



Policy and Resources Committee

Date: THURSDAY, 16 JULY 2015

Time: 1.45 pm

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

Members:

Mark Boleat (Chairman)	Deputy Robert Howard (Ex-Officio Member)
Jeremy Mayhew (Deputy Chairman)	Wendy Hyde
Deputy Catherine McGuinness (Deputy Chairman)	Vivienne Littlechild (Ex-Officio Member)
Hugh Morris (Deputy Chairman)	Edward Lord
Deputy Douglas Barrow	Wendy Mead
Deputy John Bennett	Deputy Alastair Moss (Ex-Officio Member)
Alderman Charles Bowman	Deputy Joyce Nash
Roger Chadwick (Ex-Officio Member)	Dhruv Patel (Ex-Officio Member)
Henry Colthurst	Deputy Henry Pollard (Ex-Officio Member)
Deputy Alex Deane	Alderman Baroness Scotland (Ex-Officio Member)
Deputy Billy Dove (Ex-Officio Member)	Deputy Dr Giles Shilson
Simon Duckworth	Jeremy Simons
Alderman The Lord Mountevans	Sir Michael Snyder
Stuart Fraser	Deputy John Tomlinson
Marianne Fredericks	Michael Welbank (Ex-Officio Member)
George Gillon	Alderman Sir David Wootton
Deputy the Revd Stephen Haines (Ex-Officio Member)	The Rt Hon the Lord Mayor,
Alderman Sir David Howard	Alderman Alan Yarrow

Enquiries: **Alistair MacLellan**
alistair.maclellan@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio visual recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To consider minutes as follows:-
 - a) To agree the public minutes of the meeting held on 23 June 2015.

For Decision
(Pages 1 - 6)
 - b) To note the draft public minutes of the Projects Sub-Committee meeting held on 16 June 2015.

For Information
(Pages 7 - 14)
 - c) To note the draft minutes of the Review of Outside Bodies Working Party meeting held on 26 June 2015.

For Information
(Pages 15 - 16)
4. **KING'S COLLEGE SPONSORSHIP OF THE KING'S COMMISSION ON LONDON**
Report of the Town Clerk.

For Decision
(Pages 17 - 22)
5. **PROMOTION OF A CITY OF LONDON CORPORATION (OPEN SPACES) BILL**
Report of the Remembrancer.

For Decision
(Pages 23 - 32)
6. **CHARGES FOR FILMING IN THE CITY**
Report of the Director of Public Relations.

For Decision
(Pages 33 - 38)
7. **MEMBERS DECLARATIONS - CO-OPTED MEMBERS**
Joint report of the Town Clerk and the Comptroller & City Solicitor.

For Information
(Pages 39 - 42)

8. **TOWN CLERK'S BUSINESS PLAN UPDATE**
Report of the Town Clerk.
For Information
(Pages 43 - 50)
9. **REVENUE OUTTURN 2014/15**
Joint report of the Town Clerk, Chamberlain and the Remembrancer.
For Information
(Pages 51 - 56)
10. **POLICY INITIATIVES FUND**
Report of the Chamberlain.
For Information
(Pages 57 - 68)
11. **FINTECH SECTOR UPDATE AND SPONSORSHIP OF INNOVATE FINANCE**
Report of the Director Economic Development.
For Information
(Pages 69 - 76)
12. **PUBLIC RELATIONS OFFICE ACTIVITIES**
Report of the Director of Public Relations.
For Information
(Pages 77 - 88)
13. **APPOINTMENT OF CITY OF LONDON CORPORATION GOVERNOR TO THE BOARD OF GOVERNORS OF THE MUSEUM OF LONDON**
Report of the Town Clerk.
For Decision
(Pages 89 - 90)
14. **BARRIERS TO STANDING FOR COMMON COUNCIL - INFORMAL MEETING OF RESOURCE ALLOCATION SUB-COMMITTEE DISCUSSION PAPER**
Discussion paper for consideration in conjunction with the notes of the informal meeting of the Resource Allocation Sub-Committee at item no. 19.
For Information
(Pages 91 - 94)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
17. **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

18. **NON-PUBLIC MINUTES**

To consider non-public minutes of meetings as follows:-

- a) To agree the non-public minutes of the meeting held on 23 June 2015.

For Decision
(Pages 95 - 96)

- b) To note the non-public minutes of the Projects Sub-Committee meeting held on 16 June 2015.

For Information
(Pages 97 - 102)

- c) To note the draft non-public minutes of the Hospitality Working Party meeting held on 17 June 2015.

For Information
(Pages 103 - 108)

19. **INFORMAL RESOURCE ALLOCATION SUB-COMMITTEE**

To consider the draft notes and discussion papers of the informal Resource Allocation Sub-Committee meetings held on 19th and 20th June 2015 and approve the recommendations contained therein.

For Decision
(Pages 109 - 118)

20. **LORD MAYOR'S STATE COACH**

Report of the City Surveyor.

For Decision
(Pages 119 - 120)

21. **ACADEMY EXPANSION PROGRAMME**

Resolution from the Education Board of 25 June 2015.

For Decision
(Pages 121 - 122)

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

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

POLICY AND RESOURCES COMMITTEE **Tuesday, 23 June 2015**

Minutes of the meeting of the Policy and Resources Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 23 June 2015 at 1.45 pm

Present

Members:

Mark Boleat (Chairman)
Jeremy Mayhew (Deputy Chairman)
Deputy Catherine McGuinness (Deputy Chairman)
Hugh Morris (Deputy Chairman)
Deputy Douglas Barrow
Deputy John Bennett
Roger Chadwick (Ex-Officio Member)
Henry Colthurst
Deputy Alex Deane
Deputy Billy Dove (Ex-Officio Member)
Simon Duckworth
Alderman The Lord Mountevans
Stuart Fraser
Marianne Fredericks
George Gillon
Deputy the Revd Stephen Haines (Ex-Officio Member)
Wendy Hyde
Vivienne Littlechild (Ex-Officio Member)
Edward Lord
Wendy Mead
Deputy Alastair Moss (Ex-Officio Member)
Deputy Joyce Nash
Dhruv Patel (Ex-Officio Member)
Deputy Henry Pollard (Ex-Officio Member)
Sir Michael Snyder
Deputy John Tomlinson
Michael Welbank (Ex-Officio Member)
Alderman Sir David Wootton

In Attendance

Tom Sleigh

Officers:

Peter Kane	The Chamberlain
Michael Cogher	Comptroller and City Solicitor
Paul Double	City Remembrancer
Caroline Al-Beyerty	Financial Services Director
Peter Bennett	City Surveyor
Tony Halmos	Director of Public Relations

William Chapman	Private Secretary and Chief of Staff to the Lord Mayor
Damian Nussbaum	Director of Economic development
Nigel Lefton	Remembrancer's Department
Greg Williams	Assistant Director of Public Relations (Press)
David Farnsworth	Chief Grants Officer
Simon Murrells	Assistant Town Clerk
James Goodsell	Policy Officer
Angela Roach	Principle Committee and Members Services Manager

1. **APOLOGIES**

Apologies for absence were received from Alderman Charles Bowman, Alderman Sir David Howard, Robert Howard, Baroness Scotland, Giles Shilson and Jeremy Simons.

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

There were no declarations.

3. **MINUTES**

3a. The public minutes of the meeting held on 28 May 2015 were approved.

3b. The draft public minutes of the Resource Allocation Sub-Committee meeting held on 28 May 2015 were noted.

3c. The draft public minutes of the Public Relations and Economic Development Sub-Committee meeting held on 28 May 2015 were noted.

4. **PROCEDURE FOR CONDUCTING BALLOTS AT THE COURT OF COMMON COUNCIL**

The Committee considered a report of the Town Clerk concerning the procedure for conducting ballots for committee membership at meetings of the Court of Common Council.

During discussion a number of views were expressed on the merits of introducing changes to the voting arrangements including the alternative voting system, electronic voting, the benefits of providing CVs and the possibility of ballot papers being distributed prior to a meeting of the Court of Common Council. A number of Members expressed support for the alternative voting system given that it was well established and would ensure that winning candidates had wide support. The Committee asked that a further paper should be submitted giving examples of how an alternative system would work.

RESOLVED – That the content of the report be noted and that a further paper be submitted to include practical examples of how an alternative voting system would work.

5. **APPOINTMENTS TO THE INVESTMENT COMMITTEE**

The Committee considered the appointment of three Members to serve on the Investment Committee.

RESOLVED - that James De Sausmarez, Alderman Peter Hewitt and Ann Holmes be appointed to serve on the Investment Committee as representatives of the Policy and Resources Committee.

6. **CITY OF LONDON CORPORATION PREVENT STRATEGY 2015/16**

The Committee considered a report of the Assistant Town Clerk concerning the City of London Corporation's Prevent Strategy 2015/16.

Discussion ensued on the provision of information on community engagement. Members were provided with details of some of the activities and support currently being undertaken by the City of London Police, the Schools and the Safer City Partnership. The Committee noted that the report in its current format reflected Home Office Guidance and that it set a base on which the City Corporation could build.

RESOLVED – that the content of the Prevent Strategy be endorsed and that it be referred to the Court of Common Council for approval.

7. **CO-EXIST HOUSE - INCORPORATION OF A NEW CHARITABLE COMPANY**

The Committee considered a report of the Town Clerk concerning the progress of the proposed creation of a centre for multi-faith understanding and education to be delivered through a new charitable company, known as Coexist House.

RESOLVED – the progress of the initiative be noted and that the formation of a new charitable company for Coexist House be endorsed.

8. **UK REFERENDUM ON EU MEMBERSHIP**

The Committee considered a report of the Director of Economic Development concerning the forthcoming referendum on the UK's membership of the European Union.

The Chairman advised that the report reflected the City Corporation's position on the referendum currently and that its position would develop in the period leading up to the referendum. Whilst Members were broadly satisfied with the position and with the stance currently being taken a number of differing views were expressed including:-

- more emphasis being placed on the issue of reform and on informing and populating the reform agenda;

- the benefits of including examples of the type of reforms the City Corporation could focus on;
- the uncertainty around what withdrawing from the EU would mean; and
- the importance of the City Corporation maintaining its independence on the issue throughout the process.

The Chairman said that a further report would be brought forward when the views of more City institutions were known and when progress had been made in the negotiations.

RESOLVED – that the content of the report and its appendices be noted and that the stance currently being taken be endorsed.

9. **CITY OFFICE BRUSSELS RESOURCES**

The Committee considered a report of the Director of Economic Development concerning the outcome of an independent review of the City's Office in Brussels and the City Corporation's European engagement activities. The report recommended the appointment of a new senior City representative in Brussels.

A Member sought details of the resources currently allocated to the Brussels office. The Chairman advised that the office had a current budget of approximately £400,000. Whilst the Committee acknowledged that the amount of additional resources requested was substantial, the need for more representation and further engagement in this area of work and the additional cost was accepted.

RESOLVED – That an additional £500,000 a year be allocated for three years (2015/16 – 2017/18) to fund the new senior representative position and support related activities. The 2015/16 allocation would be funded by carrying forward £500,000 from corporate under spends in 2014/15 and for 2016/17 and 2017/18 a base budget adjustment would be added to financial forecasts.

10. **INSTITUTE FOR GOVERNMENT - PROGRAMME ON 'GOVERNMENT AND REGULATION'**

The Committee considered a report of the Director of Public Relations concerning the proposed sponsorship of a programme of seminars organised by the Institute for Government on "Government and Regulators".

RESOLVED - That approval be given to the sponsorship of a series of public seminars and private roundtables to be held in partnership with the Institute for Government on "Government and Regulators", at a cost of £25,000 to be met from Policy Initiatives Fund for 2015/16, categorised under Events and charged to City's Cash.

11. POLICY INITIATIVES FUND

The Committee considered a report of the Chamberlain concerning the Policy Initiatives Fund and the Committee's contingency for 2015/16.

RESOLVED – That content of the report be noted and that a sum of £300,000 be added to the PIF to fund further activities including political engagement during the remainder of this financial year. This sum was to be funded by carrying forward corporate underspends in 2014/15.

12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

Local Government Devolution

A Member referred to the recent arrangements in respect of the Local Government Devolution Bill going through Parliament. He sought information on the steps being taken by the City Corporation to support more powers being devolved to London. The Chairman advised that the matter was being discussed at London Councils and there was general agreement on the principle of greater devolution in London. The difficulty was in respect of the level of government to which powers would be devolved – the Mayor, the boroughs or groupings of boroughs. In devolving funding, Government would wish to do so to one entity only. The City Corporation was playing a full part in discussions on the subject in London Councils. He also felt it might be a useful subject for a Members briefing meeting.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

14. 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:-

Item Nos.	Paragraph(s) in Schedule 12A
15 – 19	3
20	1

Part 2 – Non-Public Agenda

15. NON-PUBLIC MINUTES

15a. The non-public minutes of the meeting held on 28 May 2015 were approved.

15b. The draft non-public minutes of the Resource Allocation Sub-Committee meeting held on 28 May 2015 were noted.

16. **BRIDGE HOUSE ESTATES REVENUE SURPLUS**

The Committee considered and agreed a report of the Chief Grants Officer concerning the allocation of surplus income from Bridge House Estates.

17. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

The Committee received a report of the Town Clerk reporting action taken in consultation with the Chairman and Deputy Chairman since the last meeting of the Committee in accordance with standing orders.

RESOLVED - that the approval given in respect of the procurement of services in connection with Central London Forward's Working Capital Service be noted.

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

There were no questions.

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

The following item of urgent business was considered:-

MUSEUM OF LONDON

The Committee considered and agreed a report of the City Surveyor requesting that the approval of certain matters concerning the possible relocation of the Museum of London be delegated to the Town Clerk in consultation with the relevant Chairmen and Deputy Chairmen.

Part 3 - Confidential Agenda

20. **MINUTES**

The draft confidential minutes of the meeting of the Public Relations and Economic Development Sub-Committee held on 28 May 2015 were noted.

The meeting ended at 2.45pm

Chairman

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PROJECTS SUB (POLICY AND RESOURCES) COMMITTEE

Tuesday, 16 June 2015

Minutes of the meeting of the Projects Sub (Policy and Resources) Committee held at the Guildhall EC2 at 10.00 am

Present

Members:

Sir Michael Snyder (Chairman)
Nigel Challis
Henry Colthurst
Deputy Catherine McGuinness
Graham Packham
Deputy John Tomlinson

In attendance:

Marianne Fredericks

Officers:

Peter Lisley	Town Clerk's Department
Jacqui Daniels	Town Clerk's Department
Arshi Zaman	Town Clerk's Department
Peter Bennett	City Surveyor
Huw Rhys Lewis	City Surveyor's Department
Jim Turner	Barbican Centre
Dianne Merrifield	Chamberlain's Department
Chris Bell	Chamberlain's Department - Procurement
Toni Peters	Chamberlain's Department – Procurement
Gary Brailsford-Hart	City of London Police
Rhys Lovegrove	City of London Police
Oliver Shaw	City of London Police
Mike Kettle	Community and Children's Services Department
Paul Monaghan	Department of the Built Environment
Gary Burks	Open Spaces Department
Patrick Hegarty	Open Spaces Department

1. APOLOGIES

Apologies were received from Mark Boleat, Roger Chadwick, Christopher Hayward and Hugh Morris.

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

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 6 May 2015 were approved as a correct record.

4. **GATEWAY APPROVAL PROCESS**

The Sub-Committee noted the Gateway Approval Process which had been included in the pack for Members' information and reference.

5. **TOWER BRIDGE BASCULE RE-DECKING AND APPROACH VIADUCT RE-PROOFING - GATEWAY 3**

The Sub Committee considered a Gateway 3, outline options appraisal, report of the Director of the Built Environment concerning the Bascule re-decking of Tower Bridge and the waterproofing of the approach viaduct.

RESOLVED – That approval be given to:-

- 1) the Director of Built Environment progressing further investigations in order to provide a firm recommendation on the preferred construction option at Gateway 4, to reduce construction risks;
- 2) the Director of Built Environment instructing AECOM in a limited initial role, to investigate practical outline solutions to the works, assist in the brief/tender for a Design & Build (D&B) contractor, as well as specifying and supervising exploratory works to inform the GW4 recommendations, the subsequent design proposals and to reduce construction stage risks – working in conjunction with the design and build contractor when appointed. It being agreed that this be on hourly rates as “additional services” under their current term contract, capped at an estimated value of £62,000 to Gateway 4;
- 3) the Director of Built Environment tendering and appointing a Cost Consultant for the duration of the project (with estimated costs to GW4 as £39,000);
- 4) the Director of Built Environment tendering and appointing a Design and Build Contractor, with an initial appointment in an ECI role to GW4, estimated at £47,000;
- 5) the Director of Built Environment instructing intrusive investigation works, to be carried out to inform the design, estimated at £50,000 to GW4;
- 6) the Director of Built Environment allocating staff resources to an estimated value of £25,000, to progress the project to GW4; and
- 7) the allocation of resources to the value of £223,000 to GW4 in the financial year 2015/16 to this project, to cover the costs of consultant fees, investigations and staff costs (the breakdown for which as set out in an Appendix to the report). It was agreed that the cost of these resources be covered by re-allocating from the sum of £459,000 in the current plan for 2015/16 for re-tensioning the suspension cables to Millennium Bridge, which were not required the current financial year.

6. **EASTERN CITY CLUSTER PUBLIC ART YEARS 4 & 5 - GATEWAY 6 UPDATE REPORT**

Members considered a Gateway 6 update report of the Director of the Built Environment concerning Year 4 of the Sculpture in the City project, advising on preparations for Year 5 and seeking approval for funding for the delivery of Year 6 of the project for implementation in 2016/17.

It was noted that given the value of the project, a contract would be put in place to formalise the position with MTEC Warehousing.

RESOLVED – That:-

- 1) the contents of the update report be noted and the shortlist of artworks for Year 5, attached in Appendix D be agreed;
- 2) it be noted that a sum of £90,000 from s106 funds has already been approved in March 2014 as a contribution towards delivery of the Year 5 programme;
- 3) approval be given to a project budget of up to £370,000 for Year 5 (2015/16) of the project subject to securing all funding additional to ii) above from external partners;
- 4) approval be given to the appointment of the specialist consultants (Lacuna PR Ltd, A et Cetera, MTEC Warehousing, Open City Architecture, Brunswick Media and Sally Bowling) as described in the procurement section of the report;
- 5) approval be given to a contribution of £90k from the S106 obligation connected to the Pinnacle development, for the implementation of the project in Year 6 (2016/2017);
- 6) delegated authority be given to the Director of Transportation and Public Realm and Head of Finance to adjust the project budget between staff costs, fees and works providing the overall budget is not exceeded.

7. 2-6 CANNON STREET (OFF-SITE WORKS) GATEWAY 4 - DETAILED DESIGN

The Sub Committee considered a Gateway 4 detailed design report of the Director of the Built Environment concerning the offsite landscape works associated with the development of 2-6 Cannon Street.

RESOLVED – That:-

- 1) approval be given to the proposals for Areas shown marked 9, 10, 11 and 12 as shown in Appendix 2 to the report and authorise the project to continue to Gateway 5; noting that progress would be subject to the receipt of additional funding from the developer, as set out in Table 1 in the report;
- 2) the Comptroller and City Solicitor be authorised to enter into appropriate agreements with the owners of land (and other stakeholders) as necessary to carry out the proposals in 1) above where the works are on or adjacent to their properties; and
- 3) exploration be endorsed in respect of a Public Space Protection Order for the highway area marked Area 8 in Appendix 2 to the report.

8. ST MARY-AT-HILL CHURCHYARD ENVIRONMENTAL ENHANCEMENT SCHEME - GATEWAY 3

Members considered a Gateway 3 outline options appraisal report of the Director of the Built Environment concerning the environmental enhancement scheme for St Mary at Hill Churchyard.

RESOLVED – That:-

- 1) approval be given to the scheme objectives as detailed in Appendix 1 of the report; and
- 2) the progression of the project and the release of funds be authorised, as set out in Section 16 of the report.

9. **EXTENDING BURIAL SPACE AT THE CITY OF LONDON CEMETERY (THE SHOOT)**

The Sub Committee considered an issue report of the Director of Open Spaces concerning the proposed extension of the burial space at the City of London Cemetery (The Shoot).

RESOLVED – That:-

- 1) the revised estimated cost of the preferred option for the project to extend burial space at the City of London Cemetery (The Shoot) of £586,226 be noted, an overall increase of £81,726 over the previous estimate; and
- 2) approval be given to the increase in the fees budget to reach Gateway 5 from £34,300 to £65,426, to be funded from the Cemetery and Crematorium local risk budget.

10. **LEADENHALL STREET PEDESTRIAN CROSSING IMPROVEMENTS - ISSUE REPORT - CHANGE TO PROGRAMME AND FUNDING**

Members considered an issue report of the Director of the Built Environment concerning pedestrian crossing improvements to Leadenhall Street, proposing a change to the programme and its funding.

RESOLVED – That:-

- 1) the reasons for the change in programme and funding for the project be noted;
- 2) the proposed way forward described in the report be approved; and
- 3) the support of WR Berkley for the scheme be acknowledged in addition to their contribution of £70,000 towards inflationary increases and new approvals required by the project resulting from the impact of the 52-54 Lime Street Development.

11. **SOUTHAMPTON BUILDINGS, 40/45 CHANCERY LANE - GATEWAY 5**

Members considered a Gateway 5, authority to start work report of the Director of the Built Environment concerning Southampton Buildings, 40-45 Chancery Lane.

RESOLVED – That approval given to:

- 1) a revised implementation budget of £221,305, as set out in section 5 of the report;
- 2) the use of £56,291 from the 40-45 Chancery Lane Section 106 Transport Improvements contribution, and £25,425 from the underspend of the Rolls Building S106 LCEIW contribution;
- 3) the detailed design as set out in section 1 and Appendix 3 of the report; and
- 4) the progression of the project to implementation, in line with the programme as set out in section 3 of the report.

12. **PROCUREMENT OPTIONS**

The Sub Committee considered a report of the Chamberlain proposing the production of a procurement options report from Gateway 3 onwards.

In answer to a Members' question the Chamberlain undertook to make some minor amendments to the proposed report template including a retitling of the

penultimate section of the form and an opportunity to specifically include information on radical routes or options which had been discarded.

RESOLVED – That approval be given to:-

- 1) the procurement option report template as set in Appendix 1 subject to minor amendments as referred to above; and
- 2) the procurement options report becomes a mandatory requirement of all papers coming to the Project Sub Committee from Gateway 3 stage onwards.

13. REVIEW OF PROJECT TEMPLATE

The Town Clerk referred to a review of the Project report template which was underway and he asked Members to provide him with any observations, suggestions or comments.

14. ACTION TAKEN ON BEHALF OF THE SUB COMMITTEE

The Town Clerk reported action taken under urgency procedures approving the entering into of a Permissive Path Agreement in connection with highway changes and public realm enhancement near to Aldgate House.

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

There were no questions.

16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no public urgent items.

17. 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 as follows:-

Item no.	Paragraph no.
18 - 35	3

18. NON-PUBLIC MINUTES

The non-public minutes of the meeting held 6 May 2015 were approved as a correct record.

19. BARBICAN CONCERT HALL 2016 - GATEWAY 2

The Sub Committee considered and approved a report of the Director of Operations and Buildings at the Barbican Centre concerning the Concert Hall. It was noted that the report had been slightly amended to provide more detailed information.

20. MAJOR REFURBISHMENT OF THE LIBRARY AT THE CITY OF LONDON SCHOOL - GATEWAY 2

The Sub Committee considered and approved a joint Gateway 2 report of the Head of the City of London School and the City Surveyor concerning the major refurbishment of the library at the City of London School.

21. **MINORIES CAR PARK - BUILDING MONITORING PROJECT - GATEWAY 2**
The Sub Committee considered and approved a joint Gateway 2 report of the City Surveyor and the Director of the Built Environment concerning the Minorities Car Park, building monitoring project.
22. **CITY OF LONDON POLICE CCCI INTEGRATED CRIME SYSTEM PROJECT - GATEWAY 3/4**
Members considered and approved a Gateway 3/4, detailed options appraisal, report of the Commissioner of the City of London Police concerning the CCCI (Custody, Case File, Crime and Intelligence Project).
23. **CITY OF LONDON POLICE ACCOMMODATION PROGRAMME, DIGITISATION OF DOCUMENTS PROJECT, PHASE 1 - DOCUMENT SCANNING & MANAGEMENT SERVICES, PROOF OF CONCEPT - GATEWAY 5**
Members considered and approved a Gateway 5, authority to start work, report of the Commissioner of the City of London Police concerning the Accommodation Programme, Digitisation of Documents Project Phase 1 – Document Scanning and Management Services, proof of concept.
24. **SIR JOHN CASS SCHOOL - EXPANSION - GATEWAY 4C**
WITHDRAWN.
25. **MUSEUM OF LONDON - WATER PENETRATION WORKS TO THE MUSEUM OF LONDON BUILDING - GATEWAY 5**
The Sub Committee considered and approved a Gateway 5, authority to start work, report of the City Surveyor concerning water penetration works at the Museum of London.
26. **THE LORD MAYOR'S STATE COACH: CONSERVATION AND REPAIR - GATEWAY 4 DETAILED OPTIONS APPRAISAL**
The Sub Committee considered a Gateway 4, detailed options appraisal, report of the City Surveyor concerning the conservation and repair of the Lord Mayor's State Coach.
27. **DRON HOUSE - NEW FLAT GATEWAY 5 - AUTHORITY TO START WORK**
The Sub Committee considered and approved a Gateway 5, authority to start work, report of the Director of Community and Children's Services concerning the creation of a new flat at Dron House.
28. **TOWER BRIDGE LIGHTING - ISSUES REPORT**
The Sub Committee considered and approved an issues report of the City Surveyor concerning the relighting of Tower Bridge in 2012.
29. **181 QUEEN VICTORIA STREET - GATEWAY 5**
The Sub Committee considered a Gateway 5, authority to start work, report of the City Surveyor concerning the refurbishment of Bridge House and the adjoining car park, 181 Queen Victoria Street.

30. **BARBICAN THEATRE - LIGHTING - GATEWAY 7**
Members considered and approved a Gateway 7, outcome, report of the Director of Operations and Buildings at the Barbican Centre concerning the replacement of theatre lighting, tannoy, audio and visual communication systems at the Barbican Centre.
31. **JUBILEE POND - RELINING AND ENHANCEMENTS - GATEWAY 7**
Members considered and approved a Gateway 7, outcome, report of the City Surveyor concerning the relining and enhancement of Jubilee Pond, Wanstead Flats.
32. **BUILDING PROGRAMME - RED , AMBER AND GREEN PROJECTS**
The Sub Committee noted a joint update report of the City Surveyor and the Director of Community and Children's Services concerning their red amber and green building projects.
33. **ACTION TAKEN ON BEHALF OF THE SUB COMMITTEE**
The Town Clerk reported action taken under urgency procedures approving:-
a) authority to start work on the Barbican Art Gallery Roof; and
b) Gateway 2 and 3/4 reports concerning security works at the City of London School.
34. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
35. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
The Chairman agreed that one report may be considered as an urgent item and the Sub Committee agreed that it may be considered whilst the public were excluded.
Members approved a report of the Director of the Built Environment concerning the London Bridge Staircase.

The meeting closed at 11.15 am

Chairman

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OUTSIDE BODY WORKING PARTY (POLICY AND RESOURCES COMMITTEE)

Friday, 26 June 2015

Minutes of the meeting of the Outside Body Working Party (Policy and Resources Committee) held at the Guildhall EC2 at 11.00 am

Present

Members:

Mark Boleat (Chairman)	Tom Hoffman
Deputy John Barker	Edward Lord
Deputy John Bennett	Deputy Catherine McGuinness
Henry Colthurst	Jeremy Simons
Deputy Billy Dove	James Tumbridge
Simon Duckworth	

Officers:

Simon Murrells	Assistant Town Clerk
Angela Roach	Town Clerk's Department
Katie Odling	Town Clerk's Department

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Christopher Hayward.

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

All Members declared a non-pecuniary interest in respect of item 3 as City of London Corporation representatives on outside bodies.

3. **REVIEW OF OUTSIDE BODIES**

The Working Party considered a report of the Town Clerk which considered the current outside bodies on which the City Corporation was represented.

The Working Party discussed in detail the schedule of outside bodies attached at Appendix A to the report.

Benefits and disadvantages – The Working Party considered the perceived general benefits and disadvantages of City Corporation Members participating in the work of other organisations, and added the following –

Benefits –

- *Assists in providing a service to residents*
- *Develops personal and leadership skills*
- *Can develop the reputation of the Corporation*

Disadvantages –

- *Reputational risk*

It was agreed to recommend to the Policy and Resources Committee that in light of the current information, the representation on the following outside bodies should be ended -

- Association of the Friends of the Chapel Royal Foundation – no contact has been made with the appointed Member for a considerable period of time and there is no clear link to the City Corporation's strategic aims.
- Central London Waste Disposal Joint Committee – this body has not met since 1996 and the representatives have received no communication.
- Lee Valley Regional Park Authority – the nomination is made by London Councils and not the City of London Corporation.

RESOLVD – That,

- a) the current overview of outside body appointments be expanded to include appointments by the Alderman and ex-officio positions held by the Lord Mayor;
- b) the protocol on outside body appointments/responsibilities be circulated to the Working Party;
- c) investments, income and expenditure be included on the schedule;
- d) consideration be given to receiving feedback from the outside body about the City Corporation's participation/contribution;
- e) a framework setting out how the City Corporation should manage its relationships with outside bodies be submitted to the next meeting of the Working Party;
- f) a report be produced regarding options for the future governance of the City Corporation's outside body arrangements; and
- g) a report be submitted to the Policy and Resources Committee to review the City Corporation's involvement in the Local Government Association.

4. **DATE OF THE NEXT MEETING**

The next meeting of the Working Party would be held in October 2015.

The meeting closed at 12:45pm.

Chairman

Contact Officer: Katie Odling
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Committee: Policy and Resources	Date: 16 July 2015
Subject: King's College, London: sponsorship of the King's Commission on London	Public
Report of: Town Clerk	For Decision

Summary

The Policy Institute at King's, part of the Faculty of Social Science and Public Policy at King's College, London, plans to establish in Autumn 2015 a new strand of work, consisting of a two-year research project on the future challenges and issues facing London and their possible solutions, covering the economic, social, cultural and governmental aspects, and taking a longer term, 10-15 year perspective. The main planned outcome will be a single publication setting out the results of this work.

The project will be called the *King's Commission on London* and will be overseen by a commission, chaired by a senior public figure, together with one or two deputy chairs with a similar background, and a number of members drawn from King's College and other academic institutions with relevant expertise, and appropriate policy think tanks, business organisations and other bodies with an interest in these issues, as well as senior representatives of the main outside sponsors of the project. Following his retirement as Director of Public Relations on 31 October 2015, the Policy Institute at King's plans to appoint Tony Halmos as the part-time (2 days per week) director of the commission.

The City of London Corporation has been asked to be one of 4-6 core outside sponsors of the project. The total budget for the project is £500,000 (£250,000 per year) and initial sponsors are being asked to contribute £50,000 per year for each of the two years. The other sponsors are expected to be major corporate businesses in both financial services and other sectors of London's economy, with positive discussions already at an advanced stage in a number of cases. The City Corporation is asked to contribute £50,000 per year (in each of 2015/16 and 2016/17). This would be provided from the Committee's *Policy Initiatives Fund* for each of the two years respectively, and charged to *City's Cash*.

Recommendation

The Committee is recommended to approve providing sponsorship to the *King's Commission on London*, at King's College London of £50,000 per annum for two years, funded from the *Policy Initiatives Funds* for 2015/16 and 2016/17 respectively, allocated to the *Research* section of the Fund in each year, and charged to *City's Cash*.

Main Report

Background

1. The Policy Institute at King's aims to link original research with rapid, relevant policy analysis in order to stimulate forward-looking debate and shape future policy agendas. The stated mission of the Policy Institute is to: “improve evidence-informed policy and practice by facilitating mutual engagement between academic, business and policy communities around current and future policy needs in the UK and globally”.
2. Building on its central London location, the Policy Institute seeks to combine the academic excellence of King's College with the connectedness of think tanks and the professionalism of consultancies. In achieving its mission, the non-partisan Policy Institute aims to enhance King's capability and reputation for research excellence and be the catalyst for a global network of interactions with policymakers in governments, NGOs and commercial enterprises.
3. With these aims in mind, it plans to establish in Autumn 2015 a new strand of work, the *King's Commission on London*, consisting of a two-year research project on the future challenges and issues facing London and their possible solutions. It is intended to cover a wide range of policy areas, including the economic, social, cultural and governmental aspects and to examine these issues over a longer term, 10-15 year perspective. This will not preclude shorter term work as well, but the main aim will be to prepare in the two-years of the project a review of all the issues in the longer term.
4. Thus, for example, it will examine the likely shape of London's economy in the next decade and the prospects for each of its main elements. It will also look at what London will need by 2025-30 to ensure its continued success, not just economically but more widely. This will encompass issues such as health, environment, education, housing, transport and telecommunications, planning and property, and culture. It will also need to examine the

governance of London and its finances, though these will not be the key purpose of the work.

5. In order to undertake this work, relevant research will be commissioned both from specialist academics, not only within King's College, but other academic institutions, and from think tanks working in this area, especially those with a London-specific brief, such as the Centre for London and the new arm of Policy Exchange, Capital City Foundation. The aim will be to create as wide an input to the thinking of the Commission as possible and certainly to avoid duplication with work being undertaken elsewhere.
6. While the ultimate focus of the project will be the publication of a final comprehensive report on all the main issues, it is intended that, in each area, both the analysis and policy proposals will be discussed in suitable seminars, conferences and other events, as the work proceeds. This will assist in creating more productive and viable policy solutions and enable the project to develop a distinctive profile of its own as it proceeds, while also bringing into focus its collaborative nature, and the role and work of the various planned external participants.
7. The *King's Commission on London* will be overseen by a commission, chaired by a senior public figure, together with one or two deputy chairs with a similar background. It is envisaged that the other members of the commission will be drawn from academics within King's College who are carrying out work for the project, together with academics from other institutions who have been invited to assist in parts of the commission's work. It is also planned to invite policy think tanks who carry out work in the relevant areas, not necessarily confined to those specifically commissioned to contribute to this project, to appoint a member. In addition, each of the main outside sponsors of the project will be invited to appoint a member. Finally, London-wide business organisations and other bodies with an interest in these issues will also be invited to take part in this way.
8. Following his retirement as Director of Public Relations on 31 October 2015, the Policy Institute at King's plans to appoint Tony Halmos as the part-time (2 days per week) director of the commission. In addition, there will be a project manager, as well as support for administration, events management and communications from the Institute and King's College more widely.

Proposal

9. The *King's Commission on London* is being established within the Policy Institute at King's and, although it will be provided with reasonable internal

resources from both the Institute and King's College more widely, it will also need to obtain external funding in order to carry out and complete its work. The total budget which the Institute is seeking externally is envisaged to be £500,000 (£250,000 per year). This is intended to cover the specific costs of commissioning research for the project both from King's College and other academic institutions and think tanks, as well the overall management of the *Commission*, including a director and project manager, and various events and other individual activities during the two-year period of the project.

10. The City of London Corporation has been asked to be one of 4-6 core outside sponsors of the project. Core sponsors are being asked to contribute £50,000 per year for each of the two years of the project. The other sponsors are expected to be major corporate businesses in both financial services and other sectors of London's economy, with positive discussions already at an advanced stage in a number of cases. The final detailed scope of the project will be sufficiently flexible to enable it to be adjusted, according to the level of funding eventually obtained.

Corporate & Strategic Implications

11. The work of the Commission closely aligns with the current strategic aims and objectives of the City Corporation, which has a detailed interest in many of the policy areas which it is planned that the Commission will cover. Becoming a core sponsor would align with the City of London Corporate Plan, 2015-18 and with the City of London Communications Strategy, 2015-18.
12. It is proposed that the required funding of £50,000 per year for the two years 2015/16 and 2016/17 is drawn from your *Policy Initiatives Funds* 2015/16 and 2016/17, categorised under the *Research* section of the Funds and charged to City's Cash. The current uncommitted balance available within your Committee's *Policy Initiatives Fund* 2015/16 amounts to £439,000 and for 2016/17 to £522,000, prior to any allowance being made for any other proposals on today's agenda.

Conclusion

13. Becoming one of the core sponsors of this project would enable the City Corporation to play a useful role in shaping an area of work that will potentially be significant in the longer term policy formulation on issues of importance to London government and other policy opinion formers.

14. The Committee is therefore recommended to contribute £50,000 per year (in each of 2015/16 and 2016/17). This would be funded from the *Policy Initiatives Funds* for 2015/16 and 2016/17 respectively, allocated to the *Research* section of the Fund in each year, and charged to *City's Cash*.

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Committee:	Date:
Policy and Resources	16 th July 2015
Subject: Promotion of a City of London Corporation (Open Spaces) Bill	Public
Report of: Remembrancer	For Decision

Summary

The Management Committees for the City Corporation's Open Spaces have agreed that it would be desirable to promote a private Bill in Parliament to make changes to the legislative framework governing the Open Spaces, following a local consultation exercise carried out early this year. The proposals now come before this Committee for its consideration. The principal aims of the changes would be to clarify and expand the management powers available to the Corporation, to increase opportunities to generate revenue for the benefit of the Open Spaces (consistently with their status as public places of recreation and enjoyment), and to strengthen enforcement powers.

Recommendation

The Committee is invited to submit a recommendation to the Court of Common Council that authority be given for the promotion of a City of London Corporation (Open Spaces) Bill in order to seek the legislative changes described in this Report.

Main Report

Introduction

1. The statutory Open Spaces managed by the City Corporation largely continue to be governed by nineteenth-century legislation, with only limited modifications (most significantly in the 1930s and 1970s). While this legislation has served its basic purpose of preserving the Open Spaces as valuable places of public recreation and enjoyment, there are a number of respects in which it is unclear or out of date. This can leave the City Corporation exercising management functions in reliance on its position as landowner, where it would be more appropriate to be able to draw on express statutory powers. The Open Spaces Department has also identified features of the current legislation which impede the ability to generate income for the Open Spaces, without compromising their essential function as a natural amenity and public recreational resource. A need for new powers to deal

effectively with anti-social behaviour and low-level crime has also been identified.

2. For these reasons the Management Committees for the Open Spaces were invited last year to approve an informal consultation to seek out local views about potential changes to the legislation. Following the approval of those Committees, a discussion paper was produced by the Open Spaces Department and a number of responses received (as summarised below). Officers have considered these and further internal discussion has taken place about the legal and practical background. As a result, it has been decided to seek agreement to a number of legislative changes. These broadly follow the proposals canvassed in the discussion paper. If this Committee and the Court of Common Council agree to the promotion of a Bill, the parliamentary process would offer a formal opportunity for interested parties to submit views about the merits of the detailed proposals.
3. Reports on the proposals set out below have already been submitted to the Epping Forest and Commons Committee (11th May), the Hampstead Heath, Highgate Wood and Queen's Park Committee (18th May) and the Open Spaces and City Gardens Committee (8th June). Each of those Committees approved the proposals so far as they relate to the Open Spaces within their remit. Owing to special legal considerations affecting West Ham Park, the view has been reached that it would not be appropriate to include it within the scope of the proposals at the present time.

Proposed provisions for inclusion in the Bill

4. The provisions described below would apply to Epping Forest, Hampstead Heath, Highgate Wood, Queen's Park, and the various commons and other spaces managed under the Corporation of London (Open Spaces) Act 1878. Proposals to apply certain of the provisions to Bunhill Fields and the City Gardens are set out separately below (paragraph 19).

Management powers

5. An express power is proposed for the City Corporation to carry out husbandry and land management in the Open Spaces, including in particular the cutting, chipping, mulching, collecting, swaling (a method of controlled burning) or cultivation of vegetation, and the grazing of animals (whether directly by the City Corporation or by agreement with other persons). This power would have to be exercised consistently with the City Corporation's duty to preserve the natural aspect of the Open Spaces, and in order to promote their special characteristics. It is not intended that the Open Spaces should be managed in a different way as a result of the power, but rather to bring the legislation more clearly into line with the way in which the Corporation's duties have long been understood in practice. At present the legislation contains an express power of management only in relation to trees, pollards and underwoods (shrubs in wooded areas), which does not reflect the full range of activities which need to be carried out in order to preserve the environment of the Open Spaces.

Leases for services and facilities

6. An extension of the power to let premises (such as those used as cafés) is proposed, with the maximum period set at twenty-one years. Existing powers are generally limited to three years (a limit which has also been adopted in practice in Hampstead Heath, where it is in any case desirable to clarify that the Hampstead Heath Order 1989 does not override the power of letting). Leases of greater length should attract greater investment and thus improve the standard of facility on offer. The power of letting would be exercisable in connection with all services and facilities which the City Corporation is able to provide through a third party. An express power is required for letting because of the inalienable status of the Open Spaces. The extended period would not prevent the Corporation from exercising ordinary contractual rights, for instance to review rents or to terminate arrangements with providers early if the standard of provision were to prove unsatisfactory.

Agreements with utilities

7. A power is proposed to enter into agreement with utilities companies to lay infrastructure such as water-pipes and electricity cables in the Open Spaces. A number of such agreements have been entered into in the past in reliance on the City Corporation's (or, in the case of Hampstead Heath, the Greater London Council's) general powers as landowner. It is however desirable to remove any room for debate about the nature of such agreements by providing an express power in legislation, incorporating protective provisions. Infrastructure would have to be underground (enabling reinstatement of the surface after digging) unless overground installation would not harm the amenity of the Open Spaces.

Highways and traffic management

8. It is also proposed to empower the City Corporation to enter into formal agreements with local councils about highways and traffic management functions. These could cover, for instance, the installation or removal of cattle-grids, traffic controls, or the management of parts of the Open Spaces so as to complement road safety schemes. The provision would not expand the substantive powers of either party over the land under its control, but would provide a formal framework whereby the interests of users of the Open Spaces and users of the local roads network could both be taken into account.

Revenue-generating powers

9. It is proposed to seek an express power to enable events such as weddings, receptions, recitals and exhibitions to take place in the Open Spaces in defined circumstances. Without compromising the essential purpose of the Open Spaces, the Open Spaces Department believes that significant revenue could be generated to support their running costs. Although some small-scale use of the Open Spaces for private events has already started in reliance on the City Corporation's position as landowner and charitable trustee, it is preferable to have an express power laid down in legislation to set out the circumstances in which such events may be allowed, particularly if it might be

necessary to impose temporary restrictions on public access to limited areas in order to enable events to go ahead. The power would be subject to safeguards in order to ensure that it would only be used consistently with the main purposes of the Open Spaces and would not materially harm the amenity they provide for public recreation and enjoyment. In particular, it is anticipated that policies would be produced in consultation with interested parties (including the consultative committees) as to the types and frequency of events which could be held.

10. There are a number of lodges and other buildings in the Open Spaces which are no longer required for management purposes. They represent a resource which could be deployed for the benefit of the Open Spaces, but under the present legislation there are only limited circumstances in which they can be used for purposes other than managing the Open Spaces. A power is therefore proposed to grant leases or licences for up to 21 years in order to enable such buildings to be used for residential, commercial, charitable or other purposes, provided that no material harm to the amenity of the Open Spaces would result.
11. Recent years have seen an increase in the use of the Open Spaces for commercial activity, such as paid dog-walking and fitness instruction. A mechanism to obtain a contribution to the running costs of the Open Spaces from those who use them for private profit would appear consistent with the public recreational purposes for which they are maintained. A power is therefore proposed to introduce a licensing scheme for commercial use of the Open Spaces, to subject profit-making activities specified in the scheme to a requirement that a licence is purchased and its conditions adhered to. It is envisaged that the scheme would be subject to the same consultative arrangements as noted for income-generating activities referred to in paragraph 9 above.

Enforcement powers

12. A power is proposed to enable the issue of fixed penalty notices for certain offences committed in the Open Spaces. These would primarily be offences against the byelaws but would also include littering and (if the relevant proposals in this report are taken forward) contraventions of licensing schemes for commercial activity and of anti-social behaviour measures against offenders. Fixed penalty notices offer suspected offenders the option to pay a fine smaller than that which a court could impose (usually around £100) in order to avoid criminal prosecution. They thus provide an intermediate option between an informal warning and full prosecution in the magistrates' court. They are now widely used by police forces and local authorities in relation to anti-social behaviour and other low-level criminality.
13. The public right of access to the Open Spaces means that there is limited scope to protect them, their users or the staff managing them from the small number of people who use them to engage in anti-social behaviour or other wrongdoing. A power is proposed (along the lines of those available to local authorities under anti-social behaviour legislation) to take action against persons who behave in this way in the Open Spaces. In other public

recreational resources, such as National Trust land and Forestry Commission forests, offenders against byelaws may be dealt with through removal or exclusion. That power is also currently available under the Hampstead Heath and Ashtead Common byelaws, but it is considered preferable to have more detailed provision in primary legislation.

14. A power is proposed to require persons believed to have committed an offence in the Open Spaces to give their name and address. This power is now commonly conferred on bodies (such as London borough councils and TfL) which issue fixed penalty notices or carry out private prosecutions, and prevents offenders from (lawfully) evading enforcement by refusing to supply their details. At present in the Open Spaces police assistance has to be invoked where a suspected offender refuses to give his or her name or address voluntarily. Whilst the offence will not guarantee cooperation, it makes it more likely.
15. It is also proposed to clarify the City Corporation's powers with respect to objects abandoned or unlawfully deposited in the Open Spaces. These might range from placards and posters to camping equipment or motor vehicles. The Corporation's common-law powers and duties with respect to such objects are currently unclear. A formal procedure would require the Corporation to impound any object removed from the Open Spaces (apart from those manifestly without value) for a period of fourteen days during which the owner could pay storage fees and recover it. After that period the Corporation would be empowered to sell or dispose of the object. For abandoned motor vehicles special provision would be made to tie in with the existing regime used by local authorities.
16. The Management Committees also agreed to a proposal to clarify the application of the standard scale of fines in relation to offences against byelaws in the Open Spaces. On further consideration the view has been reached that any uncertainty in the present position can be dealt with by further byelaws, and that seeking primary legislation would not therefore be appropriate. Accordingly authority for this proposal is no longer sought.

Miscellaneous

17. The general powers of the City Corporation to provide services and facilities to visiting members of the public were obtained in relation to the City Commons in 1933 and 1977. As a result they do not currently apply to Ashstead Common or Stoke Common, which were acquired in 1991 and 2007 respectively. It is proposed to extend the ability to provide such services and facilities to Ashtead Common and Stoke Common, and also to ensure that any future acquisitions under the Corporation of London (Open Spaces) Act 1878 would be covered.
18. A power is proposed to enable the City Corporation to authorise officers to appear in magistrates' courts on behalf of the Corporation in connection with cases involving the Open Spaces. Such a power would achieve consistency with local government legislation by which officers of local authorities may be authorised to appear on behalf of the authority by which they are employed. The provision would also clarify the way in which the former power of the

Greater London Council to take legal proceedings applies to the City Corporation as the successor body of the Council with respect to Hampstead Heath.

Application to Bunhill Fields and City Gardens

19. The provisions described above have been drawn up mainly with a view to the situation of the large Open Spaces outside of the City. The Superintendent has however identified some which could also usefully be applied to Bunhill Fields and the City Gardens. They are the power to enter into agreements about utilities (paragraph 7), the extended power to grant leases in connection with services and facilities (paragraph 6), the power to enable events (paragraph 9) and the power to introduce a licensing scheme for commercial activity (paragraph 11). It is accordingly proposed to extend these provisions to cover Bunhill Fields and the City Gardens, in addition to the Open Spaces identified in paragraph 4.

Consultation

20. Responses from individuals and organisations to the public consultation exercise largely focused on Epping Forest. The proposals with respect to management powers were largely supported, subject to the concern that they should not lead to the creation of an 'over-developed' environment. This view was particularly concentrated on the proposal to permit longer leases of refreshment facilities, with several respondents arguing that large, well-known commercial operators would not be suitable. Grazing attracted supporters and detractors in equal measure, again more in relation to local policy than to the power itself. The need to generate additional revenue was generally appreciated, and allowing a wider use of buildings was particularly well supported. Many respondents however stressed that public recreation must remain paramount, and a few accordingly expressed concern about allowing large-scale events, especially at times and places popular with ordinary visitors. The proposal to licence commercial activity saw views expressed on both sides, although with significantly more in support than against. The proposals for new enforcement powers were strongly supported across the piece, with criticisms focused almost entirely on the adequacy of resources devoted to enforcement rather than on the principle of additional enforcement tools.
21. Substantial discussion also took place at the meeting of the Hampstead Heath Consultative Committee on 9th March. The rationale behind the suggested powers was generally accepted. However, it was felt that more detail about the scope of the powers and their intended use was needed in order to make a proper assessment of their suitability. In particular, it was considered that the powers should be considered in the light of policies indicating how they were to be exercised. This suggestion has been taken into account in formulating these proposals (see paragraphs 9 and 11 above) and will be further acted upon in the course of the parliamentary process (assuming a Bill is promoted). More detailed points were also made, for instance about the possibility of community use of redundant buildings and

the potential effects of underground utilities installations on ecosystems and hydrology, and these will be taken into account in the drafting of the Bill.

22. The Discussion Paper has also been presented to the consultative committees or groups for Ashted Common, the Coulsdon Commons, the West Wickham Commons and Highgate Wood. These meetings gave the opportunity to offer examples of potential uses of the proposed powers, and to clarify various points in response to questions. The response was supportive and did not include any substantial criticism of the proposals.
23. The general tenor has therefore been positive. A number of specific concerns have been raised, but it is considered that these can be satisfactorily dealt with as matters of practical implementation rather than general principle. In particular, local concerns will be reflected in the detailed drafting of the Bill, through appropriate management plans and policies, and through local engagement in decisions taken about the exercise of the new powers.

Strategic implications

24. The proposals would facilitate efficiency savings and the delivery of the Service-Based Review (KPP2), enhance the potential for the City Corporation's leisure facilities to generate additional income in order to maintain quality of content in an era of reduced resource (KPP5), and assist in providing safe, secure and accessible Open Spaces (KPP5). They would also advance KPP 6 ("increasing the outreach and impact of the City's cultural, heritage and leisure contribution to the life of London and the nation").
25. The Open Spaces Business Plan 2015/17–2017/18 includes reference to legislative proposals as a key project on the Open Spaces Roadmap. The proposals would enable or facilitate a number of other projects set out in the Roadmap.

Financial and risk implications

26. The Bill would enable or facilitate the generation of revenue to be applied for the benefit of the Open Spaces. For example, it is estimated that the letting of residential lodges at Epping Forest would generate net income of £120,000 per annum.
27. The costs of promoting the Bill are estimated to be in the region of £75,000 (covering items such as parliamentary fees, printing and statutory notices), provided that the Bill were unopposed. If the Bill were to be opposed by petition, the costs could be significantly greater. Costs will be met from local budgets initially, with additional provision sought if this should become necessary.
28. There is an element of non-financial risk in the form of reputational damage if the proposed management or revenue-generating powers were regarded as detracting from the central purpose of the Open Spaces as unspoilt places of free public resort, or if the proposed enforcement powers were perceived as excessive. Clear explanation of the content and background of the proposals,

willingness to include appropriate safeguards in the legislation, and the development of policies to guide the implementation of the proposed powers will be needed to enable such risk to be dealt with effectively.

Next steps

29. If the proposals are agreed by this Committee, a recommendation will be submitted to the Court of Common Council that authority be given to promote a Bill. If so authorised, the Bill would be deposited in Parliament in November this year. It is then likely to be in Parliament for two sessions.

Conclusion

30. The Open Spaces Department wishes to take this opportunity to amend and supplement the legislation governing the Open Spaces so as to provide a clear basis for a full range of appropriate management activities, to ensure continued financial sustainability, and to strengthen the ability of the City Corporation to protect against misuse in an effective and proportionate manner. These proposals are presented to the Committee to give effect to these objectives.

Appendices

(None.)

Background Papers

- Report of the Remembrancer to the Open Spaces and City Gardens Committee on Promotion a City of London Corporation (Open Spaces) Bill, 8th June 2015.
- Report of the Remembrancer to the Hampstead Heath, Highgate Wood and Queen's Park Committee on Promotion a City of London Corporation (Open Spaces) Bill, 18th May 2015.
- Report of the Remembrancer to the Epping Forest and Commons Committee on Promotion a City of London Corporation (Open Spaces) Bill, 11th May 2015.
- Minutes of the meeting of the Highgate Wood Joint Consultative Committee, 22nd April 2015.
- Minutes of the meeting of the Hampstead Heath Consultative Committee, 9th March 2015.
- Minutes of the meeting of the Ashstead Common Consultative Committee, 27th January 2015.
- Minutes of the meeting of the West Wickham Commons Consultative Committee, 20th January 2015.
- Minutes of the meeting of the Coulsdon Commons Consultative Committee, 14th January 2015.

- Report of the Remembrancer and the Director of Open Spaces to the Open Spaces and City Gardens Committee on Open Spaces Legislation, 13th October 2014.

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City Remembrancer

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Committee: Policy and Resources	Date: 16 July 2015
Subject: Charges for Filming in the City	Public
Report of: Director of Public Relations	For Decision

Summary

The purpose of this report is to recommend updated and increased administration charges levied by the Film Team for managing filming requests on the public highway and on City of London Corporation private property. These fees are levied direct to the filming industry and the proposed increase is to bring them into line with central London boroughs that have recently raised their administration charges substantially, and in certain cases by as much as 55% . It is also to contribute to the increased expense of running the Film Team at a time when the number of film shoots in the City has more than doubled in the last decade and the Team now require additional help, particularly during the busiest months.

Recommendation

The Committee is recommended to approve the increases in administration charges by the Film Team for managing filming requests, as set out in paragraph 8 of this report.

Main Report

Background

1. The Film Team, as part of the Public Relations Office, has been in place since 1998. In 2001, the Team took on a second member to cope with increasing filming requests. Since then, filming in London as a whole has increased hugely and in the last decade alone the amount of filming coming into the City has more than doubled. In a survey of borough and other film offices carried out by Film London last year, (the government agency for supporting the film industry in London), location managers voted the City Film Team the best in all categories including lead-in times, helpfulness and speed of responses. Location managers working on the largest TV productions and feature films regularly say that, if they can, they come to the City because of the service they receive here.

2. Statistics published by the British Film Institute's Research and Statistics Unit show production spend in the UK last year reached record breaking levels. Combined UK spend from international film and television productions reached £1.5bn, significantly boosting the economy and job creation. Over £1.2bn of this was generated from 36 inward investment feature film titles, many of which filmed extensively in the City.
3. As well as boosting the UK economy, filming brings substantial revenue into the City Corporation. Filming managed by the Film Team in the financial year 2014 – 2015 brought in over £400,000 of gross income directly into the City Corporation. In February this year, a one-day shoot in Mansion House brought in £13,000. More recently, the James Bond production: *Bond 24: Spectre*, currently filming in the City, brought £115,000 of gross income directly into the City Corporation for locations, parking, licences and policing for seven nights of filming alone. Both these shoots were managed by the City Film Team.
4. The Film Team provides a one stop shop in the City for the film industry which, as well as providing a consistent, efficient and united face to the industry, also alleviates the considerable pressure that would be placed upon individual departments, such as City Surveyor's, Markets and Consumer Protection, and Built Environment (Traffic Management, Parking, and Highways), as well as the City of London Police.
5. The Team started charging one-off administration fees for the larger shoots in 2004. Since then small scale filming has increased rapidly due to the influx of digital channels and we subscribed to an online application system in order to process small applications fast. In 2012 we started charging a set fee for online applications. These fees were agreed by your Committee in May 2012.
6. The underlying goal of this responsibility is to generate and maximise revenue whilst ensuring the City's reputation and image is in no way compromised.

Current Position

7. In May 2012 your Committee agreed a charging policy for the Film Team to charge small production companies an administration fee. The current rates are as follows:

* APPLICATION FEES - ONE OFF	ALL FEES PLUS VAT
Small crew – up to 10 people, camera and tripod only	£40
Large crew – more than 10 people and/or parking	£150
Charity and Students	£15
ADMINISTRATION FEES	
Start being incurred once administration runs over one hour (the first hour is covered by the application fee).	£150 per hour

These charges generated a total gross income of £61,930 in 2014 (January – December), which is included in the Public Relations Office local risk budgets for 2014/15 and 2015/16 respectively. .

Filming in the City has more than doubled in the last ten years, whilst the Film Team has remained a two-person team throughout. Increasingly, it has been necessary to bring in additional cover to support the Film Team during the busiest months to facilitate this increase in filming, thus raising the cost of running the Team. Additionally, the cost of employing our online application system is increasing this year. In order to contribute to covering these costs, it is timely and necessary to increase our administration fees.

Proposals

8. It is proposed that our fees should be increased as per the table below. This will bring them into line with the range of fees set by the central London boroughs. The table sets out, where applicable, the new fee levels and introduces certain new fee categories to make the arrangements more flexible.

It is proposed that the following schedule of fees is approved:

* APPLICATION FEES - ONE OFF	ALL FEES PLUS VAT
Charity, Students and at discretion (eg. local businesses, government agencies such as Visit London promoting London)	£25
Small crew - up to 10 people, camera and tripod only	£75
Medium crew - 11-24 people and/or parking or added equipment requirements	£150
Large crew - 25 + people and/or multiple parking or added equipment requirements	£250
Very large crew - 75 + people	£300
ADMINISTRATION FEES	
Start being incurred once administration runs over one hour (the first hour is covered by the application fee).	£150 per hour
One-off administration fees for commercial filming on non strategic route City Bridges (strategic routes are managed by Transport for London)	£250 for up to 2 hours £450 for up to 4 hours
SITE MEETING	
Location Site Meetings	£150 per hour
Guildhall booked room meetings	£200 per hour
LOCATION FEES FOR PRIVATE PROPERTY	
This will remain dependent upon the location, scale, type and requirements of each shoot. Each application would be negotiated individually, based on these factors and the fee agreed in liaison with the City Corporation department responsible for the location and agreed in advance of filming with the production company.	Variable

* In very rare cases, and by discretion, an application fee may not be charged, for example, if there has been a failing in service on the part of the City of

London Corporation or if an application comes in at very short notice and it is deemed necessary to process it for internal departmental notification purposes (it should be noted that small crew applications are generally made as good practice only and are not generally enforceable or a legal requirement).

Implications

9. Based on financial statistics, we anticipate a minimum annual increase in our gross income of £15,000 from raising our fees. Small productions applying to film, do so as good practice. It is not enforceable or a legal requirement and there is a possibility that some smaller productions may decide to go 'under the radar' and not apply. In general, this is already current practice with news crews and some small productions and the risk of increased problems on the highway is small. Larger productions will in general always need to apply and would not be able to pass under the radar.

It is planned that, with the additional funding raised from these costs, the Film Team will be able to fund additional assistance during busy periods in order to continue to provide the current level of service.

Conclusion

10. The Committee is recommended to increase the City of London Corporation Film Team administration fees in line with central London boroughs and to raise the necessary funds to contribute to the increased costs and running of the City Film Team.

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Committee(s) Policy & Resources Committee	Dated: 16 July 2015
Subject: Members' Declarations - Co-opted Members	Public
Joint Report of: The Town Clerk and The Comptroller & City Solicitor	For Information
Summary	
<p>The City Corporation currently has in excess of 250 Co-opted Members. In this context, "Co-opted Member" includes any person who is not a Member of the City Corporation but is a member of any committee or sub-committee of the City Corporation. Under the Localism Act 2011, only Co-opted Members who have a vote on matters relating to the City Corporation's local authority or police authority functions are required to comply with the requirements of the Code of Conduct and disclose statutory pecuniary interests. The large majority of the City Corporation's Co-opted Members are either non-voting, or have a vote but sit on committees that do not relate to the City Corporation's local authority or police authority functions.</p> <p>At the Standards Committee's meeting in February, Members considered the registration arrangements in respect of the City Corporation's elected Members, and queried why there was a different arrangement in respect of the management of Co-opted Members' interests. It was noted that, whilst the statutory provisions only applied to a minority of the Co-opted Members, this did not preclude the interests of all Co-opted Members being made available on-line in the register of Members' interests as a matter of policy. It was subsequently agreed, for the sake of consistency and greater transparency, that interests should be registered by all Co-opted Members and published on-line where technically possible.</p> <p>This report, which is for information, sets out a proposal in respect of the adoption and implementation of a consistent approach to the management and publication of a register of interests for both the City Corporation's Members and Co-opted Members. As the Code of Conduct previously approved by the Court of Common Council applies to Members and Co-opted Members equally, and the previously published Guidance on the Code of Conduct does not differentiate between the interests of Members and Co-opted Members, consent to amend the current arrangements is not formally required. However, both the Policy and Resources Committee and the Court of Common Council are to be informed of the proposed change in practice in advance of implementation.</p>	
Recommendations	
<p>Members are asked to note the report.</p>	

Main Report

Background

1. At the meeting of the Standards Committee on 20th February 2015, a report about the Annual Update to the Members' register of interests was considered and a query was raised as to why only the interests of elected Members were published on-line and why there was a different arrangement in respect of the management of the Co-opted Members interests. The City Corporation currently has in excess of 250 Co-opted Members. In this context, "Co-opted Member" includes any person who is not a Member of the City Corporation but is a member of any committee or sub-committee of the City Corporation.
2. It was noted that, whilst the provisions of the Localism Act 2011 in relation to conduct and interests only applied to those Co-opted Members who were entitled to vote on matters relating to the City Corporation's local authority or police authority functions, this did not preclude the interests of all Co-opted Members being made available on-line in the register of Members' interests as a matter of policy. The Code of Conduct previously approved by the Court of Common Council applies to Members and Co-opted Members equally, and the previously published Guidance on the Code of Conduct does not differentiate between the interests of Members and Co-opted Members. It was observed that the Co-opted Members of the Standards Committee should set an example, that a number of City Corporation Committees with responsibility for non-local authority functions had voting Co-opted Members, and that all Co-opted Members were in a position of influence. It was subsequently agreed, for the sake of consistency and greater transparency, that interests should be registered by all Co-opted Members and published on-line if this is technically possible.

Current Position

3. Historically, the City Corporation's Co-opted Members have been categorised as voting or non-voting Co-optees serving on the City Corporation's Committees and only those Co-opted Members with voting rights have been requested to register their interests.
4. During the 2014 annual update exercise, all Co-opted Members were contacted in writing and invited to submit a new or updated registration form. Where appropriate, the voting Co-opted Members were reminded that submission was a statutory requirement but the non-voting Co-opted Members were advised that, whilst there was no such statutory requirement, they were encouraged to submit a registration form in order to maximise transparency. To date, where completed registration forms have been received, these have been retained on hard-copy file by the Town Clerk's Department. A follow-up exercise in respect of the registration of interests by voting Co-opted Members has not, to date, taken place.

Proposal – Moving Forward

5. The Standards Committee would like to implement a consistent approach to the management and publication of a register of interests for both the City Corporation's elected and Co-opted Members. Consequently this would streamline the current arrangements whereby all elected and Co-opted Members, with or without voting rights, would be required, upon taking office, to register their disclosable pecuniary interests and any non-pecuniary interests that have been introduced as a requirement by the City Corporation.
6. It is envisaged that the City Corporation's webpages could be amended before the end of the year to include a section detailing the City Corporation's Co-opted Members by name and including a link to their individual interests. It is not proposed that any further details be provided other than their committee appointment/s, as is the case with the elected Members' webpages where contact details, biographies and photographs are published.
7. Each Co-opted Member would, by the end of the year, have an entry in the register of interests that is accessible by the public, in the same way as elected Members. The register would include all disclosable pecuniary interests as well as non-pecuniary interests in line with the requirements for elected Members. The Standards Committee will be kept abreast of progress with implementation at its next scheduled meeting in October 2015 to ensure that there is on-going oversight of implementation of the new arrangements.

Implications

8. This proposal represents a significant change for some of the City Corporation's Co-opted Members, specifically the non-voting Co-opted Members who have previously been advised that the registration regime is not mandatory. Clear guidance will therefore need to be drafted in consultation with the Comptroller & City Solicitor and circulated to those Co-opted Members with timescales that enable Co-opted Members to raise queries and seek clarification about the new requirements. Given the significance of the proposed changes, consideration should also be given to whether a number of training sessions should be offered to Co-opted Members (potentially around formal meetings) after the recess but ahead of the deadline for submission.
9. With regard to the voting Co-opted Members, guidance will also need to be provided to clarify the new arrangements, specifically in respect of the introduction of on-line publication.
10. With regard to the issue of non-compliance, for the majority of Co-opted Members (i.e. those that are not voting Co-opted Members, or have a vote but sit on committees that do not relate to the City Corporation's local authority or police authority functions), non-compliance will not constitute a criminal offence. However, non-compliance would be a breach of the Code of Conduct and a complaint could therefore be made to the Standards Committee.

Corporate & Strategic Implications

12. The adoption and implementation of a consistent approach to the management and publication of a register of interests for both the City Corporation's elected and Co-opted Members enhances transparency about the City of London Corporation's governance framework and those involved in decision-making processes.
13. A significant amount of work will be required to implement the proposed arrangements. This work will, with oversight by the Comptroller and City Solicitor, be largely undertaken by the Town Clerk's Department. A phased approach to implementation is proposed which will ensure that there is not only clarity for Co-opted Members about the new requirements, but that the timescales for implementation are realistic and the system and procedures for managing and publishing the expanded register of interests are given appropriate consideration ahead of going live.

Conclusion

14. This proposal will ensure that there is a consistent approach to the registration of interests. The proposed approach, whereby all Co-opted Members are expected to register their interests when they take office and then review this annually during the annual update exercise every April, will mean that all individuals who serve on City Corporation Committees are bound by the same requirements. This will enhance transparency of the City Corporation's decision making arrangements and ensure consistency in how registration is managed. Publication of those interests on-line will further enhance transparency about the organisation's decision-making arrangements and highlight the important contribution that Co-opted Members make to the work of the City Corporation.
15. Members are invited to note the current position in respect of the arrangements for the registration of interests by Co-opted Members and the proposals going forward.

Background Papers

The Members' Code of Conduct (*as agreed on 16th October 2014*)
Minutes of the Standards Committee – 20 February 2015

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Committees: Policy and Resources Establishment Committee	Dates: 16 July 2015 16 July 2015
Subject: Business Plan Progress Report (1 April to 30 June 2015) Town Clerk's Office (Policy and Democratic Services)	
Report of: Town Clerk	Public For Information
<p><u>Executive Summary</u></p> <ul style="list-style-type: none"> • This report provides an activity update as at 6 July 2015 on progress towards achieving the objectives set out in the Town Clerk's Business Plan. • Objectives due for delivery within this reporting period such as the work associated with the 2015 Parliamentary Election have been completed. • Major pieces of work scheduled for the rest of the year such as the continuing program of work associated with the Service Based Reviews and the Investors in People Refresh are proceeding according to plan. • Performance within the division is at or above the performance level standards set within the Business Plan. • A financial monitoring statement that covers the period 1 April 2015 to 30 June 2015 can be found at paragraph 10. It is expected that the Division will remain within its local risk resources in this financial year. <p>Recommendation</p> <p>That Members note the content of this report.</p>	

Main Report

Introduction

1. The Town Clerk's Office lies at the centre of the City Corporation's strategic management processes, helping to shape the development of corporate policy and strategy. It provides corporate leadership and co-ordination at officer level. The Town Clerk's Office is also responsible for promoting high standards of corporate governance and providing support to Members and Committees. The section consists of Committee and Member Services, Corporate Policy and Performance, Corporate HR, Resilience and Community Safety, and a Business Support Unit.

Key Developments

2. Satisfactory progress has been made towards achieving the actions detailed in the plan. Some of the highlights are listed below.

Leadership, Policy and Strategy

3. **Reconfiguration of the Town Clerk's department** - In light of the Director of Public Relations retirement, a proposal was agreed at the June 2015 Establishment Committee that a number of changes be made to line management arrangements, job titles and structures within the Town Clerk's Department. The consultation process with the affected staff is currently in progress; the changes will be introduced on a phased basis and are due to be completed by 1 November 2015.
4. This reconfiguration will allow for synergies with the parallel business support review of Town Clerk's Department under the auspices of the SBR process and the on-going reconfiguration of the policy and community safety / resilience teams
5. **Service Based Reviews** - All of the proposals put forward as part of the Service Based Review programme have now been through the relevant service Committees. Chief Officers are now making detailed plans and taking actions to deliver the savings within the set time frame. An update report was presented to the Policy and Resources Committee in April. The savings proposed within the Town Clerk's Department are phased over a 3 year period, delivering a total of £929k by April 2017.
6. **The Cultural Hub** - The new post of Cultural Hub Property Director has been filled. Work will now begin to coordinate a complex corporate programme of projects, set to be delivered over the next 5-10 years. The Property Director will coordinate the work of individual project managers and promote collaboration between internal and external partners and stakeholders.
7. **The Prevent Strategy** - A 'Prevent Strategy' has been developed to fulfil our statutory duties under the Counter Terrorism Act 2015. The strategy is intended to combat radicalisation at an early stage in order to stop people becoming involved in terrorism. The strategy was approved by the Policy and Resources Committee in June 2015, and will be presented to the Court of Common Council in July. A detailed action plan will now be developed to deliver the strategy.

Corporate Governance and Democracy

8. **General Election** - The UK Parliamentary General Election was run successfully. Electoral Services worked closely with colleagues at Westminster City Council in the planning and delivery of the election. This was also the first election at which electors had to register under the new Individual Electoral Registration system, which presented some challenges but which worked well.
9. **Report Writing** - The project to improve the quality of report writing across the organisation is underway, the first steps, which included a series of insight lunches and workshops for report authors, were completed in April and May. Further guidance and advice is planned to be issued over the coming months. It is hoped that these practical training sessions and fresh guidance will deliver well written, clear and concise Committee reports.
10. **Outside Bodies Review** - Work has been undertaken to identify the current position regarding Memberships of outside bodies as a preparatory step in the review. An Outside Bodies working party has been established and the first meeting was held on 26 June. The review is scheduled for completion by the end of the year.

Organisational and Departmental Development

11. **Investors in People Refresh** - The next stage of the IIP assessment will start on 16 September this year. All departments are working on their Business Improvement Plans and evidence from departments is being lodged and collated. A gap analysis has been undertaken on the current evidence and IIP Champions met in June to discuss what evidence they had and whether this would be appropriate for the assessors.
12. **Workforce Strategy** The Workforce Planning Steering Group has been established and departments are setting up departmental groups. The group has reported to Summit Group and made recommendations on the job evaluation process, mandatory training and organisational evaluation of learning. By the end of June departmental groups should have reported on workforce plans and on specific data in relation to the market comparisons of salary and terms and conditions
13. **Equalities and Inclusion Action Plan (EIAP)** - Work to deliver the EIAP is progressing to plan. The Equalities and Inclusion Staff Networks for Women, Carers, Disability and LGBT having been launched and the Black, Asian and Minority Ethnic; Faith and Spiritual and Wellbeing networks will have their launches during July. The work of the Networks has been supported by the establishment of Chief Officer sponsors for each of the Networks. The Establishment Committee remit has been expanded to include an overview of service delivery and employment equalities and inclusion responsibilities. The 2014 summary of all corporate and departmental equalities related service delivery activities and actions and employment statistics has been published on the City's internet site to comply with the Public Service Equality Duty. The Annual Equalities and Inclusion Employment Monitoring report for 2014/15 has been reported to the Establishment Committee.

Resilience

14. **Exercise Allovus** - On 11 June a multi-agency exercise was conducted, which was designed to test the preparations and plans in place to deal with an emergency incident. The exercise involved the Resilience Team, Emergency Planning and Business Continuity Lead officers from across the City of London Corporation, as well as officers from the emergency services. The conclusions drawn from this exercise and recommended further actions will be reported to the Summit Group.
15. **Anti-Austerity March** - The Emergency Control Centre was set up and fully resourced by the Resilience Unit on Saturday 20 June in response to the risks posed to the City by the march organised by the People's Assembly Against Austerity. The march began at the Bank of England before moving to Parliament; there were no serious incidents.

Other Issues

16. **Performance Monitoring** - The Town Clerk's Office has performed at or above the various performance level standards that were identified within the Business Plan.
17. **Business Risk** - The assessment of business risk is integrated into the business planning process, the 3 major risks that the Town Clerk is responsible for under this business plan have been reassessed as part of this update process. There is

currently no change in the scoring of these risks. The risk register is attached at appendix A.

18. **Resources** - A summary of Policy and Democratic Services' budgetary position, for the quarter ended 30 June, is provided below. It is expected that the division will remain within its local risk resources in this financial year.

Town Clerk's Office - (Policy and Democratic Services)

Local risk budgetary statement for the period ended 30 June 2015

Section	Latest 2015/16 £000	Budget for Year to Date £000	Actual £000	Variance YTD Ad/(Fav) £000
Town Clerk's Office (Committee & Corporate HR)	6,548	1,927	1,930	3
Resilience and Community Safety	612	108	115	7
Total	7,160	2,035	2,045	10

Appendices

- Appendix 1 – Town Clerk's Office – Summary Risk Register

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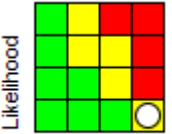
E: [e.g. paul.debuse@cityoflondon.gov.uk]

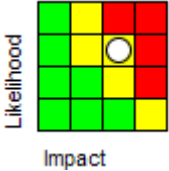
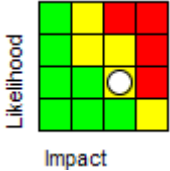
Appendix 1 TC Risk Register summary

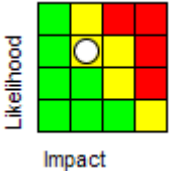
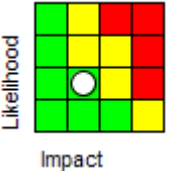
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Risk Traffic Light: Amber 3

Risk No, Title, Department, Risk creation date	Description (Cause, Event, Effect)	Current Risk Score	Risk Owner	Risk update	Target Risk Score	Target date	Risk Trend		
001 Resilience Risk Town Clerk's Creation Date 20-Mar-2015	<p>Cause - Lack of appropriate planning, leadership and coordination</p> <p>Event - Emergency situation related to terrorism or other serious event/major incident is not managed effectively</p> <p>Effect - Major disruption to City business, failure to support the community, assist in business recovery</p>	 <p>Likelihood</p> <p>Impact</p>	8	John Barradell	This risk was review by the SMT and the assessment score is rated as unchanged Exercise Allovus was conducted on June 11 successfully. The exercise included the emergency services. The findings from the exercise will be reported to the Summit Group on July 13	 <p>Likelihood</p> <p>Impact</p>	8	31-Mar-2016	↔

Risk No, Title, Department, Risk creation date	Description (Cause, Event, Effect)	Current Risk Score		Risk Owner	Risk update	Target Risk Score		Target date	Risk Trend
CR09 Health and Safety Risk Town Clerk's Creation Date 22-Sep-2014	<p>Cause – Safety is treated as a low priority by the organisation, lack of training of staff and managers, management complacency, poor supervision and management</p> <p>Event – Statutory regulations and internal procedures relating to Health and Safety breached and/or not complied with.</p> <p>Effect – Possible enforcement action/ fine/prosecution by HSE, Employees/visitors/contractors may be harmed/injured, Possible civil insurance claim, Costs to the Corporation, Adverse publicity /damage to reputation, Rectification costs</p>		12	John Barradell	<p>The risk was reviewed by the SMT on 240615, no change to the assessment at this time</p> <p>External accreditation of the CoL Health and Safety Management System is due to take place in November</p> <p>The Top X risk assessment approach is being repackaged to bring the process in line with the Covalent risk management software</p>		8	31-Mar-2016	↔

Risk No, Title, Department, Risk creation date	Description (Cause, Event, Effect)	Current Risk Score	Risk Owner	Risk update	Target Risk Score	Target date	Risk Trend		
TC TCO 01 Staff shortage and Capacity (previous risk no CR18) Town Clerk's Creation Date 22 Sep-2014	Cause – A combination of changes to economic, legislative environment or employment market Event – Critical loss of capacity in business critical roles, impacting our ability to achieve our strategic aims/service provision Effect – Inability to recruit and retain business critical staff		6	John Barradell	This risk was agreed to be de escalated from the Corporate risk register (CR18) to departmental level by CORMG 25 June 2015. Please contact Paul Dudley for further information. A formal workforce planning structure that reports on workforce plans, staff development plans and business improvement plan to the Workforce Planning Steering Group and the Summit Group has been introduced A detailed improvement plan is being drawn up to ensure that the findings of the recent IIP review are implemented An employee development plan is on target to be delivered by the end of 2016		4	31-Mar-2017	↔

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Committee(s):	Date(s):
Policy and Resources Committee	16 July 2015
Subject:	Public
Revenue Outturn 2014/15	
Report of:	For Information
The Town Clerk, the Chamberlain, the Remembrancer	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2014/15 with the final budget for the year. Overall, total net expenditure during the year was £16.69m, whereas the budget was £17.79m representing a better than budget position of £1.1m, as summarised in the table below.

	Final Budget £000	Revenue Outturn £000	Variations Worse/(Better) £000
By Division of Service			
Security and Contingency Planning	835	729	(106)
Public Relations	2,635	2,580	(55)
Economic Development	4,330	4,279	(51)
Grants and Contingencies	3,903	3,254	(649)
Remembrancer	6,082	5,848	(234)
Division of Service Totals	17,785	16,690	(1,095)

The most significant variation was on Grants and Contingencies which was £649,000 better than budget. Your Committee has already agreed to carry forward the unspent balances on the Policy Initiatives Fund and Committee Contingency of £193,000 and £181,000 respectively. The sum of £190,000 has also been carried forward to reflect the rephasing of the balance of the City's £250,000 core funding of the Crossrail Arts Strategy. In addition, the Town Clerk and the Remembrancer have put forward proposals to carry forward £85,000 and £8,000 respectively. These proposals will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee and, if agreed, will be added to budgets for 2015/16.

Additional resources of £500,000 for the City Office in Brussels and £300,000 for an increase in the Policy Initiatives Fund have also been added to the budgets for 2015/16 from 2014/15 corporate underspends as previously agreed at your Committee.

Recommendations

It is recommended that this revenue outturn report for 2014/15 and the budgets proposed to be carried forward to 2015/16 are noted.

Main Report

Revenue Outturn for 2014/15

1. The 2014/15 actual net expenditure for the services being reported to your Committee totalled £16.69m, a decrease of £1.1m compared to the budget of £17.79m. A comparison with the final agreed budget for the year is set out in Appendix 1.
2. The most significant variations were:
3. Reduced net expenditure on Grants and Contingencies £649,000 (Town Clerk's central risk) primarily due to:-
 - unspent central risk provisions of £193,000 and £181,000 within the Policy Initiatives Fund and Committee Contingency respectively which your Committee on 26 March 2015 agreed to carry forward;
 - lower than anticipated expenditure on the Crossrail Arts Strategy of £190,000 due to the rephasing of the City's £250,000 core funding. This balance has been carried forward to 2015/16; and
 - lower than anticipated expenditure on grants and subscriptions of £48,000 (mainly a reduced requirement for the access/hardship grant to the Guildhall School of Music and Drama, £36,000).
4. Reduced net expenditure on Remembrancer's of £234,000 largely in respect of:-
 - a decreased charge of £170,000 for accommodation to reflect the lower outturn costs of the Guildhall Complex; and
 - reduced expenditure on Additional Works Programme projects totalling £19,000 due to the balances of provisions for joinery restoration and carpet replacements in the Great Hall no longer being required (this has been reported to Corporate Asset Sub (Finance) Committee).
5. Reduced net expenditure on Security and Contingency Planning activities of £106,000 mainly due to:-
 - the contingency of £50,000 for security issues not being required and this saving has been retained centrally; and
 - lower than anticipated expenditure on projects of £36,000 due to re-phasing of the Community Safety and Barbican CCTV projects.

Carry Forwards to 2015/16

6. Chief Officers can request underspendings of up to 10% or £500,000 whichever is the lesser, to be carried forward, so long as the underspendings are not clearly fortuitous and the resources are required for a planned purpose. Such requests are considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

7. Overspendings are carried forward and recovered through reductions in 2015/16 budgets. However, there are no such overspends in relation to the services overseen by the Policy and Resources Committee.
8. The Town Clerk and the Remembrancer are proposing to carry forward £85,000 and £8,000 of their respective underspends. Details of the proposed use of the carry forwards are set out in Appendix 2.
9. If agreed, these proposals will be added to the Town Clerk's and the Remembrancer's budgets for 2015/16.
10. In addition, as agreed at your Committee on 23 June 2015, provisions of £500,000 for the City Office in Brussels and £300,000 for an increase in the Policy Initiatives Fund have been carried forward from corporate underspends and added to the budgets for 2015/16.

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APPENDIX 1

Comparison of 2014/15 Revenue Outturn with Final Budget			
	Final Budget £000	Revenue Outturn £000	Variations Worse/(Better) £000
By Chief Officer			
Local Risk			
The Town Clerk	7,171	7,052	(119)
The Remembrancer	1,046	1,036	(10)
The City Surveyor – Additional Works Programme	18	(1)	(19)
Total Local Risk	8,235	8,087	(148)
Central Risk			
The Town Clerk	3,534	2,885	(649)
The Remembrancer	1,480	1,473	(7)
Total Central Risk	5,014	4,358	(656)
Support Services & Capital Charges	4,536	4,245	(291)
Committee Totals	17,785	16,690	(1,095)
By Division of Service			
Security and Contingency Planning	835	729	(106)
Public Relations	2,635	2,580	(55)
Economic Development	4,330	4,279	(51)
Grants and Contingencies	3,903	3,254	(649)
Remembrancer	6,082	5,848	(234)
Division of Service Totals	17,785	16,690	(1,095)

Figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure

APPENDIX 2

Proposed carry forwards	£000
By Chief Officer	
<u>The Town Clerk</u>	
Funding to support joint activities and projects in the development of the Community Safety and Barbican CCTV projects, this will contribute to the City Corporation's aims of reducing Crime and Disorder, Substance abuse and re-offending.	21
Professional fees in relation to the engagement of a Social Investment advisor. This will enable project work associated with the Social Investment Policy to continue.	20
Contribution towards the purchase of a stand-alone invitations system.	23
Potential employee related expenditure from redundancy, restructuring and fixed term programme wind down costs of Central London Forward and Heart of the City.	12
Funding to help the effective management of Night Time Economy in the City by providing statistics related to drug issues in key venues. The funding will enable 2 rounds of data analysis (July and January) from data collected by 'Project Eclipse'. This data provides key intelligence to inform enforcement and health responses.	9
Total Town Clerk	85
<u>The Remembrancer</u>	
Assist with staffing costs related to the City Business Traineeship Scheme.	8
Total Remembrancer	8

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Committee(s):	Date(s):
Policy and Resources Committee	16 July 2015
Subject: Policy Initiatives Fund/Committee Contingency	Public
Report of: Chamberlain	For Information

Summary

1. The purpose of the Policy Initiatives Fund (PIF) is to allow the Committee to respond swiftly and effectively with funding for projects and initiatives identified during the year which support the City Corporation's overall aims and objectives.
2. The Committee contingency is used to fund unforeseen items of expenditure when no specific provision exists within Committee budgets such as hosting one-off events.
3. In identifying which items would sit within the PIF the following principles were applied:
 - Items that relate to a specific initiative i.e. research;
 - Sponsorship/funding for bodies which have initiatives that support the City's overall objectives; and
 - Membership of high profile national think tanks
4. The attached schedules list the projects and activities which have received funding for 2015/16. Whilst the schedule shows expenditure to be incurred in this financial year, some projects have been given multi-year financial support (please see the "Notes" column). It should be noted that the items referred to have been the subject of previous reports approved by this Committee.
5. The balances that are currently available in the PIF and the Committee contingency for 2015/16 are £389,300 and £129,700 respectively (including the additional £300,000 added to the PIF to fund further activities including political engagement, as agreed at your last meeting).

Recommendations

6. It is recommended that the contents of the schedules are noted.

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POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND 2015/16

ALLOCATIONS FROM PIF					STATUS OF BALANCE	
COMMITTEE DATE	DESCRIPTION	RESP OFFICER	ALLOCATION £	ACTUAL PAID TO 01/07/15 £	BALANCE TO BE SPENT £	NOTES
	Events					
21/11/13	London Councils' London Summit - the City is to host the annual conference for 3 years	DPR	15,400	13,507	1,893	3 year funding: £16,100 final payment in 2016/17
19/02/15	The International Organisation of Securities Commissions (IOSCO): CoL to host the opening Reception at the Guildhall	DED	12,000	0	12,000	
26/03/15	London Councils' 50th Anniversary of the London Boroughs - The City is to host this event on 19th May 2015	DPR	18,000	13,737	4,263	
26/03/15	Wireless Broadband Alliance (WBA) Global Conference - City of London's sponsorship of this event to be held on 18-21 May 2015. The WBA is a not for profit International membership association representing leading global operators and technology partners	DED	20,000	19,993	7	
30/04/15	AIMA 25th Anniversary Dinner and 2015 Annual Conference - The City of London Corporation is to host these events on 23 September 2015	DPR	15,000	9,025	5,975	
28/05/15	Proposed Project on the Impact of Immigration on the UK: City of London to sponsor a project to improve public understanding on evidence on the economic impacts of immigration	DED / DPR	30,000	0	30,000	
23/06/15	Institute for Government - Programme on "Government and Regulation": City of London to sponsor a series of public seminars and private roundtables to be held in partnership with the Institute	DPR	25,000	0	25,000	
	Promoting the City					
02/05/13	TheCityUK: CoL's additional funding	DED	100,000	25,000	75,000	3 year funding: £75,000 final payment in 2016/17
25/07/13	City of London Singapore strategy: City of London to commission a scoping paper to investigate the opportunities for developing a substantial regulatory dialogue with Singapore	DED	10,200	0	10,200	Originally allocated from 2014/15; deferred to 2015/16
20/02/14	Sponsor the "New FinTech UK" Initiative - Creation of a new body to promote and support the 'FinTech' (financial technology) sector	DED	250,000	62,500	187,500	3 year funding: £250,000 final payment in 2016/17
26/03/15	City of London Advertising - continuation of placing advertisements in CityAM to promote services provided by COL	DPR	45,000	0	45,000	2 year funding: £45,000 final payment in 2016/17

ALLOCATIONS FROM PIF					STATUS OF BALANCE	
COMMITTEE DATE	DESCRIPTION	RESP OFFICER	ALLOCATION £	ACTUAL PAID TO 01/07/15 £	BALANCE TO BE SPENT £	NOTES
	Communities					
22/03/13	Continued sponsorship of Teach First through support of its Higher Education Access Programme for Schools (HEAP)	DED	18,000	0	18,000	3 year funding: £18,000 final payment in 2015/16
10/10/13	Sponsorship of London Works - a social enterprise temporary recruitment agency: CoL's contribution to London Works, an agency set up by the East London Business Alliance, with the aim to place over 3,000 young people into temporary/contract roles with the City and Canary Wharf in its first 5 years	DED	25,000	12,500	12,500	The Director of Economic Development has reviewed the phasing. £25,000 has been deferred from 2014/15
20/02/14	Access Europe - City Corporation to become one of four core supporters of a European Funding hub to improve access to EU funding for London's public and voluntary organisations	DED	50,000	25,000	25,000	3 year funding: £50,000 final payment in 2015/16
20/02/14	TeenTech City 2014 - 2017 - support for annual events aiming to change perceptions of STEM careers in the UK	DED	10,000	0	10,000	3 year funding: £10,000 final payment in 2016/17
20/03/14	STEM and Policy Education Programme - funding of the Hampstead Heath Ponds Project	DOS	59,900	9,291	50,609	The Director of Open Spaces has reviewed the phasing as follows: £37,500 in 2016/17 & £23,850 in 2017/18 and £3,000 has been deferred from 2014/15 to 2015/16
11/12/14	Sponsorship of Tech London Advocates (TLA): further sponsorship to support the delivery of 2 major bi-annual summit events and the development and promotion of TLA's series of themed, advocate-led workstreams	DED	50,000	12,500	37,500	4 year funding: £50,000 in 2015/16 & 2016/17 & £37,500 in 2017/18
22/01/15	Support for Partnership for Young London's "Youth Employment Seminars": City of London to sponsor a series of 3 seminars around youth employment in March 2015, June 2015 & July/August 2015	DED / DCCS	10,000	0	10,000	2 year funding: £10,000 final payment in 2015/16
22/01/15	Angels in the City: CoL's sponsorship to London Business Angels for continued support to deliver the Angels in the City Initiative	DED	25,000	7,247	17,753	
26/03/15	New Entrepreneurs Foundation (NEF): further sponsorship of NEF, a not-for-profit organisation focussing on equipping young entrepreneurs to run scalable businesses	DED	20,000	20,000	0	3 year funding: £20,000 in 2016/17 & 2017/18
28/05/15	Support for a Study to Strengthen the City's Role in working with London's Communities: City of London to undertake a study on the challenges facing unemployed young Londoners	DED	30,000	0	30,000	
	Research					
20/03/14	Sponsorship of Demos Research Project - Young Muslim Employment - A multi-purpose cross-party think tank, project to examine employment among young Muslims	DPR	7,500	0	7,500	£15,000 originally allocated from 2014/15, £7,500 deferred to 2015/16

ALLOCATIONS FROM PIF					STATUS OF BALANCE	
COMMITTEE DATE	DESCRIPTION	RESP OFFICER	ALLOCATION £	ACTUAL PAID TO 01/07/15 £	BALANCE TO BE SPENT £	NOTES
03/07/14	Whitehall & Industry Group: Renewal of City Corporation Membership - WIG is an independent, not-for-profit organisation with a charitable purpose to build understanding and co-operation between government and business	DPR	5,000	4,300	700	2 year funding - £5,000 final payment in 2015/16
28/05/15	Sponsorship of New Local Government Network (NLGN) research project: Social Capital - How Public Investment Can Drive Public Value: City of London's sponsor to host and shape events relating to NLGN's project including the launch	DPR	15,000	0	15,000	
28/05/15	Sponsorship of Centre for London Commission on Housing for Londoners on Low-to-Middle Incomes: City of London's sponsor to host and shape events relating to the Commission's project including the launch	DPR	20,000	20,000	0	
Attracting and Retaining International Organisations						
19/09/13	International Valuation Standards Council (IVSC) - City of London to support the accommodation costs of the IVSC	CS	50,000	0	50,000	5 year funding - £50k per year until 2018/19
03/07/14	International Forum of Sovereign Wealth Funds (IFSWF) - City of London to support the IFSWF Secretariat locating in the City	DED	120,700	29,400	91,300	4 year funding - £124,500 in 2016/17 & £31,300 in 2017/18
			1,056,700	284,000	772,700	
	BALANCE REMAINING		439,300			
	TOTAL APPROVED BUDGET		1,496,000			
ANALYSIS OF TOTAL APPROVED BUDGET						
	ORIGINAL PROVISION		750,000			
	APPROVED BROUGHT FORWARD FROM 2014/15		193,000			
	TRANSFERRED FROM CONTINGENCY		253,000			
	APPROVED ADDITIONAL RESOURCES		300,000			
	TOTAL APPROVED BUDGET		1,496,000			

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NOTES:

- (i) The Committee date records the actual approval meeting; in some instances approval is given for multi-year support for a project but the financial details in this table only show the expenditure due in the current year (2015/16). It should be noted that actual payments sometimes are made towards the end of a financial year.

KEY TO RESPONSIBLE OFFICER:-

MBC	Managing Director Barbican Centre	DPR	Director of Public Relations	CGO	Chief Grants Officer
DED	Director of Economic Development	DOS	Director of Open Spaces	DBE	Director of the Built Environment
TC	Town Clerk	CS	City Surveyor	DCCS	Director of Community & Childrens Services

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POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND

		2015/2016
		£
POLICY INITIATIVES FUND		
- Balance remaining prior to this meeting		439,300
<u>Less possible maximum allocations from this meeting</u>		
- King's College, London: sponsorship of the King's Commission on London	50,000	
	<hr/>	50,000
Balance		<hr/> <hr/> 389,300

Caroline Al-Beyerty
Financial Services Director

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POLICY AND RESOURCES COMMITTEE - CONTINGENCY 2015/16

<u>ALLOCATIONS FROM CONTINGENCY</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u>	<u>ACTUAL PAID</u>	<u>BALANCE</u>	<u>NOTES</u>
<u>DATE</u>			<u>£</u>	<u>TO 01/07/15</u>	<u>TO BE SPENT</u>	
			<u>£</u>	<u>£</u>	<u>£</u>	
14/02/13	Platinum Partnership with London & Partners - the official promotional organisation for London	DCHL	25,000	25,000	0	3 year funding: £25,000 final payment in 2015/16
22/03/13	City of London Reserved Forces' Cadets' Association: continued funding of the RFCA	TC	42,000	0	42,000	3 year funding: £42,000 final payment in 2015/16. Previously the funding has been met by the Finance Grant Sub Committee
02/05/13	Support for Major Sports Events: the City Corporation to host a number of legacy objectives following the success of the London 2012 Games. One of these objectives is to support efforts to bring major world sporting events to London and the UK through the provision of hospitality	TC	8,800	0	8,800	£23,000 originally allocated from 2014/15, £8,800 deferred to 2015/16
27/06/13	The Mayor's Thames Festival: support for an education project known as The Rivers of the World - an annual free festival to celebrate the River Thames through arts, music & education	DPR	12,000	0	12,000	3 year funding: £12,000 final payment in 2015/16
21/11/13	'Supporting the City of London Corporation's Programme of European Engagement: CoL's additional funding towards the debates about Britain's relationship with the EU	DED / DPR	15,000	0	15,000	£179,800 originally allocated from 2014/15, £15,000 deferred to 2015/16
23/01/14	Career fairs - City of London Corporation to host up to three events per year to enhance employability of young people in neighbouring communities	DED	80,300	0	80,300	3 year funding: £45,300 deferred from 2014/15. £35,000 final payment in 2015/16
20/03/14	800th Anniversary of the Magna Carta - additional financial support for a number of additional activities as the 2015 anniversary approaches	DPR	25,500	7,885	17,615	2 year funding: £9,500 deferred from 2014/15. £16,000 final payment in 2015/16
08/05/14	City of London Scholarship - Anglo-Irish Literature: CoL to award a yearly scholarship to a single student to continue their studies in the field on Anglo-Irish Literature	TC	25,000	0	25,000	
02/10/14	800th Anniversary of Magna Carta: CoL to fund a number of activities including a contribution towards the cost of the prime national and international event to mark the anniversary at Runnymede on 15 June 2015	DPR / DCHL	107,000	97,363	9,637	2 year funding: £107,000 final payment in 2015/16
02/10/14	Great Fire of London: Feasibility Study - CoL to commission Artichoke to undertake a study on the viability of delivering a major public event in the City to commemorate the Great Fire of London	DCHL	4,600	4,600	0	£19,600 originally allocated from 2014/15, £4,600 deferred to 2015/16

<u>ALLOCATIONS FROM CONTINGENCY</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID</u> TO 01/07/15 £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
06/11/14	Livery Schools Link Consultant Project Manager: to cover recruitment of a part-time consultant for a one-off 6 month period to develop the business plan for the education office	TC	5,100	2,500	2,600	2 year funding: £2,100 deferred from 2014/15. £3,000 final payment in 2015/16
11/12/14	Encourage City Developers to buy from local and SMEs: to boost local economies within deprived London boroughs and to support small business growth	DPR	25,000	6,125	18,875	
11/12/14	National Maritime Museum - funding towards a special exhibition on Samuel Pepys and the Stuart Age at Royal Museums Greenwich	DED	25,000	25,000	0	
19/02/15	Supporting the Commonwealth (CWEIC): to engage with the Commonwealth further by becoming a partner of the Commonwealth Enterprise and Investment Council	TC	73,000	11,219	61,781	
26/03/15	Lord Mayor's Show Fireworks: City of London Corporation to hold a public fireworks display following the LM's Show. Funding to cover all aspects of the planned display including the fireworks display itself, and all the traffic management, public safety and crowd and related events management issues.	DPR	125,000	0	125,000	
			598,300	179,692	418,608	
	BALANCE REMAINING		129,700			
	TOTAL APPROVED BUDGET		728,000			
	ANALYSIS OF TOTAL APPROVED BUDGET					
	ORIGINAL PROVISION		800,000			
	APPROVED BROUGHT FORWARD FROM 2014/15		181,000			
	TRANSFERRED TO POLICY INITIATIVES FUND		(253,000)			
	TOTAL APPROVED BUDGET		728,000			

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NOTE: The Committee date records the actual approval meeting; in some instances approval is given for multi-year support for a project but the financial details in this table only show the expenditure due in the current year (2015/16). It should be noted that actual payments sometimes are made towards the end of a financial year.

KEY TO RESPONSIBLE OFFICER:-

CH	Chamberlain	DPR	Director of Public Relations	CGO	Chief Grants Officer
DED	Director of Economic Development	CPO	City Planning Officer	DBE	Director of the Built Environment
TC	Town Clerk	CS	City Surveyor	DCCS	Director of Community & Childrens Services
DOS	Director of Open Spaces			DMCP	Director of Markets & Consumer Protection
DCHL	Director of Culture, Heritage and Libraries				

CAROLINE AL-BEYERTY - FINANCIAL SERVICES DIRECTOR

POLICY AND RESOURCES COMMITTEE - CONTINGENCY

		2015/2016
		£
CONTINGENCY		
- Balance remaining prior to this meeting		129,700
<u>Less possible maximum allocations from this meeting</u>		
-	<u>0</u>	0
Balance		<u>129,700</u>

Caroline Al-Beyerty
Financial Services Director

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Committee: Policy and Resources Committee	Date: 16 July 2015
Subject: Update on CoL strategic engagement with the fintech sector and lead sponsorship of Innovate Finance	Public
Report of: Director of Economic Development	For information
<p>Summary</p> <ol style="list-style-type: none"> 1. This report updates your Committee on progress towards developing a City Corporation strategic approach towards the continued growth in the 'FinTech' (financial technology) and how the City Corporation intends to respond to it. 2. The report provides background on our engagement with the FinTech sector to date. The report also follows an earlier report to your Committee (received on 20th February 2014) outlining an approach for financial support from the City Corporation towards the set-up and initial running costs of a major new body which the Government was keen to see launched to promote and support the sector. The initiative – which became known as Innovate Finance – was launched in August 2014 and operates on a membership model. It now has a fee-paying membership of around 120 businesses. <p>Recommendation(s)</p> <p>Members are asked to:</p> <ol style="list-style-type: none"> 3. Your Committee is recommended to note this report. 	

Main Report

Background

What is FinTech?

1. The FinTech industry is broad, including businesses which aim either:
 - to innovate the traditional financial services product offering by introducing new products and better ways of doing business; or
 - to develop technology-led solutions to enhance and complement existing services, thereby adding to customer experience, finding unutilised niches, etc.
2. It can generally be categorised into the following sub-sectors:
 - *Enterprise software:* B2B SaaS (software as a service); risk/compliance/security, trading and processing platforms;

- *Mobile*: Mobile banking; mobile payments providers;
 - *Consumer and SME finance*: Lending; crowdfunding; peer-to-peer services; wealth management; social investment;
 - *Next generation banking*: new retail/commercial banking and insurance business models;
 - *Payments, FX & transfers*: Online payments; foreign exchange; international money transfer;
 - *Data & Analytics*: big-data¹; business intelligence; credit scoring;
 - *Other*: Aggregators; points and rewards systems; insurance.
3. In 2015, the UK's most significant FinTech cluster is centred on the City and neighbouring areas in London. Of the 50 businesses included in the 'FinTech 50 2015', and widely acknowledged as an indicator of the most important fintech businesses in Europe – the UK dominated the list with 27 businesses, including 22 in London.
 4. The UK employs over 134,000 people in financial services technology – over 40,000 roles within which would be defined as FinTech – i.e. roles relating from peer to peer financing platforms to developers of mobile payments methods and digital currencies.
 5. This market generated £20 billion in the UK in 2014 – that's more than Silicon Valley or New York, and more than the rest of Europe combined. Twenty five percent of global fintech FDI projects in the last five years were in Europe – half of these were in London.
 6. In 2014, banking and securities institutions spent £319bn on IT. A number of such businesses are based in the square-mile and close by. Those businesses in the FinTech sector therefore not only include start-ups but equally those larger financial services institutions more traditionally identified as typical City businesses. The City Corporation understands anecdotally that those same businesses are now recognising that their future development and strategies are dependent on supporting those start-ups, entrepreneurs and graduates with the big bright ideas.
 7. Similarly, FinTech could play a massive role in reaching the unbanked around the world, estimated at 2.5 billion people. In the UK, it is estimated that 58% of adults had access to the internet via a mobile phone in 2014 – and the FCA expects this figure to rise to 95% in the near future.

Our relationship with Innovate Finance:

8. Also in early 2014, HM Government began to develop an initiative to create a supporting organisation for the sector. The development of this initiative – now known as '*Innovate Finance*' – was led, at the request of the HMG by the

¹ 'Big data' is the term used for a collection of data sets so large and complex that they are difficult to process using hands-on database management tools or traditional data processing applications.

former head of the Tech City UK and Founder of Level 39 Eric van der Kleij, through Enitiq (formerly Pivotal Innovations), an innovation company led by the management team of Level 39, Canary Wharf Group's start-up accelerator facility. Enitiq's CEO Claire Cockerton was appointed Founding CEO and Director of Innovate Finance.

9. In May 2014, your Committee agreed to approve a total City Corporation contribution of £1million towards Innovate Finance, which would meet £500,000 of the total £1.27m costs in year 1, £250,000 of the £1m costs in year 2 and £250,000 of the £1.17m costs in year 3. A contribution at this level would accord the City Corporation the status of lead supporter
10. The City Corporation's decision to become the major funder of the Innovate Finance – as lead sponsor – means that the organisation remains our lead partner in the sector (although as this report outlines below, EDO is currently building working relationships with other organisations in the sector.
11. Innovate Finance anticipates being a self-funding membership independent membership organisation and trade-body for the sector by 2017. This will be enabled by contributions from major corporates, early-stage businesses and start-ups in the fintech sector. Canary Wharf Group continues to provide a financial contribution and in-kind support in the form of an office base in One Canada Square, E14.
12. The mission for Innovate Finance was developed following consultation with its founding fifty members, mostly comprising of fintech start-ups and small to medium sized enterprises, and is now as follows:
 - Champion the UK as the world centre of financial services and technology and improve trust in the sector affected by the crisis;
 - Directly support FinTech innovation in the UK by creating an active membership organisation and giving it a powerful voice;
 - Create an effective, new and positive brand for the UK-based fintech community both domestically and internationally;
 - Promote investment into the UK-based FinTech sector and aid UK-based FinTech businesses in international expansion;
 - Build connections between established financial services businesses and new FinTech SMEs.
13. The outline events programme for Innovate Finance envisages key events taking place in the City, at Westminster and in other key financial centres across the UK. One key event for Innovate Finance was their inaugural Innovate Finance Global Summit (IFGS 2015). This global forum for FinTech was held at Guildhall on Monday 9th March 2015. Innovate Finance hopes this event will become an annual fixture on the tech calendar and that a high-level of political and industry representatives will continue to participate.
14. The City Corporation is continuing to work with Innovate Finance to sustain the momentum of their global summit and the impact this has had in the City. This will primarily be carried out by EDO and will be achieved in partnership with Innovate Finance or under our own momentum, working with a variety of

other stakeholders such as HM Treasury, UK Trade & Investment, Government Office for Science, the EU Commission, business stakeholders (such as Aberdeen Asset Management), regional partners (such as Scottish Enterprise, Leeds & Partners), and trade associations such as Tech UK, Tech London Advocates, or FinTech businesses we already know.

15. The City Corporation will continue to work with Innovate Finance to influence particular sessions on their programme where certain CoLC strategic interests - specifically around support for small businesses, and partnerships with both communities and the public sector at large - are represented.
16. The City Corporation continues to work with Innovate Finance to ensure the relationship between ourselves and Innovate Finance remains mutually beneficial and we are able to influence their broader programme of work, including their engagement with our key stakeholders (business or political; international or elsewhere in the UK). The funding agreement between City Corporation and Innovate Finance stipulates that we facilitate joint working on research, inward investment, influence, inclusion of the City Corporation at other events, communication, and utilising innovative FinTech for the benefit of the public sector and society at large (or “public good”).
17. The City Corporation has also been invited to sit on the Advisory Council for Innovate Finance. The Chairman of your Committee will assume this role. Alderman William Russell has also been invited to attend on a personal basis.

Current Position / Corporate & Strategic Implications

18. The City Corporation’s broad support for FinTech, and our lead sponsorship of Innovate Finance, contributes to the following theme of the City Together Strategy:

i. ...is competitive and promotes opportunities.

It also meets Key Policy Priorities 1 and 3 of the Corporate Plan: (‘Supporting and promoting the international and domestic financial and business sector’ and ‘Engaging with London and national government on key issues of concern to our communities’).

19. The City Corporation also supports the development of FinTech as it is a vital step in the broader development of the UK’s digital economy and the related technological revitalising of the wider financial services industry (‘the City’).
20. The City Corporation’s support for FinTech therefore stems from our strategic support for the continued economic growth of the City, impacting on our policy support for issues of competitiveness and our encouragement for new sectoral growth within financial and related business.

21. The City Corporation's current support for FinTech is also achieving an alignment with a broader policy agenda which focusses on various inter-linking programmes across several UK-financial services centres.
22. One of the key ways in which the City Corporation can support the sector through the engagement with EDO is in the delivery of policy development of associated research. This work must be supported by our stakeholders – whether they are in business or the policy making environment. In doing so, the City Corporation supports the development of an eco-system for FinTech, which benefits both London and the UK.
23. It is becoming clear that there is little to be gained from the City Corporation replicating work that is being carried out elsewhere by other organisations in an admittedly crowded space. One area worthy of note however, which is subject to potential overlap both outside and within the City Corporation, are Cyber-related issues, namely cyber-crime and infrastructure (particularly the provision of adequate broadband frequencies in London). As it develops, our strategic approach to FinTech should support action in this space where we do have a niche, but your Committee is asked to note that this report does not deal with Cyber-related issues in any detail.
24. Whilst the sector is very fluid in terms of its growth and impact on the broader policy agenda, the City Corporation is engaging in a number of both ongoing and specific actions in support of our own approach. These are listed as follows:
- 24.1 In relation to Innovate Finance, either through the work of their Advisory Council, or through EDO's day-to-day engagement with the Innovate Finance team, as well as the policy-strategy working group (on which a representative of EDO sits), the City Corporation will continue to:
- advocate that Innovate Finance develops a broader and more diverse governance structure from within, a structure that is not only representative of their membership but also of the wider fintech sector, both in London and across the UK;
 - act as a guarantor for the independence of Innovate Finance, both politically and from the Level 39 eco-system. This is particularly vital (and relevant) as the organisation enters its second year against the backdrop of a newly appointed Chief Executive for the organisation, renewal of membership subscriptions, and a new UK government;
 - continue to support the development of Innovate Finance's broader policy work, as well as acting as a steer for their regional strategy development. This will include the development of a research programme at Innovate Finance which we will engage with when appropriate to do so.

Ongoing activity.

24.2 City Corporation policy discussions re FinTech and follow-up actions, including potential research projects:

- The City Corporation will host a policy roundtable discussion with key business and institutional stakeholders on FinTech. Previous discussions have suggested digital currencies as a theme. Other suggestions – including those from the Government Office for Science - have indicated that the regulatory eco-system, or standards in the blockchain, would prove suitable themes for the City Corporation to convene. This activity also supports the outcomes of Sir Mark Walport’s “Blackett” review, published with the budget in March and yet to be enacted. Your Chairman will host the first such event later this month.

Proposed deadline: Summer 2015.

24.3 Supporting Innovate Finance’s parliamentary programme:

- The City Corporation co-ran an event “FinTech and the new parliament” in the House of Commons last month. This networking event was part of Innovate Finance’s FinTech week (timed to coincide with London Technology Week). The broad theme of this event was FinTech as a force for financial inclusion as well as broader economic growth.
- Our support for this event was also intended to cement an ongoing commitment to support the work of a secretariat for a potential APPG for FinTech, which we expect will be launched by parliamentary authorities in the Autumn. Innovate Finance was approached ahead of the general election to lead on this by various parliamentary stakeholders. We were also approached, albeit separately, to support this. We expect the group will be chaired by Mark Field or Adam Afyrie. Whilst Innovate Finance will lead on the content and technical support, our expertise in parliamentary matters will also be required. EDO will continue to work with the Remembrancer’s office to support this work.

Proposed deadline(s): October 2015; and ongoing

24.4 Member engagement and information:

- Recognising the increased importance of this sector to both Members and officials at the City Corporation, regular reporting back to those internal stakeholders will be established through the following channels: P&R Committee, ED/PR sub-committee, and EDCOG;

- Working with EDO colleagues in the Partnerships team, both Tech and FinTech will be allocated (separate) briefing sessions for Members from September 2015;
- EDO will continue to brief the your Chairman and other Members who have already identified themselves as having an interest in this sector.

Proposed deadline: October 2015

24.5 Ongoing external stakeholder engagement:

EDO will continue to reach out to those stakeholders listed above (and new ones) who may not necessarily have an interest in Innovate Finance per se, as part of our deepening role as an advocate for FinTech.

24.6 Ongoing promotion of the sector:

- EDO anticipates that interest in the sector, both within the UK and from overseas, will increase. For example, EDO has recently fielded enquiries from both colleagues in government and other stakeholders in the United States and Estonia, as well as (from a policy point of view) from Brussels (in particular, in relation to the Capital Markets Union consultation and crowdfunding).
- EDO will continue to respond as appropriate to such queries, engaging our Members (particular within the scope of visits programmes for both Lord Mayoral and Policy Chairman) and at an Officer level where appropriate.

24.7 Miscellaneous:

EDO will continue to respond to requests from stakeholders, both internal and external, to host events in support of FinTech, taking an overall view as to where such proposals bring value to this strategy.

Conclusion

The FinTech sector has the potential to be of huge significance to the City. It is intended this strategic approach to supporting the development of the FinTech sector will continue to demonstrate to both our Members and other stakeholders – in the City, in government, as well as others - that the City Corporation is helping to drive a major growth sector for the City, London and the UK, potentially enhancing and leading to future job creation and improving the City's – and London's – wider competitive position, especially vis à vis other emerging FinTech centres such as New York. Our support for Innovate Finance is also providing positive reputational benefits and is proving our ability to act as an integral partner in the development of the sector and an advocate for both its promotion and that policy development deemed necessary for its continued success.

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Committee: Policy and Resources	Date: 16 July 2015
Subject: Public Relations Office Activities Report, April - June 2015	Public
Report of: Director of Public Relations	For Information

Summary

This report updates Members on Public Relations Office activities since the report submitted to your Committee in April 2015. Activities in this report relate to the *Communications Strategy 2015-2018* and *Public Relations Office Business Plan 2015-16*; it covers the period April to June 2015.

Recommendation

The Committee is recommended to receive this report on Public Relations Office activities during the period April to June, 2015.

OVERVIEW

1. This report highlights the activities undertaken by the Public Relations Office in the period April to June 2015, in support of the organisation's medium-term communications objectives, as detailed respectively in the *Communications Strategy 2015-18* and the *Public Relations Office Business Plan 2015-16*, and new or enhanced areas of work not necessarily covered by the *Strategy/Plan*. The highlights of the quarter and the forthcoming plans are set out below. Fuller details are contained in the attached annex.

Media coverage

2. During this quarter, media coverage was exceptionally good with both principals reported in depth, both globally and locally, on issues relating to the City competitiveness (such as in Asia), our research, tall buildings, Europe, regulation and infrastructure. The speeches delivered by the Governor of the Bank of England and the Chancellor of the Exchequer at the Dinner to Bankers and Merchants at Mansion House in June (and can be seen on YouTube) were a key moment in

determining future City direction. There was substantial coverage also of the Lord Mayor that evening.

3. Among non-financial areas in which we are involved, our air-quality work was reported on the front page of the *London Evening Standard* and the Policy Chairman was reported throughout a *Times* feature on the importance of recruiting to City jobs from those outside the usual 'elite' pool.
4. Another key area of work has been on retraining all PRO teams on handling an extraordinary risk event and more work is due to be undertaken around this in the next quarter.

Work on new/social media

5. In respect of new media, we have migrated on the main @cityoflondon feed to a highly visual approach to reflect the changes in communication trends. Anyone now learning of the City of London Corporation will find plenty of authentic images of activity as we support business, residents, Londoners and the wider UK. Finally, we are now exploring ways in which we can talk to different segments of stakeholders using new media.

Political Contact Programme

6. Activity associated with the political contact programme was curtailed during the General Election campaign. Since the election, the City Corporation has engaged with relevant politicians on issues including financial services, London Government, the UK's relationship with the European Union, planning and education.
7. The City Corporation has had meetings or hosted roundtable discussions with the Trade Minister Lord Maude, the Communities and Local Government Secretary Greg Clark, the Planning Minister Brandon Lewis, the Shadow Chancellor Chris Leslie and the Shadow Europe Minister Pat McFadden.
8. Future activity in the current quarter is planned with the Chief Secretary to the Treasury Greg Hands, City Minister Harriet Baldwin, the Skills Minister Nick Boles, the Enterprise Minister Anna Soubry and the Shadow Business Secretary Chukka Umunna.

Publishing

9. The latest edition of Cityview magazine is due in July, with a spread on the specialist role of the City Police and the continuing issue of broadband coverage. The latest City Resident was published in June, including the City Police Talkback, with a new design and a new focus on local community activities. Discussions have begun on a new look for the annual performance summaries, covering City Fund, City's Cash and Bridge House Estates, with a view to making them more focused. Work has begun on the promotional material for this year's Lord Mayor's Show.
10. The web team will shortly be assisting new staff in Visitor Services in implementing changes to the Things To Do section of the website that will improve its use. A meeting has also been held with the Housing team in Community and Children's Services to plan significant improvements to their section of the site, which will involve a significant amount of work by the web team.

Public Relations Office working environment

11. The PR Office continues to work closely with the Economic Development Office, the Remembrancer's Department and Mansion House, as well as other Departments across the organisation, to ensure successful improved coordination of work. In addition, the PR Office works closely with EDO and Remembrancer's Department on political developments in the UK and EU, and their impact on the City.

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**PUBLIC RELATIONS OFFICE ACTIVITIES
APRIL – JUNE 2015**

1. Promoting and supporting London as the world’s leading international financial and business centre and attracting new business to the capital and the whole UK.

- 1.1 Future activity with this communications priority includes events with the Chief Secretary to the Treasury Greg Hands, the City Minister Harriet Baldwin, the Enterprise Minister Anna Soubry and the Shadow Chancellor Chris Leslie.
- 1.2 The Lord Mayor/Policy Chairman’s CityAM Monday columns are posted on the corporate Facebook page along with other issues of relevance to a City audience such as the latest Economic Research reports. The City of London infographics fact card has now been updated using a ‘Changing face of the City’ graphic supplied by Economic Development.
- 1.3 Media coverage in this area:
- [*The Telegraph*](#) published a letter from the Lord Mayor Alan Yarrow, on anti-capitalist sentiment and the valuable contributions of the financial services industry.
 - Extensive media coverage of Lord Mayor Alan Yarrow’s City of London business delegation visit to south-east Asia can be seen on the [*Adaderana News*](#) website, [*Lanka Business Online*](#), [*Daily Mirror*](#), [*Business Café*](#) website, [*Daily News*](#), [*Digatha News*](#), [*MetroTV News*](#), [*Okezone.com*](#), [*Detik Finance*](#), [*InfoBankNews.com*](#), [*Liputan6*](#), [*Inilah.com*](#), [*Metrobali.com*](#), [*Indonesia Stock Exchange news website*](#), [*Ministry of Finance \(Republic of Indonesia\) website*](#), [*OJK website*](#) and *New Straits Times* ([page 1](#) / [page 2](#)) [viewable internally], [*The Sunday Leader*](#), [*News LK*](#), [*Colomopage*](#), [*The Sunday Times*](#), [*Sri Lanka Ministry of Defence website*](#), [*Asian Tribune*](#), [*Education Times*](#), [*Sri Lanka Broadcasting Corporation*](#), [*Daily FT*](#), [*Lanka Business Online*](#), [*TNLRN News Radio*](#) and [*Ceylon Business Reporter*](#).

- Lord Mayor Alan Yarrow was quoted in [The Spectator](#) on the issue of the Hounslow trader, the City's reputation and CSR in the City.
- [The Diplomat](#) magazine featured an interview with Lord Mayor Alan Yarrow about the international role of the Lord Mayor. (Viewable internally only).
- The Bankers' Dinner at the Mansion House was covered on a range of broadcast media, including *Sky News*. Lord Mayor Alan Yarrow's speech was featured on the City of London's [YouTube](#) channel and it was also previewed by [CityAM](#). Images of the Bankers' Dinner could be found, amongst others, in the [New York Times](#), the [Independent](#) and the [Daily Telegraph](#). Widespread mention of the speeches at The Mansion House can also be found using [Google News](#) search.
- The Lord Mayor had letters published in the [Financial Times](#) on whistleblowing, and the *London Evening Standard* on banking reform.
- Policy Chairman Mark Boleat was interviewed in [The Times](#) about the social mobility report and the need for top firms to hire outside a narrow academic bracket. (Viewable internally or [online](#) via subscription). This story was trailed in [CityAM](#). The Policy Chairman was also interviewed about the report on [BBC London 94.9](#) drive time show (segment starts around 20 minutes in) and he was quoted in the [Daily Mail Online](#), [Sky News](#), [Evening Standard](#), [Reuters](#), [ITV news](#), [LBC](#), [EuroNews](#), [Economia](#), [Belfast Telegraph](#) and various local and regional papers, about the new report that shows working class young people are being systemically 'locked out of top jobs'.
- Policy Chairman Mark Boleat was quoted in [People's Daily](#), [China Central Television](#) [skip to 0:22-0:42 and 1:46-2:02], [Economic Information China Business News](#), [Xinhua](#), [Mirror Evening](#) and [21st Century Business Herald](#) on the UK's plan of joining, as a founding member, of China-led Asian Infrastructure Investment Bank.
- The City of London Corporation's new report "The Future of the City's Economy" was covered by [Reuters](#), [The Times](#) [internal only],

[Bloomberg](#), [CityAM \[front page\]](#), [the Daily Telegraph](#), [Yahoo Finance](#), [The West Australian](#), [The Irish Times](#), [the Shropshire Star](#), [Die Welt](#), [The Fiscal Times](#), [City AM](#), [Relocate](#) magazine, [Western Daily Press](#), [Bdaily](#), [Business Reporter](#), [Hospodarske Noviny](#) and the [Straits Times](#). Policy Chairman Mark Boleat is quoted.

- Jon Averts, the City of London Corporation's Public Protection Director, and Detective Inspector Teresa Russell, from the City of London Police, were interviewed by [Bloomberg News](#) about London 'boiler room' investment fraud. The interview also featured in the [Sydney Morning Herald](#).

2. Working in partnerships with local communities to increase skills and opportunities for all Londoners, including through the City Bridge Trust

2.1 The Communities and Local Government Secretary Greg Clark attended a dinner marking the 50th anniversary of the London Boroughs. Future activity in this area is planned with the Skills Minister Nick Boles and the Employment Minister Priti Patel.

2.2 The *Working Together* publication, bringing together case studies from the website, has now been published. It will be available at specific and appropriate events to inform audiences of the organisation's work in this area. A marketing programme has also been developed to raise awareness of the online case studies for the young people in similar circumstances to those featured. A new fact card using infographics to illustrate this area of work is due to be published in the coming months.

2.3 Media coverage for this communications priority included:

- Lord Mayor Alan Yarrow's visit to New Spitalfields Market was featured in [Fresh Produce Journal](#) and [Waltham Forest Guardian](#). The Lord Mayor is quoted and pictured in the articles.

- [City AM](#) published a letter from Policy Chairman Mark Boleat on London's broadband [viewable internally only].

- [The Evening Standard](#) featured a letter from Policy Chairman Mark Boleat on providing jobs for young people in the Square Mile and the rise of graduates using private tuition to secure these jobs.
- Catherine McGuinness, Chair of the Education Board at the City of London Corporation, wrote for [Telegraph Education Online](#) about how increased collaboration will help address the shortage of primary school places.
- Mark Emmerson, principal of the City Academy, Hackney was interviewed for the [Guardian](#) about the School's recent success in the league tables. City of London Corporation was mentioned as a sponsor.
- A City Bridge Trust grant to Action for Stammering Children was featured in disability magazine, [Education for Everybody](#). City Bridge Trust Chairman, Jeremy Mayhew was quoted and the City of London Corporation was mentioned.
- [Crimewatch Roadshow](#) (BBC One) was broadcast 'live' on Tuesday, 16 June from Heathrow Animal Reception Centre to highlight the work of the Centre's team of animal handlers and the UK Border Force.
- The City of London Corporation's City 'Toilet Finder' app was reported in the [London Evening Standard](#) on 10 June.

3. Enhancing the capital as a hub of culture, history and green spaces for Londoners – residents, workers and visitors

- 3.1 A number of activities associated with the 800th anniversary of the sealing of Magna Carta have occurred in this period including major events at the Temple and Runnymede.
- 3.2 A 'fact card' is now available using infographics based around statistics of the organisation's involvement in the areas of culture, heritage and green spaces. The summer edition of *Cityview* magazine will include the usual features on the Barbican and Museum of London bus also on the wider work of the Barbican and Guildhall School in reaching audiences outside the City, especially in East London.

3.3 Media coverage for this communications priority included:

- Grayson Perry, the Turner Prize-winning artist and broadcaster, was pictured in *The Independent*, shortly after receiving the Freedom of the City of London for his outstanding contribution to contemporary art. The story was also reported by *the Guardian* and *Metro* on 23 April. [links not available]
- City of London Corporation Public Protection Director Jon Averns was interviewed in the [Financial Times](#) on London's fight against air pollution. The story also ran in [London Loves Business](#). City Corporation Environmental Health Policy Officer Ruth Calderwood was also interviewed by [BBC London News \[skip to 03:40\]](#) in a wider piece on the same issue. The item featured a demonstration of the City Corporation's City Air app by King's College air quality expert Andrew Grieve.
- Geoff Pick, Director of London Metropolitan Archives, was interviewed and photographed by *The Times* ('[King John's desperate bribe to City](#)', 15 May) in Guildhall Art Gallery, with the 1215 King John Mayoral Charter, ahead of a commemorative 800th anniversary event at Middle Temple. [viewable via subscription].
- John Tomlinson, Deputy Chairman of the City of London's Port Health and Environmental Services Committee, wrote to the *London Evening Standard* about the City of London's efforts to improve air quality, including banning idling engines and introducing a 20mph speed limit.
- On 16 June, [The Times](#) and [Evening Standard](#) speculated on possible locations for the proposed new Centre for Music in London. On 11 June, Jack Malvern from *The Times* reported that a new "[world-class concert hall](#)" (but more precisely, a Centre for Music) in the Square Mile is expected to be built on the current site of the Museum of London, and that the Museum of London wants to move to the site of the derelict Smithfield General Market buildings. The piece references the City's cultural hub, Barbican Centre, London Symphony Orchestra and Guildhall School of Music and Drama. [viewable via subscription]

- The [Daily Telegraph](#) included a major feature about the City's green spaces on 9 June. The City of London Corporation is mentioned. [viewable internally]
- Reports of a fatality at Hampstead Heath's Men's Pond appeared in the [Guardian](#), [Evening Standard](#), [BBC London News](#), [ITV London News](#), [Ham&High](#), [Camden New Journal](#), [Jewish Chronicle](#). Bob Warnock, Superintendent at Hampstead Heath, was interviewed on [BBC London News](#) [skip to 17:40] and [London Live](#) [link not available] on the dangers of swimming unsupervised in open water. Further coverage appeared in the London [Evening Standard](#), [Ham&High](#), [Camden New Journal](#), [The Times](#) [subscription only] and the [Daily Telegraph](#).
- On 2 June, the [London Evening Standard](#) ran a piece about the City of London's 1297 Magna Carta, following a private view with Geoff Pick, Director of the London Metropolitan Archives, Lord Igor Judge, former Lord Chief Justice of England and Wales and the Rt Revd and Rt Hon Richard Chartres, Bishop of London. [link unavailable]
- On 1 June, the [Guardian](#) reviewed 'Left-Handed Liberty', a 1960s [City of London Corporation](#) commissioned play on the Magna Carta. BBC Radio 3's [Sunday Feature](#) took a more in-depth look at the play. The City of London Corporation was mentioned in a [Guardian](#) review of the play 'Temple', about Occupy London's 2011 encampment at St Paul's Cathedral, at the Donmar Warehouse and starring award-winning actor and Guildhall School graduate, Simon Russell Beale.

4. Other PRO activities/updates

4.1 'Embedding Communications'

Director of Public Relations has organised individual meetings, from May to July, with Chief Officers across the City Corporation to discuss how to extend and enhance the embedding of communications across the organisation in order to improve the implementation of the *Communications Strategy*.

4.2 Online

The results of the Customer Carewords project, to focus website content and effort in those areas most wanted by users, are due for review at Board level. ‘Quick wins’ in terms of content provision and better signposting will be carried out as part of ongoing work this year. In addition to the work carried out to meet SOCITM standards, the results of the Shaw Trust audit are being addressed to ensure the website complies with accessibility legislation. A series of workshops have been held with social media users to share best practice and encourage communication across feeds. An Insight Lunch has been held to help people take better pictures using smartphones and upload them to social media platforms.

4.3 Events

Redriff school welcome – April 13

On 13 April, the teachers and governors of the Redriff School were hosted at the City of London. The event marked the establishment of the multi academy trust and welcomed Redriff into the City Schools family as part of the City of London Academy Southwark. Governors and staff were given a tour of the Guildhall and Amphitheatre and were provided with a networking opportunity hosted by the Policy Chairman.

The City also hosted a thank you reception on 12 May for the staff, teachers and governors at the City of London School for Girls to mark their recent ‘outstanding’ Ofsted results.

Magna Carta events at Temple – May 14

On Thursday 14 May 2015, the Treasurers of Inner and Middle Temple, The Rt Hon Lord Justice Moore-Bick and Stephen Hockman QC, and the Rt Hon The Lord Mayor, Alderman Alan Yarrow, jointly hosted a special celebration to mark the 800th anniversary of the City Charter. Members and Officers attended a choral Evensong followed by an evening reception and dinner to celebrate the 1215 issue of the London Charter from Temple Church.

Seminar, reception and dinner to mark the 50th anniversary of the London Boroughs – May 20

On 20 May, the City of London hosted a seminar, reception and dinner to mark the 50th anniversary of the formation of the London Boroughs. Over 300 guests from London boroughs, London Councils, politicians and academics attended to hear Professor Tony Travers from the London

School of Economics give a keynote speech on the significance of the anniversary in shaping London today. The lecture was accompanied by an associated publication which was given to all attending guests. Dame Tessa Jowell, the Mayor of London and the new Communities and Local Government Secretary attended the reception and the latter joined the Policy Chairman for a private dinner jointly hosted by London Councils Chair Mayor Jules Pipe.

4.4 **Filming**

Filming activity in the months April – June has been largely dominated by the next James Bond film, which has carried out large scale driving scenes in the City and is still continuing to come back to reshoot several times over. The Bond production has spent large sums of money hiring out parking bays and closing roads after working hours. Over the last two or three months requests for drones for the purposes of filming has increased greatly throughout central London and the Film Team have been attending frequent demonstrations and debates on the issue with the aim, as with other central London authorities, of putting a proposal to Members soon regarding their use in the City for filming. Impending large productions looking to come to the City include the next Bridget Jones Film and the next Bourne film, both looking to film extensively this autumn.

4.5 **Internal communications**

PRO continues to coordinate internal communications activities across the City Corporation. This has included continuing communications around the Service Based Reviews, the Prevent/Channel (radicalisation intervention), the Wellbeing initiative and the Diversity networks. The Town Clerk's bulletin has been refreshed and an 'opportunity outline' for possible improvements to the intranet is being written.

4.6 **Database**

A systematic mapping exercise examining current and potential needs from the CRM database for user departments is currently being undertaken. The annual ward surveys for the City Occupiers' Database are progressing with nineteen wards being completed thus far.

4.7 **Think tank engagement**

The City Corporation has engaged with a wide range of think tanks in this period. These have included the Centre for London, Policy Exchange (via Capital City Foundation), CentreForum, Reform, the IPPR, Policy Network, the Centre for Policy Studies and the Institute of Economic Affairs.

Committee(s) Policy and Resources	Dated: 16 July 2015
Subject: Appointment of City of London Corporation Governor to the Board of Governors of the Museum of London	Public
Report of: Town Clerk	For Decision

Summary

This report sets out the background to the appointment of external candidates to the Board of Governors of the Museum of London and recommends the reappointment of Sir Steve Bullock as the London Councils-nominee to the Board for a further two year term ending 15 July 2017.

Recommendation(s)

- Members are asked to appoint Sir Steve Bullock to the Board of Governors of the Museum of London for a term of two years, expiring 15 July 2017.

Main Report

Background

1. Under the provisions of the Greater London Authority Act 2007, the Greater London Authority and the City of London both appoint nine Governors to the Board of Governors of the Museum of London. Of the City's nine appointments, six are elected by the Court of Common Council and three are external appointments. One of the external appointments is made available to London Councils to make a nomination.
2. The Court of Common Council has delegated authority to the Policy and Resources Committee to appoint external candidates to the Board of Governors of the Museum of London. External candidates appointed to the Board of Governors by the City of London Corporation are typically appointed to two-year terms.

Current Position

3. Sir Steve Bullock has completed two terms as the London Councils-nominee to the Board of Governors of the Museum of London. His second term commenced in 2013 and came to an end this year.
4. The Town Clerk has consulted with the Chairman of the Board of Governors, the Director of the Museum, and Sir Steve Bullock, to confirm that they each wish for him to be appointed for a further term. All three parties are content with for him to do so.

5. The Town Clerk has further consulted with London Councils to confirm they wish to retain Sir Steve as their nominated candidate to the Board of Governors and they too have confirmed they are content.
6. Sir Steve is the first directly elected mayor of the London Borough of Lewisham (2002) having previously served as a councillor in the borough since 1982. During his 20 years as councillor Sir Steve served as Chairman of the borough's Finance and Leisure Committees, as Deputy Leader, and finally as Leader of the Council. He is currently also Deputy Leader of the Local Government Association Labour Group and was knighted in 2007.
7. During his recent term as Governor of the Museum of London Sir Steve has played a full part in Board meetings and has an excellent rate of attendance. He also served on the Board's Audit and Risk Management Committee.

Corporate & Strategic Implications

8. London Councils, the Chairman of the Board of Governors of the Museum of London, and the Director of the Museum of London have been consulted on the proposal to appoint Sir Steve Bullock for a further two year term, ending 15 July 2017.

Conclusion

9. A vacancy has arisen on the Board of Governors of the Museum of London for a London Councils nominee, who requires appointment by the City of London Corporation's Policy Committee. Following consultation with relevant parties it is recommended that the incumbent, Sir Steve Bullock, be appointed for a further two year term.

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Barriers to Standing for Common Council

Introduction

1. Members have asked that consideration be given as to whether there are any barriers which deter people from standing for election to Common Council particularly as there appeared to be no shortage of candidates coming forward.
2. It was suggested that a paper looking at the factors which might influence potential candidates should be considered.

Qualifications

3. The qualifications for the office of Common Councilman are similar to that of local authorities with one exception, namely, that a person standing must also be a Freeman of the City of London. The granting of this for candidates (or any person on the Ward list) is a straightforward process which the City Corporation facilitates, is expedient, and for which there is no fee. Notwithstanding this some people might perceive it as an additional hurdle to undertaking their civic duties and there is a marginal reputation risk.

Nomination

4. Providing an individual meets the qualifying criteria he or she then needs to secure the agreement of the relevant number of nominators. In local authorities 10 signatories from electors registered in the ward are required. However, only 5 signatures need to be secured from within the ward to stand as a Common Councilman (the proposer, seconder and three assenters).

Time Commitment

5. The amount of time spent on civic duties largely depends on the extent to which the individual wishes to get involved and the commitments taken on i.e. the number of committees, Court meetings, committee visits and ceremonial events attended as well as whether any senior position is pursued. An elected Member's role usually includes the following:-
 - Ward representation
 - Decision-making
 - Developing and reviewing corporate policy
 - Regulatory, quasi-judicial and statutory duties
 - Community leadership and engagement

6. In addition to any Ward activities and responsibilities, the commitment to being a Common Councilman could typically be to attend the Court meetings (of which there are nine), and service on, say, two committees, totalling approximately 40 hours each year. This does not include the time required for reading, travel or visits. Attendance at civic events is a matter for the individual.

Timing of Meetings

7. Members have favoured day-time meetings. Previously this was linked to the fact that due to the location of Guildhall in the City a large proportion of Members were able to fulfil both their professional and elected-representative roles during the daytime without having to compromise on one or the other. Some Members live and work in the City so there is flexibility to visit the Guildhall during the day. Those Members who do not live/work in the City, have said previously that they prefer to visit the Guildhall during the daytime for meetings rather than in the evening.
8. A survey of Members on the timing of meetings was last undertaken as part of the review of the City Corporation's governance arrangements in 2010/11. At that time the majority of the Members who responded favoured the current arrangements. Of those Members who did favour a change, there was no common view on the sort of change that would be appropriate.
9. To support Members and enable them to fulfil their role as elected representatives elsewhere in London local government, it is common practice for meetings to be scheduled during the evening, rather than during the day.
10. It is worth noting that a proportion of the Court's membership has changed since Members were last consulted. 35 new Members have joined the Court during the last 4 years, two of whom served on a previous occasion. With the three vacancies shortly to be filled, this represents approximately 30% of change.

Potential Financial cost of Participation

11. As elsewhere, there is no charge to stand as a candidate for election but there is a cost associated with running an election campaign. There is a limit to how much can be spent (or reclaimed) and currently in the City this is £266 plus 5.2p per eligible elector in the ward.
12. Unlike elsewhere in local government the City Corporation does not remunerate its Members. This could be viewed as a deterrent to people standing. However Members of the Court have taken a firm view that Members' should not be paid.

13. We do not pay Members expenses, with one exception, namely, expenses for travel which are incurred when traveling from Guildhall on City Corporation business. The cost of travel from home to Guildhall is not covered. Members holding specific positions can also claim for the cost of providing hospitality. Some City Corporation activities start early and/or finish quite late e.g. visits to the Markets or formal ceremonial events. For some individuals this might require an overnight stay for which there is no cost. Potentially there is also the cost associated with the evening dress required for formal events.
14. Members are provided with IT and communication equipment to support them in their work. However, if personal equipment is used there is a mechanism for Members to be reimbursed for City Corporation business expenditure.

Employer Buy-in

15. Employers are required by law to allow employees a reasonable amount of time to undertake the duties of an elected Member. However the actual amount of time given is usually dependent on the effect an absence has on an employers' business. To some extent a lack of understanding by the employer of what is involved when an employee undertakes these duties can also have an impact. This is an area that was identified by Members as one which might benefit from improvement.

Loss of Pay

16. Whilst employers are required to allow employees a reasonable amount of time to undertake civic duties they are not required to pay employees for time spent away from work. To assist with this possible loss the City Corporation operates a Financial Loss Scheme which is based on the scheme operated by the Courts Service for magistrates. All Members are entitled to apply. To qualify for the City Corporation's Scheme there is an income limit of £50,000 and applicants are required to submit documentary evidence of loss.

Lack of Information

17. The lack of available information about the role of councillor and expected commitment could possibly prevent an individual from standing. The Local Government Association (LGA's) has a dedicated website which encourages people to become councillors and provides them with some guidance on what is expected and what to do. Information is also available on central government's website. The City Corporation's website contains details of the qualifications required to serve as an elected Member but it does not contain information on how to go about it. For this reason a number of local authority websites also contain a direct link to the LGA's "Be a Councillor" site.

Childcare

18. There is no scheme offering assistance with this.

Other Considerations

19. The City has very diverse communities, both for its resident population and the workforce. The census taken in 2011 showed that 33% of the City's workforce are foreign born, 60% are male and 55% fall into an age bracket of between 25-39 years. For residents 36% are foreign born, 55% are male and 48 % fall into an age bracket between 22-45 years. Members may wish to address the question of whether they believe the Court of Common Council to be representative of all the constituent parts of the City and, if not, whether this might also act as a barrier.

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of the Local Government Act 1972.

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