



## Corporate Asset Sub (Finance) Committee

**Date:** WEDNESDAY, 22 NOVEMBER 2017  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Nicholas Bensted-Smith (Chairman)  
Dominic Christian (Deputy Chairman)  
Randall Anderson  
Mark Bostock  
John Chapman  
Henry Colthurst  
Karina Dostalova  
Alderman Alison Gowman  
Michael Hudson  
Deputy Edward Lord  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Deputy Alastair Moss  
Deputy John Tomlinson  
Deputy Philip Woodhouse

**Enquiries:** John Cater  
[john.cater@cityoflondon.gov.uk](mailto:john.cater@cityoflondon.gov.uk)

**Lunch will be served for Members in the Guildhall Club at 1pm**  
**N.B. Part of this meeting could be the subject of audio or visual recording**

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

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes of the meeting held on 5<sup>th</sup> October 2017.  
  
**For Decision**  
(Pages 1 - 4)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**  
Report of the Town Clerk.  
  
**For Information**  
(Pages 5 - 6)
5. **CITY SURVEYOR'S DEPARTMENTAL RISK REGISTER QUARTER 2**  
Report of the City Surveyor.  
  
**For Information**  
(Pages 7 - 10)
6. **ENERGY TEMPERATURE POLICY & SUB-METERING UPDATE**  
Report of the City Surveyor.  
  
**For Information**  
(Pages 11 - 16)
7. **BARBICAN - TURRET AND CONTRACTOR'S OFFICE DISPOSAL REPORT**  
Report of the Director of Community & Children's Services.  
  
**For Decision**  
(Pages 17 - 18)
8. **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.
9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

## **Part 2 - Non-Public Agenda**

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 5<sup>th</sup> October 2017.

**For Decision**  
(Pages 19 - 28)

12. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

Report of the Town Clerk.

**For Information**  
(Pages 29 - 30)

13. **CITY SURVEYOR'S BUSINESS PLAN 2017-18 QUARTER 2**

Report of the City Surveyor.

**For Information**  
(Pages 31 - 34)

14. **ADDITIONAL WORKS PROGRAMME PROGRESS REPORT**

Report of the City Surveyor.

**For Information**  
(Pages 35 - 40)

15. **CYCLICAL WORKS PROGRAMME PROGRESS REPORT**

Report of the City Surveyor.

**For Information**  
(Pages 41 - 44)

16. **REVIEW OF FM AND ASSET MANAGEMENT SERVICE BASED REVIEW PROGRESS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 45 - 50)

17. **ADDITIONAL CAPITAL FUNDS FOR CITY FUND PROPERTIES**

Report of the City Surveyor.

**For Decision**  
(Pages 51 - 60)

18. **ACCOMMODATION AND WAYS OF WORKING PROGRAMME - PROGRESS REPORT - VERBAL UPDATE**

Verbal update by the City Surveyor.

**For Information**

19. **CYCLICAL WORKS PROGRAMME (CWP) - PRIORITISATION OF PROJECTS**  
Report of the City Surveyor.
- For Information**  
(Pages 61 - 66)
20. **BARBICAN CENTRE CAPITAL PROJECTS PROGRESS REPORT**  
Report of the Director - Operations and Buildings, Barbican Centre
- For Information**  
(Pages 67 - 76)
21. **GSMD PROJECTS UPDATE**  
Report of the Director - Operations and Buildings, Barbican Centre
- For Information**  
(Pages 77 - 84)
22. **ST. LAWRENCE JEWRY CHURCH - ISSUES REPORT**  
Report of the City Surveyor.
- For Information**  
(Pages 85 - 88)
23. **BARBICAN TURRET - GATEWAY REPORT**  
Report of the Director of Community & Children's Services.
- For Decision**  
(Pages 89 - 98)
24. **BARBICAN CONTRACTOR'S OFFICE - GATEWAY REPORT**  
Report of the Director of Community & Children's Services.
- For Decision**  
(Pages 99 - 102)
25. **30/34 MOORGATE, LONDON EC2 - HIGHWAY DISPOSAL**  
Report of the City Surveyor.
- For Decision**  
(Pages 103 - 108)
26. **DELEGATED AUTHORITY REQUEST - HIGHWAY DISPOSAL 22 BISHOPSGATE EC2**  
Report of the City Surveyor.
- For Decision**  
(Pages 109 - 112)

27. **PORT HEALTH TILBURY OFFICE - DISPOSAL**  
Report of Director - Port Health & Public Protection, Markets & Consumer Protection.
- For Decision**  
(Pages 113 - 116)
28. **RABBITS ROAD BRIDGE PLOT**  
Report of the City Surveyor.
- For Decision**
- To Follow.*
29. **CHEVENING ROAD DISPOSAL**  
Report of the City Surveyor.
- For Decision**  
(Pages 117 - 122)
30. **CITIGEN 2016/17 ANNUAL REPORT**  
Report of the City Surveyor.
- For Information**  
(Pages 123 - 138)
31. **POLICY ON L&T EXCLUSION - VERBAL UPDATE**  
Verbal update of the City Surveyor.
- For Information**
32. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
33. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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## **CORPORATE ASSET SUB (FINANCE) COMMITTEE** **Thursday, 5 October 2017**

Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 5 October 2017 at 10.00 am

### **Present**

#### **Members:**

Nicholas Bensted-Smith (Chairman)  
Dominic Christian (Deputy Chairman)  
Randall Anderson  
Mark Bostock  
John Chapman  
Henry Colthurst  
Karina Dostalova  
Michael Hudson  
Deputy Edward Lord  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Deputy Philip Woodhouse

#### **Officers:**

Natasha Dogra	-	Town Clerk's Department
John Cater	-	Town Clerk's Department
John James	-	Chamberlain's Department
Caroline Al-Beyerty	-	Chamberlain's Department
Geoff Parnell	-	Chamberlain's Department
Paul Wilkinson	-	City Surveyor
Peter Young	-	City Surveyor's Department
Alison Hurley	-	City Surveyor's Department
Mansi Sehgal	-	City Surveyor's Department
Richard Jeffries	-	Comptroller and City Solicitor's Dept.
Jim Turner	-	Barbican Centre
Elizabeth Scott	-	Guildhall Art Gallery

### **1. APOLOGIES**

Apologies were received from Alderman Alison Gowman, Deputy Alistair Moss, and Deputy John Tomlinson .

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

No declarations of interest were made.

### 3. **MINUTES**

**RESOLVED** – That the public minutes of the previous meeting held on 18<sup>th</sup> July are approved as an accurate record.

### 4. **WORK PROGRAMME FOR THE SUB COMMITTEE**

Members received a joint report of the Town Clerk and The City Surveyor on the work programme for the sub Committee. For future iterations the Chairman requested that the programme should be predominantly forward focused and only include coverage of one previous meeting for reference.

The Chairman also requested that the Town Clerk should coordinate an outstanding actions sheet, which would be updated between meetings and included in agenda packs for future meetings.

**RESOLVED** – that Members noted the Report

### 5. **ENERGY REPORTS OF THE CITY SURVEYOR**

#### **5a Annual Energy and Performance Update Report**

Members received an update report of the City Surveyor on Annual Energy and Performance.

The report provided the results of the Q1 2017/18 energy consumption for CoL operational sites, an update on the annual trend to meet the energy reduction targets set out in the Corporation's Carbon Descent Plan 2015 (CDP-15), and an update on the energy projects for sub-metering, benchmarking and Temperature Policy.

**RESOLVED** - that Members note the Report

#### **5b Future Energy Performance Targets**

Members received a report of The City Surveyor on CDP targets post March 2018 and energy procurement. The following points were made.

A member welcomed the report, but wanted to see a little more information about how the City Surveyor got to the proposed reduction targets, in response Officers will bring back a report with a final target for Members information and implementation plan focusing on Guildhall (alongside the Barbican, the most energy intensive CoL operational site) in the early part of the new year.

Officers reiterated that further reductions would become harder, as a lot of the fat has been trimmed, to achieve more the Department will have to be more radical.

In terms of energy procurement, Members welcomed the approach to 'go out for an open tender'.



**RESOLVED** - that Members:

- Noted the Report
- Supported the recommendations in the Report

6. **SUBSOIL LAND TRANSFER - BANK UNDERGROUND STATION - PROGRESS UPDATE**

Members received an update report of The City Surveyor on the subsoil land transfer at Bank Underground station.

A member noted that the work was due to take place close to the Mansion House and enquired as to whether Officers were preparing to measure sound, Officers responded that this hadn't been planned but that this would be explored with the Lord Mayor's team.

**RESOLVED** - that Members note the Report.

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**

There were no urgent items.

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 Schedule 12A of the Local Government Act.

10. **NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

The non-public minutes of the previous meeting held on 18th July are approved as an accurate record.

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

Members received a Report of the City Surveyor.

12. **CITY SURVEYOR'S BUSINESS PLAN 2017-18 QUARTER 1**

Members received an update report of The City Surveyor.

13. **ADDITIONAL WORKS PROGRAMME PROGRESS REPORT**

Members received a progress report of The City Surveyor.

14. **BARBICAN CENTRE CAPITAL CAP PROGRESS REPORT**

Members received an update report of the Director of Operations and Buildings.

15. **CYCLICAL WORK PROGRAMME (CWP) BID FOR 2018/19**

Members received a report of the City Surveyor.

16. **GUILDHALL COMPLEX AND WALBROOK WHARF FUTURE MAJOR CAPITAL PROJECTS REPORT**

Members received a report of The City Surveyor.

17. **ANNUAL REPORT ON OPERATIONAL PROPERTY PORTFOLIO**

Members received a report of The City Surveyor.

18. **OPERATIONAL PROPERTY PORTFOLIO - THIRD PARTY AGREEMENTS**

Members received a report of the City Surveyor.

19. **WALBROOK WHARF - MEDIUM TERM STRATEGY**

Members received a report of the City Surveyor.

20. **OPERATIONAL PROPERTY REVIEW/INCENTIVISATION REVIEW UPDATE (SAVINGS AND IMPUTED RENT)**

Members received a Report of The Chamberlain and The City Surveyor.

21. **OLD FREEMEN'S ASSOCIATION MEMORIAL CLUBHOUSE, ASHTEAD PARK (CITY'S ESTATE) - SURPLUS DECLARATION**

Members received a Report of the City Surveyor.

22. **LICENCE FOR FRIENDS OF GUILDHALL ART GALLERY TO SITE DONATION BOXES ON GUILDHALL ART GALLERY PREMISES**

Members received a joint Report of The Town Clerk and the Cultural Hub Director.

23. **GLA ROADS - LAND DISPUTE WITH TRANSPORT FOR LONDON**

Members received a joint Report of The Comptroller and City Solicitor and The City Surveyor.

24. **LONDON WALL CAR PARK - ALLOCATION OF SURPLUS SPACE**

Members received a Report of the City Surveyor.

25. **NON PUBLIC DECISIONS TAKEN UNDER URGENCY PROCEDURES SINCE THE LAST MEETING OF THE COMMITTEE**

Members received a report of the Town Clerk in respect of a decision taken under urgency, in accordance with Standing Order 41(b), since the last meeting of the sub Committee.

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

There were no questions.

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

There were four items of urgent business.

**The meeting closed at 12:15pm**

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Chairman

## Corporate Asset Sub-Committee - Carry Forward Public Actions

Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
5 October 2017	<u>Carry Forward Actions</u> The Chairman requested the TC should coordinate an outstanding actions sheet, which would be updated between meetings.	John Cater/Peter Young	Ongoing	
5 October 2017	<u>Future Energy Performance Targets</u> Members wanted more information about how the City Surveyor got to the proposed reduction targets - Officers will bring back a report for Members info on Guildhall (alongside the Barbican, the most energy intensive CoL operational site) in the early part of the new year.	Mansi Sehgal	13 February 2018	
5 October 2017	<u>Subsoil Land Transfer – Bank Underground Station</u> Officers to explore with the Lord Mayor's team, measuring the sound impact for Mansion House of the Bank underground works	Paul Friend	22 November 2017	Verbal update to be provided.

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<b>Committee(s):</b>	<b>Date:</b>
Property Investment Board Corporate Asset Sub (Finance) Committee	15 November 2017 22 November 2017
<b>Subject:</b> City Surveyor's Departmental Quarterly Risk Register Update	<b>Public</b>
<b>Report of:</b> The City Surveyor (CS 472/17)	<b>For Information</b>
<b>Report author:</b> Faith Bowman/Pascale Yart, City Surveyor's Department	

## Summary

This report has been produced to provide your committee with a quarterly update on the management of high level risks within the City Surveyor's Department.

There are seven amber risks currently recorded on the City Surveyor's risk register. There are no red risks.

Since the last report one risk has reduced and will be taken off the departmental risk register: SUR SMT 008 Performance failure in service based property contracts.

Whilst risks associated with buildings within the Bridge House Estates are included within the risks recorded, the department has prepared a separate list of risks relating specifically to the five City bridges.

These will be included in order to comply with the Charity Commission's Statement of Recommended Practice (SORP) which requires that these risks are reviewed at least annually to ensure that existing risks are reconsidered, new risks are identified and that appropriate measures are in place to mitigate those risks.

## Recommendation(s)

Members are asked to note the report and the actions taken within the City Surveyor's Department to effectively monitor and manage risks arising from our operations.

## **Main Report**

### **Background**

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee the key risks faced in their department. The Property Investment Board and Corporate Asset Sub Committee have determined that they will receive the City Surveyor's Departmental risk register on a quarterly basis.

### **Current Position**

2. The City Surveyor's Department Risk Register currently contains seven amber risks (there are no red risks).
3. Since the last report to your committee two risks have been reduced;
  - SMT 004 Inability to deliver savings required by Service Based Review Decreased from (Amber 12 ) to (Amber 8)
  - SMT 008 Performance failure in service based property contracts Decreased from (Amber 8) to (Green 4). Current mitigation actions relating to this risk have now been completed. Therefore this risk has been de-escalated and is now being monitored by the Operations Group.
4. The last assessment of the department's risks was carried out on the 16th September.
5. One risk, SUR SMT 008 Performance failure in service based property contracts, has reduced in risk score from 8 (Amber) to 4 (Green).
6. This risk has been taken off the departmental register and moved to the service level risk register of the Operations Group where it will continue to be monitored.
7. Future quarterly assessments are scheduled in December 2017 and March 2018.
8. Since our last assessment, the department has commenced recording risks that specifically relate to the five City bridges; the risks associated with the City bridges will be reported to your committee once a year.
9. These risks will be assessed in conjunction with the City Engineer, Department of Built Environment, who provides engineering expertise to the City Surveyor.
10. As property assets, the bridges maintained by the Trust fall within the responsibility of both the Property Investment Board and Corporate Asset Sub (Finance) Committees.
11. The completed assessments have been included in this report in order to comply with the Charity Commission's Statement of Recommended Practice (SORP).

12. The City Bridges risk register contains three Red risks, four Amber risks and one Green risk. The City bridges risk register is attached as Appendix 2.

- SUR CB 001 - Amber (8) Insufficient maintenance
- SUR CB 002 - Amber (8) Inherent design capability and material defects
- SUR CB 003 - Red (16) Substantial vessel strikes
- SUR CB 004 - Amber (8) Vehicle damage
- SUR CB 005 - Green ( 4) Changes in legislation
- SUR CB 006 - Red (16) Wanton damage/ terrorism
- SUR CB 007 - Red (16) Tunnelling for the Thames Tideway Tunnel
- SUR CB 008 - Amber ( 8) Statutory undertakers causing damage

## **Conclusion**

13. Members are asked to note the recent changes to the Departmental Risk Register and that the risk management processes within the City Surveyor's Department adhere to the requirements of the City Corporation's Risk Management Framework.

## **Appendices**

Appendix 1 - City Surveyor's Departmental Risk Register

Appendix 2 - City Bridges Risk Register

## **Background Papers**

The City Surveyor (CS 359/17)

## **Faith Bowman / Pascale Yart**

City Surveyor's Department

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<b>Committee:</b>	<b>Dated:</b>
Corporate Asset Sub-Committee (CASC)	22 <sup>nd</sup> November 2017
<b>Subject:</b> Temperature policy and Sub-metering update	<b>Public</b>
<b>Report of:</b> The City Surveyor	<b>For Information</b>
<b>Report author:</b> Mansi Sehgal, Corporate Energy Manager	

## SUMMARY

This report provides summary on two work streams that were underway from past three months – consultation on Temperatures Policy and Sub-metering scoping study.

Over August 2017 all CoL staff was invited to comment on the proposed corporate wide policy on ‘Temperatures’. A total of 128 responses were received which is considered an above average response within the Corporation. Most were in support of adopting and implementing such a policy.

With regards to the sub-metering study, a draft report has been issued which identifies various opportunities for both GHC and WW ranging from improving the communications to repairing existing meters to installing new meters. The estimated cost for delivering all identified works is ~£603,000. The Energy Team recommends concentrating on high and medium priority items that will allow us to monitor significant areas within GHC and WW hence suggest prioritising works costing ~£248,000.

At present there is no existing financial provision for these one-off costs and a suitable source of funding will need to be identified if the scheme is to progress. The Energy team will report back to CASC once the high and medium priority items are implemented which is expected to take approximately 12 months. Installing sub-meters was also one of the recommendations stated in the AECOM report.

## RECOMMENDATION (S)

It is recommended Members:

- Note the contents of the report;
- Adopt the Temperature policy;
- Supports the recommendation to deliver the sub-metering works, noting a gateway 1/2 report will be prepared to initiate a new project.

## MAIN REPORT

### 1. Temperature policy

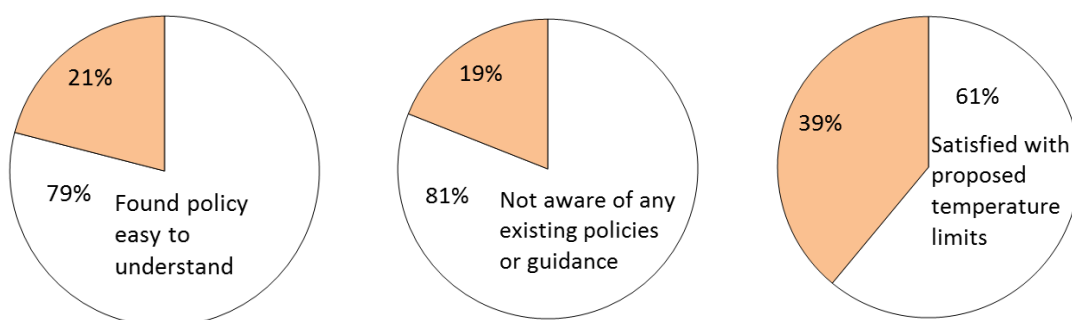
#### Background

- 1.1 Over August 2017 all CoL staff was invited to comment on the proposed corporate wide policy on 'Temperatures'. This policy aims to maintain thermal comfort in an energy efficient approach. The policy, if adopted, will apply to all properties or demises occupied and managed by City of London.
- 1.2 A total of 128 responses received- 117 through the online survey and 11 via emails. The Town Clerk's department estimates, a survey normally receives between 70-140 responses and considering the survey was conducted during lower occupancy summer period it is viewed the draft policy was well communicated.
- 1.3 A revised and draft final version of the policy is attached as an Appendix 1 that took into account of all the key comments received during consultation.

#### Consultation summary

- 1.4 About 80% of responses were from staff occupying the Guildhall Complex (42% the North Wing, and 15% the West Wing). The rest were from a range of other sites and departments, including Barbican Arts Centre, Barbican Estate Office, CoL Freeman's School, CoL School for Girls, Libraries, Open Spaces, LMA, Mansion House, New Spitalfields Market, and Walbrook Wharf.

Responses were also received from staff responsible for health and wellbeing, and the Unions.



- 1.5 We asked if the policy was easy to understand. The feedback was mostly very positive however there were suggestions to improve the current wording in a plainer English to cater for wide range of audience.
- 1.6 We asked if people were aware of any existing local policies or guidance on temperatures. Because 81% of the respondents were not aware or familiar with any similar document or policy, it justifies the need of adopting this policy.
- 1.7 We received feedback on the proposed temperature limits with some concerns about the summer temperatures. It is recommended the limits set out in the draft policy are not revised as they are supported. The upper temperature limit of 24°C

is supported by guidance from Unison, National Union of Teachers (NUT), and Chartered Institute of Building Services Engineers (CIBSE).

### Next Steps

- 1.8 Given that the feedback on the consultation was mostly positive, the Energy Team recommends adopting the policy. Soon after the adoption, the Energy Team will start taking measures to implement the policy. Please refer to Appendix 2 for a detailed timetable for implementing the policy.

## 2. Sub-metering

- 2.1 In September 2017 a study was commissioned to audit existing energy sub-metering and recommend repairs and improvements to the monitoring of energy consumption, including the installation of additional metering. The scope of this study included the entire Guildhall Complex (GHC) and the Walbrook Wharf (WW) office building.
- 2.2 The draft final report from the consultants is available upon request. Please note the results are tentative and a final report is due at the end of November 2017.
- 2.3 The Energy Team have prioritised the identified works, as summarised in Table 2 below with further detail provided in Appendix 3.

Table 2: Summary of prioritised works

Identified works	Cost
1. High priority	£110,165
2. Medium priority	£138,238
3. Lower priority	£355,022
<b>Total</b>	<b>£603,425</b>

- 2.4 The priority works will assist with more accurate Display Energy Certificates (DEC), benchmarking performance, and monitoring for significant areas of energy waste.
- 2.5 The Energy Team recommend completing the high and medium priority works, costing an estimated ~£248,000, before consideration is given to lower priority works. It is expected to take approximately 12 months to implement these items.

## 3. Funding

- 3.1 At present there is no existing financial provision for the estimated costs and a suitable source of funding will need to be identified if the scheme is to progress. In this regard, a gateway 1/2 report will be prepared to progress a new project through the project approval process. The Energy team will report back to CASC once the high and medium priority items have been implemented.

## 4. Conclusion

- 4.1 The team recommends approving the adoption of the Temperature Policy and supporting the works related to sub-metering.
- 4.2 Lowering temperatures by just 1°C when the heating is operating can on average save 8% on the fuel consumption<sup>1</sup>. This will in turn support Corporation's energy target reductions set out in the Carbon Descent plan.
- 4.3 The provision and access to the accurate and frequent energy data is essential to effective energy management. Sub-metering in itself will not save energy however it will provide the management information which will be crucial to tackle inefficiencies. Furthermore it will assist the team in developing a more accurate performance benchmarking indicators for monitoring purposes.
- 4.4 Installing sub-meters was also one of the recommendations stated in the AECOM report.

### Mansi Sehgal

Corporate Energy Manager  
City Surveyor's Department  
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<sup>1</sup> Carbon Trust, Technology Guide: Heating Control, [https://www.carbontrust.com/media/10361/ctg065\\_heating\\_control.pdf](https://www.carbontrust.com/media/10361/ctg065_heating_control.pdf)

## Appendix 1. Revised Temperature Policy draft for adoption (separate attachment)

## Appendix 2. Timetable for implementing the 'Temperatures policy'

Nov-17	<b>Adoption of the policy</b>
	<ul style="list-style-type: none"> <li>CASC approves Policy for adoption.</li> <li>City Surveyor communicates Policy adoption to Chief Officers.</li> </ul>
	<b>Communication / Launch of the adopted policy</b>
Dec-17	<ul style="list-style-type: none"> <li>Energy Team communicates Policy to Energy Representatives.</li> <li>Energy Team, in collaboration with Town Clerk's Communications Team, publish dedicated web page on CoLnet on the Temperature Policy.</li> <li>Policy communicated to staff via eLeader newsletter on 5th and 19th December.</li> <li>Energy Reps. communicate Policy to departments (including key facilities staff) and arrange for departmental web sites to link to CoLnet web page.</li> </ul>
	<b>Preparation and monitoring before the implementation phase</b>
Jan-18	<ul style="list-style-type: none"> <li>Energy Team finalise supporting guidance documents for publishing on the CoLnet web page.</li> <li>Energy Team work with Guildhall FM to establish monitoring of GHC and Walbrook Wharf temperatures and systems.</li> <li>Energy Reps, for buildings which have a BEMS, work with the maintenance contractor to establish automatic monitoring and reporting of the set and internal air temperatures.</li> </ul>
	<b>Implementation phase</b>
Feb-18	<ul style="list-style-type: none"> <li>Energy Team and GHC FM review monitoring of GHC and Walbrook Wharf and make changes where possible to ensure air temperatures are in accordance with the policy.</li> <li>Energy Reps, review monitoring of their buildings and make changes where possible to ensure air temperatures are in accordance with the policy.</li> </ul>
Jan-18 to Jun-18	<ul style="list-style-type: none"> <li>Energy Team will continue to consult with departments which have significant non-office use areas on how the Policy can be implemented to ensure the needs of their service users are met. Findings and any recommendations will be provided under the policy review process to ensure the Policy can be effectively implemented for all operational portfolio sites.</li> </ul>
Jun-18	<ul style="list-style-type: none"> <li>Energy Team, in collaboration with Town Clerk's Communications Team, conduct an energy awareness campaign focusing on implementation of the Temperature Policy. Include in the campaign a staff satisfaction survey on workplace temperatures.</li> </ul>
	<b>Review of the policy</b>
Mar-18 , Jun-18, Sep-18	<ul style="list-style-type: none"> <li>Energy Team present quarterly monitoring reports for the Energy Board on the implementation plan, summarising key findings and recommendations.</li> </ul>
Jan-19	<ul style="list-style-type: none"> <li>Energy Team present annual policy review report to the Energy Board.</li> </ul>

## Appendix 3. Sub-metering study recommendations

**Table A. Prioritise sub-metering works**

<b>High Priority</b>	<b>Total cost (£)</b>
1. Communication equipment	£5,000
2. Steam generation: repair gas/steam meters	£920
3. GHC EW CHWS: 1 new meter 1 repair	£5,565
4. GHC GYE LTHWS: Install 1 new meter and repair communications for another 4	£8,907
5. GHC SHARED LTHWS: repair/upgrade 12 meters	£33,453
6. GHC EW elec.: 46 meters*	£56,320
<b>S.TOTAL</b>	<b>£110,165</b>
<b>Medium Priority</b>	
7. Communication equipment	£5,000
8. WW CHW primary distribution: new heat meters	£13,635
9. Steam distribution: NW/WW/GH&OL 3 new meters*	£30,956
10. GHC NW Shared CHWS: heat monitoring for NW chillers	£14,865
11. Walbrook Wharf: 12 elec. meters	£15,295
12. GHC NW Shared CHWS: install/upgrade 4 heat meters	£25,081
13. GHC WW elec.: 26 meters*	£33,406
<b>S. TOTAL</b>	<b>£138,238</b>
<b>Low Priority</b>	
14. Replacement LTHW Heat Meters	£24,316
15. Additional LTHW Heat Meters	£34,278
16. Additional CHW Meters	£46,808
17. Additional Steam meters	£136,304
18. Replacement electricity meters	£2,504
19. Added existing electricity MODbus/pulse meters to BEMS	£25,017
20. Recommissioning/Decommissioning	£4,830
21. Inverter monitoring	£58,680
22. BEMS communications	£22,285
<b>S. TOTAL</b>	<b>£355,022</b>
<b>Grand Total</b>	<b>£603,425</b>

\*we are waiting for the consultants to assess three items; the cost of these items has been estimated by the Energy Team.

<b>Committee(s)</b>	<b>Dated:</b>
Barbican Residential – For Decision Corporate Asset Sub (Finance) – For Decision	Under Urgency 22/11/2017
<b>Subject:</b> Operational Property Review – Barbican Estate Office. The former contractors’ office at Andrewes House and The Turret at John Wesley Highwalk	<b>Public</b>
<b>Report of:</b> Director of Community and Children’s Services The City Surveyor	<b>For Decision</b>
<b>Report author:</b> Mike Kettle – Community and Children’s Services Michael Bradley – City Surveyor’s	

## Summary

The Operational Property Review is a cross-cutting Service Based Review which is taking a more strategic view of the operational assets the City of London Corporation has, with the aim of identifying opportunities to rationalise the Corporation’s operational property portfolio and reduce the high and rising cost of property. In addition, Standing Orders require Committees to declare surplus any facilities not required for operational use.

This report refers to two properties on the Barbican Estate that have been highlighted as underutilised or surplus to requirements.

## Recommendation(s)

It is therefore recommended that this Committee approves the recommendations as set out below that:

- The former contractor’s office at Andrewes House and The Turret at John Wesley Highwalk are declared surplus to the Department of Community & Children’s Services operational requirements.
- Subject to the Barbican Residential Committee’s agreement to declaring them surplus, the Corporate Asset Sub Committee declare them surplus to the City Corporation’s operational requirements.

## Main Report

### Background

1. The Operational Property Review is a cross-cutting Service Based Review which is taking a more strategic view of the operational assets that the City of

London Corporation has, with the aim of identifying opportunities to rationalise the Corporation's operational property portfolio and reduce the high and rising cost of property. The general fabric and condition of many of our operational properties is starting to deteriorate which impacts negatively on the experience of the users of those properties and the Corporation's reputation as a consequence.

### **Proposals**

2. Where a site is declared surplus to operational requirements, to achieve alternative use, the Corporate Asset Sub Committee is to be asked to consider other uses by the City Corporation.
3. The City Surveyor has confirmed that no other Corporate requirements have been identified for the use of the former contractor's office at Andrewes House or the Turret at John Wesley Highwalk.
4. Any holding costs will remain the responsibility of the Department of Community and Children's Services.

### **Implications**

5. The aim of the Operational Property Review is to encourage the more effective use of operational property and where reasonably practical to identify sites as surplus to operational requirements so that alternate uses can be found for them which reduce the cost of the City's portfolio.

### **Conclusion**

6. The former contractor's office at Andrewes House and the Turret at John Wesley Highwalk are surplus to current operational and Corporate requirements, consequently it is recommended that they are declared surplus and options for alternative use and/or disposal are progressed subject to Corporate Asset Sub Committee further approval

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