

**POLICY AND RESOURCES COMMITTEE**  
**Thursday, 12 April 2018**

Minutes of the meeting of the Policy and Resources Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 12 April 2018 at 1.45 pm

**Present**

**Members:**

Deputy Catherine McGuinness (Chairman)  
Sir Mark Boleat (Deputy Chairman)  
Simon Duckworth (Vice-Chair)  
Deputy Douglas Barrow  
Deputy John Bennett  
Deputy Keith Bottomley  
Henry Colthurst  
Alderman Peter Estlin  
Marianne Fredericks  
Christopher Hayward  
Deputy Wendy Hyde  
Deputy Jamie Ingham Clark (Ex-Officio Member)  
Deputy Edward Lord  
Alderman Ian Luder  
Jeremy Mayhew  
Andrew McMurtrie (Ex-Officio Member)  
Wendy Mead (Chief Commoner)  
Alderman The Lord Mountevans (Ex-Officio Member)  
Dhruv Patel (Ex-Officio Member)  
Deputy Dr Giles Shilson  
Jeremy Simons (Ex-Officio Member)  
Deputy Tom Sleigh  
Sir Michael Snyder  
Deputy John Tomlinson  
Deputy Philip Woodhouse  
Alderman Sir David Wootton

**In Attendance**

Tijis Broeke  
Anne Fairweather

**Officers:**

John Barradell	- Town Clerk and Chief Executive
Michael Cogher	- Comptroller and City Solicitor
Paul Wilkinson	- City Surveyor
Carolyn Dwyer	- Director of Built Environment
Vic Annells	- Executive Director of Mansion House & Central Criminal Court
Damian Nussbaum	- Director of Economic Development
Bob Roberts	- Director of Communications

Eugenie de Naurois	- Head of Corporate Affairs
Sean Green	- Director of IT
Philip Gregory	- Chamberlain's Department
Nigel Lefton	- Remembrancer's Department
Kate Smith	- Town Clerk's Department
Angela Roach	- Principal Committee and Members Services Manager

1. **APOLOGIES**

Apologies were received from Stephen Haines, Hugh Morris, Graham Packham, William Russell, Giles Shilson and Sir Michael Snyder.

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

There were no declarations.

3. **MINUTES**

3a. The minutes of the meeting held on 15 March 2018 were approved subject to the Port Health and Environmental Services Committee being added to the list of committees with amended terms of reference as set out in resolution no. 4 of item no.4 - Committee Terms of Reference and Composition.

**Matters Arising - Committee Terms of Reference and Composition (Item 4)**

It was noted that approval had subsequently been given under the urgency procedures to a further alteration to the terms of reference of Audit and Risk Management Committee to enable it to undertake periodic reviews of risk management, financial control and the safeguarding procedures of the City Corporation's family of schools.

3b. The draft public minutes of the Projects Sub-Committee meeting held on 14 March 2018 were noted.

3c. The draft public minutes of the Resource Allocation Sub-Committee meeting held on 15 March 2018 were noted.

4. **MAGISTRATES COURTS**

The Committee considered and noted a resolution of the Magistracy and Livery Sub-Committee concerning the provision of magistrates' courts.

A Member suggested that the resolution be drawn to the attention of the Capital Buildings Committee.

5. **CITY OF LONDON CORPORATION REGIONAL STRATEGY**

The Committee considered a report of the Director of Economic Development concerning the progress of the City Corporation's Strategy for working with regional centres.

A number of Members applauded the progress of the Strategy and spoke in favour of extending its remit. The Director of Economic Development advised that the work had also been highly welcomed by the regional centres. Early indications were that London was perceived as the gateway to international investment.

A Member pointed out that as the project became more successful, more centres would want to join it. He questioned how this would be prioritised and managed in future. The Director advised that he envisaged it being a gradual process and that he would welcome Member support in keeping focus on the most important centres, where the City Corporation would have the strongest impact. The Chairman emphasised that the City Corporation would be working with key partners such as TCUK, CBI, Bank of England etc.

RESOLVED – That the following be approved:-

1. the continued development engagement with the three pilot regions (Belfast / Northern Ireland (NI), Edinburgh / Scotland and Manchester);
2. the City Corporation becoming a partner member of Scottish Financial Enterprise (SFE) for a trial period of one-year at a cost of £11,200 in 2018/19 to further strengthen the Edinburgh and Scotland engagement;
3. the partnership programme being expanded by adding three more selected UK city regions, Cardiff, Birmingham and Leeds;
4. the creation of a one-year fixed term contract account manager post at the cost of £52,200 to cover the substantial increase in additional workload, noting that a progress report would be submitted in due course; and
5. the membership cost (£11,200) of the SFE and the cost of the additional fixed term post required to cover the work of extending partnership programme (£52,200) being met from the Policy Initiatives Fund for 2018/19, categorised under Promoting the City and charged to City's Cash.

6. **ASIA NEXT DECADE CAMPAIGN - UPDATE**

The Committee considered a progress report of the Director of Economic Development concerning the Asia Next Decade Campaign.

RESOLVED – That the report be noted.

7. **EXPORT AND INVESTMENT VISITS**

The Committee considered a report of the Director of Economic Development concerning two overseas visits to be made in support of the City Corporation's international export and investment programme.

It was noted that Alderman Alison Gowman would form part of a delegation attending a UK – Brazil Green Finance Summit in April and Alderman Peter Estlin, part of a UK cyber security business delegation attending the Gulf Information Security Expo and Conference in the United Arab Emirates.

RESOLVED – That the report be noted.

**8. EDO ANNUAL ACTIVITY UPDATE 2017/18**

The Committee considered an annual report of the Director of Economic Development updating it on the activities of the Economic Development Office (EDO) between April 2017 and March 2018.

Members welcomed the report and questioned whether there could be more feedback on the impact of the trade visits over the longer term. The Chairman echoed these sentiments and drew attention to the extensive range of work undertaken by EDO. She stated that whilst Members feedback and suggestions were welcomed, given the high volume of activities of that office, she would encourage Members to put suggestions through the committee process rather than approaching officers direct.

RESOLVED – That the report be noted.

**9. PAN-LONDON RESILIENCE ARRANGEMENTS**

The Committee considered a report of the Town Clerk concerning the pan-London resilience arrangements and the management of the contributions made by London boroughs to a central fund.

RESOLVED – That approval be given to the City Corporation assuming responsibility, on behalf of the 32 London Boroughs, for collecting and distributing the individual £30k funding contributions towards the pan-London resilience arrangements, on behalf of the Local Authorities' Panel.

**10. NOMINATIONS TO LONDON COUNCILS**

The Committee considered a report of the Town Clerk concerning the principle for nominating the City Corporation's representatives to serve on London Councils Committees and Forums and to act as lead Member for particular service areas.

It was noted that London Councils was also seeking a nomination to its Greater London Employment Forum and that based on the current principle for nominations this would be the Chairman of the Establishment Committee with the Deputy Chairman serving as the named deputy.

RESOLVED – that the overriding principle of nominating the Chairman for the time being of the most relevant Committee to serve on London Councils committees and forums and to act as lead Member for particular areas of work be endorsed as follows:-

**Leaders' Committee** - Chairman of the Policy & Resources Committee with a Deputy Chairman as named deputy;

**Associated Joint Committee (London Councils Transport and Environment Committee)** – Chairman of the Planning and Transportation Committee, with the Chairman of Port Health and Environment Committee and the Deputy Chairmen of both these committees serving as the named deputies.

**Associated Joint Committee (London Councils Grants Committee)** - Chairman of the City Bridge Trust Committee, with the Deputy Chairman as named deputy.

**Pensions CIV (Common Investment Vehicle) Sectoral Joint Committee** – Sir Mark Boleat (Deputy Chairman of the Policy and Resources Committee) until the Joint Committee's cessation later this year, with the Chairman of the Financial Investment Board as the named deputy.

**Greater London Employment Forum** - Chairman of the Establishment Committee with the Deputy Chairman as the named Deputy.

**Lead Member for Children and Young People** - Chairman of the Community & Children's Services Committee.

**Lead Member for Business, Brexit, Employment and Skills** – Chairman of the Policy and Resources Committee

**Lead Member for Crime and Public Protection** - Chairman of the Police Committee.

**Lead Member for Arts/Culture, Tourism and Sport** – Chairman of the Culture, Heritage and Libraries Committee.

**Lead Member for Economic Development and Regeneration** - Chairman of the Policy & Resources Committee.

**Lead Member for Housing** - Chairman of the Community & Children's Services Committee.

**Lead Member for Health and Adult Services** - Chairman of the Community & Children's Services Committee.

**Lead Member for Planning/Infrastructure/Development** – Chairman of the Planning and Transportation Committee.

11. **NEW WEBSITE - DESIGN, BUILD AND SUPPORT**

This item was withdrawn. A Member commented that any future report should be clear on the ownership of the project.

12. **NATIONAL #IWILL CAMPAIGN**

The Committee considered a report of the Head of Corporate Strategy & Performance concerning the national #iwill campaign, which promotes social action amongst young people (10-20 year-olds).

The Head of Corporate Strategy & Performance was heard in support of the report and advised that, subject to approval, the aim would be to launch the City Corporation's pledge during National Volunteering Week on 'Share Your Pledge Day' in June 2018.

RESOLVED – That approval be given to the City Corporation pledging its support to the national #iwill campaign as set out in the appendix to the report.

13. **CHATHAM HOUSE EVENT - FINANCIAL SERVICES 10 YEARS ON**

The Committee considered a report of the Director of Communication proposing that the City Corporation jointly organises an event with Chatham House to mark 10 years after the financial crisis and the implications for the future.

A Member commented that the financial crisis was still a sensitive issue and that it was therefore important to be clear on what the event was trying to achieve. The Head of Corporate Affairs acknowledged the sensitive nature of the issue. She advised that the aim would be to make attendance a positive experience and to provide an analysis of what has happened in the last decade and what might happen in the next. The Chairman added that the event would sit well with Business of Trust initiative.

RESOLVED – approval be given to the City Corporation jointly organising an event with Chatham House, in Guildhall, marking 10 years after the onset of the Financial Crisis and to the provision of £17,000 in support of the event, funded from the 2018/19 Policy Initiatives Fund, categorised under "Events" and charged to City's Cash.

14. **DATA PROTECTION POLICY**

The Committee considered a report of the Comptroller and City Solicitor concerning the adoption of a revised Data Protection Policy in preparation for the General Data Protection Regulations coming into force on 25 May 2018.

It was noted that the Audit and Risk Management Committee had requested that, if approved, the Policy should become effective within seven days of this Committee's approval.

RESOLVED - That a revised Data Protection Policy be adopted as set out in the appendix to the report and that it become effective within seven days of this approval.

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

The Committee's considered a statement of the Chamberlain on the use of the Policy Initiatives Fund and the Committee Contingency for 2018/19.

RESOLVED – That the statement be noted.

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

**Circulation of Committee Minutes**

The Deputy Chairman referred to the policy for the circulation of committee minutes i.e. within a period of seven working days after the meeting and questioned whether it was being adhered to consistently. He suggested that the policy be firmed up to ensure that the seven-day rule was met and therefore comments from officers and chairmen on the content of the minutes needed to be received within a day of receiving the draft to enable this requirement to be met. A Member stated that whilst he supported the rule, an element of pragmatism should be applied to accommodate busy schedules noting that a Chairman might need more than a day to comment.

RESOLVED – that the policy for the circulation of committee minutes i.e. within seven working days after a committee/sub-committee meeting be reconfirmed and that Chairmen and Officers be reminded of the requirement and that comments on draft minutes needed to be received in a timely manner.

**Employability and Education Strategies**

The Deputy Chairman referred to the City Corporation's employability and education strategies and to the recent presentation he attended on the matter. He understood that 100 hours of work-related learning had been undertaken. He felt that this could be improved and suggested that consideration be given to the creation of a centrally co-ordinated programme, targeted at students in the City's academies and a select number of academies in outer London boroughs, which included work experience, paid internships and mentoring.

The Director of Human Resources (HR) advised that the City Corporation already had an overarching programme for attracting talent which included work-related engagement young people. She pointed out that approximately 3000 hours of work experience had taken place in the last year and that a further 300 hours was planned for June. The City Corporation's Education Strategy included the ambition to provide 100 hours of work-related learning for each pupil throughout their early school life i.e. from the age 7-16. The Director also advised that in addition, to offering work experience the City Corporation assisted its schools and academies with their assessment centre and mock interview activities.

The comments of the Director were noted, and it was suggested that the programme should also capture children in care and that a report on the full

range of activities associated with the attracting talent initiative be submitted to a future meeting of Committee for information.

RESOLVED – that the comments be noted and that the Director of HR be requested to present a report to a future meeting of the Committee on the City Corporation’s project for attracting talent.

### **Provision of Magistrates Courts**

A Member referred to the resolution from Magistracy and Livery Sub-Committee which been considered earlier in the meeting. He pointed out that the number of courts to be provided as part of the project had also been raised at the Courts Sub-Committee. He questioned whether the issue should now be raised with the Her Majesty’s Courts and Tribunals Service (HMCTS). The Chairman advised that whilst the matter would be raised with HMCTS, ultimately the number of magistrates’ courts to be provided would be a matter for that office. More detailed discussion ensued, and it was agreed that it should continue in the non-public session of the meeting.

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

There were no urgent items.

#### **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 1 of the Schedule 12A of the Local Government Act.

<b>Item Nos.</b>	<b>Paragraph(s) in Schedule 12A</b>
19 - 21	3 and 5

### **Part 2 – Non-Public Agenda**

#### **19. NON-PUBLIC MINUTES**

19a. The non-public minutes of the meeting held on 15 March 2018 were approved.

19b. The draft non-public minutes of the Projects Sub-Committee meeting held on 14 March 2018 were noted.

19c. The draft non-public minutes of the Resource Allocation Sub-Committee meeting held on 15 March 2018 were considered.

In answer to a question on whether officers had managed to ascertain whether the on-street parking reserve could be used to fund the Barbican Podium works, the Principal Committee and Members Services Manager undertook to investigate and to advise the Member direct. It was also suggested that it might be helpful for draft minutes to contain a watermark identifying the minutes as such in future.

RESOLVED – That the draft minutes be noted.

19d. The draft non-public minutes of the Hospitality Working Party meeting held on 15 March 2018 were noted.

20. **USE OF PERSONAL EMAIL, RISK AND GDPR COMPLIANCE.**

The Committee considered and agreed a joint report of the Comptroller and City Solicitor and Data Protection Officer, the Director of IT and the Director of Information and Security, concerning the use of personal emails and compliance with the General Data Protection Regulation.

21. **GUILDHALL CHARGING REVIEW**

The Committee considered and agreed a report of the Remembrancer concerning the annual review of charges for the use of Guildhall. The Committee also supported a review of the charging policy for concessions.

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

**Electoral Registration**

A Member referred to the voter registration system and to one or two errors which had occurred on her ward list. She questioned whether the current registration system should be reviewed to ensure that it was robust.

**Provision of Magistrates Courts**

The Chairman referred to the earlier discussion on the provision of magistrates' courts and reiterated her comment that the concern raised by the two sub-committees regarding the provision of an increased number of courts would be conveyed to the HMCTS. The decision was, however, a matter for that body.

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

There were no urgent items.

**The meeting ended at 3.30pm**

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Chairman

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