

PLEASE BRING THIS AGENDA WITH YOU

1

The Lord Mayor will take the Chair at ONE  
of the clock in the afternoon precisely.



## COMMON COUNCIL

SIR/MADAM,

You are desired to be at a Court of Common Council, at **GUILDHALL**, on  
**THURSDAY** next, the **18th day of July, 2019**.

JOHN BARRADELL,  
*Town Clerk & Chief Executive.*

*Guildhall,  
Wednesday 10th July 2019*

Sir Roger Gifford

David Andrew Graves

}

*Aldermen on the Rota*

1 **Apologies**2 **Declarations by Members under the Code of Conduct in respect of any items on the agenda**3 **Minutes**

To agree the minutes of the meeting of the Court of Common Council held on 20 June 2019.

**For Decision**  
(Pages 1 - 14)

4 **Resolutions on Retirements, Congratulatory Resolutions, Memorials**5 **Mayoral Visits**

The Right Honourable The Lord Mayor to report on his recent overseas visits.

6 **Policy Statement**

To receive a statement from the Chairman of the Policy and Resources Committee.

7 **Docquets for the Hospital Seal**8 **The Freedom of the City**

To consider a circulated list of applications for the Freedom of the City.

**For Decision**  
(Pages 15 - 18)

9 **Legislation**

To receive a report setting out measures introduced into Parliament which may have an effect on the services provided by the City Corporation.

**For Information**  
(Pages 19 - 20)

10 **Ballot Results**

The Town Clerk reported the result of the ballot taken at the last Court, as follows:-

*Where appropriate:-*

★ denotes appointed.

One Member to the **Finance Committee**.

Andrien Gereith Dominic Meyers  
James Richard Tumbridge

**Votes**  
63 ★  
27

**For Information**

11 **Appointments**

To consider the following appointments:

*Where appropriate:-*

\* denotes a Member standing for re-appointment.

- (A) Two Members on the **Board of Governors of the City of London School**, for terms expiring in July 2023.

**Nominations received:-**

\*Marianne Bernadette Fredericks

\*Sylvia Doreen Moys

- (B) Five Members on the **Board of Governors of the City of London School for Girls**; three vacancies for terms expiring in July 2023; one vacancy for the balance of a term expiring in July 2022; and one vacancy for the balance of a term expiring in July 2021.

**Nominations received:-**

\*Randall Keith Anderson

\*Tom Hoffman, M.B.E., Deputy

\*Sylvia Doreen Moys

- (C) Five Members on the **Board of Governors of the City of London Freeman's School**; two vacancies for terms expiring in July 2023; one vacancy for the balance of a term expiring in July 2022; one vacancy for the balance of a term expiring in July 2021, and one vacancy for the balance of a term expiring in July 2020.

**Nominations received:-**

\*John Alfred Bennett, M.B.E., Deputy

\*Michael Hudson

- (D) One Member on the **Licensing Committee**, for a term expiring in April 2023.

**Nominations received:-**

John William Fletcher

- (E) One Member on the **City University of London**, for a term expiring in July 2023.

**Nominations received:-**

\*Jeremy Paul Mayhew

- (F) One Member on the **City & Guilds of London Institute** for a four-year term expiring in August 2023.

**Nominations received:-**

\*Wendy Mead, O.B.E.

**For Decision**

12 **Questions**

13 **Motions**

14 **Awards and Prizes**

15 **Policy and Resources Committee**

To consider amendments to the Scheme of Delegations to Officers.

**For Decision**  
(Pages 21 - 102)

16 **Policy and Resources and Finance Committees**

To consider joint reports of the Policy and Resources and Finance Committee, as follows:-

- (A) **City of London School for Girls Loan** – to consider a budget adjustment associated with a loan for the City of London School for Girls.

**For Decision**  
(Pages 103 - 104)

- (B) **Report of Action Taken: City of London Freeman's School Loan** – to receive a report advising of action taken under urgency procedures.

**For Decision**  
(Pages 105 - 106)

17 **Finance Committee**

To consider reports of the Finance Committee, as follows:-

- (A) **Capital Funding** – to consider a series of capital funding bids and associated budget adjustments.

**For Decision**  
(Pages 107 - 110)

- (B) **Wanstead Park Ponds** – to consider a budget adjustment relative to the Wanstead Park Ponds.

**For Decision**  
(Pages 111 - 112)

- (C) **Electric Vehicle Replacement** – to consider a budget adjustment to facilitate electric vehicle replacements relative to the introduction of the Ultra-Low Emissions Zone.

**For Decision**  
(Pages 113 - 114)

18 **Barbican Residential Committee**

To consider a temporary reduction to the quorum of the Committee.

**For Decision**  
(Pages 115 - 116)

19 **Standards Committee**

To receive the annual report providing a summary of the Standards Committee's activities over the year.

**For Information**  
(Pages 117 - 120)

**MOTION****20 By the Chief Commoner**

That the public be excluded from the meeting for the following items of business below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act, 1972.

**For Decision**

**21 Non-Public Minutes**

To agree the non-public minutes of the meeting of the Court held on 20 June 2019.

**For Decision**

(Pages 121 - 122)

**22 Policy and Resources Committee**

To consider proposals relative to the City of London Primary Academy Islington.

**For Decision**

(Pages 123 - 126)

**23 Policy and Resources Committee and Capital Buildings Committee**

To consider proposals relating to the relocation of the Museum of London.

**For Decision**

(Pages 127 - 132)

**24 Property Investment Board**

To receive a report advising of action taken under urgency procedures in relation to the purchase of a freehold.

**For Information**

(Pages 133 - 134)

**25 Finance Committee**

To consider reports of the Finance Committee, as follows:-

- (A) **Major Housing Framework Contracts** – to consider the award of housing framework contracts.

**For Decision**

(Pages 135 - 136)

- (B) **Report of Action Taken: Highway Disposal** – to receive a report advising of action taken under urgency procedures.

**For Information**

(Pages 137 - 140)

- (C) **Report of Action Taken: Borrowing Arrangements** – to receive a report advising of action taken under urgency procedures.

**For Information**

(Pages 141 - 144)

- (D) **Report of Action Taken: Provision of Security Services** – to receive a report advising of action taken under urgency procedures.

**For Information**

(Pages 145 - 146)

- (E) **Smithfield Market Vacant Possession** – to consider recommendations concerning the obtaining of vacant possession at Smithfield General Market.  
**For Decision**  
(Pages 147 - 148)



## ESTLIN, MAYOR

# COURT OF COMMON COUNCIL

**20th June 2019**  
**MEMBERS PRESENT**

### ALDERMEN

Nicholas Anstee  
Sir Charles Edward Beck Bowman  
The Rt Hon The Lord Mayor, Alderman Peter Estlin  
John Garbutt, JP  
Sir Roger Gifford  
Alison Gowman  
Prem Goyal, OBE, JP

Timothy Russell Hailes, JP  
Robert Picton Seymour Howard  
Gregory Jones, QC  
Sheriff Vincent Thomas Keaveny  
Alastair John Naisbitt King  
Susan Langley, OBE, JP  
Ian David Luder, JP

Nicholas Stephen Leland Lyons  
Professor Michael Raymond Mainelli  
William Anthony Bowater Russell  
The Rt Hon the Baroness Patricia Scotland of Asthal, QC  
Sir David Hugh Wootton

### COMMONERS

George Christopher Abrahams  
John David Absalom, Deputy  
Rehana Banu Ameer  
Randall Keith Anderson  
Alexander Robertson Martin Barr  
Douglas Barrow  
Adrian Mark Bastow  
Matthew Bell  
John Bennett, MBE, Deputy  
Nicholas Michael Bensted-Smith  
Mark Bostock  
Keith David Forbes Bottomley, Deputy  
David John Bradshaw, Deputy  
Tijs Broeke  
Michael John Cassidy, CBE, Deputy  
John Douglas Chapman  
Henry Nicholas Almroth Colthurst  
Karina Dostalova  
Simon D'Olier Duckworth, OBE, DL

Peter Gerard Dunphy  
Mary Durcan  
Anne Helen Fairweather  
John William Fletcher  
Marianne Bernadette Fredericks  
Tracey Graham  
Caroline Wilma Haines  
The Revd Stephen Decatur Haines, Deputy  
Graeme Harrower  
Christopher Michael Hayward  
Christopher Hill  
Tom Hoffman, MBE, Deputy  
Ann Holmes  
Michael Hudson  
Wendy Hyde, Deputy  
Jamie Ingham Clark, Deputy  
Clare James, Deputy  
Tim Levene  
Natasha Maria Cabrera Lloyd-Owen

Oliver Arthur Wynlayne Lodge  
Edward Lord, OBE, Deputy  
Paul Nicholas Martinelli  
Andrew Paul Mayer  
Jeremy Mayhew  
Catherine McGuinness, Deputy  
Andrew Stratton McMurtrie  
Robert Allan Merrett, Deputy  
Andrien Gereith Dominic Meyers  
Alastair Michael Moss, Deputy  
Sylvia Doreen Moys  
Joyce Carruthers Nash, Deputy  
Barbara Patricia Newman, CBE  
Graham Packham  
Dhruv Patel, OBE  
Susan Jane Pearson  
John Petrie  
William Pimlott  
Judith Pleasance  
James Henry George Pollard, Deputy

Jason Paul Pritchard  
Stephen Douglas Quilter  
Richard David Regan, OBE, Deputy  
James de Sausmarez  
Ruby Sayed  
John George Stewart Scott, JP  
Ian Christopher Norman Seaton  
Oliver Sells QC  
Jeremy Lewis Simons  
Tom Sleigh, Deputy  
Graeme Martyn Smith  
Sir Michael Snyder  
James Michael Douglas Thomson, Deputy  
John Tomlinson, Deputy  
James Richard Tumbridge  
William Upton QC  
Mark Raymond Peter Henry Delano Wheatley

1. Apologies      The apologies of those Members unable to attend this meeting of the Court were noted.
2. Declarations    There were none.
3. Minutes        *Resolved* – That the Minutes of the last Court are correctly recorded.
4. Resolutions    *Resolved unanimously* – That the congratulations of this Court be offered to:-

Hoffman, T.,  
M.B.E., Deputy;  
Mayhew, J.P.

Alderman Sir Charles Edward Beck Bowman

On his recent appointment by Her Majesty the Queen as a Knight Bachelor, in recognition of his services to Trust in Business, International Trade and the City of London.

*Hoffman, T.,  
M.B.E., Deputy;  
Mayhew, J.P*

*Resolved unanimously* – That the congratulations of this Court be offered to:-

Ian Christopher Norman Seaton, M.B.E

On his recent appointment by Her Majesty the Queen as a Member of the Most Excellent Order of the British Empire, in recognition of his services to education and training in London.

*Hoffman, T.,  
M.B.E., Deputy;  
Mayhew, J.P*

*Resolved unanimously* – That the congratulations of this Court be offered to:-

Lucy Ellen Musgrave, O.B.E

One of the external Members of the Barbican Centre Board, on her recent appointment by Her Majesty the Queen as an Officer of the Most Excellent Order of the British Empire, in recognition of her services to architecture and the built environment.

*Hoffman, T.,  
M.B.E., Deputy;  
Mayhew, J.P*

*Resolved unanimously* – That the congratulations of this Court be offered to:-

Saira Wajid, M.B.E

The Director of Engagement at the Museum of London, on her recent appointment by Her Majesty the Queen as a Member of the Most Excellent Order of the British Empire, in recognition of her services to culture and diversity.

*Regan, R.D.,  
O.B.E., Deputy;  
Hoffman, T.,  
M.B.E., Deputy*

*Resolved unanimously* – That the gratitude of this Court be extended to:-

Thomas Alexander Anderson

For his service to the Ward of Farringdon Within and the City of London over the past two years.

Although he only served for a relatively short period, Tom was able to contribute to the achievement of some of his key election pledges during that period, including the establishment of a front-line mental health centre, offering talking therapies to low income residents and workers, which will open later this year. He was also a strong supporter of the move to extend the City Corporation's London Living Wage policy, which now encompasses all contractors.

Tom can, therefore, look back on his time at the City Corporation with a good degree of satisfaction as to having made a difference to the lives of those living and working in the City. We, in turn, extend to him our gratitude for his contributions since 2017 and wish him the very best for the future.



5. Mayoral Visits The Right Honourable The Lord Mayor reported on his recent visits to Estonia and Finland.
6. Policy Statement There was no statement.
7. Hospital Seal There were no docquets to be sealed.
8. Freedoms The Chamberlain, in pursuance of the Order of this Court, presented a list of the under-mentioned, persons who had made applications to be admitted to the Freedom of the City by Redemption:-

<b>Oliver Edward Johann West</b> <i>John Alfred Bennett, MBE, Deputy</i> <i>Evelyn Elizabeth Guest</i>	a Postgraduate <i>Citizen and International Banker</i> <i>Citizen and Educator</i>	Headley, Surrey
<b>Stephen Charles English</b> <i>Donald Howard Coombe, MBE</i> <i>David Peter Coombe</i>	an Insurance Broker <i>Citizen and Poulter</i> <i>Citizen and Poulter</i>	Bradfield, Essex
<b>Asra Salma Ghazi Khan</b> <i>Frederick Joseph Trowman</i> <i>Donald Mostyn Morris</i>	a Project Manager <i>Citizen and Loriner</i> <i>Citizen and Distiller</i>	Woolwich, London
<b>Alan Edward Bearn</b> <i>Terence Albert Eustance</i>  <i>Leslie Robert Jamieson</i>	a Metallurgist <i>Citizen and Stationer &amp; Newspaper</i> <i>Maker</i> <i>Citizen and World Trader</i>	Buckhurst Hill, Essex
<b>Rita Mavis Bearn</b> <i>Terence Albert Eustance</i>  <i>Leslie Robert Jamieson</i>	a Bookkeeper, retired <i>Citizen and Stationer &amp; Newspaper</i> <i>Maker</i> <i>Citizen and World Trader</i>	Buckhurst Hill, Essex
<b>Russell Peter Milner</b>  <i>David William Robert Wright, MBE</i> <i>Peter Edward Waine</i>	a Restaurant Manager  <i>Citizen and Chartered Secretary &amp; Administrator</i> <i>Citizen and Gardener</i>	Jedburgh, Roxburghshire
<b>Richard Terence Milner</b> <i>David William Robert Wright, MBE</i>  <i>Peter Edward Waine</i>	a Retail Manager <i>Citizen and Chartered Secretary &amp; Administrator</i> <i>Citizen and Gardener</i>	Paulsgrove, Hampshire
<b>Robert Hugh Milner</b> <i>David William Robert Wright, MBE</i>  <i>Peter Edward Waine</i>	a Supermarket Manager <i>Citizen and Chartered Secretary &amp; Administrator</i> <i>Citizen and Gardener</i>	Fareham, Hampshire
<b>Michael Bunce</b> <i>Simon Stuart Walsh</i> <i>Wayne Buffett Warlow</i>	a Deputy Headteacher, retired <i>Citizen and Loriner</i> <i>Citizen and Musician</i>	Doncaster, Lincolnshire
<b>Daniel Rose</b> <i>John Michael Welbank, MBE</i> <i>Elizabeth Rogula, Deputy</i>	a Senior Underwriter <i>Citizen and Chartered Architect</i> <i>Citizen and Common Councilman</i>	Greenwich, London
<b>Ellen Wright</b>  <i>Stephen John Wright</i>	a Cleaning Company Director, retired <i>Citizen and Environmental Cleaners</i>	Ware, Hertfordshire

<i>Mark Anthony Grove</i>	<i>Citizen and Cook</i>	
<b>Oliver Mackenzie Clark</b> <i>Roger Arthur Holden Chadwick, OBE, Deputy</i> <i>Philip Woodhouse, Deputy</i>	a Medical Student <i>Citizen and Bowyer</i> <i>Citizen and Grocer</i>	East Horsley, Surrey
<b>The Hon. Abigail Jacqueline Sater</b> <i>Alexander Barr, CC</i> <i>Sir Michael Snyder, Kt. Deputy</i>	a Distribution Strategy Manager <i>Citizen and Ironmonger</i> <i>Citizen and Needlemaker</i>	Kensington, London
<b>Leeza Steggles</b> <i>Sheldon Barry Shapiro</i> <i>John Leslie Barber</i>	a Property Landlord <i>Citizen and Blacksmith</i> <i>Citizen and Blacksmith</i>	Wrexham, Wales
<b>Matthew David Pearce</b>  <i>Christopher James Caine</i> <i>Alan Robert Brumwell</i>	a Local Government Officer <i>Citizen and Maker of Playing Cards</i> <i>Citizen and Plumber</i>	Hartlepool, County Durham
<b>Paul Charles Surma</b> <i>James George Williams</i> <i>Keith David Forbes Bottomley, Deputy</i>	an Administrator <i>Citizen and Builders Merchant</i> <i>Citizen and Wheelwright</i>	Hendon, London
<b>Anthony John Ferne</b>  <i>Julie Anne Ferne</i> <i>Margaret Winifred Milner</i>	a Sound Production Company Director <i>Citizen and Glazier</i> <i>Citizen and Glazier</i>	Shoreham-by-Sea, West Sussex
<b>Andrew Richard Smith</b> <i>Nigel Rupert Hargreaves</i> <i>Peter James McDermott</i>	a Security Consultant <i>Citizen and Fruiterer</i> <i>Citizen and Fruiterer</i>	Banstead, Surrey
<b>Ross William Smith</b>  <i>Nigel Rupert Hargreaves</i> <i>Peter James McDermott</i>	a Security Company Director <i>Citizen and Fruiterer</i> <i>Citizen and Fruiterer</i>	Haywards Heath, West Sussex
<b>Craig Alan Smith</b> <i>Nigel Rupert Hargreaves</i> <i>Peter James McDermott</i>	a Senior IT Consultant <i>Citizen and Fruiterer</i> <i>Citizen and Fruiterer</i>	Cheam, Surrey
<b>Roy Jason Swaby</b>  <i>James Frederick Sacre</i> <i>Daniel Mark Heath</i>	a Building Company Director <i>Citizen and Stationer &amp; Newspaper Maker</i> <i>Citizen and Hackney Carriage Driver</i>	Steeple Bumpstead, Suffolk
<b>Terence Raymond Nye</b>  <i>Richard John Newman</i> <i>Stuart Charles Seymour</i>	a Broadcast Equipment Reseller Director <i>Citizen and Security Professional</i> <i>Citizen and Security Professional</i>	Eastleigh, Hampshire
<b>Gillian Rose Dawson</b> <i>Mark Sutherland Johnson</i> <i>David Arthur Hopkin</i>	a Property Company Director <i>Citizen and Woolman</i> <i>Citizen and Woolman</i>	Skipton, Yorkshire
<b>Jeffrey Richard Lewis</b>  <i>Neil Frederick Purcell</i> <i>Michele McCarthy</i>	a Chartered Accountant <i>Citizen and Painter Stainer</i> <i>Citizen and Scrivener</i>	Burlington, Ontario, Canada

<b>Victoria Rosemary Snow</b> <i>Caroline Wilma Haines, CC</i> <i>Gordon Warwick Haines</i>	a Financial Analyst <i>Citizen and Educator</i> <i>Citizen and Needlemaker</i>	Woodford Green, Essex
<b>Ashish Sharma</b> <i>Adarsh Kumar Sharma</i> <i>Michael Peter Cawston</i>	a Product Manager <i>Citizen and Chartered Accountant</i> <i>Citizen and Tyler &amp; Bricklayer</i>	Southall, Middlesex
<b>Linda Carole Brooks</b>  <i>Walter Balmford</i> <i>Sir Michael Bear, Kt.</i>	a Medical Secretary, retired  <i>Citizen and Lightmonger</i> <i>Citizen and Pavior</i>	Bradford On Avon, Wiltshire
<b>Caitlin Marion Chambers</b>  <i>William Smith</i> <i>Oliver Jack Corry Gotto</i>	an Art and Antiques Director  <i>Citizen and Actuary</i> <i>Citizen and Broderer</i>	Walton On Thames, Surrey
<b>Geoffrey Graham Carr</b>  <i>Emma Edhem, Ald.</i> <i>Clive Newberry</i>	a Clerking Director  <i>Citizen and Woolman</i> <i>Citizen and Woolman</i>	Chingford, Waltham Forest
<b>Paul James Webber</b> <i>Ian Wilson Tough</i> <i>Colin Trevor Gurnett</i>	an Energy Sales Manager, retired <i>Citizen and World Trader</i> <i>Citizen and Wheelwright</i>	Bexleyheath, Kent
<b>Gary John Freer</b>  <i>Edward Frederic Colin Donaldson</i> <i>Charles Hamilton Attlee</i>	a Solicitor, retired  <i>Citizen and Basketmaker</i> <i>Citizen and Innholder</i>	Flamstead, Hertfordshire
<b>Jean Anne Thornton-Patterson</b> <i>Frederick Joseph Trowman</i> <i>David Robert Boston</i>	a Hypnotherapist <i>Citizen and Loriner</i> <i>Citizen and Gold &amp; Silver Wyre</i> <i>Drawer</i>	Kensington, London
<b>Maureen Bysouth</b>  <i>Edward Arthur Jackson</i> <i>Walter Balmford</i>	a Local Government Officer, retired <i>Citizen and Wheelwright</i> <i>Citizen and Lightmonger</i>	Ruislip, Middlesex
<b>Gavin Joseph Lynch-Frahill</b> <i>Caroline Wilma Haines , CC</i> <i>Richard David Regan, OBE, Deputy</i>	a Teacher <i>Citizen and Educator</i> <i>Citizen and Cutler</i>	Godalming, Surrey
<b>Carrie Collins-Taylor</b>  <i>Lord Nicholas Biddulph</i> <i>Hans Waltl</i>	a Project Manager  <i>Citizen and Armourer and Brasier</i> <i>Citizen and Engineer</i>	Derby, Derbyshire
<b>Stephen Alexander Waltl</b> <i>Lord Nicholas Biddulph</i> <i>Hans Waltl</i>	a Student <i>Citizen and Armourer and Brasier</i> <i>Citizen and Engineer</i>	County Durham
<b>Hans Nicholas Maria Waltl</b>  <i>Lord Nicholas Biddulph</i> <i>Hans Waltl</i>	a Civil Servant  <i>Citizen and Armourer and Brasier</i> <i>Citizen and Engineer</i>	Stocksfield, Northumberland
<b>Taylor Rose Fields</b> <i>Elizabeth Factor</i>	a Biotech Company Vice President <i>Citizen and Scrivener</i>	Mayfair, London

*Mark Watson-Gandy*

*Citizen and Scrivener*

**H.E. Kristof Szalay-Bobrovniczky**

a Diplomat

Belgravia, London

*David Guyon*

*Citizen and Clothworker*

*William Standish O'Grady Haly*

*Citizen and Merchant Taylor*

**Alexander James Tribick**

a Solicitor

Ashted, Surrey

*Nicholas Julian Goddard*

*Citizen and Barber*

*Roger Arthur Holden Chadwick, OBE, Deputy*

*Citizen and Bowyer*

**Thomas Columba Kelleher**

a Bank President

Wimbledon, London

*The Rt Hon. The Lord Mayor*

*Catherine McGuinness, Deputy*

*Citizen and Solicitor*

Read.

*Resolved* – That this Court doth hereby assent to the admission of the said persons to the Freedom of this City by redemption upon the terms and in the manner mentioned in the several Resolutions of this Court, and it is hereby ordered that the Chamberlain do admit them severally to their Freedom accordingly.

#### 9. Legislation

The Court received a report on measures introduced by Parliament which might have an effect on the services provided by the City Corporation as follows:-

#### Statutory Instruments

**The Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (EU Exit) Regulations 2019 S.I. No. 861**

Date in force

**7<sup>th</sup> May 2019**

The Regulations preserve existing rules on access to social housing, including supported housing, and homelessness assistance for persons residing in the UK under a right derived from EU law, even if they also hold pre-settled status granted under the EU Settlement Scheme. The Regulations apply to the Common Council acting in its capacities as a local authority and a housing authority.

#### Draft Statutory Instruments

**The Animal Welfare (Licensing of Activities Involving Animals) (England) (Amendment) Regulations 2019**

The Regulations propose to ban the sale of puppies and kittens aged under 6 months, which were not bred by the licence holder. The Regulations apply to the Common Council acting in its capacity as a local authority. Additionally, the City Corporation carries out animal welfare and licensing enforcement on behalf of most London boroughs.

*(The text of the measures and the explanatory notes may be obtained from the Remembrancer's Office.)*

10. Ballot  
Results

The Town Clerk reported the result of the ballot taken at the last Court, as follows:-

One Member to the **Board of Governors of the Guildhall School of Music & Drama.**

	<b>Votes</b>
David John Bradshaw, Deputy	46
Andrew Paul Mayer	45

Read.

Whereupon the Lord Mayor declared Deputy David Bradshaw to be appointed to the Board of Governors of the Guildhall School of Music & Drama.

## 11. Appointments

The Court proceeded to consider appointments to the following Committees and Outside Bodies:-

- (A) One Member on the **Finance Committee**, for the balance of a term expiring in April 2020.

**Nominations received:-**

Andrien Gereith Dominic Meyers  
James Richard Tumbridge

Read.

The Court proceeded, in accordance with Standing Order No.10, to ballot on the foregoing contested vacancy.

The Lord Mayor appointed the Chief Commoner and the Chairman of the Finance Committee, or their representatives, to be the scrutineers of the ballots.

*Resolved* – That the votes be counted at the conclusion of the Court and the results printed in the Summons for the next meeting.

- (B) One Member on the **Education Board**, for the balance of a term expiring in April 2020.

**Nominations received:-**

Nicholas Stephen Leland Lyons, Alderman

Read.

Whereupon the Lord Mayor declared Alderman Nicholas Lyons to be appointed to the Education Board.

- (C) One Member on the **Health & Wellbeing Board**, for the balance of a term expiring in April 2021.

**Nominations received:-**

Matthew Bell  
Mary Durcan

Read.

Matthew Bell sought and obtained the leave of the Court to withdraw his name from nomination.

Whereupon the Lord Mayor declared Mary Durcan to be appointed to the Health and Wellbeing Board.

- (D) Two Members on the **City of London Archaeological Trust**, for terms expiring in May 2023.

**Nominations received:-**

Ann Holmes  
Jamie Ingham Clark, Deputy

Read.

Whereupon the Lord Mayor declared Ann Holmes and Deputy Jamie Ingham Clark to be appointed to the City of London Archaeological Trust.

- (E) One Member on the **City University of London**, for a term expiring in May 2022.

**Nominations received:-**

Dr Giles Robert Evelyn Shilson, Deputy

Read.

Whereupon the Lord Mayor declared Deputy Giles Shilson to be appointed to the Court of the City University of London.

12. Questions      There were no questions.

13. Motions        There were no motions.

14. Awards & Prizes      There was no report.

15.                    **HOSPITALITY WORKING PARTY OF the POLICY AND RESOURCES COMMITTEE**

**(Tom Hoffman, M.B.E., Deputy, Chief Commoner)**

20 May 2019

**Applications for Hospitality**

**(A) HMS President reception**

HMS President, the Royal Navy Reserve Unit associated with London, was awarded the status of a Privileged Corps of the City of London in 2016.

It was proposed that the City Corporation hosts an early evening reception in recognition of the grant of privileged status and the unveiling of a new ceremonial crest for HMS President. The event would be an opportunity to meet members of the Ship's Company, build on the strong affiliation with the unit, and generally further links between the City Corporation and the Royal Navy.

It was **recommended** that hospitality be granted for a reception for HMS President with arrangements being made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash within agreed parameters.

*Resolved* – That hospitality be granted for a reception for HMS President with arrangements being made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash and within the agreed parameters.

#### **(B) UK-China summit**

China has been established as a priority market for the City of London Corporation, and active engagement with the country has been promoted over a number of years. It was proposed that the City Corporation host a business summit for selected Chinese and UK business guests followed by a dinner on Tuesday 3<sup>rd</sup> September 2019.

It was **recommended** that hospitality be granted for a business event and dinner and that arrangements be made under the auspices of the Policy and Resources Committee; the costs to be met from City's Cash within agreed parameters.

*Resolved* – That hospitality be granted for a business event and dinner and that arrangements be made under the auspices of the Policy and Resources Committee; the costs to be met from City's Cash within agreed parameters.

#### **(C) Early evening reception to celebrate Diwali**

It was proposed that the City Corporation hosts an early evening reception to celebrate Diwali on Wednesday 30<sup>th</sup> October 2019.

Speakers would include the Lord Mayor and a senior representative from the Indian Community. The event would provide an opportunity to demonstrate the City Corporation's commitment to bringing together different communities and celebrate London as a multi-faith City.

It was **recommended** that hospitality be granted for an early evening reception to celebrate Diwali and that arrangements be made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash within agreed parameters.

*Resolved* – That hospitality be granted for an early evening reception to celebrate Diwali and that arrangements be made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash and within the agreed parameters.

**(D) Early evening reception on the eve of the Women of the Future Summit in London**

The Women of the Future Summit was to take place in London on 7<sup>th</sup> November 2019 and form part of the wider “Week of Women” taking place from 4<sup>th</sup> – 7<sup>th</sup> November, being run in partnership with the Foreign and Commonwealth Office and the GREAT Campaign. The “Week of Women” was to focus on issues of gender equality and comprise events promoting cultural exchange, learning and networking.

It was proposed that the City Corporation hosts an early evening reception on the eve of the Women of the Future Summit.

It was **recommended** that hospitality be granted for an early evening reception to coincide with the Women of the Future Summit in London, and that arrangements be made under the auspices of the Policy and Resources Committee; the costs to be met from City’s Cash within agreed parameters.

*Resolved* – That hospitality be granted for an early evening reception to coincide with the Women of the Future Summit in London, and that arrangements be made under the auspices of the Policy and Resources Committee; the costs to be met from City’s Cash and within the agreed parameters.

**(E) Annual reception for volunteers**

In January 2019, the City Corporation hosted a reception to recognise the work of its volunteers. The reception was an opportunity to thank individuals who give up their time voluntarily for the City Corporation. Over 400 volunteers attended.

The Hospitality Working Party agreed at its February meeting that the reception should become an annual event, with it proposed that the City Corporation host the next reception in the Great Hall in early 2020.

It was **recommended** that hospitality be granted for an early evening reception to recognise the work of volunteers who support the City Corporation, and that arrangements be made under the auspices of the Hospitality Working Party; the costs to be met from City’s Cash within agreed parameters.

*Resolved* – That hospitality be granted for an early evening reception to recognise the work of volunteers who support the City Corporation, and that arrangements be made under the auspices of the Hospitality Working Party; the costs to be met from City’s Cash and within the agreed parameters.

**(F) 2020 London Culture Forum Conference**

The London Culture Forum is a biennial conference co-ordinated by London Councils which brings together representatives from all London Boroughs to discuss arts, culture and tourism.

It was proposed that that the City Corporation provide the venue and refreshments for the 2020 London Culture Forum Conference at Guildhall. The Forum would be an opportunity for the City Corporation to engage with the capital’s culture sector



and demonstrate its support for the London and national cultural and tourism offers. The Forum would also provide a platform to launch the City Corporation's first Cultural Strategy Annual Review.

It was **recommended** that hospitality be granted for the London Culture Forum, and that arrangements be made under the auspices of the Culture, Heritage and Libraries Committee; the costs to be met from City's Cash within agreed parameters.

*Resolved* – That hospitality be granted for the London Culture Forum and that arrangements be made under the auspices of the Culture, Heritage and Libraries Committee; the costs to be met from City's Cash and within the agreed parameters.

**(G) Early evening reception following Gresham College's Mayflower 400 lecture**

2020 marks the 400<sup>th</sup> anniversary of the sailing of the Mayflower from Plymouth to America. A programme of events was planned to mark this significant anniversary beginning in November 2019.

Gresham College was to hold a lecture on Monday 27<sup>th</sup> April 2020 entitled 'The Miracle of the Mayflower: How London Merchants and Dutch Toleration made America' at the Dutch Church in Austin Friars. It was proposed that the City Corporation hosts an early evening reception following this lecture. The reception would provide an opportunity for the City Corporation to support the Mayflower 400 anniversary and further engage with the Dutch community in London following the recent State Visit of the King and Queen of the Netherlands

It was **recommended** that hospitality be granted for a reception following the lecture and that arrangements be made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash within agreed parameters.

*Resolved* – That hospitality be granted for a reception following the lecture and that arrangements be made under the auspices of the Hospitality Working Party; the costs to be met from City's Cash and within the agreed parameters.

16. **PORT HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE**

**(Jeremy Lewis Simons)**

21 May 2019

**Street Trading: Repeal of Part III of the City of London (Various Powers) Act 1965**

Under the City of London (Various Powers) Act 1965 ("the 1965 Act"), it was unlawful for a person to carry out street trading on a City walkway. However, the City Corporation's powers of enforcement did not extend to seizure and forfeiture, which were available in respect of illegal street trading on a street under the City of London (Various Powers) Act 1987 ("the 1987 Act"), as amended by the City of London (Various Powers) Act 2013.

The City Corporation was entitled, acting through the Court of Common Council, to appoint a day for the repeal of Part III of the 1965 Act and advertise this date in the

London Gazette and a newspaper circulating in the City. The effect of this would be to include City walkways within the street trading regime applied by the 1987 Act and will enable full enforcement including prosecution, seizure and forfeiture and the issuing of temporary street trading licences on City walkways.

The Court of Common Council was, therefore, **recommended** to agree that Monday 22 July 2019 be appointed as the day from which the provisions of Part III of the 1965 Act be repealed and that this date be advertised in the London Gazette and a newspaper circulating in the City. This would allow for full enforcement action to be employed by the City Corporation henceforth.

*Resolved* – That Monday 22 July 2019 be appointed as the day from which the provisions of Part III of the 1965 Act be repealed and that this date be advertised in the London Gazette and a newspaper circulating in the City.

## 17. **BOARD OF GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC AND DRAMA**

**(Vivienne Littlechild, M.B.E., J.P)**

13 May 2019

### **Amendments to Instrument and Articles of Government**

The Guildhall School of Music & Drama had recently become a registered Higher Education Provider with the Office for Students (OfS), following the OfS' establishment as the designated body replacing the Higher Education Funding Council for England (HEFCE). Under the new regulatory framework established by the Higher Education & Research Act 2017, the School's Instrument & Articles no longer required the approval of the Privy Council; final approval resting with the Court of Common Council. Any changes to the School's governance arrangements would be a "reportable event" to the OfS.

The School's Instrument and Articles had been amended recently to remove reference to the Privy Council and HEFCE. There was also a minor amendment sought to the Students' Union representation on the Board, intended to maximise the opportunity for the student interest to be represented at every Board meeting (a recommendation from the Board's Governance and Effectiveness Committee).

The Court of Common Council was recommended to consider and approve these proposed amendments, to allow them to reflect the new reporting arrangements.

*Resolved* – That the proposed amendments to the Instrument and Articles of Government, as set out in the appendix to this report, be approved.

18. *Resolved* – that the public be excluded from the meeting for the following items of business below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act, 1972.

Hoffman, T.,  
M.B.E., Deputy;  
Mayhew, J.P

### **Summary of exempt items considered whilst the public were excluded:-**

19. *Resolved* – That the non-public Minutes of the last Court are correctly recorded.

20. **Policy and Resources Committee**  
The Court approved proposals concerning the Markets Consolidation Programme.
21. **Property Investment Board**  
The Court received a report advising of action taken under urgency procedures concerning the disposal of a freehold.

**The meeting commenced at 1.00pm and ended at 1.15pm**

**BARRADELL.**

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## List of Applications for the Freedom

*To be presented on Thursday, 18th July, 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons of  
the City of London in Common Council assembled.*

Set out below is the Chamberlain's list of applicants for the Freedom of the City together with the names, etc. of those nominating them.

<b>Kiana Parsno</b> <i>John Alexander Smail</i> <i>Stephen James Osborne</i>	a Student <i>Citizen and Distiller</i> <i>Citizen and Chartered Secretaries &amp; Administrator</i>	Finchley, London
<b>Harold Michael Scott</b> <i>David Howard Higgs</i> <i>Jane Morag Loader</i>	an Engineer, retired <i>Citizen and Tax Adviser</i> <i>Citizen and Tax Adviser</i>	Longstanton, Cambridgeshire
<b>Hilary Ann Andrews</b> <i>George Richard Albert Andrews</i> <i>Nicholas Charles George Andrews</i>	a Registered Nurse <i>Citizen and Pattenmaker</i> <i>Citizen and Pattenmaker</i>	Tonbridge, Kent
<b>Darren Paul Hardy</b> <i>Michael Steele Keith Grant</i> <i>Sir Andrew Charles Parmley, Ald.</i>	a Musician <i>Citizen and Information Technologist</i> <i>Citizen and Musician</i>	Romford, Essex
<b>Janette Elizabeth Burt</b> <i>Alan Leslie Warman</i> <i>Diane Irene Warman</i>	a Human Resources Manager, retired <i>Citizen and Clockmaker</i> <i>Citizen and Clockmaker</i>	Welwyn, Hertfordshire
<b>Farjad Ahmed</b> <i>Wendy Mead, OBE, CC</i> <i>Patricia Agnes Campfield, MBE</i>	a Distribution Company Director <i>Citizen and Glover</i> <i>Citizen and Wheelwright</i>	Hendon, London
<b>Corey Joseph Cook</b> <i>Michael Raymond Mainelli, Ald.</i> <i>Peter Mansi</i>	a Chartered Financial Analyst <i>Citizen and World Trader</i> <i>Citizen and Firefighter</i>	Whetstone, London
<b>Ruth Shane</b> <i>John McKay Ludgate, RD, DL</i> <i>Callum Bairstow Ludgate</i>	a Psychoanalytic Psychotherapist <i>Citizen and Glover</i> <i>Citizen and Shipwright</i>	Stoke Newington, London
<b>Chad Lloyd Coombes</b> <i>Antonio Masella</i> <i>Michael Osborne</i>	a Surveyor Company Director <i>Citizen and Mason</i> <i>Citizen and Basketmaker</i>	Fetcham, Surrey

<b>Amy Charlotte McManus</b> <i>Shravan Joshi</i> <i>James De Sausmarez</i>	a Marketing Agency Director <i>Citizen and Fueller</i> <i>Citizen and Joiner and Ceiler</i>	Ash, Kent
<b>Karen Newbury</b> <i>Harry Andrew Crook</i> <i>Paul Quellyn-Roberts</i>	an Accountant <i>Citizen and Apothecaries</i> <i>Citizen and Distiller</i>	Chester, Cheshire
<b>Paul John Weeks</b> <i>Donald Howard Coombe, MBE</i> <i>Michael Richard Butler</i>	a Headmaster, retired <i>Citizen and Poulter</i> <i>Citizen and Poulter</i>	Norwich, Norfolk
<b>Susan Elizabeth Badman</b> <i>Keith David Forbes Bottomley, Deputy</i> <i>William Barrie Fraser, OBE</i>	a Management Consultant, retired <i>Citizen and Wheelwright</i> <i>Citizen and Gardener</i>	Herne Hill, London
<b>Calum John Paton</b> <i>John Alexander Smail</i> <i>Dorothy Newlands of Lauriston</i>	a Student <i>Citizen and Distiller</i> <i>Citizen and Basketmaker</i>	New Malden, Surrey
<b>Philip Charles Robinson</b> <i>Colin James Bridgen</i> <i>Jeffrey Charles Williams</i>	an Engineer/auditor <i>Citizen and Carmen</i> <i>Citizen and Carmen</i>	Little Stoke, Bristol
<b>Dr Kevin Mark Christopher Stone</b> <i>Colin James Bridgen</i> <i>Jeffrey Charles Williams</i>	an Academic  <i>Citizen and Carmen</i> <i>Citizen and Carmen</i>	Bristol
<b>Mark Richard Elton</b> <i>Colin James Bridgen</i> <i>Jeffrey Charles Williams</i>	an Information Technology Director <i>Citizen and Carmen</i> <i>Citizen and Carmen</i>	Gloucester
<b>Sophie Elizabeth Robertson</b> <i>David Frank Batchelor</i> <i>Dr Lesley Patricia Muriel Taor</i>	a Teacher <i>Citizen and Turner</i> <i>Citizen and Art Scholars</i>	Plaistow, London
<b>Alexander Durie Robertson</b> <i>David Frank Batchelor</i> <i>Dr Lesley Patricia Muriel Taor</i>	an Investment Banker <i>Citizen and Turner</i> <i>Citizen and Art Scholars</i>	Battersea, London
<b>Diana Caroline Robertson</b> <i>David Frank Batchelor</i> <i>Dr Lesley Patricia Muriel Taor</i>	a Teacher <i>Citizen and Turner</i> <i>Citizen and Art Scholars</i>	Wanstead, London
<b>James David Gwyn Morris</b> <i>Maximilian Hugh Carter</i> <i>Henry Butler Lloyd</i>	a Stockbroker, retired <i>Citizen and Merchant Taylor</i> <i>Citizen and Mercer</i>	Hawkhurst, Kent
<b>Christopher John Casselden</b> <i>Simon Phillip Bannister</i> <i>Anthony Leonard Wright</i>	a Mechanical Engineer, retired <i>Citizen and Blacksmith</i> <i>Citizen and Blacksmith</i>	Sutton, Surrey
<b>Elizabeth Jane Hillman</b> <i>David James Sales</i> <i>Graham John Fielding</i>	a Civil Servant <i>Citizen and Insurer</i> <i>Citizen and Gunmaker</i>	Ashford, Middlesex

<b>Matthew James Barclay</b> <i>William James Barclay</i> <i>Mark Anthony Grove</i>	an Engineer <i>Citizen and Master Mariner</i> <i>Citizen and Cook</i>	Chingford, London
<b>Hannah Elizabeth Barclay</b> <i>William James Barclay</i> <i>Mark Anthony Grove</i>	a Project Manager <i>Citizen and Master Mariner</i> <i>Citizen and Cook</i>	South Woodford, London
<b>Iain William Edward Clack</b> <i>Elaine Irene Clack</i> <i>William George Thomas</i>	a Customer Services Director <i>Citizen and Fanmaker</i> <i>Citizen and Fanmaker</i>	Cippenham, Berkshire
<b>Taylor McKillop</b> <i>Michael Ernest Garrett, MBE</i> <i>Steven Edward Harsum</i>	an Investment Analyst <i>Citizen and Water Conservator</i> <i>Citizen and Spectacle Maker</i>	Port Seton, East Lothian, Scotland
<b>Dr Onkar Singh Sahota</b> <i>Prem Babu Goyal, OBE, JP, Ald.</i> <i>Dhruv Patel, OBE, CC</i>	a Doctor <i>Citizen and Plumber</i> <i>Citizen and Clothworker</i>	Norwood Green, Middlesex
<b>Chikezie Ekeanyanwu</b>  <i>Anne Elizabeth Holden</i> <i>Ann-Marie Jefferys</i>	an Information Technology Consultant <i>Citizen and Basketmaker</i> <i>Citizen and Glover</i>	Barnet, London
<b>Xinyue Zhang</b> <i>Neil Frederick Purcell</i> <i>Michele McCarthy</i>	a Digital Marketing Manager <i>Citizen and Painter Stainer</i> <i>Citizen and Scrivener</i>	Mississauga, Ontario, Canada
<b>Adnan Anwar Malik</b> <i>Alan Montague Ware, MBE</i> <i>Thurailingham Pavanakumar</i>	a Transport Company Director <i>Citizen and Gold &amp; Silver Wyre Drawer</i> <i>Citizen and Spectacle Maker</i>	Dagenham, Essex
<b>The Rt. Hon. Philip Anthony Hammond, MP</b> <i>The Rt. Hon The Lord Mayor</i> <i>Catherine Sidony McGuinness,</i> <i>Deputy</i>	a Member of Parliament  <i>Citizen and Solicitor</i>	Westminster, London

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## Report – City Remembrancer

### Measures introduced into Parliament which may have an effect on the work and services provided by the City Corporation

*To be presented on Thursday, 18<sup>th</sup> July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### **Bills**

##### **The Animal Welfare (Sentencing) Bill**

The Bill seeks to increase the maximum sentence for specified animal welfare offences, including causing unnecessary suffering to an animal, from six months to five years. The Bill is of interest to the Common Council owing to its responsibility for the enforcement of animal welfare legislation across London.

#### **Statutory Instruments**

##### **The Social Fund (Children's Funeral Fund for England) Regulations 2019 S.I. No. 1064**

**Date in force**  
**7<sup>th</sup> May 2019**

The Regulations establish the Children's Funeral Fund for England, which will pay the fees charged by burial and cremation authorities for funerals and associated expenses related to the funerals of children below the age of 18 and still-born children born after 24 weeks' gestation. The Regulations apply to the Common Council in its capacity as a burial and cremation authority.

*(The text of the measures and the explanatory notes may be obtained from the Remembrancer's Office.)*

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# Report – Policy and Resources Committee

## Scheme of Delegations

*To be presented on Thursday, 18<sup>th</sup> July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

### **SUMMARY**

This report sets out various updates and proposed changes to the City Corporation's Scheme of Delegations to Officers.

The Scheme was last reviewed in 2014 and now needs updating to take account of revisions made to officer and departmental structures, updates to legislation, and a number of proposed new delegations to assist in the day-to-day management of the organisation. The opportunity has also been taken to correct any drafting errors.

All the changes can be seen in the revised Scheme which is set out at Appendix 1. A summary table within this report also sets out where major changes are proposed.

These proposals incorporate a number of amendments in relation to powers delegated to the City Surveyor, which have been considered and endorsed by your Property Investment Board, Projects Sub-Committee, and Investment Committee, as well as your Policy and Resources Committee.

As the Committee responsible for the review and co-ordination of the governance of the City of London Corporation, including its committees, standing orders and outside bodies scheme, your Policy and Resources Committee hereby presents the revised Scheme for consideration and the Court of Common Council is recommended to approve the amended document accordingly.

### **RECOMMENDATION**

It is recommended that the proposed changes to the Scheme of Delegations to Officers be approved.

### **MAIN REPORT**

#### **Background**

1. To facilitate the administration of the City Corporation's many and complex functions, the Court of Common Council delegates the majority of its functions to its Committees and Officers. Individual committee Terms of Reference set out those functions delegated to committees, whilst the Scheme of Delegations sets out those functions which have been delegated to Officers.

### Proposed changes

2. The Scheme of Delegations has not been subject to a comprehensive review since 2014. Therefore, many delegations make reference to out of date legislation, whilst other the practical administration of other areas have changed over the years, with new delegations being added.
3. In the process of reviewing the Scheme, the opportunity has also been taken to try and ensure that any drafting errors are corrected. As a matter of good governance, the City Corporation should ensure it has an up-to-date Scheme that is publicly available.
4. Whilst many of the changes to the scheme reflect updated legislation, revised officer structures and drafting corrections, there are a number of more substantial changes proposed. The table below highlights the major changes and can be cross referenced with the revised Scheme, which is set out at Appendix 1.

Chapter	No.	Change
<b>General conditions of delegation</b>		Updates to policies and codes
	Overall delegations to officers	New 3 <sup>rd</sup> paragraph to cover the legal framework under which delegated action is taken
	Contracts	Reworded para 8 and 8(c) to reflect that approved lists are no longer used
<b>Employment matters</b>	16	To include reference to guidance agreed by Establishment Committee
	42	Addition to include ex-employees in respect of dismissal on grounds of ill-health and early release of pension
	43	Decrease in the number of days of special leave able to authorise
	48	Delegation to waive reductions to benefits in cases of early/flexible retirement moved to here from under Director of HR
	50	Amendment to Market Forces Supplements section to reflect the Pay Progression Policy
<b>Town Clerk and Chief Executive</b>	6	Updated wording for discharging functions under Civil Contingencies Act
	16 - 30	Additional delegations relating to cultural activities to reflect revised departmental structure and additional delegation (20) regarding responsibility for the management of the CoL Police museum
	32	Additional delegation regarding Bridge House Estates
<b>Director of HR</b>	2(c)	Adding 'Judges' to authority to increase salaries

	old 7	Moved to new 48 under Employment matters (see above)
<b>The Chamberlain</b>	18	Amended to include waivers up to £50k in accordance with the Procurement Code
<b>Commissioner for the City of London Police</b>	4	Amendment to wording to authorise the provision of occupational health services to civilian staff
	9	Added responsibility for the management of the museum collection
<b>Comptroller and City Solicitor</b>	8	Additional delegation regarding acting as data protection officer under GDPR
<b>City Surveyor</b>	2	Increased threshold for Lettings and Lease Renewals and for Rent Review Increases.
	12	Increased threshold for Redevelopment, Refurbishment and Revenue programme.
	17 - 21	Additional delegations to cover capital projects.
<b>Director of Community and Children's Services</b>	5	Amended to make the delegation on submitting responses to Government consultative documents clearer
	16	Additional delegations covering homelessness
	Commercial Property	Heading made more specific
	38 – 41 & 43/44	Additional delegations covering community libraries to reflect present departmental structure
	47	Delegations to other officers updated
<b>Director of Built Environment</b>	22 - 55	Additional highways and transport delegations included
	59 - 79	Additional delegations covering City Walkway included
	85	Additional delegation regarding action under Anti-Social Behaviour, Crime and Policing Act
	90 - 96	Additional delegations covering proceedings under the Environment Act, London Local Authorities Acts, Local Authorities Act and Highways Act
	Delegations to other officers	Updated
	Development Management	Deletion of delegation relating to applications for Conservation Area Consent

	119	Additional authority under S106 of the Town and Country Planning Act 1990
	120	Deletion of delegation relating to S106 of the Town and Country Planning Act 1990
	124	Additional delegation relating to the Thames Tideway Development Consent Order and other similar Development Consent Orders
	125	Additional delegation regarding Planning Performance Agreements and discretionary planning services
	126 & 127	Removal of reference to being agreed by the Chairman of the Planning & Transportation Cttee
	Crossrail	Existing delegations deleted
	132	Additional delegation in relation to making payments for Crossrail contributions
	133 - 140	Insertion to make existing provisions covering Local Plans, Land Charges and Local Flood Authority delegated to the Policy and Performance Director
	Delegations to other officers	Various amendments
<b>District Surveyor</b>	148	Additional delegation regarding special and temporary structures etc.
<b>Director of Markets and Consumer Protection</b>	Markets	Delete existing no.3 regarding authorising the City Solicitor to institute legal proceedings
	8: 65	Amended delegation under London Local Authorities Act regarding street trading offences
	8: 105-107	Additional delegations under the Consumer Rights Act, Enterprise and Regulatory Reform Act and Highways Act
<b>Director of Open Spaces</b>	2	Additional general delegation to institute legal proceedings
	6	Insertion of reference to Public Spaces Protection Orders
	8	Additional delegation to authorise the issue of Fixed Penalty Notices
	9, 18, 27 & 37	Additional consultation with City Surveyor and City Solicitor inserted
	9, 27, 37, 45 & 52	Additional provision to grant licences

	11	Additional delegation to let out recreational premises
	28	Additional delegation regarding wayleaves (to bring it into line with other open spaces)
	31 & 46	Additional delegation regarding sale of produce
	33	Additional delegation regarding granting licenses (to bring it into line with other open spaces)
	43 & 44	Additional delegations regarding cemetery and crematorium byelaws
	47 - 51	Additional delegations regarding Tower Bridge and the Monument
	52	Additional delegation regarding Keats House and Ten Keats Grove wayleaves and licences
<b>Head Teacher, City of London Freeman's School</b>	1(a), 1 (b), 7, 8, &12	Amended to clarify the purpose of reporting actions to the Board of Governors
	1(b)	Additional provision regarding new posts of Head of Department and above
	10	Additional delegation to approve compassionate leave
	14	Additional posts regarding dismissal included
	15	Additional posts regarding suspension included
<b>Head Teacher, City of London School</b>	2,3,8,9 &12	Amended to clarify the purpose of reporting actions to the Board of Governors
	7	Existing delegation regarding the issue of documentation to teachers amended to be more specific
<b>Head Teacher, City of London School for Girls</b>	3,4,9,12,13 & 20	Amended to clarify the purpose of reporting actions to the Board of Governors
<b>Principal, Guildhall School of Music and Drama</b>		No changes
<b>The Remembrancer</b>		No existing delegations
<b>Managing Director, Barbican Centre</b>		No existing delegations

5. It should be noted that a small number of more substantive amendments are proposed in relation to the City Surveyor's department, specifically increased thresholds for approvals for investment property items. These stem from detailed consideration by your Property Investment Board, which has undertaken significant activity to discuss measures that might improve the efficiency and

speed to market of transactions and reduce paperwork and processes across the City's investment property portfolio. This is intended to allow Members to concentrate on more strategic issues, overall rental income and performance, and budgets for the investment portfolio and the Transformational Projects.

6. The proposed changes to thresholds in the existing Scheme of Delegations set out are considered to be sensible in order to maximise efficiencies, both in time and in cost, whilst maintaining an appropriate level of governance and without making the process difficult to manage. The proposals sit alongside separately approved changes to the Projects Procedure and Gateway processes for the City's investment property projects, again, to facilitate an expedited process with appropriate Member oversight.

### **Conclusions**

7. The Scheme of Delegations is subject to constant change and updating. Therefore, as new or amended delegations are agreed, the Scheme will need to be suitably amended. By approving the Scheme now as submitted, this will provide an amended core Scheme upon which future amendments can be made.
8. Members are, therefore, asked to approve the revised Scheme of Delegations as set out at Appendix 1, with amendments marked.

All of which we submit to the judgement of this Honourable Court.

DATED this 4<sup>th</sup> day of July 2019.

SIGNED on behalf of the Committee.

**Catherine McGuinness, Deputy**  
Chair, Policy and Resources Committee



## Scheme of Delegations to Officers

### The General Conditions of Delegations

#### Overall Delegations to Officers

The Court of Common Council has agreed the principle that authority should be delegated to Chief Officers (and their nominated Deputies or Assistants) for carrying out the day-to-day management of all services and for the discharge of specific statutory and non-statutory functions.

All delegations to officers are subject to any statutory provisions which apply; the exclusion of any matters which remain for decision by the Court and/or any Committee unless specifically delegated to a particular officer; and accountability to the Court and/or any Committee in respect of decisions made under delegated authority.

All delegations to officers in accordance with the general powers detailed below are to be exercised in consultation with the relevant Chief Officers where appropriate, and shall be deemed to be exercisable in relation to the City of London Corporation in any of its legal capacities unless otherwise specified or the context indicates otherwise.

#### Day-to-Day Management

Chief Officers (and their nominated Deputies or Assistants) are authorised to implement agreed policies and to act on the City of London Corporation's behalf in the discharge of its statutory and non-statutory functions and to exercise powers in relation to the day-to-day management of the service area for which they are responsible. (Day-to-day management should include those items which have been recognised as such by past practice or by specific decision/resolution, or where the Town Clerk, in consultation with the Chief Officers, agrees is ancillary to or analogous with matters accepted as being within the scope of day-to-day business exercisable by officers.) This includes authority to:

- a. appoint and manage staff in accordance with agreed policies and procedures, except in respect of appointments and dismissals in relation to posts graded H and above and- where this scheme of delegation indicates otherwise;
- b. undertake staff re-organisation in accordance with agreed policies and procedures and within budget limitations;
- c. place orders and enter into contracts for the supply of goods and services in line with the Public Contracts Procurement Regulations 2015 and the City of London Corporation's Procurement Code, Parts 1 and 2 and to authorise or incur any other expenditure for which provision has been made in the

appropriate budget or capital programme subject to limits set out in Standing Orders and Financial Regulations and subject to these not being in conflict with existing contracts;

- d. Manage any physical assets, including land and buildings for which the relevant Chief Officer is responsible, subject always to the advice of the City Surveyor and any relevant policies and strategies in relation to property asset management.

## Limitations

### 1. Any exercise of delegated powers by officers shall:

- a. ~~Com~~ply with the City of London Corporation's Standing Orders, Financial Regulations, Project Management Procedure and the Procurement Code, Parts 1 and 2;~~Regulations;~~
- b. have regard to any agreed policies, objectives and service standards including any management directions;
- c. have regard to the overall management and co-ordination of the work of the City Corporation and the achievement of corporate standards;
- d. not authorise expenditure except in accordance with approved revenue estimates or capital programmes;
- e. not involve a new policy or extend an existing policy of the City Corporation (except where the Town Clerk & Chief Executive is acting in accordance with urgency powers);
- f. be in accordance with any existing approved scheme or direction of the City Corporation, its Committees or Sub-Committees; and
- g. be the subject of prior consultations with the appropriate professional or technical officers of the City Corporation where technical and/or professional considerations are concerned which are not within the province of the Chief Officer.

2. Any delegation to a Chief Officer may be exercised by any officer authorised by the Chief Officer either generally or specifically for the purpose (except where restrictions exist in employment policies). The Town Clerk may exercise any function delegated to a Chief Officer at his discretion.
3. All delegation is without prejudice to the jurisdiction of the City of London Corporation or of the relevant Committee or Sub-Committee. Any officer may refer a matter to a Committee or Sub-Committee in lieu of exercising delegated powers.

4. Subject to the foregoing conditions and to any special conditions which may have been or may in future be applied in respect of particular matters Chief Officers will be expected to make such decisions and to initiate such action as they deem necessary in the interests of the efficient running of their departments and the services which they administer.
5. Within their terms of delegation any reference to a statutory provision shall be deemed to refer to any statutory re-enactment or amendment of the provision.

The following powers are delegated to Chief Officers:

### **Expenditure**

6. To incur revenue and capital expenditure and enter into commitments on behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders, Financial Regulations, the Project ~~Management~~ Procedure and Procurement Code~~Purchasing Procedure~~.
7. To authorise virement of local risk budgets in accordance with Financial Regulations, subject to the approval of the Chamberlain.

### **Contracts**

8. To approve contracts that are exempt from the Procurement Code, as referenced in the Corporate Competitive Procurement Exemption Policy which outlines the exemption relationship, ~~select lists of non-approved list contractors~~ subject to:
  - a. A £1,000,000 upper threshold;
  - b. A reporting procedure being put into place;
  - c. Officers maintaining adequate documentation, recording the detailed checks undertaken to support the approval of the contractual situation ~~inclusion of each entry on the list~~;
  - d. Officers being required to sign a declaration that they have no personal connection with the contractors.
9. To sign contracts, in accordance with established procedures in ~~the Projects Manual and~~ Standing Orders, where the signature of the Comptroller & City Solicitor is not required.

### **Property**

10. Subject to the prior advice of the City Surveyor, to deal with the day to day management and maintenance of all facilities under their control where specific functions have not been delegated to another officer.

### **Surplus Equipment**

11. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other books and equipment subject to any requirements laid down by the City of London Procurement Service (CLPS).

### **Casual Lettings**

12. Subject to the prior advice of the City Surveyor, to approve the casual or occasional use of land, premises or equipment under the control of the department.

### **Access to Information**

13. To act as proper officer for the purpose of identifying background papers for reports written by the department. In the case of joint reports this role will be discharged by the Senior Officer.

### **Health and Safety**

14. To be responsible for ensuring, so far as is reasonably practical, the health and safety of everyone who may be affected by the work and activities of the department.
15. To comply with the City of London Corporation's Health & Safety Policy, delegating this responsibility as appropriate in accordance with the Policy.

## EMPLOYMENT MATTERS

UNLESS OTHERWISE SPECIFIED, RELATES TO CITY OF LONDON CORPORATION EMPLOYEES OTHER THAN TEACHERS AT THE CITY SCHOOLS. POLICE OFFICERS ARE ALSO EXCLUDED.

THE EMPLOYMENT POLICIES AND PROCEDURES IN THE EMPLOYEE HANDBOOK AND THE HEALTH AND SAFETY POLICY SET OUT WHAT AUTHORITIES CAN BE EXERCISED IN RELATION TO EMPLOYEES. THIS SECTION SUMMARISES THOSE DELEGATIONS AND REFERENCES THE POLICIES AND PROCEDURES UNDER WHICH THE MOST UP TO DATE INFORMATION IS CONTAINED. IT ALSO SETS OUT DELEGATIONS NOT COVERED BY SPECIFIC POLICIES OR PROCEDURES.

THE EXERCISING OF ANY DELEGATION IS SUBJECT TO THE FINANCIAL IMPLICATIONS BEING CONTAINED WITHIN THE APPROPRIATE EXISTING LOCAL OR CENTRAL RISK BUDGETS.

### SECTION 1 – CHIEF OFFICER ACTING ALONE

#### Posts

16. To create and delete posts up to and including Grade H subject to adherence to the Job Evaluation scheme, ~~and~~ agreed policies and procedures in the Employee Handbook regarding ~~the creation~~ the creation and deletion of posts and guidance agreed by Establishment Committee in relation to restructures.
17. To approve submissions to Corporate HR of requests for re-evaluation of a post under the Job Evaluation Scheme.
18. Determine which posts are 'sensitive posts' for the purpose of defining Politically Restricted Posts and make a recommendation to the Standards Committee if a request for an exemption is made.

#### Appointment of Staff

19. To appoint casual and agency workers and temporary staff subject to appropriate use of these types of workers in line with legal and corporate requirements and procedures and within local risk budget. To appoint to existing and new posts on a permanent or fixed basis in line with the recruitment and selection policy and guidelines in the Employee Handbook and subject to any approval process in place at the time.
20. Chief Officers may also:
  - a. apply variable clauses to the contract from the pre-approved corporate list;
  - b. appoint, progress and reward employees on the appropriate scale point in accordance with the Pay Progression Policy;

- c. authorise acting up arrangements and associated allowances in accordance with the Acting-Up Policy.

21. To determine appointment of a candidate or continued employment of an employee, with advice from the corporate Disclosure and Barring Service Lead Signatory, in cases where any potentially relevant risks are identified in accordance with the Disclosure and Barring Policy.

### **Terms, Conditions and Allowances (Contractual or Non-Contractual)**

22. Chief Officers can for new appointments or in line with existing individual contracts:

- a. Fix the working hours of posts provided they are in compliance with the Working Time Regulations.
- b. Authorise appropriate contract hours or overtime and unsocial hours working payments in accordance with the Employee Handbook.
- c. Authorise movement through an agreed career grade scheme.

23. To determine flexible working, job sharing and home working requests in line with statutory and policy requirements contained in the Employee Handbook.

24. To authorise official travel (and costs) by employees in accordance with the Business Travel Scheme.

25. To approve allowances in relation to travel and meal, relocation, motor vehicle and cycle; loans in relation to car, motor cycle and bicycles and payment of professional fees/annual subscriptions provided they are in accordance with the provisions and criteria set out in the Employee Handbook.

26. To authorise payment of First Aid Allowance to appropriate qualified employees if the need for them to provide first aid cover is not part of their job description.

27. To deal with matters of conduct, capability, probation, attendance, employee grievances and other associated employment matters in conjunction with the Director of Human Resources as required and in accordance with the relevant HR policies and procedures in the Employee Handbook. To deal with formal employee appeals against decisions apart from those reserved for the Staff Appeal Committee.

### **Leave**

28. To authorise special leave for compassionate, emergency dependents and other special leave with pay of up to 5 days per annum, following the guidelines found in the Employee Handbook.

29. To authorise participation in public duties; non-regular forces; reservists' voluntary mobilisation; volunteering and training and development in accordance with the special leave provision in the Employee Handbook.
30. To approve unpaid leave whether or not additional costs are incurred for cover in accordance with the Employee Handbook.
31. To approve the carry-over of more than 5 days annual leave up to the end of March the following year (unless related to maternity or sickness in accordance with those schemes).
32. To approve leave arrangements in relation to maternity, paternity, adoption and parental leave, in line with statutory requirements and guidance in the Employee Handbook.
33. To approve Career Break requests in line with the policy in the Employee Handbook.

### **Development**

34. To authorise the attendance of officers at conferences, meetings and seminars in the UK to acquaint the employee with current developments associated with their work and in connection with training and development, and also attendance at overseas events in accordance with the Business Travel Scheme.
35. To approve secondments to external bodies in the UK or internationally and/or to other Departments of the City of London Corporation in line with HR guidance.
36. To authorise time off for attendance at learning and development events and costs in support of learning and development as set out in the Employee Handbook- special leave provisions.

### **Benefits**

37. Agree whether a post can be covered by the Flexitime Scheme for posts up to and including Grade F and to determine the flexitime workplace arrangements in accordance with the scheme.
38. Approve Long Service award gifts for eligible employees in accordance with the long service award scheme.

### **Section 2 – Delegations to Chief Officers subject to Notification to the Director of HR**

39. To authorise selection of candidates to Senior Management posts of Grade I and above. The process must involve a Selection Panel including the Director of HR as set out in the Recruitment and Selection Policy.

40. To re-designate posts up to and including Grade H where it can be shown there are no grading implications. For professional posts there must be consultation with and approval by the Head of Professional Service.
41. To approve retirement with unreduced benefits under Regulation 31 ('85 year rule') where there is no cost.

### **Section 3 – Delegation to Chief Officers in Agreement with the Director of HR**

42. To authorise the dismissal of employees on grounds of permanent ill health and any associated early release of pension for such employees and ex-employees in accordance with the relevant provisions.
43. To authorise special leave for compassionate, emergency, dependents and other special leave with pay for between 6 and 105 days per annum subject to adherence to Special Leave Policy guidelines in the Employee Handbook. Any extensions beyond 105 days require the approval of the Director of HR in consultation with the Chairman and Deputy Chairman of the Establishment Committee.
44. In exceptional circumstances to authorise payment in lieu of the balance of annual leave (above the statutory amount which must be taken in any year) that could not be taken by the end of March of the following year due to work requirements. Payment will only be for the year proceeding the year in question.
45. To authorise severance terms/settlements following advice from the Comptroller & City Solicitor as appropriate.
46. To authorise sick pay extensions beyond contractual entitlement for posts grade H and below. Grade I and above must also be agreed with the Chairman and Deputy Chairman of the Establishment Committee.
47. To set career grade structures and criteria for relevant posts.
- ~~47-48.~~ To waive reductions to pension benefits in cases of early retirement or flexible retirement with the agreement of The Chamberlain.

### **Section 4 – Delegation to Chief Officers in Agreement with other Authorities**

- ~~48-49.~~ To authorise honoraria payments up to the value of £5,000, for posts Grade H and below with approval from the Market Forces Supplement Board (being a group of officers appointed from time to time by the Town Clerk for the purpose). Payments over £5,000K and of any value for grades I and above must go to the Market Forces Supplement Board and Establishment Committee.
- ~~49-50.~~ To authorise payments of Market Forces Supplements with the approval of the Market Forces Board up to thea maximum values of £5,000 for posts Grade H and below with approval from the Market Forces Board outlined in the Pay Progression Policy within the Employee Handbook. Payments over £5K these



~~maximum values and of any value for grades I and above~~ must go to the Market Forces Board and Establishment Committee. Cases must have a business case with current and relevant market information and will be subject to review and reauthorisation for their continuation.

~~50.51.~~ To authorise moderated incremental progression, accelerated increments and discretionary bonus/recognition payments (up to grade J) under the contribution pay scheme in line with the expected distribution and with the agreement of the Market Forces Supplement- Board.

~~51.52.~~ To authorise redundancy for posts below grade I. Associated payments and capital costs for release of pension to be approved by the Director of HR and Chairman and Deputy Chairman of the Establishment Committee in accordance with the relevant policies in the Employee Handbook and pension regulations. Grade I and above must go to Establishment Committee for approval. Settlements agreements must be issued via Director of HR where any enhancement payments are agreed.

## TOWN CLERK & CHIEF EXECUTIVE

The following powers are delegated to the Town Clerk & Chief Executive:

### Operational

1. To act as head of the paid service for the City of London Corporation.
2. To co-ordinate the development and implementation of corporate policy and strategy, and to act as the principal adviser to the Court of Common Council and its committees thereon.
3. To deal with disciplinary matters, grievances and other employment matters other than those which are the responsibility of Chief Officers in the management of their departments.
4. To be responsible for investigating complaints against the City of London Corporation from members of the public in accordance with the Corporate Complaints Procedure.
5. To be responsible for the administration of the oath or declaration of office to the Lord Mayor, Aldermen and Sheriffs, and every other person admitted to any corporate office.
6. To be Responsible for ensuring the City of London Corporation discharges its functions and duties as part of the authority's local arrangements under the Civil Contingencies Act 2004. ~~To act as Controller Designate Civil Defence and Controller for the purpose of Peace Time Emergencies in the event of a major incident occurring.~~
7. To be responsible for the making of all unopposed highway stopping up orders under Sections 247 and 257 of the Town and Country Planning Act 1990, as amended by Section 270 and Schedule 22 of the Greater London Authority Act 1999, pursuant to Section 101 of the Local Government Act of 1972.
8. Issue contracts of employment for Chief Officers.
9. Suspension, and management of disciplinary, capability and complaints procedures for Chief Officers in line with Chief Officer procedures.
10. In the City of London Corporation's capacity as a local authority, police authority or port health authority, to:-
  - a. consider any application for exemption from political restriction that is made to him in respect of any post by the post holder;
  - b. where appropriate, give directions requiring the City of London Corporation to include a post in the list of politically restricted posts that it maintains in

accordance with the provisions of the Local Government and Housing Act 1989.

## **Elections**

11. To issue all precepts to the several wards for the election of the Ward Members and officers, and to the different companies of the City to assemble in Common Hall, whether for elections or other purposes; and to issue all other precepts that may be required to the several wards and companies of the City. To receive the returns to such precepts, and also to the wardmote indentures, and the returns of the annual election of Ward Members and officers.
12. To act as Electoral Registration Officer pursuant to the Representation of the People Act 1983.
13. To superintend, under the Sheriffs, the conduct of polls at elections in Common Hall.
14. To prepare the lists of the respective Aldermen and others in nomination for Lord Mayor, Sheriffs, and annual Officers elected by the Livery. To draw up their proceedings at such elections, and such other proceedings as may be transacted at any meeting of the Livery in the Common Hall. To issue the precepts for holding the said Common Halls and to record the proceedings thereof.

## **Proper Officer**

15. To act as the Proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).

## **Culture and Libraries Functions**

15-16. To be responsible for the London Metropolitan Archives, Guildhall and City Business Libraries, Guildhall Art Gallery, London's Roman Amphitheatre, Billingsgate Roman House and Baths and the City of London Police Museum

17. To approve loans in to and out of the assets premises named above for exhibitions and/or display

18. To revise all fees and charges, including admission fees, with the discretion to reduce or waive such fees and charges in appropriate circumstances, for all the assets premises named above

19. To authorise the siting of donation boxes on the premises named above.

20. To be responsible for the management and staffing of the City of London Police Museum

## **City Information Centre**

21. To be responsible for the City Information Centre (CIC) and to approve new products and services supplied by ~~from external suppliers~~ for sale by CIC staff or through third party concessionaires representation (e.g. the Foreign Exchange).
22. To approve fees and licensing arrangements for ~~sale of window and racking space to third parties~~ concessionaires for advertising or promotional purposes or to waive such fees as appropriate.
23. To authorise the siting of donation boxes on City Information Centre premises

#### **Outdoor Events Programme**

24. To approve programmatic content for the public events schedule in Guildhall Yard, in consultation with the Remembrancer and Chief Commoner in instances where reputational (or other) risk is anticipated.
25. To approve programmatic content for the -outdoor arts programme replacing the City of London Festival

#### **Cultural and Visitor Strategies**

26. To approve activities, work programmes and publishing in support of the City's Cultural and Visitor Strategies
27. Approve financial, in-kind and collaborative partnerships to deliver the City's Cultural and Visitor Strategies

#### **Delegations to other Officers**

28. The following authority is also delegated to the officers indicated to be exercised either:
  - a. at the direction of the Town Clerk & Chief Executive or
  - b. in the absence of the Town Clerk & Chief Executive

#### **Assistant Town Clerk and Assistant Town Clerk & Culture Mile Director of Major Projects**

29. To act in consultation with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41 and also in cases (whether under Standing Order No. 41 or otherwise) where action may be taken under authority delegated by a committee.;

#### **Director of Major Projects**

30. Items 16 – 28 above are delegated to this officer ;

## **Delegations to other Officers**

~~16. The following authority is also delegated to the Deputy Town Clerk and the Assistant Town Clerks to be exercised either:-~~

- ~~a. at the direction of the Town Clerk & Chief Executive or~~
- ~~b. in the absence of the Town Clerk & Chief Executive~~

~~To act in consultation with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41., and also in cases where action may be taken under authority delegated by a Committee.~~

31. The following authority is delegated to the Chief Grants Officer and City Bridge Trust Director to be exercised either:

- a. at the direction of the Town Clerk & Chief Executive or
- b. in the absence of the Town Clerk & Chief Executive

To act in consultation with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41, in respect of Bridge House Estates and/or any other charity in which the City of London Corporation has a material interest, and also in cases (whether under Standing Order 41 or otherwise) where action may be taken under authority delegated by a Committee in respect of Bridge House Estates.

## **DIRECTOR OF HR**

~~(If not available, to the Town Clerk & Chief Executive)~~

The following powers are delegated to the Director of HR (or in their absence, the Town Clerk & Chief Executive):

1. To prepare, authorise and execute Settlement Agreements on termination of employment.
2. To authorise increases to:
  - a. the Teachers' salary scale effective from 1 September each year in line with the School Teachers Review Body recommendation once this has been approved for state sector teachers;
  - b. the lump sum allowance for new qualified teachers taking up their first teaching position, based on the annual increase in the RPI (all items published in March each year;
  - c. Coroner's and Judge's salaries on receipt of Circular from NJC;
  - d. City of London Corporation Special Supplement and salary increases for Occupational Health Manager in line with increases promulgated by the Royal College of Nursing for Occupational Health Nursing employees.
3. To authorise increases in allowances payable to employees in accordance with statute and agreed pay policy and other Employee Handbook provisions.
4. To approve the selection process for and authorise the appointment of recruitment advertising agency and search and select agencies as appropriate.
5. To re-designate posts Grade I and above where it can be shown there are no grading implications. Reference to Town Clerk or Service Committee where appropriate.
6. To authorise the application of discretions in relation to Pensions benefits (including flexible retirement and release of pension on compassionate grounds) in line with the agreed discretions and delegations of the Establishment Committee (set out in the Policy Statement on the use of Employer's Discretions that Apply to Employees of the City ~~of~~ London).

~~In cases of early retirement or flexible retirement, decisions taken to waive reductions to pension benefits should be taken by the relevant Chief Officer in agreement with the Director of Human Resources and the Chamberlain.~~

7. In consultation with the Chairman and Deputy Chairman of the Establishment Committee, to authorise:

- a. exceptionally payment of private diagnostic medical costs up to £5,000, where there is a business benefit, and legal fees up to £5,000 for individual employees in cases connected with their work in which we support their position;
  - b. compassionate leave for 16 or more working days or where any request for compassionate leave is outside policy guidelines;
  - c. ~~To~~ extending lodging allowances and other disturbance payments beyond 52 weeks.
8. In consultation with Chief Officers and ~~also~~ the Chairman and Deputy Chairman of the Establishment Committee to authorise sick pay extensions beyond normal contractual entitlement for grade I and above.

## CHAMBERLAIN

The following powers are delegated to the Chamberlain:

### Operational

1. To be the officer responsible for the conduct of the City of London Corporation's financial affairs and, in particular, to be the proper officer for the purpose of Section 6 of the Local Government Housing Act 1989.
2. In consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub-Committee to authorise the carry forward of unspent balances within the revenue budgets.
3. To authorise all virements within locally controlled budgets.
4. To exercise such powers as may from time to time be delegated to him through the Treasury Policy Statement.
5. To authorise the payment of precepts, levies and contributions to the national non-domestic rates pool.
6. To operate market force supplements for Chamberlain's Department staff within the set maximums.
7. To determine the financing of capital expenditure.
8. To deal with and agree claims received under the Riot (Damages) Act, 1886.
9. To write off all debts except for non-domestic rates and council tax due to the City of London Corporation which are irrecoverable, up to £5,000 under Standing Order No. 52; and to write off all non-domestic rates debts up to £5,000 and council tax debts up to £1,000.
10. To write on all unclaimed credit amounts.
11. To authorise the granting of discretionary rate relief under Section 47 and 49 of the Local Government Finance Act 1988 up to £5,000 per case per annum.
12. To agree (Local Government Finance Act 1988) Section 44A Allowances (empty rate relief on partly occupied properties).
13. To agree minor amendments to the ordinance of City Companies and Livery Companies in consultation ~~conjunction~~ with the Chairman of the General Purposes Committee of Aldermen.
14. To act as Head of Profession for Finance, IS, and Procurement, with the right to issue technical standards and guidance in respect of such matters for use throughout the City of London Corporation and to be consulted on staffing arrangements for any of those functions within other Departments.



15. To sign grant claims and other returns on behalf of the City of London Corporation.
16. To authorise the suspension of pension contributions.
17. To carry out all functions in relation to Trophy Tax.
18. To ~~also~~ give approvals in respect of contract delegated lettings and waivers in accordance with the Procurement Code, Part 1 Regulations, including waivers up to £50,000k.

### **Delegations to other Officers**

19. The following authorities are also delegated to the Officers identified to be exercised either

- a. at the direction of the Chamberlain; or,
- b. in the absence of the Chamberlain

Deputy Chamberlain~~Financial Services Director~~ - Items 5, 9-12, 14 and 15

Deputy Director, Financial Services~~Chief Accountant~~ } Items 5, 15 and 16  
Corporate Treasurer }

Head of Revenues - Items 9, 10 (Up to £5,000), 11 and 12

~~Business Support Director - Item 9, 10, 11, 12, 14 and 15~~

Commercial Director Items 14, 18 ~~(up to £2m)~~

Chief Information Officer Item 14

Assistant Director – Sourcing & Category Management Item ~~18~~ ~~(up to £250k)~~

## COMMISSIONER FOR THE CITY OF LONDON POLICE

The following powers are delegated to the Commissioner of Police for the City of London. The Commissioner also discharges all functions vested in the office of Commissioner by virtue of the common law and relevant legislation in force from time to time.

### Human Resources

1. To authorise the variation of staff numbers and structures (both Police Officers and civilian staff) provided that the costs can be contained within the Police estimates.
2. In respect of civilian staff to authorise, subject to the agreement of the City of London Corporation's Director of HR, variations in terms and conditions of employment, other than basic pay, leave, sick pay and other core terms.
3. To authorise minor amendments, by prior agreement with the City of London Corporation Director of HR, to HR policies to take account of the policing environment.
4. To authorise the provision of occupational health services to civilian staff, in line with the shared service provided ~~that liaison is maintained~~ with the City of London Corporation's occupational health officer.
5. To authorise the purchase of training for civilian staff from the City of London Corporation's Training Section.
6. To exercise powers of direction and control in respect of Police (civilian) staff for operational purposes.

### Finance

7. To authorise virements between all heads in the Policing Plan budget (with the exception of capital financing and support costs) subject to prior consultation with the Chamberlain wherever a transfer of resources is proposed from a non-staffing to a staffing budget.
8. To make annual grants to the Force Athletic and Sports Club.

### City of London Police Museum

- 8.9. To be responsible for the management of the museum collection.

### Delegations to other Officers

- 9.10. The following powers are delegated to the Assistant Commissioner ~~Director of Corporate Services~~ of the City of London Police.

Authority to act and to enter into arrangements in relation to:

- a. The supply of goods and services in respect of which a charge is made to the recipient;
- b. Sponsorship, including gifts and donations.

## COMPTROLLER & CITY SOLICITOR

The following powers are delegated to the Comptroller & City Solicitor:

1. To attest the City of London Corporation's Seal.
2. To act as Vice Chamberlain.
3. To sign contracts (and similar documents where intended to have legal binding effect) on behalf of the City of London Corporation, either in his own name or on behalf of the City of London Corporation, where any required authority or approval of a sub-Committee, Committee or of the Court of Common Council (or Court of Aldermen) has been obtained, or where such authority has been delegated to another officer of the City of London Corporation and that officer has requested or instructed the Comptroller & City Solicitor to do so.
4. To issue, defend, settle or participate in any legal proceedings, prosecution, inquiry, procedures or documentation where such action is necessary to give effect to the decisions of the City of London Corporation, or in any case where the Comptroller & City Solicitor considers that such action is necessary to protect the City of London Corporation's interests.
5. To instruct counsel, witnesses, experts and external solicitors as appropriate.
6. To authorise officers to appear on behalf of the City of London Corporation in proceedings in the magistrates' courts, pursuant to Section 223 of the Local Government Act 1972.
7. To act as Monitoring Officer pursuant to section 5 of the Local Government and Housing Act 1989.
8. To act as Data Protection Officer pursuant to Article 37 of the General Data Protection Regulation (EU) 2016/679 and Section 69 of the Data Protection Act 2018.

## CITY SURVEYOR

The following powers are delegated to the City Surveyor:-

### Operational

1. To act in accordance with the general powers detailed below, and in consultation with the relevant Chief Officer, in relation to all property owned by the City of London Corporation in any of its legal capacities.

### Property Management

2. To act in respect of:-

- a. all lettings, including lease renewals, with an annual rent of up to and including £~~500,000~~ ~~400,000~~ per annum exclusive which are for a term of 25 years or less, providing the terms are at or above market value;
- b. all quarterly tenancies, dilapidations, tenancies at will, licences, easements, wayleaves, Rights of Light, crane oversail, hoarding licences and similar arrangements;
- c. to negotiate and agree all rent reviews, including nil increase reviews, except where the increase is in excess of £~~250,000~~ per annum exclusive;

and to report all such cases to the Property Investment Board on a quarterly basis.

3. To negotiate terms and accept surrenders of leases where the rent is less than £200,000 per annum or less and where the premium is no more than £400,000;
4. To act in respect of a change in the identity of a tenant after terms have been approved by Committee, subject to there being no other material change in the terms and the financial covenant being no less strong;
5. To agree minor variations to the terms of ground lease restructurings, disposals, acquisitions and other complex transactions, together with leases being taken by the City of London Corporation as tenant and granted by the City of London Corporation as landlord, where the main terms have been approved by Committee and where the variations are necessary to complete the transaction expediently, such delegated authority to be exercised in consultation with the Comptroller & City Solicitor and the Chamberlain on financial matters and after taking legal advice from the Comptroller & City Solicitor;
6. To act in respect of any variation to the terms of any existing Lease, Tenancy, Licence or other agreement relating to property which do not affect the duration of, or income from such Lease, ~~or~~ Tenancy or Licence by either:

- a. More than ~~plus or minus~~ 10% of the income over the duration of the Lease, Tenancy or Licence, or
  - b. Where a premium of no more than £1,00,000 is payable to the relevant estate.
- 7. For all locations where the City of London Corporation is freeholder and the land is proposed to be redeveloped, subject to a Planning Agreement under Section 106 of the Town & Country Planning Act 1990 to:
  - a. make it a condition of any freehold or leasehold disposal that the freeholder or leaseholder is required to enter into planning obligations on like terms with the Planning Agreement; and
  - b. consent to the City of London Corporation's land being bound by the planning obligations in the Planning Agreement.
- 8. To review periodically all operational and corporate property assets and to make recommendations to the Corporate Asset Sub-Committee for their better utilisation and improved efficiency, disposal or acquisition.
- 9. To approve licences for works, scaffolding, demolition or other works pursuant to or necessary for the implementation of an existing Committee approval.
- 10. To deal with party wall matters including being the Appointing Officer to make such appointments as are required in Section 20 of the Party Wall etc. Act 1996.

## **Property Maintenance**

- 11. To be responsible for the maintenance and upkeep of property owned by the City of London Corporation other than within the remit of the Community and Children Services Committee.
- 12. To approve schemes for refurbishment or re-development of up to £1,000,000 250,000 per scheme / per property, for investment properties, with funding either from the relevant sales pool, providing the sales pool is in credit with sufficient funds to cover the total cost of the scheme, or from other appropriate sources such as the Additional Works Programmes. agreed with the Chamberlain.

## **Blue Plaque Scheme**

- 13. Accept and determine applications for Blue Plaques.
- 14. To deal with the replacement of damaged plaques and authorise the erection of replacement plaques in different locations using altered wording if, in the opinion of the City Surveyor (taking into account evidence supplied by the Director of Culture, Heritage & Libraries) a different location or different wording would be more accurate or otherwise more appropriate.

15. Approve reasonable third party professional fees up to £2,500 plus VAT from the City Surveyor's Blue Plaques budget; and,
16. Enter into formal licence agreements with building owners for the erection of Blue Plaques.

**Capital Projects (whilst adhering to the City's Procurement Code):-**

17. To appoint consultants for feasibility studies.
18. To seek pre-commencement consultancy or professional advice.
19. To seek cost advice.
20. To seek the advice of contractors on buildings surveys and measured surveys.
21. To drawdown on the costed risk register to an agreed limit.

**Delegations to other Officers**

- 16-22. The above-mentioned authorities are also delegated to the Officers identified to be exercised either:

- a. at the direction of the City Surveyor; or
- b. in the absence of the City Surveyor

Investment Property Director  
Corporate Property Director  
Operations Director; or  
Property Projects Director or their ~~his~~ nominated Assistant Director

- 17-23. The following specific authority is delegated to the officer identified in accordance with the requirements of Section 12(2) of the Trustee Act 2002 which requires that a specific individual be authorised to give advice on the disposing of Properties and granting of leases in accord with the Charities Act 1993. Nicholas Gill (Investment Property Director) or his appointed deputies to exercise asset management functions as agent for the Trustee of the Bridge House Estates.

- 18-24. To appoint an independent valuer on behalf of the Lord Mayor of the City of London pursuant to section 13(2) of the City of London (Various Powers Act) 1948 and/or section 9(2) of the City of London (Various Powers Act) 1948.

## **Delegations in Emergency**

~~19.25.~~ To carry out all necessary repair works to bridge and other structures in an emergency. To take all appropriate actions in an emergency to resolve Health and Safety property matters.



## DIRECTOR OF COMMUNITY & CHILDREN'S SERVICES

Key functions delegated to the Director of Community & Children's Services (DCCS) include, but are not limited to:

### Services for Children

1. To be the City of London Corporation's statutory Director of Children's Services under section 18 of the Children Act 2004.
2. To carry out the functions of the City of London Corporation as a Children's Services Authority including those functions referred to in Schedule 2 of the Children Act 1989, Section 18 of the Children Act 2004 and the Adoption and Children Act 2002(as amended from time to time), including:
  - a. education functions conferred on or exercisable by the authority including the functions of the Corporation relating to child employment and the youth service, and functions relating to adult learning and further education, set out in the Section 18(3) of the Children Act 2004 (as amended from time to time);
  - b. functions conferred on or exercisable by the authority which are social services functions (within the meaning of the Local Authority Social Services Act 1970 (c. 42)), so far as those functions relate to children;
  - c. the functions conferred on the authority under sections 23C to 24D of the Children Act 1989 (After care arrangements etc.) (c. 41) (so far as not falling within paragraph (b));
  - d. the functions conferred on the authority under sections 10 to 12, 12C, 12D and 17A of the Children Act 2004.
  - e. any functions exercisable by the authority under section 75 of the National Health Service Act 2006 on behalf of an NHS body (within the meaning of those sections), so far as those functions relate to children; and
  - f. the functions conferred on the authority under Part 1 of the Childcare Act 2006 in relation to Early Years;
  - g. the functions conferred on the authority under any new or amended legislation in relation to education or children's social care.
3. To carry out the functions of the City of London Corporation under section 31 of the Health Act 1999 (as amended from time to time) so far as those functions relate to children.
4. To arrange the use of Sir John Cass School premises for adult education classes, youth work and other after-school activities.

5. To submit responses ~~on behalf of the Committee~~ to consultative documents issued by HM Government and its agencies relating to functions affecting children exercisable by the City of London Corporation whether in our local authority or general corporate capacity, subject to their being copied to the appropriate consultation with the Chairman and Deputy Chairman of the responsible Committee (~~Education Committee 15.03.93) delete??~~.

## **Adult Services**

6. To be the City of London Corporation's Statutory Director of Adult Social Services under section 6(A1) of the Local Authority Social Services Act 1970 as amended by section 18(1) of the Children Act 2004.
7. To carry out the functions of the City of London Corporation in relation to Adult Social Services and Social Care including all social services functions under the Local Authority Social Services Act 1970 and the National Health Service and Community Care Act 1990 (as amended from time to time) so far as they relate to adults.
8. To be the principal point of contact for the conduct of business with the health service sector and carry out the functions of the City of London Corporation under the Health Act 1999 and any other health legislation (as amended from time to time) so far as these functions relate to adults.

## **Adult Skills and Learning**

9. To manage and run the apprenticeship service ~~scheme~~.
10. To prepare and submit funding bids to the Skills funding agency and other sources as appropriate.
11. To enter into partnerships with businesses and educational institutions on behalf of the apprenticeship scheme and skills and training.
12. To participate in regional and sub-regional programmes to enhance skills and learning.
13. To determine fees for adult education, youth and early years/out of school provision.

## **Housing**

14. To act on behalf of the City Corporation in its capacity as a local housing authority on all matters relating to the City Corporation's functions under the provisions of housing legislation, which include but are not limited to:
  - a. determining the strategic management and direction for Housing operational services;

- b. exercising the functions as Housing Authority in accordance with the Housing Strategy and other relevant housing policies and plans;
- c. exercising the functions in respect of the preparation and development of appropriate strategies and plans, including those relating to housing investment, ~~homelessness~~, social tenancy, tenancy related matters, leaseholders and allocations;
- d. undertaking the periodic reviews of housing needs and conditions within the City;
- e. preparing and reviewing an Asset Management Strategy for consideration by Members;
- f. maintaining the Housing Revenue Account in accordance with proper practices;
- g. discharging of all functions and responsibilities ~~Procurement~~ in relation to the City Corporation's housing stock;
- h. incurring housing repair and improvement expenditure within budget levels and the programmed maintenance of City dwellings, garages and estates;
- i. incurring expenditure on adaptations to dwellings for people with disabilities within the approved budgets;
- j. securing effective housing and neighbourhood management including the management of the City Corporation's housing properties, housing estates and ancillary amenities, including rent collection, recovery of arrears and debit control;
- k. undertaking statutory and general consultations on housing matters with tenants, leaseholders and others;
- l. exercising the powers relating to securing possession of City dwellings, demotion orders, eviction of secure tenants, introductory tenants, non-secure tenants and licensees in accordance with City Corporation's policy;
- ~~m. assessing and preventing homelessness in accordance with legislation;~~
- ~~n.m.~~ attending the Barbican Residents' Association meetings and discharging functions as set out in the agreed terms of reference of that Committee.

15. To institute proceedings and enforcement remedies in relation to part 1-6 of the Anti-Social Behaviour, Crime and Policing Act 2014.

### Homelessness

16. To act on behalf of the City Corporation all matters relating to the City Corporation's functions and duties under the provisions of homelessness legislation (and relevant parts of housing legislation), which include but are not limited to:

- a. determining the strategic management and direction for homelessness services;
- b. exercising the functions in accordance with the Homelessness Strategy and other relevant policies and plans relating to homelessness and rough sleeping;
- c. exercising the functions in accordance with legislation to discharge statutory duties in response to homelessness legislation
- d. exercising the functions in respect of the preparation and development of appropriate strategies and plans;
- e. undertaking the periodic reviews of homelessness and rough sleeping needs and service provision within the City;
- f. incurring expenditure on emergency interim accommodation within budget levels;
- g. incurring expenditure on commissioned services within budget levels;
- h. securing effective preventative, outreach and assessment services for homelessness and rough sleeping services;
- i. undertaking statutory and general consultations on homelessness matters.

## **Barbican Estate**

~~15.17.~~ In relation to the Barbican Estate:

- a. to approve lettings and sales between Committee meetings;
- b. to authorise sale prices at or above consultant values;
- c. to approve sales of residential property on the Estate;
- d. to approve assignments, sub-tenancies and tenancies at will to suitably qualified applicants between Committee meetings;
- e. to authorise signage on private areas of the Estate;
- f. to approve the occupation of accommodation by Estate Office staff in and around the Barbican;

- g. to approve the occupation of accommodation managed by the Barbican Estate to other City of London Corporation Departments.

~~16-18.~~ To approve, where appropriate, filming and photography on the Estate.

~~17-19.~~ To agree commercial rent levels in consultation with the City Surveyor, subject to reporting to the Barbican Residential Committee.

~~18-20.~~ To approve valuations of flats submitted by consultant valuers.

~~19-21.~~ To appoint consultants in accordance with Standing Orders.

**Commercial Property (within the Housing Revenue Account, the Barbican Housing Estate and Portsoken Pavilion Café)**

~~20-22.~~ To approve all new lettings of commercial property at market value for a term of 15 years or less, with a minimum of five yearly upward only rent reviews. Such lettings to accord with the relevant approved commercial estate strategy.

~~21-23.~~ To conclude all commercial property rent reviews, expect where:

- a. It is proposed that the rent is reduced;
- b. the review is determined more than 12 months after the review date unless either (a) interest is payable on the reviewed sum, or (b) the matter has been referred for determination by a third party and has been so determined.

~~22-24.~~ To approve all lease renewals of commercial property, where the lease is renewed by negotiation or where the lessee is entitled to renewal in accordance with Part II of the Landlord & Tenant Act 1954. Such renewal will be at market value for a term of 15 years or less, with a minimum of five yearly upwards only rent reviews.

~~23-25.~~ To negotiate terms and accept surrenders of commercial leases where the level of income is maintained by the simultaneous grant of a new letting to either the existing or a new tenant.

~~24-26.~~ To approve the grant of short term periodic tenancies, tenancies at will, licenses, easements, and wayleaves in respect of cables, cranes, scaffolding and hoardings and similar arrangements of a non-permanent and determinable nature, other than those involving capital payments totalling in excess of £10,000.

~~25-27.~~ To deal with Rights of Light and Party Wall matters and other items of a similar nature, including those where, in the opinion of the Director capital payments are not considered appropriate or the quantum of such payments has been determined by external advice.

26-28. To authorise formal minor amendments to any lease, tenancy, licence or other agreement relating to property which does not in the opinion of the Director materially affect the duration of, or income from such agreements.

(NB. The definition of 'market value', as referred to above, is as stated in the RICS Appraisal & Valuation Standards (7<sup>th</sup> edition) – Practice Statement 33:

*'The estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on appropriate lease terms in an arms-length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion. Whenever Market Rent is provided the 'appropriate lease terms' which it reflects should also be stated.'*)

### **Proper Officer**

27-29. To act as the Proper Officer for the London City Registration District (Registration of Births, Deaths, Marriages, etc.) pursuant to Section 29 of the Local Government Act 1972.

28-30. To act as the Proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).

### **Public Health**

29-31. To discharge the responsibilities for public health within The City of London in accordance with the requirements of the Health and Social Care Act 2012 and the NHS Act 2006.

30-32. To manage the City Corporation's Public Health functions (where these are not specially delegated to other Chief Officers).

31-33. Exercising the functions in planning for, and responding to, emergencies that present a risk to public health.

32-34. To cooperate with the police, the probation service and prison service to assess the risks posed by violent or sexual offenders.

35. To provide the City Corporation's public health response as a 'responsible authority' under the Licensing Act.

33-36. To develop and maintain the Joint Strategic Needs Assessment for the City of London and to discharge the responsibilities for research in relation to public health and wellbeing.

34-37. To produce an annual public health report.

### **Community Libraries – Barbican, Artizan and Shoe Lane**

38. To approve loans of library material to outside exhibitions.

39. To agree discounts of up to 50% to individual loan fees.

40. To waive loan fees in appropriate circumstances.

41. To negotiate the administrative fees to be charged in respect of scholarly loans.

42. To make promotional offers involving the waiving of charges for the library service.

43. To review charges, with discretion to reduce or waive such fees in appropriate circumstances

~~35.~~44. To negotiate and approve delivery of paid for services to third parties that are outside of statutory duties

### **Miscellaneous**

~~36.~~45. To enter into Commissioning arrangements for the provision of any of the functions of the Director of Community and Children's~~Adult~~ Services in so far as this is compatible with the general conditions of delegations.

~~37.~~46. To consider representations from persons seeking access to their files under the Data Protection Act 2018~~1998~~, and to grant such access as appropriate.

### **Delegations to other Officers**

~~38.~~47. The following authorities are also delegated to the Officers as appropriate to the relevant skills and experience of each to be exercised either.

- a. at the direction of the Director of Community & Children's Services; or,
- b. in the absence of the Director of Community & Children's Services

Strategic Director, Education, Culture and Skills – adult skills and learning

Assistant Director People - services for children and adults ~~Items 5-11~~

Assistant Director, ~~Places~~ Commissioning and Partnerships – miscellaneous and other items relating to commissioning of services ~~– Items 19-31~~

Assistant Director, Barbican Estate and Property Services – housing, Barbican Estate and commercial property ~~– Items 14-18~~  
(~~and other items relating to commissioning of services~~)

Director of Public Health - public health ~~Items 34-40~~

Head of Barbican and Community Libraries – community libraries

## **DIRECTOR OF THE BUILT ENVIRONMENT**

The following general powers are delegated to the Director of the Built Environment:-

### **Authorisations**

1. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and of Department.
2. To sign the necessary warrants of authorisation for the above officers.

### **Charges**

3. Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

### **Transportation & Public Realm**

4. To implement, waive or vary charges relating to traffic management and /or the Public Highway and/or pipe subways such as parking dispensations, private apparatus in the highway, temporary road closures and traffic orders, scaffolding hoarding and fencing licenses, and charges for pipe subways (including under S.73 of the London Local Authorities Act 2007).
5. To grant permission or consent with or without conditions or refusing to grant permission or consent as the case may be with respect to applications made to the City of London Corporation.
  - a. under Part II of the Road Traffic Act 1991, relating to dispensations from, or, the temporary suspension of, waiting and loading regulations or parking places regulations made in accordance with the Road Traffic Regulation Act 1984;
  - b. under Section 7 of the City of London (Various Powers) Act 1973, relating to new buildings;
6. To sign appropriate notices indicating that consent or refusal has been given, as the case may be under (a) above.
7. To sign and serve notices or granting of consents under the Highways Act 1980, City of London (Various Powers) Act 1900 and the City of London Sewers Act 1848 relating to the management and maintenance of streets within the City.
8. To exercise powers under the Road Traffic Regulation Act 1984 in respect of temporary traffic orders.



9. To issue notices and, as necessary discharge the City of London Corporation's obligations under Part III of the New Roads and Street Works Act 1991, relating to the co-ordination and execution of street works by public utility companies and other licensed operators.
10. To enter into agreement with companies and statutory companies to allow the placement of plant within the pipe subways inherited from the Greater London Council in accordance with the London County Council (General Powers) Act 1958 and to determine applications for consent to place electricity substations in the street pursuant to the Electricity Act 1989.
11. To enter into agreements with other traffic authorities to jointly exercise the City's traffic order making functions or to delegate those functions to them in accordance with S.101 Local Government Act 1972.
12. To enter into agreements with other highway authorities under section 8 of the Highways Act 1980.

### **Water and Sewers**

13. The requisition of sewers under Sections 98 to 101 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaker within the City to adopt sewers).
14. The adoption of sewers under Sections 102 to 105 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaken within the City to adopt sewers).
15. To authorise and/or approve works under Section 112 of the Water Industry Act 1991 (relating to the power to exercise and discharge the requirements of the Undertaker within the City).
16. The closure or restriction of sewers under Section 116 of the Water Industry Act 1991, relating to the powers to exercise and discharge the functions of the Undertaker within the City to close or restrict the use of a public sewer.
17. The alteration or removal of pipes or apparatus of the Undertaker under Section 185 of the Water Industry Act 1991, relating to the power to exercise and discharge the functions of the Undertaker within the City to alter or remove any relevant pipe or apparatus.

### **Highways and Transport**

18. To make all Traffic Orders under sections 6, 9, 10, 23 and 45 of the Road Traffic Regulation Act 1984, and to make modifications to or to revoke any experimental Traffic Regulation Order (following consultation with the Commissioner of Police for the City of London) where deemed necessary in the interests of safety, convenience or the expeditious movement of traffic.
19. To exercise powers under Part V of the Highways Act 1980 dealing with highway improvements.

20. To make representation or lodge objection, as appropriate, to applications for a Public Service Vehicle Operator's Licence, under Section 14A of the Public Passenger Vehicles Act 1981 or for a London Local Service Licence, under section 186 of the Greater London Authority Act 1999 and authorising in writing the appropriate officers in his Department to put forward objection or recommendation on behalf of the City of London Corporation at any Inquiry or Appeal arising out of an application for either of the recited licences.
21. To agree details of railway works in the City of London under the Transport and Works Act 1992.
- ~~22. To issue projection licences on, over or under streets pursuant to schemes where planning permission has already been agreed or renewing existing licences.~~
22. Determining applications for consent to the demolition of works under any part of a street under Section 5(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has demolished works or caused such works to be demolished without consent to deal with them as specified.
23. Giving notice of consent to statutory undertakers under section 5(3) of the Greater London Council (General Powers) Act 1986.
24. Determining applications for consent to the erection or placement of any wall, barrier or obstruction under section 6(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has erected any such wall, barrier or obstruction or caused any such wall, barrier or obstruction to be erected without consent to remove the wall, barrier or obstruction.
25. Giving notice of consent to statutory undertakers under section 6(3) of the Greater London Council (General Powers) Act 1986.
26. Determining applications for consent to infilling any vault, cellar, underground room or storage area under a street under section 7(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has undertaken infilling or caused infilling to be undertaken without consent to remove the infilled material or to alter or deal with it as specified.
27. Giving notice of consent to statutory undertakers under section 7(3) of the Greater London Council (General Powers) Act 1986.
28. Approval of plans, sections and specifications relating to certain retaining walls and consultation with Transport for London under section 8(2) of the Greater London Council (General Powers) Act 1986.
29. Service of notices requiring the execution of works to obviate danger under section 8(4) of the Greater London Council (General Powers) Act 1986.
30. Determining whether to comply with a request by Transport for London under section 8(5) of the Greater London Council (General Powers) Act 1986.

31. Executing works under section 9(4) of the Greater London Council (General Powers) Act 1986 and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.
32. Giving effect to any order of a court under section 302 of the Public Health Act 1936 (as applied by 9(3) of the Greater London Council (General Powers) Act 1986).
33. Approval of plans, sections and specifications relating to retaining walls near streets under section 167(2) of the Highways Act 1980.
34. Consultation with Transport for London under section 167(2) of the Highways Act 1980.
35. Service of notices requiring the execution of works to obviate danger under section 167(5) of the Highways Act 1980.
36. Determining whether to comply with a request by Transport for London under section 167(6) of the Highways Act 1980.
37. Executing works under section 290(6) of the Public Health Act 1936 (as applied by section 167(7) of the Highways Act 1980) and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.
38. Giving effect to any order of a court under section 302 of the Public Health Act 1936 (as applied by 167(8) of the Highways Act 1980).
39. Determining applications for licences for the construction of bridges over highways under section 176(1) of the Highways Act 1980, including the imposition of terms and conditions.
40. Determining whether the removal or alteration of a bridge is necessary or desirable in connection with the carrying out of improvements to a highway under section 176(4) of the Highways Act 1980 and enforcing the requirement to remove or alter the bridge.
41. Determining applications for licences for the construction, alteration and use of buildings over highways under section 177(1) of the Highways Act 1980, including the imposition of terms and conditions.
42. Recovering any sum payable under section 177(3) of the Highways Act 1980.
43. Executing works and providing facilities under section 177(5) of the Highways Act 1980 and recovering expenses incurred in so doing.
44. Declaring any term or condition to be necessary for the purpose of securing the safety of persons using the highway or of preventing interference with traffic thereon under section 177(6) of the Highways Act 1980.

- ~~44-45.~~ Service of notices requiring the demolition of buildings or the making of alterations under section 177(7) of the Highways Act 1980 where a building has been constructed or altered in contravention of section 177(1). Service of notices requiring the execution of works or the taking of steps as are necessary to secure compliance with terms or conditions of a licence under section 177(8) of the Highways Act 1980.
- ~~45-46.~~ If notices under section 177(7) or (8) are not complied with, demolishing buildings, executing works or taking such steps as are necessary and recovering expenses incurred in so doing under section 177(9) of the Highways Act 1980.
- ~~46-47.~~ Disposing of materials under section 177(10) of the Highways Act 1980.
- ~~47-48.~~ Consenting to the fixing or placing of any overhead beam, rail, pipe, cable, wire or other similar apparatus over, along or across a highway under section 178(1) of the Highways Act 1980 and attaching terms and conditions.
- ~~48-49.~~ Consenting to the construction of works under a street and service of notices requiring the removal or alteration of works or dealing with works constructed without consent under section 179(1) of the Highways Act 1980.
- ~~49-50.~~ Removing, altering or dealing with works under section 179(4) of the Highways Act 1980 and recovering expenses incurred in so doing.
- ~~50-51.~~ Giving notice of consent to public utility undertakers under section 179(5) of the Highways Act 1980.
- ~~51-52.~~ Determining applications for consenting to the making of openings in the footway of a street as an entrance to a cellar or vault thereunder under section 180(1) of the Highways Act 1980 and requiring the provision of doors or coverings or directing the manner of construction and the materials.
- ~~52-53.~~ Consenting to the carrying out of works in a street to provide means for the admission of air or light under section 180(2) of the Highways Act 1980 and imposing requirements as to the construction of the works.
- ~~53-54.~~ Giving notice to public utility undertakers under section 180(5) of the Highways Act 1980.
- ~~54-55.~~ Serving notices and causing any thing as respects which there has been default to be repaired or put into good condition under section 180(7) of the Highways Act 1980 and recovering expenses incurred in so doing.
- ~~55-56.~~ To be responsible for all functions under the Traffic Management Act 2004 and Regulations made thereunder that relate to the City of London as a local highway and local traffic authority.
- ~~56-57.~~ To agree consents for temporary highway activities pursuant to the Crossrail Act 2008<sup>9</sup>.

~~57-58.~~ To exercise through Civil Enforcement -amongst other things, parking management and parking enforcement functions, under the Road Traffic Regulations Act 1984, the Road Traffic Act 1991, the London Local Authorities Acts ~~1995 - 2012~~~~1996—2008~~ (LLAA), and the Traffic Management Act 2004 (TMA).

### **City Walkway**

~~58. Power to licence the temporary hoarding or enclosure of City Walkway pursuant to Section 162 of the City of London Sewers Act 1848 and Section 21 and Schedule 2 Part II to the City of London (various Powers) Act 1967.~~

59. Publication and display of notices of the passing of a resolution declaring a city walkway under section 6(2) of the City of London (Various Powers) Act 1967.

60. Publication and display of notices of the passing of a resolution altering or discontinuing a city walkway under section 6(5) of the City of London (Various Powers) Act 1967.

61. Agreeing or authorising the entering into of an agreement in respect of responsibility for paving, repairing, draining, cleansing or lighting any city walkway or any exemption from liability for non-repair of the surface of a city walkway under section 9(1) of the City of London (Various Powers) Act 1967.

62. Agreeing or authorising the entering into of an agreement relating to any changes in ownership of materials placed by the Corporation on or in any building or land in pursuance of the Corporation's functions under section 9 of the City of London (Various Powers) Act 1967.

63. Agreeing or authorising the entering into of an agreement relating to any changes in duties to provide and maintain support for city walkways or parts of city walkways under section 10(1) of the City of London (Various Powers) Act 1967.

64. Instituting civil proceedings for an injunction to prevent any breach of the duty or to secure compliance with the duty to provide and maintain support for a city walkway or any part of a city walkway under section 10(2) of the City of London (Various Powers) Act 1967.

65. Service of notices requiring the carrying out of works required to prevent danger or inconvenience to persons on a city walkway or works required for the improvement of a city walkway under section 11(1) of the City of London (Various Powers) Act 1967.

66. Approving or refusing to approve the carrying out of alternative works under section 11(3) of the City of London (Various Powers) Act 1967.

67. Carrying out works under section 11(5) of the City of London (Various Powers) Act 1967 and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.

68. If any question arises whether the withholding of a consent is unreasonable, determining whether to require referral to an arbitrator under section 11(6) of the City

of London (Various Powers) Act 1967 and agreeing to the appointment of the arbitrator.

69. Restricting or prohibiting temporarily pedestrian access along and the use of a city walkway or any part of a city walkway under section 11A of the City of London (Various Powers) Act 1967, including determining the extent of the restriction or prohibition and the imposition of conditions and exceptions considered necessary.
70. Affixing to a building drainage apparatus under section 15(1) of the City of London (Various Powers) Act 1967.
71. Applying to the Mayor's and City of London Court for the affixing of drainage apparatus without the consent of the owner of the building under section 15(2) of the City of London (Various Powers) Act 1967 where consent considered to unreasonably withheld.
72. Removing drainage apparatus in compliance with a notice served on the Corporations and applying to the Mayor's and City of London Court for the annulment of notices to remove drainage apparatus under section 15(3) of the City of London (Various Powers) Act 1967 where the requirement is considered reasonable.
73. Temporarily removing drainage apparatus necessary during any reconstruction or repair of a building under section 15(4) of the City of London (Various Powers) Act 1967.
74. Altering, removing, repairing and maintaining drainage apparatus under section 15(5) of the City of London (Various Powers) Act 1967.
75. Paying compensation under section 16(5) of the City of London (Various Powers) Act 1967 to the owner of a building who suffers damage by, or in consequence of, the affixing, altering, removing repairing or maintaining of any drainage apparatus.
76. Giving undertakings as to the use to which land or a right in, on, over or under land or any part thereof to be compulsorily acquired will be put under section 17(3) of the City of London (Various Powers) Act 1967.
77. Determining applications for consent to the placing or maintaining in or over a city walkway or any part thereof anything for the use, convenience or entertainment of members of the public, or otherwise for the benefit of the public, or for the improvement of amenities, or for decorative purposes, or to the use of any part of a city walkway temporarily for the purpose of any exhibition or entertainment under section 18(1) of the City of London (Various Powers) Act 1967 including the imposition of conditions.
78. Withdrawing consent or varying or adding to any conditions subject to which a consent has been given under section 18(3) of the City of London (Various Powers) Act 1967.
79. Requiring the removal of things in respect of which consent was given, removing such things and recovering the expenses incurred in so doing where a condition of consent is contravened under section 18(4) of the City of London (Various Powers) Act 1967.

## Cleansing Institution of Proceedings

- ~~59-80.~~ The institution of proceedings and other enforcement remedies in respect of offences under the Environmental Protection Act 1990, Part II, Part III and Part IV.
- ~~60-81.~~ To institute proceedings and other enforcement remedies in respect of the Health Act 2006, section 6, 7, 8, 9 and 10.
- ~~61-82.~~ To institute proceedings and other enforcement remedies in respect of offences under the Refuse Disposal (Amenity) Act. 1978.
- ~~62-83.~~ To institute proceedings and other enforcement remedies in respect of offences under the City of London (Various Powers) Act 1987.
- ~~84.~~ To institute proceedings and enforcement remedies in relation to part VI of the Anti-Social Behaviours Act 2003.
- ~~63-85.~~ To institute proceedings and enforcement remedies in relation to Part I-IV of the Anti-Social Behaviour, Crime and Policing Act 2014
- ~~64-86.~~ To serve notices and institute enforcement remedies ~~institute proceedings in relation to the~~ Town and Country Planning Act 1990 sections 225A4- and 225K.
- ~~65-87.~~ To institute proceedings in relation to Regulation ~~ory of~~ Investigatory Powers Act 2000.
- ~~66-88.~~ To institute proceedings in relation to Control of Pollution Act 1974.
- ~~67-89.~~ To issue notices under section 6 London Local Authorities Act 2004 (abandoned vehicles).
- ~~90.~~ To institute proceedings in relation to the Environment Act 1995. ~~To institute proceedings and enforcement remedies in relation to part 1-6 of the Anti-Social Behaviour, Crime and Policing Act 2014.~~
- ~~91.~~ To institute proceedings in relation to the London Local Authorities Act 1995.
- ~~92.~~ To institute proceedings in relation to the London Local Authorities and Transport for London Act 2003.
- ~~93.~~ To institute proceedings and other enforcement remedies in sections 34,38,38A,38B and 38C in respect of street trading offences under the London Local Authorities Act 1990 as amended and authorise duly appointed officers to act under that enactment.
- ~~94.~~ To institute proceedings in relation to the Local Government (Miscellaneous Provisions) Act 1976.
- ~~95.~~ To institute proceedings in relation to the Highways Act 1980.



~~68-96.~~ To institute proceedings in relation to the Greater London Council (General Powers) Act 1986.

### **Delegations to other Officers**

The above-mentioned ~~delegations~~ ~~authorities~~ are also delegated to the ~~following specified Deputies or Assistants~~ senior officers within the Department of the Built Environment:

Transportation and Public Realm Director - Items 4-~~9~~36

Assistant Director (Highways) - Items 5-17 and 56, 57 & 58~~23-26~~

Assistant Director (City Transportation) - Item 18

### **Town Planning**

The following functions are delegated to the Chief Planning and Development Director:

#### **A: Development Management**

~~69-97.~~ To determine applications for outline, full and temporary planning permission under Part III of the Town and Country Planning Act 1990 subject to the ~~decisions~~~~applications~~ being in accordance with policy, not being of broad interest and there being no more than 4 planning objections.

~~70-98.~~ To make non-material changes to planning permission pursuant to Section 96A of the Town and Country Planning Act 1990.

~~71-99.~~ To determine applications for Listed Building Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no more than 4 relevant planning objections.

~~72-100.~~ To advise the Secretary of State for Communities and Local Government of what decision the City of London Corporation would have made on its own applications for listed building consent if it had been able to determine them subject to the same criteria as 99~~44~~.

~~To grant applications for Conservation Area Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no more than 4 planning objections.~~

~~73-101.~~ To determine submissions pursuant to the approval of conditions, under the Town & Country Planning Act 1990 and the Planning (Listed Buildings & Conservation Areas) Act 1990 and in relation to clauses set out in approved Section 106 Agreements.



~~74.~~102. To make minor changes to conditions in respect of planning permissions, listed building consents and conservation area consents which have been conditionally approved by the Planning & Transportation Committee.

~~75.~~103. To determine applications for planning permission, listing building consent and conservation area consent to replace an extant permission/consent granted on or before 1<sup>st</sup> October 2010, for development which has not already begun with a new permission/consent subject to a new time limit pursuant to Article ~~204~~8 of the Town and Country Planning (Development Management Procedure) Order 201~~50~~5 and Regulation 3 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 and provided no more than 4 planning objections have been received.

~~76.~~104. To determine applications for Certificates of Lawfulness of existing and proposed use or development in accordance with sections 191 and 192 of the Town and Country Planning Act 1990.

~~77.~~105. To determine applications for Advertisement Consent pursuant to Regulations 12, 13, 14, 15 and 16 of the Town & Country Planning (Control of Advertisements) (England) Regulations 2007.

~~78.~~106. To determine applications for prior approval under the Town and Country Planning (General Permitted Development) Order ~~1995~~2015.

~~79.~~107. To make observations in respect of planning and related applications submitted to other Boroughs, where the City of London Corporation's views have been sought and which do not raise wider City issues.

~~80.~~108. To serve notices under Article 5 ~~4~~ of the Town and Country Planning (Development Management Procedure) Order 201~~50~~5.

~~81.~~109. To determine the particulars and evidence to be supplied by an applicant for planning permission pursuant to section 62 of the Town and Country Planning Act 1990.

~~82.~~110. To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990.

~~83.~~ To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990.

~~84.~~111. To issue and serve Enforcement Notices under Section 172 of the Town and Country Planning Act 1990 and Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

~~85.~~112. To issue a letter of assurance under Section 172A of the Town and Country Planning Act 1990.

~~86.~~113. To serve notices under Section 215 of the Town and Country Planning Act 1990.

- ~~87-114.~~ To serve Breach of Condition Notices under Section 187A of the Town and Country Planning Act 1990.
- ~~88-115.~~ To decline to determine a retrospective application for planning permission under Section 70C of the Town and Country Planning Act 1990.
- ~~89-116.~~ To seek information as to interests in land under Section 330 of the Town and Country Planning Act 1990, and as applied by Section 89 of the Planning (Listed Buildings & Conservation Areas Act) 1990, and Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
- ~~90-117.~~ To institute proceedings pursuant to Section 224 of the Town and Country Planning Act 1990.
- ~~91-118.~~ To serve Notice of Intention to remove or obliterate placards and posters pursuant to Section 225, ~~225A, 225C and 225F~~ of the Town and Country Planning Act 1990.
- ~~92-119.~~ To agree minor variations to agreements pursuant to sections 106 and 106A of the Town and Country Planning Act 1990 and to authorise section 106 covenants in respect of planning applications (and where the planning application is such that it may be determined by the Chief Officer (or other appropriate officer authorised by them) under this Scheme of Delegation.-
- ~~93-120.~~ To agree minor variations to agreements pursuant to section 278 of the Highways Act 1980. ~~To determine applications made under section 106BA of the Town and Country Planning Act 1990 (concerning the modification or discharge of affordable housing obligations) and to agree viability assessments submitted in support of such applications.~~
- ~~94.~~ To agree minor variations to agreements pursuant to section 278 of the Highways Act 1980.
- ~~121.~~ To make payments to other parties where required by the terms of an agreement made under section 106 of the Town and Country Planning Act 1990 or section 278 of the Highways Act 1980.
- ~~To make payments to other parties where required by the terms of an agreement made under section 106 of the Town and Country Planning Act 1990 or section 278 of the Highways Act 1980.~~
- ~~95-122.~~ To determine City Community Infrastructure Levy contributions pursuant to the Community Infrastructure Levy Regulations 2010 (as amended).
- ~~123.~~ To pass Community Infrastructure Levy contributions to other parties pursuant to section 216A of the Planning Act 2008 and regulations made thereunder.
- ~~124.~~ To determine applications to discharge requirements and approve details pursuant to the Thames Tideway Development Consent Order and other similar Development Consent Orders, and to discharge conditions and approve details pursuant to deemed planning permission granted by Transport and Works Act Orders and statutes in respect of infrastructure projects subject to the

applications being in accordance with policy, not being of broad interest, and there being no more than 4 planning objections.

96-125. To authorise the entering into of Planning Performance Agreements and Memoranda of Understanding under S111 of the Local Government Act 1972 and Part 1 of the Localism Act 2011 and making charges for discretionary planning services under S93 of the Local Government Act 2003

## **B: Trees**

97-126. To authorise works, including their removal, to trees in Conservation Areas and works in relation to a tree the subject of a Tree Preservation Order (T.P.O.), ~~subject to them being seen and agreed by the Chairman of the Planning & Transportation Committee or Deputy Chairman in his or her absence.~~

98-127. To determine applications made under sections 206 (2) and 213 (2) of the Town and Country Planning Act 1990, to dispense with the duty to plant replacement trees, ~~subject to notification to the Chairman or Deputy Chairman of the Planning & Transportation Committee except in urgent cases.~~

## **C: Churches**

99-128. To respond to consultation made under the provisions of the Mission and Pastoral Measure 2011~~1983~~, the Faculty Jurisdiction Rules 2000 and 2013, the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, the Care of Cathedrals Measure 2011~~1990~~ and the Code of Practice relating to exempted denominations procedures agreed by the Secretary of State.

100-129. The City of London Corporation's functions under the City of London (St. Paul's Cathedral Preservation) Act 1935.

## **D: Environmental Impact**

101-130. To carry out the following functions under the Town and Country Planning (Environmental Impact Assessment) ~~(England and Wales)~~ Regulations of 2011 ~~(as amended)~~ and Circular 02/99:

- a. formulating "screening opinions" under Regulation 5;
- b. requiring developers to submit an environmental statement to validate an application under Regulation 10;
- c. formulating "scoping opinions" under Regulation 13;
- d. providing relevant information to developers who propose to prepare an environmental statement under the provisions of Regulation 15 (4);
- e. requiring the submission of further information pursuant to regulation 22;

- f. requiring the local authority to submit an environmental statement in respect of applications for local authority development under Regulation 25;
- g. formulating a “screening opinion” in matters of planning enforcement under Regulation 32.

## **E: Crossrail**

~~402.131.~~ 131. To agree Crossrail contributions, agree viability assessments and instruct the Comptroller & City Solicitor to secure any necessary planning obligations in respect of Crossrail contributions pursuant to Section 106 of the Town and Country Planning Act 1990.

~~103. To review Section 106 agreements for planning permission already considered by the Planning & Transportation Committee, but not yet issued prior to the policy being adopted, and re-determine the application to ensure that appropriate consideration is given to relevant policy on the Crossrail contribution (subject to there being no reduction in any S.106 contributions previously envisaged).~~

~~— To make payments of Crossrail contributions received by the City of London Corporation to the Mayor and/or Transport for London on the basis of the Implementation Protocol between the Mayor, Transport for London and the local planning authorities, subject to such payment being agreed by the Chamberlain.~~

~~— Delegated authority be granted to the Chief Planning and Development Director to determine such applications as outlined in the report relating to the programme for requests for approval;~~

~~— This authority would not be exercised in respect of more major applications or where objections have been received, without prior consultation with the Town Clerk, in consultation with the Chairman and Deputy Chairman; and~~

~~104. It be noted that any proposals in respect of over-station development would not be subject to these provisions and would be the subject of the normal planning application process.~~

~~132. To make payments of Crossrail contributions received by the City of London Corporation to the Mayor and/or Transport for London on the basis of the Implementation Protocol between the Mayor, Transport for London and the local planning authorities, subject to such payments being agreed by the Chamberlain.~~

The following functions are delegated to the Policy and Performance Director:

## **F: Local Plans, Naming and Numbering**

~~405.133.~~ 133. To carry out sustainability appraisal of Local Development Documents under Section 19(5) of the Planning and Compulsory Purchase Act 2004 and to exercise functions under the Environmental Assessment of Plans and Programmes Regulations 2004 including carrying out strategic environmental

assessment (including assessments under the Habitats Directive (Council Directive 92/43/EEC)), preparing, publishing and consulting upon screening reports, scoping reports, sustainability commentaries and sustainability appraisal reports.

~~406.134.~~ \_\_\_\_ To carry out public consultation in the preparation of Local Development Documents in accordance with the Statement of Community Involvement and the duty cooperate in Section 33A of the Planning and Compulsory Purchase Act 2004.

~~407.135.~~ \_\_\_\_ To carry out surveys under Section 13 of the Planning & Compulsory Purchase Act 2004.

~~408.136.~~ \_\_\_\_ To provide any documents necessary to support consultations on Local Development Documents and submission of Local Plans.

~~409.137.~~ \_\_\_\_ To prepare and publish monitoring reports on an annual basis in accordance with Section 35 of the Planning & Compulsory Purchase Act 2004.

~~410.138.~~ \_\_\_\_ To make observations on consultation documents issued by central and local government, statutory bodies etc., where the observations are in accordance with the City's general policy position.

~~411.139.~~ \_\_\_\_ To carry out public consultation in the preparation of the Community Infrastructure Levy, in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) and the Statement of Community Involvement.

~~412.140.~~ \_\_\_\_ To exercise powers under the London Building Acts (Amendment) Act 1939 – Part II relating to street naming and numbering of property.

## **G: Land Charges**

~~413.141.~~ \_\_\_\_ To maintain a register and index of Local Land Charges pursuant to section 3 of the Local Land Charges Act 1975, including the amendment and cancellation of registrations pursuant to the Local Land Charges Rules 1975 and to set search fees pursuant to Section 8 of the Local Land Charges Act 1975 and Section 150 of the Local Government and Housing Act 1989 and relevant Rules and Regulations made there under.

~~414.142.~~ \_\_\_\_ To make searches and issue search certificates pursuant to section 9 of the Local Land Charges Act 1975.

## **H: Lead Local Flood Authority**

~~415.143.~~ \_\_\_\_ To exercise the City's functions as Lead Local Flood Authority in relation to the Flood and Water Management Act 2010 (other than the function delegated to the District Surveyor).

## **Delegations to other Officers**

In addition The following functions are also delegated to the following Officers:

Director of the Built Environment – Section A to H

In the absence of the Chief Planning Officer & Development Director – Sections A to E, and Paragraph 85 are delegated to Assistant Directors (Development).

Then to F-G in the absence of the Policy & Performance Director

In the absence of the Policy and Performance Director Sections F-H are delegated to the Assistant Director (Policy).

Then to the Chief Planning Officer & Development Director.

Assistant Director (Development Management) – Sections A – E

Assistant Director (Change Management) – Sections A to E

Policy & Performance Director – in the absence of the Chief Planning and Development Director; and Assistant Directors, Sections A to E.

### **Statutory Authorities**

116.144. Officers of the department are authorised to exercise the following powers in accordance with the responsibilities of the post:

- a. Sections 178(1), 196A(1), 196B, 209(1), 214B(1) & (3), 214C, 219(1) and 225, 324 and 325 of the Town and Country Planning Act 1990 (as amended);
- b. Sections 42(1), 88(2), (3), (4) and (5) and 88(A) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended);
- c. Sections 36 and 36A of the Hazardous Substances Act 1990.

### **DISTRICT SURVEYOR**

The following functions are delegated to the District Surveyor:

117.145. To grant permission or consent, with or without conditions or, refuse to grant permission or consent, as the case may be, with respect to applications made to the City of London Corporation under the London Building Acts 1930-1982, The Building Act 1984 and The Building Regulations 2010 (as amended).

118.146. To sign and serve any notices required to be given by the City of London Corporation under the London Building Acts (Amendment) Act 1939, Part VII, Section 62 relating to dangerous structures within the City of London.

147. To exercise the City's Lead Local Flood Authority function as a statutory consultee to the local planning authority on surface water drainage issues.

148. To sign and serve any notices and consents required to be given by the City of London Corporation under the London Building Acts (Amendment) Act 1939, Part IV, Section 30 relating to special and temporary structures etc. erected within the City of London.

~~119.~~149. In accordance with the Party Wall etc Act 1996, Section 10 (8) select the third surveyor if required to do so.

### **Delegation to other Officers**

The functions of the District Surveyor are also delegated to the Director of the Built Environment and the Assistant Deputy District Surveyors.



## DIRECTOR OF MARKETS & CONSUMER PROTECTION

The following matters are delegated to the Director of Markets & Consumer Protection:-

### Markets

1. To agree the assignment of standard form tenancies ~~where, in their opinion, there are no complications.~~
2. To grant tenancies at will to suitably qualified applicants in a standard form previously approved by the Comptroller & City Solicitor.  
~~To authorise the Comptroller & City Solicitor to institute proceedings under the City of London Corporation's Byelaws.~~

### Delegations to other Officers

3. The above matters (1, ~~and 2 and 3~~) are also delegated to the Superintendents of Billingsgate Market, Smithfield Market and New Spitalfields Market to be exercised either at the direction of or in the absence of the Director of Markets & Consumer Protection.

## Port Health and Public Protection Division

### Administrative

4. To increase current charge rates for products of animal origin annually in line with inflation.
5. To enter into a Service Level Agreement with the Health Protection Agency and agree minor amendments from time to time if required.
6. ~~To s~~Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

### Delegations to other Officers

7. The above matters (4, 5, ~~and 6 and 7~~) are also delegated to the Port Health and Public Protection Director at the direction of or in the absence of the Director of Markets & Consumer Protection.

### Legislative

8. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and ~~Department.~~Department, including as detailed below.

*The Director of Markets and Consumer Protection and any staff authorised by him are indemnified against all claims made against them including awards of damages and costs arising out of acts done by them in the bona fide discharge or purported discharge of such functions.*



	<b>Legislation</b>	<b>Delegated Function</b>
1.	Accommodations Agencies Act 1953	Institution of Proceedings and other enforcement methods
2.	Administration of Justice Act 1970	Institution of Proceedings and other enforcement methods
3.	Agriculture Act 1970 (as amended)	a. Institution of Proceedings and other enforcement methods b. Section 67 – to enforce this part of the Act within the respective area; and the health authority of the Port of London shall have the like duty as respects the district of the Port of London
4.	Agricultural Produce (Grading & Marking) Act 1928 Agricultural Produce (Grading & Marking) Amendment Act 1931	Institution of Proceedings and other enforcement methods
5.	Animal Boarding Establishment Act 1963	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers to carry out inspections c. Granting of Licences
6.	Animal Health Act 1981 including all Orders and Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Section 52(1) – Appointment of Inspectors and other Officers as required for the execution and enforcement of the Act
7.	Animal Health & Welfare Act 1984	Institution of Proceedings and other enforcement methods.
8.	Animal Welfare Act 2006	a. Institution of Proceedings and other enforcement methods b. Section 51 – Appointment of Inspectors and other Officers as required c. Service of Notices under Section 10

	<b>Legislation</b>	<b>Delegated Function</b>
9.	Anti-Social Behaviour Act 2003	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Section 48 – Issue of Notices</li> <li>c. Section 43 – Issue of FPN's</li> <li>d. Authorisation of Officers</li> </ul>
10.	Breeding of Dogs Acts 1973 (as amended) & 1991. Including any regulations made thereunder and Breeding and Sale of Dogs (Welfare) Act 1999 (amendment to the 1973 Act)	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Section 2 – Authorisation of Officers</li> <li>c. The Granting of Licences</li> <li>d. Setting of Fees</li> </ul>
11.	Building Act 1984 Including all Orders & Regulations made thereunder	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Section 126 – Authorisation of Officers</li> <li>c. Part 1 and Schedule 3 – Granting all authorisations and consents and issuing of notices</li> </ul>
12.	Cancer Act 1939	Institution of Proceedings and other enforcement methods
13.	Children & Young Persons Act 1933 (as amended by Protection of Children (Tobacco) Act 1986	Institution of Proceedings and other enforcement methods
14.	Children & Young Persons (Protection from Tobacco) Act 1991 Including all Orders and Regulations made thereunder	Institution of Proceedings and other enforcement methods
15.	Christmas Day (Trading) Act 2004	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Section 3(2) – Appointment of Inspectors</li> <li>c. Section 2(1) – Granting of Consents</li> </ul>

	<b>Legislation</b>	<b>Delegated Function</b>
16.	City of London Sewers Act 1848 (as amended in 1851 and 1897)	a. Powers of Inspection under Sections 70 and 71 b. Issuing of notices Sections 61 and 75
17.	City of London (Various Powers) Act 1954 – Section 4	Institution of Proceedings and other enforcement methods
18.	City of London (Various Powers) Act 1971 – Section 3	Institution of Proceedings and other enforcement methods
19.	City of London (Various Powers) Act 1973	To exercise the power to dispense with or relax any requirement of a sanitation byelaw
20.	City of London (Various Powers) Act 1977	Authorisation of Officers under Section 22
21.	City of London (Various Powers) Act 1987 – Part 3	a. Grant and renewal of annual licences b. Institution of Proceedings and other enforcement methods c. Section 26 – Designation of areas
22.	Clean Air Act 1993 Including any Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Section 56 - Authorisation of Officers c. Sections 24, 36 & 58 - Serving of notices d. Section 15 - Granting of approvals e. Section 35 – Powers of entry
23.	Clean Neighbourhoods and Environment Act 2005	a. Power to make dog control orders b. Issue Fixed Penalty Notices c. Setting the level of fees d. Authorisation <u>ing</u> of Officers
24.	Companies Act 2006 Including any regulations made thereunder	Institution of Proceedings and other enforcement methods

	<b>Legislation</b>	<b>Delegated Function</b>
25.	Consumer Credit Act 1974 Including any regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Sections 162 & 164
26.	Consumer Protection Act 1987 Including any regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Sections 28 & 29 c. Part 2 – Serving of Notices
27.	Control of Pollution Act 1974	a. Institution of Proceedings and other enforcement methods. b. Part 3 and Section 93 – serving of notices
28.	Copyright Designs & Patents Act 1988	Institution of Proceedings and other enforcement methods
29.	Courts & Legal Services Act 1990	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Section 106(6)
30.	Criminal Justice Act 1988	Institution of Proceedings and other enforcement methods
31.	Criminal Justice & Public Order Act 1994	Institution of Proceedings and other enforcement methods
32.	Dangerous Wild Animals Act 1976	a. Institution of Proceedings and other enforcement methods b. Section 3 – Authorisation to carry out inspections c. Section 1 – Granting of Licences
33.	Education Reform Act 1988	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Section 215

	<b>Legislation</b>	<b>Delegated Function</b>
34.	Enterprise Act 2002	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Authorisation of Officers</li> <li>c. Serving of Notices</li> <li>d. Applying for Orders</li> </ul>
35.	Environment Act 1995	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Authorisation of Officers</li> </ul>
36.	Environment Protection Act 1990 (Part 3)	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Authorisation of Officers</li> <li>c. Issuing Notices</li> </ul>
37.	Estate Agents Act 1979	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Authorisation of Officers</li> <li>c. Issuing Notices</li> </ul>
38.	European Communities Act 1972	Institution of legal proceedings, granting of authorisations/permissions, issuing of notices and authorisation of Officers in respect of regulations made under the provisions of S.2(2) European Communities Act 1972 insofar as they apply to the Common Council of the City of London in its capacity as a local authority, weights and measures authority, food authority or port health authority.
39.	Explosives Act 1875 – Section 69	Discharge of duties
40.	Fair Trading Act 1973	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Authorisation of Officers</li> </ul>

	<b>Legislation</b>	<b>Delegated Function</b>
41.	Farm & Garden Chemicals Act 1967	Institution of Proceedings and other enforcement methods
42.	Fireworks Act 2003	Institution of Proceedings and other enforcement methods
43.	Food and Environmental Protection Act 1985	Institution of Proceedings and other enforcement methods
44.	Food Safety Act 1990	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Authorisation of Officers</li> <li>c. Issue of Notices</li> <li>d. Appointment of Public Analysts for the City of London Corporation acting as a Food Authority and/or a Port Health Authority</li> </ul>
45.	Forgery & Counterfeiting Act 1981	Institution of Proceedings and other enforcement methods
46.	Fraud Act 2006	Institution of Proceedings and other enforcement methods
47.	Gambling Act 2005	<ul style="list-style-type: none"> <li>a. Institution of Proceedings and other enforcement methods</li> <li>b. Authorisation of Officers</li> <li>c. Granting applications, variations and transfers of premises licences</li> <li>d. Granting provisional statements</li> <li>e. Endorsement of temporary use notices</li> <li>f. Issuing club gaming permits</li> <li>g. Issuing of club machine permits</li> <li>h. Granting and renewing family entertainment centre permits; Licensed Premises Gaming Machine permits; Prize Gaming permits</li> </ul>
48.	Greater London Council (General Powers) Act 1967	a. Institution of Proceedings and other enforcement methods

	<b>Legislation</b>	<b>Delegated Function</b>
		b. Issue of Certificates of Registration
49.	Greater London Council (General Powers) Act 1981	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
50.	Greater London Council (General Powers) Act 1984, Part 6	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of refusing registration
51.	Hallmarking Act 1973	Institution of Proceedings and other enforcement methods
52.	Health Act 2006	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
53.	Health and Safety at Work Act 1974 Including any Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Appointment of Inspectors c. Issue of notices
54.	House to House Collections Act 1939 (Regulations 1947)	a. Institution of Proceedings and other enforcement methods b. Granting of Licences
55.	Housing Act 1985	a. Institution of Proceedings and other enforcement methods b. Issue of Notices c. Granting of Licences
56.	Housing Act 2004	a. Institution of Proceedings and other enforcement methods b. Issue of Notices c. Authorisation of Officers d. Power to make Orders

	<b>Legislation</b>	<b>Delegated Function</b>
		e. Exercising the licensing functions
57.	Insolvency Act 1986	Institution of Proceedings and other enforcement methods
58.	Intoxicating Substances (Supply) Act 1985	Institution of Proceedings and other enforcement methods
59.	Knives Act 1997	Institution of Proceedings and other enforcement methods
60.	Legal Services Act 2007	Institution of Proceedings and other enforcement methods
61.	Licensing Act 2003 Various provisions relating to granting or refusal or enforcement	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting premises licences, variations to premises licenses and transferring premises licences d. Issuing provisional statements e. Granting club premises certificates, and variations to club premises certificates f. Issue of Notices g. Renewal of personal licences h. Determining representations
62.	Local Government (Miscellaneous Provisions) Act 1976	a. Institution of Proceedings and other enforcement methods b. Issue of Notices
63.	Local Government (Miscellaneous Provisions) Act 1982	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of registrations
64.	London County Council (General Powers) Act 1920 – Part 4	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers



	Legislation	Delegated Function
65.	London Local Authorities Act 1990	<u>a.</u> Institution of Proceedings and other enforcement remedies in sections 34, 38, 38A, 38B, and 38C in respect of street trading offences <del>methods under Section 34</del> <u>a.b.</u> Authorisation of Officers <u>b.c.</u> Granting, renewing, revoking or varying of licences under Part 3
66.	London Local Authorities Act 2007	Institution of Proceedings and other enforcement methods
67.	Malicious Communications Act 1988	Institution of Proceedings and other enforcement methods
68.	Medicines Act 1968 Including any Regulations and Orders made thereunder	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
69.	Motorcycle Noise Act 1987	Institution of Proceedings and other enforcement methods
70.	National Lottery ETC Act 1993	Institution of Proceedings and other enforcement methods
71.	Noise Act 1996	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
72.	Olympic Symbol etc. (Protection) Act 1995	Institution of Proceedings and other enforcement methods
73.	Performing Animals (Regulation) Act 1925	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
74.	Pet Animal Act 1951	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of Licences

	<b>Legislation</b>	<b>Delegated Function</b>
75.	Poisons Act 1972	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
76.	Pollution Prevention & Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2010	a. Institution of Proceedings and other enforcement methods b. Undertaking of functions relating to permits c. Carrying out of Enforcement Actions d. Authorisation of Officers under Regulation 32 of the 2010 Regulations
77.	Prevention of Damage by Pests Act 1949	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
78.	Prices Acts 1974	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
79.	Property Misdescriptions Act 1991	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
80.	Protection against Cruel Tethering Act 1988	Institution of Proceedings and other enforcement methods
81.	Protection from Harassment Act 1997	Institution of Proceedings and other enforcement methods
82.	Public Health (Control of Disease) Act 1984	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Power to make Orders d. Applying to Courts for Closure Orders
83.	Public Health (Aircraft) Regulations 1979	Authorisation of Officers

	<b>Legislation</b>	<b>Delegated Function</b>
84.	Public Health (Ships) Regulations 1979	Authorisation of Officers
85.	Public Health Act 1936	a. Institution of Proceedings and other enforcement methods b. Issue of Notices
86.	Public Health Act 1961	Issue of Notices
87.	Riding Establishments Acts 1964 and 1970	a. Institution of Proceedings and other enforcement methods b. Granting of Licences and provisional Licences
88.	Road Traffic Act 1988 Including any Regulations made thereunder	Institution of Proceedings and other enforcement methods
89.	Scrap Metal Dealers Act 1964	a. Institution of Proceedings and other enforcement methods b. Authorisation of suitable Officers
90.	Site Waste Management Plan Regulations 2008	a. Institution of Proceedings b. Issue of Notices and Authorisation of Officers
91.	Solicitors Act 1974	a. Institution of Proceedings and other enforcement methods b. Powers of Entry
92.	Sunbeds (Regulation) Act 2010	a. Institution of Proceedings and other enforcement methods b. Powers of Entry
93.	Sunday Trading Act 1994	a. Institution of Proceedings and other enforcement methods b. Appointment of Inspectors c. Consents
94.	Tobacco Advertising & Promotion Act 2002	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers

	<b>Legislation</b>	<b>Delegated Function</b>
95.	Trade Descriptions Act 1968	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
96.	Trade Marks Act 1994	Institution of Proceedings and other enforcement methods
97.	Unsolicited Goods & Services Act 1971	Institution of Proceedings and other enforcement methods
98.	Video Recordings Act 1984	Institution of Proceedings and other enforcement methods
99.	Water Industry Act 1991	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices and Notifications d. Granting of Consents
100.	Weights and Measures Act 1985	a. Institution of Proceedings and other enforcement methods b. Power to appoint Inspectors
101.	Zoo Licensing Act 1981	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting, renewing, revoking, alteration and transferring of licenses d. Making zoo closure directions
102.	City of London (Various Powers) Act 1987 (as amended by the City of London (Various Powers) Act 2013)	a. To issue temporary street trading licences under the provisions of S.11A of the Act; b. To authorise officers of the Department of Markets and Public Protection and the Department of the Built Environment to exercise the power of seizure under S.16A of the Act;

	Legislation	Delegated Function
		c. To authorise disposal order applications under the provisions of S.16G of the Act
103.	Scrap Metal Dealers Act 2013	a. To authorise proceedings under S.1 of the Act; b. To issue and renew licences under S.3 of the Act; c. To issue notices and apply for closure orders under the provisions of S.9 and Schedule 2 of the Act;
104.	Anti-Social Behaviour, Crime and Policing Act 2014	a. To institute proceedings and enforcement remedies in relation to parts 1-6
<u>105</u>	<u>Consumer Rights Act 2015</u>	<u>Authorisation of officers under Schedule 5 of the Act</u>
<u>106</u>	<u>Enterprise and Regulatory Reform Act 2013 including the Redress Schemes for Lettings Agency Work (Requirement to Belong to a Scheme etc) (England) Order 2014</u>	a <u>Institution of Proceedings and other enforcement remedies in respect of the offence under Sections 83-88 of the Act</u> b <u>Authorisation of Officers</u>
<u>107</u>	<u>Highways Act 1980</u>	a <u>Granting of permissions or Consent with or without conditions or refuse to grant permissions or consent as the case may be, and issuing the appropriate notices under the provisions of Part VIIA of the Act relating to the provision of amenities on certain highways.</u> b <u>Issue of enforcement notices under the provisions of Section 115K of the Act (Tables, chairs and other street furniture)</u>

## DIRECTOR OF OPEN SPACES

The following matters are delegated to the Director of Open Spaces:

### Strategic

1. To submit responses, having consulted where appropriate, on behalf of the Open Spaces and City Gardens Committee to initiatives and consultative documents issued by the Government and its agencies.
- ~~4.2.~~ To institute or become involved in legal proceedings in consultation with the Comptroller and City Solicitor where deemed appropriate, to protect or preserve, enhance or secure the interests of the City of London Corporation in relation to its open spaces.

### Operational

#### Burnham Beeches and City Commons

- ~~2.3.~~ To take any action to protect or preserve the Beeches/Commons and to report to the Epping Forest & Commons Committee, as appropriate.
- ~~3.4.~~ To issue all necessary licences, franchises and consents relating to ~~the~~ Beeches/Commons where a precedent has already been set and where the Epping Forest & Commons Committee have not indicated that they wish to consider any further applications.
- ~~4.5.~~ To seek and obtain all requisite licences and consents required in connection with Beeches/Commons lands, activities or entertainments.
- ~~5.6.~~ To enforce the Byelaws and Public Spaces Protection Orders relating to the Beeches/Commons subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
7. To authorise individual officers to enforce the Byelaws appertaining to the Beeches/Commons subject to any decision to institute proceedings being taken in accordance with paragraph (5) above.
- ~~6.8.~~ To authorise individual officers to issue Fixed Penalty Notices.
- ~~7.9.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:
  - a. Sale of refreshments
  - b. Filming and commercial photography
  - c. Events and entertainments
  - ~~d.~~ Driving and parking vehicles
  - ~~d-e.~~ Other licences arising from the City of London Corporation (Open Spaces) Act 2018
10. To grant minor wayleaves and licences in consultation with the City Surveyor.
- ~~8.11.~~ To let out recreational facilities in accordance with the current approved scale of charges.
- ~~9.12.~~ To deal with the sale of agricultural and forestry produce by private treaty.

#### Epping Forest

- ~~40-13.~~ To take any action to protect or preserve the Forest, and to report to the Epping Forest & Commons Committee, as appropriate.
- ~~41-14.~~ To authorise individual officers to enforce the Byelaws relating to the Forest, subject to any decision to institute legal proceedings for any offence being made in consultation with the Comptroller & City Solicitor, if appropriate, and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
- ~~42-15.~~ To institute proceedings in Magistrates' courts under the Epping Forest Act 1878 (as amended) Section 87 of the Environmental Protection Act 1990, Section 9 of the City of London (Various Powers) Act 1971 and Section 7(6) of the City of London (Various Powers) Act 1977.
- ~~43-16.~~ To close, re-open and vary designated ways pursuant to Section 9(4) of the City of London (Various Powers) Act 1961.
- ~~44-17.~~ To deal with the sale of Forest produce by private treaty.
- ~~45-18.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:-
- f. sale of refreshments;
  - g. filming and commercial photography;
  - h. circus and fairs;
  - i. flying model aircraft;
  - j. driving and parking vehicles;
  - k. camping;
  - l. events and entertainments.
- ~~46-19.~~ To let out recreational facilities in accordance with the current approved scale of charges.
- ~~47-20.~~ To grant minor way-leaves and licences.
- ~~48-21.~~ To fix fees for the sale of Forest produce and to fix licence fees for ice cream vans and other small scale refreshment facilities in the Forest.

### **Hampstead Heath, Highgate Wood and Queen's Park**

- ~~19-22.~~ To act to protect or preserve Hampstead Heath, Highgate Wood and Queen's Park and to report to the Hampstead Heath, Highgate Wood & Queen's Park Committee, as appropriate.
- ~~20-23.~~ To issue all necessary licences, franchises and consents relating to Hampstead Heath, Highgate Wood and Queen's Park where a precedent has already been set and where the Hampstead Heath, Highgate Wood & Queen's Park have not indicated that they wish to consider any further applications.
- ~~21-24.~~ To seek and obtain all requisite licences and consents required in connection with Hampstead Heath lands, Highgate Wood and Queen's Park, activities or entertainments.
- ~~22-25.~~ To enforce the Byelaws relating to Hampstead Heath, Highgate Wood and Queen's Park subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and

to the result of any such prosecution being reported to the Hampstead Heath, Highgate Wood & Queen's Park Committee.

~~23.~~26. To authorise individual officers to enforce the Byelaws appertaining to the Hampstead Heath Grounds, Highgate Wood and Queen's Park subject to any decision to institute proceedings being taken in accordance with paragraph 23 above.

~~24.~~27. To grant licences following consultation with the City Surveyor and City Solicitor, for:

- m. sale of refreshments
- n. filming and commercial photography
- o. circus and fairs
- p. driving and parking vehicles
- q. events and entertainments
- ~~r. minor wayleaves and licences~~
- r. other licences arising from the City of London Corporation (Open Spaces) Act 2018

28 To grant minor wayleaves and licences.

29. To let out recreational facilities in accordance with the current approved scale of charges.

~~30.~~ To liaise with Historic English Heritage pursuant to the provision of any agreement in this regard between the City of London Corporation and Historic English Heritage.

~~30.~~31. To deal with the sale of agricultural and forestry produce by private treaty.

### **City Gardens and West Ham Park**

~~31.~~32. To take any action to protect or preserve West Ham Park and the City Gardens, and to report to the Open Spaces and City Gardens Committee or the West Ham Park Committee, as appropriate.

~~32.~~33. To issue all necessary licences, franchises and consents relating to the City Gardens and West Ham Park where a precedent has already been set and where the West Ham Park Committee or the Open Spaces & City Gardens Committee have not indicated that they wish to consider any further applications.

~~33.~~34. To seek and obtain all requisite licences and consents required in connection with West Ham Park and City Gardens lands, activities or entertainments.

~~34.~~35. To enforce the Byelaws relating to West Ham Park and the City Gardens subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Open Spaces and City Gardens Committee or the West Ham Park ~~Committee~~, as Committee, as appropriate.



~~35.36.~~ To authorise individual officers to enforce the Byelaws appertaining to West Ham Park and to the City Gardens, subject to any decision to institute proceedings being taken in accordance with paragraph 33 above.

~~36.37.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:-

- s. sale of refreshments
- t. filming and commercial photography
- u. events and entertainments
- v. driving and parking vehicles
- ~~v.w.~~ other licences arising from the City of London Corporation (Open Spaces) Act 2018

~~37.38.~~ To grant minor wayleaves and licences.

~~39.~~ To let out recreational facilities in accordance with the current approved scale of charges.

### **Cemetery and Crematorium**

~~38.40.~~ To extinguish Exclusive Rights of Burial in a grave that has not been used for over 75 years,

~~39.41.~~ To refund fees paid by City of London Corporation employees and Members of the Common Council or their close relatives burial or alternatively cremation.

~~42.~~ Setting of contract conditions and burial and cremation fees, in conjunction with the Comptroller & City Solicitor.

~~43.~~ To enforce the Byelaws and offences under the Local Authorities Cemeteries Order 1977 and Cremation Act 1902 relating to the Cemetery and Crematorium subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Port Health & Environmental Services Committee.

~~44.~~ To authorise individual officers to enforce the Byelaws appertaining to the Cemetery and Crematorium, subject to and decision to institute proceedings being taken in accordance with 31 above.

~~45.~~ To grant licences following consultation with the City Surveyor and City Solicitor, for:

- x. Sale of refreshments
- ~~x.y.~~ filming and commercial photography

~~46.~~ To deal with the sale of forestry produce by private treaty.

## **Tower Bridge and the Monument**

47. To approve lettings of premises accommodation at Tower Bridge subject to the hire charges being within the levels approved by the Culture, Heritage and Libraries Committee.

48. To negotiate and agree non-fee-based benefits for Tower Bridge in respect of large budget productions.

48-49. To exercise powers under Section 29 of the Corporation of London Tower Bridge Act 1885 and Section 11 of the City of London (Various Powers) Act 1971 for the opening of Tower Bridge for the navigation of vessels on the River Thames

50. To negotiate and agree costs of sales and discounts in relation to the retail businesses being conducted at Tower Bridge Exhibition and the Monument.

49-51. To liaise with Historic England pursuant to the provisions of any agreement in this regard between the City of London Corporation and Historic England relating to matters affecting Tower Bridge and the Monument.

## **Keats House and Ten Keats Grove**

52. To grant licenses following consultation with the City Surveyor and City Solicitor, for:

z. Sale of refreshments

aa. Filming and commercial photography

bb. Events and entertainments

50-53. To grant minor wayleaves and licences

## **Delegations to other Officers**

51-54. The following authorities are also delegated to the Officers identified to be exercised either:

- a. at the direction of the Director of Open Spaces; or,
- b. in the absence of the Director of Open Spaces.

Superintendent of ~~The Commons~~ Burnham Beeches - Items 3 - 12

~~Superintendent of the City Commons~~ - Items 2 - 9

Superintendent of Epping Forest - Items 13 - 21

Superintendent of Hampstead Heath,

Highgate Wood and Queen's Park - Items 22 - 31

Superintendent of (City) Parks & Gardens - Items 32 - 39

Superintendent and Registrar of the CoL Cemetery & Crematorium Manager -  
Items 40 - 46

Head of Tower Bridge - Items 47 - 51

## HEAD TEACHER, CITY OF LONDON FREEMEN'S SCHOOL

The following matters are delegated to the Head Teacher:

### Operational

1. The letting of school premises in consultation with the City Surveyor.

### Human Resources

#### Creation of Posts

1. In relation to Teaching Staff:

a. to create posts below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors through the Education and Personnel Sub-Committee for information; and

a-b. to seek Governor approval for new posts including and above the level of Head of Department; and

b-c. to approve additional responsibilities, provided that they are funded from the approved budget. (Proposed scale increments of 2 points and above require prior agreement with the Director of HR to ensure consistency across the 3 Schools). To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.

#### Appointments

2. To appoint the Deputy Head and Bursar, with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;
3. To appoint the Academic Second Deputy Head, Heads of Section and Heads of Departments;
4. To appoint Teachers;
5. To approve overlapping of employment in a post, provided it can be funded from an approved budget.

#### Employment policies, procedures and contracts

6. To issue such documentation to teachers – in consultation with Corporate HR the Director of HR.

#### Salary Structure and Increases

7. ~~To~~ approve responsibility allowances, provided they can be funded from approved budget. Proposed scale increments of 2 points and above for additional responsibilities require agreement of the Director of HR to ensure consistency across three Schools. To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.
8. ~~To~~ approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.

### **Leave of Absence**

9. ~~To~~ approve paid work during term-time, in accordance with policy agreed by the Board of Governors;
- ~~9-10.~~ To approve compassionate leave in line with the School's policy;
- ~~10-11.~~ ~~To~~ approve unpaid leave whether or not additional costs are incurred for cover, provided it can be funded from approved budget.

### **Termination of Employment**

- ~~11-12.~~ ~~To~~ give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher redundancy and with the approval of the. ~~Report to~~ Board of Governors and Establishment Committee.

### **Dismissal**

- ~~12-13.~~ ~~To~~ dismiss the Deputy Head, Second Deputy Head, Heads of Section and Bursar, in consultation with Chairman and Deputy Chairman of the Board of Governors following consultation with the ~~Director of HR~~ Business Partner for the School.
- ~~13-14.~~ ~~To~~ dismiss Heads of Department, ~~and~~ Teachers and, on occasions, members of the non-teaching staff, dependent on grade.

### **Suspension**

- ~~14-15.~~ ~~To~~ suspend the Deputy Head, Second Deputy Head, Heads of Section, Bursar, Heads of Department, ~~and~~ Teachers, Teachers and, on occasions, members of the non-teaching staff, dependent on grade following consultation with the ~~Director of HR~~ Business Partner for the School.
- ~~15-16.~~ In relation to Administrative-Non Teaching Staff, with the exception of the Bursar:

- a. to approve dismissal only following consultation with the ~~Director of~~ HR Business Partner;
- b. to approve suspension, following consultation with the ~~Director of~~ HR Business Partner.-

## HEAD TEACHER, CITY OF LONDON SCHOOL

The following matters are delegated to the Head:

### Operational

1. The letting of school premises in consultation with the City Surveyor.

### Human Resources

In relation to **Staff:**

#### Creation of Posts

2. To make appointments below that of Deputy Head (i.e. the Second Master) provided that they are funded from the approved budget and can be funded on an on-going basis and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors for information.
3. To approve additional responsibilities, provided that they are funded from the approved budget and can be funded on an on-going basis. To be reported to Board of Governors for information.

#### Appointments

4. To appoint a Deputy Head (~~Senior Deputy Head~~~~The Second Master~~), with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors.
5. To appoint all other Teachers and Members of the support staff.
6. To approve overlapping of employment in a post, provided it can be funded from approved budget.

#### Employment policies, procedures and contracts

7. To issue such documentation to teachers staff – in consultation with ~~the~~ Corporate Director of HR.

#### Salary Structure and increases

8. To approve responsibility allowances, provided they can be funded from approved budget and can be funded on on-going basis. To be reported to Board of Governors for information.
9. To approve recruitment increments subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors for information.

## Leave of Absence

10. To approve paid work during term-time, in accordance with policy agreed by the Board of Governors;
11. To approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget.

## Termination of Employment

12. To give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher or support staff redundancy: redundancy and with the approval of the ~~Report to~~ Board of Governors and Establishment Committee.

## Dismissal

13. To dismiss or suspend Deputy Head (the Second Master), in consultation with Chairman and Deputy Chairman of the Board of Governors following consultation with the Director of HR;
14. To dismiss or suspend all other members of staff, following consultation with the Director of HR.

## HEAD TEACHER, CITY OF LONDON SCHOOL FOR GIRLS

The following matters are delegated to the Head Teacher:

### Operational

1. The letting of school premises in consultation with the City Surveyor.

### Human Resources

2. In relation to **Teaching Staff**:

### Creation of Posts

3. To make appointments below the level of Head of Department, provided that they are funded from the approved budget and don't commit to increase the level of ongoing expenditure on teachers' salary costs for future years and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors for information.
4. To approve additional responsibilities, provided that they are funded from the approved budget and don't commit to an increase in the overall level of ongoing expenditure on teachers' salary costs for future years. To be reported to Board of Governors for information.

### Appointments

5. To appoint the Deputy Heads, Director of Studies and other members of the Senior Management Team', with final selection in consultation with the Chairman and Deputy Chairman of the Board of Governors or their appointed representatives.
6. To appoint Heads of Departments, Assistant Heads of Section and Teachers.
7. To approve overlapping of employment in a post, provided it can be funded from approved budget and does not increase the overall level of expenditure on teachers' salary costs for future.
8. To appoint casual agency staff and temporary staff for up to one year, subject to adequate provision within the temporary staffing contingency fund.
9. To permit the extension of posts and employment contracts of administrative/support staff, provided funding is met from the approved budget and also give consideration to the impact on future budgets, in consultation with the Director of HR and the Pay Office. To be reported to Board of Governors for information.

### Employment policies, procedures and contracts



10. To issue such documentation to teachers – in consultation with the ~~Corporate~~ Director of HR.

11. To issue to administrative/support staff, subject to consultation with HR and recognised Unions.

### **Salary Structure and Increases**

12. To approve responsibility allowances, provided can be funded from approved budget and provided this does not result in an increase in the overall level of expenditure on teachers' salary costs for future years. To be reported to Board of Governors for information.

13. To approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors for information.

### **Payments**

14. To approve extensions of payments beyond 26 weeks and up to 52 weeks, in consultation with the Director of HR.

15. To approve payment of the Lump Sum Allowance for Newly Qualified Teachers, in accordance with the policy approved by Establishment Committee.

### **Leave of Absence**

16. To approve paid work during term-time, in accordance with policy agreed by Board of Governors.

17. To approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget and does not result in an increase in the overall level of teachers' salary costs for future years.

18. To approve compassionate leave with pay for between 1-5 working days, in accordance with the policy agreed by Establishment Committee.

19. To approve compassionate leave with pay for between 6-10 working days, in consultation with the Director of HR.

### **Termination of Employment**

20. To give notice of redundancy in consultation with HR and adherence to City of London Corporation policy on teacher redundancy and with the approval of the Report to Board of Governors and Establishment Committee.

21. To approve voluntary early retirements without enhancement and not due to redundancy or in the interests of efficiency, subject to consultation with the Director of HR and approval of Teachers Pensions.

22. To approve early retirements on the grounds of ill health where supported by the Occupational Health Manager, subject to consultation with the Director of HR.

### **Dismissal**

23. To dismiss the Director of Studies, in consultation with the Chairman and Deputy Chairman of the Board of Governors and the Director of HR;
24. To dismiss Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

### **Suspension**

25. To suspend the Director of Studies, in consultation with the Chairman and Deputy Chairman of the Board of Governors and the Director of HR;
26. To suspend Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.
27. In relation to **Administrative Staff**:
- a. to approve dismissal only following consultation with the Director of HR;
  - b. to approve suspension, following consultation with the Director of HR.

## **PRINCIPAL – THE GUILDHALL SCHOOL OF MUSIC & DRAMA**

Consistent with the resolution of the Court of Common Council in December 2005, the Principal has all the powers necessary to execute the Financial Memorandum with the Higher Education Funding Council for England (HEFCE) delegated to him.

Further, under the terms of the Guildhall School of Music & Drama Instrument and Articles of Government, the following powers are delegated to the Principal:

1. To make such decisions and to initiate such action as he/she deems necessary in the interests of the efficient running of the Institution and the services provided by the Institution.
2. To make proposals to the Board of Governors about the education character and mission of the Institution and to implement the decisions of the Board of Governors.
3. The appointment, assignment, appraisal and dismissal of staff.
4. The maintenance of student discipline and the suspension or expulsion of students on disciplinary grounds in accordance with the procedures relating thereto in force from time to time and the implementation of decisions to expel students for academic reasons.
5. To incur revenue and capital expenditure and enter into commitments of behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders.
6. To act as Chief Accounting Officer for HEFCE purposes

**REMEMBRANCER  
MANAGING DIRECTOR – BARBICAN CENTRE**

The Remembrancer and the Managing Director of the Barbican Centre do not have any powers delegated to them other than those general delegations that apply to all Chief Officers.

## Report – Policy and Resources Committee and Finance Committee

### Capital Funding – Bid for Reprioritisation: Expansion of the City of London Girl's School

*To be presented on Thursday, 18<sup>th</sup> July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons of the City of London in Common Council assembled.*

#### **SUMMARY**

1. In April, Members of your Policy & Resources Committee and Resource Allocation Sub-Committee agreed that a loan should be approved for the proposed expansion of the City of London School for Girls, if it proceeds.
2. Following that decision, your Finance Committee was required to approve a revision to the Corporation's budget of up to £15.3m to facilitate the loan. In-year budget adjustments of this nature are required to be considered by the Finance Committee.
3. It is worth noting that this scheme is still subject to full planning approval and draw down of the loan will only happen if the project is approved in its various stages.
4. The business case for these expansion works rests on the creation and full take up of additional pupil places to facilitate pay back of the loan within 11 years - and thereafter embed a more resilient financial position.
5. The arguments for deferring a funding decision remain valid as the financial capacity of City's Cash is at issue. However, the school has built its latest business plan assuming the funding would be forthcoming and, during the intervening period since the loan request was first submitted, has been progressing the design at risk to maintain pace. Should the scheme be deferred for a year or halted potential abortive costs of up to £600k would need to be justified to parents. Should Members agree funding for a loan it would need to be met from City's Cash reserves, supplemented by external loans as appropriate.

#### **RECOMMENDATION**

Members are asked to approve an allocation up to £15.3m from the general reserves of City's Cash to provide loan funding for the Girls' School expansion project.

All of which we submit to the judgement of this Honourable Court.

DATED this 21<sup>st</sup> day of May 2019.

SIGNED on behalf of the Committees.

**Jeremy Paul Mayhew**  
Chairman, Finance Committee

**Catherine McGuinness, Deputy**  
Chair, Policy and Resources Committee

## Report – Policy and Resources Committee and Finance Committee

### Report of Urgent Action Taken: Phase 1 of the Freemen's School Masterplan project – Loan

*To be presented on Thursday, 18<sup>th</sup> July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### **SUMMARY OF ACTION TAKEN**

1. The Chamberlain requested the Court of Common Council approve, under urgency procedures, additional budgetary provisions of up to £18.818m to provide internal loan funding for Phase 1 of the Freemen's School Masterplan project.
2. This request followed on from Members of your Policy & Resources Committee and Resource Allocation Sub-Committee agreeing that a loan should be approved so phase 1 works could commence during the school's summer holidays.
3. Following that decision, your Finance Committee was required to approve a revision to the Corporation's budget of up to £18.818m to facilitate the loan. In-year budget adjustments of this nature are required to be considered by the Finance Committee, which is responsible for making subsequent recommendations concerning budget adjustments to the Court.
4. The loan is to be repaid over a period of 11 years and it is intended that any shortfall in the general reserves of City's Cash will be supplemented by external borrowing through private placement.
5. Upon Court approval, release of the funds was to be subject to the relevant gateway approvals and will be available from 2019/20 over the life of the relevant projects.
6. Approval was, therefore, granted under urgency procedures for the following:
  - i) An additional budgetary provision of up to £18.818m to provide internal loan funding, to be drawn from the general reserves of City Fund and City's Cash.
  - ii) That this loan facility would be available from 2019/20 onwards, to be drawn down as required over the life of the project, subject to other relevant approvals.

**RECOMMENDATION**

7. We **recommend** that the action taken be noted.

All of which we submit to the judgement of this Honourable Court.

DATED this 21<sup>st</sup> day of May 2019.

SIGNED on behalf of the Committees.

**Jeremy Paul Mayhew**  
Chairman, Finance Committee

**Catherine McGuinness, Deputy**  
Chair, Policy and Resources Committee



# Report – Finance Committee

## Capital Funding Update

To be presented on Thursday, 18<sup>th</sup> July 2019

To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.

### SUMMARY

1. The Court of Common Council is asked to approve additional budgetary provisions of up to £8.463m to fund seven schemes agreed for progression outside of the Fundamental Review, as outlined in Table 1 below. These schemes were approved (alongside an eighth concerning Bank on Safety) by your Policy and Resources Committee and Resource Allocation Sub-Committee on 4 July 2019.
2. Following that decision, your Finance Committee approved these revisions under urgency procedures so as to facilitate the loans. In-year budget adjustments of this nature are required to be considered by the Finance Committee, which is responsible for making subsequent recommendations concerning budget adjustments to the Court.

<b>Table 1: Project Funding Requests</b>	<b>City Fund (excluding Police) £000</b>	<b>City Fund - Police £000</b>	<b>City's Cash £000</b>	<b>Bridge House Estates £000</b>	<b>Total Funding now requested £000</b>
<b>General Reserves</b>					
Corporate IT Service Contract - outsourcing transition and	924	700	392	84	2,100
<b>Police IT Modernisations</b>					
Managed Desktop (including Office 365, Desktop refresh		3,800			3,800
Security Zone		750			750
Police Intranet/Sharepoint		250			250
Electrical Supply at Walbrook Wharf for electric vehicle charging	1,425				1,425
Walbrook Wharf urgent M&E	138				138
	2,487	5,500	392	84	8,463
<b>On Street Parking Reserve</b>					
Bank on Safety (residual funds to complete interim scheme)	400				400
<b>TOTAL FUNDING NOW REQUESTED</b>	<b>2,887</b>	<b>5,500</b>	<b>392</b>	<b>84</b>	<b>8,863</b>

3. Table 1 summarises the 8 funding bids amounting to £8.863m. Corporate Priorities Board have recommended the following sources of funding:
  - £8.463m to be drawn down from the general reserves of the three main funds, including £5.5m for the City Police schemes as a supplement to the police cash limited budget. Since no existing approved financial provision

exists for the £8.463m, approval was sought and approved by Finance Committee and is now requested by the Court of Common Council.

- £400k to be drawn from the balances currently available in the On-Street Parking Reserve.
- 4. Members have agreed that it is essential to prioritise effectively capital and SRP projects to be progressed, with funding allocated in a measured way by applying a process of prioritisation that enables corporate objectives are met and schemes are affordable.
- 5. Earlier in the year, all pre-gateway 5 projects requiring central funding, with a combined estimated cost of £429m, were subjected to an interim assessment against the following criteria:

Projects classified as **essential** which:

- i. Address a risk on the corporate risk register;
- ii. Have a sound business case that clearly demonstrates the negative impact of deferring the scheme, i.e. penalty costs or loss of income, where these are material (if any schemes are deferred, cancelled or scope reduced there will inevitably be some abortive costs); and
- iii. Fall within the following categories:
  - Health and safety compliance
  - Statutory compliance
  - Fully/substantially reimbursable
  - Spend-to-save or income-generating, generally with a short payback period (as a rule of thumb within 5 years)
  - Major renewals of income generating assets
  - Subsidiary categories to allow schemes that will ultimately result in a corporate risk:
    - replacement of critical end-of-life components for core services;
    - schemes required to deliver high priority policies; or
    - schemes with a high reputational impact.

## **RECOMMENDATION**

Members are asked to:

- i) Approve an allocation of up to £8.463m from the reserves of the relevant funds (as outlined in the table above) to allow the seven identified schemes to progress.
- ii) Note that this year's capital funding bids will be assessed initially against the existing prioritisation criteria, pending new criteria to be developed via the Fundamental Review.

All of which we submit to the judgement of this Honourable Court.

DATED this 9<sup>th</sup> day of July 2019.

SIGNED on behalf of the Committee.

**Jeremy Paul Mayhew**  
Chairman, Finance Committee

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## Report – Finance Committee

### Capital Funding – Bid for Reprioritisation: Wanstead Park Ponds

*To be presented on Thursday, 18<sup>th</sup> July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### **SUMMARY**

1. The Court of Common Council is asked to approve additional budgetary provisions of up to £150,000 to provide internal loan funding for the engineering assessment and modelling of the Wanstead Park pond system.
2. This request followed on from Members of your Policy & Resources Committee and Resource Allocation Sub-Committee agreeing that a loan should be approved.
3. Following that decision, your Finance Committee was required to approve a revision to the Corporation's budget of up to £150,000 to facilitate the loan. In-year budget adjustments of this nature are required to be considered by the Finance Committee, which is responsible for making subsequent recommendations concerning budget adjustments to the Court.
3. A cascading chain of three ponds located in Wanstead Park have been designated by the Environment Agency as High Risk under the Flood and Water Management Act 2010. The City Corporation has a statutory duty to ensure that the pond structures meet the required standards.
4. As a first step, the capacity of the pond structures during extreme weather needs to be assessed and a budget of £150,000 is requested to undertake the engineering assessment and modelling of the pond system.
5. If the current capacity is not adequate, the project will be progressed to develop further options on how to bring the structures up to the required standard. Wanstead Park is a Grade II\* listed historic landscape which is on the Heritage at Risk register, and the project scope also includes repair and improvements to address the at-risk status. A previous similar project at Hampstead Heath highlighted the importance of coherent engagement with stakeholders and, therefore, there is provision within the £150,000 budget for a communications officer resource.

#### **RECOMMENDATION**

Members are asked to approve an allocation of £150,000 from the general reserves of City's Cash to provide funding for the engineering assessment and modelling of the pond system.

All of which we submit to the judgement of this Honourable Court.

DATED this 21<sup>st</sup> day of May 2019.

SIGNED on behalf of the Committee.

**Jeremy Paul Mayhew**  
Chairman, Finance Committee

## Report – Finance Committee

### Capital Funding – Bid for Reprioritisation: Electric Vehicle Replacements to Comply with the Ultra-Low Emission Zone

*To be presented on Thursday, 18<sup>th</sup> July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### SUMMARY

1. The Court of Common Council is asked to approve additional budgetary provisions of up to £3m to provide internal loan funding for loan funding for electric and other low emission vehicle replacements in order to comply with the Mayor of London's Ultra Low Emissions Zone (ULEZ) and the City Corporation's 'Transition to a Zero Emission Fleet' policy, which was endorsed by your Policy & Resources Committee. This comprises:
  - £2.3m from the general reserves of City Fund for Police and other City Fund vehicles;
  - £0.7m from the general reserves of City's Cash for City's Cash vehicles;
2. This request followed on from Members of your Policy & Resources Committee and Resource Allocation Sub-Committee, agreeing that a loan should be approved to progress the project outside of the Fundamental Review.
3. Following that decision, your Finance Committee was required to approve a revision to the Corporation's budget of up to £3m to facilitate the loan. In-year budget adjustments of this nature are required to be considered by the Finance Committee, which is responsible for making subsequent recommendations concerning budget adjustments to the Court.
4. Since that Paper was agreed, officers have been building up a comprehensive analysis of the fleet requirements. As ULEZ continues to be rolled out, it is envisaged that the cost of funding replacements will eventually reach approximately £3m, hence the request for a combined loan from the general reserves of City Fund and City's Cash.
5. Officers are keen to confirm this funding so as to ensure the fleet is fully compliant by the time the second, broader ULEZ enters into force.
6. Before a vehicle replacement loan is granted to any department, detailed scrutiny of vehicle need, technology choice, lease or buy options, and value for money will be applied by the inter-departmental Transport Coordination Group, chaired

by the Commercial Director, before proceeding through the appropriate governance route.

**RECOMMENDATION**

Members are asked to:

- approve an additional budgetary provision of up to £3m, to provide internal loan funding to be drawn from the general reserves of City Fund and City's Cash; and
- agree that these loan facilities will be available from 2019/20 onwards, to be drawn down as required over the life of the projects subject to other relevant approvals.

All of which we submit to the judgement of this Honourable Court.

DATED this 21<sup>st</sup> day of May 2019.

SIGNED on behalf of the Committee.

**Jeremy Paul Mayhew**  
Chairman, Finance Committee



## Report – Barbican Residential Committee

### Temporary Reduction in the Quorum

*To be presented on Thursday, 18<sup>th</sup> July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### SUMMARY

The Barbican Residential Committee (BRC) has experienced difficulty in recruiting non-resident Members and is currently carrying six vacancies, out of the required eleven, leaving future meetings at a high risk of being inquorate. Members of the Court are asked to consider a temporary reduction in the quorum of the BRC, from four to three non-resident Members, to ensure that a quorum can be achieved at the scheduled September and December 2019 BRC Meetings. Your Policy and Resources Committee supports this temporary reduction.

Your Policy and Resources Committees considered housing governance, including the future membership of the BRC, in March 2019 and agreed that it would be prudent to allow a reasonable amount of time for the new dispensations regime (implemented on 1 March 2019) to bed in before reviewing the position. By the end of September 2019, the new dispensations regime would have been in place for six months.

Members are asked to note that permanent changes to the structure or composition would be likely to require consultation with stakeholders, consistent with the Gunning principles, i.e. *'to take place at a formative stage, enough information and time must be given to permit intelligent consideration and response and the decision maker must conscientiously take the product of the consultation into account when reaching their decision'*.

#### RECOMMENDATIONS

Members are asked to:

1. Agree to a temporary reduction to the quorum of the Barbican Residential Committee, from four to three non-resident Members, to ensure a quorum at the September and December 2019 meetings.
2. Note that the issue of future membership of the BRC will be considered, as part of the wider housing governance review, which is due to be revisited by the Policy and Resources Committee once the new dispensations regime has had sufficient time to bed in.

All of which we submit to the judgement of this Honourable Court.

DATED this 17<sup>th</sup> day of June 2019.

SIGNED on behalf of the Committee.

**Michael Hudson**  
Chairman, Barbican Residential Committee

# Report – Standards Committee

## Annual Report

*To be presented on Thursday, 18th July 2019*

*To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

### **SUMMARY**

The Standards Committee is required to prepare an annual report on its activity for submission to the Court of Common Council. The report covers the May 2018 to April 2019 period. It should be noted that four alleged breaches of the Code of Conduct were considered by the Committee during 2018/19.

### **RECOMMENDATION**

We submit this report for information.

### **MAIN REPORT**

#### **Background**

1. The purpose of this report is to brief Members on the work undertaken over the May 2018 to April 2019 period by the Standards Committee.
2. In accordance with the Committee's terms of reference, the Committee is required to deal with allegations of breaches of the Code of Conduct and to submit an annual report on its activities to the Court of Common Council.

#### **Alleged breaches of the Code of Conduct**

3. During 2018/19, four alleged breaches of the Members' Code of Conduct have been considered.
4. The Assessments Sub (Standards) Committee has considered the details of these alleged breaches and decided that no further action should be taken in respect of three of these. In the remaining case, the Sub Committee decided that the alleged breach should be the subject of an investigation and a hearing, which, at the time of reporting, is scheduled to take place in June 2019.

#### **Activities of the Committee during 2018/19**

5. Below is a brief synopsis of the activities undertaken by the Committee in 2018/19.

#### **Implementing the Outcome of Standards Framework Review**

6. The outcomes of the Standards Review, as approved by the Court of Common Council on 8 March 2018 led, amongst other things, to the implementation of a revised complaints procedure which came in to force on 19 July 2018 following appropriate training of the members of the Standards Appeals Committee and

appropriate revision to the Standards Committee terms of reference. The revised procedure provides for the Standards Committee to continue to consider and determine allegations of breaches of the Code of Conduct at the assessment and hearing stage, with any future appeals following the hearing stage to be considered by a new Standards Appeal Committee (not members of the Standards Committee).

7. Also, in accordance with the outcome of the review and to reinforce their independence from the Standards Committee, Independent Persons no longer routinely attend the Committee's meetings, other than (1) hearings where they have a statutory role and (2) meetings at which their role is under discussion and they may contribute useful information. The Independent Persons are, however, invited to attend separate six-monthly briefing sessions with the Chairman, Deputy Chairman and relevant officers, to be updated on the Committee's discussions and decisions about the Code of Conduct and conduct matters generally. They also continue to receive all agendas and minutes of Standards Committee meetings. The new arrangements seem to be working satisfactorily. Two six monthly briefings have taken place with the Independent Persons to date and proved to be useful forums in which to share relevant information.

#### **Membership and composition of the Standards Committee**

8. During the 2018/19 municipal year, the Standards Committee comprised of sixteen Members, four of whom were co-opted and independent from the City Corporation. Whilst Co-opted Members are no longer a statutory requirement and have no formal vote, following the introduction of the Localism Act 2011, the City of London Corporation has agreed to the inclusion of Co-opted Members on the Committee to maximise the breadth of knowledge and experience available.
9. In December 2018, the terms of office of two of the Committee's Co-opted Members, Dan Large and Mark Greenburgh, expired. Both expressed a wish to be reappointed. The Standards Committee recommended their reappointment to the Court of Common Council, for a four-year and a three-year term of office respectively, to commence from the expiry of their current terms in December 2018. Both reappointments were consented to by the Court of Common Council in July 2018.
10. The fourth Co-opted Member position had been vacant for some time, pending the outcome of the Standards Regime Review. At the conclusion of the review and confirmation that the constitution of the Standards Committee in terms of Co-opted Members was to remain unchanged, a recruitment campaign commenced in late August 2018. A Selection Panel was convened in October 2018 to consider the eight valid applications received. Following assessment by the Panel, three candidates were invited to attend interview in December 2018. Of those three, the Panel were unanimously of the view that Nicholas Cooke Q.C. be appointed to fill the existing Co-opted Member vacancy. The recommendation of the Selection Panel was considered and approved by the Standards Committee at their 25 January 2019 meeting and subsequently by

the Court of Common Council on 7 March 2019. Mr Cooke was appointed for an initial two-year term of office to expire in March 2021.

11. In March 2019, Mr Greenburgh resigned as a Co-opted Member of the Standards Committee and the Standards Committee will now therefore begin to consider the future recruitment process around this new vacancy.

#### **Co-opted Members and Declarations of Interest**

12. The City Corporation's Code of Conduct for Members, adopted in its latest iteration by the Court of Common Council on 8 March 2018, applies to any Member of the City Corporation and any Member of a Committee of the City Corporation. The Code requires the registration of disclosable pecuniary interests, as specified in regulations made by the Secretary of State, together with certain non-pecuniary interests.
13. In May 2018, the Town Clerk commenced the annual exercise to contact Elected and Co-opted Members to remind them to review and update their existing declarations. Co-opted Members whose declarations were not currently held on file were invited to complete and return a form detailing their registrable interests within 28 days. The Town Clerk informed Co-opted Members that, going forward, and to promote greater consistency and transparency, their declarations would be published on the City Corporation's webpages alongside those of Elected Members. The publication of completed returns online commenced during August 2018.
14. All necessary Co-optee Declarations of Interest forms have been returned and have been publicly available since March 2019.

#### **Dispensations Policy and Guidance**

15. In July 2018, the Town Clerk authorised the establishment of a Dispensations (Standards) Working Party under the urgency provisions of Standing Order No. 41(a). The Working Party was formed with a view to providing an enhanced level of consistency, of requisite information about disclosable pecuniary interests and of the regulations around such interests and dispensations.
16. The Working Party met regularly to consider dispensation policy and associated issues, and originally reported its findings to the Standards Committee in October 2018. It was agreed that comments arising from the Standards Committee's first look at the proposed new documentation be referred back to the Dispensations Working Party for further consideration as part of the finalisation of the documents.
17. The Standards Committee were also keen to ensure that all Members had the opportunity to consider and comment on the documentation prior to implementation. It was agreed that a public meeting of the Standards Committee should be convened with all members of the Court and Co-opted Members invited to attend and participate. The meeting took place on 15 November 2018 and generated useful input, which was supplemented by a series of workshops for Members (including co-opted Members) which were

facilitated by members of the Standards Committee and held throughout December 2018 to further discuss the documentation.

18. The draft documentation was also the subject of two motions at the December 2018 Court of Common Council meeting. One of the motions was amended and carried with the substantive motion being a request from the Court that the Standards Committee “should, as part of the current review of its policy and guidance on dispensations, adopt a position where Members would generally be granted a dispensation to speak (but not vote) on all matters concerning their Ward where they have an engaged disclosable pecuniary interest other than when that disclosable pecuniary interest would be directly and materially impacted by a matter to be determined at a meeting of the Court or one of its committees or sub-committees, subject of course to the proper exercise of the statutory discretion in each case”. This wording is now included within the Dispensation Policy.
19. The Standards Committee noted the points raised in all forms throughout the extensive consultation process. Many of the points were incorporated into the Policy and applied to the Application Form.
20. The new policy and guidance came into effect on 1 March 2019.

#### **Standards Framework Training**

21. All Members of the Standards Committee were offered training focusing on the outcome of the review of the Standards framework and the revised Code of Conduct, Guidance on the Code and complaints procedure which was delivered by the Comptroller and City Solicitor in October 2018.
22. Further training on the Code of Conduct, led by the Comptroller and City Solicitor was also offered to all Members in November 2018 and was attended by a total of 27 Members.

#### **Ongoing Activity**

23. Whilst this report is an account of time past, it is important to note that, with a new dispensations regime being monitored, much that is mentioned remains part of works in progress.

#### **Recommendation**

24. We submit this report for information.

All of which we submit to the judgement of this Honourable Court.

DATED this 3<sup>rd</sup> May 2019.

SIGNED on behalf of the Committee.

**Ann Holmes**  
Chairman, Standards Committee

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