

**POLICY AND RESOURCES COMMITTEE**  
**Thursday, 8 June 2017**

Minutes of the meeting of the Policy and Resources Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Thursday, 8 June 2017 at 1.45 pm

**Present**

**Members:**

Deputy Catherine McGuinness (Chairman)  
Sir Mark Boleat (Deputy Chairman)  
Simon Duckworth (Vice-Chair)  
Hugh Morris (Vice-Chair)  
Deputy Douglas Barrow  
Alderman Sir Michael Bear  
Deputy John Bennett  
Deputy Keith Bottomley  
Alderman Charles Bowman  
Henry Colthurst  
Sheriff & Alderman Peter Estlin  
Marianne Fredericks  
Christopher Hayward  
Deputy Wendy Hyde  
Deputy Jamie Ingham Clark (Ex-Officio Member)  
Deputy Edward Lord  
Jeremy Mayhew  
Andrew McMurtrie (Ex-Officio Member)  
Wendy Mead (Chief Commoner)  
The Lord Mountevans (Ex-Officio Member)  
Deputy Joyce Nash  
Graham Packham (Ex-Officio Member)  
Jeremy Simons (Ex-Officio Member)  
Alderman Sir David Wootton  
Deputy John Tomlinson

**Officers:**

John Barradell	-	Town Clerk and Chief Executive
Peter Kane	-	The Chamberlain
Caroline Al-Beyerty	-	Deputy Chamberlain
Carolyn Dwyer	-	Director of Built Environment
Paul Wilkinson	-	City Surveyor
Deborah Cluett	-	Assistant Comptroller and City Solicitor
Jane Gyford	-	City of London Police
Bob Roberts	-	Director of Communications
Henry Tanner	-	Communications Office
Damian Nussbaum	-	Director of Economic Development
Giles French	-	Assistant Director of Economic

	Development
Simon Murrells	- Assistant Town Clerk
Peter Lisley	- Assistant Town Clerk
Angela Roach	- Principal Committee and Members Services Manager
Kate Smith	- Town Clerk's Department
Bruce Hunt	- Remembrancer's Office

# 1. **APOLOGIES**

An apology for absence was received from Dhruv Patel, Giles Shilson, Sir Michael Snyder and Philip Woodhouse.

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

The Chairman declared an interest in items 8 and 20 as a Member of the Board of School Governors of Christ's Hospital, a Member of its Council and by virtue of her involvement with the City's Academies. Marianne Fredericks also declared an interest in those items as Chairman of the Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital.

Jamie Ingham Clark declared an interest in item 22 as a veteran member of the Honourable Artillery Company.

# 3. **MINUTES**

3a. The public minutes of the meeting held on 4 May 2017 were approved.

3b. The draft minutes of the Public Relations and Economic Development Sub-Committee meeting held on 4 May 2017 were noted.

3c. The draft minutes of the Projects Sub-Committee meeting held on 10 May 2017 were noted.

# 4. **PROJECTS SUB-COMMITTEE TERMS OF REFERENCE**

The Committee considered a resolution from the Projects Sub-Committee meeting held on 10 May 2017. The Sub-Committee proposed an amendment to its terms of reference to ensure clarity in relation to the Corporate Asset Sub-Committee and the Cyclical Works Programme.

RESOLVED – that the Sub-Committee's terms of reference be amended as follows:-

Overseeing the City Corporation's programme of projects, excluding those within the remit of the *Cyclical Works Programme (although these may be called-in by the Projects Sub-Committee)* ~~Corporate Asset Sub-Committee~~, to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee.

**5. WEBSITE ENTRIES FOR MEMBERS**

The Committee considered a report of the Town Clerk concerning the website entries for Members in relation to party political affiliations.

RESOLVED – that, taking into account the City Corporation’s unique position, no statement be made to the City Corporation’s website pages about individual Members’ party political affiliations (including any reference to whether Members consider themselves as independent). This was on the basis that Members were free to include such data in the *additional information* section of their entries.

**6. INCREASING DIVERSITY IN THE COURT OF COMMON COUNCIL - UPDATE**

The Committee considered a report of the Town Clerk updating it on the work which had been undertaken to enhance the diversity of the Court of Common Council. Amongst other things, this included a review of the timing of Committee meetings undertaken by the Chief Executive of East Sussex County Council on the Committee’s behalf.

Members noted that the review had concluded that significant effort had been made on the activities progressed to enhance diversity. There had been no obvious gaps in the work undertaken to engage with the City Corporation’s voters and encourage prospective candidates to stand for election.

Detailed discussion ensued on the timing of meetings and Members noted the concerns which had been expressed by some of the new Members about the current arrangements. The Committee acknowledged the change in the proportion of new Members in the last few years and it was agreed that all Members should now be consulted on the matter at the next informal meeting of the Court. In the interim, the issue should be referred back to the Town Clerk to establish the possible options to be considered.

Reference was made to the issue of remuneration and the merits of the Members’ Financial Loss Scheme. It was suggested that this should also be examined and discussed by Members at the informal meeting in the autumn. A Member referred to the difficulties that Members would have in making a political decision about remunerating themselves and questioned whether independent advice should be sought.

A number of arguments were advanced for and against remuneration. It was agreed subsequently that the matter should be referred to the informal meeting of the Resource Allocation Sub-Committee for more detailed consideration and to recommend a way forward.

Attention was drawn to the possible barriers which might deter people from standing for election to Common Council. Members supported the suggestion that those who had initially expressed an interest in standing for election but subsequently decided not to should be approached to ascertain the reason for their decision.

The Committee concluded by noting that currently Members were not asked to provide information on their own diversity such as their age and ethnicity. It was suggested that a similar questionnaire to that sent to staff should also be sent to Members for completion. Members supported the suggestion.

RESOLVED – That the content of the report be noted and that:-

1. the Town Clerk be requested to give further consideration to the timing of meetings and to develop options for consideration at the next informal meeting of the Court of Common Council in November;
2. the Member's Financial Loss Scheme and the issue of remuneration be referred to the forthcoming informal meeting of the Resource Allocation Sub-Committee for more detailed consideration and to recommend a way forward;
3. officers be requested to write to those who had initially expressed an interest in standing for election but who subsequently decided not to, to ascertain the reason for their decision; and
4. in order to ascertain the demographics of the Court, a questionnaire be sent to Members, similar to that sent to staff, for completion.

**7. DEPARTMENTAL BUSINESS PLANS 2017/18**

The Committee considered a report of the Town Clerk concerning the 2017/18 business plans for the Town Clerk's Corporate and Members Services Section, the Economic Development Office and the Remembrancer's Office as well as the draft Corporate Plan for 2018-2023.

RESOLVED – that:-

1. approval be given to the high-level and detailed departmental business plans from the:-
  - Town Clerk's Department (Corporate and Member Services)
  - Economic Development Office
  - Remembrancer's Office
2. the draft Corporate Plan for 2018-23 be noted.

**8. EDUCATION FLOAT IN THE LORD MAYOR'S SHOW**

The Committee considered a report of the Town Clerk concerning the inclusion of an educational float in the 2017 Lord Mayor's Show.

The Chairman questioned the inclusion of the Christ's Hospital and King Edward Schools and also whether all the academies would be invited and was advised that the intention was to include all the City Corporation's direct family schools but not Christ's Hospital and King Edward Schools. A Member also

questioned whether the provision of £10,000 funding would be sufficient to cover the cost. It was suggested that the proposed funding be agreed and that should any additional resources be required for the educational float, its approval be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

RESOLVED – That:-

1. approval be given to an education float being entered into the 2017 Lord Mayor's Show which included the City's family of academy and independent schools, at a cost of £10,000 to be met from the 2017/18 Policy and Resources Committee's contingency fund, and charged to City's Cash; and
2. should any additional funding be required, its approval be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

9. **EDUCATIONAL GRANT FUNDING**

This item was withdrawn for further work.

10. **COMMONWEALTH ENTERPRISE AND INVESTMENT COUNCIL.**

The Committee considered a report of the Director of Economic Development concerning the renewal of the tenancy agreement for the provision of office space for the Commonwealth Enterprise and Investment Council (CWEIC) within the Guildhall Complex.

**RESOLVED** - that £20,000 be provided from Policy Initiatives Fund for 2017/18 and 2018/19 (£10,000 each year), categorised under the *Promoting the City* section of the Fund and charged to City's Cash to assist the CWEIC in renewing its tenancy agreement.

11. **COMMONWEALTH WORK PROGRAMME**

The Committee considered a report of the Director of Economic Development concerning proposals to further engage with Commonwealth by working in partnership with the cabinet office and the Commonwealth Enterprise and Investment Council (CWEIC) on the work programme for the 2018 Commonwealth Summit and Business Forum.

The Director was heard in support of the report.

He reminded the Committee that in addition to the activities in the report, as part of its efforts to engage with the Commonwealth, the City Corporation had also agreed to become a member of the CWEIC for period of two years. This had now come to an end therefore consideration needed to be given on whether to renew membership. The Director advised that the cost of a further year's membership was £12,000 and could be met from the balance of funds previously allocated for Commonwealth engagement activities. Members supported the renewal of the City Corporation's membership of the CWEIC for a further year.

RESOLVED – that:-

1. the direction of travel of the work being undertaken in partnership with Government and the CWEIC be supported in principle and that it be noted that, as the work programme developed, further proposals detailing division of responsibility and budget estimates would be submitted to the Committee for approval; and
2. approval be given to the City Corporation renewing its membership of the CWEIC for a further year at a cost of £12,000 to be met from the unspent funds previously allocated from the Committee's contingency for engagement with the Commonwealth.

**12. REGIONAL STRATEGY**

The Committee considered a report of the Director of Economic Development concerning the proposed regional strategy for the City Corporation to engage with major UK regional centres for financial and related professional services sectors.

Members noted that the report had been supported by the Public Relations and Economic Development Sub-Committee earlier that day.

RESOLVED – that the Regional Strategy be approved.

**13. CHAIRMAN'S VISIT TO WASHINGTON DC**

The Committee considered a report of the Director of Economic Development concerning the past Chairman's visit to Washington DC in April 2017.

RESOLVED – that the report be noted.

**14. ECONOMIC DEVELOPMENT - QUARTERLY ACTIVITY UPDATE**

The Committee considered a quarterly update report of the Director of Economic Development on economic development activities for the period March to May 2017.

RESOLVED – that the report be noted.

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

The Committee considered a statement of the Chamberlain on the use of the Policy Initiatives Fund and Committee Contingency for 2017/18.

RESOLVED – That the statement be noted.

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

**Minutes**

A Member sought clarification on the content of committee minutes particularly for those committees operating in a quasi-judicial capacity. In her view the

minutes of meetings where the decision was exposed to appeal should be noted in more detail.

Detailed discussion ensued during which, amongst other things, the following comments were made:-

- Members were reminded that the current style of the minutes had been agreed by the Court as part of the last governance review. It noted that they should be concise, that they were not verbatim and where necessary, they should give a flavour of the proceedings.
- The information used at appeal stage was usually taken from the committee report and not the minutes. The minutes were referred to only if the decision taken differed from the recommendation in the report.
- Reference was made to decisions agreed by narrow margins and a Member questioned whether Standing Orders should be changed to enable individual voting to be recorded in the minutes;
- Members questioned the merits of audio recording minutes and whether the time of arrival and departure of individual Members at meetings should also be recorded.

After further discussion, the Assistant Town Clerk undertook to report back to Committee on the above mentioned points.

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

The Committee agreed to item 25 being considered at this point in the public session on the basis that the report contained no exempt information.

**Operational Property Review – Incentivisation Review**

The Committee considered a resolution from the Corporate Asset Sub-Committee meeting held on 22 May 2017, together with a joint report of the Chamberlain and the City Surveyor setting out options and recommendations for incentives to encourage departments to release and rationalise surplus operational property.

A number of Members were heard in support of the recommendation and noted that, currently, there was no incentive to release surplus property and land. Departments tended to hold on to property which was surplus to requirements in case it was needed subsequently. It was important to recognise the merits of owning fewer properties and improving the condition of those which were retained within departmental portfolios.

**RESOLVED** – That the resolution of the Corporate Asset Sub-Committee be noted and that:-

1. Enabling savings generated from asset rationalisation be ring fenced and channelled into new or improved retained assets for departments (as set out Option 1 – para 13 of the report);
2. Property Utilisation Targets as set out in para 19 of the report be introduced and an Operation Property Change Board be created as part of the review of the City's Corporate Property Asset Management Strategy for 2017-22;
3. More useful Management Information be developed on the utilisation, cost and suitability of assets and, to assist decision making process, shared with Chief Officers and Committees as set out in para 22; and
4. the introduction of imputed rent as set out in para 22 of the report be kept under review.

**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 - 28	1, 3 and 7

**Part 2 – Non-Public Agenda**

**19. NON-PUBLIC MINUTES**

- 19a. The non-public minutes of the meeting held on 4 May 2017 were approved.
- 19b. The draft non-public minutes of the Projects Sub-Committee meeting held on 10 May 2017 were noted.
- 19c. The draft non-public minutes of the Hospitality Working Party meeting held on 5 May 2017 were noted.

**20. CHRIST'S HOSPITAL SCHOOL**

The Committee considered and noted a resolution from the Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital meeting held on 13 April 2017, concerning a Policy and Resources Committee decision on the provision of financial support.

**21. EXTENSION OF CITY OF LONDON SCHOOLS INTERNATIONALLY**

This item was withdrawn to enable the new Head of the City of London School to contribute fully on any extension proposals.



22. **POLICE ACCOMMODATION STRATEGY: GENERAL UPDATE**

The Committee considered and agreed a joint report of the City Surveyor, the Chamberlain and the Commissioner of the City of London Police, updating it on the Police Accommodation Strategy and the next steps in realising the various projects falling within it.

23. **ONE SAFE CITY PROGRAMME**

The Committee considered and approved a report of the Town Clerk and Commissioner of the City of London Police concerning the One Safe City Programme.

24. **SECURITY ENHANCEMENTS CROSS CUTTING PROJECTS**

The Committee considered and approved a report of the Town Clerk concerning the progress and increased funding of the cross-cutting Security Enhancement projects.

25. **OPERATIONAL PROPERTY REVIEW**

This Item was moved into the public section of the meeting and considered at item No.17.

26. **PROJECT FUNDING UPDATE**

The Committee considered and agreed a report of the Chamberlain concerning the provision of funding to enable four projects to progress to the next gateway of the projects approvals process. The projects related to:-

- Barbican Centre Concert Hall
- West Ham Park Nursery
- Lord Mayor's coach
- Snow Hill and Holborn over Thameslink Pipe Subways.

27. **SMART CITY ENERGY GRID**

The Committee considered and agreed a joint report of the Director of the Built Environment and the City Surveyor concerning the Smart City Energy Grid.

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

The Committee considered a report of the Town Clerk reporting action taken since its last meeting and noted the action taken with regard to the Security Enhancement Crosscutting Projects.

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

There were no questions.

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

The following item of urgent business was considered:-

**London Bridge and Borough Market Terror Attacks**

The Commissioner of the City of London Police updated the Committee on activities relating to the recent terror attacks on London Bridge and in Borough Market which resulted in a number of fatal injuries.

**Part 3 - Non-Public Confidential Agenda**

31. **THE TOWN CLERK TO BE HEARD.**

The Town Clerk was heard concerning activities relating to the Courts service.

**The meeting ended at 3pm**

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Chairman

**Contact Officer: Angela Roach**  
**tel. no.: 020 7332 3685**  
**angela.roach@cityoflondon.gov.uk**