



Policy and Resources Committee

Date: THURSDAY, 4 OCTOBER 2018

Time: 1.45 pm

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Deputy Catherine McGuinness (Chairman)	Jeremy Mayhew
Simon Duckworth (Deputy Chairman)	Andrew McMurtrie
Christopher Hayward (Vice-Chair)	Deputy Alastair Moss (Ex-Officio Member)
Deputy Tom Sleigh (Vice-Chair)	Deputy Joyce Nash
Randall Anderson (Ex-Officio Member)	Graham Packham (Ex-Officio Member)
Douglas Barrow	Alderman William Russell
Sir Mark Boleat	Alderman Baroness Scotland (Ex-Officio Member)
Deputy Keith Bottomley	John Scott (Chief Commoner) (Ex- Officio Member)
Alderman Charles Bowman (Ex- Officio Member)	Deputy Dr Giles Shilson
Tijs Broeke	Jeremy Simons (Ex-Officio Member)
Henry Colthurst	Sir Michael Snyder
Alderman Peter Estlin	Deputy John Tomlinson
Marianne Fredericks	Mark Wheatley
Deputy Jamie Ingham Clark	Deputy Philip Woodhouse
Deputy Edward Lord	Alderman Sir David Wootton
Alderman Ian Luder	

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

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To consider minutes as follows:-

- a) To agree the public minutes of the meeting held on 6 September 2018.

For Decision
(Pages 1 - 10)

- b) To note the draft public minutes of the Projects Sub-Committee meeting held on 12 September 2018.

For Information
(Pages 11 - 18)

- c) To note the draft public minutes of the Public Relations and Economic Development Sub-Committee meeting held on 3 September 2018.

For Information
(Pages 19 - 26)

- d) To note the draft public minutes of the Members Privileges Sub-Committee meeting held on 3 September 2018.

For Information
(Pages 27 - 30)

4. **APPOINTMENTS TO COMMITTEES**

To elect one representative to the Social Investment Board and one representative to the Education Board.

For Decision

5. **REGULATION OF INVESTIGATORY POWERS ACT 2000 UPDATE**

Report of the Comptroller and City Solicitor.

For Decision
(Pages 31 - 34)

6. **LIVING WAGE ACCREDITATION - POTENTIAL ENHANCEMENTS**

Report of the Chamberlain.

For Decision
(Pages 35 - 42)

7. **LONDON LIVING WAGE CAMPAIGN**

Report of the Director of Economic Development.

For Decision
(Pages 43 - 48)

8. **MEMBER TRAVEL RELATING TO INTERNATIONAL EXPORT AND INVESTMENT PROGRAMME**
Report of the Director of Economic Development.
For Decision
(Pages 49 - 50)
9. **EXPORTS AND INVESTMENT REGIONAL STRATEGY: INTERIM UPDATE**
Report of the Director of Economic Development.
For Information
(Pages 51 - 56)
10. **2018/19 MAYORAL PROGRAMME**
Report of the Director of Communications.
For Information
(Pages 57 - 62)
11. **POLICY INITIATIVES FUND AND COMMITTEE CONTINGENCY**
Report of the Chamberlain.
For Information
(Pages 63 - 76)
12. **EX-OFFICIO MEMBERSHIP**
Report of the Town Clerk (TO FOLLOW).
For Decision
13. **LONDON BUSINESS RATES POOL: STRATEGIC INVESTMENT POT**
Report of the Chamberlain (TO FOLLOW).
For Decision
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
16. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

17. **NON-PUBLIC MINUTES**
To consider non-public minutes of meetings as follows:-
- a) To agree the non-public minutes of the meeting held on 6 September 2018.
For Decision
(Pages 77 - 82)

b) To note the draft non-public minutes of the Projects Sub-Committee meeting held on 12 September 2018.

For Information
(Pages 83 - 90)

c) To note the draft non-public minutes of the Hospitality Working Party meeting held on 11 September 2018.

For Information
(Pages 91 - 98)

d) To note the draft non-public minutes of the Members Privileges Sub-Committee meeting held on 3 September 2018.

For Information
(Pages 99 - 100)

18. **MARKETS CONSOLIDATION PROGRAMME: PROPOSED MEMORANDUM OF UNDERSTANDING**
Report of the City Surveyor.

For Decision
(Pages 101 - 118)

19. **CITY SURVEYOR'S LOCAL RISK BUDGET: ADDITIONAL RESOURCES REQUEST**
Report of the City Surveyor.

For Decision
(Pages 119 - 124)

20. **SERVICE BASED REVIEW UPDATE REPORT**
Report of the Chamberlain.

For Information
(Pages 125 - 130)

21. **MUSEUM OF LONDON RELOCATION**
Report of the Town Clerk (TO FOLLOW).

For Decision

22. **BEECH STREET TRANSFORMATION PROJECT**
Report of the Managing Director, Barbican Centre (TO FOLLOW).

For Decision

23. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**
Report of the Town Clerk.

For Information
(Pages 131 - 134)

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

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

Part 3 - Confidential Agenda

26. **MARKET FORCES SUPPLEMENTS**
Report of the City Surveyor.

For Decision

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POLICY AND RESOURCES COMMITTEE

Thursday, 6 September 2018

Minutes of the meeting of the Policy and Resources Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 6 September 2018 at 1.45 pm

Present

Members:

Deputy Catherine McGuinness (Chairman)
Simon Duckworth (Deputy Chairman)
Christopher Hayward (Vice-Chair)
Deputy Tom Sleigh (Vice-Chair)
Randall Anderson (Ex-Officio Member)
Deputy Keith Bottomley
Tijs Broeke
Henry Colthurst
Alderman Peter Estlin
Marianne Fredericks
Deputy Edward Lord
Alderman Ian Luder
Jeremy Mayhew
Andrew McMurtrie
Graham Packham (Ex-Officio Member)
Alderman William Russell
John Scott (Chief Commoner) (Ex-Officio Member)
Deputy Dr Giles Shilson
Jeremy Simons (Ex-Officio Member)
Sir Michael Snyder
Mark Wheatley
Deputy Philip Woodhouse
Alderman Sir David Wootton

In attendance:

Alderman Alison Gowman
Wendy Mead
Dhruv Patel

Officers:

John Barradell - Town Clerk and Chief Executive
Peter Lisley - Assistant Town Clerk & Culture Mile Director
Angela Roach - Assistant Town Clerk & Director of Member Services
Peter Kane - The Chamberlain
Michael Cogher - Comptroller and City Solicitor
Paul Double - City Remembrancer
Vic Annells - Executive Director, Mansion House & Central Criminal Court
Andrew Carter - Director of Community & Children's Services
Carolyn Dwyer - Director of Built Environment
David Farnsworth - Chief Grants Officer & Director of The City Bridge Trust

Damian Nussbaum	- Director of Economic Development
Bob Roberts	- Director of Communications
David Smith	- Director of Markets & Consumer Protection
Peter Young	- Director of Corporate Property, City Surveyor's Department
Ian Hughes	- Assistant Director, Department of the Built Environment
Nigel Lefton	- Assistant Director, Remembrancer's Office
Iain Simmons	- Assistant Director, Department of the Built Environment
Philip Gregory	- Deputy Director, Chamberlain's Department
Eugenie de Naurois	- Head of Corporate Affairs, Town Clerk's Office
Simon Horner	- Head of Policy and Innovation, Economic Development Officer
Fiona Rawes	- Head of Philanthropy, Town Clerk's Department
Kate Smith	- Head of Corporate Strategy & Performance, Town Clerk's Department
Greg Moore	- Town Clerk's Department

1. **APOLOGIES**

Apologies were received from Doug Barrow, Sir Mark Boleat, the Rt. Hon. The Lord Mayor Alderman Charles Bowman, Deputy Jamie Ingham Clark, Deputy Joyce Nash, and Deputy John Tomlinson.

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

Deputy Catherine McGuinness declared a potential pecuniary interest in respect of Item 8 by virtue of her ownership of a property at Bryer Court, Barbican. She advised that she did not consider this relevant for the purposes of the item under discussion but would withdraw from the Chair and that the Deputy Chairman would take the Chair for consideration of this item.

John Scott and Deputy Dr Giles Shilson declared non-pecuniary interests in respect of Item 25 as members of Gresham College Council.

3. **MINUTES**

- a) The public minutes of the meeting of the Policy and Resources Committee held on 5 July 2018 were approved, subject to Andrew McMurtrie's apologies being recorded.

Matters Arising

London Living Wage: It was advised that the scheduled report from the Chamberlain concerning the London Living Wage would now be presented in October.

Fireworks: It was advised that the Assistant Town Clerk & Culture Mile Director would be taking this issue forward.

- b) The draft public minutes of the Resource Allocation Sub-Committee meeting held on 5 July 2018 were noted.

- c) The draft public minutes of the Projects Sub-Committee meeting held on 18 July 2018 were noted.
- d) The draft public minutes of the Public Relations and Economic Development Sub-Committee meeting held on 25 July 2018 were noted.

4. **RESOLUTION FROM THE ESTABLISHMENT COMMITTEE**

The Committee received a resolution from the Establishment Committee in relation to the creation of sub-committees and working parties and the associated impact on staff resource costs. It was noted that the Finance Committee had echoed these comments at its July meeting.

Following discussion, the Chairman advised that she would discuss the numbers of Sub-Committees and Working Parties of this Committee with the Town Clerk and the three Deputy Chairmen in the first instance and also encourage other Grand Committee Chairmen to consider arrangements in relation to their respective areas. The suggestion of utilising task and finish groups more often in future, rather than establishing new Working Parties and Sub-Committees, was also made.

5. **APPOINTMENT OF COLAT COMPANY MEMBER**

This item was withdrawn.

6. **THE TOWER REMEMBERS 2018: REQUEST FOR FUNDING FROM HISTORIC ROYAL PALACES**

The Committee considered a report of the Assistant Town Clerk & Culture Mile Director proposing sponsorship of *The Tower Remembers*, a large-scale visual commemoration at the Tower of London intended to mark the centenary of the end of the First World War.

RESOLVED: That approval be given to the sponsorship of Historic Royal Palaces' *The Tower Remembers 2018* event, at a cost of £25,000 to be paid for from the 2018/19 Committee Contingency Fund and charged to City's Cash.

7. **BANK ON SAFETY**

The Committee considered a report of the Director of the Built Environment in relation to the future of the Bank on Safety experimental scheme.

The Chairman of the Planning & Transportation Committee spoke to introduce the report reminding Members that, due to the nature of experimental traffic orders and the rules surrounding them, any decision would need to be either to keep them as they currently were, or reject them. He advised that Counsel's opinion had been clear that it would not be permissible to amend the experimental order at this stage.

During discussion, Members debated the possibility of making any decision to confirm the experimental traffic order conditional upon a further experimental traffic order being implemented immediately, which would be designed to assess the feasibility and impact of adding north-south and east-west routes through the junction for taxis. A number of Members spoke to oppose this

suggestion, noting that the forthcoming “All Change at Bank” project would be looking amongst the future of the junction more widely, including the potential for future taxi access, and urged that this project not be constrained at this early stage. A wide range of views were expressed and, ultimately, it was agreed that the decision in relation to the experimental order should not be made conditional upon any further experiment.

The timing of the experimental traffic order was queried, with it commented that the fact that the hours did not correspond with those in which the Congestion Charge applied had led to some confusion. The Chairman of Planning & Transportation undertook to look into this matter with officers.

Members also discussed the issue of delays associated with delivery vans and vehicles loading and unloading over extended periods, which blocked traffic lanes and contributed to traffic congestion. The Chairman of Planning & Transportation assured Members that this issue was being looked at as a matter of priority, with a report due to the next Streets & Walkways Sub-Committee which would be seeking to address this.

RESOLVED: That approval be given to:-

1. Making the experimental traffic orders at Bank Junction (to restrict traffic to bus and cycle only, Monday to Friday 0700-1900) permanent.
2. Additional funding of £36,000 from the On-Street Parking Reserve (subject to the Court of Common Council’s decision on 13 September 2018) to investigate additional measures to further improve compliance, behaviour and performance within the vicinity of the junction.

8. **BEECH STREET: TRANSPORT AND PUBLIC REALM IMPROVEMENTS**

The Deputy Chairman took the Chair for consideration of this item as Deputy Catherine McGuinness had declared an interest at Item 2.

The Committee considered a report of the Director of the Built Environment concerning transportation and public realm improvements in the Beech Street area.

RESOLVED: That:-

1. An increase in the estimated project budget of £1,526,435, to £1,745,362 to fund the project to Gateway 4 be approved, subject to the procurement of the relevant consultancy appointments;
2. The allocation of Public Realm and Local Transport Improvement CIL funds to fund the development of the project to Gateway 4 be approved;
3. Authority be delegated to the Director of the Built Environment in conjunction with the Chamberlain’s Head of Finance for any adjustments between elements of the budget provided the total approved budget of £1,745,362 (subject to procurement) is not exceeded and the scope remains unchanged;

4. The vision for Beech Street, which includes the reduction of traffic, improvements to the public realm, widening of footways and improvements in air quality, be noted;
 5. The separation of the podium water-proofing, property redevelopment and transportation & public realm projects, to follow individual Gateway paths and reporting times be noted;
 6. The results of the traffic and public realm work completed to date be noted; and
 7. The key project risks, next steps and programme be noted.
9. **ANTI-TERRORISM TRAFFIC REGULATION ORDER: 2017 REVIEW**
The Committee received a report of the Director of the Built Environment reviewing the uses of the City's permanent Anti-Terrorism Traffic Regulation Order during 2017.

RESOLVED: That the report be received and its content noted.

10. **CORPORATE VOLUNTEERING STRATEGY**

The Committee considered a report of the Town Clerk proposing the adoption of a Corporate Volunteering Strategy for 2018-23.

The Chairman observed that reference should be made within the strategy to partner organisations with whom the City Corporation managed volunteers, such as Heath Hands and the Epping Forest Heritage Trust. It would be important to acknowledge their significant contributions and make clear that the City Corporation did not act in isolation in these areas.

RESOLVED: That the proposed final version of the Corporate Volunteering Strategy be approved, subject to the items raised at the meeting being incorporated, and the next steps for its delivery be noted.

11. **SOCIAL MOBILITY STRATEGY**

The Committee considered a report of the Chief Grants Officer & Director of The City Bridge Trust proposing the adoption of a social mobility strategy for 2018-28. A resolution of the Public Relations & Economic Development (PRED) Sub-Committee, which had considered the strategy at its 3 September 2018 meeting, was also circulated.

Members suggested that the strategy should also refer to work with and for the benefit of Londoners generally and not be limited solely to those in the City.

One suggestion that had been raised at the PRED Sub-Committee meeting was the potential to improve social mobility through tackling the "summer holiday learning loss", whereby children from disadvantaged backgrounds regressed in respect of learning during the long summer break, or suffered in other ways, particularly in respect of nutrition. Members discussed this proposal, with it suggested that a more holistic and ambitious approach including activities and classes might also be considered. It was noted that this might represent a significant financial commitment and might best be

administered through a third party with relevant specialism, rather than by the City Corporation directly. The Committee expressed its support for this proposal being explored further.

RESOLVED: That the proposed final version of the Social Mobility Strategy be approved, subject to the items raised at the meeting being incorporated, and the next steps for its delivery be noted.

12. DIGITAL SKILLS STRATEGY

The Committee considered a joint report of the Director of Community & Children's Services and the Director of Economic Development proposing the adoption of a Digital Skills Strategy for 2018-23.

RESOLVED: That the proposed final version of the Digital Skills Strategy be approved and the next steps for its delivery be noted.

13. CULTURE MILE LEARNING

The Committee considered a report of the Director of the Museum of London which outlined the activity that the current funding for the Culture Mile Learning (CML) partnership had supported to date, together with a budget request for the next funding period and a summary of the activity to be undertaken using these monies.

RESOLVED: That Members:-

1. Approve the continued development of Culture Mile Learning.
2. Approve the release of funding of £150,000 for 2018/19 available from the provision in the Medium Term Financial Plan.
3. Note that the release of the funds required for the 2019/20 financial year will be subject to further approvals in due course.

14. INDO-BRITISH ALL-PARTY PARLIAMENTARY GROUP SPONSORSHIP

The Committee considered a joint report of the Remembrancer and the Director of Economic Development proposing membership of the Indo-British All-Party Parliamentary Group.

RESOLVED: That approval be given to the City of London Corporation becoming a member of the Indo-British APPG at a cost of £3,000, as well as the allocation of an additional £3,000 to support a financial services parliamentary breakfast seminar with senior City Corporation representation, both to be funded from the 2018/19 Policy Initiatives Fund, categorised under "Promoting the City" and charged to City's Cash.

15. EUROPEAN BANK FOR RECONSTRUCTION AND DEVELOPMENT DINNER

The Committee considered a report of the Director of Economic Development proposing a dinner be hosted for the European Bank of Reconstruction and Development.

RESOLVED: That approval be given to a budget of £12,000 to host a dinner for the Board of the European Bank of Reconstruction and Development, to be funded from the 2018/19 Policy Initiatives Fund categorised under 'Events' and charged to City's Cash.

16. EVENT AND PUBLICATION SPONSORSHIP: CENTRE FOR LONDON AND FABIAN SOCIETY

The Committee considered a report of the Director of Communications proposing sponsorship of a Fabian Society publication and the Centre for London's 2018 London Conference.

RESOLVED: That approval be given to sponsorship of The Centre for London's 2018 London Conference at a cost of £25,000 and the Fabian Society's 'London: Policy and Challenges into the 2020s' publication at a cost of £18,500, to be funded from the 2018/19 Policy Initiatives Fund categorised as 'Events' and charged to City's Cash.

17. REVENUE OUTTURN 2017/18

The Committee received a joint report of the Town Clerk, Chamberlain and Remembrancer presenting the revenue outturn for the services overseen by the Committee in 2017/18 with the final budget for the year.

A revised version of Appendix 2 was tabled.

RESOLVED: That the report be received and its content noted.

18. POLICY INITIATIVES FUND AND COMMITTEE CONTINGENCY

The Committee received a report of the Chamberlain which set out the use of the Policy Initiatives Fund and Committee's Contingency for 2018/19.

It was asked that the Town Clerk and Chamberlain review the arrangements associated with requests for monies from the Policy Initiatives Fund which straddled multiple years.

RESOLVED: That the report be received and its content noted.

19. DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

The Committee received a report of the Town Clerk advising of several decisions taken under urgency procedures or delegated authority arrangements since the last meeting.

RESOLVED: That the report be received and the actions taken under urgency procedures and delegated authority be noted.

20. LONDON LIVING WAGE CAMPAIGN

The Committee received a report of the Director of Economic Development outlining a planned campaign in 2018/19 to encourage financial and professional services businesses in the Square Mile to pay the London Living Wage.

It was noted that a formal request for funding for the campaign would be presented in October, alongside a report concerning accreditation arrangements in respect of the City Corporation's suppliers and the timing of future Living Wage payments.

RESOLVED: That the report be received and its content noted.

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

There were three questions:

Length of Reports

A Member requested that thought be given as to how the length of reports and overall size of agenda packs might be reduced, with more succinct and focused papers to aid decision making.

Members' Email Policy

It was asked whether further thought could be given in relation to whether calendar invitations could be sent to the personal accounts of Members, following concerns expressed by some in relation to the practicalities of diary management. Following advice from the Comptroller & City Solicitor, it was subsequently agreed that calendar invitations could be sent to personal accounts, providing they did not contain any personal data. The email policy would therefore be amended to reflect this.

RESOLVED: That the Members' email policy be amended to allow for calendar invitations to be sent to private email addresses, provided no sensitive or personal data was included within the invite.

Access to Meetings

It was asked that a report be provided to the next meeting of the Committee in relation to the possibility of dialling-in to certain meetings or joining them remotely.

Project Management

In response to a question concerning resourcing requirements associated with project management, particularly given the major new projects to be delivered in the coming period, the Town Clerk was asked to look at the issue and how this area was resourced moving forwards.

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

The Committee considered a report of the Director of Economic Development proposing that a new recruitment round be commenced as soon as possible to identify a Managing Director for the City of London Corporation office in Brussels.

RESOLVED: That the commencement of the new recruitment process and the composition of the interview panel be agreed as detailed in the report.

23. 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 on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No.
24 – 29

Paragraph No.
3

24. NON-PUBLIC MINUTES

- a) The non-public minutes of the Policy and Resources Committee meeting held on 5 July 2018 were approved.
- b) The draft non-public minutes of the Resource Allocation Sub-Committee meeting held on 5 July 2018 were noted.
- c) The draft minutes of the informal away day of the Resource Allocation Sub-Committee held on 6 and 7 July 2018 were noted.
- d) The draft non-public minutes of the Projects Sub-Committee meeting held on 18 July 2018.
- e) The draft non-public minutes of the Public Relations and Economic Development Sub-Committee meeting held on 25 July 2018 were noted.

25. GRESHAM COLLEGE FUNDING REVIEW

The Committee considered and approved a report of the Town Clerk concerning the funding arrangements for Gresham College.

26. GREEN FINANCE INSTITUTE

The Committee considered and approved a report of the Director of Economic Development concerning the Green Finance Institute.

27. STRATEGIC MARKETS REVIEW

The Committee considered and approved a joint report of the City Surveyor and the Director of Markets & Consumer Protection concerning the strategic review of markets.

28. 20/21 ALDERMANBURY

The Committee considered and approved a report of the City Surveyor concerning the future use of 20/21 Aldermanbury. A resolution of The City Bridge Trust Committee relating to the report was also received.

29. GUILDHALL EVENT CHAIRS

The Committee considered a report of the City Surveyor concerning the purchase of event chairs for Guildhall.

30. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There was one question, concerning the Managing Director (Brussels) post.

31. 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 3.35 pm

Chairman

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PROJECTS SUB (POLICY AND RESOURCES) COMMITTEE

Wednesday, 12 September 2018

Minutes of the meeting of the Projects Sub (Policy and Resources) Committee held at the Guildhall EC2 at 11.00 am

Present

Members:

Deputy Keith Bottomley (Chairman)	Christopher Hayward
Deputy Jamie Ingham Clark (Deputy Chairman)	Andrew McMurtrie
Randall Anderson	James Tumbridge
Karina Dostalova	Deputy Philip Woodhouse
Anne Fairweather	

Officers:

Peter Lisle	- Assistant Town Clerk & Culture Mile Director
Alistair MacLellan	- Town Clerk's Department
Rohit Paul	- Town Clerk's Department
David Jones	- Town Clerk's Department
Caroline al-Beyerty	- Deputy Chamberlain
Kevin Mulcahy	- Chamberlain's Department
Sam Collins	- Chamberlain's Department
Adrian Moody	- Chamberlain's Department
Matthew Jones	- Chamberlain's Department
Peter Young	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Rob Petty	- City Surveyor's Department
Sarah Trillwood	- City Surveyor's Department
Paul Monaghan	- Department of the Built Environment
Gillian Howard	- Department of the Built Environment
Tom Noble	- Department of the Built Environment
Kristian Turner	- Department of the Built Environment
Paul Murtagh	- Department of Community and Children's Services
David Downing	- Department of Community and Children's Services
Jonathon Poyner	- Barbican Centre

1. APOLOGIES

Apologies were received from Nicholas Bensted-Smith and Deputy Catherine McGuinness.

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

There were no declarations of interests.

3. **MINUTES**
RESOLVED, that the minutes of the meeting held on 18 July 2018 be approved as a correct record.

4. **ACTIONS**
Members considered a report of the Town Clerk regarding actions arising from previous meetings and the following points were made.

Great Arthur House Project

The Town Clerk noted that the 'lessons learned' report on the Great Arthur House Project would be submitted to the December 2018 meeting.

Inclusion of IT projects in the Project Gateway Process

The Town Clerk noted that a meeting was scheduled between the Corporate Programme Office and IT colleagues to take this action forward.

Procurement PT4 Forms to include definition of liabilities

The Town Clerk noted that the relevant forms were undergoing a change in format.

Strategic Dashboard of all Gateway Projects

The Town Clerk noted that this action remained work in progress, and that a visual dashboard would be submitted to the October 2018 meeting. At the request of the Chairman, the Town Clerk agreed to circulate the draft dashboard to Members by email prior to the October meeting. The Chairman added that Members were welcome to schedule meetings with the Corporate Programme Office to discuss any queries they may have regarding the Gateway process.

RESOLVED, that the report be received.

5. **GATEWAY APPROVAL PROCESS**
RESOLVED, that the Project Gateway process be noted.

6. **PROJECT MANAGEMENT OFFICE FORWARD PLAN**
RESOLVED, that the Project Management Office Forward Plan be received.

7. **GATEWAY 1/2/3/4 - WEST SMITHFIELD AND CHARTERHOUSE STREET (THAMESLINK) BRIDGES REMEDIAL WORKS**
Members considered a combined Gateway 1/2/3/4 report of the Director of the Built Environment regarding West Smithfield and Charterhouse Street (Thameslink) Bridges Remedial Works and the following points were made.

- In response to a question from a Member, the Director of the Built Environment noted that this project did not form part of the wider Museum of London Relocation project. Whilst he recognised that economies of scale could perhaps be achieved by combining this project with associated Museum of London relocation works, he did not wish to delay these works whilst any synergies were identified. In the meantime,

he noted that officers working on the various projects were collaborating as far as was possible.

- In response to a comment from a Member, the Town Clerk agreed to submit the report to the Markets Committee for information.
- The Chairman noted that the risk element of the project was not broken down in to detailed cost items, and therefore suggested that authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to consider and approve the report once a fully costed project risk element had been developed.

RESOLVED, that authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to consider and approve the combined Gateway 1/2/3/4 report of the Director of the Built Environment regarding West Smithfield and Charterhouse Street (Thameslink) Bridges Remedial Works, once a fully costed project risk element had been developed.

8. **GATEWAY 2 - DRINKING FOUNTAINS - DELIVERING ADDITIONAL WATER REFILL POINTS IN THE CITY'S PUBLIC REALM (EE051)**

Members considered a Gateway 2 report of the Director of the Built Environment regarding Drinking Fountains – Delivering Additional Water Refill Points in the City’s public realm and the following points were made.

- In response to a question from a Member, the Director of the Built Environment confirmed that the cost range would be clarified at the next project gateway.

RESOLVED, that the Drinking Fountains – Delivering Additional Water Refill Points in the City’s public realm project be approved up to Gateway 3/4/5 on the Light Route.

9. **GATEWAY 3 ISSUES REPORT - BEECH STREET: TRANSPORT AND PUBLIC REALM IMPROVEMENTS**

Members considered a Gateway 3 report of the Director of the Built Environment regarding Beech Street: Transport and Public Realm Improvements and the following points were made.

- Members requested that the Town Clerk use this report as an example of how project cover sheets could be harmonised, and project summaries be provided on the cover sheet.

RESOLVED, that Members note,

- The vision for Beech Street as approved by the Policy and Resources Committee, which includes the reduction of traffic, improvements to the public realm, widening of footways and improvements in air quality;
- The separation of the podium water-proofing, property redevelopment and transportation & public realm projects, to follow individual Gateway paths and reporting times;

- The results of the traffic and public realm work done so far;
- The key project risks, next steps & programme.

That Members approve,

- Further development of the feasibility of Option 1 (Beech Street closed to eastbound traffic) and Option 2 (Beech Street closed to westbound traffic)
- An increase in the scope of the project (requested by the Port Health & Environmental Services Committee) to investigate the feasibility of introducing Ultra-Low Emission Vehicle restrictions in Beech Street
- The proposed procurement route for consultancy services utilising the City's Highways Term Contract;

10. **GATEWAY 6 PROGRESS REPORT - BANK ON SAFETY: FURTHER DETAIL ON ADDITIONAL FUNDS SOUGHT**

Members considered a Gateway 6 progress report of the Director of the Built Environment regarding Bank on Safety: further detail on additional funds sought. In response to a question from a Member, the Director of the Built Environment confirmed that the £19.5m figure quoted within the report was the overall funding envelope mooted for the project and is not an approved project budget.

RESOLVED, that the report be received.

11. **GATEWAY 7 - DECENT HOMES UPGRADE WORKS TO AVONDALE SQUARE ESTATE, HOLLOWAY ESTATE AND WILLIAM BLAKE ESTATE**

Members considered a Gateway 7 report of the Director of Community and Children's Services regarding Decent Homes upgrade works to Avondale Square Estate, Holloway Estate and William Blake Estate and the following points were made.

- The Chairman noted that this project was a good case study in the importance of project outcome reports to analyse lessons learned.
- In response to a question from a Member, the Director of Community and Children's Services confirmed that officers conducted customer satisfaction surveys on the completion of project works. Customer satisfaction levels in this case averaged in the mid-80s (out of 100) due to contractor performance.
- A Member noted that customer satisfaction did not feature in the SMART objectives for the project.
- In response to a comment from a Member, the Director of Community and Children's Services clarified that the 98 housing units that were omitted from the programme had been put back into the project gateway process for Decent Homes works to be completed.

- In response to a question from a Member, the Director of Community and Children's Services noted that the unforeseen works at the 98 properties had not been identified earlier in the project process as they had not been fully surveyed.

RESOLVED, that the lessons be learned, and the project be closed.

12. **GATEWAY 7 - REFURBISHMENT WORKS TO LIFTS ON THE GOLDEN LANE ESTATE, SOUTHWARK ESTATE (COLLINSON COURT) AND WILLIAM BLAKE ESTATE (LYNTON MANSIONS & ST JAMES MANSIONS)**
Members considered a Gateway 7 report of the Director of Community and Children's Services regarding refurbishments works to lifts on the Golden Lane Estate, Southwark Estate (Collinson Court) and William Blake Estate (Lynton Mansions and St James Mansions) and the following points were made.

- The Chairman praised the work officers had undertaken on this project, noting that it had been completed on time and under-budget. He noted that he would write to the project officer in question on behalf of the Sub-Committee to thank them for their hard work.

RESOLVED, that the lessons be learned, and the project closed.

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

There were no questions.

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

There were no items of urgent business.

15. **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 item(s) 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.

16. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 18 July 2018 be approved as a correct record.

17. **NON-PUBLIC ACTIONS**

Members considered a report of the Town Clerk regarding non-public actions arising from previous meetings.

18. **GATEWAY 1/2/3/4 - LEADENHALL MARKET - PHASE 4 CYCLICAL EXTERNAL REPAIRS & REDECORATIONS- CITY FUND**

Members considered a combined Gateway 1/2/3/4 report of the City Surveyor regarding Leadenhall Market – Phase 4 Cyclical External Repairs & Redecorations – City Fund.

19. **GATEWAY 2 ISSUES REPORT - HOUSING DELIVERY PROGRAMME - PROVISION OF SOCIAL HOUSING ON THE AVONDALE SQUARE ESTATE**
Members considered a Gateway 2 report of the Director of Community and Children's Services regarding the Housing Delivery Programme – Provision of Social Housing on the Avondale Square Estate.
20. **GATEWAY 3 - 20/21 ALDERMANBURY - FUTURE USE AND BUILDING OPPORTUNITIES**
Members considered a Gateway 3 report of the City Surveyor regarding 20/21 Aldermanbury – future use and opportunities.
21. **GATEWAY 3/4 - GUILDHALL - EVENT CHAIRS**
Members considered a Gateway 3/4 report of the City Surveyor regarding Guildhall Event Chairs.
22. **GATEWAY 3/4 - CITY'S ESTATE - REFURBISHMENT OF LANDLORD MECHANICAL, ELECTRICAL AND PUBLIC HEALTH AT 6-8 EASTCHEAP, EC3**
Members considered a Gateway 3/4 report of the City Surveyor regarding City's Estate – Refurbishment of Landlord Mechanical, Electrical and Public Health at 6-8 Eastcheap.
23. **GATEWAY 3/4 - CITY'S ESTATE - EXTERNAL & INTERNAL REPAIRS - 29A BROOK STREET, W1**
Members considered a Gateway 3/4 report of the City Surveyor regarding City's Estate – External & Internal Repairs – 29a Brook Street, W1.
24. **GATEWAY 5 ISSUES REPORT - IT TRANSFORMATION - NETWORK TRANSFORMATION PROGRAMME**
Members considered a Gateway 5 report of the Chamberlain regarding the IT Transformation Programme – Network Transformation Programme.
25. **GATEWAY 5 ISSUES REPORT - CUSTOMER RELATIONSHIP MANAGEMENT**
Members considered a Gateway 5 report of the Chamberlain regarding Customer Relationship Management.
26. **GATEWAY 6 ISSUES REPORT - ACTION AND KNOW FRAUD CENTRE - CONTRACT SERVICE BUDGET**
Members considered a Gateway 6 report of the Commissioner of the City of London Police regarding Action and Know fraud Centre – Contract Service Budget.
27. **GATEWAY 6 - WAIVER REPORT (RULE 25 PROCUREMENT CODE) BANK ON SAFETY – UNATTENDED ENFORCEMENT CONTRACT EXTENSION**
Members considered a Gateway 6 report of the Director of the Built Environment regarding a waiver for Bank on Safety – unattended enforcement contract extension.

28. **BARBICAN CAMPUS PROGRAMME - RED, AMBER AND GREEN PROJECTS UPDATE**
Members considered a report of the Director of Operations and Buildings (Barbican Campus) regarding red, amber and green projects in the Barbican Campus Programme.
29. **BUILDINGS PROGRAMME - RED, AMBER AND GREEN PROJECTS UPDATE**
Members considered a report of the City Surveyor regarding red, amber and green projects in the Buildings Programme.
30. **INFORMATION TECHNOLOGY PROGRAMME - RED, AMBER AND GREEN PROJECTS UPDATE**
Members considered a report of the Chamberlain regarding red, amber and green projects in the Information Technology Programme.
31. **ACTION TAKEN BY THE TOWN CLERK UNDER DELEGATED AUTHORITY OR URGENCY PROCEDURES**
Members considered a report of the Town Clerk regarding action taken since the last meeting.
32. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
33. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.

The meeting closed at 12.54 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

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PUBLIC RELATIONS AND ECONOMIC DEVELOPMENT SUB (POLICY & RESOURCES) COMMITTEE

Monday, 3 September 2018

Minutes of the meeting of the Public Relations and Economic Development Sub (Policy & Resources) Committee held at the Guildhall EC2 at 12.00 pm

Present

Members:

Deputy Catherine McGuinness (Chairman)	Deputy Jamie Ingham Clark
Sir Mark Boleat	Deputy Edward Lord
Deputy Keith Bottomley	Jeremy Mayhew
Tijs Broeke	Alderman William Russell
Alderman Peter Estlin	James Tumbridge
Anne Fairweather	Alderman Sir David Wootton
Christopher Hayward	

In Attendance:

John Scott (Chief Commoner)

Officers:

John Barradell	- Town Clerk & Chief Executive
Angela Roach	- Assistant Town Clerk
Bob Roberts	- Director of Communications
Giles French	- Assistant Director of Economic Development
Nigel Lefton	- Remembrancers
Jeremy Blackburn	- Mansion House
Sufina Ahmad	- Town Clerk's
Eugenie de Naurois	- Corporate Affairs, Communications
Meghan Green	- Corporate Affairs, Communications
Emma Wade	- Remembrancers
Emma Cunnington	- Town Clerk's

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Sophie Fernandes, Andrew Mayer and Deputy Tom Sleigh.

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

There were no declarations of interest.

3. MINUTES

RESOLVED – That the public minutes and summary of the meeting held on 25 July 2018 be approved as a correct record, subject to the following amendments:-

- Under item 4, the bullet point be changes from “There was lots of concern on rule-taking from the Bank of England” to “There was concern from the Bank of England as it did not want to be a rule-taker”.
- Under item 18, the final sentence to be changed to “The Chairman took the opportunity to wish Members a good and restful Summer and to thank Officers for all their work over a busy period.”

Matters arising

- Members asked for a further update from the Remembrancer (when he next attended the Sub-Committee) on the City Corporation’s support to Government on the legal issues surrounding intellectual property and the position for EU nationals wishing to stand as local councillors.

4. **DIGITAL SKILLS STRATEGY, 2018-23**

The Sub-Committee received a report of the Director of Community and Children’s Services and the Director of Economic Development, proposing the final version of the City Corporation’s Digital Skills Strategy for 2018-23.

Members heard how the strategy had been developed as part of a cross-departmental collaborative effort.

As part of a wider discussion, the following points were made:

- Care needed to be taken on delivering the objectives of the strategy until it was clear who the lead officer would be. However, there are lead officers for each of the key initiatives set out in the strategy.
- There are some broader points in the strategy regarding aspirational attainment of learners, which are not restricted to digital skills only.
- The plan to track outcomes needed to be considered carefully, as well as the funding envelope.
- Regulatory regime was an important factor to consider, especially with the amount of data transfer with the US. It was reported that the Secretary of State for International Trade had promoted the idea of sharing skills with the US and this would need to be incorporated as part of the strategy.

The Policy Chairman informed the Sub-Committee that she had been asked to join the Financial Services Skills Taskforce operated by TheCityUK. In addition, a report on proposed themes for the next mayoral year would be considered by this Sub-Committee at its next meeting.

RESOLVED, that:

- The Digital Skills Strategy be noted, as well as the proposed next steps for its delivery.

5. **EDO UPDATE**

The Sub-Committee received a report of the Director of Economic Development providing highlights of the key activity undertaken by the Economic Development Office (EDO) in July and early August 2018.

The Assistant Director of Economic Development outlined some of the key activity in the next few weeks, including Chile Day and an inward visit from the Governor of Tokyo. On Brexit, Members heard how the UK was in a fluid situation with more political challenges leading into party conferences season. The short-term focus for the City Corporation was on securing a transition agreement and understanding the differences in asks from various sub sectors, e.g. insurance, as well as tackling “cliff edge” issues. Members noted that if the City Corporation needed to change its position on Brexit, this would be reported to this Sub-Committee in the usual way.

Members asked for more detail on the regional strategy and heard that it was proposed to engage the Town Clerk in meetings with Chief Executives of councils in some of the areas as part of this, as the City could speak “authority to authority”. Specifically, a Member requested an understanding of forensic effectiveness measures of the regional strategy and heard that a report was being prepared for the next meeting of this Sub Committee.

There was a request that reports such as the *City of London Corporation PwC Fintech series: India-UK Payments Landscape* (in the appendix of the EDO update) be circulated separately from the main agenda pack in future.

RESOLVED, that:

- The report be noted.

6. **CORPORATE AFFAIRS UPDATE**

The Sub-Committee received a report of the Director of Communications updating Members on key elements of the Corporate Affairs team’s activity in support of the City Corporation’s external political engagement and corporate communications.

The Chairman of Markets requested that he be updated, in future, when the Policy Chairman talks to Leaders of London Boroughs on the City Corporation’s vision and strategy for markets consolidation. It was agreed that while borough relationships were primarily the responsibility of the Policy Chairman, there would be liaison with the Chairman of Markets so that he was aware of contact with relevant boroughs.

In addition, there was a discussion following the headlines of the City AM article that morning of handling the media when it misreports the City Corporation’s messaging. Members were in support of the Director of Communications view, which was to take a tactical approach and not necessarily complain every time. There was however agreement that there could be further thought into whether a simple tweet might help correct the City Corporation’s position.

RESOLVED, that:

- The report be noted.

7. **PARLIAMENTARY TEAM UPDATE**

The Sub-Committee received a report of the Remembrancer updating Members on the main elements of the Parliamentary Team's activity in support of the City Corporation's political and parliamentary engagement.

RESOLVED, that:

- The report be noted.

8. **CROSS-CORPORATION INTERNATIONAL INVESTMENT STRATEGIES**

The Sub-Committee received a report of the Director of Economic Development concerning the City Corporation's enhanced approach to international engagement with the key markets of Switzerland and the USA.

Members were broadly supportive of the strategies, although there were some comments about the US strategy being a bit too ambitious.

The Sub-Committee heard how plans were coming together to increase Member input before Lord Mayor and Policy Chairman overseas visits, to tap into Member expertise in a certain market.

In addition, the following points were made:

- As part of the strategies, it would be helpful to consider the bridges that these countries have with the EU, as well as the talent in those markets.
- The report's title was misleading, as the report concerns international engagement rather than international investment.
- The City Corporation always talks to UK based firms of the market ahead of any overseas visits.

RESOLVED, that:

- It be recommended to the Policy and Resources Committee to approve the new City Corporation engagement strategies for Switzerland and the USA.

9. **CITY CORPORATION EXPORTS AND INVESTMENT VISITS**

The Sub-Committee received a report of the Director of Economic Development setting out plans for Member participation on a forthcoming export and investment visit of Alderman Alison Gowman to visit Peru in September.

Whilst Members were supportive, there was a discussion on how Member involvement in overseas visits could be more strategic and to avoid precedence. Members heard how a report which would propose a strategy to provide clarity on which Members represent the City Corporation was being finalised and would be reported to this Sub Committee in due course.

One Member commented that whilst there had been an improvement, there was still some way to go in joining up departments across the organisation.

RESOLVED, that:

- It be noted that Alderman Alison Gowman would be visiting Peru as a member of the UK-Peru Infrastructure Taskforce in late September.

10. **SOCIAL MOBILITY STRATEGY, 2018-2028**

The Sub-Committee received a report of the Chief Grants Officer and Director of the City Bridge Trust presenting the proposed final version of the City Corporation's Social Mobility Strategy for 2018-28.

Members heard how this strategy was designed collaboratively across the organisation and represents a broad range of views.

Members were very supportive of the strategy and made the following comments:

- As the strategy spans ten years, it was important to consider the frequency of reviewing the strategy against its objectives. Members were in agreement that a deep analysis every three to four years would be sufficient, alongside an annual review.
- In addition, Members asked for more cross referencing of strategies to help evidence the measures achieved.
- Members commented on the messaging of the strategy and suggested that a more coherent narrative was put forward.
- It was noted that the City Corporation had a vulnerability in that more financial support is given to the City Corporation's independent schools than its academies.
- Social mobility had not progressed across the UK as the Government had envisaged, and a Member had first-hand experience of how young people lack soft skills, which make them less employable.
- Members noted how, particularly, children of a low socio-economic background will have become more disadvantaged over the Summer holidays, due to lack of learning and stimulation, and in some cases, lack of nutrition. Members felt quite strongly that this could be an area where the City Corporation could support and the Member who raised the issue offered to investigate the issue of food in the holidays further, including how Livery Companies could support.
- The Chairman of the Establishment Committee asked for the report to be discussed by his Committee in order to note the equalities implications of the strategy.
- Whilst Members were supportive of the collaborative approach behind the strategy, there were some concerns that aspect could be lost if there was not a clear owner. Members noted, however that the Director of the City Bridge Trust would own the strategy until March 2019.
- The emphasis of the over-arching measures of success should be on the learners, residents and worker population we work with across London and beyond, rather than the main focus to be on how the City Corporation would be perceived.
- A Member noted that there was no mention of the prison sector and due to the City Corporation's strong links to the Old Bailey, there would be scope to include this.
- That this Sub-Committee should make a recommendation to the Policy & Resources Committee that they consider the outcomes of the Members Diversity Working Party as part of this strategy.

- Members noted that the recent GCSE and A Level results across the City Corporation's academies had been very high.

RESOLVED, that:

- The Social Mobility Strategy be endorsed for onward approval by the Policy and Resources Committee;
- The proposed next steps for its delivery be noted;
- That the Establishment Committee consider the equalities impact of the Social Mobility Strategy;
- That the Policy and Resources Committee be recommended to consider the outcomes of the Members Diversity Working Party as part of this strategy.

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

Questions were raised as follows -

Sport

A question was asked concerning an update on the resourcing and management of sport engagement, following approvals by the Sub Committee in December 2017 for a strategic approach to sports engagement.

The Director of Communications advised Members that a consultant had delivered a report in July, the Remembrancer had some concerns on the impact around the Hospitality Working Party and wanted a bit longer to review the paper to ensure it was holistic and joined up.

Some Members expressed dissatisfaction for the delay in the report being submitted to the Sub-Committee but were content for the report to come to its next meeting. One Member commented that there was confusion on the Remembrancer's role of facilitation of events and selling of the Guildhall venue.

Members urged officers to focus on the resource and management aspect of sports engagement strategy rather than revisiting the strategy again. The question was raised about adding 'Sport' to the portfolio of one of the Deputy or Vice Chairmen of Policy and Resources. Members agreed that discussion could continue once officers submit a report to this Sub Committee next month.

Filming at Committee meetings

A Member requested that the City Corporation's policy on filming at meetings could be reviewed to assess the legal implications surrounding it.

Honorary Freedom of Aung San Suu Kyi

A Member requested an update on discussions around the Honorary Freedom of Aung San Suu Kyi. The Chairman of the Freedoms Applications Committee advised the Member that the Freedom Applications Committee had been discussing this issue and a report from that Committee would be submitted to the Court of Common Council on the 13th September 2018.

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

There were no urgent items.

13. **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.

Item

14

Paragraph

3

14. **NON-PUBLIC MINUTES**

The non-public minutes and summary of the meeting held on 25 July 2018 were approved.

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

There were no questions.

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

There were no items of urgent business.

The meeting closed at 1.05 pm

Chairman

Contact Officer: Emma Cunningham
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MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE **Monday, 3 September 2018**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 3 September 2018 at 3.00 pm

Present

Members:

John Scott (Chief Commoner) (Chairman)
Wendy Mead
Christopher Hayward
Ann Holmes
Deputy Edward Lord
Deputy Catherine McGuinness (Ex-Officio Member)
Jeremy Simons

Officers:

Dorian Price	- City Surveyor's
Alison Bunn	- City Surveyor's
Emma Cunnington	- Town Clerk's

1. APOLOGIES

Apologies were received from Deputy Richard Regan.

2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING

Deputy Catherine McGuinness declared an interest in item 9, by virtue of her role as Chairman of the Policy and Resources Committee.

3. MINUTES

The minutes of the Sub-Committee meeting held on 7 February 2018 were approved as a correct record.

Matters arising

- Members were complimentary of the usefulness of the Chief Commoner's handbook and the Chief Commoner will be adding a few small contributions based on his experience from his year.
- A Member also raised the issue that it was important for livery companies to be encouraged to recognise the importance of the role of Chief Commoner, as it was claimed to be an often under-played and under-represented role.
- Members also discussed how it was important for Mansion House to consider the Chief Commoner as a suitable representative of the Lord

Mayor at civic events where, due to diary pressures, the Lord Mayor is not able to attend. It was agreed that the Town Clerk's department would liaise with Mansion House to ensure that the Chief Commoner was considered as a suitable deputy in these circumstances.

- There was further discussion about whether the protocol for seating at City Corporation events should be revised to allow the Chief Commoner a place at the top table, however others felt that it was important to maintain the perception that the Lord Mayor and the Chairman of Policy and Resources remained at the fore, and to be clear that the Chief Commoner was the civic leader of the City Corporation, whereas the Chairman of Policy and Resources was the political leader.

4. **USAGE OF CHAIRMEN'S ROOM 1 AND 2**

The Sub-Committee received a report of the Town Clerk setting out the usage of Chairman's Room 1 and 2 from mid-November 2017 to 31st July 2018.

Members commented that they thought the booking system around the Chairmen's Rooms had been working well.

RESOLVED, that:

- The report be noted.

5. **CONDITION OF THE BUILDING**

The Sub-Committee heard an update from the Chief Commoner regarding the condition of the building. The Chief Commoner made the following points:

- Progress had been made on the third floor of the West Wing and with painting around the windows having taken place, unfortunately there still appeared to be an issue with rainwater seeping into the pillars, which made the paint flaky. An interim solution to make the windows water tight was being considered.
- Members also heard how a French polisher would be attending to the Guildhall in the Autumn to tidy up the furniture on the third floor.
- On the fourth floor, the walls had been painted but the corridors had not yet been carpeted. The bedrooms had been painted and carpets laid.
- The Chief Commoner updated Members that the works on the lower ground floor were still on-going and Members will need to continue to access the building via the basement. There was general agreement that the entrance needed to be better maintained than it currently is.

Questions and comments from the Sub-Committee were then raised, as follows:

- A Member complained about the broken air conditioning on the fourth floor as it was unbearable during the heatwave this Summer. In addition, there were further complaints that the blinds in the bedrooms were broken and the size of the beds were too small. The City Surveyor took the comments onboard.
- Members praised the hard work of the Chief Commoner over the past few months on this project but flagged that the colour of paint chosen on the fourth floor might not be to every Member's taste, and requested that, in future, a consultation on paint colour be undertaken before a

change is made. The Chief Commoner asked the City Surveyor to look at light sensors in the corridor to reduce the starkness of the light on the paint.

- Members also discussed the need to collate feedback from guests when they use the bedrooms on the fourth floor and there was a suggestion of a one-page feedback sheet left in each bedroom each day by the cleaner.

RESOLVED, that:

- The City Surveyor consider some of the issues raised by Members in the bedrooms on the fourth floor, including light sensors in the corridor;
- Feedback forms to be created for the bedrooms on the fourth floor.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were three questions.

Job titles of guests and consorts

A Member asked a question regarding how the job titles of guests and consorts could be recognised, when they come to City-hosted events, especially if the individual had a particular position of standing. Members discussed how it was important to recognise these titles, but some questioned the practicalities.

Guests

A Member sought the Sub-Committee's views for allowing the guest of a Member to attend a City-hosted event, even when the Member could no longer attend.

Last minute City representatives at City events

A Member sought the Sub-Committee's views for allowing Members to attend a City event at last minute if there are a shortfall of guests at the eleventh hour. Members suggested that for Committee dinners, there should be a reserve list of Members to be approached. A Member also raised the point that invitations at last minute should not be left at officer level to be offered out but there should be a clear policy. It was agreed that some guidelines should be produced and recommended to the Hospitality Working Party, Policy and Resources Committee and the General Purposes of the Committee of Aldermen for consideration.

RESOLVED, that:

- Guidelines for City representatives at City events be produced and then recommended to the Hospitality Working Party, Policy and Resources Committee and the General Purposes of the Committee of Aldermen for consideration.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

8. **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.

Item	Paragraph
9	3

9. **REVIEW OF POLICY AND RESOURCES CHAIRMAN'S ACCOMMODATION**

Members considered a report of the City Surveyor concerning the Chairman of Policy and Resources' accommodation.

10. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no non-public questions.

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

There were no urgent items.

The meeting ended at 3.37 pm

Chairman

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Committee: Policy and Resources Committee	Date: 4 October 2018
Subject: Regulation of Investigatory Powers Act 2000 – update	Public
Report of: Comptroller and City Solicitor	For Decision
Report author: Michael Cogher	

Summary

The Regulation of Investigatory Powers Act 2000 (RIPA) regulates surveillance carried out by public authorities in the conduct of their business, specifically the monitoring, recording and interception of communications; the requisition, provision and handling of communications data; and the use of directed covert surveillance.

To ensure that the City Corporation remains compliant with the requirements set by the Office of Surveillance Commissioners during their visit in September 2015, and the relevant Codes of Practice, this report confirms that no requests under the Regulation of Investigatory Powers Act (RIPA) 2000 have been received by the RIPA Monitoring Officer/Co-ordinator since the last report to the Policy and Resources Committee in January 2017.

The role of Senior Responsible Officer (SRO) sits with the Town Clerk who, following staff changes, has delegated responsibility to the Comptroller and City Solicitor.

Recommendation:

1. Members are asked to note this report.
2. Delegate authority to the Comptroller and City Solicitor to make such changes to the Policy and Procedure as he considers necessary to comply with current law and guidance.

Main Report

Background

1. In September 2015, the Office of Surveillance Commissioners inspected the City of London Corporation's process and procedure for ensuring compliance with RIPA. The inspector concluded that the City Corporation has set and maintained high standards and has a sound RIPA structure, with good policies and procedures.

Three recommendations were made, relating to: amendments to the Policy and Procedure manual; central record keeping and monitoring, and refresher training. All the recommendations have been accepted and acted upon. A further inspection is scheduled for 22nd November 2018.

2. Following changes to the law in August 2018 it will be necessary to update the Corporation's RIPA Policy and Procedures. The required changes are to reflect:
 - recent changes to a number of codes of practice issued under RIPA;
 - the role of the Investigatory Powers Commissioner Office and a number of other changes to regulatory process
 - changes to the protection of data rules under the GDPR and Data Protection Act 2018
 - to provide greater clarity on the steps to be taken for the making of any necessary applications to the Magistrates Court for certain RIPA activities

Delegated authority is sought to enable the Comptroller and City Solicitor to update the Policy and procedures.

Current Position - Authorisations and Training

3. *Authorisations:* Since the last report to the Committee in January 2017, no requests under the Regulation of Investigatory Powers Act 2000 have been received. However, one non-RIPA directed surveillance activity was authorised on 23rd June 2017. It was an application that fell outside of RIPA as it was an investigation that was *not* a core function of the authority. As our Policy states that we will follow the RIPA procedure for such applications, we did so in this case.

Training: Due to the staff changes there were new appointments of Authorising Officers' (AO) who can authorise applications under RIPA in accordance with the procedures and the RIPA Monitoring Officer/Coordinator (RMO).

The City Corporation has appointed the following officers into these roles who are responsible for all relevant activities described in the updated Policy and Procedure:

a) Senior Authorising Officer (SRO):

- John Barradell, Town Clerk and Chief Executive
- Michael Cogher, Comptroller and City Solicitor (*delegated authority*)

b) Authorising Officer (AO):

- Matt Lock, Assistant Director– Strategic Resources
- Jon Averbs, Port Health and Public Protection Director
- Jeremy Mullins, Audit Manager
- Tony Macklin, Assistant Director – Public Protection
- Richard Woolford, Strategic Security Director

c) Monitoring Officer/coordinator (RMO)

- Alexandra Reid, Personal Assistant and Project Officer to Comptroller and City Solicitor

A training programme was rolled out in February 2018 to ensure that the above staff members who took on the responsibilities to discharge functions under the RIPA Policy and Procedure were familiar with what is required of them.

Corporate & Strategic Implications

4. The existing Policy and Procedure manual will, subject to the proposed update be compliant with legislation and continues to accurately reflect the City of London Corporation's practices.

Appendices:

5. None.

Michael Cogher

Comptroller and City Solicitor

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Committee:	Date:
Policy and Resources Committee – For Decision	4 October 2018
Establishment Committee – For Information	22 October 2018
Procurement Sub-Committee – For Information	7 November 2018
Finance Committee – For Information	13 November 2018
Subject:	Public
Living Wage Accreditation – Potential enhancements	
Report of:	For Decision
The Chamberlain	
Report Author	
Chris Bell, Commercial Director, Chamberlain’s	

Summary

The City Corporation has been committed to the principle of Living Wage since 2012 and is an accredited member of the Living Wage Foundation since 2014. From April 2016 we have been fully compliant in line with the license for direct staff, temporary workers, contractors and supplier staff. The accreditation covers three main strands of committed support:

1. Commitment to pay our own staff and apprentices in line with the London Living Wage.
2. Commitment to pay suppliers’ staff in line with the Living Wage Foundation accreditation terms and conditions.
3. Promote the adoption of the Living Wage accreditation by City Businesses.

We have a well established and strong working relationship with the Living Wage Foundation as an early adopter of the standard and this has been illustrated by the Living Wage Awards being held at Guildhall earlier this year and the Barbican Centre being the location for the live announcement of the new rate this coming November.

There is now an opportunity to explore whether steps could be taken to build on this already strong commitment, including in those areas, such as the use of contract workers, where the existing Living Wage Foundation licence conditions could be further strengthened.

This report considers the possible enhancements below: *detailed in paragraph 12 of the main report*):

- i. **An enhanced Commitment to current Live Wage Policy** – *Mandate the Living Wage to be paid to all workers delivering two or more hours work.*
- ii. **Potential for an advanced Live Wage Accreditation being obtained** – *Consult with the Living Wage Foundation to develop a higher level of accreditation and be an exemplar of a Living Wage organisation.*
- iii. **Backdating Living Wage payments** - *Explore budgetary and operational implications regarding the potential to backdate Living Wage Payments to*

supplier employees to when the new rate is announced in November each year (currently get their salary uplifted on 1st April each year but not backdated).

- iv. **Auditing Compliance for Low Value Contracts** - *To introduce an audit of low value contracts below £10k to ensure compliance with the proposed revised Living Wage policy after twelve months and thereafter as a regular part of the audit cycle.*
- v. **Funding and Promotion of the Living Wage** - *Consider sponsorship of the Living Wage Foundation or add to our existing level of support to them via other channels within the City Corporation. This strand is also the subject of a more detailed paper being presented by EDO at this committee.*

As well as these possible enhancements the report considers other items related to audit and risk, the financial treatment related to the policy and lastly, our current and future commitment to the Living Wage Foundation.

The findings in each of these areas are presented after consultation with the Living Wage Foundation, Economic Development, Communications team, Comptrollers, Finance, Audit and Human Resources as well as Members that have expressed an interest in the policy. There are recommendations to enhance our commitments beyond the Living Wage accreditation requirements which we already meet.

Recommendations

Members of **Policy and Resources** are asked to:

1. Agree to enhance our commitment through the mandating of payment of the Living Wage to all contracted supplier staff delivering two hours or more work for the City Corporation.
2. Give the go ahead to commence discussions with the Living Wage Foundation on the Corporation being an early adopter of their 'in-development' enhanced accreditation standard.
3. Decide which option the Corporation should take with regards the backdating of Living Wage payments from:
 - a. Continue to uplift Living Wage payments at 1st April each year in line with our existing policy and the Living Wage Foundation license.

OR

- b. Approve a change to our existing policy and mandate the back dating of the payments of Living Wage to affected staff to the date of the announcement each year (*typically November*) from Financial year 2019/2020 onwards:
 - i. For our own staff and apprentices with £150k additional costs per annum.

- ii. For both our own staff and suppliers' staff with £400k additional costs per annum (*£250k suppliers, £150k direct staff*).
 4. If Policy and Resources approves resolution 3b in part or whole, then the Committee must decide how to deliver the backdating of Living Wage payments from the options below:
 - a. At the start of each new financial year, provide a back payment of Living Wage to the staff and suppliers in lieu of monies owed for an uplift effective from the date of the annual announcement.
- OR
- b. Immediately uplift payments effective the first month after the annual announcement (December).
 5. Agree that an annual paper is received to the Committee on the impact, progress and outcomes achieved by this enhanced policy.

Members of **Establishment** Committee are asked to:

- Note the report.

Members of **Procurement Sub** Committee are asked to:

- Note the report.

Members of **Finance** Committee are asked to:

- Note the report.

Main Report

Background

1. In October 2014, the Finance and Policy and Resources Committees agreed that the City of London Corporation should become an accredited member of the Living Wage Foundation and commit to a phased implementation of paying all contracted supplier staff the Living Wage and London Living Wage where appropriate. This built on the decision at Court of Common Council in July 2012 to pay all direct and temporary staff the Living Wage as part of our pay and rewards policy.
2. At the same Committees in May 2015, this commitment was further strengthened with a decision to mandate the payment of Living Wage and London Living Wage to all existing and new external service providers in line with the Living Wage Foundation licence with immediate effect, making it a pass/fail criterion in our procurement selection procedures for all new contracts in line with the Living Wage Foundation's accreditation criteria.
3. The accreditation covers three main strands of committed support:
 - i) Commitment to pay our own staff and apprentices in line with the London Living Wage.

- ii) Commitment to pay suppliers' staff in line with the Living Wage Foundation accreditation terms and conditions.
- iii) Promote the adoption of the Living Wage accreditation by City Businesses.

Current Position

4. Since April 2016, the City Corporation has been compliant with the requirements of the Living Wage Foundation's accreditation and has contractual terms with all suppliers covered under the LWF Licence to pay the Living Wage salary levels including annual uplifts.
5. We have a well-established and strong working relationship with the Living Wage Foundation as an early adopter of the standard and this has been illustrated by the Living Wage Awards being held at Guildhall earlier this year and the Barbican Centre being the location for the live announcement of the new rate this coming November.
6. The only area that the Corporation has not yet been able to shift fully to be compliant is a small number of supported living contracts managed by the Department of Community & Children's Services (DCCS). This is because the selection of care home is an individual carer's choice and the City Corporation can only promote Living Wage Facilities with no powers to mandate it.

Recent Event

7. A recent incident showed there were still occasions when low value contracts involving non-corporate contractors/suppliers can be hired for below London Living Wage levels without City Procurement, departments or Members being aware. This risk is specific to the existing Living Wage terms of only applying to contracts where suppliers employ contracted staff who work two or more hours in any given day in the week for eight or more consecutive weeks in a year on behalf of the City of London Corporation.
8. Incidents such as this do have a reputational risk to the City Corporation, despite our adherence to the terms of the Living Wage accreditation, which could lead to negative coverage in future if similar instances arise.

Review of Living Wage Accreditation

9. The Chairman of Policy and Resources Committee and the Chamberlain commissioned the Commercial Director to review the existing terms and consider a range of enhancements that would strengthen the City Corporation's already strong commitment to the Living Wage, meet Member expectations and mitigate any potential reputational risks.
10. The Commercial Director has consulted in recent months with the Living Wage Foundation, Economic Development, Communications team, Comptrollers, Finance, Audit and Human Resources as well as with the Member who alerted us to the recent incident.

11. The existing Living Wage Foundation terms were developed with early adopters of the Living Wage and labelled as a practical level of intervention that was negotiated across industries. The aim of the Foundation is to ensure all 'regular workers' receive the wage, but the terms were put in place as firms could not control certain workers such as vending machine stockers, couriers, leaflet droppers and other transactional workers that are called upon for one-off pieces of work.
12. The following measures have been considered as part of this review, with commentary on the findings and recommendations as follows:
- i. **An enhanced commitment to current Live Wage policy** – Strengthen our policy by paying Living Wage rates for any person contracted to deliver two hours or more work for the Corporation in any contract.
 - **Findings** – The Living Wage Foundation confirmed they are currently developing an enhanced Accreditation level and would welcome the Corporation working with them as an early adopter. This would also ensure we are not at risk of another situation arising like the recent case.
 - **Recommendation**
The City Corporation approves the enhancement to our Living Wage Policy by making the Living Wage applicable to all contracted supplier staff delivering two or more hours work.
 - ii. **Potential for an advanced Live Wage Accreditation being obtained** - Explore the City Corporation being the forerunner of a Living Wage Plus (or Gold standard accreditation).
 - **Findings** – The Living Wage Foundation are currently developing additional accreditation levels and are at present exploring 'place' based accreditations for Towns, Cities or Regions as well as an enhanced level for existing accreditation holders. They are positive about working with the City Corporation to be an early adopter for an enhanced standard.
 - **Recommendation**
explore with the Living Wage Foundation the City Corporation being an early adopter of their 'in-development' enhanced accreditation standard.
 - iii. **Backdating Living Wage payments** - Explore budgetary and operational implications regarding the potential to backdate Living Wage Payments to supplier employees and staff to when the new rate is announced in November each year. Currently affected staff get their salary uplifted on 1st April each year in line with the guidance on Living Wage accreditation, but not backdated. This also allows for the increase announced in November to be built into budget plans for the subsequent year.
 - **Findings** – The current policy of applying the increase announced in the autumn from the following April is consistent with the LWF guidance that *"the uplift should happen within six months of the annual announcement"*. Bringing forward the payment to the announcement date (either at that point or through a back payment) would

nonetheless benefit recipients of the Living Wage. But in considering this proposal, Members should be aware that the City Corporation would not as a rule backdate payments or provide additional in-year budget resources in this way. The full year impact would be of the order of £400k. And it would in practice be difficult to establish that relevant suppliers passed on the increase to their staff at the appropriate point and there would be a reliance on contracted suppliers being willing to negotiate and vary such new terms into existing contracts.

Finally, any decision to backdate supplier payments would clearly need to be reflected in payments to our own staff. This would mainly affect, apprentices and staff engaged as casuals. The Living Wage is announced in November each year, without forewarning to employers of what the new rates will be. The advice provided to employers by the Foundation with regard to the implementation of new rates when they are announced (to the effect that the new rates should be paid to all employees by 1 May the following year, or some six months after their announcement) therefore reflects the way the National Minimum Wage (NMW) is managed by the Government. While the new NMW rates are effective from 1 April each year, they are announced some months in advance of this, which allows employers to build provision for them into their budgets. For Living Wage employers, this may be of some importance, as the Living Wage has in recent years increased in excess of inflation or wage increases, and the rate of increase has in itself been steadily increasing - in 2015 the London Living Wage increased by 2.73%, in 2016 by 3.72% and in 2017 by 4.62%. It is not expected that these rates of increase will diminish in the near future.

Given that there is no forewarning of the rate of increase of the Living Wage each year, it would be impossible to give a precise figure for costs to the City of London which would arise from any decision to backdate increases in Living Wage payments to the date of announcement of the new Living Wage, but in 2017/18 implementation of the new rates with effect from 1 November would have added approximately £150k (*this has been considered as part of the projected £400k p.a. costs*) to the direct staff pay bill, of which much the largest part would have been incurred in the casual payroll.

Recommendation – for Members to decide if the Corporation policy should be revised with regards implementation date of the living wage payments.

- iv. **Auditing Compliance for Low Value Contracts** - Explore the implications of introducing an annual audit on a sample of the low value contracts to ensure the Living Wage payments have been paid actual employees, this was felt as the most appropriate intervention to support compliance and we agreed it was impractical to govern all small contracts from the corporate centre.

- **Findings** – Given the potential introduction of an enhanced level of Living Wage, low value contracts (below £10k in value) would need to include a commitment to pay supplier staff. This would create a risk on ensuring compliance as such procurements are not managed by City Procurement. The introduction of a regular audit to spot check 20% of the transactions of such a nature would be a proportionate intervention to support this initiative.
 - **Recommendation** – To introduce an audit of low value contracts below £10k to ensure compliance with the proposed revised Living Wage policy after twelve months and thereafter as a regular part of the Corporate audit cycle. This will help to ensure staff involved receive the commensurate salary.
- v. **Funding and Promotion of the Living Wage** – Consider sponsorship of the Living Wage Foundation or support them via other channels within the City Corporation i.e. Economic Development.
- **Findings** – The Living Wage Foundation has several initiatives that City Bridge Trust, Economic Development and Chamberlain’s are already partnering on. The City Bridge Trust is a Living Wage Friendly Funder and a Living Wage Friendly Funder Champion amongst its prospective and existing grantees. A member of the City Bridge Trust team sits on the National Steering Committee of Living Wage Friendly Funders, and regularly champions the benefits to external organisations.

Although it is not a requirement of the Living Wage Foundation accreditation, the City of London pays all its Interns, work experience placements over two weeks and Apprentices the London Living Wage as a minimum. This was recognised as an outstanding contribution in an independent responsible business review undertaken 2017.

The Economic Development Office has a strong portfolio of responsible business support for financial and professional services. As part of this work, the department is currently scoping the possibility of running a campaign to demonstrate the commercial and societal benefits of paying the London Living Wage with a proposal coming to Members later in the year. This would support the Living Wage Foundation to target a key sector and would improve the lives of those within the sector’s reach. Finally, the Chamberlain’s Department recently sponsored and hosted the Live Wage Champion Awards at Guildhall on the 6 June 2018.

- **Recommendation** – No further additional intervention required as relevant departments such as City Bridge Trust, Chamberlain’s, Human Resources and Economic Development consider Living Wage as part of their annual business planning and regularly promote and sponsor Living Wage initiatives at present.

Additional risk reviewed

13. The Commercial Director also reviewed potential current risks around third-party users of the Corporation’s assets that are not directly contracted via City

Procurement i.e. the banqueting list of contractors. Living Wage compliance is in fact part of their agreed terms in offering services within our assets when contracted externally. Monitoring of this compliance is managed directly by the lead department.

Corporate and Strategic Implications

14. The proposed recommendations are aligned to the Corporate Plan theme of Supporting a Thriving Community, they deliver against the targeted outcome of '*Businesses are trusted and socially and environmentally responsible*'. Living Wage is a component part of the Corporation's Responsible Procurement Strategy and is consistent with the aims of the emerging Responsible Business Strategy.

Conclusion

15. The City Corporation has been committed as an accredited member of the Living Wage Foundation since 2012 and from 2016 have been fully compliant in line with the license for direct staff, temporary workers, contractors and supplier staff. This report considers a range of opportunities to build on this already strong commitment, as part of the City Corporation's wider commitment to its Responsible Business Strategy.

Background Papers

- *Living Wage – Funding and Amendments to Procurement Policy – Policy and Resources and Finance Committees, May 15.*
- *Living Wage Employer Accreditation Licence – Policy and Resources Committee, October 14.*
- *London Living Wage – Policy and Resources, Establishment and Finance Committees, July 2012*

Report Author

Christopher Bell, Commercial Director, Chamberlain's

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Committee(s): Policy and Resources Committee	Date: 4 October 2018
Subject: London Living Wage Campaign	Public
Report of: Damian Nussbaum – Director of Economic Development	For Decision
Report author: Samantha Lagan – Economic Development Office	

Summary

This paper seeks approval for the City of London Corporation to run a campaign in 2018/19 to encourage financial and professional services businesses in the Square Mile to pay the London Living Wage (LLW) at £10.20 per hour.¹

The campaign supports our work on diversity and social mobility, wellbeing and mental health. This is an important part of our work to help the sector to regain trust, and enables the Corporation to influence the ongoing debate about business's role in society.

We will approach this campaign in a positive way with the aim of demonstrating the commercial and societal benefits of paying the London Living Wage. It will not be about naming and shaming businesses who aren't paying the London Living Wage, but will be about taking the opportunity to respond to the public and political interest in creating positive social action. This is a pressing issue with both low and high pay generating headlines in the media and is a significant part of the trust debate focused around pay.

We plan to launch the three-month London Living Wage campaign in 2018/19. The Economic Development Office will run events to convene the business sector and ask them to consider the London Living Wage as the campaign's key action/ask.

Recommendation(s)

Members of the Policy and Resources Committee are asked to:

- Approve the commencement of a business-facing London Living Wage campaign in 2018/19 with the aim of demonstrating the commercial and societal benefits of paying the London Living Wage.
- Agree to part-fund £15,000 for the London Living Wage Campaign to be met from your Committee's Policy and Initiatives Fund for 2018/19 categorised as 'Communities' and charged to City's Cash. We are already funding £15,000 for this within our local budgets but require the additional £15,000 for the creative and publicity work, which is not available in the budget.

¹ This figure is the current 2017/18 rate for the London Living Wage. The new rates for the LLW for 2018/19 are announced on 5 November 2018.

Main Report

1. A process has recently been undertaken internally to review ways in which the City of London Corporation's commitment to the London Living Wage can be strengthened.² One of the proposals emerging from this review was to suggest running a campaign with City businesses to pay the London Living Wage.
2. Like the City Corporation, City businesses are also being asked to consider the ways in which they create social value and build and retain public trust. The City Corporation is working to support City businesses to do so through the Lord Mayor's 'Business of Trust' initiative, with a significant part of the trust debate focused around pay. Both low and high pay generates public and political focus. The revised UK Corporate Governance Code 2018 highlights more demanding criteria for remuneration policies and practices.
3. At the same time, the current Mayor of London has also put the London Living wage at the heart of his economic fairness agenda and at the centre of a new good work standard – a pledge to encourage good employment practices. London boroughs including Lambeth, Islington and Southwark are also showing leadership in this space. This builds on the strong commitment of the previous mayor, Boris Johnson.
4. 21% of working Londoners are earning below the London living wage. This affects individuals in every London borough.³
5. The FPS sector is a well-paid sector with people who are highly qualified and who demand a high wage. The Living Wage campaign would be of greater relevance to the FPS supply chain, e.g. where agency workers are used for security, hospitality and reception roles.
6. Many businesses in the financial and professional services (FPS) sector are accredited Living Wage employers, with 340 accredited Living Wage FPS employers in the UK. There are 240 larger FPS firms (250+employees) based in the City, of which 84 of those larger companies are accredited Living Wage organisations.
7. The implications of not earning the London Living Wage for many people mean having to work overtime and taking on second jobs or night shift work to afford the basic essentials, the cost of which are continuing to rise. This can create a knock-on effect on people's wellbeing and mental health, which in turn means that employees' health and therefore performance suffers, and with it, productivity.
8. The benefits of receiving the London Living Wage gives workers a greater chance of fulfilling their potential within a single job, of accessing further education and training in their spare time, and consequently, the ability to achieve upward mobility.

² For more details, see Appendix 1

³ <https://www.trustforlondon.org.uk/publications/londons-poverty-profile-2017/>

9. There is increasing evidence that paying the living wage doesn't just have an ethical dimension, it also makes good business sense (staff retained, morale better, productivity improved, attractive to consumers). Living Wage Foundation research found that 86% of respondents reported that Living Wage accreditation had enhanced their organisation's general reputation as an employer.
10. Paying the London Living Wage helps people to be better able to spend more quality time with their family and friends, save a little for an emergency and alleviates the worry about affording the basics. Earning the LW and the LLW enables people to be able to support themselves and their families giving them a dignified life.

Current Position

11. According to our research, the main challenges for firms to commit to the London Living Wage (LLW) are:
 - Lack of awareness of the Living Wage campaign.
 - Living Wage vs National Living Wage - confusion between the mandatory National Living Wage and the voluntary Living Wage (LLW)
 - Difficulty implementing future annual rises in the Living Wage and maintaining pay differentials across the whole of the organisation.
 - Lack of awareness about the existence and impact of low pay (not aware of other staff working in the same building e.g. Cleaners, Security guards, caterers in building).
 - Reputational considerations are found to play an important role in the decision to become a Living Wage employer with organisations seeking to improve either their reputation as an employer or their corporate reputation.
12. There is a clear need for a campaign that addresses these issues and we are in a good position to lead on publicity to encourage City businesses to pay the London Living Wage, as an accredited employer ourselves. The City Corporation has been committed as an accredited member of the Living Wage Foundation since 2012 and from 2016 have been fully compliant in line with the license for permanent and fixed term staff (or workers), apprentices, casuals and interim staff.
13. As the City Corporation can demonstrate the impact of working this way, we are in a good position to rally others to do the same. The Corporation will be able to demonstrate the commercial and societal benefits of paying the London Living Wage.
14. The City Bridge Trust is a Living Wage Friendly Funder and a Living Wage Friendly Funder Champion amongst its prospective and existing grantees. A member of the City Bridge Trust team sits on the National Steering Committee of Living Wage Friendly Funders, and regularly champions the benefits to external organisations.

15. Although it is not a requirement of the Living Wage Foundation accreditation, the City Corporation pays its Interns, Work experience placements over two weeks and Apprentices the London Living Wage as a minimum. This was recognised as an outstanding contribution in an independent responsible business review undertaken for the City Corporation in 2017.

Proposals

16. Members of this Committee are asked to support a City Corporation campaign encouraging Financial and Professional services firms to pay the London Living Wage to all their directly employed staff and to regular, onsite sub-contracted staff as well.
17. The objective of the campaign is to accelerate the number of Financial and Professional services companies paying the London Living Wage and improve the public's perception of Financial and Professional services.
18. We would approach this campaign in a positive way, raising awareness and celebrating the benefits of paying the London Living Wage to all staff and supply chains. We would want to ensure that paying the London Living Wage is understood by business and is a recognised initiative that leading businesses choose to embrace.
19. The approach we would take is to make this a publicly visible and creative campaign across the Square Mile with high profile publicity. This would be supplemented by events and reinforcement of the message in speeches and other communications, such as social media and on our website. We would plan to launch a three-month campaign in 2018/19.
20. The City Corporation has a good story to tell as an accredited organisation, and there is already some momentum amongst the sector. The City Corporation can use its unique position to lead by example and work with businesses to raise awareness and demonstrate the commercial and societal benefits of paying the London Living Wage.
21. We can add value by leveraging our networks, through which we can encourage business to consider the benefits of paying the London Living Wage by bringing sectors together. We have influence over a range of assets and can use the space across the Square Mile to run an engaging campaign. This campaign would support the Living Wage campaign to target a key sector and would help to improve the lives of those within the sector's reach.

Corporate & Strategic Implications

22. The campaign will support the City Corporation to deliver the following outcomes within the Corporate Plan for 2018-23:
 - Outcome 2 – People enjoy good health and wellbeing.
 - Outcome 3 – People have equal opportunities to enrich their lives and reach their full potential.
 - Outcome 8 – We have access to the skills and talent we need.

23. The campaign also links to the following existing activities within the City Corporation:
- The Business of Trust
 - Towards a Sustainable Future Strategy for 2018-23,
 - Social Mobility Strategy for 2018-23,

Financial Implications

24. It is proposed that the required funding of £15,000 is drawn from your Committees 2018/19 Policy Initiatives Fund 2018/19, categorised under 'Communities' and charged to City's Cash. The current uncommitted balance in the 2018/19 Policy Initiatives Fund is £157,341 prior to any allocation being made for any other proposals on today's agenda.

Conclusion

25. The campaign is designed to be a positive, proactive and influential response to public, political and business concerns around levels of pay and pay inequality.
26. The proposed campaign will provide an opportunity for the City Corporation to continue to build our position as an influential leader and practitioner around the Living Wage to encourage and engage key business, political and charitable stakeholders.
27. Based on the above, this campaign is a key driver through which the City Corporation can fulfil its vision of a 'vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK' and its aims to 'contribute to a flourishing society, shape outstanding environments and support a thriving economy'.

Appendix 1

The Living Wage Foundation is an independent organisation behind the Living Wage campaign. They accredit employers who are paying their directly employed staff a living wage, and who have a plan in place to extend that to regular, onsite sub-contracted staff as well. Accreditation is the only way we know if the London Living wage is being paid by employers, however, this doesn't mean that other businesses aren't paying it.

There are important differences between the Government's 'national living wage' and the independently calculated, voluntary Living Wage rate of pay. The 'national living wage' is a statutory minimum and all employers have to pay it to employees over 25 years of age. There is one rate (£7.83 per hour as of April 2018) for the whole country with no allowance for the higher costs of living in the capital.

Only the real Living Wage is independently calculated each year based on an assessment of what employees and their families need to live on. It is an hourly rate that provides a benchmark for employers that voluntarily choose to ensure their staff earn a wage that meets their cost of Living.

Calculation

Year	London Living Wage	UK Living Wage	National Minimum/National Living Wage
2016 – 17	£9.75	£8.45	£7.20
2017 – 18	£10.20	£8.75	£7.50
2018 - 19			£7.83

Committee: Policy and Resources Committee	Date: 4 October 2018
Subject: Member travel relating to International Export and Investment Programme	Public
Report of: Director of Economic Development	For Decision
Report author: Giles French	

Summary

In response to enquiries regarding the participation of Members in the City Corporation's international export and investment programme, Officers were requested to draft a policy framework. The proposed framework relates to international visits of both the Lord Mayor and the Policy Chairman when promoting the UK-based financial and professional services sector.

The proposed framework would formalise current practice, apply the same criteria to Members as other business delegates, and provide clarity for both Members and Officers.

Recommendation

Members are asked to approve the proposed framework outlined in paragraphs 4-6.

Main Report

Member Participation in International Export and Investment Programme

1. There will be occasions when the Lord Mayor or Policy Chairman are unable to accept an invitation to visit a priority market, but request that another Member represents the City Corporation. This will need to be approved by the Policy and Resources Committee.
2. The Lord Mayor's programme of overseas visits is determined by the Mayoralty Visits Advisory Committee, chaired by Alderman Sir David Wootton, and delivered in conjunction with the Foreign and Commonwealth Office, the Department for International Trade and their Posts overseas.
3. A number of the Lord Mayor's overseas visits will include an accompanying delegation of business representatives from the UK-based financial and professional services sector, where such a need has been jointly identified by the City of London Corporation and the Foreign & Commonwealth Office (FCO) / Department for International Trade (DIT).
4. Should a Member (other than Lord Mayor, Policy Chairman, Aldermanic Sheriff in Shrieval year or SABTAC) wish to participate in a Lord Mayor's visit, the following criteria are to be considered:

- a. The visit includes an accompanying business delegation, and the Member's involvement would make a strong contribution to the objectives of that delegation;
 - b. The Member works for a financial and professional services firm that has demonstrable interests in the relevant market; the firm's objectives align to the agreed focus of the visit; the firm agrees that the Member is an appropriate representative of their business; and all costs are met by the firm;
 - c. That subject these criteria being met, and following conversations with relevant officers in Mansion House and EDO, the Member will agree to participate in the visit as a business delegate and not as a representative of the City of London Corporation. Participation in meetings and events will be the same as for other business delegates.
5. The request to participate will then be considered by the Lord Mayor and the Chairman of the Mayoralty Visits Advisory Committee, who will make a final decision in consultation with FCO, DIT and the relevant Post.

Invitations to International Events

6. On occasions where Members receive an invitation to visit a market to promote UK-based financial and professional services on behalf of the City Corporation, the following policy will apply:
- a. Any Member, other than the serving Lord Mayor and Policy Chairman, who is invited to visit a market as a representative of the City of London Corporation must obtain approval from the Policy & Resources Committee;
 - b. For approval to be granted, the visit or engagement must demonstrably contribute to the approved strategy for the City Corporation's international export and investment programme;
 - c. This approval is required irrespective of costs being covered by the Member or by a third party;
 - d. If the invitation includes the offer of costs being covered, either in part or in full, approval is required by the Policy & Resources Committee;
 - e. If the Policy & Resources Committee agrees that the Member can accept the invitation, but declines the offer of costs being paid, then the costs will be covered from the Policy Initiatives budget.

Conclusion

7. Members are asked to approve the proposed framework outlined in paragraphs 4-6.

Giles French

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Committee: Policy and Resources Committee	Date: 4 October 2018
Subject: Exports and Investment Regional Strategy Update	Public
Report of: Damian Nussbaum, Director of Economic Development	For Information
Report author: Alex Green - Senior Account Manager - Regional Lead	

Summary

In 2017, Members approved a Regional Strategy with the aim of demonstrating London's value to the rest of the UK and maximising our engagement to encourage economic development in other parts of the country. This report provides an interim update on activity delivered as part of that Strategy.

The Global Export and Investment team (GE&I) in the Economic Development Office, in partnership with the Corporate Affairs team, has continued to deliver a strong programme of engagement with the three regional city centres of Edinburgh, Belfast and Manchester to support export and investment in financial and professional services (FPS).

Following approval by the Policy & Resources Committee in April 2018, GE&I have also engaged with three additional city regions. They are Birmingham, Cardiff and Leeds. All three are keen to develop a working partnership with the City of London Corporation (CoLC).

A dedicated Regional Account Manager has also successfully been recruited for a fixed one-year contract and joined the team in September.

Recommendation(s)

Members are asked to note the report.

Main Report

Background

1. In early 2017 Members called for a strategy to demonstrate London's value to the rest of the UK and maximise our engagement to encourage economic development in other parts of the country. This Regional Strategy was approved by Members of the Policy and Resource Committee in June 2017. The work is led by the GE&I team in the Economic Development Office (EDO). The focus is on supporting further trade and investment growth within FPS across the UK.
2. A joint programme of engagement with the Policy Chairman (CPR) and the Lord Mayor (LM) has focused on:
 - Working with three regional centres (Belfast / Northern Ireland, Edinburgh / Scotland, and Manchester) that have significant financial and professional services clusters with an international focus.

- Helping retain and increase inward investment into these regions/UK.
 - Building awareness of the opportunities and expertise London provides to UK based firms to export their products and services globally.
3. Complementing this work has been political engagement, led by the Corporate Affairs team. This has seen increasing engagement with the new devolved authorities including the Metro Mayors. This engagement with Mayors in other cities is an important part of the Country section of the Policy Chairman's City-Capital-Country agenda. They complement the Lord Mayor's programme of regional visits and the GE&I team's work to promote exports from and investment in London's partner cities.
 4. In April 2018, Members approved the expansion of the partnership programme by adding three more UK city regions: Cardiff, Birmingham and Leeds. These regions were prioritised due to the nature and importance of their financial and professional services sector. Approval of a one-year fixed term contract regional account manager to cover the substantial increase in additional activity within EDO was also agreed.
 5. As part of the expansion of CoLC's Regional Strategy, Officers in EDO have met with the three additional regional city regions of Leeds, Birmingham and Cardiff. All have agreed to work in partnership with CoLC and are keen to progress the proposed working relationship.
 6. The GE&I team appointed a new Regional Account Manager, who began work in September, to further strengthen and develop our engagement work with the next phase of regional collaboration.
 7. TheCityUK is currently undertaking an enhanced programme of regional outreach and engagement across the UK, led by its network of City Chairs. In order to guide these activities, it has established a UK Strategy Group, comprising senior public affairs and communications professionals drawn from their membership. CoLC participates in this group as part of our regional engagement work. Both teams are in regular contact to ensure engagement and activity is coordinated.
 8. CoLC was part of a joint City of London/UK City regions presentation at MIPIM in March 2018. The event aims to facilitate business between investors, corporate end-users, local authorities, hospitality professionals, industrial and other real estate professionals. CoLC used this platform to focus on an integrated all-UK offer in financial services. The concept was proposed by Belfast and supported by Manchester and Edinburgh. The Department of International Trade offered support during the conference and provided support through their UK stand. The Policy Chairman was crucial in supporting and making this a success. Plans are ongoing to repeat this forum next year, bringing in new partners.
- Manchester, Birmingham & Leeds**
9. Following a very successful Lord Mayor's visit to Manchester in July 2018 which included a meeting between the Lord Mayor and Manchester's Metro Mayor Andy Burnham, CoLC has agreed to host an event in November 2018. This will

focus on promoting Manchester's industrial strategy and ways in which London and Manchester can collaborate.

10. Coinciding with the Lord Mayor's visit to the UK's Northern cities, the City Corporation published a report on FPS firms across UK cities. This was completed in partnership with Centre for Cities and focused on analysing government data, highlighting the characteristics of FPS jobs in cities across the country and connections with London. The research helped to draw stronger ties between London and the rest of the UK by evidencing the importance of the FPS sector to each UK region.
11. Having recently expanded the Regional Strategy to include Birmingham, the City Corporation is currently in discussions with Business Birmingham to host an event with Birmingham's Metro Mayor, Andy Street. The event will be focused on the benefits of large corporates having considerable operations in Birmingham that complement their London HQs. The City Corporation is looking to host this in February/March 2019.
12. The Lord Mayor visited Leeds in July 2018 and was hosted by Yorkshire Building Society. Meetings with senior business leaders and members of local councils, focused on the London-Leeds relationship and the strength of Leeds as a financial and professional services centre. Meetings then focused on The Lord Mayor's Business of Trust programme and the role of trust in civic leadership, business and culture. The Lord Mayor was able to discuss with interlocutors the expansion of the City Corporation's regional engagement strategy to include Leeds.

Edinburgh/Scotland

13. The City of London Corporation is continuing to develop its ongoing relationship with Scotland/Edinburgh and are in discussions to host a "Burns' Supper" (January 2019) event at Mansion House which is due to be attended by the First Minister of Scotland, Nicola Sturgeon. As well as celebrating a world-famous Scottish tradition, this will also be a forum to discuss how more Scottish based firms can work with the City to increase trade and investment.
14. CoLC has become a member of Scottish Financial Enterprise (SFE) for a pilot one-year term. Engagement includes direct involvement in their strategic initiatives, holding key leadership positions, bespoke support for CoLC from SFE, shaping their Financial Services Advisory Board (FiSAB) agenda and shaping the agenda for the UK Government in Scotland. Provide regular personal briefings, facilitate any specific meetings with SFE Chairman or Board members and finally unrivalled access to the Scottish Government, its agencies and Ministers.
15. Scottish Enterprise were involved in recent (July 2018) Fintech trade missions to London that CoLC hosted from Australia and New Zealand. This allowed Scottish based business to access incoming trade opportunities.

Northern Ireland/Belfast

16. CoLC has been working closely with Belfast City Council to develop joint workstreams on skills, corporate responsibility (through Heart of the City) and innovation. A Secondment from Derry~Londonderry began September 2018 and will focus on economic development through technology. This will follow on from the successful secondment that Belfast City Council provided and will continue to deepen CoLC working relationship.
17. In July 2018, the Policy Chairman and Town Clerk visited Northern Ireland. Meetings with political, business and education leaders were held and CoLC were able to lobby HM Government in support of A City Deal for Derry~Londonderry.
18. In September 2018, the Lord Mayor visited Northern Ireland. The visit focused on the UK-wide importance of FPS, education and skills, cyber, Brexit preparation and trust. The Lord Mayor made a keynote speech at a dinner in Derry~Londonderry Guildhall.
19. During September 2018 the Policy Chairman hosted a promotional event for Derry~Londonderry City and Strabane District Council focusing on a City Deal.
20. In October 2018 CoLC is looking to support a Belfast City Deal/innovation event in the City with participation of the Lord Mayor.

Cardiff/Wales

21. GE&I met with the Welsh Government to discuss the upcoming Lord Mayor visit to Cardiff in November 2018 and how we can work together. The Welsh Government are extremely supportive and willing to engage.
22. Representatives of all the regions have been invited to The Lord Mayor's Banquet, The Easter Banquet, Bankers' Dinner and The Commonwealth Banquet. The recently elected six TheCityUK Regional Chairs were invited to The Bankers' Dinner. These invitations are being incorporated into all future events where relevant.

Measures

23. EDO are currently exploring ways in which to measure the impact of our engagement with the six city regions, both in terms of qualitative and quantitative outcomes.

Conclusion

24. EDO working in partnership with Corporate Affairs are continuing to engage, grow and cement CoLC's ongoing regional engagement programme through the successful delivery of the Regional Strategy first agreed by Members in 2017. The expanded Regional Strategy agreed by Members in April 2018 has been resourced and rolled out and is continuing to highlight the benefit and value of this work across the UK.

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Committee(s) Policy and Resources Committee	Date: 4 October 2018
Subject: 2018/19 Mayoral Programme	Public
Report of: Bob Roberts, Director of Communications	For Information
Report author: Jan Gokcen, Corporate Affairs Officer	

Summary

This report presents the theme of the 2018/19 Lord Mayoralty of the City of London, ***‘Shaping Tomorrow’s City Today’*** to be championed, subject to election, by Alderman Peter Estlin.

This report sets out the Mayoral theme and accompanying messages. In sum, these are:

- Shaping a City that is Digitally Skilled;
- Shaping a City that is Digitally Innovative;
- Shaping a City that is Digitally Inclusive.

This paper also outlines how the 2018/19 Mayoral theme aligns with the Corporate Plan for 2018-23, as well as other City Corporation initiatives.

Recommendation

Members are asked to note the 2018/19 Mayoral theme as set out in this report.

Mayoral Theme

1. The 2018/19 Mayoral theme, ‘Shaping Tomorrow’s City Today’, will champion the City as a digital leader.
2. The messages (available below) show how we are working to strengthen and retain this leadership position.
3. We are ‘Shaping Tomorrow’s City Today’ by:
 - a. Shaping a City that is Digitally Skilled;
 - b. Shaping a City that is Digitally Innovative;
 - c. Shaping a City that is Digitally Inclusive.
4. These messages are aligned with other activities across the City Corporation, providing a consistent framework for promoting and explaining the Mayoral theme and the activities that underpin it.
5. **‘Shaping a City that is Digitally Skilled’** outlines the value of digital skills to the City and the modern economy, and our work supporting investment in talent and preparation for the jobs of the future:

- a. We value digital skills as being vital to the success of tomorrow's City, driving innovation and enhancing quality of life and the nature of business.
 - b. We are championing the investment in talent to ensure the City, the capital, and the country has access to the necessary digital skills.
 - c. We are providing education in digital skills, enabling students – young and mature alike – to thrive and succeed in the jobs of tomorrow.
6. **'Shaping a City that is Digitally Innovative'** affirms how, heading into a new technological era, the City is embracing the benefits of digital technology, ensuring we remain the world's business capital and a global tech hub:
- a. We are using our capacity as a global digital and business hub to spur further innovation in the City and beyond.
 - b. We are raising awareness of the global business standards necessary in the digital economy.
 - c. We are playing a national role in tackling cyber-threats, while raising awareness of the need for improving digital resilience.
7. **'Shaping a City that is Digitally Inclusive'** commits the City to widening access to the benefits of digital transformation and growth to all sections of society.
- a. We are committed to enabling economic growth that addresses inequality and supports social mobility.
 - b. We are investing in digital infrastructure, helping businesses and people gain access to digital technology.
 - c. We are supporting people of all ages and backgrounds access the benefits of digital transformation.

Corporate and Strategic Implications

8. 'Shaping Tomorrow's City Today' will support the City Corporation to deliver the following outcomes within the Corporate Plan for 2018-23:
- Outcome 1: People are safe and feel safe.
 - Outcome 2: People enjoy good health and wellbeing.
 - Outcome 3: People have equal opportunities to enrich their lives and reach their full potential.
 - Outcome 4: Communities are cohesive and have the facilities they need.
 - Outcome 5: Businesses are trusted and socially and environmentally responsible.
 - Outcome 6: We have the world's best legal and regulatory framework and access to global markets.
 - Outcome 7: We are a global hub for innovation in finance and professional services, commerce and culture.
 - Outcome 8: We have access to the skills and talent we need.
 - Outcome 10: We inspire enterprise, excellence, creativity and collaboration.

9. The theme directly links with the City Corporation's Digital Skills Strategy for 2018-23, which, subject to approval by this Committee in October 2018, will seek to deliver a vision where 'People and businesses, across the City, London and beyond, are equipped to take advantage of digital technologies and innovations to help themselves and their economies thrive.'

10. Overall, 'Shaping Tomorrow's City Today' links to the following existing activities within the City Corporation:

- Employability Strategy for 2017-2020
- Digital Skills Strategy, 2018-23
- Bridging Divides Strategy for 2018-23, City Bridge Trust,
- Towards a Sustainable Future Strategy for 2018-23,
- Social Mobility Strategy for 2018-23,
- Apprenticeships Strategy for 2018-23,
- Culture Mile Strategy for 2018-23,
- Cultural and Creative Learning Strategy for 2018-23, and
- Business Plans for Mansion House, EDO, Corporate HR, Department for Built Environment, City of London Police and DCCS.

11. Based on the above, 'Shaping Tomorrow's City Today' will drive the City Corporation's vision of a *'vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK'* and its aims to *'contribute to a flourishing society, shape outstanding environments and support a thriving economy'*.

Conclusion

12. Designed to be a proactive and influential response to the technological innovations revolutionising the way that we work and live, the 2018/19 mayoral theme focuses on championing and developing the digital skills necessary for an innovative and inclusive City in the 21st century.

Mayoral theme	'Shaping Tomorrow's City Today'		
Message pillars:	A Digital City is Skilled	A Digital City is Innovative	A Digital City is for Everyone
Headline pitch:	'Shaping a City that is Digitally Skilled' outlines the value of digital skills to the City and the modern economy, and our work supporting investment in talent and preparation for the jobs of the future	'Shaping a City that is Digitally Innovative' affirms how, heading into a new technological era, the City is embracing the benefits of digital technology, ensuring we remain the world's business capital and a global tech hub	'Shaping a City that is Digitally Inclusive' commits the City to widening access to the benefits of digital transformation and growth to all sections of society.
Supporting activity:	<ul style="list-style-type: none"> • Convene 'Future Skills Forum' comprising policymakers, captains of industry, and Academics • Hold a roundtable on widening access to work experience through digital collaborative platforms • Launch the City Corporation's digital skills strategy • Continue 'Future Leaders of Tomorrow' initiative • Supporting skills workshops in youth centres such as London Youth and Onside Youth Zone • Champion a digital skills pilot in a City of London Academy, 	<ul style="list-style-type: none"> • Promote digital innovators in the Lord Mayor's Show • Promote the City's and UK's innovative Fintech sector, Green Finance and other emerging digital technologies • Overseas programme: Champion the use of and further development of Fintech internationally • Champion the development of EdTech as an emerging industry • Convene a digitally orientated Finance and Business cohort as part of 'One Young World 2019' in London 	<ul style="list-style-type: none"> • Preparing learners for the jobs of the future by promoting DQ and other digital skills platforms. • Championing digital inclusion and encouraging digital citizenship globally through speeches, strategic engagements, roundtables and other forums – at home and abroad • 'She Can Be' – a programme to inspire girls and adult women to take up technology related roles in the digital economy • Promote the Lord Mayor's Appeal activity (e.g. Mental

	<p>combining formal and informal learning methods to equip students with vital digital skills. (Other such pilots to be explored, too)</p> <ul style="list-style-type: none"> • Roundtable on digital governance with Cyber Defence Alliance, City of London Police, GCHQ and others • Encourage participation in a digital treasure hunt at Lord Mayor’s Show • Explore a collaborative event with the National Apprenticeship Institute to promote employment opportunities in digital technology 	<ul style="list-style-type: none"> • Contributing to ICAEW’s ‘One Young World 2019’ • Annual Security and Defence Lecture – Keynote: Jeremy Fleming, Head of GCHQ • Keynote address at Innovate Finance 2019 dinner • Mobility Forum on Electric Vehicles and Digital Transport Infrastructure • Cyber Security roundtable – with City of London Police, Cyber Defence Alliance, and others 	<p>Health Week, City Giving Day & Dragon Awards, Opera Outreach and Dinner)</p>
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Committee: Policy and Resources	Date: 4 October 2018
Subject: Policy Initiatives Fund/Committee Contingency	Public
Report of: Chamberlain	For Information
Report Author: Laura Tuckey	

Summary

1. The purpose of the Policy Initiatives Fund (PIF) is to allow the Committee to respond swiftly and effectively with funding for projects and initiatives identified during the year which support the City Corporation's overall aims and objectives.
2. The Committee contingency is used to fund unforeseen items of expenditure when no specific provision exists within Committee budgets such as hosting one-off events.
3. In identifying which items would sit within the PIF the following principles were applied:
 - Items that relate to a specific initiative i.e. research;
 - Sponsorship/funding for bodies which have initiatives that support the City's overall objectives; and
 - Membership of high profile national think tanks
4. The attached schedules list the projects and activities which have received funding for 2018/19. Whilst the schedule shows expenditure to be incurred in this financial year, some projects have been given multi-year financial support (please see the "Notes" column). It should be noted that the items referred to have been the subject of previous reports approved by this Committee.
5. The balances that are currently available in the Policy Initiatives Fund and the Committee contingency for 2018/19 are £157,341 and £177,950 respectively.

Recommendations

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

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POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND 2018/19

<u>ALLOCATIONS FROM PIE</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>RESP</u> <u>OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL</u> <u>PAID</u> TO 19/09/2018 £	<u>BALANCE</u> <u>TO BE SPENT</u> £	<u>NOTES</u>
	Events					
07/07/2016	London Councils' London Summit - the City is to host the annual conference for 3 years.	EDO	15,500	14,970	530	3 year funding: £16,000 final payment in 2019/20
16/03/2017	International Business and Diplomatic Exchange (IBDE) - COL to fund a two year partnership with IBDE (£50,000) plus £22,000 for hosting a total of 8 events taking place over 2 years at the Guildhall. The IBDE is an independent, not for profit, non-political membership organisation bringing together the business and diplomatic community in London to promote international trade and investment flows.	DED	12,755	264.00	12,491	£72,000 originally allocated to 2017/18; £12,255 deferred to 2018/19
14/12/2017	Sponsorship of the CPS Margatet Thatcher Conference on China - The City of London Corporation to sponsor this Conference to discuss the relationship between China and the UK. This is scheduled to be held at the Guildhall in June/July 2018.	DOC	21,000	18,357	2,643	
08/01/2018	Sponsorship of the Annual Review of Women in Finance Charter - the City Corporation to sponsor this annual review.	DOC	35,000	35,000	0	
02/02/2018	Sponsorship of the Wincott Foundation's 'Wincott Awards' - the City Corporation to sponsor this annual Awards programme. The Wincott Foundation is a registered charity that supports and encourages high quality economic, financial and business journalism in the UK and internationally to contribute to a better understanding of economic issues.	DOC	4,000	4,000	0	3 year funding: £4,000 in 2019/20 & 2020/21
12/04/2018	Chatham House Event: Financial Services 10 Years on: City of London to support this event with Chatham House to examine the 10-year anniversary of the financial crisis and implications for the future. The event will take place at the Guildhall followed by a small private dinner.	DOC	17,000	0	17,000	
03/05/2018	Think Tank Review and Memberships 2018-19: Renewal of COL's membership to Centre for the Study of Financial Innovation (£5,000); Chatham House (£14,500); Institute for Public Policy Research (IPPR - £15,000); Local Government Information Unit (LGIU - £12,000); New Local Government Network (NLGN - £12,000); Whitehall & Industry Group (WIG - £6,000); Institute for Fiscal Studies (IFS - £10,000) & Open Europe (£10,000).	DOC	84,500	39,500	45,000	

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID</u> TO 19/09/2018 £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
03/05/2018	Sponsorship of Centre for European Reform's 2018 Ditchley Conference: COL partnering with the Centre for European Reform (CER) in hosting this high-level conference taking place on 16-17 November 2018.	DOC	20,000	20,000	0	
03/05/2018	Sponsorship of Battle of Ideas Festival 2018 - the City Corporation to sponsor the festival, organised by The Institute of Ideas, taking place on 13-14 October 2018 at the Barbican Centre.	DOC	25,000	0	25,000	
05/07/2018	Events Partnership with the Strand Group, Kings College London - City of London to fund 3 events in partnership with the Strand Group	DOC	25,000	0	25,000	2 year funding: final payment in 2019/20
06/09/2018	European Bank for Reconstruction and Development (EBRD) Dinner - City of London Corporation to host a dinner & reception on 1st October 2018 for the Board of the European Bank of Reconstruction and Development	DED	12,000	0	12,000	
06/09/2018	Event and Publication Sponsorship: Centre for London Conference and Fabian Society - City of London to sponsor the Centre for London's 2018 London Conference (£25,000) and the Fabian Society's London: Policy and Challenges into the 2020s Publication (£18,500)	DOC	43,500	0	43,500	
	Promoting the City					
06/10/2016	IPPR - Economic Justice Commission - City Corporation to become one of the sponsors of the IPPR Commission on Economic Justice. The IPPR is a registered charity and independent think-tank.	DED	9,200	0.00	9,200.00	2 year funding: final payment of £100,000 in 2017/18; £9,200 deferred to 2018/19
19/01/2017	TheCityUK: CoL's additional funding toward CityUK's rental cost.	DED	100,000	50,000	50,000	3 year funding: final payment in 2018/19
19/01/2017	Chemistry Club, City: City of London to sponsor a series of high calibre networking events to enhance the Corporation's credibility in the Cyber tech and related technologies in the financial services sector.	DED	3,222	0.00	3,222.00	Originally allocated to 2017/18; £3,222 deferred to 2018/19
16/03/2017	City of London Advertising - continuation of placing advertisements in CityAM to promote services provided by COL and advertising in a new newspaper, City Matters, covering the Square Mile.	DOC	54,900	28,650	26,250	2 year funding: final payment of £54,900 in 2018/19

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID TO 19/09/2018</u> £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
04/05/2017	City Matters: placing additional full page advertisements in City Matters to promote City of London Corporation's cultural events and activities.	DOC	15,600	15,600	0	2 year funding: final payment in 2018/19
04/05/2017	Secretariat of the Standing International Forum of Commercial Courts: City Corporation to provide financial support for a third of the costs of the secretariat for the first 3 years.	DED	110,000	0	110,000	3 year funding: £50,000 final payment in 2019/20; £60,000 allocated in 2017/18 now deferred to 2018/19
08/06/2017	Commonwealth Enterprise and Investment Council (CWEIC) - Renewal of office space: provision of office space within Guildhall complex.	TC	10,000	10,000	0	2 year funding: final payment in 2018/19
06/07/2017	One City Social Media Platform: City Corporation to provide financial support for a third of the costs for 3 years of this ongoing development of a new social media led platform dedicated to City workers in promoting the attractions and events held within the Square Mile.	DBE / CS / DOC	60,000	50,000	10,000	3 year funding: £60,000 final payment in 2019/20
16/11/2017	City of London Asia Next Decade - a campaign for the future: City of London Corporation to support the Asia Next Decade campaign that seeks to maintain London's role as a leading global financial centre through engagement with Asia.	DED	7,255	958	6,297.27	£30,000 originally allocated to 2017/18; £7,255 deferred to 2018/19
12/12/2017	Further Sponsorship Chemistry Club, City: City of London to sponsor a series of high calibre networking events to enhance the Corporation's credibility in the Cyber tech and related technologies in the financial services sector.	DED	34,691	18,771	15,920	£40,000 originally allocated in 2018/19 but £5,300 spent in 2017/18
14/12/2017	The Commonwealth Business Forum (CBF) 2018 - The City Corporation to host the Commonwealth Business Forum from: 16th - 18th April 2018. COL is working in partnership with HMG and CWEIC to develop a programme which places the City of London at the heart of the Commonwealth Business Forum.	DED	82,000	70,332	11,668	2 year funding: £70,000 final payment in 2018/19; £12,000 deferred from 2017/18
22/02/2018	Continued Sponsorship to support Innovate Finance.	DED	250,000	125,000	125,000	3 year funding: £250,000 in 2019/20 & 2020/21
15/03/2018	Match Funding from The Honourable Irish Society to the National Citizenship Scheme - City of London Corporation to match fund the Society's grant totalling £33,000 over 3 years.	TC	11,000	11,000	0	3 year funding: £11,000 in 2019/20 & 2020/21

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>	
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID TO 19/09/2018</u> £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
12/04/2018	City of London Corporation Regional Strategy: City of London's membership to Scottish Financial Enterprise (SFE) and expanding the partnership programme to 3 more UK City Regions.	DED	63,200	0	63,200	
03/05/2018	Saudi Arabia: Vision 2030 - COL to engage with Saudi Arabia and to support work on the new Private Sector Groups established by the Dept of International Trade to support export and investment programmes.	DED	50,000	6,049	43,951	
07/06/2018	City of London Corporation - Engagement with Strategy World Economic Forum (WEF): City of London Corporation to develop a 3 year rolling engagement strategy with WEF, an independent non-profit organisation dedicated to improving global economic and social conditions on a global scale. The CPR and LM to attend the WEF Annual Meeting in Davos and an event in another priority market and CoL to host a WEF meeting/event in the City.	DED	35,000	0	35,000	3 year funding: £36,500 in 2019/20 & £38,000 in 2020/21
05/07/2018	There But Not There - National Armistice Project - City of London to become a corporate sponsor for the Charity Remembered which commemorates those who lost their lives in the First World War	TC / REM	15,000	6,748	8,252	
05/09/2018	Indo-British All-Party Parliamentary Group (APPG) Sponsorship - City of London Corporation becoming a member as well as supporting a financial services parliamentary breakfast seminar with senior COL representation	REM / DED	6,000	0	6,000	
	Communities					
06/07/2017	STEM and Policy Education Programme - additional funding of the Hampstead Heath Ponds Project.	DOS	40,601	22,702	17,899	£24,700 final payment in 2018/19; £15,901 deferred from 2017/18
16/11/2017	Centre for Study of Financial Innovation (CSFI): Corporation supporting CSFI in its continued occupancy to enable the Think Tank to remain in the City.	DOC	6,635	0	6,635	5 year funding: final payment in 2021/22
07/06/2018	2018 Party Conferences Funding - the City Corporation to hold private roundtables and dinners at the 2018 party conferences of the Liberal Democrats, Labour and Conservatives.	DOC	38,100	24,600	13,500	
07/06/2018	Social Mobility: Sponsorship of the Social Mobility Employer Index - City of London to sponsor the 2018 SMEI and enable City of London to continue being a leading voice on Social Mobility.	DED	60,000	2,390	57,610	

<u>ALLOCATIONS FROM PIF</u>					<u>STATUS OF BALANCE</u>													
<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID TO 19/09/2018</u> £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>												
19/09/2013	Attracting and Retaining International Organisations International Valuation Standards Council (IVSC) - City of London to support the accommodation costs of the IVSC.	CS	50,000	12,500	37,500	5 year funding: final payment in 2018/19												
	BALANCE REMAINING		1,427,659	587,390	840,269													
	TOTAL APPROVED BUDGET		157,341															
	ANALYSIS OF TOTAL APPROVED BUDGET		1,585,000															
	ORIGINAL PROVISION		1,250,000															
	TRANSFERRED FROM CONTINGENCY		0															
	APPROVED BROUGHT FORWARD FROM 2017/18		335,000															
	TOTAL APPROVED BUDGET		1,585,000															
<p><u>NOTES:</u> (i) The Committee date records the actual approval meeting; in some instances approval is given for multi-year support for a project but the financial details in this table only show the expenditure due in the current year (2018/19). It should be noted that actual payments sometimes are made towards the end of a financial year.</p> <p><u>KEY TO RESPONSIBLE OFFICER:-</u></p> <table> <tr> <td>ED</td> <td>Director of Economic Development</td> <td>DOS</td> <td>Director of Open Spaces</td> <td>DBE</td> <td>Director of Built Environment</td> </tr> <tr> <td>TC</td> <td>Town Clerk</td> <td>CS</td> <td>City Surveyor</td> <td>DOC</td> <td>Director of Communications</td> </tr> </table> <p style="text-align: right;">CAROLINE AL-BEYERTY - DEPUTY CHAMBERLAIN</p>							ED	Director of Economic Development	DOS	Director of Open Spaces	DBE	Director of Built Environment	TC	Town Clerk	CS	City Surveyor	DOC	Director of Communications
ED	Director of Economic Development	DOS	Director of Open Spaces	DBE	Director of Built Environment													
TC	Town Clerk	CS	City Surveyor	DOC	Director of Communications													

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POLICY AND RESOURCES COMMITTEE - POLICY INITIATIVES FUND 2018/2019 - 2021/2022

Date	Description	Allocation 2018/19	Allocation 2019/20	Allocation 2020/21	Allocation 2021/22
	BASE BUDGET	£ 1,250,000	£ 1,250,000	£ 1,250,000	£ 1,250,000
	+ additional allocation				
	+ balance brought forward as agreed by Committee: 15/03/2018	161,000			
	+ unspent balances deferred from 2017/18	125,000			
	+ unspent balances in 2017/18 returned to Fund	49,000			
	TOTAL BUDGET	1,585,000	1,250,000	1,250,000	1,250,000
	ALLOCATIONS				
19/09/2013	International Valuation Standards Council	50,000			
07/07/2016	London Councils Summit	15,500	16,000		
16/10/2016	Sponsorship of the IPPR Commission on Economic Justice	9,200			
19/01/2017	TheCityUK	100,000			
19/01/2017	Chemistry Club, City	3,222			
16/03/2017	City of London Advertising	54,900			
16/03/2017	International Business and Diplomatic Exchange (IBDE)	12,755			
04/05/2017	City Matters Newspaper - additional Advertising	15,600			
04/05/2017	Secretariat of Standing International Forum of Commercial Crts	110,000	50,000		
08/06/2017	Office Space Renewal: Commonwealth Enterprise & Invest Council	10,000			
06/07/2017	STEM and Policy Education Programme	40,601			
06/07/2017	One City Social Media Platform	60,000	60,000		
16/11/2017	Proposed Grant to retain the Centre for the Study of Financial Innovation	6,635	6,635	6,635	6,635
16/11/2017	City of London Asia Next Decade - a campaign for the future	7,255			
14/12/2017	The Commonwealth Business Forum 2018	82,000			
14/12/2017	Sponsorship of Chemistry Club City	34,691			
14/12/2017	Sponsorship of CPS Margaret Thatcher Conference on China 2018	21,000			
18/01/2018	Sponsorship of the Annual Review of the Women in Finance Charter	35,000			
22/02/2018	Sponsorship of the Wincott Foundation's 'Wincott Awards'	4,000	4,000	4,000	
22/02/2018	Continued Sponsorship to support Innovate Finance	250,000	250,000	250,000	
15/03/2018	Match Funding from The Honourable Irish Society to the National Citizenship Scheme	11,000	11,000	11,000	
12/04/2018	Chatham House Event: Financial Services 10 Years on	17,000			
12/04/2018	City of London Corporation Regional Strategy	63,200			
03/05/2018	Saudi Arabia Vision 2030, Public Investment Fund and Financial Services	50,000			
03/05/2018	Sponsorship of Centre for European Reform's Ditchley Conference	20,000			
03/05/2018	Think Tank Review and Memberships 2018-19	84,500			
03/05/2018	Battle for Ideas	25,000			
07/06/2018	2018 Party Conferences	38,100			
07/06/2018	City of London Corporation - Engagement with Strategy World Economic Forum (WEF)	35,000	36,500	38,000	
07/06/2018	Social Mobility: Sponsorship of the Social Mobility Employer Index	60,000			
05/07/2018	City Week 2019 Event Sponsorship		25,000		
05/07/2018	Events Partnership with The Strand Group, King's College London	25,000	25,000		
05/07/2018	City Sponsorship of 'There But Not There' - National Armistice Project	15,000			
06/09/2018	Indo British All-Party Parliamentary Group Sponsorship	6,000			
06/09/2018	Sponsorship of the 2018 London Conference	25,000			
06/09/2018	Sponsorship of the Fabian Society's London: Policy and Challenges into the 2020s publication	18,500			
06/09/2018	European Bank for Reconstruction and Development Dinner at Guildhall	12,000			
	TOTAL ALLOCATIONS	1,427,659	484,135	309,635	6,635
	BALANCE AVAILABLE	157,341	765,865	940,365	1,243,365

Less: Possible maximum allocations from this meeting: **04 October 2018**

- London Living Wage Campaign

Balance

15,000

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142,341	765,865	940,365	1,243,365
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POLICY AND RESOURCES COMMITTEE - CONTINGENCY 2018/19

ALLOCATIONS FROM CONTINGENCY

STATUS OF BALANCE

<u>COMMITTEE DATE</u>	<u>DESCRIPTION</u>	<u>RESP OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL PAID TO 19/09/2018</u> £	<u>BALANCE TO BE SPENT</u> £	<u>NOTES</u>
23/01/2014	Career fairs - City of London Corporation to host up to three events per year to enhance employability of young people in neighbouring communities	DED	62,000	0	62,000	3 year funding: £62,000 deferred from 2016/17
08/05/2014	City of London Scholarship - Anglo-Irish Literature: CoL to award a yearly scholarship to a single student to continue their studies in the field on Anglo-Irish Literature	TC	39,700	0	39,700	£14,700 deferred from 2016/17; £25,000 deferred from 2017/18
19/02/2015	Supporting the Commonwealth (CWEIC): to engage with the Commonwealth further by becoming a partner of the Commonwealth Enterprise and Investment Council	TC	37,100	0	37,100	Originally allocated from 2015/16; £37,100 deferred to 2018/19
11/2016	Police Arboretum Memorial Fundraising Dinner: City Corporation to host a fundraising dinner at Guildhall	DED	30,000	0	30,000	Originally allocated from 2016/17; deferred to 2018/19
11/2016	Co-Exist House: City of London Corporation to fund a learning institution and centre in London dedicated to promoting understanding of religion and to encourage respect and tolerance	TC	40,000	0	40,000	3 year funding - £20,000 final payment in 2018/19; £20,000 originally allocated to 2017/18 deferred to 2018/19
07/06/2018	Renewal Electricity Policy and Sourcing Strategy: City of London Corporation to adopt this strategy and purchase renewable electricity	CH / CS / TC	25,000	0	25,000	
05/07/2018	Resourcing Diversity and Business Engagement - Establishing the Diversity and Business Engagement Manager to support the City's wider equalities, diversity and inclusion work.	HR	74,250	6,250	68,000	

ALLOCATIONS FROM CONTINGENCY					STATUS OF BALANCE	
<u>COMMITTEE</u> DATE	<u>DESCRIPTION</u>	<u>RESP</u> <u>OFFICER</u>	<u>ALLOCATION</u> £	<u>ACTUAL</u> <u>PAID</u> TO 19/09/2018 £	<u>BALANCE</u> <u>TO BE SPENT</u> £	<u>NOTES</u>
06/09/2018	Bid from Historic Royal Palaces to support 'The Tower Remembers 2018: City of London Corporation to sponsor Historic Royal Palaces for the Tower Remembers - a large-scale visual commemoration at the Tower of London intended to mark the centenary of the end of the First World War	TC	25,000	0	25,000	
	BALANCE REMAINING		333,050	6,250	326,800	
	TOTAL APPROVED BUDGET		177,950			
	ANALYSIS OF TOTAL APPROVED BUDGET		511,000			
	ORIGINAL PROVISION		300,000			
	APPROVED BROUGHT FORWARD FROM 2017/18		211,000			
	TOTAL APPROVED BUDGET		511,000			

NOTE: The Committee date records the actual approval meeting; in some instances approval is given for multi-year support for a project but the financial details in this table only show the expenditure due in the current year (2018/19). It should be noted that actual payments sometimes are made towards the end of a financial year.

KEY TO RESPONSIBLE OFFICER:-

DED	Director of Economic Development	TC	Town Clerk	DOC	Director of Communications
CS	City Surveyor	CH	Chamberlain		

CAROLINE AL-BEYERTY - DEPUTY CHAMBERLAIN

POLICY AND RESOURCES COMMITTEE - CONTINGENCY 2018/2019 - 2021/2022

Date	Description	Allocation 2018/19	Allocation 2019/20	Allocation 2020/21	Allocation 2021/22
	BASE BUDGET	£ 300,000	£ 300,000	£ 300,000	£ 300,000
	+ additional allocation				
	+ balance brought forward as agreed by Committee: 15/03/2018	18,000			
	+ unspent balances deferred from 2017/18	189,000			
	+ unspent balances in 2017/18 returned to Fund	4,000			
	TOTAL BUDGET	511,000	300,000	300,000	300,000
	ALLOCATIONS				
23/01/2014	Career Fairs	62,000			
08/05/2014	City of London Scholarship - Anglo-Irish Literature	39,700			
08/05/2014	Supporting the Commonwealth (CWEIC)	37,100			
17/03/2016	Lord Mayor's Show Fireworks	-	125,000		
17/11/2016	Co-Exist House	40,000			
17/11/2016	Police Arboretum Memorial Trust - Dinner	30,000			
07/06/2018	Renewable Electricity Policy and Sourcing Strategy	25,000			
05/07/2018	Resourcing Diversity and Business Engagement	74,250			
06/09/2018	Bid from Historic Royal Palaces to support The Tower Remembers	25,000			
	TOTAL ALLOCATIONS	333,050	125,000	-	-
	BALANCE AVAILABLE	177,950	175,000	300,000	300,000

Less: Possible maximum allocations from this meeting: **04 October 2018**

-	-	-	-	-
-	-	-	-	-
Balance	177,950	175,000	300,000	300,000

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