



Investment Committee

Date: WEDNESDAY, 25 MAY 2016
Time: 10.30 am
Venue: COMMITTEE ROOMS - WEST WING, GUILDHALL

Members: Nicholas Bensted-Smith
Keith Bottomley
Deputy Michael Cassidy
Deputy John Chapman
Henry Colthurst
Simon Duckworth
George Gillon
Deputy Brian Harris
Alderman Robert Howard
Clare James
Andrew McMurtrie
Deputy Henry Pollard
Ian Seaton
Philip Woodhouse
Mark Boleat (Ex-Officio Member)
Deputy Catherine McGuinness (Ex-Officio Member)
Jeremy Mayhew (Ex-Officio Member)
Deputy Roger Chadwick (Ex-Officio Member)

Vacancies x 8 (To be appointed at the Policy & Resources Committee meeting on 19th May 2016)

Enquiries: Philippa Sewell
tel. no.: 020 7332 1426
philippa.sewell@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio or video 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. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council, 21 April 2016.
For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order 29.
For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order 30.
For Decision
6. **MINUTES OF THE PREVIOUS MEETING**
To agree the public minutes and non-public summary of the meeting held on 20 January 2016.
For Decision
(Pages 3 - 6)
7. **RECOMMENDATION OF THE HEARING SUB (STANDARDS COMMITTEE)**
Report of the Town Clerk.
For Decision
(Pages 7 - 10)
8. **APPOINTMENT OF THE BOARDS AND FREQUENCY OF MEETINGS**
Report of the Town Clerk.
For Decision
(Pages 11 - 20)
9. **MINUTES OF THE FINANCIAL INVESTMENT BOARD**
To note the draft public minutes and non-public summary of the meeting held on 4 February 2016.
For Information
(Pages 21 - 24)
10. **MINUTES OF THE PROPERTY INVESTMENT BOARD**
To note the public minutes and non-public summaries of the meetings held on 13 January, 10 February, 9 March and 13 April 2016 (draft).
For Information
(Pages 25 - 40)

11. **MINUTES OF THE SOCIAL INVESTMENT BOARD**
To note the draft public minutes and non-public summary of the meeting held on 1 March 2016.
For Information
(Pages 41 - 44)
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
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.

Part 2 - Non-Public Agenda

15. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**
To agree the non-public minutes of the meeting held on 20 January 2016.
For Decision
(Pages 45 - 46)
16. **NON-PUBLIC MINUTES OF THE FINANCIAL INVESTMENT BOARD**
To note the draft non-public minutes of the meeting held on 4 February 2016.
For Information
(Pages 47 - 48)
17. **NON-PUBLIC MINUTES OF THE PROPERTY INVESTMENT BOARD**
To note the non-public minutes of the meetings held on 13 January, 10 February, 9 March and 13 April 2016 (draft).
For Information
(Pages 49 - 76)
18. **NON-PUBLIC MINUTES OF THE SOCIAL INVESTMENT BOARD**
To note the draft non-public minutes of the meeting held on 1 March 2016.
For Information
(Pages 77 - 80)
19. **REVIEW OF CASH BALANCES**
Report of the Chamberlain.

This report will also be considered by the Finance Committee on 7 June 2016 and Resources Allocation Sub Committee on 7 July 2016.

For Information
(Pages 81 - 88)

20. **UPDATE OF FINANCIAL INVESTMENT BOARD ACTIVITIES 2015/16**

Report of the Chamberlain.

For Information

(Pages 89 - 102)

21. **UPDATE OF THE SOCIAL INVESTMENT BOARD**

Report of the Chief Grants Officer.

For Information

(Pages 103 - 108)

22. **NON-PUBLIC 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**

MOUNTEVANS, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 21st April 2016, doth hereby appoint the following Committee until the first meeting of the Court in April, 2017.
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INVESTMENT COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- 14 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- eight Members nominated by the Policy & Resources Committee
- the Chairman and a Deputy Chairman of the Policy & Resources Committee (ex-officio)
- the Chairman and Deputy Chairman of the Finance Committee (ex-officio)

2. **Quorum**

The quorum consists of any seven Members.

3. **Membership 2016/17**

- 6 (4) Simon D'Olier Duckworth, O.B.E., D.L.
- 6 (4) Brian Nicholas Harris, Deputy
- 4 (4) Robert Picton Seymour Howard, Alderman
- 6 (4) James Henry George Pollard, Deputy
- 6 (3) Michael John Cassidy, C.B.E., Deputy
- 3 (3) John Douglas Chapman, Deputy
- 6 (3) Ian Christopher Norman Seaton
- 4 (2) Henry Nicholas Almroth Colthurst
- 6 (2) George Marr Flemington Gillon
- 4 (2) Andrew Stratton McMurtrie, J.P.
- 2 (2) Philip John Woodhouse
- 1 (1) Keith David Forbes Bottomley
- 1 (1) Ann Holmes
- 5 (1) Clare James

together with the Members referred to in paragraph 1..

4. **Terms of Reference**

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

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

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

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INVESTMENT COMMITTEE

Wednesday, 20 January 2016

Minutes of the meeting of the Investment Committee held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy Alastair Moss (Deputy Chairman)	Andrew McMurtrie
Nicholas Bensted-Smith	Dhruv Patel
Chris Boden	James de Sausmarez
Deputy John Chapman	Ian Seaton
George Gillon	Tom Sleigh
Deputy Brian Harris	Philip Woodhouse
Alderman Robert Howard	Deputy Roger Chadwick (Ex-Officio Member)
Michael Hudson	Jeremy Mayhew (Ex-Officio Member)
Clare James	Deputy Catherine McGuinness (Ex-Officio Member)

Officers:

Philippa Sewell	- Town Clerk's Department
David Arnold	- Town Clerk's Department
Caroline Al-Beyerty	- Chamberlain's Department
Kate Limna	- Chamberlain's Department
Peter Bennett	- City Surveyor
Nicholas Gill	- City Surveyor's Department
David Farnsworth	- Chief Grants Officer

1. APOLOGIES

Apologies were received from Henry Colthurst, Alderman Peter Hewitt, Tom Hoffman, Ann Holmes and Deputy Henry Pollard.

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

There were no declarations.

3. ELECTION OF CHAIRMAN

Members were invited to elect a Chairman in accordance with Standing Order 29. A list of Members eligible to stand was read out and Deputy Alastair Moss, being the only Member indicating his willingness to serve, was declared to have been elected for the ensuing year.

Thanks were extended to the outgoing Chairman, Alderman Robert Howard, for his term as Chairmanship.

4. ELECTION OF DEPUTY CHAIRMAN

Members were invited to elect a Chairman in accordance with Standing Order 30. A list of Members eligible to stand was read out and Andrew McMurtrie,

being the only Member indicating his willingness to serve, was declared to have been elected for the ensuing year.

5. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED - That the public minutes and non-public summary of the meeting held on 14 May 2015 be approved as an accurate record.

6. **MINUTES OF THE FINANCIAL INVESTMENT BOARD**

In response to a Member's query, the Chamberlain advised that a report had been received by the Financial and Property Investment Boards regarding the possibility to invest Pension Fund monies in property, but further complications had arisen due to the government's reform of the approach to the investment of LGPS assets in England and Wales.

RESOLVED - That the public minutes and non-public summaries of the Financial Investment Board meetings held on 27 May, 2 July, 9 September, 29 October and 8 December 2015 be noted.

7. **MINUTES OF THE PROPERTY INVESTMENT BOARD**

RESOLVED - That the public minutes and non-public summaries of the Property Investment Board meetings held on 20 May, 17 June, 22 July, 16 September, 14 October, 11 November and 9 December 2015 be noted.

8. **MINUTES OF THE SOCIAL INVESTMENT BOARD**

RESOLVED - That the public minutes and non-public summaries of the Social Investment Board meetings held on 3 June, 18 September and 7 December 2015 be noted.

9. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY AND URGENCY PROCEDURES**

The Committee received a report of the Town Clerk detailing one decision taken under urgency appointing James de Sausmarez to the Financial Investment Board and Ann Holmes to the Property Investment Board. The Committee noted the report, and approved the appointment of Alderman Robert Howard to the Financial Investment Board.

RESOLVED – That the report be noted and Alderman Robert Howard be appointed to the Financial Investment Board.

10. **ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE**

The Committee considered a report of the Town Clerk which requested the Committee to conduct their annual review of the Committee's Terms of Reference. The Town Clerk clarified that there was an error on the written report, and that no changes were being recommended.

Members discussed the current co-option arrangements, and the Town Clerk undertook to review the current procedure for Members' consideration at the next Investment Committee meeting.

RESOLVED – That:

- a) the Terms of Reference be approved; and

- b) the Town Clerk review the current co-option arrangements for the three Boards.

11. CO-OPTIONS TO THE PROPERTY AND SOCIAL INVESTMENT BOARDS

The Committee received a report of the Town Clerk detailing one co-option to the Social Investment Board, and four co-options to the Property Investment Board.

RESOLVED – That the report be noted.

12. RECRUITMENT PROCESS FOR THE CITY SURVEYOR

The Committee received a report of the Director of Human Resources regarding the recruitment process for the City Surveyor. Members noted that the Chairman and Deputy Chairman of the Property Investment Board were on the Appointment Panel.

RESOLVED – That the report be noted.

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

There were no questions.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

15. EXCLUSION OF THE PUBLIC

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

Item No.	Paragraph(s) in Schedule 12A
16-25	3
26-27	-

16. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

RESOLVED - That the non-public minutes of the meeting held on 14 May 2015 be approved as an accurate record.

17. NON-PUBLIC MINUTES OF THE FINANCIAL INVESTMENT BOARD

RESOLVED - That the non-public minutes of the Financial Investment Board meetings held on 27 May, 2 July, 9 September, 29 October and 8 December 2015 be noted.

18. NON-PUBLIC MINUTES OF THE PROPERTY INVESTMENT BOARD

RESOLVED - That the non-public minutes of the Property Investment Board meetings held on 20 May, 17 June, 22 July, 16 September, 14 October, 11 November and 9 December 2015 be noted.

19. NON-PUBLIC MINUTES OF THE SOCIAL INVESTMENT BOARD

RESOLVED - That the non-public minutes of the Social Investment Board meetings held on 3 June, 18 September and 7 December 2015 be noted.

20. **INVESTMENTS PERFORMANCE MONITORING TO 30 SEPTEMBER 2015**
The Committee received a report of the Chamberlain.

RESOLVED – That the report be noted.

21. **STRATEGIC PROPERTY ESTATE - UPDATE**
The Committee received a report of the City Surveyor.

RESOLVED – That the report be noted.

22. **CITY'S ESTATE STRATEGIC REVIEW**
The Committee received a report of the City Surveyor.

RESOLVED – That the report be noted.

23. **CITY FUND STRATEGIC REVIEW**
The Committee received a report of the City Surveyor.

RESOLVED – That the report be noted.

24. **BRIDGE HOUSE ESTATES STRATEGIC REVIEW ANNUAL UPDATE**
The Committee received a report of the City Surveyor.

RESOLVED – That the report be noted.

25. **UPDATE OF THE SOCIAL INVESTMENT BOARD**
The Committee received a report of the Chief Grants Officer.

RESOLVED – That the report be noted.

26. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no non-public questions.

27. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting closed at 2.10 pm

Chairman

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Committee:	Date:
Investment Committee	25 May 2016
Subject: Recommendation of the Hearing Sub (Standards Committee)	Public
Report of: Town Clerk	For Decision
<p style="text-align: center;"><u>Summary</u></p> <p>This report presents to the Investment Committee the history of a complaint made by City Corporation employee Mr Leighton McDonnell against elected Member of the City Corporation, Deputy John Chapman. As the appointing body for the Property Investment Board, it is now for the Investment Committee to note sanction (b) and determine whether or not they feel it appropriate to discharge Deputy John Chapman from his membership of the Property Investment Board for a period of twelve months as per the recommendation of both the Hearing and Appeal Sub Committees of the Standards Committee.</p> <p>Recommendations: That the Investment Committee consider the recommendation of the Hearing and Appeal Sub (Standards) Committees of 15 March 2016 and 6 May 2016 and determine whether they feel it is appropriate to discharge Deputy John Chapman from his membership of the Property Investment Board for a period of twelve months.</p>	

Main Report

Background

1. Mr McDonnell (The Complainant) is an employee of the City of London Corporation who was suspended on 5 November 2015 pending a disciplinary investigation. On 9 November 2015 Mr McDonnell made a complaint to the Head of Audit and Risk Management citing the Public Interest Disclosure Act 1998 (the so-called 'whistle-blowing' provisions). The complaint contained allegations against two City Corporation Officers as well as Deputy John Chapman, an elected Member of the City Corporation.
2. On 18 November 2015 Mr McDonnell forwarded this complaint to the Chairman of the Standards Committee. Mr McDonnell was subsequently provided with a copy of the City Corporation's complaints procedure relating to the Code of Conduct by the Town Clerk and was asked to re-submit his allegations using the approved complaints form. The completed form was received by the Town Clerk on 23 November 2015.
3. In summary, the complaint consisted of two main allegations against Deputy Chapman:-

- i) That he used his status as an elected Member and position on the Property Investment Board Committee to put pressure on officers to allow events at Leadenhall Market to go ahead without a formal risk and method statement, parking agreement or evidence of insurance and without charging any fees or costs; and
 - ii) That he swore excessively in public, made threats to officers and did not behave in the manner expected of an elected Member.
- 4. The allegations arise out of two events held at the Market, the first being the Monte Carlo or Bust Car Rally run by the Lloyds Motor Club (allegations (i) & (ii)) and the Virtual Golf Event run by Barnet Waddingham (allegation (i) only).
- 5. On 16 December 2015 the Assessment Sub (Standards) Committee met to formally receive the complaint and took the decision to refer this matter for further investigation by the Monitoring Officer.
- 6. The Monitoring Officer's investigation consisted of interviewing the principal protagonists, obtaining signed witness statements from them and assembling relevant correspondence and documentation. This was all presented to the Hearing Sub (Standards) Committee for their consideration at a meeting on 29 January 2016. All documentation was also sent to Messrs McDonnell and Chapman at the time of dispatch and both were also given the opportunity to make any further and final representations to the Hearing Sub Committee in writing.
- 7. The Hearing Sub Committee considered the Monitoring Officer's report presenting the findings of his investigation. The Hearing Sub Committee felt that there were a number of inconsistencies in the statements provided by the main protagonists and also some gaps in the information provided, particularly around the processes that should have been followed with regard to the events held at Leadenhall Market. In view of this, the Sub Committee were unanimously of the view that the matter should now proceed to a full hearing.
- 9. The full Hearing was held on 23 February 2016. Having carefully considered the complaint and the Monitoring Officer's report; read all of the relevant papers and considered the oral and written evidence and representations made by the parties, the Sub-Committee found unanimously that there had been breaches of the Code of Conduct. At the Respondent's request, the Sub Committee adjourned and agreed to reconvene, on a date to be confirmed, in order to consider the imposition of sanctions.
- 9. On 15 March 2016, the Hearing Sub Committee met for the final time to consider the imposition of sanctions against Deputy John Chapman. Deputy Chapman was present at the meeting as was Alderman Sir David Wootton who was present as a character witness.
- 10. Having found Deputy John Chapman to have breached the Code of Conduct and failed to comply with the Member/Officer Protocol in respect of his continued interference in the day-to-day management of Leadenhall Market, his lack of respect for and rudeness to Corporation staff, and the advantages obtained by a

third party as a consequence of his actions, the Sub-Committee concluded that the following sanctions and remedies were appropriate:

Sanctions

- (a) That Deputy John Chapman be formally censured for his misconduct and that this be reported to the Court of Common Council;
- (b) That the Investment Committee be invited to discharge Deputy John Chapman from his membership of the Property Investment Board for a period of twelve months;

Remedies

- (c) Having noted his willingness to do so, that Deputy John Chapman be invited to write to Leighton McDonnell and John Black to apologise for his lack of courtesy towards them, and to Nicholas Gill and Trevor Nelson to apologise for the difficult position his actions placed them in, such letters to be drafted by the Monitoring Officer, in terms agreeable to the Sub-Committee; and
 - (d) That Deputy John Chapman be invited to attend training on the Member/Officer Protocol and in particular the demarcation of responsibilities of elected Members and the Officers of the Corporation.
- 11. In arriving at these conclusions, the Sub-Committee felt strongly that, other than his proper responsibilities representing the interests of his constituents, Deputy Chapman should not be involved in the conduct of the affairs of Leadenhall Market, and urged the Aldermen and Councilmen for the Ward of Langbourn to nominate another of their number to be the principal contact on market affairs.
 - 12. On 30 March 2016, the Town Clerk received a letter from Deputy Chapman outlining his intention to appeal the decisions taken by the Hearing Sub Committee. The written grounds for appeal were received from Deputy Chapman on 12 April 2016.
 - 13. Accordingly, a separate Panel was convened to hear the appeal and the Appeal Sub Committee met, initially, on 25 April 2016 to formally receive Deputy Chapman's written grounds for appeal and to determine the procedure the Appeal should follow.
 - 14. The Appeal Sub Committee reconvened on 6 May 2016. Having carefully considered all of the evidence, the grounds of appeal, the Hearing Sub Committee's response and Deputy Chapman's further representations, the Appeal Sub Committee concluded that:-
 - 1. The decision of the Hearing Sub Committee as per their decision notice of 23 February 2016, that Deputy Chapman had breached the Code of Conduct, should stand.

2. The decision of the Hearing Sub Committee regarding sanctions reached on 15 March 2016, in respect of sanctions (b), (c) and (d) should stand.
3. The decision of the Hearing Sub Committee regarding sanction (a) should not stand.

Conclusion and Action Required

15. As the appointing body for the Property Investment Board, the Investment Committee is now invited to consider sanction (b) and to decide whether or not they feel it is appropriate to discharge Deputy John Chapman from his membership of the Property Investment Board for a period of twelve months as per the recommendation of both the Hearing and Appeal Sub Committees.

Background Papers

- Assessment Sub (Standards) Committee Minutes – 16 December 2015
- Hearing Sub (Standards) Committee Minutes – 29 January 2016, 23 February 2016 and 15 March 2016
- Hearing Sub (Standards) Decision Notice – 23 February 2016 and 15 March 2016
- Appeal Sub (Standards) Minutes – 6 May 2016
- Appeal Sub (Standards) Decision Notice – 6 May 2016
- 'Complaint of Leighton McDonnell against John Chapman' – Report of the Comptroller and City Solicitor – 29 January 2016.

Contact:
Gemma Stokley
Committee and Member Services Officer
Town Clerk's Department
gemma.stokley@cityoflondon.gov.uk

Committee:	Date:
Investment Committee	25 May 2016
Subject: Appointment of the Boards and Frequency of Meetings	Public
Report of: The Town Clerk	For Decision
Report author: David Arnold, Town Clerk's Department	

Summary

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

It is proposed that the Committee appoints the Financial Investment and Property Investment Boards for 2016/17. The Investment Committee is not required to appoint to the Social Investment Board, as Members are appointed from the Court of Common Council, Financial Investment Board, and the Policy and Resources, Finance, and City Bridge Trust Committees. Details of all three Boards' composition and terms of reference are set out in Appendix 1.

It is also proposed that the amended protocol for co-option to all three Boards be reviewed for 2016/17; the form is set out at Appendix 2.

Recommendation(s):

It is recommended that:-

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

Main Report

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

Financial Investment Board

5. It is proposed that the Investment Committee appoints Members to its Financial Investment Board. The proposed Terms of Reference and composition of the Board are given at Appendix 1.
6. It is proposed that the Terms of Reference continue and that the Board should continue to meet approximately six times a year.
7. The Financial Investment Board met six times between May 2015 and April 2016 and at April 2016 the membership was as follows:-
 - Andrew McMurtrie (Chairman)
 - Nicholas Bensted-Smith (Deputy Chairman)
 - Deputy Roger Chadwick
 - Henry Colthurst
 - Simon Duckworth
 - Tom Hoffman
 - Alderman Robert Howard
 - Clare James
 - Deputy Henry Pollard
 - James de Sausmarez
 - Ian Seaton
 - Philip Woodhouse

Property Investment Board

8. It is proposed that the Investment Committee appoints Members to its Property Investment Board. The proposed Terms of Reference and composition of the Board are given at Appendix 1.

9. It is proposed that the Terms of Reference continue as present and that the Board should continue to meet approximately nine to eleven times a year.
10. The Board met eleven times between May 2015 and April 2016 and at April 2016 the membership was as follows:-
- Deputy Alastair Moss (Chairman)
 - Tom Sleigh (Deputy Chairman)
 - Chris Boden
 - Mark Boleat
 - Deputy Michael Cassidy
 - Deputy Roger Chadwick
 - Deputy John Chapman
 - George Gillon
 - Deputy Brian Harris
 - Ann Holmes
 - Michael Hudson
 - Dhruv Patel
 - Keith Bottomley* (Co-Opted Member)
 - David Brooks Wilson** (Co-Opted Member)
 - Tony Joyce** (Co-Opted Member)
 - Liz Peace** (Co-Opted Member)

*appointed by the Board in November 2015

**appointed by the Board in January 2016

Social Investment Board

11. It is proposed that the Investment Committee notes the composition of the Social Investment Board detailed at Appendix 1.
12. It is proposed that the Terms of Reference continue as present and that the Board should meet approximately four times a year.
13. The Board met four times between May 2015 and April 2016 and at April 2016 the membership was as follows:-
- Alderman Peter Hewitt (Chairman)
 - Henry Colthurst (Deputy Chairman)
 - Nicholas Bensted-Smith
 - Deputy Roger Chadwick
 - Wendy Hyde
 - Jeremy Mayhew
 - Andrew McMurtrie
 - Elizabeth Corrado* (Co-Opted Member)
 - Tim Haywood** (Co-Opted Member)
 - Laura Tumbridge* (Co-Opted Member)

*appointed by the Board in March 2016

**appointed by the Board in December 2015

Ex-officio representation on other Committees

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

- Policy & Resources
- Finance

Co-option arrangements

15. The Financial Investment Board, Property Investment Board and Social Investment Board are empowered to co-opt people with relevant expertise or experience, including non-Members of the Court of Common Council, to assist in their deliberations.
16. In 2011, the Committee agreed a protocol concerning the co-option arrangements for each Board and that it also be considered by the Boards at their first meeting of the year.
17. Following a decision made by the Property Investment Board to co-opt three external representatives in accordance with the protocol for co-option in January 2016, this Committee requested that the protocol be reviewed. The current Board compositions and the protocol for co-option are attached at Appendix 1 and 2. Members are asked to further consider the co-option protocol.

Appendices

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

Contact:

David Arnold

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Investment Committee Boards – Composition and Terms of Reference

(A) Financial Investment Board

Composition

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

Quorum

Any three Members of the Board.

Terms of Reference

- a) to approve the appointment of and to monitor the performance of investment managers of the following funds:

- i. City's Cash
- ii. Bridge House Estate
- iii. Pension Fund
- iv. Charities Pool
- v. Hampstead Heath Trust

Together with such other funds as are under the City of London Corporation's control;

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

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

(B) Property Investment Board

Composition

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

Quorum

Any three Members of the Board.

Terms of Reference

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

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

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

(C) Social Investment Board

Composition

- Chairman to be determined by the Board*
- The Chairman of the Policy & Resources Committee for the time being or his/her nominee;
- The Chairman of the Finance Committee for the time being or his/her nominee;
- The Chairman of the City Bridge Trust Committee for the time being or his/her nominee;

- The Chairman of the Financial Investment Board for the time being or his/her nominee;
- One Member of the Financial Investment Board;
- Two Members elected by the Court of Common Council, one of whom shall have fewer than five years' service on the Court at the time of their appointment.

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

Quorum

Any three Members of the Board.

Terms of Reference

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

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

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

***Note on the Chairmanship**

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

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

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

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

FINANCIAL INVESTMENT BOARD

Thursday, 4 February 2016

Minutes of the meeting of the Financial Investment Board held at the Guildhall EC2 at 1.45 pm

Present

Members:

Andrew McMurtrie (Chairman)	Tom Hoffman
Nicholas Bensted-Smith (Deputy Chairman)	James de Sausmarez
Deputy Roger Chadwick	Ian Seaton
Henry Colthurst	Philip Woodhouse
Simon Duckworth	

Officers:

Philippa Sewell	- Town Clerk's Department
Peter Kane	- Chamberlain
Kate Limna	- Chamberlain's Department
Catrina Arbuckle	- Mercer

1. APOLOGIES

Apologies were received from Alderman Robert Howard, Clare James, and Deputy Henry Pollard.

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

Philip Woodhouse declared a non-pecuniary interest by virtue of being acquainted with executives in Lindsell Train and Majedie.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED - That the public minutes and non-public summary of the meeting held on 8 December 2015 be agreed as a correct record.

4. OUTSTANDING ACTIONS

The Corporate Treasurer advised that the Hampstead Heath Trust was governed by the 1989 London Government Reorganisation Order. Contributions from the Trust towards the cost of managing and maintaining the Heath land were calculated on a formula basis as set out in the Order. With regard to the objectives of the Trust, officers undertook to liaise with relevant officers within the City Corporation for their views.

Charities Pool

The Corporate Treasurer advised that, once the 2015/16 accounts had been finalised in the summer, they would be sent out to the larger holders in the pool (i.e. those with Boards of Trustees external to the Corporation) along with a short survey asking for views as to preferred objectives for the Pool. These views would then inform the review of the investment strategy.

RESOLVED – That the report be noted.

5. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2016/17

The Board received a report of the Chamberlain setting out the City's Treasury Management Strategy Statement and Annual Investment Strategy for 2016/17. This report would go to the Finance Committee for approval before being presented to the Court of Common Council.

Members discussed the report, and noted the following points:

- The only change to the Treasury Strategy for 2015/16 was the increase in the maximum investment loans with maturity in excess of one year from £200m to £300m, owing to the increase in the City's overall cash holdings and the change to the Crossrail payment date.
- The format of the Strategy was set by CIPFA; officers undertook to review the duplication of information in the Strategy for 2016/17.
- To qualify for the Approved Counterparties list, an institution must meet the criteria set out at section 7 of the Strategy.

RESOLVED – That the Treasury Management Strategy Statement and Annual Investment Strategy for 2016/17 be approved and submitted to the Court of Common Council for formal adoption.

6. MONTHLY INVESTMENT ANALYSIS REVIEW

The Board received the monthly review for December 2015, which detailed the list of current investments. Members discussed the level of cash holdings and the revised deadlines for Crossrail payments, noting that cash reserves were regularly reviewed to assess potential levels of unrestricted revenues that may be available for investment purposes.

RESOLVED – That the report be noted.

7. LOCAL GOVERNMENT PENSION SCHEME - INVESTMENT REFORM CRITERIA & GUIDANCE AND CONSULTATION ON INVESTMENT REGULATIONS

The Board received a report of the Chamberlain concerning the City of London Corporation's response to the Investment Reform Criteria and Guidance for the Local Government Pension Scheme. Members discussed the reform in detail, noting the following points:

- Discussions regarding fees would be held individually with fund managers regarding the decrease in scale of current investments once the Pension Fund was moved.
- Local Authorities would retain control over their own investment strategy and asset allocations, but would not be able to choose fund managers (although the Corporate Treasurer advised that within the London CIV there was likely to be some choice). Whilst there was no requirement to hold passive investments, this should be kept under review.
- Officers had no strong objections with regard to the consultation on draft regulations, which set up legislation for intervention should Local Authorities not comply with the reformed criteria.

- The Corporation was a founding member of the CIV, and the Chairman of Policy chaired the Pensions CIV Sectoral Joint Committee, with the Chairman of the Financial Investment Board Deputising.

Members noted the CIV was holding a launch event later in the month, and also agreed to invite Hugh Grover, Chief Executive Officer at London LGPS CIV Ltd., to a future meeting.

RESOLVED – That the report be noted.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

10. EXCLUSION OF THE PUBLIC

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

Item No.	Paragraph(s) in Schedule 12A
11-12	3
13-14	-

11. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

RESOLVED - That the non-public minutes of the meeting held on 8 December 2015 be agreed as a correct record.

12. PRIVATE EQUITY PORTFOLIO REVIEW

The Board considered a report of Mercer.

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

There were no non-public questions.

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

There was no other business.

The meeting closed at 2.50 pm

Chairman

Contact Officer: Philippa Sewell
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philippa.sewell@cityoflondon.gov.uk

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PROPERTY INVESTMENT BOARD

Wednesday, 13 January 2016

Minutes of the meeting of the Property Investment Board held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy Alastair Moss (Chairman)	Deputy John Chapman
Tom Sleigh (Deputy Chairman)	George Gillon
Keith Bottomley (Co-Opted Member)	Deputy Brian Harris
Deputy Michael Cassidy	Michael Hudson
Deputy Roger Chadwick	

Officers:

David Arnold	- Town Clerk's Department
Craig Spencer	- Town Clerk's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Peter Bennett	- City Surveyor
Nicholas Gill	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Tom Leathart	- City Surveyor's Department
Trevor Nelson	- City Surveyor's Department

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mark Boleat, Ann Holmes and Dhruv Patel.

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

The Chairman declared a non-pecuniary interest in item 10 as a consultant to Gardiner and Theobald LLP, mentioned in the report, and a pecuniary interest in item 16 as a Freeman of the Goldsmiths Company.

3. MINUTES

RESOLVED – That the public minutes and summary of the Board meeting held on 9 December 2015 be approved.

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

There were none.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

<u>Item No.</u>	<u>Paragraph No.</u>
7-12, 14-21	3
13	3 & 5
23	1 & 2

7. **NON PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the Board meeting held on 9 December 2015 be approved.

8. **REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY OR URGENCY PROCEDURES**

The Board received a report of the Town Clerk that provided details of two decisions taken under delegated authority and urgency, in consultation with the Chairman and Deputy Chairman of the Board, since its last meeting.

RESOLVED – That the action taken under delegated authority and urgency be noted.

9. **QUARTERLY DELEGATED AUTHORITIES UPDATE - 1ST OCTOBER 2015 TO 31 DECEMBER 2015**

The Board received a report of the City Surveyor that provided details of the property transactions approved under my delegated authority between 1 October 2015 to 31 December 2015.

RESOLVED – That the report be noted.

10. **OUTSTANDING LEASE RENEWALS AND RENT REVIEWS**

The Board received a report of the City Surveyor that provided details of all outstanding lease renewals and rent reviews as at 31 December 2015.

RESOLVED – That the report be noted.

11. **EXPENDITURE TO ALLOW PRELIMINARY INVESTIGATIONS INTO SMITHFIELD GENERAL MARKET AND ANNEXE**

The Board received a report of the City Surveyor that provided details of some expenditure to allow preliminary investigations into Smithfield General Market and Annexe.

RESOLVED – That the report be noted.

12. FIRST REGISTRATION OF THE CITY'S FREEHOLD TITLES - PROGRESS SINCE JANUARY 2015

The Board received a report of the City Surveyor that detailed the progress of the City of London Corporation's title registration project, which was integral to the City Corporation fulfilling its property asset management responsibilities.

RESOLVED – That the report be noted.

13. GLA ROADS - LAND DISPUTE WITH TRANSPORT FOR LONDON

The Board received a report of the Comptroller and City Solicitor that provided Members with the details of the dispute and High Court appeal decision regarding the transfer of highway land between the City of London Corporation and Transport for London.

RESOLVED – That the report be noted.

14. BRIDGE HOUSE ESTATES STRATEGIC UPDATE

The Board received a report and presentation from the City Surveyor that provided an annual update of the strategy for the Bridge House Estate.

RESOLVED – That the annual update of the strategy for the Bridge House Estate be noted.

15. CITY FUND STRATEGIC UPDATE

The Board received a report and presentation from the City Surveyor that provided an annual update of the property investment strategy for the City Fund.

RESOLVED – That the annual update of the property investment strategy for the City Fund.

16. LAND DISPOSAL - WOOD STREET, EC2

The Board considered a report of the City Surveyor that sought approval to the sale of the freehold interest in City Fund land.

17. LETTING REPORT - FLEET STREET, EC4

The Board considered a report of the City Surveyor that sought approval to the grant of a new lease.

18. ISSUE REPORT - NEW BOND STREET, W1

The Board considered a report of the City Surveyor regarding a redevelopment project.

19. LETTING REPORT - NEW BOND STREET, W1

The Board considered a report of the City Surveyor that sought approval to an interim rent settlement.

20. LETTING REPORT - NEW BROAD STREET, EC2

The Board considered a report of the City Surveyor that sought approval to the grant of a new lease.

21. **LETTING REPORT - ALFRED PLACE, WC1**

The Board considered a report of the City Surveyor that sought approval to the grant of a licence for works.

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

There was one question.

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

The Board considered four items of urgent business.

The meeting closed at 3.15 pm

Chairman

Contact Officer: David Arnold
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david.arnold@cityoflondon.gov.uk

PROPERTY INVESTMENT BOARD

Wednesday, 10 February 2016

Minutes of the meeting of the Property Investment Board held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy Alastair Moss (Chairman)	George Gillon
Chris Boden	Deputy John Chapman
Mark Boleat	Ann Holmes
David Brooks Wilson (Co-Opted Member)	Michael Hudson
Deputy Roger Chadwick	Tony Joyce (Co-Opted Member)

Officers:

David Arnold	- Town Clerk's Department
John James	- Chamberlain's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Peter Bennett	- City Surveyor
Nicholas Gill	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Tom Leathart	- City Surveyor's Department
Trevor Nelson	- City Surveyor's Department
Jennifer Lewis	- City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Tom Sleight (Deputy Chairman), Keith Bottomley, Deputy Brian Harris, and Dhruv Patel.

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

Tony Joyce declared a non-pecuniary interest in any matters relating to the letting of the Third Floor of 21 Whitefriars Street, EC4.

3. MINUTES

RESOLVED – That the public minutes and summary of the Board meeting held on 13 January 2016 be approved, subject to the addition of Chris Boden's apologies for absence.

4. HOUSING AND PLANNING BILL

The Board received a report of the Remembrancer that advised Members of provisions included in the Housing and Planning Bill currently before Parliament. The provisions were intended principally to encourage land held in the public sector to be made available for housing development.

Members noted that any surplus City Fund land suitable for housing would be looked into and that the Board would be kept updated of any developments, particularly where investment properties were concerned.

RESOLVED – That the report be noted.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were none.

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

There was none.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

<u>Item No.</u>	<u>Paragraph No.</u>
8	1, 2, 3 & 5
9 – 20	3
23	1 & 4

8. **NON PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the Board meeting held on 13 January 2016 be approved.

9. **MUSEUM OF LONDON: FUNDING FOR UPDATED BUSINESS CASE FOR MUSEUM'S OCCUPATION OF SMITHFIELD GENERAL MARKET SITE.**

The Board received a report of the City Surveyor regarding funding for an updated business Case for the Museum of London's occupation of the Smithfield General Market Site.

10. **CITY SURVEYOR'S DEPARTMENTAL BUSINESS PLAN QUARTER 3 PROGRESS UPDATE**

The Board received a report of the City Surveyor that provided Members with details of the progress made in Quarter 3 against the City Surveyor's Departmental Business Plan 2015-18 and the key risk areas associated with the delivery of that plan.

RESOLVED – That the report be noted.

11. **CITY SURVEYOR'S DEPARTMENTAL RISK UPDATE**

The Board received a report of the City Surveyor that provided Members with an update regarding the management risks within the City Surveyor's Department.

RESOLVED – That the actions taken within the City Surveyor's Department to effectively monitor and manage risks arising from the City Surveyor's Department's operations be noted.

12. **CITY'S RENTAL FORECASTS MONITORING REPORT**

The Board received a report of the City Surveyor that provided the quarterly update of rental forecasts for City's Estate, Bridge House Estates, City Fund, and the Strategic Estate, as at 31 December 2015.

RESOLVED – That the report be noted.

13. **VACANT ACCOMMODATION UPDATE AS AT 1 DECEMBER 2015**

The Board received a report of the City Surveyor that provided a summary of the commercial property portfolio vacancy position as at 1 December 2015.

RESOLVED – That the report be noted.

14. **METRICS USED IN MAKING MAJOR PROPERTY DECISIONS**

The Board received a joint report of the City Surveyor and the Chamberlain that provided Members with a background to the appraisal metrics used in City Corporation property reports.

RESOLVED – That the report be noted.

15. **LETTING REPORT - FINSBURY HOUSE, EC2**

The Board consider a report of the City Surveyor that sought approval to a letting of offices and storage accommodation in Finsbury House, EC2.

16. **LAND SWAP AND GRANT OF LONG LEASE TO FACILITATE DEVELOPMENT -LEADENHALL TRIANGLE, EC3**

The Board considered a report of the City Surveyor that sought approval to enter into an Option Agreement for the Leadenhall Triangle Site.

17. **GATEWAY 3/4 OPTIONS APPRAISAL - REFURBISHMENT OF 3RD FLOOR AND RECEPTION AREA, WHITEFRIARS STREET, EC4**

The Board considered a report of the City Surveyor that sought approval to an option for the refurbishment of a 3rd Floor and Reception Area in Whitefriars Street, EC4.

18. **LETTING REPORT - GRANT OF A NEW LEASE, NEW BOND STREET W1**

The Board considered a report of the City Surveyor that sought approval to the grant of a new lease in New Bond Street, W1.

19. **LETTING REPORT - RENT REVIEW, BAYNARD HOUSE EC4**

The Board considered a report of the City Surveyor that provided details of a rent review in respect of Baynard House, 135 Queen Victoria Street, EC4.

20. **ISSUE REPORT - 4-14 TABERNACLE STREET, EC2**

The Board considered a report of the City Surveyor that sought approval to an increase to a contract works budget.

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

There were none.

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

The Board considered one item of urgent business.

23. RESTRUCTURING OF THE FACILITIES MANAGEMENT TEAMS

The Board received a report of the City Surveyor regarding the restructuring of the Facilities Management Team.

RESOLVED – That the restructuring proposals be noted.

The meeting closed at 3.15 pm

Chairman

Contact Officer: David Arnold
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david.arnold@cityoflondon.gov.uk

PROPERTY INVESTMENT BOARD

Wednesday, 9 March 2016

Minutes of the meeting of the Property Investment Board held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy Alastair Moss (Chairman)	Deputy John Chapman
Tom Sleigh (Deputy Chairman)	Deputy Brian Harris
Keith Bottomley	Ann Holmes
David Brooks Wilson (Co-Opted Member)	Michael Hudson
Deputy Roger Chadwick	Dhruv Patel
George Gillon	Tony Joyce (Co-Opted Member)

Officers:

David Arnold	- Town Clerk's Department
John James	- Chamberlain's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Peter Bennett	- City Surveyor
Nicholas Gill	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Tom Leathart	- City Surveyor's Department
Trevor Nelson	- City Surveyor's Department

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. MINUTES

RESOLVED – That the public minutes and summary of the Board meeting held on 10 February 2016 be approved.

4. INCOME GENERATION - REPORT OF A CROSS-CUTTING SERVICE BASED REVIEW

The Board considered a report of the Chamberlain regarding a review of the potential for the City of London Corporation to exploit new sources of income as part of the Service Based Review. The report sought the Board's approval to an "intelligent client" service provided by the City Surveyor's Department for public bodies seeking to manage and develop their property assets.

RESOLVED – That a business case for the relevant Committees, prepared by the City Surveyor, presenting options, costs, resources required, risks and timetables for establishing an “intelligent client” service for public bodies seeking to manage and develop their property assets, be approved.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were none.

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

There was none.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No.

8
9 - 19

Paragraph No.

3 & 5
3

8. **NON PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the Board meeting held on 10 February 2016 be approved.

9. **THE CITY SURVEYOR'S BUSINESS PLAN 2016-2020**

The Board considered a report of the City Surveyor that sought approval to the Departmental Business Plan for 2016-2020.

RESOLVED – That the City Surveyor's Business Plan 2016-2020 be approved.

10. **BARBICAN EXHIBITION HALL 1**

The Board considered a report of the City Surveyor that provided an update regarding the enabling works at the Barbican Exhibition Hall 1.

11. **BRIDGE MASTER'S HOUSE PHASE II - GATEWAY 5 ISSUE REPORT**

The Board considered a report of the City Surveyor regarding the Bridge Master's House Phase II project.

12. **LETTING REPORT - GRANT OF A NEW LEASE, BROAD STREET PLACE EC2**

The Board considered a report of the City Surveyor that sought approval to the grant of a new lease in Broad Street Place, EC2.

13. **LETTING REPORT - GRANT OF A NEW LEASE, LEADENHALL MARKET EC3**

The Board considered a report of the City Surveyor that sought approval to the grant of a new lease in Leadenhall Market, EC3.

14. **LETTING REPORT - GRANT OF A NEW LEASE, TABERNACLE STREET EC2**
The Board considered a report of the City Surveyor that sought approval to the grant of a new lease in Tabernacle Street, EC3.
15. **LETTING REPORT - LEASE RENEWAL, TOTTENHAM COURT ROAD W1**
The Board considered a report of the City Surveyor that sought approval to a renewal of a lease in Tottenham Court Road, W1.
16. **RENT REVIEW - CHARTERHOUSE STREET, EC1**
The Board considered a report of the City Surveyor that sought approval to a rent review in respect of a premises in Charterhouse Street, E1.
17. **ISSUE REPORT - NEW BROAD STREET, EC2**
The Board considered a report of the City Surveyor regarding a major refurbishment project in New Broad Street, EC2.
18. **SURRENDER AND RE-GRANT OF NEW HEAD LEASE TO FACILITATE DEVELOPMENT - GRESHAM STREET, EC2**
The Board considered a report of the City Surveyor regarding the surrender and re-grant of a new head lease to facilitate development in Gresham Street, EC2.
19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There was one question.
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
The Town Clerk reminded the Board that the Investment Committee dinner was being held at Saddlers' Hall on Wednesday 23 March 2016.

The meeting closed at 2.35 pm

Chairman

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PROPERTY INVESTMENT BOARD

Wednesday, 13 April 2016

Minutes of the meeting of the Property Investment Board held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy Alastair Moss (Chairman)	George Gillon
Tom Sleigh (Deputy Chairman)	Ann Holmes
Chris Boden	Michael Hudson
Keith Bottomley	Dhruv Patel
Deputy Roger Chadwick	

Also Present:

Deputy John Tomlinson

Officers:

David Arnold	- Town Clerk's Department
John James	- Chamberlain's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Peter Bennett	- City Surveyor
Nicholas Gill	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Andrew Cross	- City Surveyor's Department
Tom Leathart	- City Surveyor's Department
Neil Robbie	- City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from David Brooks Wilson, Deputy John Chapman, Deputy Brian Harris, and Tony Joyce.

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

Dhruv Patel declared a non-pecuniary interest in matters relating to Agenda Item 11 as an associate of the City and Guilds of London Institute.

3. MINUTES

RESOLVED – That the public minutes and summary of the meeting held on 11 March 2016 be approved.

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

There were none.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No.
7 – 17

Paragraph No.
3

7. **NON PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 11 March 2016 be approved, subject to one amendment.

8. **MUSEUM OF LONDON: OCCUPATION OF SMITHFIELD GENERAL MARKET - REQUEST FOR FUNDING OF REMAINING SHORT TERM PROGRAMME COSTS TO DESIGN STAGE**

The Board received a report of the Chamberlain regarding the Museum of London's future occupation of Smithfield General Market.

9. **PUBLIC CONVENIENCES**

The Board considered a report of the City Surveyor that sought approval to the procurement of commercial advice as to potential alternative uses of four former public conveniences.

10. **LETTING REPORT - GRANT OF A NEW LEASE, BROAD STREET PLACE EC2**

The Board considered a report of the City Surveyor that sought approval to the grant of a new lease in Broad Street Place, EC2.

11. **LETTING REPORT - OVERAGE PAYMENT, GILTSPUR STREET EC1**

The Board considered a report of the City Surveyor that sought approval to the receipt of an overage payment.

12. **LETTING REPORT - RENT REVIEW, STORE STREET W1**

The Board considered a report of the City Surveyor that sought approval to a rent review in Store Street, W1.

13. **LETTING REPORT - GRANT OF OVERRIDING LEASE, NEW BOND STREET W1**

The Board considered a report of the City Surveyor that sought approval to the grant of an overriding lease in New Bond Street, WC1.

14. **LETTING REPORT - LEASE RENEWAL, EAST POULTRY AVENUE EC1**

The Board considered a report of the City Surveyor that sought approval to the terms of a lease renewal.

15. DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY SINCE THE LAST MEETING OF THE BOARD

The Board received a report of the Town Clerk that advised Members of a decision taken under delegated authority by the Town Clerk, in consultation with the Chairman and Deputy Chairman, since the last meeting of the Board.

RESOLVED – That the decision taken under delegated authority since the last meeting be noted.

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

There were none.

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

The Board considered one item of urgent business.

The meeting closed at 2.20 pm

Chairman

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SOCIAL INVESTMENT BOARD

Tuesday, 1 March 2016

Minutes of the meeting of the Social Investment Board held at the Guildhall EC2 at 11.30 am

Present

Members:

Alderman Peter Hewitt (Chairman)	Wendy Hyde
Henry Colthurst (Deputy Chairman)	Andrew McMurtrie
Nicholas Bensted-Smith	

Elizabeth Corrado
Laura Tumbridge

Officers:

Philippa Sewell	- Town Clerk's Department
Kate Limna	- Chamberlain's Department
Karen McHugh	- Comptroller & City Solicitors
David Farnsworth	- City Bridge Trust
Tim Wilson	- City Bridge Trust
Russ Bubley	- i-for-change (Social Investment Analyst)

In Attendance:

Caroline Mason	- Esmée Fairbairn Foundation
Alice Millest	- Social Finance
Trevor Sykes	- Mercers' Company
Michael Jarvis	- Clothworkers' Foundation

1. APOLOGIES

Apologies were received from Deputy Roger Chadwick, Jeremy Mayhew and Master Mercer Tim Haywood.

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

Andrew McMurtrie declared a non-pecuniary interest in item 12 by virtue of being the City of London Corporation's elected Director of the City YMCA hostel, and Nicholas Bensted-Smith declared a non-pecuniary interest regarding item 11.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 7 December 2015 be agreed as a correct record.

4. CO-OPTION TO THE SOCIAL INVESTMENT BOARD

Elizabeth Corrado and Laura Tumbridge were not present for the discussion on this item.

Members received a report of the Town Clerk regarding two proposed co-options to the Social Investment Board.

RESOLVED – That Elizabeth Corrado and Laura Tumbridge be co-opted to the Social Investment Board.

5. PRESENTATION FROM THE ESMÉE FAIRBAIRN FOUNDATION

The Board received a presentation from Caroline Mason, Chief Executive of the Esmée Fairbairn Foundation, after which Members of the Board had the opportunity to ask questions.

Ms Mason gave an overview of the history of the Esmée Fairbairn Foundation, which had been active in the changing and developing social investment market for a number of years. In addition to grants across five main sectors – Arts, Children and Young People, Environment, Social Change and Sustainable Food - the Foundation could commit up to £35m in social investments to a diverse range of organisations including charities, social enterprises, community benefit societies and other social investment funds.

Ms Mason advised that social investments made by the Foundation were primarily based on the level of impact, before consideration of the level of financial return. Members noted that the Foundation worked with the investee to assess its business model and the type of finance needed to support its work in order to structure an appropriate investment. There were no set interest rates, maximum shares, or repayment terms. With regard to risk, Ms Mason confirmed that a small number of earlier investments of the Foundation had failed, and advised that projects with a clear impact and a purpose in-line with that of the organisation were less risky. Members noted that, generally speaking, the more complex a project was the higher the level of risk.

In response to a Member's question regarding monitoring and oversight, Ms Mason advised that the Foundation was light touch once invested with an organisation, preferring to focus on due diligence before investing. The Board discussed the value of Investment Funds, and Ms Mason advised that these were not necessarily conducive for long term change or impact, and that there was a greater role for venture philanthropy. In response to another question, Ms Mason confirmed that the Foundation's investment policy was somewhat opportunistic, but they were becoming more proactive in trying to improve the mechanisms of the social investment market with regard to measurement, advice and support.

The Chairman thanked Ms Mason for her presentation.

6. PROGRESS REPORT OF THE CHIEF GRANTS OFFICER

The Chief Grants Officer introduced a progress report on social investment activity within the Corporation. Members noted and endorsed the proposed strategy away-day later in the year to examine investment priorities, appetite for risk, and discuss product development and market building. The Chairman proposed external advisors and experts in the social investment field be invited to participate, and asked Board Members to think of innovative ideas to develop the work of the Social Investment Board or the market in general.

In response to a Member's query, the Chief Grants Officer confirmed that discussions with Livery Companies were ongoing, and Members agreed that those interested be invited to attend the away day.

RESOLVED – That the report be noted.

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

There were no questions.

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

There was no other business.

9. **EXCLUSION OF THE PUBLIC**

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

Item No.	Exempt Paragraphs
10, 11 & 12	3
13 & 14	-

10. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 7 December 2015 be agreed as a correct record.

11. **PORTFOLIO REPORT**

The Board considered a report of the Chief Grants Officer.

12. **INVESTMENT PROPOSAL: CITY YMCA**

The Board considered a report of the Chief Grants Officer.

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

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

There was no other business.

The meeting closed at 1.00 pm

Chairman

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