governors' from any other type of Governor. All Governors are appointed to the Governing Body on an equal basis who fulfil their fiduciary duties on a collective basis. In my experience, the pool of experience in the Parental stakeholder group can prove fruitful. Election of Governors can be managed by the Chair of the Governing Body outlining what skill set is required for the Governing Body vacancy, (Digital, Financial, etc. and asking for nominations which meet the identified skill set as identified by a skills matrix) A process could then be that there is either an election by parents, or interviews conducted by the Chair of Governors and Head Teacher.</p>
5	<p>I have experience of parent governor elections to State Schools where, as you write, there is no financial implication. However, in my experience, rarely is a parent governor 100% independent. There is often a reason why that parent stood for election and, when their child leaves that school, the parent governor quickly disappears too.</p> <p>If P & R want to go down the road of demolishing the current structure of governing boards of City Schools, then as well as parent Governor appointments, we shall need to have Staff governors, not only teachers, but also admin/support. I already have one of my City Schools bending my ear back that teachers should be represented on Board,</p> <p>I am very much opposed to the Conclusion of the paper for P & R on 4 July, in the first sentence. It must be made explicitly clear that the parents of current pupils are not eligible to serve as governors'</p>

Appendix 1 – Methodology of DBE prioritisation exercise



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Appendix 2 – Results of DBE prioritisation exercise

Actual Score	Rank	Project
8.5458127	1	St Pauls Gyratory (inc. Centre for Music)
8.799694442	2	Pipe Subways - Holborn Viaduct / Snow Hill
9.123485422	3	Liverpool Street (Crossrail Urban Integration)
9.437709825	4	Bank Junction (All Change at Bank)
9.891231561	5	West Smithfield Area (inc. Museum of London Public Realm)
10.0019998	6	Healthy Street Plans – City Cluster and Fenchurch Street
10.0019998	6	Healthy Street Plans – Fleet Street and Temple
10.06181507	8	Moorgate (Crossrail Urban Integration)
10.39422917	9	Bank on Safety
10.60636592	10	City Cluster - Implementation of Vision Phase 2
10.62536021	11	Beech St Transportation and Public Realm
10.78153037	12	London Wall Car Park - Joints and Waterproofing
10.78702925	13	Healthy Street Plans – Barbican & Smithfield
11.57410904	14	Healthy Street Plans – Bank and Guildhall
11.65987326	15	Culture Mile Implementation (Phase 1 - Culture Mile Spine / North South link)
11.79235136	16	Healthy Streets Project - Barbican and Smithfield
11.79235136	16	Healthy Streets Project - City Cluster and Fenchurch Street
11.79235136	18	Healthy Streets Project - Fleet Street and Temple
11.87235888	19	Eastern City Cluster Security
11.97600529	20	HVM Security
12.38303648	21	City Cluster Vision Phase 1 Implementation (Temporary closures/installations & trials)
12.38303648	21	St Paul's External Lighting
13.22249146	23	Fleet Street
13.25179233	24	Puddle Dock Improvements

13.25179233	24	Moorgate Area Strategy
13.27063092	26	Bank by Pass Walk Route
13.27063092	26	Dominant House Footbridge
13.32682894	28	City Cluster Implementation of Vision Phase 3
13.4194593	29	Cycling Network
13.54843164	30	St Paul's Area Strategy - Culture Mile
13.54843164	30	Pool of London KAOC plan
13.5668589	32	Culture Mile Pop ups future years
13.84521578	33	Fleet Street Area Strategy
13.91706999	34	Culture Mile Implementation (Phase 2 - Wider Area)
14.83374531	35	Eastcheap and Philpot Lane (11378)
14.93452376	36	Vine Street North
14.95124478	37	Tudor St / New Bridge St
15.00118516	38	Temple Area Traffic Review
15.03329638	39	Guildhall Area Strategy Green Spaces (10681)
15.04990778	40	Guildhall Ponds

DBE Projects originally part of the prioritisation exercise but not ranked

Project	Project Description	Reason that the project was not ranked
Thames Court Footbridge (11962)	Strengthening work to Thames Court Footbridge.	Project completed and bridge re-opened
West Smithfield Charterhouse Street bridge	Strengthening works to Charterhouse Street Bridge above Thameslink link and adjacent to West Smithfield Market buildings.	Project is separately funded by Cyclical Works Programme and therefore falls outside the DBE prioritisation review.
Street Lighting Strategy and Delivery Plan (9685)	Upgrade of City's street lighting network and Control Management System following adoption of the City's Street Lighting Strategy.	Project authorised to commence works at Gateway 5.
City Cluster Vision (10594)	Public Realm Vision document for the City Cluster Area.	Project completed and Vision adopted
City-Way-Finding Signage (11735)	Installation of Legible London way-finding signage across the Square Mile.	Project authorised to commence works at Gateway 5.
Sculpture in the City (9517)	Contemporary public art exhibition in the heart of the insurance and financial district around EC3.	Project authorised to commence works at Gateway 5 for 2019.
Drinking Fountains (12015)	Installation of 10 water refill points in support of the Plastic Free City Initiative.	Project authorised to commence works at Gateway 5.
Culture Mile Look and Feel Strategy (11780)	Public Realm Strategy document for the Culture Mile Area.	Project completed and Strategy adopted.
West Smithfield Strategy (10974)	Public Realm Strategy document for the West Smithfield Area.	Project superseded by Culture Mile Look and Feel Strategy

Eastern City Cluster Phase 2 (10719)	Implementation phase of Eastern City Cluster Strategy (2006)	Project superseded by City Cluster Vision Implementation phases.
51 Lime Street (9561)	Highway works in the vicinity of 51 Lime Street	Final phase superseded by 10 Fenchurch Avenue S278 works.
6 Bevis Marks (10680)	Highway works in the vicinity of 6 Bevis Marks	Funding re-directed to complete Aldgate project
S106 Bucklersbury House (9466)	Highway works in the vicinity of Bucklersbury House	Project superseded by Bloomberg S278 works.
Fenchurch Street (10986)	Transportation and Public realm improvements to Fenchurch Street	Project superseded by City Cluster Vision Implementation Phases and Healthy Streets Plan for City Cluster and Fenchurch Street.
RWE -Blackfriars Bridge Walkway (11493)	Public art installation on the riverside walk at Blackfriars Bridge.	Project superseded by Thames Tideway Tunnel public realm works.

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Appendix Three – Results of Project Eligibility for allocation of S106 funds

(All projects must mitigate the specific impacts of developments from which the funds were generated).

Actual Score	Rank	Project	Project Description	Project cost range (£M)	Project approved to continue using central funding during Fundamental Review Y/N?	Project can be fully funded using local funding sources Y/N?	S106 funding can be allocated without a variation in the scope of the agreement Y/N?	Project eligible for allocation of S106 funds in this report Y/N?
8.5458127	1	St Pauls Gyratory (inc. Centre for Music) (11377)	Transportation and Public Realm improvements to St Paul's Gyratory including the integration of a potential Centre for Music development.	21-30	N	N	N/A	N
8.799694442	2	Pipe Subways - Holborn Viaduct / Snow Hill (9845)	Works to Pipe Subway adjacent to Annexe Building of Smithfield Market and above the Thameslink line.	6	Y	N	N/A	N
9.123485422	3	Liverpool Street (Crossrail Urban Integration) (11375)	Transportation and Public Realm works to safely integrate the additional pedestrians using the Crossrail station. Will include footway widenings, pedestrian crossing improvements, wayfinding and urban greening along Liverpool Street East, Old Broad Street, Blomfield Street and Wormwood Street.	1.4- 5.2	N	Y	Y	Y
9.437709825	4	Bank Junction (All Change at Bank) (11401)	Transportation and Public Realm works to improve safety and create a quality urban place at Bank Junction ahead of the Bank Underground Station Capacity Upgrade.	4-18	N	N	N/A	N*
9.891231561	5	West Smithfield Area (inc. Museum of London Public Realm) (11956)	Transportation and Public Realm improvements in the West Smithfield Area including the integration of a proposed Museum of London and a potential new use for the Central Market buildings.	12	Y	N	N/A	N
10.0019998	6	Healthy Street Plans – City Cluster and Fenchurch Street (project proposal)	The Healthy Streets Plan will set out the traffic management changes required to provide a quality and safe public environment for workers, residents and visitors in the City Cluster and the area around Fenchurch Street station.	0.25 -0.35	N	Y	Y	Y
10.0019998	6	Healthy Street Plans – Fleet Street and Temple (project proposal)	The Healthy Streets Plan will set out the traffic management changes required to provide a quality and safe public environment for workers, residents and visitors in the Fleet Street and Temple area.	0.25 0.35	N	Y	Y	Y

10.06181507	8	Moorgate (Crossrail Urban Integration) (11381)	Transportation and Public Realm works to safely integrate the additional pedestrians using the Crossrail station. Will include footway widenings, pedestrian crossing improvements, wayfinding and urban greening along Moorgate, London Wall and Moorfields North.	1.1 - 2	N	Y	Y	Y
10.39422917	9	Bank on Safety (11599)	Transportation works to improve short-term safety at Bank Junction	0.36	Y	N	N/A	N
10.60636592	10	City Cluster - Implementation of Vision Phase 2 (project proposal)	Transportation and Public Realm works to deliver enhanced streets and spaces in the City Cluster, including Houndsditch, Leadenhall Street and St Mary Axe	6.5	N	N	N/A	N
10.62536021	11	Beech St Transportation and Public Realm (10847)	Transportation and Public Realm works to restrict vehicle access into Beech St to improve air quality and provide opportunities for public realm enhancement. Beech Street forms part of the Culture Mile Spine and the project includes Vision Zero safety improvements at Aldersgate St and complements Zero Emission Zone.	12-15	Y	N	N/A	N
10.78153037	12	London Wall Car Park - Joints and Waterproofing (12002)	Waterproofing and replacing the joints to the remainder of the Highway Structure over the London Wall Car Park following the completed works funded by the developer to the eastern quarter.	2	N	N	N/A	N
10.78702925	13	Healthy Street Plans – Barbican & Smithfield (project proposal)	The Healthy Streets Plan will set out the traffic management changes required to provide a quality and safe public environment for workers, residents and visitors in the Barbican and Smithfield areas	0.25 - 0.35	N	Y	N	N
11.57410904	14	Healthy Street Plans – Bank and Guildhall (project proposal)	The Healthy Streets Plan will set out the traffic management changes required to provide a quality and safe public environment for workers, residents and visitors in the Bank and Guildhall areas	0.25 - 0.35	N	Y	N	N
11.65987326	15	Culture Mile Implementation (Phase 1 - Culture Mile Spine / North South link) (11955)	Transportation and Public realm improvements to the Culture Mile Spine between Farringdon Road and Moorgate and public realm improvements to the north-south link between Culture Mile and the Southbank.	4 -5	N	N	N	N
11.79235136	16	Healthy Streets Project - Barbican and Smithfield (project proposal)	A project arising from the Healthy Streets Plan as yet to be determined	1	N	N	N/A	N

11.79235136	16	Healthy Streets Project - City Cluster and Fenchurch Street (project proposal)	A project arising from the Healthy Streets Plan as yet to be determined	1	N	N	N/A	N
11.79235136	18	Healthy Streets Project - Fleet Street and Temple (project proposal)	A project arising from the Healthy Streets Plan as yet to be determined	1	N	N	N/A	N
11.87235888	19	Eastern City Cluster Security (9521)	Urban realm security works in the City Cluster area. This has now been superseded by both the HVM security programme and the City Cluster Vision Implementation Phases.	3	N	N	N/A	N
11.97600529	20	HVM Security (11954)	Urban realm security works across the Square Mile.	5	Y	N	N/A	N
12.38303648	21	City Cluster Vision Phase 1 Implementation (Temporary closures/installations & trials) (project proposal)	Implementation of the first phase of the City Cluster Vision to include Healthy Streets Plan, Area Wide Security design development, greening, street activation and trials of functional changes to streets.	1 -3	N	Y	Y	Y
12.38303648	21	St Paul's External Lighting (9672)	Replacement of the external lighting system at St Paul's Cathedral	1.8	N	Y	N	N
13.22249146	23	Fleet Street (10846)	Transportation and Public Realm improvements to Fleet Street	5	N	N	N/A	N
13.25179233	24	Puddle Dock Improvements (11733)	A new pedestrian crossing connecting the Riverside Walk and Thames Pier to Puddle Dock. Fully funded by TfL grant.	0.2	N	Y	Y	Y**
13.25179233	24	Moorgate Area Strategy (11697)	A Strategy to identify improvements to Transportation and Public Realm in the Moorgate area. This is now superseded by the Moorgate (Crossrail Urban Integration) project.	0.1	N	Y	Y	Y**
13.27063092	26	L5-Bank by Pass Walk Route (10990)	Transportation and Public Realm improvements to secondary streets in the Bank Junction area.	1	N	Y	N	N
13.27063092	26	Dominant House Footbridge (11788)	Concrete repairs to free locked up bearing shelf, refurbishment and investigation of lift provision at Committees instruction	0.55	N	N	N/A	N
13.32682894	28	City Cluster Implementation of Vision Phase 3 (project proposal)	Transportation and Public Realm works to deliver enhanced streets and spaces in the City Cluster, including Bury Street and Creechurch Lane.	6.5	N	N	N/A	N
13.4194593	29	Cycling Network	Implementation of cycling network infrastructure across the Square Mile.	6	N	N	N/A	N
13.54843164	30	St Paul's Area Strategy - Culture Mile (10845)	A Strategy to identify improvements to Transportation and Public Realm in the St Paul's Cathedral area. This project is superseded by the Culture Mile Implementation Phase 1.	0.1	N	Y	Y	Y**
13.54843164	30	Pool of London KAOC plan (project proposal)	A Plan to identify improvements to Transportation and Public Realm in the Pool of London Key Area of Change.	0.1	N	N	N/A	N

13.5668589	32	Culture Mile Pop ups future years (11825)	Street activation and trials to deliver short term benefits to the Culture Mile area and to support the Culture Mile cultural programme.	0.75	N	N	N/A	N
13.84521578	33	Fleet Street Area Strategy (10846)	A Strategy to identify improvements to Transportation and Public Realm in the Fleet Street area. This is superseded by the Fleet Street and Temple area Healthy Street Plan	0.05	N	Y	Y	Y**
13.91706999	34	Culture Mile Implementation (Phase 2 - Wider Area) (project proposal)	Transportation and Public realm improvements to secondary streets, spaces and gardens in the Culture Mile area.	4 - 5	N	N	N/A	N
14.83374531	35	Eastcheap and Philpot Lane (11378)	A new pedestrian crossing over Eastcheap adjacent to Philpot Lane	0.2	N	N	N/A	N
14.93452376	36	Vine Street North (project proposal)	Public Realm improvements in the northern section of Vine Street to complement improvements arising from private development in the area.	0.65	N	Y	N	N
14.95124478	37	Tudor St / New Bridge St	Transportation improvements to Tudor Street and New Bridge Street.	2.5	N	N	N/A	N
15.00118516	38	Temple Area Traffic Review (11959)	Measures to improve traffic movement, access, egress and greenery	3	N	N	N/A	N
15.03329638	39	Guildhall Area Strategy Green Spaces (10681)	Strategy to deliver urban realm improvements to the Guildhall Area	0.2	N	Y	N	N
15.04990778	40	Guildhall Pond (10681)	Re-design of urban realm around and including the Guildhall Ponds	0.5	N	N	N	N

*- S106 funding allocated in separate report to All Change at Bank project (providing partial funding only).

** -Project is already fully funded from local sources (no requirement for further allocation).

Appendix 4 - Details of S106 deposits to be allocated

Proposed S106 funding allocations					
			TOTALS	£3,917,517.78	£3,917,517.78
Suggested Allocation	HOT	Status	Development	Balance	Total additional funding
City Cluster Vision Phase 1 Implementation – (incorporating City Cluster and Fenchurch Street Healthy Street Plan)	LCEIW	No VAR	06/01123/FULEIA Pinnacle 30/11/2007	£257,531.00	£1,119,934.28
	LCEIW	No VAR	09/00450/FULMAJ Bevis Marks 6 25/06/2010	£53,000.00	
	LCEIW	No VAR	10/00904/FULEIA Broadgate 5 29/07/2011	£16,749.22	
	Transportation	No VAR	11/00332/FULEIA Bishopsgate 100 23/11/2011	£17,939.00	
	LCEIW	No VAR	06/01123/FULEIA Pinnacle 30/11/2007	£774,715.06	
Crossrail Urban Integration - Liverpool Street	Transportation	No VAR	10/00904/FULEIA Broadgate 5 29/07/2011	£7,733.64	£1,484,391.68
	LCEIW	No VAR	10/00904/FULEIA Broadgate 5 29/07/2011	£537,735.36	
	Transportation	No VAR	10/00904/FULEIA Broadgate 5 29/07/2011	£543,504.00	
	LCEIW	No VAR	10/00904/FULEIA Broadgate 5 29/07/2011	£56,400.00	
	LCEIW	No VAR	10/00904/FULEIA Broadgate 5 29/07/2011	£326,097.00	
	LCEIW	No VAR	05/00771/FULEIA Heron Tower 07/04/2006	£4,448.49	
	Transportation	No VAR	05/00771/FULEIA Heron Tower 07/04/2006	£4,096.35	
LCEIW	No VAR	06/00240/FULL Dashwood House 12/12/2006	£4,376.84		
Crossrail Urban integration – Moorgate	Transportation	No VAR	03-3297AS Basinghall Street 35 10/02/2005	£3,281.71	£1,058,185.62
	LCEIW	No VAR	03-3297AS Basinghall Street 35 10/02/2005	£300.00	
	Transportation	No VAR	03-3297AS Basinghall Street 35 10/02/2005	£15,238.00	

	Transportation	No VAR	10/00832/FULEIA London Wall Place 26/08/2011	£118,892.04	
	LCEIW	No VAR	07/00092/FULL Telephone Exchange 29/06/2009	£519,545.66	
	Transportation	No VAR	07/00092/FULL Telephone Exchange 29/06/2009	£327,136.12	
	LCEIW	No VAR	07/00092/FULL Telephone Exchange 29/06/2009	£1,942.20	
	LCEIW	No VAR	12/00811/FULMAJ River Plate House 10/05/2013	£47,365.63	
	LCEIW	No VAR	04/00958/FULL Austral House 09/03/2005	£3,472.57	
	LCEIW	No VAR	14/01179/FULEIA Moorfields 21 25/11/2015	£20,028.00	
	LCEIW	No VAR	10/00832/FULEIA London Wall Place 26/08/2011	£983.69	
Temple and Fleet Healthy Streets Plan	Transportation	VAR - Time	08/00778/FULMAJ New Fetter Lane 12-14 19/06/2009	£145,606.00	£255,006.20
	Transportation	No VAR	06/00613/FULL Fleetway House 14/03/2007	£11,601.13	
	LCEIW	No VAR	06/00613/FULL Fleetway House 14/03/2007	£16,646.89	
	LCEIW	No VAR	06/00613/FULL Fleetway House 14/03/2007	£15,378.94	
	Transportation	VAR - Time	06/01060/FULL Rolls and Arnold Buildings 18/04/2007	£40,773.24	
	Transportation	No VAR	14/00266/FULMAJ 20 Farringdon Street 30/06/2014	£25,000.00	
TOTAL					£3,917,517.78

Definitions

HOT – Heads of Terms

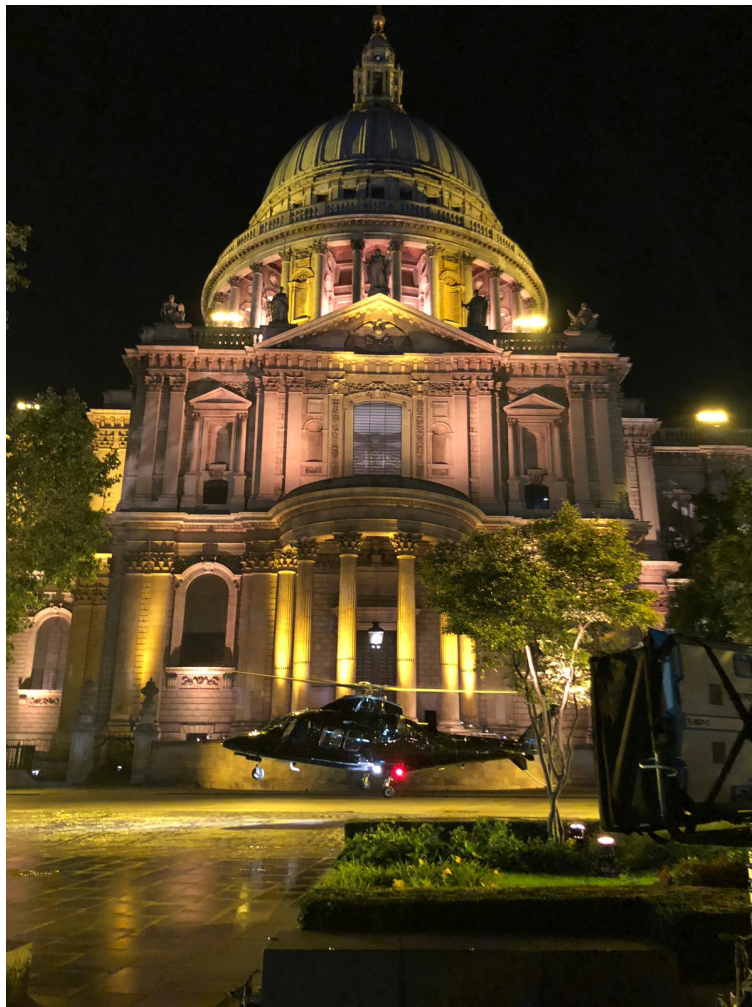
LCEIW – Local Community Environmental Improvement Works

No VAR- No variation of agreement required

VAR Time – A variation of time required



**Film Consultants report for
The City of London Corporation.**



September 2018: Filming Hobbs & Shaw at St Paul's Cathedral

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Executive summary

This report sets out a strategy for commercial filming for the City of London Corporation's buildings and open spaces. The vision for this strategy is that the corporation grows the levels of income from film and TV productions using its buildings and open spaces by simplifying the processes and procedures and standardising the legal contracts that are agreed for each filming event. Furthermore, that the corporation promotes its buildings and open spaces via an established and reputable location agency.

It is estimated that over the next three years an additional £151,543 of income can be generated by taking this approach.

76% of London boroughs promote filming in a similar way and use the income generated to invest back into the boroughs.

The primary 27 buildings and open spaces that are suitable for filming would be promoted by selecting a reputable and established location agency that would liaise directly with the local staff at each location. The agency chosen would take great care to ensure that the reputation and profile of the City is preserved and not placed at risk by the type of film or TV programme being allowed to film.

Background

Tax relief

Since 2007 the UK Film Tax Relief has encouraged productions into the country – with blockbusters including *The Bourne Ultimatum*, *Gravity*, *The Dark Knight Rises*, *The Martian*, *Fast & Furious 6* and *Star Wars: The Force Awakens* all making use of the UK's world-class industry.

Tax reliefs announced in 2013 and 2014 offer the same benefits to high-end television, animation for broadcast, and video games. In 2015 the film tax relief was broadened, and reliefs for children's television made more accessible.

Industry growth.

Due to the tax relief, the UK film and TV industry is booming and has been growing steadily over the last two decades. 2018 saw 202 feature films go into production with an interim total spend of £1.924 billion, the second highest recorded level of production spend on record.

2018 has seen a further boost in high-end television productions made in the UK with an interim spend of £1.173 billion across 119 productions, an increase of 4% on 2017's consolidated spend of £1.13 billion and also the highest level of spend since the introduction of tax relief.

The commercial and cultural strength of the UK's production sector is grounded in international confidence in the excellence of UK crews, the quality of the UK's state-of-the-art studios and facilities, our film-friendly locations, the expertise provided by the British Film Commission which is funded to deliver on inward investment and the attractive fiscal environment created by the Government's screen sector tax reliefs. This winning combination continues to cement the UK's reputation as the global destination of choice for film and TV production as well as making exportable films and television programmes.

Film locations

From iconic landmarks to seemingly indistinct woodland, London's range of locations is rivalled by none and although London is often used to represent itself, it has also been put to good use as a double for other parts of the world such as the US, Russia and many European countries.

Film London estimate that 70% of film and TV production takes place in and around London and the demand for suitable locations has never been greater.

Location agencies

Location agencies generate income by representing multiple locations and managing relations on their behalf with film and TV productions. They promote the locations that they represent via sophisticated web-based marketing tools and by offering search facilities to productions looking for specific locations. Most agencies take payment from productions in advance and so this protects owners from late or non-payment of location fees.

Filming days

During 2018, it is estimated that productions filmed on location for more than 15,000 days which means over 40 crews on location in London every day.

Income to local economy

Feature films shot on location in London made £168 million for the capital in a year. The study, commissioned by Film London, found for filmmakers spending £10,000 a day on council fees, an extra £27,600 was generated for the local economy.

TV dramas shot in London also boosted council coffers by £5,300 per filming day in 2017, the report by BOP Consulting found. For every pound spent on local authority charges, such as admin fees and logistical costs, including road closures for feature

film-making, an additional £2.76 was generated, including £1.79 spent in or with local businesses, the report found.

London boroughs

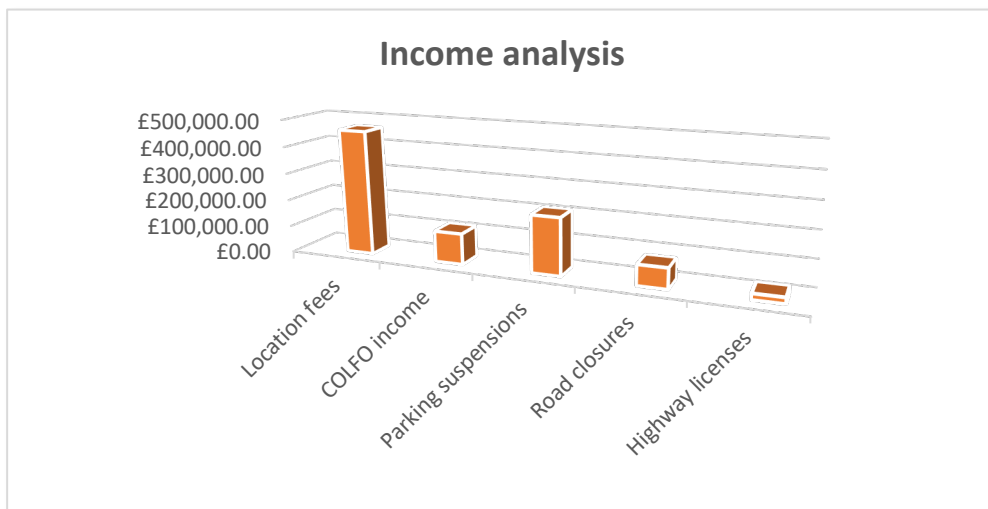
All 32 London boroughs and the City of London derive income from film and TV productions by charging for services such road closures, parking bay suspensions and licensing fees.

In addition, 25 boroughs also promote council owned buildings and open spaces to film and TV productions and charge a daily rate for their use. The income generated is then invested back into the boroughs.

City of London

The City Corporation manages filming across the public streets of the square mile including its city gardens and five bridges. In addition to this it manages 11,000 acres of open space and three large wholesale markets. It has two housing estates in the City and 10 other estates situated in six other London boroughs. Amongst other locations, the Corporation looks after several schools, the Old Bailey, Mansion House, Guildhall, the London Metropolitan Archives and the Heathrow Animal Reception Centre. The City Surveyors department manages the Corporation's property portfolio and markets its empty office space.

Total income to the City from filming during 2018 was £880,667 and breakdown of proceeds can be seen below



The City Corporation does not actively promote its buildings and open spaces to film and TV productions and instead relies on them to make their own enquiries. When film and TV productions are seeking locations, often their first port of call will be the established location agencies who provide them with a folio of locations for each request. 25 of the corporation's 27 buildings and open spaces are not registered with any location agencies and so opportunities are missed.

Project methodology

Working closely with the City of London Film Office (COLFO), 34 City Corporation owned buildings and open spaces were identified that had either been used for filming in the past, or were considered to have the potential as film locations:

Old Bailey	Parliament Hill Fields
Mansion House	Golders Hill Park & Pergola
Guildhall	Keats House
Barbican Art Centre	Epping Forrest
Barbican Estate	Burnham Beeches
Avondale Estate	Queens Park
Golden Lane Estate	Highgate Woods
Middlesex Street Estate	City of London Cemetery
Leadenhall Market	Monument
Chartered Inst Insurers	City of London School Girls
Billingsgate Market	City of London School Boys
Smithfield Market	Guildhall School of Music & Drama
New Spitalfields Market	Freeman's School
Heathrow Animal Recep	Sir John Cass School
Tower Bridge	Walbrook Wharf
Hampstead Lido & City Ponds	London Metropolitan Archive
Hampstead Heath, body of the Heath	Barking Power Station

Over a three-month period (November 2018 until February 2019) 33 locations were visited to establish their suitability for filming. The City of London Cemetery was not visited as it was quickly established that due to the number of funerals taking place each week, filming would not be possible. During each visit a questionnaire was completed to establish if filming would be possible without disrupting day to day business.

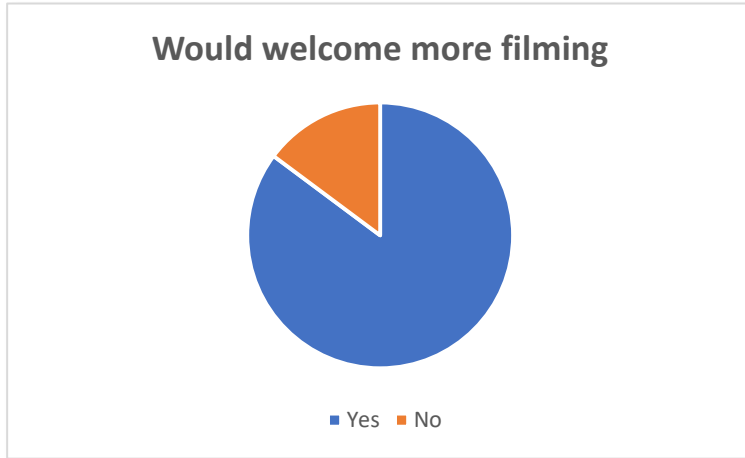
Following the site visits, five locations were identified as being out of scope for filming because of operational reasons or that the site was not suitable for film and TV productions:

Highgate Woods	Keats House
Walbrook Wharf	London Metropolitan Archive
Heathrow Animal Recep	

Findings

Data from the questionnaires for the remaining 27 locations that remained in scope can be seen below:

Would the location welcome more filming and the associated income?
88% of the buildings and open spaces had recent experience of filming and would welcome the opportunity to promote their location.

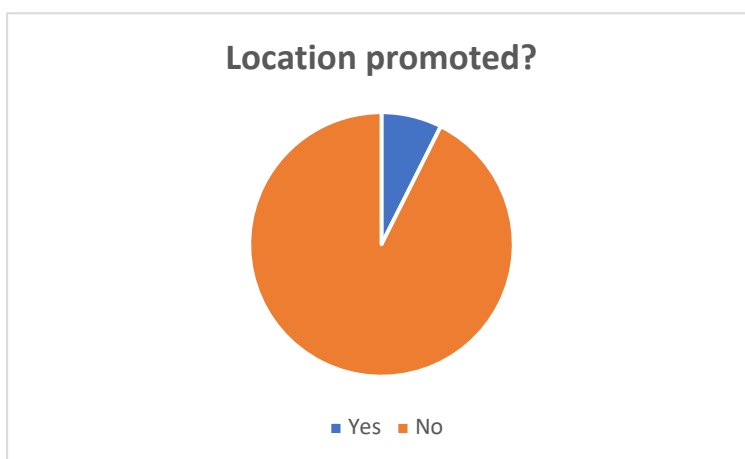


Four locations would prefer not to increase levels of filming:

Barbican Estate Middlesex Street Estate
Golden Lane Estate Hampstead Lido and City Ponds

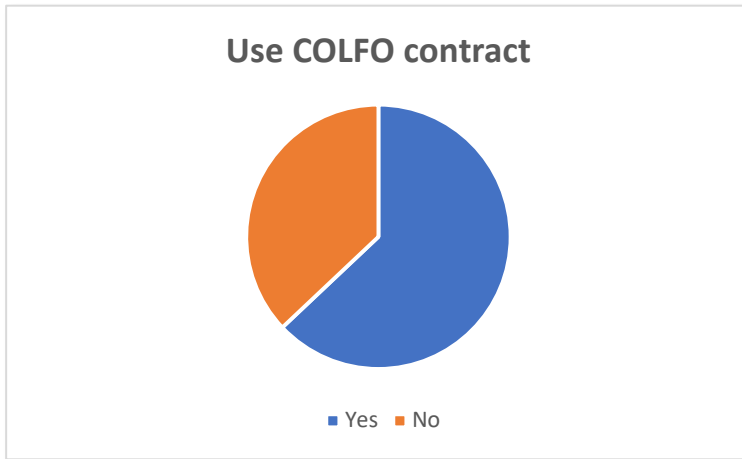
All four cited objections from local residents and resident's associations as the key difficulty.

Is the location promoted to the film and TV industry?
Only two locations (Freemen's School and Sir John Cass School) are currently promoted and this is done via Surrey Film Office and Tower Hamlets Film Office respectively.



City of London Corporation Filming Contract

A number of buildings and open spaces are not aware that COLFO has a comprehensive filming contract and so use alternatives such as letting contracts and event agreements. Failing to use the filming contract places the corporation in jeopardy should a legal dispute take place.



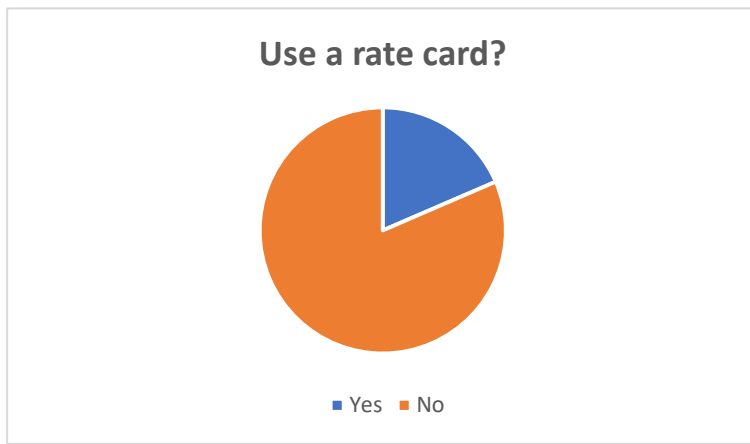
Filming charges

The film and TV industry are used to a tiered system of charges for filming at locations with larger productions paying more than smaller ones. See ‘rate card’ example below from Royal Parks:

FEATURE, TV DRAMA & COMMERCIAL (Includes but not exclusive to; corporate films, commercial virals and luxury brand fashion photography)						
	St James's Park, The Green Park, Hyde Park, Kensington Gardens, The Regent's Park, Grosvenor Square, Victoria Tower Gardens, Primrose Hill, Brompton Cemetery			Greenwich Park, Richmond Park, Bushy Park		
CAST AND CREW	Up to 4 hours	Up to 8 hours	Up to 12 hours	Up to 4 hours	Up to 8 hours	Up to 12 hours
1 – 20	£1,000 +VAT	£1,500 +VAT	£2,000 +VAT	£730 +VAT	£1,100 +VAT	£1,450 +VAT
21 – 40	£1,700 +VAT	£2,200 +VAT	£3,500 +VAT	£1,250 +VAT	£1,600 +VAT	£2,550 +VAT
41 – 60	£2,500 +VAT	£3,900 +VAT	£5,300 +VAT	£1,800 +VAT	£2,800 +VAT	£3,800 +VAT
60+	By negotiation only					

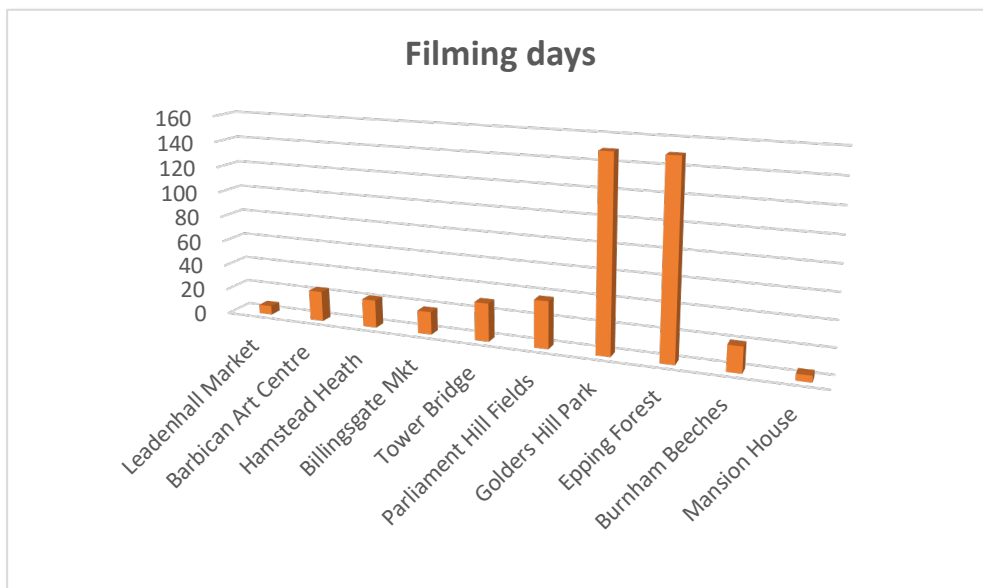
Currently, the COLFO team negotiate fees on a case by case basis using their experience and and by judging the scale of the production.

Only five locations have a rudimentary rate card with the remainder negotiating a rate with each production in turn.



Filming days

Overall filming days during 2018 from film and TV productions using the 27 Corporation locations was 741. The top ten locations generated 62% of the total and they can be seen below in more detail:



Income

Overall income during 2018 from film and TV productions using the 27 City Corporation locations was £466,194.

1	Old Bailey	£2,000
2	Mansion House	£35,000
3	Guildhall	£400
4	Barbican Art Centre	£73,794
5	Barbican Estate	£0
6	Avondale Estate	£2,300
7	Golden Lane	£4,825
8	Middlesex Street Estate	£16,750
9	Leadenhall Market	£7,300
10	Chartered Inst Insurers	£0
11	Billingsgate Market	£61,325
12	Smithfield Market	£0
13	New Spitalfields Market	£0
14	Tower Bridge	£29,550
15	Hampstead Lido & City Ponds	£0
16	Hampstead Heath, body of the Heath	£0
17	Parliament Hill Fields	£31,000
18	Golders Hill Park & Pergola	£70,000
19	Epping Forrest	£41,200
20	Burnham Beeches	£55,000
21	Queens Park	£1,500
22	City of London School Girls	£8,250
23	City of London School Boys	£14,000
24	Guildhall School of Music & Drama	£0
25	Freeman's School	£8,500
26	Sir John Cass School	£3,500
27	Barking Power Station*	£0
	<i>* Only available for 9 - 12 months</i>	
		£466,194

The top ten locations generated 93% of the total income and they can be seen below in more detail:



Conclusions

The UK's reputation as the global destination of choice for film and TV production means that London continues to benefit from the huge demand for both locations to film and studio space. The City in particular has always been popular with productions because of the architecture and its unique weekday working pattern.

The current level of filming income to the City Corporation is significant and over 50% is derived from making its buildings and open spaces available as locations.

However, a much greater level of income could be generated by promoting its locations effectively to film and TV productions, adopting a clear and transparent rate card structure and ensuring a consistent approach to legal contracts.

Recommendations

This report makes the following recommendations.

That:

1. The City Corporation promotes its 27 primary buildings and open spaces via an established and reputable location agency.
2. The City Corporation retain the remaining 41 other locations as they are rarely used for filming and the income is de minimis.
3. The agency selected be a member of the London Filming Partnership to ensure compliance with the Film London Code of Practice.
4. The income derived from filming at locations be distributed back to the buildings and open spaces to ensure their continued support and cooperation.
5. The City Protocol Strategic Guidelines be maintained.
6. The local staff at each building and open space remain involved in filming at their location.

Benefits

1. Whilst it is anticipated that more income can be generated by promoting the City Corporation's buildings and open spaces, it is not guaranteed. Using a location agency means that no incremental costs are incurred and that the 25% agency fee is only incurred when income is generated.
2. It is expected that income growth from filming will be far greater using an established location agency than could be achieved by the City Corporation attempting to promote the locations itself.
3. To promote the City Corporation's buildings and open spaces will require that each is visited, photographed and for buildings, floor plans and asbestos reports made available. The cost of photographing 27 locations and managing the distribution of plans and reports will be met by the chosen location agency.
4. The established and reputable location agencies provide their location folio service to all the 350 Location Managers working in the UK. Making professionally taken photographs and floor plans of the City Corporation's buildings and open spaces available via an agency should increase their use by film and TV productions and so generate incremental income.
5. Currently the City Corporation enters into a legal contract with every film or TV production that uses a Corporation location and the cost of this administration and the legal risk is borne by the Corporation. Using a location agency means that the Corporation has one annual contract with them. All film and TV productions filming at Corporation locations would then negotiate contracts directly with the agency.

Financial benefits

It is estimated that over the next three years an additional £151,543 of income can be generated by promoting the City Corporation's buildings and open spaces via a location agency.

The figure has been calculated by comparing income levels for the next three years between the current business model and that recommended in this report.

Current business model income forecast.

	2019/20	2020/21	2021/22	TOTAL
Current model	2%	2%	2%	
Current total locations income	£466,194.00	£490,292.88	£514,873.74	£1,471,360.62
Income from Barking Power Stn	£50,000	0	0	£50,000
Plus growth for locations	£9,323.88	£9,805.86	£10,297.47	£29,427.21
Plus COLFO admin fees	£14,775.00	£14,775.00	£14,775.00	£44,325.00
Locations Total	£540,292.88	£514,873.74	£539,946.21	£1,595,112.83

Location agency income forecast.

		2019/20	2020/21	2021/22	
Promote via Locations Agency	Growth:	40%	15%	10%	TOTAL
Current total locations income		£466,194.00	£652,671.60	£750,572.34	£1,869,437.94
Income from Barking Power Stn		£100,000.00	0	0	£100,000.00
Plus growth for locations		£186,477.60	£97,900.74	£75,057.23	£359,435.57
Locations Total		£752,671.60	£750,572.34	£825,629.57	£2,328,873.51
Agency fees @	25%	£188,167.90	£187,643.09	£206,407.39	£582,218.38
Net total		£564,503.70	£562,929.26	£619,222.18	£1,746,655.14

Q&A

Q: Could the City Corporation promote its buildings and open spaces instead of a location agency?

A: The established location agencies each represent thousands of buildings and so are often the first port of call when film and TV productions are looking for locations. They use sophisticated web-based marketing tools that allow productions to search for locations using multiple search criteria.

The agencies also employ experienced staff who will carry out large scale searches on behalf of productions and provide folios of suitable locations.

It would be prohibitively expensive for the City Corporation to invest in the staff and technology to offer a comparable service.

The main problem however, would be that such a service would only offer 68 locations (27 primary and 41 secondary) and so would not attract adequate enquires.

Q: Can the 25% agency commission be reduced?

A: 25% is the average location agency level of commission. It is entirely possible that a rigorous procurement process in selecting an agency could reduce the level of agency commission.

Q: Are all location agencies the same?

A: In simple terms, all the agencies find and provide locations in return for a commission paid for by the location owner.

Film London lists 28 location agencies that specialise in London locations. Of the 28 though, only a handful would have the financial resources and ability to scale that would be required when taking on 27 buildings and open spaces at once.

Risks and mitigation

1. Reputational risk.

With film and TV productions being managed by a location agency rather than the City Corporation, there is a risk that the footage broadcast could portray the City negatively or associate the City with disreputable activities.

This risk can be mitigated by ensuring that the City Filming Protocol Strategic Guidelines are incorporated into the contract between the City Corporation and a location agency.

2. Financial risk.

There is a risk that a location agency could mis-manage the promotion of the City Corporation's buildings and open spaces resulting in reduction in income from filming activities.

This risk can be mitigated by ensuring that during the tender process managed by Procurement, the agencies bidding are provided with historical income figures and asked to provide detailed income forecasts. When an agency is chosen and appointed, the contract between them and the City Corporations, should include a clause requiring them to report actual income versus forecast income on a monthly basis. The contract should also contain a clause giving the City Corporation the right to cancel the contract at its discretion should income forecasts not be met.

3. Impact on day to day business.

A reputable and established location agency will promote the City Corporation's buildings and open spaces to the UK and international film and TV industry. There is a risk that the promotion generates a level of filming activity that begins to affect day to day business for the location.

This risk can be mitigated by ensuring that the contract between the location agency and the City Corporation contains a clause that allows the Corporation to refuse filming at its discretion.

4. Financial security of the location agency.

There is a risk that the location agency chosen fails to promote the City Corporation's building and open spaces affectively due to financial stress leading to potential insolvency.

This risk can be mitigated by ensuring that the tender process requires the location agencies bidding to demonstrate their financial stability and capital reserves. The COLFO team should also have prepared a disaster recovery plan in advance of a location agency being appointed. The plan would include all measures required to quickly and seamlessly take back the promotion and management of the City Corporations buildings and open spaces.

5. Filming booked by location agency but declined by the location

It is possible that a film or TV production could book a location for filming with the location agency, but on being notified the location itself wishes to decline the booking.

This risk can be mitigated by ensuring that all buildings and open spaces are notified of bookings by the location agency in a timely manner. Also, that the processes and procedures agreed between the City Corporation and the location agency include the ability for COLFO to adjudicate in circumstances where the location agency and the location fail to agree on whether to accept a booking.

6. Filming production overruns.

It is not unusual due to weather, actor availability or local conditions for productions to overrun. In such circumstances, the production will often ask to film later than agreed or to return at a later date to complete the filming.

This risk cannot be mitigated by the City Corporation. However, overruns occur regularly and an established reputable location agency will have standard procedures for managing them and liaising with the respective location.

7. Health and safety.

There is a risk with film and TV productions that an incident will occur during filming that will cause injury or death to a member of the cast or crew.







This risk cannot be mitigated by the City Corporation. However, in comparison with other industry sectors the film and TV industry has an excellent health and safety track record. It is also important to understand that the legal responsibility and liability for health and safety rests with the Executive Producers and not with the location owner.

8. Centralisation of income.

There is a risk that if income that is currently retained by the 27 locations is centralised and so not retained by them to supplement local budgets, their continued support and cooperation could be lost.

This risk can be mitigated by creating a fund from the income generated that departments can apply to for funding improvement projects.

Appendices

List of primary and secondary locations	 Primary and secondary City
Royal Parks rate card	 Royal Parks filming_and_photo
City Filming Protocol Strategic Guidelines	 Filming protocol strategic
Film London Code of Practice	Link
Film London LFP membership list	Link
Film London listing of location agencies	 Film London location agencies
COLFO income breakdown 2018/19	 April Accounts Calculator Graph
COLFO income breakdown 2004 – 2018	 April Accounts Calculator

Locations suitable for film and TV productions

Old Bailey

Mansion House

Guildhall

Barbican Art Centre

Barbican Estate

Avondale Estate

Golden Lane

Middlesex Street Estate

Leadenhall Market

Chartered Inst Insurers

Billingsgate Market

Smithfield Market

New Spitalfields Market

Tower Bridge

Hampstead Lido & City Ponds

Hampstead Heath, body of the Heath

Parliament Hill Fields

Golders Hill Park & Pergola

Epping Forrest

Burnham Beeches

Queens Park

City of London School Girls

City of London School Boys

Guildhall School of Music & Drama

Freeman's School

Sir John Cass School

Barking Power Station * Only available for 9 - 12 months

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Retain current systems and procedures

Current model	2019/20 2%	2020/21 2%	2021/22 2%	TOTAL
Current total locations income	£466,194.00	£490,292.88	£514,873.74	£1,471,360.62
Income from Barking Power Stn	£50,000	0	0	£50,000
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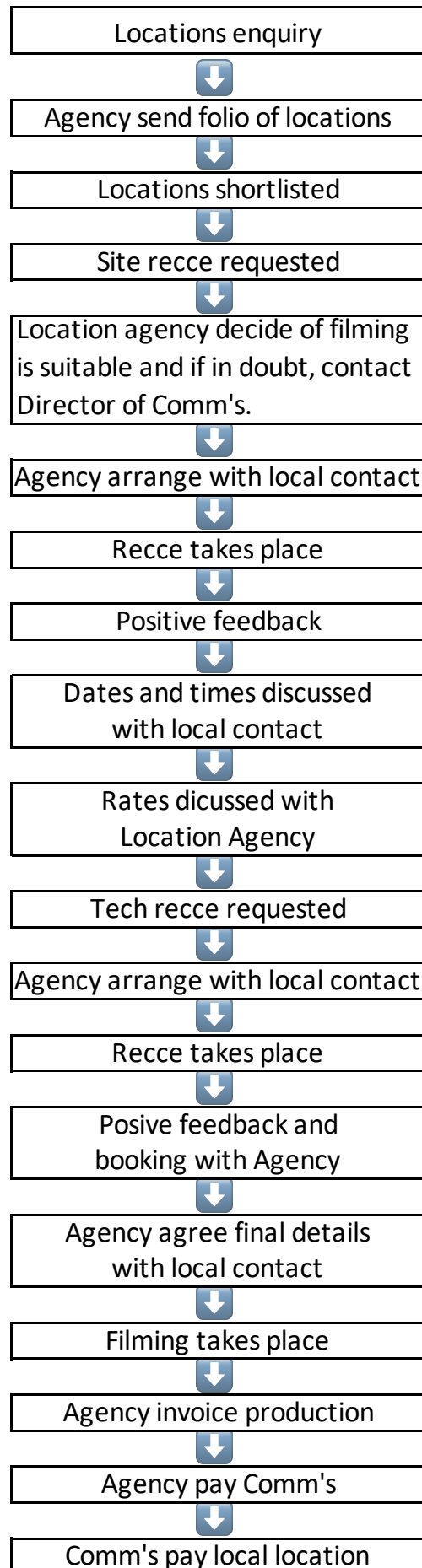
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Location Agency manage all locations

	2019/20	2020/21	2021/22	TOTAL
Promote via Locations Agen Growth:	40%	15%	10%	
Current total locations income	£466,194.00	£652,671.60	£750,572.34	£1,869,437.94
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<u>Net total</u>	£564,503.70	£562,929.26	£619,222.18	£1,746,655.14

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Process chart for locations agency model



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Filming protocol strategic guidelines

1. As guidelines, we propose to support and facilitate productions that meets the following criteria:
 - Enhances the reputation of the City of London as a vibrant and thriving City in a diverse and sustainable capital
 - Generates income for the City of London Corporation
 - Contributes to a flourishing society and supports local communities
 - Inspires enterprise, excellence, creativity and collaboration
2. As guidelines, will not support and facilitate a production which:
 - Damage the reputation of the City of London
 - Is disproportionately disruptive to residents, workers, visitors and business
 - Requires a disproportionate amount of time and commitment to facilitate it safely and successfully
 - Disrupt the traffic network to a significant degree
 - Undermines our corporate aim that people are safe and feel safe (for example filming of a car explosion, terror attacks or bombings could cause unnecessary fear or alarm.
3. Barring exceptional circumstances, and at the discretion of the Director of Communications, this would usually mean one major production would be permitted to film on the public highway in the City at a time as more would cause disproportionate disruption.
4. If we were asked to support or facilitate any filming on the street outside these guidelines or which would cause excessive disruption, the Director of Communications would seek the approval of the PR & ED Sub Committee.

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POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND 2019/20

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u>	<u>ACTUAL PAID</u>	<u>BALANCE</u>	<u>NOTES</u>
<u>DATE</u>			£	TO 19/06/2019 £	TO BE SPENT £	
	Events					
07/07/2016	London Councils' London Summit - the City is to host the annual conference for 3 years	EDO	16,000	15,525	475	Final payment in 2019/20
22/02/2018	Sponsorship of the Wincott Foundation's 'Wincott Awards' - the City Corporation to sponsor this annual Awards programme. The Wincott Foundation is a registered charity that supports and encourages high quality economic, financial and business journalism in the UK and internationally to contribute to a better understanding of economic issues	DOC	4,000	4,000	-	3 year funding: £4,000 in 2019/20 & 2020/21
05/07/2018	City Week 2019 Events Sponsorship	EDO	25,000	25,000	-	
05/07/2018	Events Partnership with the Strand Group, Kings College London - City of London to fund 3 events in partnership with the Strand Group	DOC	50,000	4,500	45,500	£25,000 re 2018/19 deferred to 2019/20. £25,000 final payment in 2019/20
06/09/2018	Event and Publication Sponsorship: Centre for London Conference and Fabian Society - City of London to sponsor the Centre for London's 2018 London Conference (£25,000) and the Fabian Society's London: Policy and Challenges into the 2020s Publication (£18,500)	DOC	9,250	-	9,250	£9,250 deferred from 2018/19
07/01/2019	Sponsorship of the CPS Margaret Thatcher Conference on British and America - The City of London Corporation to sponsor this Conference to discuss the relationship between British and the USA	DOC	20,000	15,525	4,475	
14/03/2019	Franco-British Young Leaders Programme - Gala Dinner 2019	DOC	20,000	4,800	15,200	
14/03/2019	Sponsorship of the 2019 Bright Blue Conference, "Fixing The Future"	DOC	6,000	-	6,000	
14/03/2019	Think Tank Review and Memberships 2019-20: Renewal of COL's membership to Centre for the Study of Financial Innovation (£5,000); Chatham House (£20,000); Institute for Public Policy Research (IPPR - £14,500); Local Government Information Unit (LGIU - £12,500); New Local Government Network (NLGN - £12,400); Whitehall & Industry Group (WIG - £5,000); Institute for Fiscal Studies (IFS - £10,000) & Open Europe (£10,000), Chatham House Europe Programme (£10,000)	DOC	99,400	62,395	37,005	
11/04/2019	2019 Party Conferences Funding - the City Corporation to hold private roundtables and dinners at the 2019 party conferences of the Liberal Democrats, Labour and Conservatives. In addition City Corporation is exploring to partner with UK Finance, a trade association, for the private dinners at the Labour and Conservative party conferences	DOC	41,000	-	41,000	

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID TO 19/06/2019</u> £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
06/06/2019	Centre for London Conference - The City Corporation to sponsor the CFL's 2019 London Conference on 5 November 2019 and will look to explore what London's leaders must do to solve London's critical challenges ahead of the Mayoral election in May 2020. The CFL is a politically-independent, not-for-profit think-tank and charity focused on exploring economic and social challenges across London	DOC	25,000	-	25,000	
	Promoting the City			-		
04/05/2017	Secretariat of the Standing International Forum of Commercial Courts: City Corporation to provide financial support for a third of the costs of the secretariat for the first 3 years	DED	100,000	100,000	-	£50,000 final payment in 2019/20; £50,000 allocated in 2018/19 now deferred to 2019/20
06/07/2017	One City Social Media Platform: City Corporation to provide financial support for a third of the costs for 3 years of this ongoing development of a new social media led platform dedicated to City workers in promoting the attractions and events held within the Square Mile	DBE / CS / DOC	60,000	50,000	10,000	Final payment in 2019/20
22/02/2018	Continued Sponsorship to support Innovate Finance	DED	250,000	-	250,000.00	£250,000 final payment in 2020/21
03/2018	Match Funding from The Honourable Irish Society to the National Citizenship Scheme - City of London Corporation to match fund the Society's grant totalling £33,000 over 3 years	TC	11,000	11,000	-	3 year funding: £11,000 final payment in 2020/21
04/2018	City of London Corporation Regional Strategy: City of London's membership to Scottish Financial Enterprise (SFE) and expanding the partnership programme to 3 more UK City Regions	DED	22,695	14,133	8,562	£22,695 deferred from 2018/19
03/05/2018	Saudi Arabia: Vision 2030 - COL to engage with Saudi Arabia and to support work on the new Private Sector Groups established by the Dept of International Trade to support export and investment programmes	DED	27,487	-	27,487	£27,487 deferred from 2018/19
07/06/2018	City of London Corporation - Engagement with Strategy World Economic Forum (WEF): City of London Corporation to develop a 3 year rolling engagement strategy with WEF, an independent non-profit organisation dedicated to improving global economic and social conditions on a global scale. The CPR and LM to attend the WEF Annual Meeting in Davos and an event in another priority market and CoL to host a WEF meeting/event in the City	DED	57,662	-	57,662	3 year funding: £21,162 deferred from 2018/19. £36,500 in 2019/20 & £38,000 in 2020/21
17/01/2019	Further Sponsorship Chemistry Club, City: City of London to sponsor a series of high calibre networking events to enhance the Corporation's credibility in the Cyber tech and related technologies in the financial services sector	DED	40,000	-	40,000	
17/01/2019	Sponsorship of Children's Book with Guy Fox History Project Ltd	DOC	42,000	-	42,000	

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID</u> TO 19/06/2019 £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
21/02/2019	London & Partners: Domestic Promotion of London	DOC	100,000	100,000	-	3 year funding: final payment in 2021/22
21/02/2019	City of London Advertising - continuation of placing advertisements in CityAM to promote services provided by COL and advertising in a new newspaper, City Matters, covering the Square Mile	DOC	45,000	6,250	38,750	
21/02/2019	City Matters: placing additional full page advertisements in City Matters to promote City of London Corporation's cultural events and activities	DOC	34,000	34,000	-	
06/06/2019	Sponsorship of the IPPR Commission on Environmental Justice: City of London to sponsor the first year. This will enable the Corporation to make a substantive contribution to the debate on how climate change is best tackled Communities	DOC	40,000	-	40,000	
16/11/2017	Centre for Study of Financial Innovation (CSFI): Corporation supporting CSFI in its continued occupancy to enable the Think Tank to remain in the City	DOC	6,635	-	6,635	5 year funding: final payment in 2021/22
07/06/2018	Social Mobility: Sponsorship of the Social Mobility Employer Index - City of London to sponsor the 2018 SMEI and enable City of London to continue being a leading voice on Social Mobility Research	DED	27,610	-	27,610	£27,610 deferred from 2018/19
04/04/2019	Sponsorship of the Fabian Society research project: City Corporation to sponsor the research project, "Using Arts and Culture to enable Deprived Communities to Thrive". This would support and advance the Corporation's strategic aims to "contribute to a flourishing society, shape outstanding environments and support a thriving economy"	DOC	20,000	-	20,000	
	BALANCE REMAINING		1,199,739	447,128	752,611	
	TOTAL APPROVED BUDGET		579,748			
	ANALYSIS OF TOTAL APPROVED BUDGET		1,779,487			
	ORIGINAL PROVISION		1,250,000			
	UNCOMMITTED BALANCES BROUGHT FORWARD FROM 2018/19		105,341			
	UNSPENT COMMITTED BALANCES DEFERRED FROM 2018/19		183,204			
	UNSPENT COMMITTED BALANCES RETURNED TO FUND		140,942			
	TRANSFERRED FROM CONTINGENCY		100,000			
	TOTAL APPROVED BUDGET		1,779,487			

NOTES: (i) The Committee date records the actual approval meeting; in some instances approval is given for multi-year support for a project but the financial details in this table only show the expenditure due in the current year (2019/20). It should be noted that actual payments sometimes are made towards the end of a financial year.

KEY TO RESPONSIBLE OFFICER:-

DED Director of Economic Development
 TC Town Clerk

DOC Director of Communications
 CS City Surveyor

DBE Director of Built Environment
 REM City Remembrancer

CAROLINE AL-BEYERTY - DEPUTY CHAMBERLAIN

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POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND 2019/2020 - 2021/2022

Date	Description	Allocation 2019/20	Allocation 2020/21	Allocation 2021/22
		£	£	£
	BASE BUDGET	1,250,000	1,250,000	1,250,000
	+ Uncommitted balance brought forward from 2018/19	105,341		
	+ unspent balances deferred from 2018/19	183,204		
	+ unspent balances in 2018/19 returned to Fund	140,942		
	+ balance moved from P&R Contingency to cover multi year allocations	100,000		
	TOTAL BUDGET	1,779,487	1,250,000	1,250,000
	ALLOCATIONS			
07/07/2016	London Councils Summit	16,000		
04/05/2017	Secretariat of Standing International Forum of Commercial Crts	100,000		
06/07/2017	One City Social Media Platform	60,000		
16/11/2017	Proposed Grant to retain the Centre for the Study of Financial Innovation	6,635	6,635	6,635
22/02/2018	Sponsorship of the Wincott Foundation's 'Wincott Awards'	4,000	4,000	
22/02/2018	Continued Sponsorship to support Innovate Finance	250,000	250,000	
15/03/2018	Match Funding from The Honourable Irish Society to the National Citizenship Scheme	11,000	11,000	
12/04/2018	City of London Corporation Regional Strategy	22,695		
03/05/2018	Saudi Arabia Vision 2030, Public Investment Fund and Financial Services	27,487		
07/06/2018	City of London Corporation - Engagement with Strategy World Economic Forum (WEF)	57,662	38,000	
07/06/2018	Social Mobility: Sponsorship of the Social Mobility Employer Index	27,610		
05/07/2018	City Week 2019 Event Sponsorship	25,000		
05/07/2018	Events Partnership with The Strand Group, King's College London	50,000		
06/09/2018	Sponsorship of the Fabian Society's London: Policy and Challenges into the 2020s publication	9,250		
17/01/2019	Sponsorship to support Chemistry Club, City	40,000		
17/01/2019	Sponsorship of the CPS Margaret Thatcher Conference on Britain & America	20,000		
17/01/2019	Sponsorship of Children's Book with Guy Fox History Project Ltd	42,000		
21/02/2019	London and Partners: domestic promotion of London	100,000	100,000	100,000
21/02/2019	City AM & City Matters	79,000		
14/03/2019	Sponsorship of the 2019 Bright Blue Conference, 'Fixing the Future'	6,000		
14/03/2019	Think Tank Review and Memberships 2019-20	99,400		
14/03/2019	Franco-British Young Leaders' Programme - Gala Dinner 2019	20,000		
11/04/2019	Sponsorship of the Fabian Society Research Project	20,000		
11/04/2019	2019 Party Conferences	41,000		
06/06/2019	Sponsorship of the IPPR Commission on Environmental Justice	40,000		
06/06/2019	Centre for London - 2019 London Conference	25,000		
	TOTAL ALLOCATIONS	1,199,739	409,635	106,635
	BALANCE AVAILABLE	579,748	840,365	1,143,365

Less: Possible maximum allocations from this meeting: **04 July 2019**

- Sponsorship of Centre for European Reform's 2019 Ditchley Park Conference	20,000		
- Sponsorship of Research and Events Programme: Looking Ahead: UK Engagement and Influence After Brexit	25,000		
- Recognition of Women: a City Response	61,000		
- Renewal of CWEIC Strategic Partnership	20,000	20,000	

473,748	840,365	1,143,365
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POLICY AND RESOURCES COMMITTEE - CONTINGENCY 2019/20

<u>ALLOCATIONS FROM CONTINGENCY</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID</u> TO 19/06/2019 £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
17/03/2016	Lord Mayor's Show Fireworks: City of London Corporation to hold a public fireworks display following the LM's Show. Funding to cover all aspects of the planned display including the fireworks display itself, and all the traffic management, public safety and crowd and related events management issues	DOC	125,000	0	125,000	
08/05/2014	City of London Scholarship - Anglo-Irish Literature: CoL to award a yearly scholarship to a single student to continue their studies in the field on Anglo-Irish Literature	TC	29,350	0	29,350	£4,350 deferred from 2016/17; £25,000 deferred from 2017/18
17/11/2016	Police Arboretum Memorial Fundraising Dinner: City Corporation to host a fundraising dinner at Guildhall	DED	30,000	0	30,000	Originally allocated from 2016/17; deferred to 2019/20
06/06/2018	Renewal Electricity Policy and Sourcing Strategy: City of London Corporation to adopt this strategy and purchase renewable electricity	CH / CS / TC	25,000	25,000	-	Deferred from 2018/19
05/07/2018	Resourcing Diversity and Business Engagement - Establishing the Diversity and Business Engagement Manager to support the City's wider equalities, diversity and inclusion work	HR	7,375	7,375	-	Deferred from 2018/19
06/09/2018	Gresham College Funding Arrangements: Appointment of a Consultant - City of London Corporation to joint fund the cost of appointing a Consultant to conduct a review of Gresham College	TC	30,000	23,034	6,966	Deferred from 2018/19
04/10/2018	Beech Street Transformation Project - an additional budget to support detailed analysis and business case work as progression to a Gateway 3 report	BC	55,000	0	55,000	Deferred from 2018/19

<u>ALLOCATIONS FROM CONTINGENCY</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID</u> TO 19/06/2019 £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
11/04/2019	Sponsorship of Battle of Ideas Festival 2019 - the City Corporation to sponsor the festival as a "Battle Champion" and "Debate Partner", organised by The Academy of Ideas (AOI), taking place on 2nd & 3rd November 2019 at the Barbican Centre	DOC	20,000	-	20,000	
	BALANCE REMAINING		321,725	55,409	266,316	
	TOTAL APPROVED BUDGET		258,753			
	ANALYSIS OF TOTAL APPROVED BUDGET		580,478			
	ORIGINAL PROVISION		300,000			
	UNCOMMITTED BALANCES BROUGHT FORWARD FROM 2018/19		78,450			
	UNSPENT COMMITTED BALANCES DEFERRED FROM 2018/19		176,725			
	UNSPENT COMMITTED BALANCES RETURNED TO FUND		125,303			
	TRANSFERRED TO POLICY INITIATIVE FUND		(100,000)			
	TOTAL APPROVED BUDGET		580,478			

NOTE: The Committee date records the actual approval meeting; in some instances approval is given for multi-year support for a project but the financial details in this table only show the expenditure due in the current year (2019/20). It should be noted that actual payments sometimes are made towards the end of a financial year.

KEY TO RESPONSIBLE OFFICER:-

DED	Director of Economic Development	TC	Town Clerk	DOC	Director of Communications
CS	City Surveyor	CH	Chamberlain	BC	Managing Director, Barbican Centre
CM	Culture Mile Director				

CAROLINE AL-BEYERTY - DEPUTY CHAMBERLAIN

POLICY AND RESOURCES COMMITTEE - CONTINGENCY 2019/2020 - 2021/2022

Date	Description	Allocation 2019/20	Allocation 2020/21	Allocation 2021/22
	BASE BUDGET	£ 300,000	£ 300,000	£ 300,000
	+ Uncommitted balance brought forward from 2018/19	78,450		
	+ unspent committed balances deferred from 2018/19	176,725		
	+ unspent balances in 2018/19 returned to Fund	125,303		
	- balance moved to Policy Initiative Fund to cover multi year allocations	- 100,000		
	TOTAL BUDGET	580,478	300,000	300,000
	ALLOCATIONS			
08/05/2014	City of London Scholarship - Anglo-Irish Literature	29,350		
17/03/2016	Lord Mayor's Show Fireworks	125,000		
17/11/2016	Police Arboretum Memorial Trust - Dinner	30,000		
07/06/2018	Renewable Electricity Policy and Sourcing Strategy	25,000		
05/07/2018	Resourcing Diversity and Business Engagement	7,375		
06/09/2018	Gresham College Funding Review	30,000		
04/10/2018	Beech Street Transformation Project	55,000		
11/04/2019	Sponsorship of the 2019 Battle of Ideas Festival	20,000		
	TOTAL ALLOCATIONS	321,725	-	-
	BALANCE AVAILABLE	258,753	300,000	300,000

Less: Possible maximum allocations from this meeting: **04 July 2019**

Balance

-	-	-
258,753	300,000	300,000

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POLICY AND RESOURCES COMMITTEE - BREXIT CONTINGENCY 2018/19 - 2019/20

<u>ALLOCATIONS FROM BREXIT CONTINGENCY</u>						<u>STATUS OF BALANCE</u>	
<u>Date of Bid</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u>	<u>ACTUAL PAID TO 31/03/2019</u>	<u>ACTUAL PAID TO 19/06/2019</u>	<u>BALANCE TO BE SPENT</u>	<u>NOTES</u>
			£	£	£	£	
11/01/2019	Brexit Engagement Action Plan: Develop and bring into effect an engagement action plan and to provide for the City Corporation's participation in a cross-sectoral project to enhance the City's soft power potential	REM	60,000	10,000	0	50,000	2 year funding: £20,000 in 2018/19 & £40,000 final payment in 2019/20
05/02/2019	No Deal Preparation Adverts: A dedicated information resource is currently being created within the corporate website and it is this page (and the urgent need for businesses to prepare for Brexit, especially a 'no deal' scenario) that needs widespread communication to our business audiences	DOC	13,680	13,680	0	-	2018/19 funding
07/02/2019	The Communications Team requires funding for a short-term post to assess and mitigate all committee reports and other external committee output for reputational risk relating to Brexit.	DOC	13,000	0	0	13,000	2019/20 funding
08/03/2019	Supply Chain category card analysis: Commissioning an external consultancy firm to work with us to produce Category level risk cards. The categories that selected were based on internal knowledge, spend data and of the areas that would be most impacted by Brexit. These have been developed to allow us at this stage to identify the main risks in these categories	CHB	9,900	9,900	0	-	2018/19 funding
27/03/2019	Police costs as a result of protest activities: Activity as a result from Brexit protest groups has meant that the Police have had to deal with direct action without time delay awaiting PAN LONDON resources. Due to the increased number of regional protest this could impact on response to the incident and therefore impact on business ability to continue to operate	POL	44,000	9,022	10,401	24,577	2018/19 funding

<u>ALLOCATIONS FROM BREXIT CONTINGENCY</u>						<u>STATUS OF BALANCE</u>	
<u>Date of Bid</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID TO</u> <u>31/03/2019</u> £	<u>ACTUAL PAID TO</u> <u>19/06/2019</u> £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
03/04/2019	Expand recruitment activity to (and increase the number of places on) the BMus/MMus Jazz, World, Studio and Electronic pathways, which currently recruit the great majority of their students from within the UK	GSDM	20,000	0	0	20,000	
	BALANCE REMAINING		160,580	42,602	10,401	107,577	
	TOTAL APPROVED BUDGET		2,049,420				
	ANALYSIS OF TOTAL APPROVED BUDGET		2,210,000				
	ORIGINAL PROVISION		2,000,000				
	MHCLG funding 2018/19		105,000				
	MHCLG funding 2019/20		105,000				
	TOTAL APPROVED BUDGET		2,210,000				
<p><u>NOTE:</u> The date records the actual date the Town Clerk in conjunction with the Chamberlain has approved the bid. In some instances approval is given for multi-year support for a project, the financial details in this table shows the expenditure for both years (2018/19 & 2019/20). It should be noted that actual payments sometimes are made towards the end of a financial year.</p> <p><u>KEY TO RESPONSIBLE OFFICER:-</u></p> <p>ICM Remembrancer CHB Chamberlains</p> <p>DOC Director of Communications POL City of London police</p> <p>GSMD Guildhall School of Music & Drama</p> <p>CAROLINE AL-BEYERTY - DEPUTY CHAMBERLAIN</p>							

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POLICY AND RESOURCES COMMITTEE - BREXIT CONTINGENCY 2018/2019 - 2019/20

Date	Bid Name	Description	Department	Brexit Risk Mitigation Category	Funding	Allocation 2018/19	Allocation 2019/20
BASE BUDGET MHCLG funding + balance brought forward as agreed by Committee: Mar 2019 TOTAL BUDGET						£ 2,000,000	£ -
						105,000	105,000
						2,105,000	2,122,420
11/01/2019	Brexit Engagement Action Plan	Develop and bring into effect an engagement action plan and to provide for the City Corporation's participation in a cross-sectoral project to enhance the City's soft power potential	Remembrancers	Attractiveness of London & Regulatory Landscape	Brexit Contingency Fund	20,000	40,000
05/02/2019	No Deal Preparation - Adverts	A dedicated information resource is currently being created within the corporate website and it is this page (and the urgent need for businesses to prepare for Brexit, especially a 'no deal' scenario) that needs widespread communication to our business audiences.	Communications	Attractiveness of London	MHCLG Funding	13,680	
07/02/2019	Post Funding for Mitigation of Reputational Risk	The Communications Team requires funding for a short-term post to assess and mitigate all committee reports and other external committee output for reputational risk relating to Brexit.	Communications	Other	MHCLG Funding		13,000
08/03/2019	Supply Chain category card analysis	Commissioning an external consultancy firm to work with us to produce Category level risk cards. The categories that selected were based on internal knowledge, spend data and of the areas that would be most impacted by Brexit. These have been developed to allow us at this stage to identify the main risks in these categories.	Chamberlains	Procurement & Supply Chain	Brexit Contingency Fund	9,900	
27/03/2019	Police costs as a result of protest activities	Activity as a result from Brexit protest groups has meant that the Police have had to deal with direct action without time delay awaiting PAN LONDON resources. Due to the increased number of regional protest this could impact on response to the incident and therefore impact on business ability to continue to operate.	City of London Police	Other	MHCLG Funding	44,000	
03/04/2019	Guildhall School of Music & Drama Expanded Recruitment	Expand recruitment activity to (and increase the number of places on) the Bmus/Mmus Jazz, World, Studio and Electronic pathways, which currently recruit the great majority of their students from within the UK.	Guildhall School of Music & Drama	Income Stream & recruitment and Retention	Brexit Contingency Fund		20,000
TOTAL ALLOCATIONS						87,580	73,000
BALANCE AVAILABLE						2,017,420	2,049,420

Less: Possible maximum allocations from this meeting: 04 July 2019

Brexit Contingency Fund Balance	1,970,100
MHCLG Balance	47,320
Total Balance	2,017,420
	2,049,420

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POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND MULTI YEAR ALLOCATIONS

Date	Description	Allocation 2019/20	Allocation 2020/21	Allocation 2021/22
	Multi Year Allocation	£ 600,000	£ 600,000	£ 600,000
	+ Transfer from contingency	100,000		
	TOTAL BUDGET	700,000	600,000	600,000
	ALLOCATIONS			
07/07/2016	London Councils Summit	16,000		
04/05/2017	Secretariat of Standing International Forum of Commercial Crts	50,000		
06/07/2017	One City Social Media Platform	60,000		
16/11/2017	Proposed Grant to retain the Centre for the Study of Financial Innovation	6,635	6,635	6,635
22/02/2018	Sponsorship of the Wincott Foundation's 'Wincott Awards'	4,000	4,000	
22/02/2018	Continued Sponsorship to support Innovate Finance	250,000	250,000	
15/03/2018	Match Funding from The Honourable Irish Society to the National Citizenship Scheme	11,000	11,000	
07/06/2018	City of London Corporation - Engagement with Strategy World Economic Forum (WEF)	36,500	38,000	
05/07/2018	Events Partnership with The Strand Group, King's College London	25,000		
21/02/2019	London and Partners: domestic promotion of London	100,000	100,000	10,000
21/02/2019	City AM & City Matters	79,000		
	TOTAL ALLOCATIONS	638,135	409,635	16,635
	BALANCE AVAILABLE	61,865	190,365	583,365
Less: Possible maximum allocations from this meeting: 04 July 2019				
-	Renewal of CWEIC Strategic Partnership	20,000	20,000	-
		41,865	170,365	583,365

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POLICY AND RESOURCES COMMITTEE - PROJECT RESERVE 2019/2020

Date	Description	Allocation 2019/20
06/06/2019	BASE BUDGET	£ 450,000
	TOTAL BUDGET	450,000
	ALLOCATIONS	
	Housing Delivery Strategy – Request for Funding to Appoint Advisors	45,000
	TOTAL ALLOCATIONS	45,000
	BALANCE AVAILABLE	405,000

Less: Possible maximum allocations from this meeting: **04 July 2019**

Balance

405,000

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Policy initiative Fund Progress

Appendix 9

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
London Councils' London Summit	DED	£16,000	£15,525	£475	The Summit will take place in Guildhall in November. The charge is being processed now we are in the new financial year.
City Week 2019 Events Sponsorship	DED	£25,000	£25,000	£0	City Week has now taken place and the sponsorship is being processed. Successful two-day conference with high level participation by Ministers, regulators and business leaders. Good attendance (500+) by key stakeholders and participation by senior Corporation figures.
Sponsorship of the CPS Margaret Thatcher Conference on British and America	DOC	£20,000	£15,525	£4,475	The CPS Lecture is taking place on Tuesday 25 June. It is themed on US-UK relations and includes the US Ambassador, George Osborne, etc.as keynote guests. It will be followed by a private high-level dinner. Invitations have been sent out
Franco-British Young Leaders Programme	DOC	£20,000	£4,800	£15,200	The Gala dinner is taking place on Thursday 27 th June. Invitations have been sent out. The Bright Blue conference will take place on 8 th July 2019 and will bring together Damien Hinds, Education Secretary.
Sponsorship of the Wincott Foundation's 'Wincott Awards'	DOC	£4,000	£4,000	£0	Wincott Awards held at Mansion House on 30 May 2019 where there was a convening of high-level economic and financial journalists, commentators, and academics supporting our role as a representative of the UK financial and relate professional services .
Sponsorship of the 2019 Bright Blue Conference, "Fixing The Future"	DOC	£6,000	£0	£6,000	The Bright Blue conference will take place on 8 th July 2019 and will bring together Damien Hinds, Education Secretary.
Think Tank Review and Memberships 2019-20	DOC	£99,400	£62,395	£37,005	We have paid the think tank subscriptions of all those working on a financial year basis. The remaining expenditure will cover those think tanks we pay in December/January for the calendar year

Policy initiative Fund Progress

Appendix 9

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Events Partnership with the Strand Group, Kings College London	DOC	£50,000	£4,500	£45,500	The first event is taking place on 6 th June with Ed Balls as keynote speaker. Will follow a private dinner.
Event and Publication Sponsorship: Centre for London Conference and Fabian Society	DOC	£9,250	£0	£9,250	The Fabian Society report should be published in Autumn 2019 around a launch event. The remaining balance will be spent at that occasion. The Centre for London Conference will take place on 5 November 2019 and is currently being organised.
2019 Party Conferences Funding	DOC	£41,000	£0	£41,000	The party conference allocation will cover think tank partnership costs for the roundtables and open fringe events we are organising. The Balance will be spent in September and October 2019 once the roundtables have taken place.
Sponsorship of Children's Book with Guy Fox History Project Ltd	DOC	£42,000	£0	£42,000	The Children's book is in due course of being organised. The Volunteer workshops have been set up, a student visit to the London Metal Exchange as well and work is to be finalised by Spring 2020.
London & Partners: Domestic Promotion of London	DOC	£100,000	£100,000	£0	The City of London in consortium with a number of financial partners are to set up a campaign promoting domestic tourism in London. This is currently in the research stage and the marketing strategy will be based off of these findings. The marketing campaign is to launch December 2019.
City of London Advertising	DOC	£45,000	£6,250	£38,750	Supplier is invoicing regularly on an advert-by-advert basis across the financial year.
City Matters	DOC	£34,000	£34,000	£0	All adverts – display and community listings – have been paid for the financial year and are to be run throughout the year.

Policy initiative Fund Progress

Appendix 9

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Secretariat of the Standing International Forum of Commercial Courts	DED	£100,000	£100,000	£0	This was funding to support the locating of the secretariat of the Standing of the Standing International Forum of Commercial Courts being in London. This has reinforced the strong international position of the City as a hub for all professional services, building on the significant number of international bodies already based in London.
One City Social Media Platform	DBE/CS/DOC	£60,000	£50,000	£10,000	<p>One City is the professional’s guide to the Square Mile and beyond, sharing news about the best pop-ups, new openings, events, businesses and more in the City of London. Its aim is to publicise the area’s attractions and events amongst the worker community to foster a greater and more positive attachment to the City.</p> <p>Over the past three years One City has built up followers, subscribers and engagement across a wide range of platforms. It is now the most followed development area Instagram account in London.</p> <ul style="list-style-type: none"> ● Instagram followers: 20,127 ● Increase June 2018 - June 2019: 11,775 ● Average engagement rate: 1.92%
Continued Sponsorship to support Innovate Finance.	DED	£250,000	£0	£250,000	<p>Innovate Finance continue to promote enabling policy and regulation, talent development, and business opportunity and investment for the UKs global Fintech community.</p> <p>The Fintech Strategy Group, jointly owned by CoLC and IF, is developing strong relationships with senior policy makers in government, significantly at HM Treasury.</p> <p>Innovate Finance Global Summit 2019 was the headline event for UK Fintech. The event attracted 2000+ attendees from across 70 countries and 40% of which were C-Suite, Board or Partner Level.</p>

Policy initiative Fund Progress

Appendix 9

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Match Funding from The Honourable Irish Society to the National Citizenship Scheme	TC	£11,000	£11,000	£0	Second of three year match funding to the Honourable Irish Society National Citizenship Scheme has been paid. This allows 30 County Londonderry teenagers to undertake a residential visit to an activity centre for courses involving hiking and team building activities. This strengthens the delivery of the Corporation's Regional Strategy, by extending the practical, direct support in promoting community development and personal development of individuals in Northern Ireland, as well as promoting relations between the City of London and Londonderry region.
City of London Corporation Regional Strategy	DED	£22,695	£14,133	£8,562	The City Corporation has been able to extend its regional strategy in the past eight months to an additional three regions. Engagement with these regions have taken place with both the Lord Mayor and Policy Chair (both in the UK and in market). We have held key events and roundtables in support of our regional work which has helped us strengthen existing networks and build new contacts. We have identified bespoke areas of support for each region and moving forward have planned a schedule of events in support of this.
Saudi Arabia: Vision 2030	DED	£27,487	£0	£27,487	Carry-over from last financial year. Project likely to be restarted, but subject to HM Government decision.
City of London Corporation - Engagement with Strategy World Economic Forum	DED	£57,662	£0	£57,662	This is the remaining money allocated for our engagement with WEF at Davos. Carryover requested to fund attendance and preparation for Davos in January 2020.
Centre for Study of Financial Innovation	DOC	£6,635	£0	£6,635	This is the grant allocated to CSFI as part of an agreement to cover the increase in rent in Leadenhall Market, where the organisation is based. This is due to be paid shortly.

Policy initiative Fund Progress

Appendix 9

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Social Mobility	DED	£27,610	£0	£27,610	This is the underspend from the social mobility index work, which has been completed. However, additional Social Mobility activities are planned for 2019 supporting our work with FPS employers. A private roundtable with leading Social Mobility employers is being held in June 2019.
Sponsorship of the Fabian Society research project	DOC	£20,000	£0	£20,000	This is work around the effect of Access to Culture and social mobility. Research is underway and aims to be finalised by Autumn 2019. Balance will be paid upon completion.
Centre for London Conference	DOC	£25,000	£0	£25,000	Report only approved in June 2019 Committee.
Sponsorship of the IPPR Commission on Environmental Justice	DOC	£40,000	£0	£40,000	Report only approved in June 2019 Committee.

Key Responsible Officer

DED Director of Economic Development

TC Town Clerk

DOC Director of Communications

CS City Surveyor

DBE Director of Built Environment

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Policy and Resources Contingency Fund Progress

Appendix 10

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Lord Mayor's Show Fireworks	DOC	£125,000	£0	£125,000	No fireworks planned for 2019/2020 however the £125k will be used for another attraction possibly Illuminated River event or lighting on the City's bridges.
City of London Scholarship - Anglo-Irish Literature	TC	£29,350	£0	£29,350	Will soon be opening applications for academic year 19/20 for the City of London Scholarship. Making an award in September for £10,000. Further £1000 for administration. Will seek authorisation next year to carry over the remainder.
Police Arboretum Memorial Fundraising Dinner	DED	£30,000	£0	£30,000	A dinner is still planned but it is proving difficult for the Police Arboretum Memorial Fund to find the most suitable time for the guest of honour
Renewal Electricity Policy and Sourcing Strategy	CHB/CS/TC	£25,000	£25,000	£0	Energy team to seek confirmation from Legal on whether we can reimburse tenants/ certain departments that have energy using tenants. Some of these funds will be used but not yet able to confirm the exact amount at this time.
Resourcing and Diversity Business Engagement	HR	£7,375	£7,375	£0	This amount of funding relates to carry forwards from 2018/19 and have been used to pay towards Stonewalls Diversity Champion Membership and items to aide becoming an Ambassador in the City promoting the benefits of Staff networks and Equality and Inclusion.
Gresham College Funding Arrangements	TC	£30,000	£23,034	£6,966	MB Education were appointed to carry out the review and presented their initial findings to the Gresham Working Party on Friday 17 May. The work continues to be refined through the presentation stage, with formal recommendations expected to be presented for decision in the autumn.
Beech Street Transformation Project	BC	£55,000	£0	£55,000	Project is due to go under fundamental review in September 2019 and further details will be required to support progression. Spend will be dependent on the projects approval to complete.

Policy and Resources Contingency Fund Progress

Appendix 10

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Sponsorship of Battle of Ideas Festival 2019	DOC	£20,000	£0	£20,000	The battle of Ideas will take place in late October 2019. We have been liaising with the organising team regarding the debates COLC will participate to. Work is ongoing

Key Responsible Officer

DED Director of Economic Development
 TC Town Clerk
 BC Barbican

DOC Director of Communications
 CS City Surveyor
 CHB Chamberlains

DBE Director of Built Environment
 HR Human Resources

Brexit Contingency Fund Progress

Appendix 11

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Brexit Engagement Action Plan	REM	£60,000	£10,000	£50,000	<p>The City Corporation is supporting the UK Soft Power Group, organised by the British Foreign Policy Group with the British Council. The Group brings together a wide range of organisations across the UK that have a role and recognised common interest in the UK's soft power. The Group hopes to host an event in Parliament in July with the FCO on the next steps for the UK's soft power strategy.</p> <p>Separately, a former diplomat has been tasked with establishing mechanisms to enhance the Corporation's linkages with the London diplomatic Corps at working level to enable the Corporation to gain a fuller insight into the flow of incoming visitors and the concerns and interests of individual missions.</p>
No Deal Preparation Adverts	DOC	£13,680	£13,680	£0	Two advert variants designed; series of adverts run in City AM and City Matters newspaper. £15,000 was originally requested but due to the design being slightly cheaper than anticipated the unspent £1,320 was returned to the pot. It is difficult to gauge how many extra firms were inspired to start preparation for a No Deal situation.
Post Funding for Mitigation of Reputational Risk	DOC	£13,000	£0	£13,000	Media Officer Laura Simpson is assessing and where necessary mitigating committee reports and other external committee output for reputational risk relating to Brexit. The post expires on 28 June.
Supply Chain category card analysis	CHB	£9,900	£9,900	£0	<p>The Commercial Director as the owner of the corporate risk on Brexit Supply Chain commissioned an external consultancy firm (Efficio Consulting) to work with us to produce Category level risk cards.</p> <p>The key categories identified by the City of London most at risk due to Brexit are: Construction, Highways maintenance, Facilities services Hard and Soft (cleaning, security, catering), IT, Commodities – Fuel, Energy (gas/electric), IT consumables, MRO, Food, granite, Adult and Social care, Waste collection and street cleansing.</p>

Brexit Contingency Fund Progress

Appendix 11

Report Name	Responsible Officer	Allocation	Spend	Balance	Progress/Outcomes from Bid
Police costs as a result of protest activities	POL	£44,000	£19,423	£24,577	Money spent to date has been used for Camp Beds/Sleeping bags and water, Protestor removal teams and Mobilisations. Items that are to be purchased soon are Uniforms and a Push Bike.
Guildhall School of Music & Drama Expanded Recruitment	GSMD	£20,000	£0	£20,000	No update received from department.

Key Responsible Officer

DOC Director of Communications

POL City of London Police

REM Remembrancer

CHB Chamberlain

GSMD Guildhall School of Music and Drama

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of the Local Government Act 1972.

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