



Investment Committee

Date: WEDNESDAY, 14 MAY 2014
Time: 1.45pm
Venue: COMMITTEE ROOMS - WEST WING, GUILDHALL

Members: Deputy Ken Ayers
Deputy Michael Cassidy
Roger Chadwick
Henry Colthurst
Simon Duckworth
George Gillon
Brian Harris
Tom Hoffman
Deputy Robert Howard
Michael Hudson
Clare James
Andrew McMurtrie
Deputy Henry Pollard
Ian Seaton
Vacancy X 8 (Policy and Resources Committee)*
Mark Boleat (Ex-Officio Member)
Deputy Catherine McGuinness (Ex-Officio Member)
Jeremy Mayhew (Ex-Officio Member)

* Eight Members to be nominated by the Policy and Resources Committee on 08/05/14.

Enquiries: Philippa Sewell
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philippa.sewell@cityoflondon.gov.uk

Lunch for Members will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS**
3. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council, 1 May 2014.
For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order 29.
For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order 30.
For Decision
6. **MINUTES OF THE PREVIOUS MEETING**
To agree the public minutes and non-public summary of the meeting held on 29 January 2014.
For Decision
(Pages 3 - 6)
7. **APPOINTMENT OF BOARDS**
Report of the Town Clerk.
For Decision
(Pages 7 - 16)
8. **MINUTES OF THE FINANCIAL INVESTMENT BOARD**
To note the public minutes and non-public summary of the meeting held on 5 February 2014.
For Information
(Pages 17 - 20)
9. **MINUTES OF THE PROPERTY INVESTMENT BOARD**
To note the public minutes and non-public summaries of the meetings held on 15 January 2014, 19 February 2014 and 19 March 2014.
For Information
(Pages 21 - 28)
10. **MINUTES OF THE SOCIAL INVESTMENT BOARD**
To note the public minutes and non-public summary of the meeting held on 26 February 2014.
For Information
(Pages 29 - 34)

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
13. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100(A) 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 I of the Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

14. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**
To agree the non-public minutes of the meeting held on 29 January 2014.

For Decision
(Pages 35 - 36)
15. **NON-PUBLIC MINUTES OF THE FINANCIAL INVESTMENT BOARD**
To note the non-public minutes of the meeting held on 5 February 2014.

For Information
(Pages 37 - 40)
16. **NON-PUBLIC MINUTES OF THE PROPERTY INVESTMENT BOARD**
To note the non-public minutes of the meetings held on 15 January 2014, 19 February 2014 and 19 March 2014.

For Information
(Pages 41 - 56)
17. **NON-PUBLIC MINUTES OF THE SOCIAL INVESTMENT BOARD**
To note the non-public minutes of the meeting held on 26 February 2014.

For Information
(Pages 57 - 62)
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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Agenda Item 3

WOOLF, Mayor

RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 1st May 2014, doth hereby appoint the following Committee until the first meeting of the Court in April, 2015.

INVESTMENT COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- 14 Members 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
- eight Members nominated by the Policy & Resources Committee
- the Chairman and a Deputy Chairman of the Policy & Resources Committee (ex-officio)
- the Chairman and Deputy Chairman of the Finance Committee (ex-officio)

2. **Quorum**

The quorum consists of any seven Members.

3. **Membership 2014/15**

- 4 (4) Kenneth Edwin Ayers, M.B.E., Deputy
- 2 (2) Henry Nicholas Almroth Colthurst, *for two years*
- 4 (4) George Marr Flemington Gillon
- 2 (2) Andrew Stratton McMurtrie, *for two years*
- 3 (3) Tom Hoffman
- 2 (2) Michael Hudson, *for three years*
- 3 (3) Clare James, M.A.
- 4 (2) Simon D'Olier Duckworth, D.L.
- 4 (2) Brian Nicholas Harris
- 2 (2) Robert Picton Seymour Howard, Deputy
- 4 (2) James Henry George Pollard, Deputy
- 4 (1) Michael John Cassidy, C.B.E., Deputy
- 4 (1) Roger Arthur Holden Chadwick
- 4 (1) Ian Christopher Norman Seaton

together with the Members referred to in paragraph 1.

4. **Terms of Reference**

- (a) To be responsible for the strategic oversight and monitoring of the performance of all of the City of London Corporation's investments, in accordance with the investment strategy determined by the Policy & Resources Committee.
- (b) To fulfil (a) above by means of the appointment of a Property Investment Board, a Financial Investment Board and a Social Investment Board responsible for property, financial investments and social investments, respectively.
- (c) To provide the Resource Allocation Sub Committee with proportions between property and non property assets as part of the resource allocation process with the final decision remaining with the Resource Allocation Sub Committee.

Note: The Property Investment Board, Financial Investment Board and Social Investment Board shall have the power to:-

- i) co-opt people with relevant expertise or experience, including non-Members of the Court; and
- ii) submit reports on matters relevant to their responsibilities directly to the Court of Common Council.

Barradell

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Agenda Item 6

INVESTMENT COMMITTEE

Wednesday, 29 January 2014

Minutes of the meeting of the Investment Committee held at Guildhall, EC2 on
Wednesday, 29 January 2014 at 1.45pm

Present

Members:

Deputy Michael Cassidy (Chairman)
Deputy Ken Ayers
Deputy John Barker
Roger Chadwick
Henry Colthurst
George Gillon (Chief Commoner)
Brian Harris
Tom Hoffman
Michael Hudson
Deputy Robert Howard
Andrew McMurtrie
Alastair Moss
Dhruv Patel
Deputy Henry Pollard
John Scott
Tom Sleigh
Philip Woodhouse
Deputy Catherine McGuinness (Ex-Officio Member)
Jeremy Mayhew (Ex-Officio Member)

Officers:

Chris Bilsland	-	Chamberlain
Kate Limna	-	Chamberlain's Department
Paul Mathews	-	Chamberlain's Department
Peter Bennett	-	City Surveyor
Nicholas Gill	-	City Surveyor's Department
Matthew Pitt	-	Town Clerk's Department
Philippa Sewell	-	Town Clerk's Department

1. APOLOGIES

Apologies were received from Clare James, Deputy Keith Knowles, Mark Boleat and Ian Seaton.

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

Jeremy Mayhew declared a non-pecuniary interest in an update given under item 14 by virtue of being a former Senior Advisor for Price Waterhouse Coopers.

3. **MINUTES OF THE PREVIOUS MEETING**
RESOLVED - That the public minutes and non-public summary of the meeting held on 24 July 2013 be approved as an accurate record.
4. **MINUTES OF THE FINANCIAL INVESTMENT BOARD**
RESOLVED - That the public minutes and non-public summary of the Financial Investment Board meetings held on 2 July 2013, 11 September 2013 and the draft minutes of the meeting held on 9 December 2013 be noted.
5. **MINUTES OF THE PROPERTY INVESTMENT BOARD**
RESOLVED - That the public minutes and non-public summary of the Property Investment Board meetings held on 10 July 2013, 10 September 2013, 16 October 2013, 13 November 2013 and 3 December 2013 be noted.
6. **MINUTES OF THE SOCIAL INVESTMENT BOARD**
RESOLVED - That the public minutes and non-public summary of the Social Investment Board meetings held on 18 September 2013 and the draft minutes of the meetings held on 13 December 2013 be noted.
7. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**
The Committee considered a report of the Town Clerk inviting Members to review the Committee's Terms of Reference and frequency of meetings prior to their submission to the Court of Common Council on 1 May 2014.

RESOLVED – That the current Terms of Reference and frequency of meetings be approved.
8. **APPOINTMENT TO BOARDS**
RESOLVED – That Michael Hudson be appointed to the Property Investment Board to serve until the end of the municipal year.
9. **CORPORATE GOVERNANCE - SCHEME OF DELEGATIONS AND STANDING ORDERS**
RESOLVED – That the delegations relating to the Chamberlain and the City Surveyor be approved; and the amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements be noted.
10. **RESOURCING OF SOCIAL INVESTMENT ACTIVITY**
The Committee received a joint report of the Chief Grants Officer and Director of Economic Development which provided an update on the City Corporation's Social Investment activity.
11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.

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 items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Item No.	Paragraph(s) in Schedule 12A
14 - 21	3

14. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

RESOLVED - That the non-public minutes of the meeting held on 24 July 2013 be approved as an accurate record.

15. **NON-PUBLIC MINUTES OF THE FINANCIAL INVESTMENT BOARD**

RESOLVED - That the non-public minutes of the Financial Investment Board meetings held on 2 July 2013, 11 September 2013 and the draft minutes of the meeting held on 9 December 2013 be noted.

16. **NON-PUBLIC MINUTES OF THE PROPERTY INVESTMENT BOARD**

RESOLVED - That the non-public minutes of the Property Investment Board meetings held on 10 July 2013, 10 September 2013, 16 October 2013, 13 November 2013 and 3 December 2013 be noted.

17. **NON-PUBLIC MINUTES OF THE SOCIAL INVESTMENT BOARD**

RESOLVED - That the non-public minutes of the Social Investment Board meetings held on 18 September 2013 and the draft minutes of the meetings held on 13 December 2013 be noted.

18. **CITY'S ESTATE STRATEGIC REVIEW**

The Committee received a report of the City Surveyor which provided an annual update of the strategy for City's Estate, which was last reviewed in January 2013.

19. **STRATEGIC PROPERTY ESTATE - ANNUAL UPDATE**

The Committee received a report of the City Surveyor which provided an update of the progress made over the previous year in respect of the Strategic Property Estate.

20. **BRIDGE HOUSE ESTATES STRATEGIC REVIEW - ANNUAL UPDATE**

The Committee received a report of the City Surveyor which provided an annual update of the strategy for Bridge House Estates property investment portfolio, which was last reviewed in January 2013.

21. **CITY FUND STRATEGIC REVIEW - ANNUAL UPDATE**

The Committee received a report of the City Surveyor which gave an update of progress made over the last year following the review of the City Fund's Property Investment Strategy.

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

There were no non-public questions.

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

There was no other business.

The meeting ended at 2.10pm

Chairman

**Contact Officer: Philippa Sewell
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Committee:	Date:
Investment Committee	14 May 2014
Subject: Appointment of the Boards and Frequency of Meetings	Public
Report of: The Town Clerk	For Decision

Summary

The purpose of this report is to consider the appointment of the Committee's Boards, to approve their composition and to agree their frequency of meetings.

It is proposed that the Committee appoints the Financial Investment and Property Investment Boards for 2014/15. The Investment Committee is not required to appoint to the Social Investment Board. Details of all three Boards' composition and terms of reference are set out in Appendix 1.

It is also proposed that the protocol for co-option to all three Boards as agreed for 2013/14 also be agreed for 2014/15; the form is set out at Appendix 2.

Recommendation(s):

It is recommended that:-

- a) consideration be given to the appointment of the following Boards:
 - Financial Investment Board; and
 - Property Investment Board
- b) The composition of the Social Investment Board be noted;
- c) consideration be given to the frequency of meetings for the Investment Committee, the Financial Investment Board, the Property Investment Board and the Social Investment Board;
- d) the protocol for co-option to the Financial Investment Board, the Property Investment Board and the Social Investment Board be agreed; and
- e) it be noted that the Chairman and Deputy Chairman of the Investment Committee are ex-officio Members of the following Committees:
 - Policy & Resources
 - Finance

Main Report

1. The Investment Committee is responsible for the strategic oversight and monitoring of all of the City of London Corporation's investments, in accordance with the investment strategy as determined by the Policy & Resources Committee. This is fulfilled by the appointment of a 'Financial Investment Board', a 'Property Investment Board' and a 'Social Investment Board' so the Committee should consider appointing Members to those three Boards.
2. This report also sets out the Terms of Reference for each of the Investment Committee's Boards.
3. The Committee's Boards are considered in turn below and details of their composition and terms of reference are set out in Appendix 1 of this report.
4. As agreed at the meeting on 6 May 2011, the protocol for co-option to the Boards should be reviewed and agreed on an annual basis and this is included at Appendix 2.

Financial Investment Board

5. It is proposed that the Investment Committee appoints Members to its 'Financial Investment Board'. The proposed Terms of Reference and composition of the Board are given at Appendix 1.
6. It is proposed that the Terms of Reference continue as present and that the Board should continue to meet approximately six times a year.
7. The Financial Investment Board met five times between April 2013 and April 2014 and at April 2014 the membership was as follows:-
 - Deputy Robert Howard (Chairman)
 - Deputy Ken Ayers (Deputy Chairman)
 - Roger Chadwick
 - Henry Colthurst
 - Simon Duckworth
 - Tom Hoffman
 - Clare James
 - Andrew McMurtrie
 - Deputy Henry Pollard
 - John Scott
 - Ian Seaton
 - Philip Woodhouse

Property Investment Board

8. It is proposed that the Investment Committee appoints Members to its 'Property Investment Board'. The proposed Terms of Reference and composition of the Board are given at Appendix 1.
9. It is proposed that the Terms of Reference continue as present and that the Board should continue to meet approximately eight to ten times a year.

10. The Board met ten times between April 2013 and April 2014 and at April 2014 the membership was as follows:-

- Deputy Michael Cassidy, Chairman
- Brian Harris, Deputy Chairman
- Deputy Kenneth Ayers
- Mark Boleat (ex-officio)
- Roger Chadwick (ex-officio)
- George Gillon (Chief Commoner)
- Michael Hudson
- Deputy Keith Knowles
- Deputy Alastair Moss
- Dhruv Patel
- Tom Sleigh

Social Investment Board

11. It is proposed that the Investment Committee notes the composition of the Social Investment Board detailed at Appendix 1.

12. It is proposed that the Terms of Reference continue as present and that the Board should continue to meet approximately six times a year.

13. The Board met five times between April 2013 and April 2014 and at April 2014 the membership was as follows:-

- Alderman Peter Hewitt (Chairman)
- Deputy Robert Howard (Deputy Chairman)
- Deputy Ken Ayers
- Roger Chadwick
- Revd Dr Martin Dudley
- Andrew McMurtrie

Ex-officio representation on other Committees

14. Note that the Chairman and Deputy Chairman of the Investment Committee are ex-officio Members of the following Committees:-

- Policy & Resources
- Finance

Co-option arrangements

15. The Financial Investment Board, Property Investment Board and Social Investment Board are empowered to co-opt people with relevant expertise or experience, including non-Members of the Court of Common Council, to assist in their deliberations. In 2011, the Committee agreed a protocol concerning the co-option arrangements for each Board and also agreed that this should, in future years, also be considered by the Boards at their first meeting of the year. The protocol is attached at Appendix 2 and Members are asked to endorse the protocol which will thereafter be considered by the Boards.

Appendices

- Appendix 1: Investment Committee Boards – Composition and Terms of Reference
- Appendix 2: Protocol for co-option to the Financial Investment Board, the Property Investment Board and the Social Investment Board.

Contact:

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Town Clerk's Department

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Investment Committee Boards – Composition and Terms of Reference

(A) Financial Investment Board

Composition

- Chairman – To be determined by the Board
- 12-14 Members of the Investment Committee

Quorum

Any three members of the Board.

Terms of Reference

- a) to approve the appointment of and to monitor the performance of investment managers of the following funds:
 - i. City's Cash
 - ii. Bridge House Estate
 - iii. Pension Fund
 - iv. Charities Pool
 - v. Hampstead Heath Trust

Together with such other funds as are under the City of London Corporation's control;
- b) to review the investment strategy for the securities investments of the Pension Fund, City's Cash, Bridge House Estates, Hampstead Heath Trust Fund and the Charities Pool;
- c) to authorise investments and approve the overall parameters within which the investment fund managers will be authorised to operate;
- d) to invest all new monies in respect of the Pension Fund and the Charities Pool;
- e) to invest such other sums as are from time to time allocated for this purpose;
and
- f) to monitor the activities of the Chamberlain in connection with his role as banker to the City of London Corporation.

There is provision within Standing Orders to enable the Chairman of the Financial Investment Board to report on and speak to their activities and responsibilities in the Court of Common Council and to ensure that any decisions are taken without undue delay.

(B) Property Investment Board

Composition

- Chairman - To be determined by the Board
- 12-14 Members of the Investment Committee

Quorum

Any three members of the Board.

Terms of Reference

To determine and approve management and investment matters relating to property within the City's Cash, City Fund and Bridge House Estates in accordance with the management plans and investment strategies;

- a) to acquire, manage or dispose of all City property within its remit;
- b) to determine specific property ownerships in accordance with policies established by the Policy and Resources Committee and the Court of Common Council in relation to the extent of properties to be held by the City of London Corporation for strategic purposes, including within the City itself;
- c) in relation to Leadenhall Market, to lease any shop or shops at less than the full market rent in order to obtain the stated objectives of securing a first class, balanced and varied market; and
- d) to report during the year to the Investment Committee in relation to its activities and the overall performance of the investment property portfolios.

There is provision within the Terms of Reference to enable the Chairmen of the Property Investment Board to report on and speak to the Board's activities and responsibilities in the Court of Common Council and to ensure that any decisions, especially those relating to property, are taken without undue delay.

(C) Social Investment Board

Composition

- Chairman to be determined by the Board*
- The Chairman of the Policy & Resources Committee for the time being or his/her nominee;
- The Chairman of the Finance Committee for the time being or his/her nominee;
- The Chairman of the City Bridge Trust Committee for the time being or his/her nominee;
- The Chairman of the Financial Investment Board for the time being or his/her nominee;
- One Member of the Financial Investment Board;
- Two Members elected by the Court of Common Council, one of whom shall have fewer than five years' service on the Court at the time of their appointment.

All nominees must be Members of the Court of Common Council.

Quorum

The quorum consists of any 3 Members.

Terms of Reference

The terms of reference for the Social Investment Board shall be as follows:-

- a) to approve criteria for social investments and to authorise social investments in accordance with such criteria
- b) to approve the appointment of and monitor the performance of independent advisors tasked with undertaking due diligence of investment proposals; and
- c) all of the above to be consistent with the strategic investment policies determined by the Policy and Resources Committee and the Investment Committee.

There is provision within Standing Orders to enable the Chairman of the Social Investment Board to report on and speak to their activities and responsibilities in the Court of Common Council and to ensure that any decisions are taken without undue delay.

***Note on the Chairmanship**

The Social Investment Board shall elect annually a Chairman and a Deputy Chairman from amongst all of its Members (including ex-officio Members who shall also have the power to vote in such elections) with the exception of any co-opted people.

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Protocol for co-option to the Financial Investment Board, the Property Investment Board and the Social Investment Board

1. Both the Financial Investment Board, the Property Investment Board and the Social Investment Board are empowered to co-opt people with relevant expertise or experience, including non-Members of the Court of Common Council, to assist in their deliberations.
2. The arrangements for co-option and the co-opted membership of individuals to the Financial Investment Board, the Property Investment Board and Social Investment Board will be reviewed on an annual basis at the May meeting of the Investment Committee (and thereafter at the first meetings of the respective Boards).
3. When suggesting individuals with relevant expertise or experience for co-option, Members of the Financial Investment Board, the Property Investment Board or the Social Investment Board will be required to:-
 - a. send a written request for co-option to the Town Clerk, specifying whom it is proposed should be co-opted to either the Financial Investment Board or the Property Investment Board and the reasons for their co-option;
 - b. send a CV or supporting statement, for the individual being suggested for co-option, to the Town Clerk. Bearing in mind the Board's terms of reference, the letter and supporting statement or CV should demonstrate the individual's relevant skills and experience.
4. For the Standards Committee, is it considered inappropriate for past Members of the Court of Common Council or former City Corporation employees to be eligible to serve as [independent] outside members and Members will need to consider if the same conditions should apply in respect of co-option to the Financial Investment Board, the Property Investment Board and Social Investment Board. It would be inappropriate for a close friend or relative of any Member or officer to serve or indeed an employee of any organisation of which the City Corporation is a client.
5. The Town Clerk will consult the relevant Chief Officer to discuss the co-option request and will, if necessary, prepare a report for the next meeting of the respective Board. Members of the respective Board will then be asked to consider the co-option request.
6. Unless co-option is time-banded or topic/project restricted, co-opted Members of the Financial Investment, the Property Investment Board and Social Investment Board will be entitled to attend all meetings of the respective Board for a maximum of 12 months (prior to the annual review in May) and to receive all committee-related documentation, including exempt papers, unless otherwise determined by the Town Clerk in consultation with the relevant Chief Officer.

7. The Financial Investment Board, the Property Investment Board and the Social Investment Board are empowered to approve their own co-opted membership (majority vote) without prior consultation with, or agreement by, the Investment Committee. The Town Clerk will inform the Chairman and Deputy Chairman of the Committee once a Board has agreed co-option of an individual.
8. Co-opted Members would not have voting rights.
9. Co-opted Members of the Financial Investment Board, the Property Investment Board and Social Investment Board will be required to complete a Register of Interest form and declare personal and prejudicial interests when in attendance at meetings.

FINANCIAL INVESTMENT BOARD

Wednesday, 5 February 2014

Minutes of the meeting of the Financial Investment Board held at Guildhall, EC2 on
Wednesday, 5 February 2014 at 1.45pm

Present

Members:

Deputy Robert Howard (Chairman)
Deputy Ken Ayers (Deputy Chairman)
Henry Colthurst
Simon Duckworth
Tom Hoffman
Clare James
Andrew McMurtrie
John Scott
Ian Seaton
Philip Woodhouse

Officers:

Chris Bilsland	-	Chamberlain
Paul Mathews	-	Chamberlain's Department
Mark Bryans	-	Chamberlain's Department
Kate Limna	-	Chamberlain's Department
Philippa Sewell	-	Town Clerk's Department
Emily McGuire	-	Aon Hewitt
Hans Holmen	-	Aon Hewitt

1. APOLOGIES

Apologies were received from Roger Chadwick and Deputy Henry Pollard.

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

Deputy Ken Ayers declared an interest in Allenbridge Epic in relation to agenda item 11, and Tom Hoffman and Philip Woodhouse declared an interest in Ruffer.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the public minutes and non-public summary of the meeting held on 9 December 2013 be agreed as an accurate record.

4. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2014/15

The Corporate Treasurer advised that the only change to the 2014/15 Treasury Strategy was the reduction in the maximum investment of loans with a maturity in excess of one year from £300million to £200million. In addition it was proposed to continue to lend monies for up to three years' duration when

considered appropriate although at the present time we were restricting investments to three months. He further advised that in assessing creditworthiness, the City used a risk weighted scoring system. Members discussed the strategy, noting that potential deflation in the Eurozone was being monitored.

The Corporate Treasurer advised that it was best practice for Members to receive Treasury Management training and if Members agreed a short training session could be arranged for the May or June meeting. Members agreed that a short training session would be useful.

RESOLVED – That the Treasury Management Strategy Statement and Annual Investment Strategy for 2014/15 be approved and submitted to Court for formal adoption.

5. **MONTHLY INVESTMENT ANALYSIS REVIEW**
The Board received the monthly review from December 2013, which detailed the list of current investments.
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Chairman advised the Board that this was the Chamberlain and Corporate Treasurer's last meeting, and Members expressed their thanks and best wishes for the future.
8. **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 on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Item No.	Paragraph(s) in Schedule 12A
9 - 13	3
9. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**
RESOLVED: That the non-public minutes of the meeting held on 9 December 2013 be agreed as an accurate record.
10. **PRIVATE EQUITY PIPELINE AND SELECTION**
Aon Hewitt presented a report on the Private Equity pipeline and selections.
11. **PROVISION OF INVESTMENT ADVICE TO THE BOARD**
The Chamberlain reported on the provision of Investment Advice.
12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There was one non-public question.

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

There was no other business.

The meeting ended at 3.21pm

Chairman

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PROPERTY INVESTMENT BOARD

Wednesday, 15 January 2014

Minutes of the meeting of the Property Investment Board held at Guildhall, EC2
on Wednesday, 15 January 2014 at 1.45pm

Present

Members:

Brian Harris (Deputy Chairman)
Deputy Ken Ayers
Mark Boleat
Alastair Moss
Tom Sleigh

In Attendance

Deputy John Chapman
Michael Hudson

Officers:

Matthew Pitt	- Town Clerk's Department
John James	- Chamberlain's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Peter Bennett	- City Surveyor
Nicholas Gill	- City Surveyor's Department
Tom Leathart	- City Surveyor's Department
Trevor Nelson	- City Surveyor's Department
Colin Wilcox	- City Surveyor's Department

1. APOLOGIES FOR ABSENCE

Apologies were received from Deputy Michael Cassidy, Roger Chadwick, George Gillon, Keith Knowles and Dhruv Patel.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 3 December 2013 were approved.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

6. **EXCLUSION OF THE PUBLIC**
 RESOLVED – That under Section 100A(4) 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.

<u>Item No.</u>	<u>Paragraph No.</u>
7 – 23	3
24 & 25	-

7. **NON PUBLIC MINUTES**
 The minutes of the meeting held on 3 December 2013 were approved.
8. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
 The Board received a report of the Town Clerk.
9. **AUTHORITY TO START WORK ON THREE INVESTMENT PORTFOLIO PROPERTIES**
 The Board approved a report of the City Surveyor.
10. **PROJECT B.E - TRANSFER OF ASSETS**
 The Board received a joint report of the Chamberlain and the City Surveyor.
11. **STRATEGIC PROPERTY ESTATE - ANNUAL UPDATE**
 The Board received a report of the City Surveyor.
12. **FIRST REGISTRATION OF THE CITY'S FREEHOLD TITLES - PROGRESS SINCE FEBRUARY 2013**
 The Board received a report of the Comptroller and City Solicitor.
13. **QUARTERLY DELEGATED AUTHORITIES UPDATE - 1 OCTOBER 2013 TO 31 DECEMBER 2013**
 The Board received a report of the City Surveyor.
14. **OUTSTANDING LEASE RENEWALS & RENT REVIEWS AS AT DECEMBER 2013**
 The Board received a report of the City Surveyor.
15. **VACANT ACCOMMODATION UPDATE AS AT 1 DECEMBER 2013**
 The Board received a report of the City Surveyor.
16. **ORACLE - AUTHORITY TO START WORK**
 The Board received a report of the Chamberlain.
17. **4-14 TABERNACLE STREET - GATEWAY 3/4/4B: MAJOR REFURBISHMENT OF VACANT OFFICE BUILDING**
 The Board deferred a decision on this item.

18. **GATEWAY 3/4 OPTIONS APPRAISAL: ENABLING WORKS RE THE LONDON FILM SCHOOL TENANCY AT THE BARBICAN EXHIBITION HALL 1**
The Board approved a report of the City Surveyor.
19. **CITY FUND STRATEGIC REVIEW - ANNUAL UPDATE**
The Board received a report of the City Surveyor.
20. **16 HOXTON SQUARE LTD - UPDATE & SALE OF LONG LEASE**
The Board approved a report of the City Surveyor.
21. **BRIDGE HOUSE ESTATE - LETTING REPORT**
The Board approved a report of the City Surveyor.
22. **BRIDGEMASTER'S HOUSE - POTTERS FIELD REDEVELOPMENT PHASE II - GATEWAY 4C - DETAILED DESIGN - UPDATE REPORT**
The Board received a report of the City Surveyor.
23. **BRIDGE HOUSE ESTATES STRATEGIC REVIEW - ANNUAL UPDATE**
The Board received a report of the City Surveyor.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
25. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.

The meeting ended at 3.01pm

Chairman

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PROPERTY INVESTMENT BOARD

Wednesday, 19 February 2014

Minutes of the meeting of the Property Investment Board held at Guildhall, EC2
on Wednesday, 19 February 2014 at 1.45pm

Present

Members:

Deputy Michael Cassidy (Chairman)
Brian Harris (Deputy Chairman)
Deputy Ken Ayers
Roger Chadwick
Michael Hudson
Deputy Keith Knowles
Alastair Moss
Dhruv Patel
Tom Sleigh

In Attendance

Deputy John Chapman

Officers:

Philippa Sewell	-	Town Clerk's Department
Alistair MacLellan	-	Town Clerk's Department
John James	-	Chamberlain's Department
Alan Bennetts	-	Comptroller & City Solicitor's Department
Peter Bennett	-	City Surveyor
Nicholas Gill	-	City Surveyor's Department
Tom Leathart	-	City Surveyor's Department
Trevor Nelson	-	City Surveyor's Department
Colin Wilcox	-	City Surveyor's Department

1. APOLOGIES FOR ABSENCE

Apologies were received from Mark Boleat and George Gillon.

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

Alastair Moss declared an indirect pecuniary interest in item 8 by virtue of his client being linked to a lease granted on City's Estate.

3. MINUTES

The minutes of the meeting held on 15 January 2014 were approved.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) 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.

Item No.
7-15

Paragraph No.
3

7. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 15 January 2014 were approved.

8. **CITY'S RENTAL FORECASTS MONITORING REPORT AS AT 31 DECEMBER 2013**

The Board received a report of the City Surveyor.

9. **ARREARS OF RENT AS AT 24 DECEMBER 2013**

The Board received a report of the City Surveyor.

10. **CITY SURVEYOR'S BUSINESS PLAN 2013-16: QUARTER 3 2013/14 PROGRESS REPORT**

The Board received a report of the City Surveyor.

11. **OUTLINE OPTIONS APPRAISAL - 20 ST DUNSTAN'S HILL, EC3**

The Board approved a report of the City Surveyor.

12. **CITY'S ESTATE LETTING REPORT: BOSTON HOUSE, 63-64 NEW BROAD STREET, EC2**

The Board approved a report of the City Surveyor.

13. **CITY'S ESTATE LETTING REPORT: 85 GRESHAM STREET & 6-8 EASTCHEAP**

The Board approved a verbal report of the City Surveyor.

14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were two items of urgent business.

The meeting ended at 2.20pm

Chairman

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PROPERTY INVESTMENT BOARD

Wednesday, 19 March 2014

Minutes of the meeting of the Property Investment Board held at Guildhall, EC2
on Wednesday, 19 March 2014 at 1.45pm

Present

Members:

Deputy Michael Cassidy (Chairman)
Brian Harris (Deputy Chairman)
Deputy Ken Ayers
Mark Boleat
Roger Chadwick
George Gillon (Chief Commoner)
Michael Hudson
Deputy Keith Knowles
Dhruv Patel
Tom Sleigh

Officers:

Lorraine Brook	- Town Clerk's Department
Georgina Denis	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
John James	- Chamberlain's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Peter Bennett	- City Surveyor
Nicholas Gill	- City Surveyor's Department
Tom Leathart	- City Surveyor's Department
Trevor Nelson	- City Surveyor's Department
Colin Wilcox	- City Surveyor's Department

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Deputy Alastair Moss.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on Wednesday, 19 February 2014 were approved.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no matters on questions relating to the work of the Board.

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

There were no urgent items.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED –: That under Section 100A(4) 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.

Item No.

7 - 15

Paragraph No.

3

7. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on Wednesday, 19 February 2014 were approved.

8. **FORMER TENANTS RENT ETC ARREARS WRITE OFFS**

The Board agreed a report of the Comptroller and City Solicitor.

9. **DISPOSAL OF FREEHOLD SUBJECT TO 2,000 YEAR LEASE - 9 STRATFORD PLACE, LONDON W1**

The Board agreed a report of the City Surveyor.

10. **CITY'S ESTATE - LETTING REPORT**

The Board agreed a report of the City Surveyor.

11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions relating to the work of the Board.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were three urgent items.

The meeting ended at 2.13pm

Chairman

Contact Officer: Georgina Denis
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SOCIAL INVESTMENT BOARD

Wednesday, 26 February 2014

Minutes of the meeting of the Social Investment Board held at the Guildhall
EC2 at 11.00am

Present

Members:

Alderman Peter Hewitt (Chairman)
Deputy Ken Ayers
Revd Dr Martin Dudley

Deputy Robert Howard
Andrew McMurtrie

Officers:

Sean Cable	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
David Farnsworth	- City Bridge Trust
Tim Wilson	- City Bridge Trust
Martin Hall	- City Bridge Trust
Katie Hill	- Economic Development Office
Liz Skelcher	- Economic Development Office
Paul Mathews	- Chamberlain's Department
Anne Pietsch	- Comptroller & City Solicitor's Department
Karen McHugh	- Comptroller & City Solicitor's Department

In Attendance:

George Gillon	- Chief Commoner
Patrick Reeves	- Albion Ventures LLP
Robert Whitby-Smith	- Albion Ventures LLP
John Kingston	- Social Finance
Richard Todd	- Social Finance

1. APOLOGIES

There were no apologies.

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

There were no declarations.

3. ELECTION OF DEPUTY CHAIRMAN

The Town Clerk conducted an election for Deputy Chairman in accordance with Standing Order 30. Deputy Robert Howard, being the only member expressing his willingness to serve, was elected as Deputy Chairman for the remainder of the municipal year.

4. **MINUTES**

RESOLVED – that the public minutes and summary of the meeting held on Friday 13 December 2013 be approved as a correct record, subject to the typographical errors ‘canto’ (Item 3) and ‘programme?’ (Item 8) being corrected.

Matters Arising

Meetings and Events

The Chairman emphasised that members of the Board should be invited to high level events. In response the Chief Grants Officer noted that several such events were due to take place over the coming weeks, including Threadneedle Investments (12 March) New Entrepreneur Foundation (29 April) and a roundtable of wealth advisers (date to be confirmed). He noted that members would be informed of event details in due course.

5. **EVENTS AND MEETINGS ATTENDED**

The Board received a record of events and meetings attended for the period 4 December 2013 – 12 February 2014.

In response to a question from a member, the Principal Grants Officer provided feedback on officers’ 9 December 2013 meeting with City YMCA, noting that they were now based outside of the City itself and, given they were primarily interested in seeking grant funding, had been advised by officers to apply to the City Bridge Trust.

RECEIVED

6. **PRESENTATION FROM ALBION VENTURES**

The Board received a presentation from Patrick Reeve and Robert Whitby-Smith of Albion Ventures, after which members of the Board took the opportunity to pose questions.

In response to a question from the Chairman regarding the relative merits of the Enterprise Investment Scheme (EIS) and Venture Capital Trusts (VCTs), Mr Reeve replied that it was his opinion that social investment benefited more from longer term approaches, and therefore VCTs were the more appropriate vehicle for social investment.

In response to a further question from the Chairman, Mr Reeve replied that the tax breaks on both schemes were very similar in that both offered up-front tax relief to investors – however he noted that dividend income from VCTs was tax free whereas dividend income from EIS was not.

In response to an observation from the Deputy Chairman, Mr Reeve replied that VCTs should ideally be reformed to feature, for example, a lower up-front tax break. The Deputy Chairman noted that the Financial Conduct Authority was looking to make retail investment into non-mainstream investments such as EIS more difficult.

RESOLVED –

- In response to a suggestion from the Deputy Chairman, officers agreed to invite Big Society Capital to make a presentation about their new strategy to the Board sometime after late summer 2014.

7. **PROGRESS REPORT**

The Chief Grants Officer (CGO) introduced a progress report on social investment activity within the City of London Corporation. He noted that the Finance Committee had approved resources for the recruitment of a social investment analyst.

Commenting upon the wider body of the report, the CGO noted that the City Bridge Trust was developing a new programme to support charitable organisations to engage with the social investment market. It was intended that this programme would complement the work of the Social Investment Board.

The CGO concluded by noting that the report requested the Board to approve delegated authority for both the CGO to enter into non-disclosure agreements with potential investees as well as being able to approve any minor variations in investment terms with investees that had previously been approved by the Board.

In response to a suggestion from a member that the delegation to approve minor variations in investment terms be included in the Officer Scheme of Delegations, the Comptroller & City Solicitor's representative noted that the Chief Grants Officer was not a Chief Officer and would not normally be referred to in the Officer Scheme of Delegations. Under existing corporate practice any specific delegations to the CGO (who acts under delegated authority from the Town Clerk) would need to be approved by Members on a case-by-case basis, as occurred recently in approving the revised CBT grants policy. The Chief Grants Officer and the Comptroller & City Solicitor agreed to consult with the Town Clerk to determine whether specific delegations to the CGO could be included in the Officer Scheme of Delegations which was currently being reviewed.

RESOLVED, that –

- Members note the report;
- Members delegate the authority to the Chief Grants Officer to enter into non-disclosure agreements which may be required as a pre-condition to receiving information necessary to enable the evaluation of investment be officers;
- Members approve a standing delegation to the Chief Grants Officer, in consultation with the Chairman and Deputy Chairman, to approve minor variations to the terms of existing social investments where these do not materially impact upon the charity's investment;

- The Chief Grants Officer and Chief Legal Assistant consult with the Town Clerk to determine if delegated power in the CGO to approve minor variations to social investments can be included in the Scheme of Delegations.
- In response to a request by the Deputy Chairman, officers agreed to provide information on the geographic spread of investments made by the Board in future reports to better inform them on progress in meeting the geographic mandate of the Fund.

8. UPDATE ON THE WORK OF THE SOCIAL INVESTMENT ADVISOR

The Social Investment Adviser introduced a report of the Director of Economic Development on the work she had been carrying out since the last meeting of the Board. She emphasised that there continued to be international interest in the social investment work being carried out by the City of London Corporation. She went on to reference two research projects of the Social Investment Market Research Council upon which the City of London was leading and managing, namely an examination of potential new sources of supply of social investment and a user friendly description of the Financial Promotions Order. These two projects were due to publish their findings in April 2014. She concluded by drawing the Board's attention to the ongoing market trend of an excess of supply of capital seeking low-risk, asset-backed investment opportunities.

RECEIVED

9. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

11. EXCLUSION OF THE PUBLIC

RESOLVED – that under Section 100A(4) 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 information as defined in Part I of Schedule 12A of the Local Government Act:

Item(s)	Paragraph(s)
12-17	3

12. NON-PUBLIC MINUTES

The Board agreed the non-public minutes of the meeting held on 13 December 2013.

13. PORTFOLIO UPDATE

The Board considered a report of the Chief Grants Officer.

14. INVESTMENT REVIEW - THE FOUNDRY

The Board considered a report of the Chamberlain and Chief Grants Officer.

15. **INVESTMENT REVIEW - APPOSITE CAPITAL**
The Board considered a report of the Chamberlain and Chief Grants Officer.
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
Real Lettings
The Chief Grants Officer briefed the Board on a variation in relation to the Real Lettings Property Fund investment.

The meeting closed at 12.34pm

Chairman

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Agenda Item 14

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Agenda Item 15

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Agenda Item 17

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