



## Guildhall Improvement Committee

**Date:** TUESDAY, 5 NOVEMBER 2013  
**Time:** 1.45pm  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Sir Michael Snyder, Chairman  
Mark Boleat, Deputy Chairman  
(Ex-Officio Member)  
Ray Catt (Ex-Officio Member)  
Roger Chadwick (Ex-Officio  
Member)

Deputy Catherine McGuinness (Ex-  
Officio Member)  
Deputy John Owen-Ward (Ex-Officio  
Member)

**Enquiries:** Jacqui Daniels  
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[jacqui.daniels@cityoflondon.gov.uk](mailto:jacqui.daniels@cityoflondon.gov.uk)

Lunch will be served in Guildhall Club at 1pm

**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 agree the public minutes of the meeting held on 26 June 2013.  
**For Decision**  
(Pages 1 - 4)
4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE.**
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.**
6. **EXCLUSION OF THE PUBLIC**  
MOTION – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act.

## Part 2 – Non-Public Agenda

7. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 26 June 2013.  
**For Decision**  
(Pages 5 - 6)
8. **PROGRESS OF GUILDHALL IMPROVEMENT PROJECT RELATED WORKS BEING UNDERTAKEN BY THE CITY SURVEYOR - UPDATE**  
Report of the City Surveyor.  
**For Decision**  
(Pages 7 - 10)
9. **ACTION TAKEN UNDER DELEGATED AUTHORITY**  
Report of the Town Clerk.  
**For Decision**  
(Pages 11 - 12)
10. **PROJECT DIRECTOR'S REPORT**  
A report of the Project Director – As with previous reports, items to note or for decision will be highlighted in ***bold italic***.  
**For Decision**  
(Pages 13 - 20)

11. **MAIN CONTRACT DISPUTES STRATEGY**

Joint report of the Chamberlain and the Comptroller and City Solicitor.

**For Decision**  
(Pages 21 - 22)

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

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

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# Agenda Item 3

## GUILDHALL IMPROVEMENT COMMITTEE Wednesday, 26 June 2013

Minutes of the meeting of the Guildhall Improvement Committee held at Committee Room 1 - 2nd Floor West Wing, Guildhall on Wednesday, 26 June 2013 at 1.45 pm

### Present

#### Members:

Ray Catt (Ex-Officio Member)  
Roger Chadwick (Ex-Officio Member)  
Deputy Catherine McGuinness (Ex-Officio Member)  
Deputy John Owen-Ward (Ex-Officio Member) (In the Chair)  
Deputy Sir Michael Snyder

#### Officers:

Jacky Compton	-	Committee & Member Services Officer
Angela Roach	-	Policy Manager
Chris Bilsland	-	Chamberlain
Kate Limna	-	Chamberlain's Department
Peter Bennett	-	City Surveyor
Richard Litherland	-	City Surveyor's Department
Richard Jeffrey	-	Comptroller & City Solicitor's Department

#### Also Present:

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Alan Moore, Project Director	-	Trench Farrow
Graham Grabski	-	Northcroft
Mike Doyle	-	TP Bennett
An External Legal Advisor		

#### 1. APOLOGIES

Apologies for absence were received from Mark Boleat.

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

There were none.

#### 3. ORDER OF THE COURT OF COMMON COUNCIL.

The Order of the Court of Common Council of 25 April 2013 appointing the Committee and approving its Terms of Reference was received.

#### 4. ELECTION OF CHAIRMAN

Members proceeded to elect a Chairman in accordance with Standing Order No. 29. A list of Members eligible to serve was read by the Town Clerk and one Member, Sir Michael Snyder, expressed his willingness to serve.

**RESOLVED** – That Sir Michael Snyder be elected Chairman of the Committee for the ensuing year.

Whereupon, Sir Michael Snyder took the Chair.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. A list of Members eligible to serve was read by the Town Clerk and reported that, in his absence one Member, Mark Boleat, had expressed his willingness to serve.

**RESOLVED** – That Mark Boleat be elected Deputy Chairman of the Committee for the ensuing year.

6. **MINUTES OF PREVIOUS MEETING**

The public minutes and summary of the meeting held on 12 December 2012 were approved.

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

There were no questions.

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

There were no urgent items.

9. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part1 of schedule 12A of the Local Government Act as follows:-

Item No	Exemption Paragraph
10 – 14	3

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 12 December 2012 were approved.

11. **ACTION TAKEN UNDER DELEGATED AUTHORITY**

A report of the Town Clerk reporting action taken under delegated authority was received.

12. **PROGRESS OF GUILDHALL IMPROVEMENT PROJECT RELATED WORKS BEING UNDERTAKEN BY THE CITY SURVEYOR - UPDATE**

A report of the City Surveyor was considered and the recommendations in the report were agreed.

13. **PROJECT DIRECTOR'S REPORT**

A report of the Project Director was approved.

**14. MAIN CONTRACT DISPUTES STRATEGY**

A joint report of the Chamberlain and the Comptroller and City Solicitor was approved.

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

There were no questions.

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

There were no urgent items.

**The meeting ended at 2.20 pm**

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Chairman

**Contact Officer: Jacky Compton  
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# Agenda Item 7

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Agenda Item 8

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# Agenda Item 9

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# Agenda Item 10

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# Agenda Item 11

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