



Courts Sub (Policy and Resources) Committee

Date: FRIDAY, 8 DECEMBER 2017
Time: 1.45 pm
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Deputy Catherine McGuinness (Chairman)
Alderman Sir David Wootton (Deputy Chairman)
Alderman Sir Michael Bear
Nicholas Bensted-Smith
Sir Mark Boleat
Alderman Alison Gowman
Sheriff & Alderman Timothy Hailes
Nicholas Hilliard
Michael Hudson
Deputy Edward Lord
Sheriff Neil Redcliffe
James de Sausmarez
John Scott

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Next Meeting: 19 February 2018 @ 10:00

Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the last meeting, held on 12 June 2017.

For Decision
(Pages 1 - 4)

4. **DEPARTMENTAL BUSINESS PLAN: CENTRAL CRIMINAL COURT**

Report of the Executive Director, Mansion House & Central Criminal Court

For Decision
(Pages 5 - 10)

5. **MAGISTRATES' COURT UPDATE**

Report of the City Surveyor

For Information
(Pages 11 - 12)

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUBCOMMITTEE**

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

8. **EXCLUSION OF THE PUBLIC**

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

For Decision

9. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the last meeting, held on 12 June 2017.

For Decision
(Pages 13 - 16)

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

Report of the Town Clerk.

For Information
(Pages 17 - 18)

11. **CENTRAL CRIMINAL COURT – PLANT REPLACEMENT WORKS PHASE 3 -
GATEWAY 4C REPORT**
Report of the City Surveyor

For Decision
(Pages 19 - 34)

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
SUB COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND
WHICH THE SIB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE
PUBLIC ARE EXCLUDED**

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COURTS SUB (POLICY AND RESOURCES) COMMITTEE

Monday, 12 June 2017

Minutes of the meeting of the Courts Sub (Policy and Resources) Committee held at the Guildhall EC2 at 10.30 am

Present

Members:

Deputy Catherine McGuinness (Chairman)	Alderman Alison Gowman
Alderman Sir David Wootton (Deputy Chairman)	Nicholas Hilliard
Nicholas Bensted-Smith	Michael Hudson
Sir Mark Boleat	Deputy Edward Lord
Sheriff & Alderman Peter Estlin	John Scott

Officers:

Peter Lisley	-	Assistant Town Clerk
Simon Latham	-	Town Clerk's Department
Gemma Stokley	-	Town Clerk's Department
Paul Double	-	City Remembrancer
Charles Henty	-	Secondary and Under Sheriff of London and High Bailiff of Southwark
Gemma Stokley	-	Town Clerk's Department
Nia Morgan	-	City Surveyor's Department
Peter Lisley	-	Assistant Town Clerk
Paul Double	-	City Remembrancer
Simon Latham	-	Town Clerk's Department
Mark Lowman	-	City Surveyor's Department
Paul Friend	-	City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Alderman Sir Michael Bear, Sheriff & Alderman William Russell and James de Sausmarez.

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

John Scott declared a non-pecuniary interest stating that he currently served as a JP in the City's Courts.

3. PUBLIC MINUTES

The public minutes of the meeting held on 9 February 2017 were considered and approved as a correct record.

4. DEPARTMENTAL BUSINESS PLAN: CENTRAL CRIMINAL COURT

The Sub Committee considered a report of the Secondary of London presenting, for approval, the business plans for 2017/18 for the Central Criminal Court.

The Secondary reported that this plan would be subject to change following the completion of the restructuring exercise being carried out involving the Central Criminal Court and Mansion House. It was expected that this would be complete by Autumn 2017.

He went on to report that the Major Works Programme was continuing and that Courts 2 and 18 were now currently under refurbishment. Members were also informed that the department had continued to expand the number of events it co-ordinated across all categories – City, Shrieval, etc.

In response to questions regarding catering provisions at the Central Criminal Court, the Secondary stated that the City of London Corporation was looking at re-letting the catering contract. He believed that the Central Criminal Court would be joined with Mansion House under new proposals. The Deputy Chairman commented that this matter warranted further conversation outside of the meeting. He stated that he was aware of suggestions that catering at Mansion House and the Central Criminal Court could be amalgamated but he believed that it had now been successfully argued that both sites had very different, specific requirements.

A Member commented that she had some concerns over those items that the department proposed to measure within the business plan as set out in Appendix 1 to the report. She commented that Shrieval engagement did not feature, for example, and questioned how this might be brought in so that what was measured could be more closely aligned with the ambitions set out. The Deputy Chairman clarified that Shrievalty matters were reported directly to the General Purposes Committee of Aldermen, however, he agreed with the point that this business plan should reflect the ‘fuller picture’.

A Member suggested that the first point set out under ‘ambitions’ should also include the word ‘secure’ to read ‘to provide premises that are safe, *secure*, well maintained and able to respond to the current and future needs of our customers in the 21st C”.

In response to a question regarding the likelihood and risk ratings assigned to ‘Plant Failure’, the Secondary confirmed that this had now been classified as low risk.

RESOLVED – That, the high-level and detailed departmental business plans for the Central Criminal Court be amended as suggested and that revised plans be presented to the next meeting of the Courts Sub Committee.

5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUBCOMMITTEE

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business 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.

Item No(s).	Paragraph No(s).
8 & 9	3 & 7
10	3
11	2 & 3
14	1

8. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 9 February 2017 were considered and approved as a correct record.

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

The Sub Committee received a report of the Town Clerk advising Members of action taken under delegated authority or urgency powers by the Town Clerk in consultation with the Chairman and Deputy Chairman in accordance with Standing Order Nos. 41(a) and 41(b).

10. **FUTURE OF THE CITY'S MAGISTRATES COURT, 1 QUEEN VICTORIA STREET - GATEWAY 1&2 PROJECT PROPOSAL UPDATE**

The Sub Committee received a report of the City Surveyor providing Members with an update on the feasibility study at the Magistrates Court to increase its capacity; on the current and planned works programme; and discussions with HMCTS regarding funding.

11. **FACILITIES MANAGEMENT PROGRESS UPDATE**

The Sub Committee received a joint report of the Secondary of London and the City Surveyor updating Members on the current progress of the corporate Facilities Management Review as applied to the Central Criminal Court (CCC).

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

A Member raised questions around the Warwick Square entrance to the Central Criminal Court.

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

There were no additional, urgent items of business for consideration in the non-public session.

14. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 9 February 2017 were considered and approved as a correct record.

The meeting closed at 11.27 am

Chairman

Contact Officer: Gemma Stokley
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Committee(s)	Dated:
Courts Sub (Policy and Resources) Committee	8 th December 2017
Subject: Departmental Business Plan: Central Criminal Court	Non-Public
Report of: Executive Director, Mansion House & Central Criminal Court	For Decision
Report author: Head of Operations, Mansion House & Central Criminal Court	

Summary

This report presents, for information, the revised business plan for 2017/18 for the Central Criminal Court for the year 2017/18. The original high-level plan was presented to your Committee in June 2017.

Recommendation(s)

Members are asked to:

- Note the revised high-level business plan for the Central Criminal Court.

Main Report

Background

1. A new framework for corporate and business planning is currently being developed, led by the City Corporation's Head of Corporate Strategy and Performance. The aim is for all the work carried out by or supported by the City Corporation to contribute to one overarching goal. This will be achieved by:
 - Identifying the overarching goal and the specific outcomes that support it in the refreshed Corporate Plan;
 - Ensuring that all the work carried out by departments, including projects and development plans, contributes to delivery of the outcomes in the refreshed Corporate Plan, and is included in their business plans;
 - Enhancing the "golden thread", such that everything we do and develop is captured within appropriate departmental business plans, team plans, and individual work plans;
 - Developing a culture of continuous improvement, challenging ourselves about the economy, efficiency and effectiveness of what we do and the value we add.

2. As this new approach involves parallel changes to a number of high-level processes, it will take 2-3 years to be fully implemented, so how plans are presented to Members is likely to develop during this time.
3. Departments have been directed to submit revised high level business plans to committees, indicating how the 2% efficiency saving will be met, at the same time as budget estimates reports are presented.

Departmental Business Plans

4. Revised departmental business planning documentation is being introduced in response to Member requests for consistency of presentation across the organisation, and a desire to see a succinct statement of key ambitions and objectives for every department. For this year, we have introduced new standardised high-level summary departmental plans. These will also allow corporate Committees and Sub Committees to see what is being proposed and delivered across the organisation as a whole.
5. Prior to the March Common Council elections, where meeting dates permitted, departments presented draft high-level departmental plans for discussion with their Service Committees. Following feedback from Members and Chief Officers, the standard template for and content of these high-level plans has been finalised. As well as key information on ambitions, budget and planned outcomes, the template requires departments to include information on their plans for cross-departmental and departmental projects, development of the department's capabilities, and a horizon-scan of future opportunities and challenges.
6. This report presents at Appendix 1 the revised high-level plan for Central Criminal Court.
7. During 2017/18, development work will take place on the format of the detailed business plans, with a view to a standard format being introduced for 2018/19 onwards, which will align more closely with the high-level plans.
8. Further work will also take place on monitoring and reporting against the agreed outcomes at both corporate and departmental levels. This responds to Members' demands for more focussed and meaningful performance measures which demonstrate impact on outcomes rather than just outputs and activity. Ways in which reporting can become streamlined will also be considered.

Central Criminal Court

9. This plan was formulated after consultation with staff and other colleagues and progress is reviewed regularly and reported to senior management. The Plan is supported by team action plans, and individual staff objectives.

Implications

10. A number of potential issues have arisen as plans for the merger of the two departments take shape.

Conclusion

11. This report presents a revised high level business plan for Central Criminal Court.

Appendices

For Information:

1. High level departmental plan – Central Criminal Court

Background Papers

Central Criminal Court High Level Business Plan dated 12th June 2017.

Adam Rout
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Mansion House & Central Criminal Court

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We will provide, with our key partners, a world class Crown Court

Our ambitions are:

- To provide premises that are safe, secure, well maintained and able to respond to the needs of our customers.
- To further develop, via extensive infrastructure improvements, the buildings and premises.
- To develop the wider reputation of the Court as a centre of excellence through education and events outreach.
- To successfully merge with the Mansion House.

What we do is:

- Provide the maintained premises of the Central Criminal Court for use by Her Majesty's Courts and Tribunal Service
- Provide accommodation, secretarial support, valet, Chauffeur and catering services for the Sheriffs
- To continue to develop comprehensive, high quality and flexible services in the areas of security, cleaning, maintenance, events and catering that meets the needs of our stakeholders
- To support and develop events and other outreach activities in the Old Bailey, with the support of the City Events Management Group and the Economic Development Office, to promote the wider responsibilities of the City of London and its support for charity, education and the relevance of law and their importance in underpinning a successful economy.

Our budget is:

	£ 000
Employees	3,527
Security	
Cleaning	
Maintenance	
Shrievalty	
Premises related ex	655
Transport	4
Supplies & services	254
Total Expenditure	4,358
Reimbursements	(3,196)
Total Local Risk	1,162

Our top line objectives are:

Contributing to a flourishing society

- Manage resources effectively to provide efficient high quality customer services at the CCC.
- To establish key performance indicators and service level agreements to benchmark our performance
- To assist with the delivery of the 10 year major works infrastructure programme.
- To support Her Majesty's Courts and Tribunal Service in ensuring the court is able to meet the court sitting days target.
- Complete the corporate FM and AM plans as is practicable to do.
- Ensure the additional works programme is aligned to the major works programme and delivered to a high standard without disruption to court activity.
- Identify posts suitable for the City of London Apprentices scheme.
- Participate in the Events and Hospitality working party and implement any decisions related to the CCC.

What we'll measure:

Corporate operational performance standards such as:

- Sickness absence levels
- Service response standards
- Income from filming
- Measurable Key Performance Indicators (KPI's) to be developed around Security, Cleaning, Event Management and Maintenance.
- Outreach events undertaken

How we plan to develop our capabilities this year

- Succession planning is to be undertaken by Managers with the support of the HR Business partner to formally identify roles critical to the operation of the service.
- Continue to review and develop the customer services programme.
- To complete a management review and adopt a new structure which is more aligned to the requirements of the Court and the Shrievalty.
- To support staff through changes with further training and development.
- To continue to invest in new equipment and technologies to support improved security and the increased Education and events programme.
- To establish a more co-ordinated approach to visits and events which is effectively resourced.
- To develop the renovations and maintenance schedules to address identified long term building issues.
- To develop capabilities by introducing stretching Key Performance Indicators.
- Begin the process of merger with the Mansion House.
- Implement the 2% efficiency saving via increased income generation. Please note that as the majority of costs in running the Central Criminal Court (CCC) are 95% recovered from Her Majesty's Court's and Tribunals Service (HMCTS). Therefore, to achieve a local risk saving of 2% on the 2017/18 original budget of £426,000 (City's Cash), equating to £9,000, CCC would have to achieve total savings of £180,000 which would result in a saving of £171,000 to HMCTS and £9,000 to the City of London. Therefore, as such savings would have a detrimental impact on the service delivery at CCC, additional income generation is currently the only viable option as this is 100% retained by CCC. However, in light of the current merger between CCC and Mansion House, such additional income cannot be guaranteed at this stage".

What we'll measure:

What we're planning to do in the future:-

- To merger services, as appropriate with Mansion House.
- Review the provision of communication services and replace obsolete telephone mainframe with modern up to date IT, telephony and public address equipment.
- Review of resources, with key partners, to ensure appropriate staffing and equipment infrastructure.
- To develop an improved diary and events management system which is able to meet current and future demands.
- Continue the progress of capital maintenance projects.
- Improve the Physical security and general infrastructure of the building.

Magistrates' Court, 1QVS

Update Note on Programme of Works for Court Sub Committee

December 2017

This briefing paper provides an update on progress in relation to ongoing and planned works:-

1. **The Additional Works Programme (AWP) 2016/17** comprises M&E works; fire protection and some internal decorations, at a total estimated cost of £276,744. Spend to date is £81,064.

- Fire Partition Protection Works 1 – pre design stage, to be agreed with HMCTS
- Powered Door and Gear Replacement - completed
- Emergency Lighting Replacement – completed
- Vent Cleaning - completed
- Flooring Replacement in the Courts – programme to be agreed with HMCTS for start in 2018/2019
- Flooring Replacement in General Areas - programme to be agreed with HMCTS for start in 2018/2019
- Call System and Induction Loop Replacement – design agreed and meeting with HMCTS 08/09/17. Installation to start December 2017
- Central Clock System Replacement – completed
- PA System Replacement - completed
- Chiller Replacement – delays incurred on road closure for crane lift. Chiller to now be installed December 2017
- Kitchen Refurbishment - pre design stage, to be agreed with HMCTS for start in 2018/2019

2. **The Cyclical Works Programme (CWP) 2017/18** - the works have been approved by the City at a total estimated cost of £377,000. Spend to date is £117,740. Actual dates are to be agreed with HMCTS in respect of priorities, the time needed for design development and to fit into access opportunities.

- Lift 3 Replacement – on site and due to complete December 2017
- Heat Source Replacement – summer 2018. Currently carrying out surveys
- Air Handling Unit Refurbishment – October 2017
- Fire Partition Protection Works 2 - pre design stage, to be agreed with HMCTS
- Toilet refurbishment - pre design stage, to be agreed with HMCTS.
- Cooling Distribution Pipe replacement – budget to be reviewed and reprogrammed to follow Heat Source Replacement as above
- Internal Decorations - programme to be agreed with HMCTS for start in 2018/2019

Note items remaining to be agreed with HMCTS are being addressed as quarterly meetings with HMCTS. Envisage the decoration works will be packaged together to achieve better value and a phased programme to be developed with HMCTS to limit disruption to court activities. Next meeting with HMCTS to take place 04/12/17.

3. **Basement water ingress** – water samples been taken to confirm no contaminates, awaiting the test certificate. Sump pumps have been reinstated, with some being replaced. Water channels have been reinstated to redirect water to the pits, permanent grilles are to be installed over the pits. Lighting has been improved and the rubbish will be cleared out.

Conditions in basement 4 have improved considerably and the project team are looking at a scope of works for a possible 2nd phase. Note HMCTS are now in the process of moving files out of basements 2 and 3 to another location within HMCTS. This helps mitigate a potential fire risk.

4. **Exterior refurbishment programme (capital project)** – the consultant has conducted the survey and reviewed options for the proposed scope of works. Emergency work to the stone masonry took place in July and report from this making safe will be incorporated within the option appraisal. Final consultant report to be submitted to CSD November 2017 for review and gateway 3 – 4 to be submitted to Court Sub at February 18 meeting.
5. **Additional HMCTS works** – this is additional work identified by HMCTS which sits outside the repairs and maintenance contract and CWP.
 - Argonite fire suppression system – the system was removed from site November 2017.
 - Replacement door with viewing panel - HMCTS have approved the quotation for a replacement door. This is to change use of a store room to an interview room. The contractor has been instructed to carry out work before end of year.
6. **Feasibility into future use of Magistrates' Court** – Following the decision by this committee in June not to pursue improvements to increase capacity and the separate decision by Policy and Resources committee in September to pursue feasibility into a new combined Courts facility, it is proposed that this item be removed from this paper.
7. **Funding** – Funding procedures are now agreed with HMCTS for repair and maintenance costs incurred by the City over and above the threshold contained in the Schedule of Responsibility memorandum. . It is agreed HMCTS will be advised on a quarterly basis of this spend in year with accounts instructed to invoice accordingly on a similar basis. This should reduce delays in delivering requirements and improve operational effectiveness.

Jessica Lees
Property Facilities Manager, City Surveyor's Department

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

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