



Courts Sub (Policy and Resources) Committee

Date: MONDAY, 15 OCTOBER 2018
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Deputy Catherine McGuinness (Chairman)
Alderman Sir David Wootton (Deputy Chairman)
Nicholas Bensted-Smith
Simon Duckworth (Ex-Officio Member)
Alderman Alison Gowman
Sheriff The Hon. Elizabeth Green
Alderman Timothy Hailes
Nicholas Hilliard
Michael Hudson
Sheriff Alderman Vincent Keaveny
Deputy Edward Lord
James de Sausmarez
John Scott (Chief Commoner)

Enquiries: George Fraser
tel. no.: 020 7332 1174
george.fraser@cityoflondon.gov.uk

N.B. Part of this meeting may be subject to audio-visual recording.

Lunch will be served in the Guildhall Club at 1.00pm.

**John Barradell
Town Clerk**

AGENDA

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the minutes from the last meeting, held on 11 June 2018.

For Decision
(Pages 1 - 6)
4. **OUTSTANDING REFERENCES**
Report of the Town Clerk.

For Information
(Pages 7 - 8)
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **EXCLUSION OF THE PUBLIC**
MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No.	Paragraph(s) in Schedule 12A
8-12	3
8. **NON-PUBLIC MINUTES**
To agree the non-public minutes from the last meeting, held on 11 June 2018.

For Decision
(Pages 9 - 14)
9. **NON-PUBLIC OUTSTANDING REFERENCES**
Report of the Town Clerk.

For Information
(Pages 15 - 16)
10. **PROJECT PROGRAMME - SEPTEMBER 2018**
Report of the City Surveyor.

For Information
(Pages 17 - 18)

11. **CENTRAL CRIMINAL COURT - PLANT REPLACEMENT PHASE 4**
Report of the City Surveyor.

For Decision
(Pages 19 - 40)

12. **FIRE SAFETY UPDATE**
The Head of Operations of Mansion House and the Central Criminal Court to be heard.

For Information

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

This page is intentionally left blank

COURTS SUB (POLICY AND RESOURCES) COMMITTEE

Monday, 11 June 2018

Minutes of the meeting of the Courts Sub (Policy and Resources) Committee held at the Guildhall EC2 at 10.00 am

Present

Members:

Deputy Catherine McGuinness (Chairman)	Nicholas Hilliard
Alderman Sir David Wootton (Deputy Chairman)	Michael Hudson
Nicholas Bensted-Smith	Deputy Edward Lord
Alderman Alison Gowman	James de Sausmarez
Alderman & Sheriff Timothy Hailes	John Scott (Chief Commoner)

Officers:

George Fraser	- Town Clerk's Department
Vic Annells	- Executive Director, Mansion House & CCC
Adam Rout	- Head of Operations, Mansion House & CCC
Jessica Lees	- City Surveyor's Department
Richard Chamberlain	- City Surveyor's Department

1. APOLOGIES

There were no apologies.

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

Edward Lord declared a non-pecuniary interest, stating that he served as a JP sitting in the City's Courts and was Deputy Chairman Elect of the Central London Bench. Alderman Sir David Wootton and Alderman Alison Gowman declared that they are JPs sitting in the City's Courts. Alderman and Sheriff Tim Hailes is also a JP but currently not sitting.

3. MINUTES

The Sub-Committee considered the minutes from the last meeting, held on 19 February 2018.

The Chairman noted a correction to be made to a Member's name under item 2.

RESOLVED – That the minutes be approved.

4. OUTSTANDING REFERENCES

The Sub-Committee received a report of the Town Clerk that provided Members with a summary of the outstanding actions from previous meetings.

OR1 – Gowns Replacement

There was discussion over the relative difficulty in finding responsibility for the maintenance of judges' gowns at the respective courts, with a Member advising that responsibility did not fall with HMCTS. A Member noted that the gowns had been cleaned approximately two years ago. Members asked that both status and responsibility be clarified for gowns at both the Magistrates' Court and the Central Criminal Court. (1)

OR2 – Tour of the Mayor's and City of London Court

The Town Clerk advised that it was proposed to hold the tour of the Mayor's and City of London Court prior to or following the next meeting of the Sub-Committee on 15 October.

OR3 – Lord Mayor's Plate and Chief Magistrate's Mace

The Head of Operations at Mansion House and Central Criminal Court explained that the sword required repairs and had been returned. He explained that there was no recorded ownership of the Mace and explained that he would add the item to the inventory managed by Mansion House. (2)

RESOLVED – That the report be received.

5. WORK PLAN

The Sub-Committee received a report of the Town Clerk that provided Members with an overview of the work schedule for upcoming meetings.

RESOLVED – That the report be received.

6. MAGISTRATES COURT - EXTERNAL REPAIR WORKS

The Sub-Committee considered a report of the City Surveyor that sought Members' decision of an option to carry out external repair work to the City of London Magistrates' Court.

The Chairman noted that the recommended option to carry out cyclical medium-term repairs appeared to be the most sensible and Members agreed.

Members agreed that draft reports and consultation approval forms need not be submitted as appendices and asked that the Town Clerk ensure that these are omitted from future agenda packs.

A Member asked for clarification over whether or not the cost of these repairs was deemed to be capital expenditure. The City Surveyor confirmed that the proposed repair works would be an operational cost.

RESOLVED – That Members agree to:

- i. Approve option 2, to carry out essential works which will ensure the building is maintained to a good condition for the next 5 years, whilst substantial progress is made on the new judicial centre.

- ii. Approve the recommendation to consolidate the work and deliver under one project.
- iii. Approve a gateway 3 cost of £20,000, made up of the remaining £9,816 from the original £15,000 budget approved at gateway 1/ 2 and uplift of £10,184 from the the City's Cash Annual Provision for New Schemes. This will be to develop a specific design and specification ready to tender the works.
- iv. Note that the current total project estimated cost is £635,000. A funding strategy is to be agreed with HMCTS and submitted to Members within a gateway 4/ 5 report.
- v. Note that we will engage with City Procurement and present preferred procurement route also to be presented within the gateway 4/ 5 which will be submitted for Committee approval.

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

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

9. EXCLUSION OF THE PUBLIC

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

Item No.	Paragraph(s) in Schedule 12A
10-20	3

10. NON-PUBLIC MINUTES

The Sub-Committee considered the non-public minutes from the last meeting, held on 19 February 2018.

RESOLVED – That the non-public minutes be approved.

11. NON-PUBLIC OUTSTANDING REFERENCES

The Sub-committee received a report of the Town Clerk that provided Members with a summary of the outstanding actions from previous meetings.

RESOLVED – That the report be received.

12. REPORT OF ACTION TAKEN

The Sub-Committee received a report of the Town Clerk that updated Members on the urgent action taken since the last meeting of the Sub-Committee.

RESOLVED – That the report be received.

13. **MANSION HOUSE AND CENTRAL CRIMINAL COURT DEPARTMENTAL BUSINESS PLAN**

The Sub-Committee received a report of the Executive Director of Mansion House and the Central Criminal Court that sought Members' approval of a 2018/19 Departmental Business Plan for Mansion House and the Central Criminal Court.

RESOLVED – That the report be approved.

14. **PROJECT PROGRAMME**

The Sub-Committee received a report of the City Surveyor that provided Members with an overview of the programme of projects relating to the City of London Courts.

RESOLVED – That the report be received.

15. **CENTRAL CRIMINAL COURT - FIRE SAFETY UPDATE**

The Sub-committee received a report of the City Surveyor that provided Members with an update on the situation regarding fire safety at the Central Criminal Court.

RESOLVED – That the report be received.

16. **CENTRAL CRIMINAL COURT - JURY ROOM REPAIRS**

The Sub-Committee received a report of the City Surveyor that sought Members' approval of Jury Room repair works at the Central Criminal Court.

RESOLVED – That the report be approved.

17. **CENTRAL CRIMINAL COURT - FIRE ALARM REPLACEMENT AND ASSOCIATED PUBLIC ADDRESS SYSTEM**

The Sub-Committee received a report of the City Surveyor that sought Members approval of a fire alarm replacement and associated public address system at the Central Criminal Court.

RESOLVED – That the report be approved.

18. **CENTRAL CRIMINAL COURT - PLANT REPLACEMENT: PHASE 3**

The Sub-Committee received a report of the City Surveyor that sought Members' approval to commence work on plant replacement works at the Central Criminal Court.

RESOLVED – That the report be approved.

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

There was one question from a Member.

20. ANY OTHER NON-PUBLIC BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

Members discussed items of urgent business.

The meeting closed at 10.54 am

Chairman

**Contact Officer: George Fraser
tel. no.: 020 7332 1174
george.fraser@cityoflondon.gov.uk**

This page is intentionally left blank

COURTS SUB-COMMITTEE

15 October 2018

OUTSTANDING REFERENCES

No.	Meeting Date & Reference	Action	Owner	Status
1.	<p>11-06-06 Item 4 – <i>Outstanding References</i></p> <p>19-02-18 Item 3 – <i>Minutes</i></p> <p>Gowns Replacement</p>	<p>The Chairman requested that the cost of gown replacement at the City of London Magistrates’ Court be determined.</p> <p>Update 11-06-18: Members asked that both status and responsibility be clarified for gowns at both the Magistrates’ Court and the Central Criminal Court.</p>	Mansion House	VERBAL UPDATE DUE SEPTEMBER
2.	<p>06-06-18 Item 4 – <i>Outstanding References</i></p> <p>08-12-17 (3) Item 5 – <i>Magistrates Court Update</i></p> <p>Lord Mayor’s Plate & Chief Magistrate’s Mace</p>	<p>The Head of Operations for Mansion House and the Central Criminal Court agreed to check who was responsible for the Lord Mayor’s Plate and the Chief Magistrate’s Mace in Court 1.</p> <p>06-06-18: The Head of Operations at Mansion House and Central Criminal Court explained that the sword required repairs and had been returned. He explained that there was no recorded ownership of the Mace and explained that he would add the item to the inventory managed by Mansion House.</p> <p>Update 01-10-18: The Head of Operations for Mansion House and the Central Criminal Court confirmed that these had been added to their inventory.</p>	Mansion House	COMPLETE

No.	Meeting Date & Reference	Action	Owner	Status
3.	<p>06-06-18 Item 4 – <i>Outstanding References</i></p> <p>19-02-18 (2) Item 5 – <i>Outstanding References</i></p> <p>Tour of the Mayor’s and City of London Court</p>	<p>A Member noted that the tour of the Mayor’s and City of London Court still had not taken place. The Chairman noted that there had been a couple of unsuccessful attempts at organising this, though suitable dates had not yet been found.</p> <p>31-05-18: It was proposed that the tour take place following the September/October meeting of the Sub-Committee.</p> <p>18-06-18: It was proposed that the tour take place prior to the meeting on 15 October at 9am.</p> <p>Update 18-10-02: The tour was moved to 10am to coincide with the later start time of the meeting.</p>	Town Clerk/ City Surveyor	DUE OCTOBER 2018

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank