



Gresham (City Side) Committee

Date: FRIDAY, 9 OCTOBER 2015
Time: 12.00 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Simon Duckworth (Chairman) Alderman Ian Luder
Deputy Dr Giles Shilson (Deputy Alderman Professor Michael Mainelli
Chairman) Wendy Mead
Deputy Anthony Eskenzi John Scott
George Gillon Ian Seaton
Deputy Brian Harris The Rt Hon the Lord Mayor, Alderman
Tom Hoffman Alan Yarrow (Ex-Officio Member)

Enquiries: Philippa Sewell
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Following a kind invitation from the Mercers' Company, lunch will be served at 1.00pm at Mercers' Hall, following which there will be a meeting of the Joint Grand Gresham Committee at 2.15pm.

N.B. 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 agree the public minutes and summary of the meeting held on 15 May 2015.
For Decision
(Pages 1 - 4)
4. **THE GRESHAM MUSIC COLLECTION AT GUILDHALL LIBRARY**
To receive a proposal from the Principal Librarian at the Guildhall Library.
For Decision
(Pages 5 - 6)
5. **CITY OF LONDON GRESHAM ALMSHOUSES UPDATE**
Report of the Director of Community & Children's Services.
For Information
(Pages 7 - 8)
6. **GRESHAM CHARITY - RISK REGISTER**
Joint report of the Town Clerk, Chamberlain, and the Director of Community and Children's Services.
For Decision
(Pages 9 - 16)
7. **REVENUE OUTTURN - 2014/15**
Joint report of the Chamberlain and Director of Community and Children's Services.
For Information
(Pages 17 - 18)
8. **REVENUE BUDGET 2015/16 AND 2016/17**
Joint report of the Chamberlain and Director of Community and Children's Services.
For Decision
(Pages 19 - 34)
9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
10. **ANY BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**
11. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 15 May 2015.

For Decision
(Pages 35 - 36)

13. **JOINT GRAND GRESHAM COMMITTEE MATTERS - CITY SIDE
CONSIDERATION**

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

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

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GRESHAM (CITY SIDE) COMMITTEE

Friday, 15 May 2015

Minutes of the meeting of the Gresham (City Side) Committee held at the Guildhall EC2 at 12.00 pm

Present

Members:

Simon Duckworth	Alderman Ian Luder
Deputy Anthony Eskenzi	Alderman Professor Michael Mainelli
George Gillon	Wendy Mead
Deputy Brian Harris	Ian Seaton
Tom Hoffman	

Officers:

Philippa Sewell	Town Clerk's Department
Steven Reynolds	Chamberlain's Department
Alan Bennetts	Comptroller and City Solicitor's Department
Colin Wilcox	City Surveyor's Department
Jacqueline Whitmore	Community & Children's Department

1. **APOLOGIES**

Apologies were received from the Right Hon. the Lord Mayor Alderman Alan Yarrow and Deputy Dr Giles Shilson.

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

There were no declarations.

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

The Committee received an Order of the Court of Common Council of 23 April 2015 appointing the Committee and approving its Terms of Reference.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No.29. The Town Clerk read a list of Members eligible to stand and Simon Duckworth, being the only Member who expressed his willingness to serve, was duly elected as Chairman of the Committee for the ensuing year.

The Chairman thanked outgoing Member Ken Ayers for his service. The Chairman advised that there was a vacancy on the Committee which would be filled at the upcoming Court of Common Council.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No.30. The Town Clerk read a list of Members eligible to stand and Deputy Dr Giles Shilson, being the only Member who expressed his willingness to

serve, was duly elected as Deputy Chairman of the Committee for the ensuing year.

6. **MINUTES**

RESOLVED – That the public minutes and non-public summary of the meeting held on 13 February 2015 be agreed as an accurate record.

Matters Arising

Livery Company Almshouses

Members noted that the list of Livery Companies that ran sheltered housing or Almshouses schemes had been circulated electronically by the Town Clerk on 7th May.

City of London Gresham Almshouses

The Sheltered Housing Manager updated Members as to the communal hall, road works, and damage to a boundary wall.

- Communal Hall
Members noted a delay in obtaining furniture owing to the need for specialist pieces for reasons around accessibility and fire safety.
- Road Works
Members noted that work on the tree roots and road surface would be undertaken during summer, although the contractor was yet to be appointed. In response to a Member's suggestion regarding the annual survey of the trees, the Sheltered Housing Manager undertook to liaise with the Open Spaces Department regarding their working relationship with the London Borough of Islington to see if a similar arrangement could be made with the London Borough of Lambeth.
- Boundary wall
Members noted that a retendering exercise was being carried out to ensure a reliable contractor was appointed to undertake the repairs, which would be funded from the existing repairs budget. The Sheltered Housing Manager advised that the leaseholders of the adjoining property had been asked to remove plants grown up their side of the wall, as this was having structural damage and was against the terms of their lease. In response to a Member's query concerning the state of the lawn, the Sheltered Housing Manager confirmed that this would be addressed once the wall repairs were complete.

In response to Members' questions, the Sheltered Housing Manager advised that concessionary TV licences were available for Sheltered Housing, but they were conditional on a low percentage of residents being in employment and therefore the Almshouses did not qualify. Members noted that the eligibility criteria of the Almshouses had been amended and, in light of this, the Sheltered Housing Manager undertook to review the conditions on obtaining the concessionary licence. With regard to roofing and gutters, the Sheltered Housing Manager undertook to raise the issue at the next estate 'walk-around'

later in the month, and advised that gutter clearing was undertaken on a cyclical basis and there were no complaints about roofing issues.

7. **GRESHAM WORKING PARTY REPRESENTATIVES**

The Town Clerk read a list of names who had indicated their wish to serve on the Gresham Working Party and, with 4 Members indicating their willingness for 4 places, it was:-

RESOLVED – That Simon Duckworth, Tom Hoffman, Deputy Dr Giles Shilson and Ian Seaton be elected to the Gresham Working Party for the year ensuing.

8. **DECISION MADE UNDER DELEGATED AUTHORITY**

The Committee received a report of the Town Clerk detailing a decision taken in February 2015 under delegated authority to regarding the funding to equip the Almshouses communal hall.

RESOLVED – That the report be noted.

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

There were no questions.

10. **ANY BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

There was no other business.

11. **EXCLUSION OF THE PUBLIC**

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

Item Nos.	Exempt Paragraph(s)
12-14	3
15-16	-

12. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 13 February 2015 be approved as a correct record.

13. **DECISION MADE UNDER DELEGATED AUTHORITY**

The Committee received a report of the Town Clerk detailing a decision taken under delegated authority in March 2015.

14. **JOINT GRAND GRESHAM COMMITTEE MATTERS - CITY SIDE CONSIDERATION**

The Committee considered the various items on the agenda for the meeting of the Joint Grand Gresham Committee that day.

15. **NON-PUBLIC 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 AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting closed at 12.40 pm

Chairman

**Contact Officer: Philippa Sewell
tel. no.:020 7332 1426
philippa.sewell@cityoflondon.gov.uk**

The Gresham Music Collection at Guildhall Library

Originally put together by Edward Taylor, who was appointed Gresham Professor of Music in 1837, the Gresham Music Collection belongs to Gresham College but has been on deposit at Guildhall Library and been in our care since 1958. The collection contains both printed and manuscript scores from 16th to 19th centuries and is, in part at least, of international importance. Amongst the more important manuscripts are Thomas Tallis's *Spem in Alium* and an autograph manuscript of Henry Purcell. A printed catalogue was prepared in the 1960s but this does not match modern standards of music cataloguing. Some the material is listed on the international union catalogue of musical resources called RISM (**Répertoire International des Sources Musicales**) but only around 2% of the collection is represented here. Given the collection's importance it remains somewhat low profile.

Guildhall Library would like to make the collection better known both to the world of music studies and to the general public, and, through a full conservation project, safeguard the collection's future. But, of course, before starting out on this we would like to obtain the blessing of the Committee.

What do we want to achieve?

Guildhall Library would like to commission a re-cataloguing of the material to fully establish the status and importance of the collection. Alongside this we would carry out a complete conservation survey of the manuscripts and commission any remedial work to ensure the collection is preserved in a fit state and remains fully accessible to the public. Finally, given the importance of some of the manuscripts, we would also like to investigate digitisation of at least part of the collection to protect the most vulnerable material at the same time as providing remote access to the resource.

Ideally, we would also like to celebrate the project with a series of events, talks, possibly even performances, and an exhibition to raise the profile of the collection. It would be marvellous if as part of a future City of London Festival we could organise a performance of some of the Gresham music.

How will the project be funded?

Following a survey of the material carried out by Guildhall Library conservation staff and a cataloguing survey paid for by Guildhall Library, we intend to seek external funding for the full cataloguing and conservation of the material. We intend to approach a number of grant making bodies who have funded similar projects, including the Gladys Krieble Delmas Foundation.

How can the Committee help with this project?

First and foremost we would like the committee to give the project their blessing so that we can begin the process of establishing what is required, what the costs will be and where we can seek funding. Secondly, although the collection is cared for by Guildhall Library, it belongs to Gresham College and we wondered, should the project meet with your approval, whether the College/the Committees/the Mercers' Company would consider being involved in part with the funding of the project? The project

would not be reliant on this type of involvement, but naturally we felt it important as its custodians to ask the committee if they would like to be involved in the project.

I am unable to attend the committee meeting myself, but my colleague Jo Wisdom will be present to answer questions and will bring along some examples of the treasures to be found in the collection.

Dr Peter Ross
Principal Librarian
Guildhall Library

Committee	Date:
Gresham (City Side) Committee	9 October 2015
Subject: City of London Gresham Almshouses Update	Public
Report of: Director of Community and Children's Services	For Information

Summary

This report gives Trustees and Members an information update on the City of London Gresham Almshouses, in Lambeth.

Recommendation

Members are asked to:

- Note the report; and
- Note the agreement made by officers to Housing Management and Almshouses Sub Committee regarding a change of name for the post of Matron to Almshouses Manager at point 7 of the report.

Main Report

Background

This report is presented half yearly to Trustees of the Gresham Almshouses. It updates Trustees on operational matters relating to the Gresham Almshouses and their residents and highlights any issues of concern, particularly where funding is required for which is not included in the current year's budget.

Office & Community Facility

1. This facility is now fully furnished including comfortable lounge furniture, tables chairs. Residents have been using the hall for various meetings, a regular craft group and games afternoon as well as quiz nights and a fish and chip lunch. Residents would like to thank the Gresham Trustees for their donation towards the cost of the soft furnishings and the TV.

Road repairs and lighting

2. The work to renew the road surface and install low level lighting round the estate is now complete. This was undertaken in September with minimal disruption to residents. The cost of the repair has been accounted as 16% of the total cost £48,000 which was incorporated into the City of London Almshouses Trust budget for 2015/16, therefore, no extra funding was required for this work

Communal garden wall

3. The work to repair the garden wall has been delayed due to the treatment of Japanese Knotweed and a change of contractor. The cost of repair is £14,000. Details of the Repairs and Maintenance budget where this will be funded from, is available in the Revenue Outturn – 2014/15 paper presented at this meeting.

Vacant Properties

4. There is one vacant property no 3 Gresham. This property will require some work to investigate some damp issues in the bedroom before it can be offered to a prospective resident. This issue is currently under investigation by Property Service Manager. Once the property is ready for occupation Officers will advertise in the Square Mile social housing estates for interest in moving into the Gresham bungalow. In the past, Gresham vacancies have been filled by City of London Almshouses residents who have expressed an interest in moving into a Gresham property. There are currently five applicants on this waiting list.

Tree pruning

5. A survey by London Borough of Islington contract staff was undertaken of all trees on the estate. This survey outlines the condition trees on the estate and has recommendations for care and pollarding of each individual tree. The survey will be used by LB of Islington contractors when submitting application to London Borough Lambeth for permission to pollard selected trees and any other recommended maintenance issues. Officers were introduced to the services of London Borough of Islington through a Gresham Committee member at the last committee meeting and are very grateful for the contact information which has proved very useful.

Concessionary TV Licence

6. All Gresham residents are either in receipt of the concessionary licence fee of £7.50 per year or receive the licence free (over age 75). As the Gresham homes are run by a separate charity, they receive the concessionary licence whereas City of London Almshouses residents do not, as too many residents in those properties are working more than 15 hours per week.

Governance

7. Members of the Housing Management and Almshouses Sub Committee noted at their July meeting that decisions affecting Gresham Almshouses were taken to the Gresham Committee and any maintenance or development schemes were proportionately funded from Gresham Trust. The Assistant Director for Housing & Neighbourhoods reported that, at the request of the Chairman of Housing Management and Almshouses Sub Committee, a review of the Charitable Objects for the City Almshouses Trust will take place later in the year. It was also resolved by Committee Members that the job title of 'Matron' be changed to Almshouses Manager to prevent any ambiguity that the officer in post, has any medical training.

Christmas hampers

8. Members are asked to note that Christmas hampers will be delivered on the morning of 9 December this year. Arrangements will be made by Officers for any member wishing to visit the estate to undertake hamper delivery.

Jacqueline Whitmore

Sheltered Housing Manager

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Committee: Gresham (City Side)	Date: 9 October 2015
Subject: Gresham Charity - Risk Register	Public
Report of: Town Clerk, Chamberlain and the Director of Community and Children's Services	For Decision

Summary

This report provides a key risks register for the Gresham Charity, which is attached at Annex B for your review.

Recommendations

It is recommended that the register is reviewed to confirm that:

- it satisfactorily sets out the risks faced by the charity; and
- appropriate measures are in place to mitigate those risks.

Main Report

Background

1. In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks.
2. The Charities SORP requires that the risk register is reviewed annually to ensure that existing risks are reconsidered and any new risks are identified.

Current Position

3. The method of assessing risk reflects the City of London's standard approach to risk assessment as set out in its Risk Management Strategy as approved by the Audit and Risk Management Committee. The section of the Strategy which explains how risks are assessed and scored is reproduced at Annex A of this report.
4. Each risk in the register has been considered by the responsible officer within the Corporation who is referred to as the 'Risk Owner'.

Conclusion

5. The various risks faced by the charity have been reviewed and Members are asked to confirm that the attached register satisfactorily sets out the key risks together with their potential impact and that appropriate measures are in place to mitigate the risks identified.

Appendices

- Annex A – City of London Risk Management Strategy
- Annex B – Gresham Charity Risk Register to be considered

Contacts

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City of London Risk Management Strategy

Assessing Risks

Every risk should be assessed to help determine how much attention is given to the particular event. This is done by ranking the risks with a set of scores determined by their individual likelihood and impact rating.

The City of London Corporation uses a 4 point scale and the multiple of the likelihood and impact gives us the risk score, which is used to determine the risk profile. See the 'Risk Scoring' section below on how risks should be scored.

The following chart shows the area the risk will fall in to dependant on its score, with red being the most severe and green being the least. The scores within the chart are multiples of the likelihood and impact.

e.g. (Likelihood of) **4** x (Impact of) **4** = (Risk Score of) **16**

Impact scores increase by a factor of 2, thus having greater weighting in comparison to the Likelihood scores.

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	X				
	Likely (4)	4	8	16	32
	Possible (3)	3	6	12	24
	Unlikely (2)	2	4	8	16
Rare (1)	1	2	4	8	

COL risk matrix

What the colours mean (as a guide):

- Red (dark grey) - Urgent action required to reduce rating
- Amber (light grey) - Action required to maintain or reduce rating
- Green (mid grey) - Action required to maintain rating.

Risk scoring

Risk scoring is purely subjective. Perceptions of a risk will vary amongst individuals and hence it is better to score the risk collectively than leave it to one person's judgement.

Definitions

1. **Original/Gross score:** the level of risk perceived before any mitigating actions/controls have been put in place.
2. **Current/Net score:** the level of risk currently perceived by the user/management, taking in-to account any controls.
3. **Target score:** the preferable score for the risk to be in order for it to be manageable, thinking in term of what resources are available, and the ability of the Corporation to directly manage the risk once external factors are considered.

Risk scoring method

Risks are scored in terms of likelihood and impact

→ Risk should be scored by first determining how likely it is to occur (**Likelihood**)

→ It should then be rated according to the worst case scenario if it should arise (**Impact**).

Likelihood scoring guide

The criterion below is not exhaustive and intended to be used as a guide. **You will need to come to a management consensus when scoring risks.**

	Rare	Unlikely	Possible	Likely
	1	2	3	4
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10 ⁻⁵)	Less than one chance in ten thousand (<10 ⁻⁴)	Less than one chance in a thousand (<10 ⁻³)	Less than one chance in a hundred (<10 ⁻²)

Impact scoring guide

The criterion below is not exhaustive and intended to be used as a guide. **You will need to come to a management consensus when scoring risks.**

		Minor	Serious	Major	Extreme
		1	2	4	8
THREATS	Service Delivery / Performance	Minor impact on service, typically up to 1 Day	Service Disruption 2-5 Days	Service Disruption > 1 week to 4 weeks	Service Disruption > 4 weeks
	Financial	Financial loss up to 5% of Budget	Financial loss up to 10% of Budget	Financial loss up to 20% of Budget	Financial loss up to 35% of Budget
	Reputation	Isolated service user/stakeholder complaints contained within business unit/division	Adverse local media coverage/multiple service user/stakeholder complaints	Adverse national media coverage 1-3 days	National publicity more than 3 days. Possible resignation of leading Member or Chief Officer.
	Legal / Statutory	Litigation claim or fine less than £5,000	Litigation claim or fine between £5,000 and £50,000	Litigation claim or fine between £50,000 and £500,000	Multiple civil or criminal suits. Litigation claim or fine in excess of £500,000
	Safety / Health	Minor incident including injury to one or more individuals	Significant Injury or illness causing short term disability to one or more person	Major injury or illness/disease causing long term disability to one or more person.	Fatality or life threatening illness / disease (e.g. Mesothelioma) to one or more persons
	Objectives	Failure to achieve Team plan objectives	Failure to achieve one or more service plan objective	Failure to achieve a Strategic plan objective	Failure to achieve a major corporate objective

Gresham Charity - Risk Register to be considered by the Gresham (City Side) Committee

Annex B

Risk No.	Risk (Short description)	Risk Owner	Committee	Existing Controls	Current Risk				Planned Actions	Target Risk		
					Likelihood	Impact	Rating	Direction		Likelihood	Impact	Rating
1	Threat of accident and injury in relation to the Almshouses and litigation.	Director of Community and Children's Services	Gresham (City Side)	Regular on-site risk assessments and inspections are carried out by City of London staff.	Unlikely	Major	A	↔	Survey of all homes and site being undertaken 2015/16 to identify improvements to safety and reduce the risk of falls	Unlikely	Serious	G
2	Almshouses may become unstable and/or unusable due to insufficient maintenance.	Director of Community and Children's Services	Gresham (City Side)	Planned maintenance and asset management plan in place; includes works to communal areas and integral upgrades to homes. Inspection regime in place to trigger responsive maintenance and targeting of resources if risk of system or component failure is identified.	Unlikely	Major	A	↔	Planned maintenance and asset management plan in place; includes works to communal areas and integral upgrades to homes.	Unlikely	Serious	G
3	A degradation in the number, quality or performance of the Gresham College Professors leading to a material decline in either attendances at/assessments of Gresham lectures or the overall work of the College.	Town Clerk	Gresham (City Side)	Members of the Committee are members of the Council; close monitoring of operational and financial performance.	Rare	Serious	G	↔	Continue with current course of action.	Rare	Serious	G

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Agenda Item 7

Committee:	Date:
Gresham (City Side) Committee	9 October 2015
Subject:	For Information
Revenue Outturn – 2014/15	
Report of:	Public
The Chamberlain The Director of Community and Children's Services	

Budget Position for 2014/15

1. The 2014/15 final budget for the services overseen by your Committee was agreed by you in October 2014 and endorsed by the Court of Common Council in March 2015. The budget amounted to an overall net expenditure provision of £96,000.
2. The Discretionary budget was subsequently increased by £36,000 following an additional £29,000 from City's Cash Finance Committee contingency for part funding of the Sir Thomas Gresham Biography, coupled with the agreed £7,000 increase in the contingency budget. The 2014/15 final budget amounted to an overall net expenditure provision of £132,000.

Revenue Outturn for 2014/15

3. The revenue outturn for 2014/15 amounted to a net expenditure of £141,000 representing an increase in net expenditure of £9,000. A summary comparison with the budget for the year is shown below.

Summary Comparison of 2014/15 Revenue Outturn with Budget			
	Final Budget	Revenue Outturn	Variations Increase/ (Decrease)
	£'000	£'000	£'000
Chamberlain			
- City Moiety: City's 50% share of Gresham Estate (paragraph 5)	(335)	(346)	(11)
- Discretionary Expenditure: Support to Gresham College (paragraph 6)	417	408	(9)
Sub Total	82	62	(20)
Director of Community and Children's Services			
- Mandatory Expenditure: Maintaining the Almshouses (paragraph 4)	50	79	29
Sub Total	50	79	29
Totals	132	141	9

Note: figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

4. Net expenditure on the Gresham Almshouses was £29,000 higher than anticipated due to an increased requirement for repairs and maintenance of £32,000. This was due to number 4 Gresham Almshouses becoming vacant on 18 August 2014 and the property services team identifying significant works that needed to be completed prior to the property being re-let, which occurred on 23 March 2015.
5. Net income on the City Moiety was £11,000 higher principally as a result of the estimates including a provision of £8,000 for non-recoverable insurance costs. However 100% of property insurance is recoverable from the two head lessees resulting in a reduction in net expenditure.
6. Net Discretionary expenditure was £9,000 lower than expected largely as a result of only £2,000 of the total £10,000 contingency budget being utilised to fund the retirement dinner of Sir Roderick Floud on 24 July 2014.

Recommendations

7. It is recommended that this revenue outturn report for 2014/15 be noted.

Contact Officers:

Chamberlain's Department:

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Community and Children's Services:

Jacqueline Whitmore, Sheltered Housing Manager

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Agenda Item 8

Committee:	Date:
Gresham (City Side) Committee	9 October 2015
Subject:	Public
Revenue Budget 2015/16 and 2016/17	
Report of:	For Decision
The Chamberlain The Director of Community and Children's Services	

Summary

1. This report is the annual submission of the revenue budgets overseen by your Committee. In particular, it seeks approval to the 2015/16 latest revenue budget and the provisional revenue budget for 2016/17, as shown at Appendices B3 - B5 and summarised in Table 1 below, for subsequent submission to the Finance Committee.

Table 1 - Gresham Committee Summary Revenue Budgets 2015/16 & 2016/17			
Divisions of Service (a service overview is provided at Appendix B1 & B2)	Original Budget 2015/16 £'000	Latest Budget 2015/16 £'000	Original Budget 2016/17 £'000
Chamberlain			
- City Moiety: 50% share of Gresham Estate	(339)	(311)	(320)
- Discretionary Expenditure: Support to Gresham College	397	394	403
Sub Total	58	83	83
Director of Community and Children's Services			
- Mandatory Expenditure: Maintaining the Almshouses	51	86	54
Sub Total	51	86	54
Total	109	169	137

2. Overall, the latest budget for 2015/16 totals £169,000 a net increase of £60,000 compared to the original budget. This is primarily due to an increase in repairs and maintenance at the Gresham Almshouses of £28,000, coupled with a reduction in net income on City Moiety of £28,000 as the City's 50% share of the Gresham Estate.

3. Overall, the 2016/17 provisional revenue budget totals £137,000 a net increase of £28,000 compared with the original budget for 2015/16. This is principally due to a reduction in net income on City Moiety of £19,000 as the City's 50% share of the Gresham Estate.

Capital Budgets

4. This Committee does not currently have a capital programme.

Recommendations

5. The Committee is requested to:-
- i) review the latest 2015/16 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee; and
 - ii) review the provisional 2016/17 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee.

Main Report

Latest Revenue Budget for 2015/16

6. Overall there is an increase of £60,000 between the Committee's original and latest budget for 2015/16. Table 2 summarises the movements between the original and latest budgets comprising this increase.

Table 2 - Latest Revenue Budgets 2015/16 by Chief Officer			
Divisions of Service (a service overview is provided at Appendix B1 & B2)	Original Budget 2015/16 £'000	Latest Budget 2015/16 £'000	Movement Increase/ (Decrease) £'000
Chamberlain			
- City Moiety: 50% share of Gresham Estate	(339)	(311)	28
- Discretionary Expenditure: Support to Gresham College	397	394	(3)
Sub Total	58	83	25
Director of Community and Children's Services			
- Mandatory Expenditure: Maintaining the Almshouses	51	86	35
Sub Total	51	86	35
Total	109	169	60

7. The movement between the original and latest budgets shown in Table 2 is primarily attributable to:-
- a) An increase in net expenditure on the Gresham Almshouses of £35,000 principally due to an increase in repairs and maintenance of £28,000 reflecting the latest review of anticipated works including:-
 - i) £14,000 on structural repairs to the Gresham Almshouses boundary wall in the communal garden – this work was deferred from 2012/13 due to the identification of Japanese Knotweed which had to be cleared first. This has now been removed but the delay has resulted in significant further deterioration to the wall leading to increased repair costs;
 - ii) £10,000 to the refit Number 3 Gresham Almshouses planned to take place after an upcoming vacancy; and
 - iii) £8,000 as Gresham Almshouses 16% share of the cost of implementing lighting around the whole of the estate to improve safety.
 - b) A reduction in City Moiety rental income (Royal Exchange) due to a one-off receipt in 2014/15 which was also included in the 2015/16 original estimate.

Proposed Revenue Budget for 2016/17

- 8. The 2016/17 draft budget overseen by the Committee has been prepared in accordance with the overall budget policy guidelines as agreed by the Policy and Resources and Finance Committees.
- 9. Overall there is an increase of £28,000 proposed between the 2015/16 original and the 2016/17 original budgets as shown in Table 3.

Table 3 - Provisional 2016/17 Revenue Budgets by Chief Officer			
Divisions of Service (a service overview is provided at Appendix B1 & B2)	Original Budget 2015/16 £'000	Original Budget 2016/17 £'000	Movement Increase/ (Decrease) £'000
Chamberlain			
- City Moiety: 50% share of Gresham Estate	(339)	(320)	19
- Discretionary Expenditure: Support to Gresham College	397	403	6
Sub Total	58	83	25
Director of Community and Children's Services			
- Mandatory Expenditure: Maintaining the Almshouses	51	54	3
Sub Total	51	54	3
Total	109	137	28

10. The movement between the 2015/16 original and 2016/17 proposed budget shown in Table 3 is principally due to:-

- a) a reduction in in the City's 50% share of the net income on City Moiety of £19,000 as a result of an anticipated reduction in the net income from the Royal Exchange, 89/91 Gresham Street and the Gresham House Annuity; and
- b) a reduction in City Moiety rental income (Royal Exchange) due to a one-off receipt in 2014/15 which was also included in the 2015/16 original estimate.

Gresham College

11. The proposed budgets for 2015/16 and 2016/17 provide for the City's grant to the College and potential uplifts based on the RPI as set out in the 'Funding Arrangement' agreed between the City, The Mercer's Company and the College covering the five year period to 31 July 2019.

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Annexes in Support of the Revenue Budgets

Annex No.	Contents
	Detailed Budgets and Service Overview
B1-2	Brief Overview of the Service
B3	Committee Summary
B4	Chamberlain - Divisions of Service
B5	Community & Children's Services – Division of Service
	Other Annexes
C1	Support Services

GRESHAM COMMITTEE
SERVICE OVERVIEW

Sir Thomas Gresham (1518-1579) built his London Mansion House, Gresham House in Bishopsgate, in collegiate form. In his Will, Gresham House and the Royal Exchange were left to the City Corporation and the Worshipful Company of Mercers. From the income of the Royal Exchange the two parties were to select professors in Divinity, Astronomy, Music, Geometry, Law, Physic and Rhetoric and pay each of the seven professors the annual sum stated in the Will. The first four subjects were the responsibility of the City Corporation whilst the last three were the responsibility of the Mercers' Company. (In recent years the Mercers' Company has voluntarily added a fourth subject to their responsibility - Commerce.) The City Corporation was also obliged to maintain Sir Thomas' eight almshouses and pay each almsfolk a yearly allowance.

The professors took up residence in Gresham House (renamed Gresham College) in 1596 and lectures "for gratuitous instruction of all who chose to come and attend" began in 1598. The College had a valuable library and became "a favourite resort of learned men".

The demise of Gresham College began with the Great Fire of 1666. The College was undamaged, but the Royal Exchange was destroyed. As a result, the Lord Mayor, the Mercers' Company, the City Courts and officers and the merchants from the Exchange all moved into Gresham College, and its scholarly activities were disrupted. The buildings became ruinous and in 1767 an Act of Parliament was passed which permitted the City Corporation and the Mercers' Company to sell the ground to the Crown for an annuity in perpetuity. The Act also provided for the lecturers fees to be increased. The almshouses were subsequently relocated and are now at a site in Brixton.

In 1909, the Grand Gresham Committee established Gresham College as a base for the Gresham Lectures at the newly constructed 89/91 Gresham Street. That property was substantially refurbished in 1984 for banking purposes. At that time the College moved to Frobisher Crescent in the Barbican. In 1991 the Mercers' made available their premises at Barnard's Inn and the College moved there and this is currently the base for the Gresham Lectures. In September 2004 the long lease of 150 years on 89/91 Gresham Street was granted to Friends Provident Life Assurance Ltd. The property is currently occupied.

The Budgets are divided into three divisions of service. The first two shown are the responsibility of the Chamberlain and the third is the responsibility of the Director of Community and Children's Services:

1. City Moiety - This division shows the City Corporation's 50% share of the income from the Royal Exchange, 89/91 Gresham Street and the Gresham House annuity. The division also shows the City Corporation's share of the expenses of running the Estate.
2. Discretionary Expenditure- This division includes all other expenditure that does not form part of the City Moiety (item 1 above) or Mandatory expenses (item 3 below). It consists principally of the Grant to Gresham College, the non-mandatory element of the lecturers' fees and administrative costs.
3. Mandatory Expenses- This division shows the mandatory element of the City Corporation's four lecturers' fees (£400) and the cost of maintaining the almshouses and paying the almsfolk allowance

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GRESHAM COMMITTEE - CITY'S CASH

<i>Actual 2014-15 £'000</i>	GRESHAM COMMITTEE SUMMARY <i>Analysis of Service Expenditure</i>	<i>Original Budget 2015-16 £'000</i>	<i>Latest Budget 2015-16 £'000</i>	<i>Original Budget 2016-17 £'000</i>
	Expenditure			
86	Service Charges	106	106	111
46	Premises Insurance	80	68	75
46	Fees and Services	47	43	44
397	Grant to Gresham College	385	380	389
21	Direct Employee Expenses	21	23	24
45	Repairs and Maintenance	13	41	13
0	Soft Furnishings for Community Hall	0	5	0
1	Rents	2	2	2
1	Rates	1	1	1
2	Water Services	1	1	1
9	Almsfolk Allowances	9	9	9
2	Contingencies	3	10	10
9	Support Services	12	7	7
665	TOTAL Expenditure	680	696	686
	Income			
(478)	Fees and Charges for Services, Use of Facilities	(491)	(458)	(473)
(524)	Rents, Tithes, Acknowledgements and Way Leaves	(570)	(526)	(548)
0	Investment Income	(1)	(1)	(1)
(524)	TOTAL Income	(571)	(527)	(549)
141	TOTAL NET EXPENDITURE	109	169	137

<i>Actual 2014-15 £'000</i>	SERVICES MANAGED	<i>Original Budget 2015-16 £'000</i>	<i>Latest Budget 2015-16 £'000</i>	<i>Original Budget 2016-17 £'000</i>
	Chamberlain			
(346)	City Moiety: 50% share of Gresham Estate	(339)	(311)	(320)
408	Discretionary Expenditure: Support to Gresham College	397	394	403
62	Total Chamberlain	58	83	83
	Director of Children's and Community Services			
79	Mandatory Expenditure: Maintaining the Almshouses	51	86	54
141	TOTAL	109	169	137

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FINANCE COMMITTEE - CITY'S CASH

CTC=DJG40 (City Moiety)

<i>Actual</i> 2014-15 £'000	CITY MOIETY Chamberlain	<i>Original Budget 2015-16 £'000</i>	<i>Latest Budget 2015-16 £'000</i>	<i>Original Budget 2016-17 £'000</i>	<i>Reference</i>
	Expenditure				
86	Service Charges	106	106	111	
46	Premises Insurance	80	68	75	
46	Fees and Services	46	42	43	
178	Total Expenditure	232	216	229	
	Income				
(46)	Fees and Charges for Services, Use of Facilities	(79)	(68)	(75)	
(478)	Rents, Tithes, Acknowledgements and Way Leaves	(491)	(458)	(473)	1
0	Interest	(1)	(1)	(1)	
(524)	Total Income	(571)	(527)	(549)	
(346)	TOTAL NET EXPENDITURE / (INCOME)	(339)	(311)	(320)	

1. Rents Tithes and Acknowledgements are comprised of the following:

Rents, Tithes, Acknowledgements and Way Leaves	<i>Original Budget 2015-16 £'000</i>	<i>Latest Budget 2015-16 £'000</i>	<i>Original Budget 2016-17 £'000</i>	<i>Reference</i>
Rental Income	(391)	(358)	(368)	
Service Charges receivable from lessee	(100)	(100)	(105)	
Total Rents, Tithes, Acknowledgements and Way Leaves	(491)	(458)	(473)	

CTC=DJG80 (Discretionary Expenditure)

<i>Actual</i> 2014-15 £'000	DISCRETIONARY EXPENDITURE Chamberlain	<i>Original Budget 2015-16 £'000</i>	<i>Latest Budget 2015-16 £'000</i>	<i>Original Budget 2016-17 £'000</i>	<i>Reference</i>
	Expenditure				
397	Grant to Gresham College	385	380	389	
9	Support Services	9	4	4	
2	Contingencies	3	10	10	
408	Total Expenditure	397	394	403	
408	TOTAL NET EXPENDITURE / (INCOME)	397	394	403	

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FINANCE COMMITTEE - CITY'S CASH

CTC=DJG60 (Mandatory Expenditure)

<i>Actual</i> 2014-15 £'000	MANDATORY EXPENDITURE <i>Director of Community and Children's Services</i>	<i>Original</i> <i>Budget</i> 2015-16 £'000	<i>Latest</i> <i>Budget</i> 2015-16 £'000	<i>Original</i> <i>Budget</i> 2016-17 £'000	<i>Reference</i>
	Expenditure				
21	Direct Employee Expenses	21	23	24	
45	Repairs and Maintenance	13	41	13	1
0	Soft Furnishings for the New Community Hall	0	5	0	
1	Rents	2	2	2	
1	Rates	1	1	1	
2	Water Services	1	1	1	
0	Fees and Services	1	1	1	
9	Almsfolk Allowances	9	9	9	
0	Support Services	3	3	3	
79	Total Expenditure	51	86	54	
79	TOTAL NET EXPENDITURE / (INCOME)	51	86	54	

1. Repairs and Maintenance

Repairs and Maintenance	<i>Original</i> <i>Budget</i> 2015-16 £'000	<i>Latest</i> <i>Budget</i> 2015-16 £'000	<i>Original</i> <i>Budget</i> 2016-17 £'000	<i>Reference</i>
Breakdown General	5	2	5	
Breakdown Electrical	2	2	2	
Contract Servicing General	1	1	1	
Contract Servicing Electrical	1	1	1	
Contract Servicing Heating & Ventilation	2	1	2	
Water Tank Inspection & Drainage Repairs	1	1	1	
Tree Maintenance & Pruning	1	1	1	a
Lighting around the Estate	0	8	0	b
Communal Garden Boundary Wall	0	14	0	c
Refit of Number 3 Gresham Almshouses	0	10	0	d
	13	41	13	

- a) Tree maintenance and pruning is now necessary on an annual basis as the trees are listed and cannot be pollarded.
- b) The implementation of lighting around the whole of the estate to improve safety.
- c) Structural repairs are required to the boundary wall in the Gresham Almshouses communal garden.
- d) The refit of Number 3 Gresham Almshouses following an upcoming vacancy, before being habitable for re-let.

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SUPPORT SERVICES TO GRESHAM (CITY SIDE) COMMITTEE

Central support costs are recharged to service committees on the basis of the level of service provided.

The support costs have been attributed in accordance the Service Reporting Code of Practice (SeRCOP) produced by the Chartered Institute of Public Finance and Accountancy.

The main support services provided by the central departments are:-

Chamberlain	Accountancy, insurance, revenue collection, payments, financial systems and internal audit.
Town Clerk	Committee administration, human resources, public relations, printing and stationery, emergency planning.
Community and Children's Services	Supervision and management of various services including: the resident warden service, implementation of repairs and maintenance to the Almshouses and all matters concerning the welfare of the Almsfolk.

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

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