



## Policy and Resources Committee (For Information – Supplementary Agenda Pack)

**Date:** THURSDAY, 9 MAY 2024  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Part 1 - Public Agenda

### Part 1 - Public Agenda

#### 7. MINUTES

- b) \* To note the public minutes of the Capital Buildings Board meeting on 8 February 2024 (Pages 3 - 6)
- c) \* To note the draft public minutes of the Member Development Standards Sub-Committee meeting on 8 March 2024 (Pages 7 - 14)
- d) \* To note the public minutes of the Capital Buildings Board meeting on 14 March 2023 (Pages 15 - 18)
- e) \* To note the draft public minutes of the Equality Diversity and Inclusion Sub-Committee meeting on 21 March 2024 (Pages 19 - 24)

#### 12. \* POLICY AND RESOURCES CONTINGENCY/DISCRETIONARY FUNDS

**For Information**  
(Pages 25 - 32)

#### 13. \* DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

**For Information**  
(Pages 33 - 36)

Part 2 - Non-Public Agenda

17. **NON-PUBLIC MINUTES**

- b) \* To note the non-public minutes of the Capital Buildings Board meeting on 8 February 2024 (Pages 37 - 42)
- c) \* To note the non-public minutes of the Capital Buildings Board meeting on 14 March 2024 (Pages 43 - 48)

22. **\* DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

**For Information**  
(Pages 49 - 50)

**Ian Thomas CBE**  
**Town Clerk and Chief Executive**

## CAPITAL BUILDINGS BOARD

Thursday, 8 February 2024

**Minutes of the meeting of the Capital Buildings Board held at the Guildhall EC2 at 9.30 am**

### **Present**

#### **Members:**

Deputy Sir Michael Snyder (Chairman)	Deputy Brian Mooney (Ex-Officio Member)
Oliver Sells KC (Deputy Chairman)	Alderman Susan Pearson
Deputy Randall Anderson	Deputy Henry Pollard (Ex-Officio Member)
David Brooks Wilson	James Tumbridge
Alderman Alison Gowman	Philip Woodhouse
Deputy Christopher Hayward	
Deputy Charles Edward Lord	

#### **In attendance (observing online)**

Alderman Tim Levene  
Deputy Henry Colthurst

#### **In attendance (in Guildhall)**

Eric Parry, Eric Parry Architects (for item 8)

#### **Officers:**

Tim Cutter	- City Surveyor's Department
James Carter	- City Surveyor's Department
Marcellina Gilka	- City Surveyor's Department
Ben Milligan	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Evan Widdup	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Martin O'Regan	- City of London Police
Neil Jenkins	- City of London Police
David Abbott	- Chamberlain's Department
John Cater	- Chamberlain's Department
Alessia Ursini	- Chamberlain's Department
Sonia Virdee	- Chamberlain's Department
Peter Barlow	- Town Clerk's Department
Chris Rumbles	- Town Clerk's Department
Emily Slatter	- Town Clerk's Department

#### **1. APOLOGIES**

Apologies were received from Deputy Keith Bottomley and Deputy James Thomson.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

The Board noted standing declarations as follows:

David Brooks Wilson in respect of all matters concerning Arcadis, Keltbray Group Ltd, Michael Squire and Partners and Provincial Ltd.

Deputy Christopher Hayward in respect of all matters concerning Keltbray Group Ltd.

It was further noted that Keltbray Group Ltd were working in support of the Listed Buildings Foundations for the Salisbury Square Development on which a delegated authority decision was being sought today, with Mr Books Wilson and Deputy Christopher Hayward to exclude themselves from this decision as a result.

3. **MINUTES**

RESOLVED: That the public minutes of the Capital Buildings Board meeting on 22<sup>nd</sup> November 2023 be approved as an accurate record.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no additional items of business.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items, on the grounds that they involve the likely disclosure of Exempt Information, as defined in Part 1 of Schedule 12A of the Local Government Act.

7. **MINUTES**

RESOLVED: That the non-public minutes of the Capital Buildings Board meeting on 22 November 2023 be approved as an accurate record.

8. **SALISBURY SQUARE DEVELOPMENT PUBLIC ART PRESENTATION**

The Board received a presentation relating to a Public Art Commission as part of the Salisbury Square Development.

9. **SALISBURY SQUARE DEVELOPMENT - RIBA STAGE 5 UPDATE**

The Board considered a report of the City Surveyor providing an update on the Salisbury Square Development.

10. **MIDDLESEX STREET, CAR PARK, MIDDLESEX STREET, E1 7AD**

The Board considered a report of the City Surveyor relating to Middlesex Street Car Park, Middlesex Street E1 7AD.

11. **CITY'S WHOLESALE MARKETS CO-LOCATION PROGRAMME-UPDATE AND WORKSTREAM SUMMARY REPORT**

The Board considered a report of the City Surveyor relating to the City's Wholesale Markets Co-Location Programme.

12. **MAJOR PROGRAMMES OFFICE - DASHBOARD REPORT**

The Board received a report of the Chamberlain providing a Major Programmes Office dashboard update.

13. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

A question was raised on the following item:

**Barbican Renewal Programme**

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no additional items of business.

**The meeting closed at 10.37am**

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Chairman

**Contact Officer: Chris Rumbles**  
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## MEMBER DEVELOPMENT AND STANDARDS SUB COMMITTEE

Friday, 8 March 2024

Minutes of the meeting of the Member Development and Standards Sub Committee held at COMMITTEE ROOM, 2ND Floor. GUILDHALL on Friday, 8 March 2024 at 11.00 am

### Present:

#### Members:

Deputy Ann Holmes (Chief Commoner) (Chair)  
Deputy Peter Dunphy (Chief Commoner Elect)  
Anthony David Fitzpatrick  
John Griffiths  
Alderman Alison Gowman  
Deputy Charles Edward Lord  
Eamonn Mullally  
Naresh Hari Sonpar

#### Observing Virtually

Helen Fentimen (Deputy Chairman)  
Deputy Nighat Qureishi

### Officers:

Greg Moore	- Deputy Town Clerk
Polly Dunn	- Assistant Town Clerk, Executive Director, Governance & Member Services
Gemma Stokely	- Town Clerk's Department
June Haynes	- Town Clerk's Department
Edward Wood	- Comptroller and City Solicitor's Department
Scott Caizley	- Community & Children's Services Department
Torriano Stewart	- Community & Children's Services Department

### 1. APOLOGIES

Apologies for absence were received from Munsur Ali and Deputy Christopher Hayward. Helen Fentimen and Deputy Nighat Qureishi also issued apologies, but observed the meeting online.

2. **MEMBER'S DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **PUBLIC MINUTES**

The Sub-Committee considered the public minutes and non-public summary of their last meeting held on 15 December 2023.

RESOLVED, that the minutes of the meeting held on 15 December 2023, be approved them as a correct record.

4. **MEMBERS CODE OF CONDUCT**

The Sub-Committee received an update from the Comptroller and City Solicitor regarding the outcome of a recent consultation which canvassed the comments and views from Members and co-optees in relation to the Members Code of Conduct. The Comptroller and City Solicitor will present a full report to the Sub-Committee at its next meeting.

**RECEIVED.**

5. **INDEPENDENT REVIEW OF MEMBER BEHAVIOUR (LOCAL GOVERNMENT ASSOCIATION)**

The Sub-Committee considered a report of the Town Clerk which detailed recommendations and findings of the Local Government Association's independent review of Members behaviour. The review having been commissioned by the Town Clerk, supported by the Chief Commoner and Policy Chairman.

By way of consultation, the document had been shared with the full Court membership at their meeting of Informal Court in February 2024, this had allowed for discussion in advance of a formal response to this Sub-Committee, the Policy and Resources Committee and, ultimately, the Court of Common Council for adoption.

To further direct and instruct the Town Clerk in terms of next steps, the Sub-Committee reflected and responded to questions posed in paragraph 7 of the document, with the aim of, under delegated authority, instructing officers to devise an action plan to be further considered in advance of its adoption.

The Chief Commoner reflected on the code of conduct and sanctioned mandatory training for specific core elements such as the role of committee chairman, with the potential instruction that Members were unlikely to chair a committee if they had not completed the training.

The Town Clerk suggested a common-sense approach to the action plan which felt appropriate. Members acknowledged that implementation of the code required a key culture shift and that not all Members would engage and take responsibility for challenging poor behaviour.



The Sub-Committee discussed, in turn, the key points raised in paragraph 7 of the independent review document. Considering 7a of the paper, what does “good” look like, it was agreed that a Corporation Mission Statement was a good idea and could feature on the homepage of, the Corporation’s website. Members further suggested that in addition to what “good” looks like there should also be a statement, in the avoidance of doubt, referencing “what is not acceptable” behaviours. The Sub-Committee were conscious of the requirement to address the disconnect between what we think we are and how we are perceived as an organisation. Training and cultural competence would be incorporated alongside the Sub-Committee’s comments into the final document.

There were no changes suggested to 7b of the paper, which related to messaging around expectations and standards of behaviour. It was commented that this could be reinforced by the mission statement as it would appear on the intranet homepage.

The introduction of a “buddying” system for new Members was discussed at 7c, which was received and supported by the Sub-Committee, however the suggestion that a pool of ward deputies was not favoured or supported by Members generally and an alternative approach of a register of volunteers was preferred. It was recognised that seniority was not an indication of appropriateness for the role. Volunteers would be requested to provide a written statement with reasons why they felt they would make a good buddy, what experiences, skills and expertise they would bring to the role, this would give new Members a menu of choice and would also focus Members to update their own skills, expertise and interests register.

The Chief Elect commented that this approach could foster the buddying relationships for new Members as they join committees, the respective Chairs and Deputy Chairs as experts in the business and portfolio of their committee, imparting knowledge in terms of their role and responsibilities. The Town Clerk, reminded Members that some existing deputies were new to their role and to the Court in 2022 and they would have benefited from that level of support.

Mandatory training for chairs, as detailed in 7d of the document was not generally received well by Members as debated at Informal Court, some Members argued that the necessary skills had been acquired organically by serving on a committee. Some existing chairs had started the process of asking for feedback on their performance; this approach was welcomed by the Sub-Committee agreeing that feedback would support performance if done in a clear and dignified way and used as a period of reflection; the need for acceptance of negativity whilst still being enlightened. Members also considered chairs and deputies observing a range of committees to determine what “good” looks like. The Chief Elect discussed the possible introduction of an annual survey to measure chairs’ performance, this would capture those who had been either reluctant or unaware of others concerns. The Town Clerk was encouraged by the suggestion of an annual appraisal process, and proposed that a general service provision questionnaire for the Governance and Member Services Team could contain potential questions to help identify

where changes to committee conduct, process and procedure may be useful, alongside identifying training needs more broadly. This could be tested with the Sub-Committee to enable the identification of specific concerns are related to chairing.

Reflecting on comments made at 7e, measuring success in terms of the revised pre-complaint protocol, the Chief Commoner had successfully performed as an internal mediator for Member on Member complaints. There had been some appetite for the introduction of a similar process for Member on officer complaints.

The focus of “allyship” in 7f and the support for Members to call out bad behaviours, the Sub-Committee felt that this would be predominantly the role of the committee chair as they would be best placed to correct the situation without being personal and support from the EDI Sub-Committee as they could act as champions. Members commented that the City should also continue to aim to be a culture of openness and transparency, which is highlighted through the code of conduct, the build on an environment of learning and making better decisions which supports the City as a learning organisation whose commitment and aims were demonstrated through the Learning and Development Strategy.

The Sub-Committee were in agreement that once the document had comments incorporated the final report should be presented to the Policy and Resources Committee and then to the Court of Common Council for adoption.

**RESOLVED:** To note and considered the points raised (both at the Informal Court meeting in February 2024 and by direct response of the Town Clerk) in relation to the specific questions posed by the Reviewer and Sub-Committee as set out in paragraph 7 of the review and instruct the Town Clerk to bring forward final proposals to the Policy and Resources Committee and Court of Common Council for final adoption.

## 6. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY**

The Sub-Committee received a report of the Town Clerk and were advised of action taken since the last meeting, by the Town Clerk in consultation with the Chair and Deputy Chair, in accordance with Standing Order No. 41(b).

The Sub-Committee noted the action taken under urgent decision to amend Standing Orders to reflect repeal of Section 618 of the Housing Act 1985.

RECEIVED.

## 7. **STANDARDS UPDATE**

The Town Clerk reported that there were no outstanding live complaints, and that the single complaint received since the last meeting had been resolved informally.

At the annual meeting of Independent Persons, useful discussions had taken place which included outcomes and learning from recent cases. The Panel via

this Sub-Committee plan to submit a report to the Policy and Resources Committee and then to the Court of Common Council. The Chief Commoner expressed the hope that the pre-complaint protocol would continue to work well and limit the number of Member on Member complaints.

## **RECEIVED.**

### **8. MEMBER LEARNING AND DEVELOPMENT UPDATE REPORT**

A report of the Town Clerk was considered by the Sub-Committee, which sought endorsement for sessions planned for Quarter 1 and provided a forward look at Quarter 2 of the Member Learning and Development rolling programme.

The Sub-Committee were disappointed with the low level of interest and poor attendance at sessions which had led to cancellation or deferment. The Chair discussed the provision of City-specific sessions, which had appeared to have no impact on attendance figures. The Town Clerk had thought creatively to improve attendance, sessions had been offered in various formats, hybrid, face-to-face etc; a variation of timings and days of the week had been trialled. Members suggested sending calendar invitations (as opposed to email alerts which tended to get lost in inboxes). The date would then be saved in Members' Outlook calendars. The Sub-Committee was in agreement that future sessions should be time limited to one hour unless the subject required longer. The competition for Members' time had been a contributing factor in attracting participation, and so this was considered a good idea for making the offerings a more attractive prospect. Recording sessions had not been successful in capturing post session viewers, which had been introduced in recognition of Members' time constraints. A Member suggested enabling Microsoft Word prompts or search tools in recording transcript, to 'bookmark' recordings which would reduce the requirement to view the entire video.

The Town Clerk provided an update on the portal and confirmed that since the last meeting of the Sub-Committee, working with several Members, including the Chair of the Digital Services Committee, useful suggestions had been made to refresh the look, feel and content of the page. A demonstration of this work would be provided to Members at the next meeting of the Sub-Committee.

Members endorsed the information technology focused sessions planned for Quarter 1 and the scoping of Quarter 2 offerings which would deliver City Corporation specific roles within the Court and supporting Members as community leaders.

#### **RESOLVED:-** That Members:

Note the report, considered and endorsed the content and direction proposed in respect of future offerings outlined in Quarter 1 (April to June 2024) and the potential offerings for Quarter 2 (July to September 2024).

### **9. NEW MEMBER INDUCTION PLANS 2025**

The Town Clerk reported that in preparation for the delivery of the new Member induction programme 2025, discussions here would frame the content and delivery of a three month series of offerings. The positive feedback had been

taken into account from Members in 2022 and the aim was not to deviated from the existing format but to update and improve the content in 2025. The Town Clerk would seek to attract those returning Members, presenting the programme as an opportunity to refresh knowledge and to share their past experiences with newly elected Common Councillors.

Working with colleagues in Electoral Services, key dates would be made available to all candidates. Successful candidates will then be notified in good time of the dates of various receptions with the Chief Commoner, Policy and Resources Chairman and Town Clerk. Housekeeping, essentials (business cards etc) and equipment would be made available on launch day of the induction/refresher programme.

The current documentation, e-handbook and flyers, will require some update (for example, the new Corporate Plan). Officers are conscious not to overwhelm newly elected Members, therefore information would be phased to allow time for reading and digestion. The considerable amount of information would be kept relevant, and to a minimum. Our existing Members (elected in 2022) will have a significant part to play in the modification and delivery of this Induction Plan, as their experience and comments of their own first three months at the City Corporation, would be a valuable source of information. Some content can be emailed to allow for Members to consider at their leisure, coupled with recordings of sessions. Each Member will have available to them, a hard copy of the ehandbook at their adjourned Wardmote (i.e. when the results are announced).

*At 12.10pm, the Chair left the meeting, the Chief Commoner Elect was in the Chair for the remainder of the meeting.*

The composition of the Sub-Committee is one that benefits from a varied range of experience and time served on the Court. Members elected in 2022 shared their experiences with the Sub-Committee. It was felt that a Freshers' Fair style "meet the officers" event would provide an opportunity to meet key staff groups with their department, imparting essential information and an explanation of where they sit within the City Corporation landscape, supported by a "cheat sheet" with specific areas of responsibility, giving direction and assistance to Members, this would act as a first post of call for future resolutions to ward related matters. The Governance and Member Services Team were looking to provide one-to-one sessions for Members with accessibility needs, to explore any reasonable adjustments that could be made that would assist the Member with the discharging of their duties.

There was recognition that external members and Co-optees would require an alternative level of support and would not feature in this aspect of the programme.

The management of recognised constraints around timings, resources and budgetary concerns were also highlighted.

**RESOLVED:** That Members noted the report and;

Agreed that the Member Induction Programme to be renamed the Member Induction/Refresher Programme.

10. **DATES AND TIMES OF FUTURE MEETINGS**

**RESOLVED:** The Sub-Committee agreed the dates and times of future meetings.

Wednesday 17 July 2024, 11.00am

Thursday 24 October 2024, 11.00am

Thursday 30 January 2025, 11.00am

11. **QUESTIONS ON MATTERS RELATED TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

12. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

There were no additional, urgent items of business for consideration.

13. **EXCLUSION OF THE PUBLIC**

**RESOLVED** - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No	Paragraph No(s).
14	1

14. **NON-PUBLIC MINUTES**

The Sub-Committee considered the non-public minutes of their last meeting held on 15 December 2023 and approved them as a correct record.

15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions in the non-public session.

16. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED.**

There were no additional, urgent items of business for consideration in the non-public session.

**The meeting ended at 12.32 pm**

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Chairman

**Contact Officer: June Haynes, Member Services Officer**  
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## CAPITAL BUILDINGS BOARD

Thursday, 14 March 2024

**Minutes of the meeting of the Capital Buildings Board held at the Guildhall EC2 at 11.30 am**

### **Present**

#### **Members:**

Deputy Sir Michael Snyder (Chairman)	Deputy Charles Edward Lord
Oliver Sells KC (Deputy Chairman)	Alderman Susan Pearson
Deputy Randall Anderson	Deputy Henry Pollard (Ex-Officio Member)
Deputy Henry Colthurst	Deputy James Thomson (Ex-Officio Member)
Alderman Alison Gowman	James Tumbridge
Alderman Timothy Hailes (Ex-Officio Member)	Philip Woodhouse

#### **In attendance (in Guildhall)**

Deputy Ann Holmes, Chief Commoner

#### **Officers:**

Tim Cutter	- City Surveyor's Department
Mark Lowman	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Ben Milligan	- City Surveyor's Department
Evan Widdup	- City Surveyor's Department
Alix Newbold	- City of London Police
Martin O'Regan	- City of London Police
Caroline Al-Beyerty	- Chamberlain
Marcellina Gilka	- Chamberlain's Department
Sonia Sharma	- Chamberlain's Department
Sonia Virdee	- Chamberlain's Department
Peter Barlow	- Town Clerk's Department
Chris Rumbles	- Town Clerk's Department
Katie Foster	- Remembrancer's Department

#### **In attendance (in Guildhall)**

Andrew Hume, Deloitte (for item 18)  
Simon Milner, CBRE (for item 18)  
Nadia El Hadery, YFood (for item 18)

#### **1. APOLOGIES**

Apologies were received from Deputy Christopher Hayward, Alderman Tim Levene, Deputy Brian Mooney and David Brooks Wilson.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

RESOLVED: That the public minutes of the Capital Buildings Board meeting on 8 February 2024 be approved as an accurate record.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

**Barking Reach Group**

A Member referred to Barking Reach Group's terms of reference stating the group would meet every month, but with meetings having disappeared off the calendar it was requested if these could be reinstated. The Chairman suggested it was a matter for the Chairman of Barking Reach Group to consider and not one for Capital Buildings Board.

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no additional items of business.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items, on the grounds that they involve the likely disclosure of Exempt Information, as defined in Part 1 of Schedule 12A of the Local Government Act.

7. **MINUTES**

RESOLVED: That the non-public minutes of the Capital Buildings Board meeting on 8 February 2024 be approved as an accurate record.

8. **CITY'S WHOLESALE MARKETS CO-LOCATION PROGRAMME-UPDATE**

The Town Clerk referred to a late separately circulated supplementary agenda that had been issued in relation to a City's Wholesale Markets Co-Location Programme Update, which was a confidential item and would therefore require consideration in confidential session at the conclusion of the non-public agenda.

9. **MARKETS CO-LOCATION PROGRAMME - RESERVED MATTERS APPLICATION UPDATE, S106 DEED OF VARIATION, S106 DRAWDOWN, DELOITTE CONTRACT EXTENSION, AND FUNDING FOR SOCIAL VALUE PLATFORM**

The Board considered a report of the City Surveyor relating to a Markets Co-Location Programme reserved matters application update, S106 Deed of Variation, S106 Drawdown, Deloitte contract extension and funding for social value platform.

10. **BARKING REACH POWER STATION - SITE REMEDIATION PROJECT**

The Board considered a report of the City Surveyor providing an update on a Barking Reach Power Station site remediation project.

11. **MUSEUM OF LONDON RELOCATION PROGRAMME UPDATE**



The Board considered a report of the City Surveyor providing an update on the Museum of London Relocation Programme and City of London controlled projects.

12. **MIDDLESEX STREET, CAR PARK, MIDDLESEX STREET, E1 7AD**  
The Board considered a report of the City Surveyor providing a progress report relating to Middlesex Street Car Park, Middlesex Street.
13. **BASTION HOUSE DECANT PROJECT**  
The Board considered a report of the City Surveyor relating to a project to re-purpose Bastion House.
14. **SALISBURY SQUARE DEVELOPMENT - RIBA STAGE 5 UPDATE**  
The Board received a report of the City Surveyor providing an update on progress made on the Salisbury Square Development Programme since the last Capital Buildings Board meeting.
15. **MAJOR PROGRAMMES OFFICE DASHBOARD**  
The Board received a report of the Chamberlain providing a Major Programmes Office dashboard update.
16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no additional items of business.

#### **Confidential Agenda**

18. **CITY'S WHOLESALE MARKETS CO-LOCATION PROGRAMME OVERVIEW OF EXTERNAL CONSULTANTS INTENSIFICATION AND DELIVERY REVIEW**  
The Board considered a confidential report of the Comptroller and City Solicitor, Deputy Chief Executive relating to the City's Wholesale Markets Co-location programme overview of external consultants intensification and delivery review.

**The meeting closed at 1.00pm**

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Chairman

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## EQUALITY, DIVERSITY & INCLUSION SUB-COMMITTEE Thursday, 21 March 2024

Minutes of the meeting of the Equality, Diversity & Inclusion Sub-Committee held at Committee Rooms, West Wing, Guildhall on Thursday, 21 March 2024 at 10.00 am

### Present

#### Members:

Joanna Tufuo Abeyie (Deputy Chair)  
Deputy Randall Anderson  
Alderman Sir Charles Bowman  
Deputy Peter Dunphy  
Mary Durcan  
Deputy Charles Edward Lord  
Deputy Ann Holmes (Chief Commoner)

#### Officers:

Dionne Corradine	- Chief Strategy Officer
Shelagh Prosser	- Interim Director of Equality, Diversity & Inclusion
Micah Mclean	- Town Clerk's Department
Genine Whitehorne	- Chamberlain's Department
Cindy Vallance	- People and Human Resources
Olivia Larkin	- Innovation & Growth
Kate Doidge	- Town Clerk's Department

#### Public Items

##### 1. APOLOGIES

Apologies were received from Deputy Andrien Meyers (Chair), Caroline Haines, Florence Keelson-Anfu, Deputy Alastair Moss, Deputy Brian Mooney, and Catherine McGuinness.

Judith Pleasance observed the meeting virtually.

##### 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

##### 3. MINUTES

RESOLVED – That the public minutes and non-public summary of the previous meeting, held on 11 December 2023, be approved as a correct record.

##### 4. EXCLUSION OF THE PUBLIC

The Deputy Chair (in the Chair) informed Members that she would like to consider Item 14, Confidential Minutes, and Item 15, EDI Transition 2.0, immediately following Item 3, Minutes, as it concerned information which was relevant to the agenda.

The Committee agreed to go into confidential session.

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

### **Confidential Items**

5. **CONFIDENTIAL MINUTES**

RESOLVED – That the Confidential Minutes of the previous meeting, held on 11 December 2023, be approved as a correct record.

6. **EDI TRANSITION 2.0**

The Committee received a confidential report of the Chief Strategy Officer, concerning an update on EDI Transition 2.0.

Following conclusion of this item, the Committee agreed to consider the public section of the agenda, with the public being re-admitted into the meeting.

### **Public Items**

7. **CITY CORPORATION EQUALITY OBJECTIVES - 2024-2029**

The Committee received a report of the Chief Strategy Officer, concerning the approval to publish the updated Equality Objectives to meet the City Corporation's responsibilities under the Public Sector Equality Duty.

RESOLVED – That Members:

- Endorse the revised Equality Objectives to enable their publication (on our website and intranet) in March 2024, thereby fulfilling our responsibility under the Public Sector Equality Duty.
- Note the Equality Objectives (2024-2029) will cover a five-year period to coincide with the Corporation Plan and People Strategy. However, there will be a review in 2028 to comply with the duty of publishing every four years.
- Note that activity to develop relevant equity, equality, diversity, and inclusion (EEDI) datasets for the Objectives is required to develop robust performance metrics.

8. **TACKLING RACISM TASKFORCE UPDATE**

The Committee received a report of the Chief Strategy Officer, concerning an update on the recommendations of the Tackling Racism Taskforce (TRT) and to close the recommendations that were outstanding. The other recommendations had either been completed, were 'business as usual', or had been integrated into work across the City Corporation to tackle racism and advance race equality.

A concern was raised on those objectives which had not yet been met, and uncertainty on whether the 'business as usual' would not meet the aims of the TRT. The response was that at the highest level, the Corporate Plan had EEDI targets including race equality, the progress of which would be published

annually. These would also reference the TRT's recommendations. The People Strategy had targeted projects within its programmatic structure. The Committee would be sighted on its activities at a future meeting. With regards to the work with schools, this was owned by the Executive Director of Community and Children's Services, recognising that this was broader than COLAT, but the officer would be the single point of contact.

Members raised that they were concerned of accountability during the transitional period, and if there could be any work to address this during this period. Officers would report back on this at the next Committee meeting.

RESOLVED – That Members endorse the recommendation to close the TRT as a discreet activity as all recommendations have been completed or progressed by departments as part of wider activities to advance race equality.

**9. CITY OF LONDON CORPORATION EQUALITIES INFORMATION REPORT 2023**

The Committee received a report of the Chief Strategy Officer, concerning approving the City Corporation's 2023 Equality Information Report for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

RESOLVED – That Members:

- Endorse the 2023 Equality Information report provided at Appendix 1 to enable its publication (on our website and intranet) by 30<sup>th</sup> March thereby fulfilling our legislative responsibility.
- Note that improving the quality of the equality data for employees and service users will be a priority activity going forward.
- Note that Gender Pay Gap information for the Corporation will be published on the Government portal by 30<sup>th</sup> March 2024, as required by legislation, with a report to the Corporate Services Committee in April.

**10. COMPLIANCE HEALTH CHECK**

The Committee received a report of the Chief Strategy Officer, concerning a Compliance Health Check to ensure that the City Corporation was compliant at a strategic level in its equality duties and commitments, and to set out initial priorities for action and vulnerabilities.

RESOLVED – That the report be received, and its contents noted.

**11. SOCIAL MOBILITY INDEX REPORT**

The Committee received a report of the Chief Strategy Officer, concerning the Social Mobility Index (SMI) annual benchmarking and assessment for performance in eight areas on social mobility outcomes and the drivers behind social mobility.

Members noted that the City Corporation had declined in ranking since 2022 and queried how the City Corporation aimed to improve that ranking. The Committee heard that the Social Mobility Foundation, who worked with the City Corporation on the SMI, had a higher number of organisations join in recent years, who often undertook targeted and holistic work which improved their

ranking. However, the City Corporation could have provided a stronger case covering all the work undertaken across the organisation. It was noted that the Socio-Economic Taskforce (2020-22) had recommendations for a 5-point pathway for organisations to boost socio-economic diversity and for these to be undertaken under Progress Together. The City Corporation had access to these resources to learn best practices from other firms to improve ranking. The actions suggested in the report aimed to improve the City Corporation's ranking within the Index.

It was noted that the Appendices detailed the feedback and scores on performance for each of the eight areas, which included more specific actions. Some of the actions were achievable whilst others were more challenging, and it was wished to focus on the areas in which the City Corporation scored lower, and to produce a clear action plan.

RESOLVED – That the report be received, and its contents noted, including:

- City Corporation SMI rankings from 2018-2023.
- The 2023 Social Mobility Employer Index report (Appendix 1).
- The SMI suggested areas of focus for the Corporation to explore in response to the 2023 submission (Appendix 2).

## 12. **DIVERSITY CALENDAR 2024-2025**

The Committee received a report of the Chief Strategy Officer, concerning a Diversity Calendar 2024-2025, an internal resource highlighting significant dates, facilitating awareness, understanding, and planning around team members' specific needs and special occasions.

A Member queried how the City Corporation determined which occasions to celebrate. The response was that some events were the responsibility of the Civic Affairs Sub-Committee under its annual calendar, which had some staff training budgets. The action now was to look at where there were gaps, and to clarify the source of funding, but noting that the Civic Affairs Sub-Committee were aiming to have a strategic overview approach to events. It was noted that a representation would be made to the Civic Affairs Sub-Committee in relation to Easter.

The Committee noted that there was an officer working group which had an action to look at events, including attendance, criteria, purpose, and outcomes. The Civic Affairs Sub-Committee would be made aware of this officer working group at its next meeting.

It was further noted that duplication should be avoided with events held by staff networks. The Committee heard that a staff Social Mobility Network would formally launch in June 2024.

RESOLVED – That the report be received, and its contents noted.

**13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

The Committee received one public question. A Member raised that they had recently attended a meeting of the City of London School for Girls Board of Governors meeting. At this meeting, a survey was circulated on the Board of Governors, which only had a focus on race to the exclusion of other protected characteristics. The Member had raised the exclusion of other protected characteristics as a concern and agreed to query this at a meeting of the Equality, Diversity, & Inclusion Sub-Committee. It was agreed that this question would be taken away and the Member would be followed up with outside of the meeting.

**14. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

There were no public items of urgent business.

**15. EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**Non Public Items**

**16. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no non-public questions.

**17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no other non-public items of urgent business.

**The meeting ended at 11.13 am**

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Chairman

**Contact Officer: Kate Doidge  
Kate.Doidge@cityoflondon.gov.uk**

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<b>Committee(s):</b> Policy and Resources Committee	<b>Dated:</b> 09/05/2024
<b>Subject:</b> Policy and Resources Contingency/Discretionary Funds	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	All
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	£0
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Chamberlain	<b>For Information</b>
<b>Report Author:</b> Geraldine Francis - Chamberlain	

## Summary

This report provides the schedule of projects and activities which have received funding from the Policy Initiatives Fund (PIF) and the Policy and Resources Committee's Contingency Fund for 2024/25 and future years with details of expenditure in 2024/25. The balances remaining for these Funds for 2024/25 and beyond are shown in the Table below.

Fund	2024/25 Balance Remaining after Approved Bids £	2025/26 Balance Remaining after Approved Bids £	2026/27 Balance Remaining after Approved Bids £	2027/28 Balance Remaining after Approved Bids
Policy Initiative Fund	947,805	880,000	1,180,000	1,200,000
Policy & Resources Contingency	171,692	300,000	300,000	300,000

## Recommendation(s)

Members are asked to:

- Note the report and contents of the schedules.

## Main Report

### Background

1. On the basis of Committee's concerns of the operations of the PIF/Contingency Funds, the Policy was refreshed and ratified by Policy & Resources Committee on 14 December 2023. A policy briefing was held on 17 January 2024 to support regular report authors with these new policy requirements.
2. The Policy Initiatives Fund (PIF) should be used to fund projects and initiatives identified during the year which support the City Corporation's overall aims and objectives, or policy priorities identified by the Policy & Resources Committee.
3. The Committee Contingency Fund is used to fund unforeseen one-off items of expenditure when no specific provision exists within the Policy Committee's budget.
4. There is no specification for the *type* of project in scope but has historically included items relating to a specific initiative, e.g. research, funding for external bodies in support of the City's overall objectives, and membership of national think tanks. All applications should make clear what specific activity funding it will be used for and should set out the standard information specified in the Policy to enable Members to take an informed decision.
5. All applications should be discussed informally before submitting with the Head of the Policy Unit, Office of the Policy Chairman, Town Clerk's Department and the Assistant Director (Strategic Finance), Chamberlain Department.
6. To restrict the depletion of funds in future years, a two-year time limit is in place on multiyear PIF bids, with three years being an option by exception. To ensure prioritisation within the multiyear bids, the PIF from the financial year 2019/20 and onwards has £600k of its total budget put aside for multiyear bids with the rest set aside (£600k) for one off allocations, with the option to 'top up' the multiyear allocation from the contingency balance if Members agree to do so. This will ensure that there should always be enough in the PIF to fund emerging one-off opportunities as they come up.
7. Departments must complete a standardised progress update form biannually and at the end of the Initiative for all awards.
8. When a PIF bid has been approved there should be a reasonable amount of progress/spend on the works/activities within 18 months of approval which allows for slippage and delays. If there has not been enough spend/activity within this timeframe, Members will be asked to approve that the remaining allocation be returned to the Fund where it can be utilised for other works/activities.
9. Where no expenditure has been made within 12 months, a report should be brought back to the Policy & Resources Committee by officers to request reprofiling of funds.

10. If the Department requires funding for the same works/activities again at a later date, the funding must be re-bid for. If there is a legitimate reason, out of the Department's control, which has caused delays, it is recommended that these are reviewed by Committee as needed.
11. Officers must gain the approval of the Policy and Resources Committee prior to repurposing any PIF/Contingency.
12. It is expected that recurrent expenditure is covered by local risk budgets through the budget setting process unless extenuating circumstances.

### Current Position

13. Appendices 1 to 2 list committed projects and activities approved by this Committee for the current and future financial years with the remaining balances available for the PIF (Appendix 1) and your Committee's Contingency (Appendix 2).
14. The balances that are currently available in both the Policy Initiatives Fund and Committee Contingency Fund for 2024/25 are shown in the Table below. These amounts include uncommitted balances from 2023/24 of £542,804 and £31,692 for PIF and Committee's Contingency respectively, as agreed by your Committee in March 2024. The 2023/24 unspent allocations Departments have requested to be carried forward for spending in 2024/25 are also included in the figures below. However, carry forwards are yet to be approved.

Fund	2024/25 Opening Balance £	2024/25 Approved Bids £	2024/25 Balance Remaining after 2024/25 Approved Bids £	2024/25 Pending Bids £	2024/25 Balance Remaining after 2024/25 Pending Bids £
Policy Initiative Fund	2,497,782	(1,549,977)	947,805	0	947,805
Policy & Resources Contingency	764,013	(592,321)	171,692	0	171,692

15. The remaining multiyear allocation is shown in the Table below with details, as shown in Appendix 1, prior to any allowances being made for any other proposals on today's agenda. It should be noted that the multiyear allocation for 2024/25 is now depleted.

	2024/25	2025/26	2026/27	2027/28
Balance remaining of Multiyear PIF allocation	£0	£280,000	£530,000	£600,000

## **Corporate & Strategic Implications**

16. Strategic implications – Although each PIF application has to be judged on its merits, the application must include how the item will advance either:
  - a) A policy lead area defined by this Committee
  - b) Another Committee priority
  - c) A Corporate Plan outcome
  - d) Promotion of the City or City's role in London or nationally
17. Financial implications – Each PIF application should be approved on a case by case basis and Departments should look to local budgets first before seeking PIF approval, with PIF requests only being submitted if there is no funding within local budgets available.
18. Resource implications – None
19. Legal implications – None
20. Risk implications – None
21. Equalities implications – None
22. Climate implications – None
23. Security implications – None

## **Appendices**

- Appendix 1 – PIF 2024/25 and Future Years
- Appendix 2 – P&R Contingency 2024/25 and Future Years

## **Geraldine Francis**

Senior Finance Officer, Chamberlain

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## Policy and Resources Committee - Policy Initiative Fund 2024/25 to 2027/28

Budget	2024/25	2025/26	2026/27	2027/28
Initial budget	£ 1,200,000	£ 1,200,000	£ 1,200,000	£ 1,200,000
Uncommitted balance brought forward from 2023/24	£ 542,804	£ -		£ -
Unspent balances deferred from 2023/24	£ 609,978	£ -		£ -
Unspent balances in 2023/24 returned to Fund	£ -	£ -		£ -
Transferred from P&R Contingency to meet Multiyear Bid re: Innovate Finance	£ 145,000			
<b>Revised Budget</b>	<b>£ 2,497,782</b>	<b>£ 1,200,000</b>	<b>£ 1,200,000</b>	<b>£ 1,200,000</b>

Date	Name	2024/25 Bid	2024/25 Actual	2025/26 Bid	2026/27 bid	2027/28 Bid
05/07/18	Events Partnership with The Strand Group, King's College London	£ 13,787	£ -			
11/06/20	British Foreign Policy Group (BFPG)	£ 12,000	£ -			
06/05/2021 & 08/06/2023	Options to Promote Supplier Diversity	£ 12,309	£ 2,436.25			
08/07/21	Adoption of Competitiveness Strategy - Development of an 'Asset Under Management' Campaign	£ 983	£ -			
16/12/21	Impact Investment Institute Membership (III)	£ 100,000	£ -			
17/02/22	Sports Engagement - (Re-purposed)	£ 1,103	£ -			
05/05/22	Support for Integrity Council for the Voluntary Carbon Market (IC-VCM) & UK-VCM	£ 286,702	£ -			
Urgency	Support for Task Force to delivery Code of Conduct for Environment, Social and Governance (ESG) Ratings Providers	£ 2,449	£ -			
23/02/23	Delivering the Residential Reset	£ 89,729	£ 5,683.94			
23/02/23	Finalising CoL Overseas Presence	£ 100,000	£ -	£ 50,000		
20/04/23	Transition Finance Competitiveness Taskforce	£ 79,922	£ 5,265.81			
08/06/23	Global City of Sport - A New Sport Strategy for The Square Mile	£ 256,624	£ 6,504.06	£ 175,000		
08/06/23	Livery Company Website	£ 20,000	£ -	£ 20,000	£ 20,000	£ -
06/07/23	Shining Stars Care Leavers Dinner	£ 2,257	£ -			
21/09/23	City Occupiers and Investment Study	£ 200,000	£ -			
27/10/2023 - Urgency	Innovation & Growth Artificial Intelligence Dinner	£ 3,592	£ -			
16/11/23	Annual Bus Passes for Care Leavers	£ 23,520	£ -			
16/11/23	Paris 2024 Games Engagement	£ 100,000	£ 19,948.48			
22/02/24	Innovate Finance Funding	£ 150,000	£ -	£ 75,000		
18/03/24	Election Engagement Campaign 2025	£ 95,000	£ 981.88			
	<b>Total Allocations</b>	<b>£ 1,549,977</b>	<b>£ 40,820.42</b>	<b>£ 320,000</b>	<b>£ 20,000</b>	<b>£ -</b>
	<b>Balance Remaining</b>	<b>£ 947,805</b>		<b>£ 880,000</b>	<b>£ 1,180,000</b>	<b>£ 1,200,000</b>

Bids for Committee's Approval: 09 May 2024

-	-	-	-
-	-	-	-
-	-	-	-
<b>Total Balance if pending bids are approved</b>	<b>£ 947,805</b>	<b>£ -</b>	<b>£ 880,000</b>

	Multi Year PIF Bids	2024/25 Bid	2025/26 Bid	2026/27 Bid	2027/28 Bid
	<b>Multi Year PIF Allocation</b>	<b>£ 745,000</b>	<b>£ 600,000</b>	<b>£ 600,000</b>	<b>£ 600,000</b>
16/12/21	Impact Investment Institute Membership (III)	£ 100,000			
05/05/22	Support for Integrity Council for the Voluntary Carbon Market (IC-VCM) & UK-VCM	£ 200,000			
23/02/23	Finalising CoL Overseas Presence	£ 100,000	£ 50,000	£ 50,000	
08/06/23	Global City of Sport - A New Sport Strategy for The Square Mile	£ 175,000	£ 175,000		
08/06/23	Livery Company Website	£ 20,000	£ 20,000	£ 20,000	
22/02/24	Innovate Finance Funding	£ 150,000	£ 75,000		
	<b>Total Multi Year Allocations</b>	<b>£ 745,000</b>	<b>£ 320,000</b>	<b>£ 70,000</b>	<b>£ -</b>
	<b>Multi Year PIF Allocation Balance</b>	<b>£ -</b>	<b>£ 280,000</b>	<b>£ 530,000</b>	<b>£ 600,000</b>

Bids for Committee's Approval: 09 May 2024

-	-	-	-
-	-	-	-
-	-	-	-
<b>Total Balance if pending bids are approved</b>	<b>£ -</b>	<b>£ 280,000</b>	<b>£ 530,000</b>

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## Policy and Resources Committee - Contingency 2024/25 to 2027/28

Budget	2024/25	2025/26	2026/27	2027/28
Initial Budget	£ 300,000	£ 300,000	£ 300,000	£ 300,000
Uncommitted balance brought forward from 2023/24	£ 31,692	£ -	£ -	£ -
Unspent balances deferred from 2023/24	£ 577,321	£ -	£ -	£ -
Unspent balances in 2023/24 returned to Fund	£ -	£ -	£ -	£ -
Transferred to PIF to meet Multiyear re: Innovate Finance	-£ 145,000			
<b>Revised Budget</b>	<b>£ 764,013</b>	<b>£ 300,000</b>	<b>£ 300,000</b>	<b>£ 300,000</b>

Date	Name	2024/25 Bid	2024/25 Actual	2025/26 Bid	2026/27 Bid	2027/28 Bid
08/05/14	City of London Scholarship - Anglo-Irish Literature	£ 19,746	£ -	£ -	£ -	£ -
Urgency	Lord Mayor's Show Arrangements	£ 15,000	£ -	£ -	£ -	£ -
09/06/22	Civic Affairs	£ 24,701	£ -	£ -	£ -	£ -
Urgency	Crossrail Art Programme – Liverpool Street Artworks and Close-Out Matters	£ 15,000	£ -	£ -	£ -	£ -
15/12/22	The Lord Mayor's Show	£ 138,028	£ -	£ -	£ -	£ -
23/02/23	Introducing Electronic Voting	£ 3,597	£ -	£ -	£ -	£ -
23/02/23	Worker Engagement: The City Belonging Project	£ 56,412	£ -	£ -	£ -	£ -
19/10/23	Allocation of Funding to King Edward's Witley School	£ 319,837	£ -	£ -	£ -	£ -
	<b>Total Allocations</b>	<b>£ 592,321</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
	<b>Balance Remaining</b>	<b>£ 171,692</b>		<b>£ 300,000</b>	<b>£ 300,000</b>	<b>£ 300,000</b>

Bids for Committee's Approval: 09 May 2024

-	-	-	-	-
-	-	-	-	-
<b>Total Balance if pending bids are approved</b>	<b>£ 171,692</b>	<b>£ 300,000</b>	<b>£ 300,000</b>	<b>£ 300,000</b>





<b>Committee:</b> Policy & Resources Committee	<b>Date:</b> 9 May 2024
<b>Subject:</b> Decisions taken under delegated authority or urgency powers	<b>Public</b>
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	<b>See background papers</b>
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report author:</b> Chris Rumbles, Governance and Member Services Manager	

### Summary:

This report advises Governors of action taken by the Town Clerk since the last meeting of the Board, in consultation with the Chair and Deputy Chair, in accordance with Standing Order No. 41(a) and 41(b).

### Recommendation

Members are asked to note the report.

### Main Report

#### Delegated Decision: Digital Services Committee Terms of Reference

#### Background

1. At its meeting on 22<sup>nd</sup> November 2023, the Digital Services Committee received a report as part of the annual considerations for the Committee’s Terms of Reference. The Committee discussed the Terms of Reference and suggested several revisions. These were due to be formally received for onward approval at its meeting on 18<sup>th</sup> April 2024. However, this meeting was cancelled due to the department’s failure to submit reports on time in line with the Corporation’s committee report submission procedure.

2. Further, at its meeting on 18<sup>th</sup> March 2024, the Policy & Resources Committee were asked to consider and approve revised Terms of Reference by the Court of Common Council's Committees. Policy & Resources also Delegated Authority to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to consider and approve any subsequent changes to Committee Terms of Reference ahead of the April 2024 Court of Common Council.
3. It had since come to light that Appendix F of this report, Digital Services Committee Terms of Reference (detailing the proposed revisions), was missing from the agenda pack. This was an administrative error. A summary of the changes was provided to the Policy & Resources Committee but for completeness, and due to the Digital Services Committee meeting being cancelled and not due to meet again until 13<sup>th</sup> May 2024, it was recommended that a request for a decision under the Delegated Authority outlined above be sought on the proposed revisions, for onward approval at the Court of Common Council.
4. Approval was therefore sought as the Court of Common Council was due to receive all proposed revisions to its Committee's Terms of Reference at its meeting on 25<sup>th</sup> April 2024 through the "White Paper".
5. The Town Clerk therefore agreed, in consultation with the Chairman and Deputy Chairman of Policy & Resources Committee, and the Chair and Deputy Chair of the Digital Services Committee, to approve the revisions to the Digital Services Committee Terms of Reference, for onward approval by the Court of Common Council on 25<sup>th</sup> April 2024.

## **Natural Environment Board Terms of Reference**

### **Background:**

6. A revised Terms of Reference of the Natural Environment Board was considered by the Court of Common Council in January 2024 to allow the appointment of external Members.
7. Whilst the revised composition (featuring external Members) was approved, the changes in responsibilities was referred by the Court of Common Council back to the Natural Environment Board and the Policy and Resources Committee for further consideration following queries raised by the Chairman of the Epping Forest & Commons Committee over potential confusion of the role of the Board in relation to obligations and governance of the various open spaces charities.
8. Policy & Resources (March 2024) and the Natural Environment Board (February 2024) granted delegated authority to make any final amends to the NEB Terms of Reference.

9. Updated and revised terms of reference were subsequently produced. Given the intricacies and ongoing charities review, the Executive Director Environment held several discussions with the relevant Chairmen, before proposing changes that included a focus on the strategic role of the Board and the allocation of grants, whilst clearly acknowledging responsibilities that lie with any other committees.
10. The Town Clerk therefore agreed, in consultation with the Chairman and Deputy Chairman of Policy & Resources Committee, and the Chair and Deputy Chair of the Natural Environment Board, to approve revisions to the Natural Environment Board Terms of Reference, for onward approval by the Court of Common Council on 25<sup>th</sup> April 2024.

In accordance with Standing Orders 41 (a) and 41 (b), Members are asked to note the recent decision taken by the Town Clerk in consultation with the Chairman and Deputy Chairman.

Copies of background papers concerning this decision are available from Chris Rumbles on request.

**Contact:**

Chris Rumbles

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