



## Policy and Resources Committee

**Date:** THURSDAY, 4 MAY 2017

**Time:** 1.45 pm

**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:**

Deputy Doug Barrow	The Rt Hon the Lord Mayor Alderman Dr Andrew Parmley (ex-officio)
Alderman Sir Michael Bear	Chief Commoner (ex-officio)
Deputy John Bennett	The Rt Hon Alderman the Baroness Scotland of Asthal, QC (ex-officio)
Mark Boleat	Chairman of Finance (ex-officio)
Alderman Charles Bowman	Chairman of Planning & Transportation (ex-officio)
Henry Colthurst	Chairman of Port Health & Environmental Services (ex-officio)
Simon Duckworth	Chairman of Police (ex-officio)
Alderman & Sheriff Peter Estlin	Chairman of Community & Children's Services (ex-officio)
Marianne Fredericks	Chairman of Establishment
Deputy Wendy Hyde	Chairman of Barbican Centre (ex-officio)
Deputy Edward Lord	Chairman of Investment (ex-officio)
Jeremy Mayhew	Chairman of Culture, Heritage and Libraries) (ex-officio)
Deputy Catherine McGuinness	Deputy Chairman of Finance Committee (ex-officio)
Wendy Mead	Deputy Chairman of Investment Committee (ex-officio)
Hugh Morris	
Deputy Dr Giles Shilson	
Deputy Tom Sleigh	
Alderman Sir David Wootton	
<i>Plus six Members to be elected by the Court of Common Council at its meeting on 27 April 2017</i>	

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

**John Barradell**  
**Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**  
To note the Order of the Court of Common Council, 27 April 2017, appointing the Committee *TO FOLLOW*  
**For Information**
4. **ELECTION OF CHAIRMAN**  
To elect a Chairman in accordance with Standing Order No. 29.  
**For Decision**
5. **ELECTION OF DEPUTY CHAIRMEN**  
To elect three Deputy Chairmen in accordance with Standing Order No. 30.  
**For Decision**
6. **MINUTES**  
To consider minutes as follows:-
  - a) To agree the public minutes of the meeting held on 16 March 2017. (Pages 1 - 12)  
**For Decision**
  - b) To note the draft public minutes of the Resource Allocation Sub-Committee meeting held on 16 March 2017. (Pages 13 - 16)  
**For Information**
7. **APPOINTMENT OF SUB-COMMITTEE, WORKING PARTIES AND REPRESENTATIVES ON OTHER COMMITTEES**  
Report of the Town Clerk.  
**For Decision**  
(Pages 17 - 32)
8. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENT FUNDING OF ADDITIONAL STAFF**  
Report of the Comptroller and City Solicitor.  
**For Decision**  
(Pages 33 - 38)
9. **POLICY INITIATIVES FUND AND COMMITTEE CONTINGENCY**  
Report of the Chamberlain.  
**For Information**  
(Pages 39 - 50)

10. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**  
Report of the Town Clerk.  
**For Information**  
(Pages 51 - 52)
11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
13. **EXCLUSION OF THE PUBLIC**  
MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

**Part 2 - Non-Public Agenda**

14. **NON-PUBLIC MINUTES**  
To consider non-public minutes of meetings as follows:-  
a) To agree the non-public minutes of the meeting held on 16 March 2017.  
(Pages 53 - 58)  
**For Decision**
- b) To note the draft non-public minutes of the Resource Allocation Sub-Committee meeting held on 16 March 2017. (Pages 59 - 62)  
**For Information**
15. **CITY MATTERS**  
Report of the Director of Communications.  
**For Decision**  
(Pages 63 - 66)
16. **PUBLIC NOTICE ADVERTS**  
Report of the Director of Communications.  
**For Decision**  
(Pages 67 - 68)
17. **SUPERFAST CITY PROGRAMME UPDATE**  
Report of the City Surveyor.  
**For Decision**  
(Pages 69 - 76)
18. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**  
Report of the Town Clerk.  
**For Information**  
(Pages 77 - 78)
19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

## **POLICY AND RESOURCES COMMITTEE** **Thursday, 16 March 2017**

Minutes of the meeting of the Policy and Resources Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Thursday, 16 March 2017 at 1.45 pm

### **Present**

#### **Members:**

Mark Boleat (Chairman)  
Simon Duckworth (Deputy Chairman)  
Deputy Catherine McGuinness (Deputy Chairman)  
Deputy Douglas Barrow  
Deputy Roger Chadwick (Ex-Officio Member)  
Henry Colthurst  
Stuart Fraser  
Marianne Fredericks  
Deputy the Revd Stephen Haines (Ex-Officio Member)  
Wendy Hyde  
Vivienne Littlechild (Ex-Officio Member)  
Deputy Edward Lord  
Jeremy Mayhew  
Andrew McMurtrie (Ex-Officio Member)  
Wendy Mead  
Deputy Alastair Moss (Ex-Officio Member)  
Deputy Joyce Nash  
Dhruv Patel (Ex-Officio Member)  
Deputy Dr Giles Shilson  
Deputy Tom Sleigh  
Sir Michael Snyder  
Deputy John Tomlinson  
Michael Welbank (Chief Commoner) (Ex-Officio Member)  
Alderman Sir David Wootton

#### **Officers:**

John Barradell	-	Town Clerk and Chief Executive
Peter Kane	-	The Chamberlain
Michael Cogher	-	Comptroller and City Solicitor
Paul Double	-	City Remembrancer
Caroline Al-Beyerty	-	Deputy Chamberlain
Sir Nicholas Kenyon	-	Managing Director Barbican Centre
William Chapman	-	Private Secretary and Chief of Staff to the Lord Mayor
Peter Young	-	City Surveyor's Department
Jane Gyford	-	City of London Police
Damian Nussbaum	-	Director of Economic Development
Bob Roberts	-	Director of Communications
Simon Murrells	-	Assistant Town Clerk

Peter Lisley	- Assistant Town Clerk
David Bianco	- Town Clerk's Department
Neil Davies	- Town Clerk's Department
John Park	- Press Officer, Public Relations Office
Angela Roach	- Principal Committee and Members Services Manager

1. **APOLOGIES**

Apologies were received from John Bennett, Charles Bowman, Peter Estlin, George Gillon, Christopher Hayward and Hugh Morris.

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

The Chairman declared an interest in item no. 10 by virtue of being a member of the Advisory Board of the European Policy Forum, in Item no. 12 by virtue of being a member of the Advisory Board of the International Business and Diplomatic Exchange Board and in item no. 14 as Chairman of London Councils Pensions CIV Sectoral Joint Committee.

3. **MINUTES**

3a. The public minutes of the meeting held on 16 February 2017 were agreed.

3b. The draft minutes of the Public Relations and Economic Development Sub-Committee of the meeting held on 16 February 2017 were noted.

3c. The draft public minutes of the Projects Sub-Committee meeting held on 17 February 2017 were noted.

3d. The draft public minutes of the Courts Sub-Committee meeting held on 9 February 2017 were noted.

4. **APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**

The Committee considered a report of the Town Clerk concerning the process for appointing chairmen of sub-committees.

The Chairman stated that the purpose of a sub-committee was to deal with matters referred to it by its parent committee. It was noted that whilst the Policy and Resources Committee was responsible for governance, without a change to standing orders, its recommendation regarding the appointment of chairmen of sub-committees was on the basis of the adoption of a convention only. Detailed discussion ensued during which the following comments were made:-

- The Chairman advised that the resolution to committees from the December meeting aimed to set a convention which enabled the Chairman of a grand committee who did not wish to chair a sub-committee to identify and nominate for the role another Member with the necessary experience and qualities, for approval of that Committee. In the interests of clarity the

initial resolution would have benefited from being circulated with the substantive report.

- Members questioned the need for the convention particularly given the different nature of some committees, for example some were quasi-judicial and therefore required a different approach.
- As the intention of the convention was to clarify the process it might be better for grand committees to set out its approach to appointments in its terms of reference.
- Rather than seeking the adoption of a convention, Committees should be provided with some general guidance instead. Without being too prescriptive, could also include reference to the length of time a chairman could serve. Several Members supported this.

RESOLVED: that the following guidance be given to all Grand Committees:

1. in the event of a Grand Committee having no prior arrangement or custom in place for the way in which the chairmen of its sub-committees are selected, it should be usual practice for the Chairman of the relevant Grand Committee, should they not wish to serve themselves, to nominate an individual to serve in that capacity for the approval of the Grand Committee;
2. that the term of office of a chairman of a sub-committee would usually be no longer than the term of office of the Chairman of the Grand Committee eg: 3, 4 or 5 years, subject to the relevant Grand Committee being able to extend the term of the sub-committee's chairman on an annual basis.

5. **COMMITTEE TERMS OF REFERENCE AND COMPOSITION**

The Committee considered a report of the Town Clerk proposing a number of changes to committee terms of reference and composition.

RESOLVED – That the following be approved and included in the annual report to the Court of Common Council:-

1. amendments to the terms of reference of the Culture, Heritage and Libraries Committee, Establishment Committee and the Local Government Pensions Board as set out in the appendices to the report;
2. with regard to the Chairmanship of Local Government Pensions Board the constitution state that either the Chairman or Deputy Chairman must be a Member of the *Court of Common Council*, rather than stating that they must be a Common Councilman and its quorum be increased to three, to include at least one Employer representative and one Member representative;
3. the introduction of a three year term for Members of the Court of Common Council serving on the Audit and Risk Management Committee, up to a

maximum of no more than nine years' service (such term limit should not apply to the Chairman, Deputy Chairman or ex-officio Members); and

4. the Culture, Heritage and Libraries Committee be consulted on the future appointment of the Directors of Open Spaces and Community and Children's Services and on the Assistant Town Clerk and Cultural Hub Director.

6. **BUSINESS TRAVEL SCHEME - APPROVED LIST OF EVENTS**

The Committee considered a report of the Town Clerk listing a schedule of recognised events that may be attended by Members and Officers for inclusion in the business travel scheme.

Reference was made to the appendix listing the recognised events. Members were advised that the annual conference of standards committees no longer existed and should be deleted.

A Member referred to the Association of Charitable Foundations Conference and advised that the City Bridge Trust had agreed to widen attendance by enabling other Trustees to attend. The Chairman pointed out that committees were able to make changes and therefore it did not need to be mentioned in the schedule.

Another Member also questioned whether a suitable Academies conference should be included given the City Corporation's decision to expand activities in that area.

RESOLVED - the schedule of recognised events that may be attended by Members and Officers set out at Appendix A be approved for inclusion within the Business Travel Scheme subject to the deletion of the Annual Conference of Standards Committees.

7. **POLICY INITIATIVES FUND AND COMMITTEE CONTINGENCY**

The Committee considered a report of the Chamberlain concerning the Policy Initiatives Fund and the Committee Contingency.

RESOLVED – That the report be noted and that the unused provision in 2016/17 Policy Initiatives Fund (£81,600) and Committee Contingency (£152,200) be carried forward to 2017/18.

8. **CENTRAL GRANTS PROGRAMME 2017-18 FUNDING**

The Committee considered a report of the Chief Grants officer concerning the resources and staffing required to deliver the Central Grants programme for 2017/18.

RESOLVED – that:-

1. Staff continue to be seconded from the City Bridge Trust to manage the Central Grants programme, for a one year period (April 2017 – March 2018);



2. Approval be given to the Central Grants Unit (CGU) recharging up to £60,000 to manage the CGU over this 12 month period; and.
3. It be noted that an evaluation report of the CGU pilot would be submitted to the Committee in December 2017 to agree the 2018/2019 delivery approach.

9. **CONSERVATIVE PARTY CONFERENCE**

The Committee considered a report of the Director of Communications concerning the options for hosting a dinner event at the Conservative Party Conference.

RESOLVED – that option 3 i.e. a larger Dinner event be arranged for the 2017 Conservative Party Conference.

10. **THINK TANK REVIEW AND MEMBERSHIPS 2017**

The Committee considered a report of the Director of Communications reviewing the City Corporation's membership of think tanks for 2017-18.

RESOLVED – That approval be given to the following:-

1. the updated approach to working with think tanks i.e. based on proactively searching out opportunities aligned to the City Corporation's priorities;
2. the City of London Corporation becoming a corporate member of the nine think tanks listed below at a total cost of £78,800, to be met from 2017/18 Policy Initiatives Fund categorised under the Events section of the Fund and charged to City's Cash:-
  - Centre for the Study of Financial Innovation
  - Chatham House
  - European Policy Forum
  - Institute for Public Policy Research
  - Local Government Information Unit
  - The New Local Government Network
  - Reform
  - Whitehall and Industry Group
  - Legatum Institute (this will be a new membership)
3. corporate membership of the Foreign Policy Centre be discontinued; and
4. it be noted that a think tank grid which summarised the think tanks the City Corporation was currently a member of, those with whom it worked with on an ad hoc basis and those it could work with in the future was available on request.

11. **BATTLE OF IDEAS FESTIVAL - 2017 SPONSORSHIP**

The Committee considered a report of the Director of Communications proposing the sponsorship of the 2017 Battle of Ideas festival taking place on 28-29 October 2017.

RESOLVED – That approval be given to the sponsorship of 2017 Battle of Ideas festival at a cost of £25,000 from the 2017/18 Policy Initiatives Fund, categorised under ‘Events’ and charged to City’s Cash.

12. **PARTNERSHIP WITH INTERNATIONAL BUSINESS AND DIPLOMATIC EXCHANGE**

The Committee considered a report of the Director of Economic Development proposing that the City Corporation partner with the International Business and Diplomatic Exchange to develop of a programme of activity.

RESOLVED – That £72,000 be provided to enable the City Corporation to partner with the International Business and Diplomatic Exchange (£50,000 to fund a two year partnership plus a maximum budget of £22,000 for hosting a total of 8 events to take place over two years at the Guildhall) the cost of which would be met from the 2017/18 Policy Initiatives Fund, categorised under ‘Events’ and charged to City’s Cash.

13. **DRAFT HIGH LEVEL BUSINESS PLAN FOR TOWN CLERK'S DEPARTMENT**

The Committee considered the Town Clerk’s high level departmental business plan.

RESOLVED - that the report and the Plan be noted.

14. **LONDON LOCAL GOVERNMENT PENSION SCHEME CIV LTD - FUNDING**

The Committee considered a report of the Chamberlain concerning the 2017/18 budget for the London Local Government Pension Scheme CIV Ltd and its medium term strategy up to 2022.

RESOLVED – that the annual service charge of £25,000 per annum and Development Funding costs of £75,000 per annum (per authority - declining year on year to £10,000 in 2021/22) be noted.

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

The Committee considered a report of the Town Clerk reporting action taken since its last meeting.

Attention was drawn to the Listing Review Procedure for Assets of Community Value (ACV) particularly the fact that under the statutory provisions Members were not able to participate in the review process. It was agreed that the

Chairman should write to the relevant Government Department at an appropriate time to advise it of the City Corporation's concerns about a process which enabled officers to overturn a decision of elected Members.

RESOLVED – that

1. with regard to Listing Review Procedure for AVCs, the Chairman be authorised to write to the relevant office expressing the City Corporation's concerns about a process which enabled officers to overturn a decision of elected Members and that in the meantime it be noted that approval was given to:-

- the draft Listing Review Procedure previously submitted to the Committee in February;
- the Chamberlain being designated as the Reviewing Officer; and
- the Town Clerk being given responsibility for the designation of any other appropriate officer to undertake listing reviews as well as nominating the office to provide administrative and policy support to the Chamberlain as reviewing officer.

2. It also be noted that approval was given to the following:-

- a. the 2017/18 Pay Policy Statement;
- b. the membership of the four think tanks as set out below being renewed for 2017 as follows:-
  - EPF – £7,500
  - IPPR - £6,300
  - Reform – £9,000
  - LGIU - £9,995

The cost of which was to be met from the 2016/17 Policy Initiative Fund for, categorised under the events section of the Fund and charged to City's Cash.

- c. in connection with the City Corporation becoming the Accountable Body for the Central London sub-region of the London Work and Health Programme (WHP) it:-
  - undertaking the procurement of the WHP in Central London on behalf of Central London Forward member authorities; together with the boroughs of Hackney, Haringey, Tower Hamlets and Lewisham;
  - undertaking the Supplier Selection - SQ phase (previously known as PQQ stage) for WHP on behalf of the four London sub-regional

lead authorities, including the London Boroughs of Ealing, Croydon and Redbridge;

- entering into the required legal arrangements in relation to recommendations 1 and 2 above, including:-
  - the Memorandum of Understanding (MOU) with Department of Works and Pension regarding funding being devolved to Central London;
  - the written agreement with the Lead authorities of the other London sub-regions, to manage the SQ stage of the procurement process for WHP; and
  - the amended joint venture agreement for CLF, to include the boroughs of Hackney, Haringey, Tower Hamlets and Lewisham and to include governance for WHP.
- becoming a Co-Financing Organisation for the European Social Fund in London, subject to a successful funding application and procurement of a service provider for the Central London WHP; and
- the Comptroller and City Solicitor making any minor required adjustments on draft legal documentation.

3. Chairman be authorised to write to the relevant Government Department at an appropriate time to advise them of the City Corporation's concerns about a process which enabled officers to overturn a decision of elected Members.

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

The following matters were raised:-

A Member questioned whether a mechanism for managing requests for financial assistance towards projects from external sources could be developed to avoid several approaches being made to the same source. The Chairman advised that arrangements were in place for approaches to the National Heritage Lottery Fund but not for those made in other areas. The issue had been raised at the Resource Allocation Sub-Committee earlier and officers have been asked to look into the matter with the intention of one officer having oversight and avoiding one project being jeopardised by another. This would be for large bids only.

In answer to a question on whether the City Corporation was satisfied with its current safeguarding procedures, the Town Clerk confirmed that he was. A further review would nevertheless be undertaken once the new Director of Community and Children's Services arrived. The Town Clerk reminded Members that various elements of the City Corporation's safeguarding activities

had been Ofsted tested and that one area of activity in particular, the City and Hackney Safeguarding Board, was the only outstanding Board in the Country.

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

The Committee considered the following items of urgent business:-

**Crossrail**

Members were reminded of the City Corporation's deal regarding the funding of Crossrail and advised that its £200m contribution towards the project was now due to be paid.

**2018 Boundary Review**

It was noted that following consultation and representations being made to the Boundary Commission the City Corporation's desire to have its link with the City of Westminster was being supported by other consultees at this stage and that a further response would be submitted by the Remembrancer.

**Thanks to Members**

The Chairman advised that Roger Chadwick, Vivienne Littlechild and Michael Welbank were attending their final meeting as ex-officio Members of the Committee and thanked them for the contribution they had made to its work. He reiterated his thanks to George Gillon who had decided not to stand as a Common Councilman. A Member added that notwithstanding the formal vote of thanks that would be conveyed to the Chairman at the next meeting of the Committee, she would like to thank the Chairman for the contribution he had made over the last five years.

**18. 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.

<b>Item Nos.</b>	<b>Paragraph(s) in Schedule 12A</b>
19 - 26	1, 3 and 7

**Part 2 – Non-Public Agenda**

**19. NON-PUBLIC MINUTES**

19a. The non-public minutes of the meeting held on 16 February 2017 were agreed.

- 19b. The draft non-public minutes of the Courts Sub-Committee meeting held on 9 February 2017 were noted.
- 19c. The draft non-public minutes of the Projects Sub-Committee meeting held on 17 February 2017 were noted.
- 19d. The draft non-public minutes of the Hospitality Working Party meeting held on 16 February 2017 were noted.
- 19e. The draft non-public minutes of the Cultural Hub Working Party meeting held on 1 February 2017 were noted.
20. **ONE SAFE CITY PROGRAMME - FUNDING**  
The Committee considered and agreed a joint report of the Town Clerk and the Commissioner of the City of London Police concerning the funding of the One Safe City Programme.
21. **PROJECT FUNDING UPDATE**  
The Committee considered and agreed a project funding update report of the Chamberlain which covered a number of projects.
22. **BEECH STREET PROPERTY USES**  
The Committee considered a joint report of the Town Clerk, City Surveyor and the Managing Director of the Barbican Centre concerning the future use of property in Beech Street.
23. **ADVERTISING IN CITY AM AND CITY MATTERS**  
The Committee considered and agreed a report of the Director of Communications concerning advertising in City AM and in City Matters.
24. **CENTRE FOR MUSIC PROGRESS**  
The Committee considered and agreed a progress joint report of the City Surveyor and the Managing Director of the Barbican Centre concerning the Centre for Music.
25. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.

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

The Committee considered the following item of urgent business:-

**Academy Expansion Programme – Highbury Grove**

The Committee considered and agreed a report of the Town Clerk concerning the Academy Expansion Programme.

27. **CONFIDENTIAL MINUTES**

27a. The confidential minutes of the meeting held on 16 February 2017 were agreed.

27b. The draft confidential of the Courts Sub-Committee meeting held on 9 February 2017 were noted.

**The meeting ended at 3.20pm**

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Chairman

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## RESOURCE ALLOCATION SUB (POLICY AND RESOURCES) COMMITTEE

Thursday, 16 March 2017

Minutes of the meeting of the Resource Allocation Sub (Policy and Resources) Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Thursday, 16 March 2017 at 12.00 pm

### Present

#### Members:

Mark Boleat (Chairman)  
Jeremy Mayhew (Deputy Chairman)  
Alderman Charles Bowman  
Deputy Roger Chadwick  
Simon Duckworth  
Deputy the Revd Stephen Haines  
Deputy Edward Lord  
Deputy Catherine McGuinness  
Deputy Joyce Nash  
Deputy Dr Giles Shilson  
Sir Michael Snyder  
Deputy John Tomlinson  
Alderman Sir David Wootton

#### Officers:

Peter Kane	-	Chamberlain
Michael Cogher	-	Comptroller and City Solicitor
Caroline Al-Beyerty	-	Deputy Chamberlain
Peter Young	-	City Surveyor's Department
Steve Presland	-	Transportation & Public Realm Director
Bob Roberts	-	Director of Communications
Simon Murrells	-	Assistant Town Clerk
Peter Lisley	-	Assistant Town Clerk
Scott Nixon	-	Town Clerk's Department
Neil Davies	-	Town Clerk's Department
Angela Roach	-	Principal Committee and Members Services Manager

#### 1. APOLOGIES

Apologies were received from Henry Colthurst, Stuart Fraser and Hugh Morris.

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

There were no declarations.

### 3. **MINUTES**

- 3a. the public minutes of the Sub-Committee meeting held on 19 January 2017 were approved.
- 3b. the public minutes of the joint meeting of the Resource Allocation and Efficiency and Performance Sub-Committees, with Committee Chairmen held on 19 January 2017 were noted.

### 4. **PROJECT GOVERNANCE ARRANGEMENTS FOR EXTERNALLY FUNDED TRANSPORTATION & PUBLIC REALM PROJECTS**

The Sub-Committee considered a joint report of the Chamberlain and the Director of the Built Environment concerning the governance arrangements for the allocation of external funding which was used to deliver infrastructure projects.

A Member stated that, in his view, the allocation of Section 106 funding should be determined by relevant Members as part of the negotiation process i.e. before an allocation was agreed with the developer. This would prevent officers having to renegotiate with developers how their funds would be used should concerns be expressed about the allocation subsequently. It was also suggested that the allocation of CIL funds (from the limited pot – PB Type 3) should also be considered by this Sub-Committee.

The Sub-Committee was reminded of the role of the Projects Board, that Section 106 had been largely replaced by CIL and that the Sub-Committee's role in the allocation process would be to approve how CIL funding was split. Members were also advised that a further report was due to be submitted later in the year. In the meantime the points raised would be considered and a report submitted to the Sub-Committee in due course.

RESOLVED – that the report be noted.

### 5. **ALLOCATION OF TRANSPORT FOR LONDON FUNDING**

The Sub-Committee considered a report of the Director of the Built Environment concerning the allocation of funding for 2017/18 from Transport for London (TfL).

RESOLVED – That approval be given to:-

- 1. the allocation of the TfL grant 2017/18 to the programmes and projects set out in Table 2 of the report;
- 2. the reallocation of £74,000 of TfL grant 2016/17 between the projects shown in paragraph 13 of the report;
- 3. the transfer of £49,000 of TfL grant 2016/17 to freight and consolidation centres work;

4. authority being delegated to the Director of the Built Environment to approve reallocations of up to £50,000 within a financial year (subject to TfL approval) in consultation with the Chamberlain, Chairman and Deputy Chairman of the Planning & Transportation Committee.

**6. CENTRAL GRANTS PROGRAMME 2017-18 FUNDING**

The Sub-Committee considered a report of the Chief Grants officer concerning the resources and staffing required to deliver the Central Grants programme for 2017/18.

RESOLVED – that it be recommended to the Grand Committee, that:-

1. Staff continue to be seconded from the City Bridge Trust to manage the Central Grants programme, for a one year period (April 2017 – March 2018);
2. Approval be given to the Central Grants Unit (CGU) recharging up to £60,000 to manage the CGU over this 12 month period; and.
3. It be noted that an evaluation report of the CGU pilot would be submitted to the Committee in December 2017 to agree the 2018/2019 delivery approach.

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

There were no questions.

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

The following item of urgent business was considered:-

**Congestion Mitigation – Additional Resources**

The Sub-Committee considered a report of the Director of the Built Environment (DBE) concerning the provision of resources to fund additional enforcement measures which focus on congestion.

RESOLVED - That the decision to adjust DBE's local risk budget by approximately £200k to fund additional enforcement resources, focused on congestion, be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

**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 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.

<b>Item Nos.</b>	<b>Paragraph(s) in Schedule 12A</b>
19 - 26	1, 3 and 7

## Part 2 – Non-Public Agenda

### 10. NON-PUBLIC MINUTES

10a. The non-public minutes of the Sub-Committee meeting held on 19 January 2017 were approved.

10b. The non-public minutes of the joint meeting of the Resource Allocation and Efficiency and Performance Sub-Committees, with Committee Chairmen held on 19 January 2017 were endorsed.

### 11. PROJECT FUNDING UPDATE

The Sub-Committee considered and agreed a project funding update report of the Chamberlain which covered a number of projects.

### 12. NATIONAL LOTTERY FUNDING

The Sub-Committee considered and agreed a monitoring report of the City Surveyor concerning the City Corporation's bids for National Lottery Funding.

### 13. ONE SAFE CITY PROGRAMME FUNDING

The Sub-Committee considered and agreed a joint report of the Town Clerk and the Commissioner of the City of London Police concerning the funding of the One Safe City Programme.

### 14. CROSS CUTTING SECURITY ENHANCEMENTS

The Sub-Committee considered and agreed a report of the City Surveyor concerning the funding of the crosscutting security enhancements project.

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

There were no questions.

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

The following item of urgent business was considered:-

#### **Ring of Steel Compliance and Stabilisation Project**

The Sub-Committee considered and agreed a report of the Commissioner of the City of London Police concerning the Ring of Steel Compliance and Stabilisation Project.

**The meeting ended at 12.40pm**

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Chairman  
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# Agenda Item 7

<b>Committee:</b> Policy and Resources	<b>Date:</b> 4 May 2017
<b>Subject:</b> Appointment of Sub Committees, Working Parties and Representatives On Other Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report Author:</b> Angela Roach, Principal Committee and Members Services Manager	

## Summary

1. The appointment, composition and terms of reference of the Policy and Resources Committee's sub-committees and working parties are considered annually, together with the appointment of its representatives on other City Corporation Committees. The opportunity is also taken to review the frequency of the Committee's meetings.
2. The Policy Committee now appoints six sub-committees:-
  - Courts Sub-Committee
  - Members' Privileges Sub-Committee;
  - Outside Bodies Sub-Committee;
  - Projects Sub-Committee;
  - Public Relations and Economic Development Sub-Committee; and
  - Resource Allocation Sub-Committee;
3. The Committee has four working parties covering the areas of hospitality, ceremonial, the cultural hub and the One Safe City Programme Working Party. It also appoints representatives to serve on other City Corporation committees and sub-committees.
4. For ease of reference, details of the composition and terms of reference of the Committees sub-committees and working parties are set out in the Appendix to this report together with the details of the representatives appointed to serve elsewhere.

## Recommendations

5. It is recommended that:-
  - a) consideration be given to the appointment, composition and terms of reference of the following sub-committees and working parties for the ensuing year:-
    - Courts Sub-Committee (1 vacancy)
    - Members' Privileges Sub-Committee
    - Outside Bodies Sub-Committee (3 vacancies. This is open to all Members of the Court)
    - Projects Sub-Committee (4 vacancies)
    - Public Relations and Economic Development Sub-Committee (5 vacancies)
    - Resource Allocation Sub-Committee (6 vacancies)

- Ceremonial Working Party
  - Cultural Hub Working Party (4 vacancies)
  - Hospitality Working Party
  - One Safe City Programme Working Party
- b) in the interest of providing an element of continuity the Court appointments on the Outside Bodies Sub-Committee be on the basis of a three year term (staggered between the appointees);
- c) a Chairman and Deputy Chairman of the Projects Sub-Committee be appointed;
- d) 8 Members be appointed to serve on the Investment Committee (see Section N of Appendix for 2016 nominations);
- e) one Member be appointed to represent the Committee on each of the following:-
- Audit and Risk Management Committee
  - Barbican Centre Board
  - Education Board (this is open to all Members of the Court)
  - Freedom Applications Committee
  - Local Development Framework Reference Sub (Planning) Committee
- (see Section M of the Appendix for 2016 appointments)
- e) three Members appointed to represent the Committee on the Corporate Asset Sub-Committee (see Section L of the Appendix for 2016 appointments).
- f) representatives be appointed for informal consultation with the Court of Aldermen and the Finance Committee on Mayoralty and Shrievalty Allowances (see Section K of the Appendix for 2016 appointments); and
- g) Members consider whether any change is required to the frequency of the Committee's meetings.

## **Main Report**

### **Background**

1. This report considers the appointment, terms of reference and composition of the Policy and Resources Committee's sub-committees and working parties. It also sets out details of the representatives the Committee is requested to appoint to serve on other City Corporation bodies.
2. The Committee is also required to review the frequency of its meetings. It usually meets on a monthly basis (with the exception of the Summer and Easter recess periods). No meetings were cancelled last year and meeting on a monthly basis is working well.

## **Current Position**

3. There are a number of specific areas of the Committee's work which require greater focus and for which it has created a sub-committees, namely:-
  - The City's Courts
  - Members' Privileges
  - Outside Bodies
  - Project Management
  - Public Relations and Economic Development
  - Resource Allocation
4. It was previously agreed that the Chairman and a Deputy Chairman of the Grand Committee should serve in an ex-officio capacity on all the Committee's Sub-Committees. However, since the appointment of three deputies service on four of the sub-committees have been shared between them with all three deputies serving on the Resource Allocation and the Public Relations and Economic Development Sub-Committees. The Policy Committee recently agreed to alter the status of these appointments by appointing one Deputy Chairman and two Vice Chairmen of the Committee. It is not anticipated that the arrangements for serving on the Sub-Committee will change as a result.
5. The Committee is now responsible for the City Courts. Given that activity in this area will increase over the next five years particularly with the extensive refurbishment works planned for the Central Criminal Court a Sub-Committee was created for a period of five years to oversee matters.
6. The Committee now has four working parties covering hospitality, ceremonial, the cultural hub and the One Safe City Programme. Work on hospitality, ceremonial and the cultural hub is on-going. The One Safe City Programme which covers the Ring of Steel, Safer Communities and Joint Contact and Control Room and a number of smaller associated projects is jointly run by the City Corporation and the City of London Police. A new working party was created to oversee the management of the Programme last
7. Each of the Committee's proposed sub-committees, working parties and the appointments to other committees are considered in turn below. Details of their terms of reference and proposed composition are set out in the Appendix to this report.

## **Courts Sub-Committee**

8. This Sub-Committee has been created for a period of five years to be responsible for the oversight of the management of all matters relating to the Central Criminal Court, the City of London Magistrates' Court and the Mayor's and City of London Court (excluding the appointment of the Secondary and Under Sheriff and matters relating to the Shrievalty and in so far as they concern the City of London Corporation). In terms of places on the Sub-Committee, in addition to the Chairman and the Deputy Chairman, one further place is filled by this Committee and four are

appointed by the Court of Common Council for a term of four years. There is **one** vacancy on this Sub-Committee which the Grand Committee needs to fill.

### **Members' Privileges Sub-Committee**

9. The Members' Privileges Sub-Committee focuses on Members' privileges (but not those relating to City Hospitality which are dealt with by the Hospitality Working Party); Members' facilities (excluding Guildhall Club as this is dealt with by its own dedicated committee) and Member development and training. This Sub-Committee is chaired by the Chief Commoner and can report directly to the Court of Common Council. Vacancies on this Sub-Committee are appointed by the Court. See Appendix for the full composition.

### **Outside Bodies Sub-Committee**

10. This Sub-Committee was created to oversee the City Corporation's Outside Bodies Scheme on behalf of the Committee. Its primary purpose is to keep under review, on a more regular basis, the City Corporation's policy and protocol towards outside bodies to ensure that they remain fit for purpose. In addition to the Chairman and a Deputy or Vice Chairman, three places are filled by this Committee (but not necessarily from Members of the Committee) and three are appointed by the Court of Common Council on an annual basis. However in the interest of providing an element of continuity it is suggested that the Court appointments are made on the basis of a three year term (staggered between the appointees). The **Three** places to be filled this day will continue to be on an annual basis.

### **Projects Sub-Committee**

11. This Sub-Committee provides additional scrutiny, oversight and challenge for the management of major projects and programmes on behalf of the Policy and Resources Committee. The Chairman and Deputy Chairman of the Sub-Committee are appointed by the Grand Committee. There are **four** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.

### **Public Relations and Economic Development Sub-Committee (PR/ED Sub)**

12. This Sub-Committee focuses on all matters relating to the City Corporation's Economic Development, Public Relations, Public Affairs and Communication activities, including any related plans, policies and strategies. There are **five** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.

### **Resource Allocation Sub-Committee (RA Sub)**

13. Determining resource allocation in accordance with the City Corporation's strategies is undertaken on behalf of the Committee by the RA Sub. Earlier this year, as part of the recent review of the city Corporation's grant giving activities, the Committee agreed to the Sub-Committee being responsible for:-



- setting the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants);and
- considering the annual performance reports for all grants programmes from the Finance Committee.

The Resource Allocation Sub-Committee also performs the role of a Reference Sub-Committee, in that it considers and makes recommendations on matters referred to it by the Grand Committee. Its constitution is determined by the Court. There are **six** vacancies on this Sub-Committee to which the Grand Committee is asked to appoint.

### **Ceremonial Working Party**

14. The Ceremonial Working Party was established for a limited period in 2016 to review the City Corporation's ceremonial protocols and practices and to update and consolidate the *Ceremonials* Book. There are no vacancies to be filled on the Working Party.

### **Cultural Hub Working Party**

15. The Cultural Hub Working Party was established in 2013 to oversee the development of a cultural hub in the Barbican area to coordinate improvements to the street scene, links to future transport infrastructure developments, and increased collaboration between the cultural institutions in and around that area. There are **four** vacancies on the Working Party.

### **Hospitality Working Party (HWP)**

16. The HWP is chaired by the Chief Commoner and reports directly to the Court of Common Council. It is responsible for considering and making recommendations on City Corporation hospitality and on the applications for the use of Great Hall. Applications for the use other venues within Guildhall are determined by the Remembrancer in consultation with Chief Commoner. Vacancies on this Working Party are appointed by the Court. See Appendix for the full composition.

### **One Safe City Programme Working Party (OSCPWP)**

17. As mentioned above, the OSCPWP focusses on the management the One Safe City Programme. It covers various projects which sit within three overarching projects for enhancing the Ring of Steel and Safer Communities as well as the co-location of City Corporation's Contact Centre and Police Control Room. There are no vacancies to be filled on the Working Party.

### **Investment Committee**

18. 14 Members of the Investment Committee are elected by the Court. In addition to this the Policy Committee appoints **eight** Members to serve on it from amongst all Members of the Court. Members wishing to serve on the Investment Committee are required to submit a CV in support of their candidature.

## **Appointments to other Committees and Sub-Committees**

19. The Policy and Resources Committee is required to appoint representatives to serve on the following Committees, Sub-Committees and Boards:-

- **Audit and Risk Management Committee**
- **Barbican Centre Board**
- **Corporate Asset Sub-Committee** (three representatives)
- **Education Board**
- **Freedom Applications Committee**
- **Local Development Framework Reference Sub (Planning) Committee**
- **Mayoralty and Shrievalty Allowances** (for the purposes of consultation with the Court of Aldermen and representatives of the Finance Committee)

20. When filling the vacancies on the various committees and sub-committees referred to above it should be noted that a ballot will be required where expressions of interest in serving on them exceed the number of vacancies.

## **Appendices**

Appendix – composition and terms of reference of the Policy Committee’s sub-committees and working parties together with details of the representatives the Committee appoints to serve elsewhere.

## **Background Papers:**

Appointment of Sub Committees, Working Parties and Representatives on Other Committees – Report 16 May 2016

## **Contact:**

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(A) **Courts Sub-Committee**

**Composition**

- Chairman of the Policy and Resources Committee
- Deputy Chairman of the Policy and Resources Committee
- Two Aldermen nominated by the Court of Aldermen;
- Four Members appointed by the Court of Common Council
- One Member appointed by the Policy and Resources Committee;
- One Member appointed by the Finance Committee;
- the Recorder and Sheriffs at the Central Criminal Court (Ex-officio), with the Recorder and any Sheriff who was not a Member of the Court of Common Council, having no voting rights

**N.B. the Recorder and a Sheriff who is not an Alderman or Common Councilman shall have no vote.**

In 2016/17 membership was as follows:-

**Policy Committee representatives**

Catherine McGuinness (Chairman)  
Mark Boleat  
Alex Deane (no longer on the Court)

**Court of Alderman representatives**

Alderman Sir David Wootton (Deputy Chairman)  
Alderman Sir Michael Bear

**Finance Committee representative**

Nicholas Bensted-Smith

**Representatives appointed by the Court**

Michael Hudson  
James De Sausmarez  
John Scott  
Adam Richardson (no longer on the Court)

**Terms of Reference**

For a period of five years, from June 2016 to April 2021, to be responsible for oversight of the management of all matters relating to the Central Criminal Court, the City of London Magistrates' Court and the Mayor's and City of London Court so far as they concern the City of London Corporation but excluding the appointment of the Secondary and Under Sheriff and matters relating to the Shrievalty.

(B) **Members' Privileges Sub-Committee**

**Composition**

- Chief Commoner (Chairman)
- Immediate past Chief Commoner \*
- Chairman and Deputy Chairman of the House Committee of Guildhall Club (Ex-officio)
- Chairman and a Deputy Chairman of the Grand Committee
- Up to 6 Members appointed by the Court of Common Council as follows:-

Jamie Ingham Clark *term expires 2020*

Ann Holmes *term expires 2020*

Four vacancies

*\*For part of the year and then the Chief Commoner Designate for the remainder of the year (elected in October each year)*

**Terms of Reference**

- To consider and make recommendations to the Policy and Resources Committee on:-
  - Members' privileges, other than those relating to City Hospitality which is dealt with by the Hospitality Working Party; and
  - Members' facilities, excluding Guildhall Club as it falls within the locus of the House Committee of Guildhall Club.
- To agree a programme of Member training and development, to ensure that all Members have access to opportunities to broaden their specialist knowledge and skills in relation to their duties.

(C) **Outside Bodies Sub-Committee**

**Composition**

- the Chairman and one Deputy Chairman of the Policy and Resources Committee;
- three Members appointed by the Policy and Resources Committee (but not necessarily Members of the Policy and Resources Committee);
- three Members appointed by the Court of Common Council; and
- one Alderman, appointed by the General Purposes Committee of Alderman – Alderman Sir David Wootton.

In 2016/17 three Members of the Committee were appointed as follows:-

Simon Duckworth

Edward Lord

Jeremy Mayhew

### **Terms of Reference**

To be responsible for overseeing the City Corporation's Outside Bodies Scheme, to include:-

- developing the Corporation's policy towards outside body appointments;
- keeping under review the effectiveness and appropriateness of the organisation's participation in individual bodies;
- giving initial consideration to new requests from outside bodies for nominations;
- advising the Court on the needs and requirements of the outside body in respect of any vacancy; and
- periodically reviewing the City Corporation's Outside Bodies protocol.

### (D) **Projects Sub-Committee**

#### **Composition**

- Four Members appointed by the Policy and Resources Committee
- Two Members appointed by the Finance Committee
- Up to four Members be co-opted from the Court of Common Council with relevant experience.

In 2016/17 membership was as follows:-

#### **Policy Committee representatives**

Sir Michael Snyder  
Marianne Fredericks  
Hugh Morris  
Jeremy Mayhew  
Mark Boleat (ex-officio)  
Catherine McGuinness (ex-officio)

#### **Finance Committee representatives**

Roger Chadwick  
John Tomlinson

#### **Co-optees**

Keith Bottomley  
Christopher Hayward  
Graham Packham  
James Tumbridge

*\*The Chairman and Deputy Chairman of the Sub-Committee to be appointed by the Policy and Resources Committee*

#### **Terms of Reference**

To be responsible for:-

- Authorising individual projects on behalf of the Policy and Resources Committee at each stage of the City's agreed Project Approval Process;
- Making proposals to the Resource Allocation Sub-Committee/the Policy and Resources Committee for projects to be included in the capital/supplementary revenue programme;
- Overseeing the City Corporation's programme of projects, excluding those within the remit of the Corporate Asset Sub-Committee, to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee;
- Monitoring the procurement arrangements for capital and supplementary revenue projects and advising the Finance Committee of any issues; and
- Periodically reviewing the City Corporation's project management processes and procedures.

(E) **Public Relations and Economic Development Sub-Committee**

**Composition**

Chairman and Deputy Chairmen of the Policy and Resources Committee

Past Chairmen of the Policy and Resources Committee, still on the Committee

Chairman of the Finance Committee

Five Members of the Policy and Resources Committee, elected by the Committee

Four Members of the Court of Common Council, co-opted by the Sub-Committee

Up to two non-Members of the Court of Common Council, co-opted by the Sub-Committee who shall not have voting rights

In 2016/17 membership was as follows:-

**Policy Committee representatives**

Chairman of the Grand Committee

Deputy Chairmen of the Grand Committee

Stuart Fraser (past Chairman)

Sir Michael Snyder (past Chairman)

Doug Barrow

Wendy Hyde

Edward Lord

Tom Sleight

Alderman Sir David Wootton

**Chairman of Finance**

Jeremy Mayhew

**Co-optees**

Keith Bottomley

Alderman Peter Estlin

Anne Fairweather

## **Terms of Reference**

To consider and report to the Grand Committee on all matters relating to the City Corporation's Economic Development, Public Relations, Public Affairs and Communication activities, including any related plans, policies and strategies.

### **(F) Resource Allocation Sub-Committee**

#### **Composition (*the Constitution has been agreed by the Court of Common Council*)**

Chairman of the Policy and Resources Committee (Chairman)

Chairman of the Finance Committee (Deputy Chairman)

The Deputy Chairmen of the Policy and Resources Committee

The Deputy Chairman of the Finance Committee

Chairman of the General Purposes Committee of the Court of Aldermen

The Senior Alderman below the Chair

The Chairman of the Establishment Committee

Past Chairmen of Policy and Resources Committee providing that they are Members of the Committee at the time.

Together with 6 Members of the Policy and Resources Committee - in 2015/16 these Members were as follows:-

Henry Colthurst

Edward Lord

Joyce Nash

Dr Giles Shilson

Tom Sleigh

John Tomlinson

#### **Terms of Reference**

- to recommend to the Grand Committee an appropriate allocation of financial resources in respect of the City Corporation's capital and revenue expenditure;
- to meet with Chairmen of Service Committees to advise on the status of the City Corporation's budgets and the recommended allocation of financial resources overall and discuss any emerging issues;
- following advice from the Corporate Asset Sub-Committee, to have power to determine the City Corporation's programme for repairs, maintenance and cyclical replacement of plant & equipment in respect of all operational and non-investment properties, including the prioritisation of the various schemes and projects;
- to determine the appropriate investment proportions between property and non-property assets;
- to recommend to the Grand Committee the extent of properties held by the City of London Corporation for strategic purposes, including within the City of London itself;
- to recommend to the Grand Committee the allocation of operational property resources for service delivery (following Corporate Asset Sub-Committee's consideration of effective use);
- to be the reporting and oversight body for the review of Operational Property;

- to set the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants);
- to consider the annual performance reports for all grants programmes from the Finance Committee; and
- to consider and make recommendations in respect of matters referred to it by the Grand Committee including matters of policy and strategy.

(G) **Ceremonial Working Party**

**Composition**

- Chairman of the Policy & Resources Committee
- A Deputy Chairman of the Policy & Resources Committee (Catherine McGuinness)
- Chief Commoner
- Two Aldermen, nominated by the Chairman of the General Purposes Committee of Aldermen (Alderman Sir David Wootton and Alderman Tim Hailes)
- Three Members appointed by the Policy and Resources Committee (Roger Chadwick, Simon Duckworth and Edward Lord)
- Two Members with over ten years' service, appointed by the Court of Common Council (Wendy Mead and Deputy Joyce Nash)
- Two Members with under ten years' service, appointed by the Court of Common Council (Henry Colthurst and Deputy Dr Giles Shilson)
- The Remembrancer
- Town Clerk

**Terms of Reference**

- To review the totality of the City Corporation's ceremonial protocols and practices, with the intention of bringing them up to date to reflect current circumstances;
- To examine the principles behind each protocol, particularly where there have been changes in practice over recent years, making recommendations as to the approach to take in future, with a view to an updated and consolidated Ceremonials Book being produced.

(H) **Cultural Hub Working Party**

**Composition**

- The Chairman or his/her representative
- four Members nominated by the Policy & Resources Committee. In 2016/17 this was as follows:-

Jeremy Mayhew  
Deputy Alastair Moss  
Deputy Catherine McGuinness  
Jeremy Simons

The Chairman or his/her representative from the following committees/boards:-



- the Board of Governors of the Museum of London
- the Barbican Centre Board
- the Board of Governors of the Guildhall School of Music and Drama
- the Culture, Heritage and Libraries Committee
- the Planning and Transportation Committee
- the Barbican Residential Committee

The following senior officers: -

- Town Clerk
- Managing Director, Barbican Centre
- Director of the Built Environment
- Director of Community and Children Services
- Director of Culture, Heritage and Libraries
- Director, Museum of London
- City Surveyor

### **Terms of Reference**

The working party will oversee and co-ordinate the work being undertaken to develop the cultural hub in the Barbican area.

It will do this by: -

- Providing a cross-cutting overview of emerging activities related to the creation of a cultural hub
- Providing advice on the potential of individual projects to contribute to the delivery of a cultural hub; and
- Ensuring that decision making committees of the City of London Corporation are fully aware of the impact individual projects might have in the delivery of a cultural hub.

**Note: The Cultural Hub Working Party shall have the power to co-opt people with relevant expertise or experience.**

### (I) **Hospitality Working Party**

#### **Composition**

Chief Commoner (Chairman)

Immediate past Chief Commoner\*

Chairman and a Deputy Chairman of the Policy and Resources Committee

Chairman and Deputy Chairman of the Finance Committee

Chairman of the General Purposes Committee of the Court of Aldermen

Senior Alderman Below the Chair

Together with 4 Members to be appointed by the Court of Common Council

The Remembrancer

*\*For part of the year and then the Chief Commoner Designate for the remainder of the year (elected in October each year)*

The Court appointed the following Members:-

Deputy Doug Barrow *term expires 2019*  
Three vacancies

#### **Terms of Reference**

- To consider applications for hospitality which are referred to it by the Remembrancer and to make recommendations thereon to the Court of Common Council;
- To keep the arrangements for hospitality (including Committee allowances, annual functions, invitations and seating) under review and to make recommendations thereon to the Grand Committee;
- To consider applications for the use of Great Hall and make recommendations thereon to the Court of Common Council;
- To consider the list of approved caterers and make recommendations thereon to the Grand Committee; and
- To consider the level of charges for the event spaces within Guildhall and make recommendations to the Grand Committee.

#### (J) **One Safe City Programme Working Party**

##### **Composition**

- Chairman of Policy and Resources Committee (or representative);
- One additional Member of Policy and Resources Committee;
- Chairman of Police Committee (or representative);
- Chairman of Finance Committee (or representative);
- Chairman of Port Health and Environmental Services Committee (or representative);
- Chairman of Planning and Transportation Committee (or representative);
- Chairman of Community and Children's Services Committee (or representative);
- City of London Police Commander (Operations);
- Assistant Town Clerk - Programme SRO.

In 2016/17 membership was as follows:-

##### **Policy Committee representatives**

Simon Duckworth (Chairman)

Marianne Fredericks

**Police Committee representative** – James Thomson

**Finance Committee representative** – Jeremy Mayhew

**Port Health Committee representative** – Jeremy Simons

**Planning Committee representative** - Graham Packham

**Community and Children's Services representative** – Gareth Moore (no longer on the Court)

Commander Richard Woolford (City of London Police)

Peter Lisley, Assistant Town Clerk

### **Terms of Reference**

To provide oversight and scrutinise the One Safe City Programme and its constituent projects by:-

- Ensuring that the Programme is managed and focuses on the delivery of agreed outcomes and benefits;
- Providing a cross-cutting overview of emerging priorities and strategic themes related to the One Safe City Programme;
- Providing advice on the potential of individual (existing or new) projects to contribute to the delivery of the One Safe City Programme and
- Ensuring that decision making committees of the City of London Corporation and City of London Police are fully aware of the impact other projects and programmes might have on the delivery of the One Safe City Programme.

(K) **Representatives for Consultation with the Court of Aldermen and Representatives of the Finance Committee on Mayoralty and Shrievalty Allowances**

This is a joint deputation of representatives comprising Aldermen, the Policy and Resources Committee and the Finance Committee. The deputation is responsible for giving detailed consideration to the allowances for expenses for the offices of the Lord Mayor and the Sheriffs for the coming year.

Chairman of the Policy and Resources Committee  
The Chief Commoner

Together with one further representative from this Committee - in 2016/17 Henry Colthurst was appointed to serve.

- (L) **Corporate Asset Sub-Committee** – This Sub-Committee is responsible for the performance and adequacy of all the City Corporation's operational property, including reviewing and agreeing the repairs and maintenance of those properties. Three representatives of this Committee are appointed to serve on it. In 2016/17 Edward Lord was only Member appointed by the Committee to serve.

(M) **Representations on Other City Corporation Committees**

The appointment of one Member on the following:-

- i) **Audit and Risk Management** – the terms of reference of this Committee can be found in the Appointment of Members on Committee report to the Court or is available on request. Hugh Morris represented the Policy and Resources Committee in 2016/17.
- ii) **Barbican Centre Board** – the terms of reference of this Committee can be found in the Appointment of Members on Committee report to the Court or is available on request. Stuart Fraser represented the Committee on the Board in 2016/17.

- iii) **Education Board** – the terms of reference of the Board can be found in the Appointment of Members on Committee report to the Court or is available on request. Christopher Hayward represented the Committee on the Board in 2016/17. *NB: Members are required to submit a CV in support of their candidature for serving on the Education Board.*
- iv) **Freedom Applications Committee** - the terms of reference of the Board can be found in the Appointment of Members on Committee report to the Court or is available on request. Simon Duckworth represented the Committee on the Committee in 2016/17.
- v) **Local Development Framework Reference Sub (Planning) Committee** - This Sub-Committee is responsible for giving detailed consideration to two of the City Corporation's strategic documents, the Local Development Framework and Local Implementation Plan. Dhruv Patel represented the Committee on the Sub-Committee in 2016/17.

(N) **Investment Committee**

**Composition**

14 Members elected by the Court

8 Members to be appointed by this Committee from all the Court

Together with the Chairmen and Deputy Chairmen of the Policy and Resources and Finance Committees (ex-officio)

*NB: Members are required to submit a CV in support of their candidature for serving on the Investment Committee*

In 2016/17 Policy representatives were appointed as follows:-

Christopher Boden  
James De Sausmarez  
Peter Hewitt  
Ann Holmes  
Edward Lord  
Alistair Moss  
Dhruv Patel  
Tom Sleigh

**NB: A ballot will be required where expressions of interest in serving exceed the number of vacancies on Sub-Committees and Working Parties or representing the Committee on another service committees and Boards.**

# Agenda Item 8

<b>Committee:</b> Policy and Resources Committee	<b>Date:</b> 04 May 2017
<b>Subject:</b> Funding of three additional Staff to the Corporate and Public Law Division of the Comptroller & City Solicitor's Department	<b>Public</b>
<b>Report of:</b> Comptroller and City Solicitor	<b>For Decision</b>
<b>Report Authors :</b> Nick Senior - Comptroller and City Solicitor's Department	

## Summary

This report seeks approval to a base budget increase in order to recruit three additional permanent members of staff to the Comptroller & City Solicitor's Department (C&CS), a Senior Lawyer on grade E, a Legal Support Officer grade C and an Assistant Information Officer grade C/D.

The Public and Corporate Law Division (P&CL) within C&CS would then be sufficiently resourced to meet the demand for increased absolute volume and complexity of legal work which have developed over the last three financial years. Additionally the Information Team would be fully resourced to effectively manage the increased requirements in relation to data protection legislation.

## Recommendations

Members of the Policy and Resources Committee are asked to approve:

1. The Comptroller & City Solicitor's (C&CS) local risk budget being increased for 2017/18 by £140,000 and thereafter (including yearly cost of living increases where applicable) in order to recruit three additional permanent staff at grades E, career grade C/D and at grade C.

## Main Report

### Background

2. The City is progressing ambitious initiatives to enhance its contribution to London and the Nation, including in relation to culture, education, housing, philanthropy, economic development and training & skills. Innovative delivery models (often involving external stakeholders) are being explored and implemented to maximise impact. Increased emphasis on complex project and governance work (such as the Academies Programme and the Museum of London relocation), growing focus on philanthropy and information law and an increased corporate role for the Comptroller and City Solicitor has resulted in a significant increase in the volumes and complexity of legal advice and support from the P&CL Team. At the same time, the team's core on-going work-streams such as in relation to planning and infrastructure are above previous volumes, due to the increasingly challenging regulatory framework and market demands. Legal support is increasingly sought at the options appraisal phase, and during all subsequent phases, to ensure projects are initiated and delivered on a sound legal footing.

3. In order to address this resource shortfall it is proposed to create new Senior Lawyer and Legal Support Officer posts this will ensure that the team can continue to deliver effective timely legal support to protect the City's interests and facilitate the delivery of corporate initiatives.
4. The Corporate Information Team transferred to C&CS on 1 February 2017 following a review of the team resource it is evident that an additional Grade C/D role is required to strengthen the performance of the Team and to build resilience, particularly with the introduction of the new General Data Protection Regulation (GDPR) in 2018 and the proposed transfer of RIPA responsibility to the Department both of which will result in a significant increase in work volumes.

Although the Corporate Information Team currently reports directly to the Comptroller and City Solicitor directly it is likely that at least partial line management responsibility will transfer to the P&CL Division.

## Risks

5. As a result of increased demands for legal support P&CL staff are working a significant number of unpaid extra hours to meet demand and deliver the service. C&CS fee-earner annual chargeable hours targets for the P&CL Team as a whole for 2016/17 were over target by 1210 hours which equates to one full-time lawyer post. This is not sustainable and is impacting on staff morale and work life balance. There are also concerns relating to staff health and wellbeing and potentially an increase in staff absence and a high risk of staff attrition.

## Options Considered

6. Whilst it is possible to outsource legal support work where practicable this will always be at a higher cost than the internal service even when procured at a discounted rate from the London Boroughs Legal Alliance framework. In any case internal governance issues require a detailed understanding of the Corporation and its constitution therefore little corporate work can be wholly outsourced and requires input and supervision on the part of the in-house team to avoid the risk of poor quality advice this in effect also adds to the already much higher external costs and creates additional opportunity costs for the P&CL Division.

Comparative legal support/advice Rates	Hourly Rate
C&CS Senior Lawyer	£90
London Boroughs Legal Alliance framework rate	£130
Commercial Rate	£180

7. In order to continue to deliver an effective legal support service additional temporary lawyer and support officer assignments commenced in January 2017 and this temporary arrangement has successfully provided sufficient support to enable the team as a whole to handle the additional work volumes effectively it is proposed that these positions be made permanent and recruited to under the current proposal.
8. The P&CL Senior Lawyer and Legal Support Officer temporary posts were funded by a small underspend on employees in the C&CS 2016/17 local risk budget created by two vacant posts elsewhere in C&CS which have now been recruited to, it will therefore not be feasible to fund these temporary posts from the existing C&CS local risk budget provision in 2017/18 and following years.

### Staff Chart

9. See Appendix 1.

### Costs

10. Adopting a worst case scenario of employing three staff at the top of the Grades and allowing for London weighting the costs inclusive of National Insurance and pension contribution are summarised below.

Post	Grade	Spinal Point	Cost
Senior Lawyer	E	1040	£53,600
Legal Support Officer	C	1027	£39,200
Information Officer	C/D	1035	£47,200
<b>Total</b>			<b>£140,000</b>

### Benefits

11. The proposal to create new Senior Lawyer and Legal Support Officer posts will ensure that the P&CL Division have sufficient resource to deliver effective legal support in response to the increased demand and complexity of the advice sought. The alternative is to outsource work at greater cost and greater risk to the Corporation.

The proposal to create a new Assistant Information Officer post will facilitate Effective management of the increased demands of the existing data protection requirements and those of the GDPR and RIPA.

## **Conclusion**

12. It is recommended that the C&CS local risk base budget is increased by £140,000 p.a. in 2017/18 and thereafter in order to recruit three additional permanent staff at grades E, career grade C/D and at grade C in order to deliver an effective cost effective legal and corporate information support service.

### **Appendices**

- Appendix 1: Staff structure

### **Contact**

Nick Senior

Business Manager

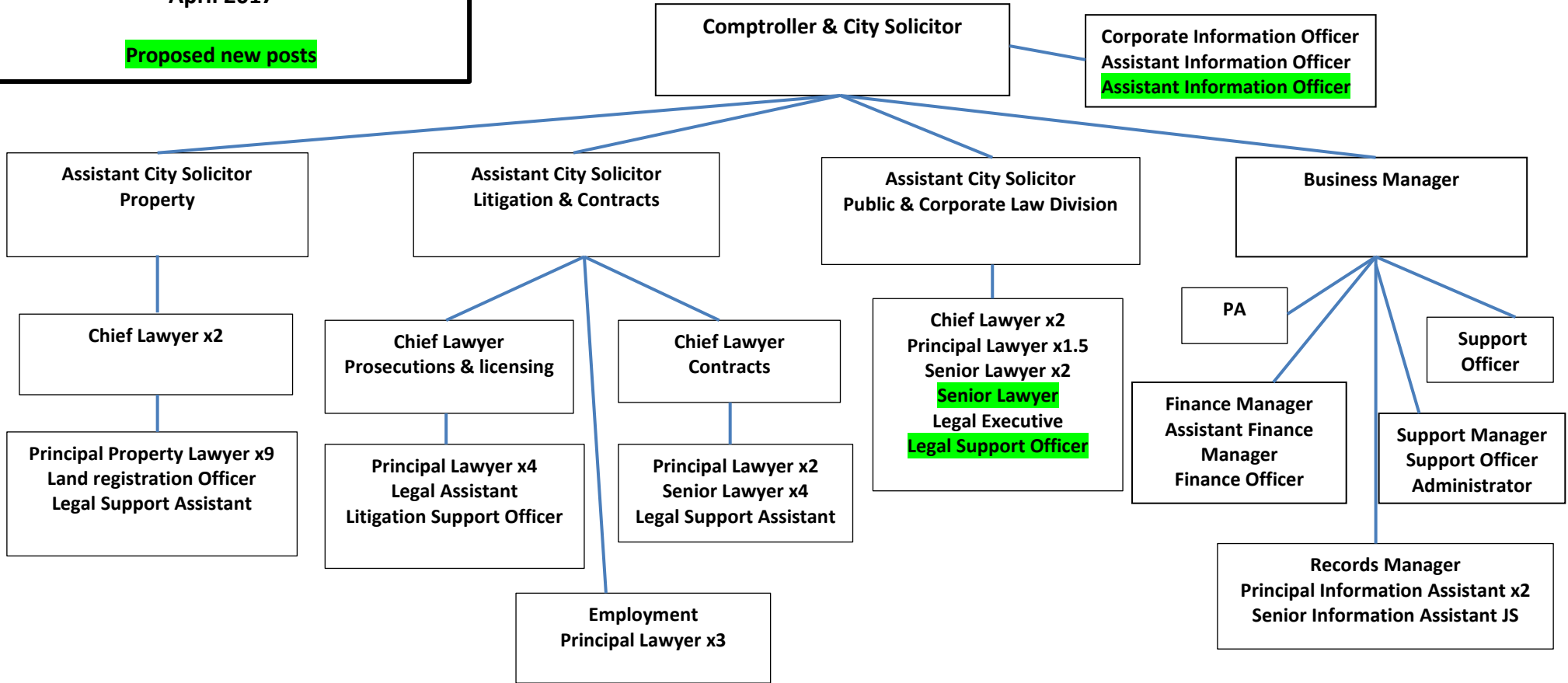
Comptroller & City Solicitor's Department

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**City of London Comptroller & City Solicitor's  
Department  
April 2017**  
**Proposed new posts**



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<b>Committee:</b> Policy and Resources	<b>Date:</b> 4 May 2017
<b>Subject:</b> Policy Initiatives Fund/Committee Contingency	<b>Public</b>
<b>Report of:</b> Chamberlain	<b>For Information</b>
<b>Report Author:</b> Pam Raphael	

## Summary

1. The purpose of the Policy Initiatives Fund (PIF) is to allow the Committee to respond swiftly and effectively with funding for projects and initiatives identified during the year which support the City Corporation's overall aims and objectives.
2. The Committee contingency is used to fund unforeseen items of expenditure when no specific provision exists within Committee budgets such as hosting one-off events.
3. In identifying which items would sit within the PIF the following principles were applied:
  - Items that relate to a specific initiative i.e. research;
  - Sponsorship/funding for bodies which have initiatives that support the City's overall objectives; and
  - Membership of high profile national think tanks
4. The attached schedules list the projects and activities which have received funding for 2017/18. Whilst the schedule shows expenditure to be incurred in this financial year, some projects have been given multi-year financial support (please see the "Notes" column). It should be noted that the items referred to have been the subject of previous reports approved by this Committee.
5. Members will be aware that unallocated balances of £81,600 and £152,200 in the Policy Initiatives Fund and the Committee contingency respectively for 2016/17 have been rolled forward to 2017/18, as agreed by your Committee on 16 March 2017. The balances that are currently available in the Policy Initiatives Fund and the Committee contingency for 2017/18 are £312,700 and £208,400 respectively.

## Recommendations

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

Contact:

Pam Raphael

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**POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND**

**2017/2018**  
**£**

POLICY INITIATIVES FUND

- Balance remaining prior to this meeting

312,700

Less possible maximum allocations from this meeting

- City Matters Newspaper: Additional Funding

13,000

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13,000

Balance

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299,700

Caroline Al-Beyerty  
Financial Services Director

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**POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND 2017/18**

<u>ALLOCATIONS FROM PIF</u>						<u>STATUS OF BALANCE</u>	
<u>COMMITTEE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>RESP</u> <u>OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL</u> <u>PAID</u> TO 25/04/17 £	<u>BALANCE</u> <u>TO BE SPENT</u> £	<u>NOTES</u>	
	<b>Events</b>						
07/07/16	London Councils' London Summit - the City is to host the annual conference for 3 years	EDO	15,000	0	15,000	3 year funding: £15,500 in 2018/19 & £16,000 in 2019/20	
07/07/16	2017 Party Conferences Funding - the City Corporation to hold private roundtables and dinners at the 2017 party conferences of the Liberal Democrats, Labour and Conservatives. The roundtables will focus on skills and employability	DED	6,000	0	6,000	Originally allocated from 2016/17; deferred to 2017/18	
17/11/16	Sponsorship of the Liberty Conference - CoL to sponsorship the Margaret Thatcher Conference on Liberty in June 2017 being hosted by CPS	DED	20,000	0	20,000		
15/12/16	Franco-British Young Leaders Programme - The CoL Corporation to fund 2017 Gala Dinner at the Guildhall and to cover catering costs	DED	17,000	0	17,000		
16/02/17	City Week 2017 - CoL to sponsor this annual conference taking place on 25 & 26 May 2017. A high profile by the Corporation in City Week provides a valuable opportunity to shape discussions with business stakeholders on key topics and promote the UK to a global audience.	DED	26,000	0	26,000		
16/03/17	Think Tank Membership 2017-18: Renewal of COL's membership to Centre for the Study of Financial Innovation (£5,000); Chatham House (£14,000); European Policy Forum (EPF - £7,500); Institute for Public Policy Research (IPPR - £6,300); Local Government Information Unit (LGIU - £10,000); New Local Government Network (NLGN - £12,000); Reform (£9,000); Whitehall & Industry Group (WIG - £5,000); & Legatum Instituer (£10,000)	DOC	78,800	5,000	73,800		
16/03/17	Sponsorship of Battle of Ideas Festival 2017 - the City Corporation to sponsor the festival, organised by The Institute of Ideas, taking place on 28-29 October 2017 at the Barbican Centre	DED	25,000	0	25,000		

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u>	<u>ACTUAL PAID</u>	<u>BALANCE</u>	<u>NOTES</u>
<u>DATE</u>			£	TO 25/04/17 £	TO BE SPENT £	
16/03/17	International Business and Diplomatic Exchange (IBDE) - COL to fund a two year partnership with IBDE (£50,000) plus £22,000 for hosting a total of 8 events taking place over 2 years at the Guildhall. The IBDE is an independent, not for profit, non-political membership organisation bringing together the business and diplomatic community in London to promote international trade and investment flows.  <b>Promoting the City</b>	DED	72,000	50,000	22,000	
08/09/16	Additional sponsorship to support Innovate Finance	DED	250,000	250,000	0	Additional year's sponsorship for Innovate Finance in the sum of £350,000 to be used flexibly; £100,000 in 2016/17; £250,000 in 2017/18
06/10/16	IPPR - Economic Justice Commission - City Corporation to become one of the sponsors of the IPPR Commission on Economic Justice. The IPPR is a registered charity and independent think-tank	DED	100,000	0	100,000	2 year funding: final payment in 2017/18
19/01/17	TheCityUK: CoL's additional funding toward CityUK's rental cost	DED	100,000	0	100,000	3 year funding: £100,000 in 2017/18 & 2018/19
19/01/17	Chemistry Club, City: City of London to sponsor a series of high calibre networking events to enhance the Corporation's credibility in the Cyber tech and related technologies in the financial services sector	DED	32,100	0	32,100	
16/03/17	City of London Advertising - continuation of placing advertisements in CityAM to promote services provided by COL and advertising in a new newspaper, City Matters, covering the Square Mile  <b>Communities</b>	DOC	54,900	9,900	45,000	2 year funding: £54,900 in 2017/18
20/03/14	STEM and Policy Education Programme - funding of the Hampstead Heath Ponds Project	DOS	36,300	3,210	33,090	The Director of Open Spaces has reviewed the phasing as follows: £23,850 in 2017/18 and £12,400 has been deferred from 2016/17 to 2017/18
11/12/14	Sponsorship of Tech London Advocates (TLA): further sponsorship to support the delivery of 2 major bi-annual summit events and the development and promotion of TLA's series of themed, advocate-led workstreams	DED	37,500	0	37,500	4 year funding: final payment in 2017/18



<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u>	<u>ACTUAL PAID</u>	<u>BALANCE</u>	<u>NOTES</u>
<u>DATE</u>			£	TO 25/04/17 £	TO BE SPENT £	
26/03/15	New Entrepreneurs Foundation (NEF): further sponsorship of NEF, a not-for-profit organisation focussing on equipping young entrepreneurs to run scalable businesses	DED	20,000	0	20,000	3 year funding: final payment in 2017/18
16/02/17	Social Mobility Commission: the City of London Corporation to be the sole sponsor of the Social Mobility Employer Index for its first year of operation	TC / DED	7,000	0	7,000	In addition, £7,000 for a launch event in 2017/18
	<b>Attracting and Retaining International Organisations</b>					
19/09/13	International Valuation Standards Council (IVSC) - City of London to support the accommodation costs of the IVSC	CS	50,000	0	50,000	5 year funding - £50k per year until 2018/19
03/07/14	International Forum of Sovereign Wealth Funds (IFSFW) - City of London to support the IFSWF Secretariat locating in the City	DED	31,300	0	31,300	4 year funding - final payment of £31,300 in 2017/18
	<b>New Area of Work</b>					
24/09/15	Housing & Finance Institute (HFi) - CoL becoming a founding member of HFi, a hub designed to increase both the speed and number of new homes built across all tenures in the UK by working with local authorities and the private sector	TC	40,000	0	40,000	3 year funding - final payment in 2017/18
			1,018,900	318,110	700,790	
	BALANCE REMAINING		312,700			
	TOTAL APPROVED BUDGET		1,331,600			
	ANALYSIS OF TOTAL APPROVED BUDGET					
	ORIGINAL PROVISION		1,250,000			
	APPROVED BROUGHT FORWARD FROM 2016/17		81,600			
	TOTAL APPROVED BUDGET		1,331,600			

NOTES: (i) The Committee date records the actual approval meeting; in some instances approval is given for multi-year support for a project but the financial details in this table only show the expenditure due in the current year (2016/17). It should be noted that actual payments sometimes are made towards the end of a financial year.

KEY TO RESPONSIBLE OFFICER:-

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

CAROLINE AL-BEYERTY - DEPUTY CHAMBERLAIN

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**POLICY AND RESOURCES COMMITTEE - CONTINGENCY**

	<b>2017/2018</b>
	<u>£</u>
CONTINGENCY	
- Balance remaining prior to this meeting	208,400
<u>Less possible maximum allocations from this meeting</u>	
-	<u>0</u>
	0
Balance	<u><u>208,400</u></u>

Caroline Al-Beyerty  
Financial Services Director

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<u>ALLOCATIONS FROM CONTINGENCY</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>RESP</u> <u>OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL</u> <u>PAID</u> TO 25/04/17 £	<u>BALANCE</u> <u>TO BE SPENT</u> £	<u>NOTES</u>
CAROLINE AL-BEYERTY - DEPUTY CHAMBERLAIN						

<b>Committee:</b> Policy and Resources	<b>Date:</b> 4 May 2017
<b>Subject:</b> Decisions taken under delegated authority or urgency powers	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report Author:</b> Angela Roach, Principal Committee and Members Services Manager	

### Summary

1. This report advises Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b).

### **Recommendation**

2. To note the action taken since the last meeting of the Committee

### Main Report

3. Since the last meeting of the Committee approval was given under the urgency procedures, Standing Order No. 41(a), as follows:-

#### **Board of Guarantors for Innovate Finance – Appointment of Alderman William Russell**

Following Innovate Finance’s adoption of lead a new governance model; the City Corporation’s receipt of an invitation to nominate a Guarantor and Co-Chair to Innovate Finance’s Board of Guarantors and a supportive recommendation of the Outside Bodies Sub-Committee, approval was given to the nomination of Alderman William Russell. The nomination was based on Alderman Russell’s skills and experience (i.e. he is Chairman of the FinTech Network Action Group, which the City Corporation co-runs with Innovate Finance and which is now recognised as a key component by HM Government. It also reflected his previous participation on Innovate Finance’s Policy Advisory Board).

Acceptance was subject to the approval of the Court of Common Council and also to the Alderman being satisfied with the definition of the role of Guarantor and Co-Chair in Innovate Finance’s new governance documentation. This matter should have been considered by the Committee at its meeting in March. However, due to an oversight it was omitted from the agenda. Given that the length of time that had passed since the invitation was received and to enable the Innovate Finance’s new governance arrangements to progress the approval of the nomination was sought under the urgency procedures.

## **Cultural Hub Identity and Marketing Strategy – implementation and launch services**

In May 2016, the Policy and Resources Committee approved a sum of up to £100,000 towards a marketing and identity strategy for the Cultural Hub. That exercise was carried out by Jane Wentworth Associates (JWA) and is now completed, pending the completion of trademark checks.

The creation of any new identity and the articulation of the vision and ambition of Culture Mile requires a significant moment to herald its arrival and present it to a wider audience. An appropriate date has been identified in July 2017. It is proposed that the launch will take the form of a morning media briefing.

Approval was given for the release of funding for Jane Wentworth Associates to carry out these additional activities for the successful implementation of the new identity and launch of the Cultural Hub in July 2017. This funding would be released from money allocated by the Chamberlain for Marketing and other costs connected to the Cultural Hub.

Urgency procedure was used as In order to deliver the launch by the date proposed, JWA's work had to commence with a workshop on Tuesday, 25 April. The services provided are for the successful implementation and launch of the new identity for the Cultural Hub in July.

**Contact:** Angela Roach  
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