



Delegated Authority and Urgency Decisions

Date: 1 JUNE 2020 – 7 JUNE 2020

Delegated or Urgent Decisions taken in accordance with the Court of Common Council's Standing Orders

Enquiries: Antoinette Duhaney, Committee & Member Services Officer,
Email: antoinette.duhaney@cityoflondon.gov.uk, Tel: 020 7332 1408

**John Barradell
Town Clerk**

AGENDA

- 1. CORPORATE ASSET SUB COMMITTEE: PROPOSAL TO ASSIST CITY OF LONDON OPERATIONAL TENANTS FOR JUNE QUARTER RENTS**

For Information
(Pages 1 - 16)

- 2. EDUCATION BOARD: REPORT OF ACTION TAKEN BETWEEN MEETINGS**

For Information
(Pages 17 - 22)

- 3. POLICY & RESOURCES COMMITTEE: REPORT OF DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

For Information
(Pages 23 - 26)

- 4. BRIDGE HOUSE ESTATES (1035628) - LONDON COMMUNITY RESPONSE FUND UPDATE & PROPOSED NATIONAL LOTTERY COMMUNITY FUND GRANT**

For Information
(Pages 27 - 32)

- 5. PLANT AND MACHINERY ASSET SALES - BARKING REACH POWER STATION, DAGENHAM DOCK**

For Information
(Pages 33 - 36)

Committee(s): Corporate Asset Sub Committee	Date(s): 1 June 2020
Subject: Report of Action Taken	Public
Report of: The Town Clerk	For Information
Report author: Chloe Rew, Committee & Members Services Officer	

Summary:

This report provides details of the decision taken under urgency procedures in the week commencing 1 June 2020.

Recommendation(s)

Members are asked to note the report.

Main Report

1. The Corporate Asset Sub-Committee was scheduled to meet on 3 June 2020. However, in light of the impacts of the COVID-19 crisis, this meeting was cancelled. The next meeting would not take place until 22 July 2020, and therefore the following items were agreed under urgency procedures by the Town Clerk, in consultation with the Chairman and Deputy Chairmen.
 - i. **Cyclical Works Programme 17/18 – Outturn & Carry Forward Report**
The City Surveyor requested that a portion of the Cyclical Works Programme (CWP) for 2017/18 be carried forward into a final fourth year, with one project being carried over for a fifth year, to enable more challenging projects to complete. Schemes in the CWP are detailed in the accompanying report at Appendix A. It was agreed that –
 - Project R087AW025L ‘West Smithfield over Thameslink’ be carried forward to a fifth year, which required approval as this £131,000 expenditure is linked to a capital project that is dependent on the Museum of London;
 - funding of £1,296,680 from the 2017/18 CWP programme be carried forward into 2020/21 financial year; the total is split as City Fund £401,299 and City Cash £895,381.
 - ii. **Proposal to Assist City of London Operational Tenants for June Quarter Rents**
The City Surveyor requested June quarter rent deferrals for qualifying at-risk tenants across both Operational and Investment portfolios, which together with the various Government assistance packages should have provided tenants with relief given the impact of COVID-19 lockdown on their businesses. As the report is restricted under paragraph 3, Part 1 of Schedule 12 A of the Local Government Act 1972, a public summary is included with this report of action taken. It was agreed that –

- the June quarter rent for the named qualifying office tenants be deferred;
- delegated authority be granted to the Town Clerk, in consultation with the Chairmen and Deputy Chairmen of Corporate Asset Sub Committee, to approve that further rent concessions;
- and note that further assistance may be required for the September quarter, subject to any further support offered by the Government, and that officers have commenced a review of options going forward which will be subject to a future report.

iii. Holloway Estate – Islington Arts Factory AWAITING APPROVAL

Chloe Rew

Committee & Members Services Officer

T: 02073321427

E: Chloe.Rew@cityoflondon.gov.uk

Committee: Corporate Asset Sub Committee – For Decision	Dated: 15 May 2020
Subject: Cyclical Works Programme 17/ 18 – Outturn & Carry forward Report	Public
Report of: The City Surveyor report ref CS 097/20	For Decision
Report author: Jonathan Cooper, City Surveyor's Department	

Summary

This report requests that a portion of the Cyclical Works Programme (CWP) for 2017/18 is carried forward in to a final fourth year, to enable more challenging projects to complete. Members are asked to review the schemes detailed within Appendix A and confirm their agreement. This report also outlines the final outturn position for the 17/18 CWP.

The programmes last for three years, hence this request for some specific projects to be carried forward. The programmes are intended to deliver prioritised cyclical maintenance works (i.e. replacement or refurbishment of buildings, plant and equipment based on condition assessed at the end of normal useful service life and operational need) across the corporate operational estate, including The Barbican Centre and the Guildhall School of Music and Drama.

The timing of the delivery of some projects is being affected by the Fundamental Review because they depend on larger, capital-scale projects which are on hold. The impact of COVID-19 has also impacted several projects that were on site. The recruitment moratorium and retention are affecting resource levels and teams are stretched. Access to operational buildings remains challenging. As a result, there are some projects originally in the 17/18 CWP that were not completed by programme end in March 2020 and an extension into financial year 2020/21 is requested.

It is noted that one project – R087AW025L needs to be carried forward to a 5th year, as this expenditure is linked to a capital project that is dependent on the Museum of London, as such requires your approval.

These projects have been separated in to two categories: those on site before 31 March 2020 and those not on site before 31st March 2020.

Recommendations

Members are asked to:

1. Project R087AW025L 'West Smithfield over Thameslink' needs to be carried forward to a 5th year, as this £131,000 expenditure is linked to a capital project that is dependent on the Museum of London, as such requires your approval
2. Approve the carry-forward of funding of £1,296,680 from the 2017/18 CWP programme into 2020/21 financial year the total is split as City Fund £401,299

and City Cash £895,381. The following projects are identified, and justification is provided for each within Appendix A

Project No.	Project Name.	Amount carried forward
Works on site before 31 March 2020		
C088CW095L	Guildhall School: Sundial Court Overhaul Roof & Sundial Court External Decorations	£130,000
C158CW028L	West Wing- Structural Stability Overhaul, Smoke Vents	£ 13,662
C158CW036L	Great Hall- Timber Roof and Turret Refurbishment	£74,760
C108CW212L	Epping Forest-Information Cen-Reception Desk Replacement	£12,000
C108CW139L	Highams Park Historic Landscape- Pond/Wharfing Relining	£24,000
C108CW140L	Knighton Wood Historic Landscape- Design & Setting Out Fees	£4,500
C038CW056L	63 Charterhouse Structural beam repairs	£127,483
R048CW027L	Roman Bath House- Conservation and Sand Replacement	£15,890
C038CW049L	London Central Markets Underground Car Park- Parking Bays Remarking	£9,742
R108CW003L	CIC Alarm works	£2,500
C088CW068L	Silk Street- Smoke Door Renewal & Overhaul (18/19)	£1,585
C088CW086L	Silk Street- Overhaul & Renew Access Control & Security Systems (19/20)	£20,000
C088CW087L	Silk Street- Venue Lighting Control (19/20)	£19,987
C088CW092L	Sundial Court- Student Basement Recreation Area Refurbishment (19/20)	£1,760
C088CW094L	Sundial Court Rolling Programme of Redecoration & Renewal of Floor Coverings (19/20)	£11,775
C088CW102L	Sundial Court ventilation works to flats	£1,900
R018CW014L	Barbican Centre Cinema- Cinema 1 Refurbishment	£49,785
R048CW030L	CCC Asbestos Management Survey	£25,996
R158CW310L	Keats House- Toilet Refurbishment	£5,000
C158CW006L	East Wing- Lift No.36 Refurbishment	£10,780
C158CW002L	North Wing Banqueting Kitchen Equipment Replacement	£7,280
C158CW040L	Guildhall - Complex wide - Automatic Door Opening	£44,000
C158CW041L	Guildhall - West Wing Chillers	£58,000
C038CW058L	LCM Fire Alarm system	£14,429
C198CW306L	HW Fencing works	£5,000
C158CW004L	City Centre- Baggage Scanning Equipment Replace	£12,722
C158CW008L	Great Hall- Lanterns overhaul 8 No.	£9,158
R078CW030L	Guildhall Art Gallery- Audio Replacement (Gallery)	£6,000
C028CW027L	CoL Magistrate's Court- Internal Decorations	£18,791

C178CW296L	Parliament Hill - Public Toilet Refurbishment	£21,689
<i>Sub Total of works</i>		<i>£760,174</i>
Works on site after 31 March 2020		
C038CW057L	Moorgate Sidings - Remedial Works	£160,245
C178CW290L	HH Lido Leak Repair	£95,348
C088CW065L	Silk Street- Redecorations	£8,741
C088CW081L	Guildhall School Silk Street Decorations	£17,516
C088CW093L	Silk Street- Rolling Programme of Redecoration & Renewal of Floor Covering	£10,000
C108CW145L	Harrow Road. Ground Source Heat Pump Replacement	£28,265
C158CW003L	City Centre Access System Replacement	£11,400
R078CW031L	LMA-Access Control System Replacement	£19,715
<u>These 3 budgets are part of a larger Capital project</u>		
R088CW035L	West Smithfield over Thameslink-Concrete & Stone Repair	£74,151
R088CW036L	West Smithfield over Thameslink- Waterproof Deck	£29,500
R088CW037L	Charterhouse over Thameslink -Major Concrete Repairs	£81,625
<i>Sub Total of works</i>		<i>£536,506</i>
Total of Roll Over amount		£1,296,680

Main Report

Background

1. There is need to conduct planned refurbishment and replacement of buildings and their associated equipment in addition to routine serving and repairs. Resources being limited, such works need to be prioritised across the entire corporate operational estate. The Cyclical Works Programmes consider the requirements of each and prioritises individual projects in the context of the whole to ensure that the City's overall property maintenance objectives are met.

Current Position

2. CWP 2017/18 final outturn is summarised in the table below. A fuller picture based on the fund and area of service can be found in Appendix B.

Cyclical Works Programme 2017/18 Progress

TABLE 1: TOTAL PROGRAMME PROGRESS TO DATE AT 31/03/20						
Fund / Service	Total Budget	Total Actual Spend	Further Committed	Total Cost	Balance Un-committed	Total Progress
	£000's	£000's	£000's	£000's	£000's	%
2017/18 Programme						
City's Cash	6,493	5,574	342	5,915	577	91%
City Fund**	3,846	3,277	262	3,539	307	92%
Guildhall Admin *	1,312	1,045	2	1,047	266	80%
TOTAL	11,651	9,896	605	10,501	1,150	90%

*£139k transferred to Capital projects

**£298k transferred to Capital Projects

TABLE 2: SPEND AGAINST 2019/20 TARGETS TO DATE AT 31/03/20				
Fund / Service	Total Budget	Budget 2019/20	Actual Spend 2019/20	Spend Against Target
	£000's	£000's	£000's	%
2017/18 Programme				
City's Cash	6,493	3,563	2,421	68%
City Fund	3,846	1,551	959	62%
Guildhall Admin	1,312	542	353	65%
TOTAL	11,651	5,656	3,733	66%

- The 2017/18 CWP programme consisted of 470 projects with a total value of £11.7m.

The current position is that an actual spend of £9.9m has been achieved leaving budget of £1.755m unspent at the end of the programme. Of this unspent sum it is requested £1.322m is carried forward to a fourth year to complete the 2017/18 CWP programme. This includes the £605k of works orders that have been placed but not yet completed.

- In consideration of paragraphs 3 & 4 above, the following projects are now either not able to complete before the end of March or not able to start before March when the 2017/18 three-year programme ends. The carry-forward of £1,322,193 funding for their completion in 2020/21 is therefore requested.

5. Assuming that the amount requested to be carried forward within this report is agreed and completed then the expected financial outturn for the completed programme will be 95% of the total overall budget for the programme.

Corporate & Strategic Implications

6. Cyclical Works Programmes set out to deliver three of the key objectives in the Corporate Property Asset Management Strategy.
 - SO.1 – Operational assets remain in a good, safe and statutory compliant condition.
 - SO.2 – Operational assets are fit for purpose and meet service delivery needs.
 - SO.3 – Capital and supplementary revenue programmes are affordable, sustainable and prudent and that the limited available resources are directed to the highest corporate priorities.

Conclusion

7. Some CWP 17/18 projects will need an additional financial year to complete, due to various impacts on the programme. COVID-19 had an impact on several projects not completing as expected in the final weeks of March, whilst, uncertainty due to the Fundamental Review and a stretch on project delivery resources have slowed the delivery of some of these packages of work within the intended three year programme. Resource will be given to meet the demands of projects carried forward within this report to completion. The justification for each project to be carried forward is identified within Appendix A

Appendices

- Appendix A – Justification and list of projects to be carried forward from 17/18 programme
- Appendix B – 2017/18 Cyclical Works Programme

Report Author

Jonathan Cooper
Assistant Director
City Surveyor's Department
T: 020 7332 3563
E: jonathan.cooper@cityoflondon.gov.uk

Appendix A to CSD 097/20 Justification and list of projects to be carried forward from 17/18 programme

Project No.	Project Name.	Justification for carry forward	Amount carried forward
Works on site before 31 March 2020			
C088CW095L	Guildhall School: Sundial Court Overhaul Roof & External Decorations	The scope of this project has been reduced but it is essential that the atrium is redecorated and the roof over repaired as well as various other remedial works to gutters and rainwater goods. It has been an exceptionally wet autumn/winter and to attempt to repair the roof and decorate until weather conditions are more favourable would have a less than satisfactory result and be poor value.	£130,000
C158CW028L	West Wing- Structural Stability Overhaul, Smoke Vents	Works have been previously due to commence on site, with orders placed, however due to inclement and unpredictable weather conditions throughout February. Works have been delayed towards the end of March.	£ 14,322
C158CW036L	Great Hall- Timber Roof and Turret Refurbishment	Works have been previously due to commence on site, with orders placed, however due to inclement and unpredictable weather conditions throughout February, works were delayed. Works are now planned to commence towards the end of March.	£90,000
C108CW212L	Epping Forest- Information Cen- Reception Desk Replacement	Works were due to start on site in early 2020, however the sub-contractor due to undertake the work is no longer in business. The works had to be re-procured. A new sub-contractor has been sought and is due to start site towards the end of March, works will only be on site for a matter of weeks.	£12,000
C108CW139L	Highams Park Historic Landscape- Pond/Wharving Relining	Bespoke and specialist advise has been required to advise on this. Previous only one quotation was returned for work, which was not deemed acceptable as such it was reprocured and a suitable alternative consultant was found	£24,000
C108CW140L	Knighton Wood Historic Landscape- Design & Setting Out Fees	As above	£6,000

C038CW056L	63 Charterhouse Structural beam repair	A long standing and technical project involving many parties. 63 Charterhouse St works have commenced on site, though the design had to be altered to get the steel beams into the basement, the party wall agreement is complicated and taking longer than expected and because of the alterations to design, some approvals have had to be adjusted and re-submitted	£135,400
R048CW027L	Roman Bath House- Conservation and Sand Replacement	Ancient Monuments at Historic England requested that Scheduled Monument Consent was submitted for the sand renewal works (it hadn't previously been required). The consent has just been granted so works will be commencing as soon as an appropriate conservator is able to supervise these works (due to the specialist nature of the works).	£15,276
C038CW049L	London Central Markets Underground Car Park- Parking Bays Remarking	Works not complete before FY end due to operational issues on site.	£9,742
R108CW003L	CIC Alarm works	Recent addition to the programme so works were unable to complete before the end of the FY	£2,500
C088CW068L	Silk Street- Smoke Door Renewal & Overhaul (18/19)	Larger project but works not completed due to C-19 lockdown	£1,585
C088CW086L	Silk Street- Overhaul & Renew Access Control & Security Systmes (19/20)	Larger project but works not completed due to C-19 lockdown	£20,000
C088CW087L	Silk Street- Venue Lighting Control (19/20)	Linked to 19/20 work to LRR lighting where scope has unexpectedly increased. It is likely that additional funding will be required to complete that project.	£19,987
C088CW092L	Sundial Court- Student Basement Recreation Area Refurbishment (19/20)	Larger project but works not completed due to C-19 lockdown	£1,760
C088CW094L	Sundial Court Rolling Programme of Redecoration & Renewal of Floor Coverings (19/20)	Project linked with the fire alarm project where the start was delayed	£11,775
C088CW102L	Sundial Court ventilation works to flats	Larger project but works not completed due to C-19 lockdown	£1,900
R018CW014L	Barbican Centre Cinema- Cinema 1 Refurbishment	Larger project but works not completed due to C-19 lockdown	£49,785

R048CW030L	CCC Asbestos Management Survey	Yes, still required. Budget was increased in the final month and proved difficult to fully complete in the timeframe due COVID-19 related restrictions. Minor works are managing the project.	£25,996
R158CW310L	Keats House- Toilet Refurbishment	Still required - works planned but not completed due to COVID.	£5,000
C158CW006L	East Wing- Lift No.36 Refurbishment	Larger project but works not completed due to C-19 lockdown	£10,780
C158CW002L	North Wing Banqueting Kitchen Equipment Replacement	Still required. Issue was in identifying spec of items. Ready to place order now.	£7,280
C158CW040L	Guildhall - Complex wide - Automatic Door Opening	Recent addition to the programme so works were unable to complete before the end of the FY	£44,000
C158CW041L	Guildhall - West Wing Chillers	Recent addition to the programme so works were unable to complete before the end of the FY	£58,000
C038CW058L	LCM Fire Alarm system	This project is for the cause and effect remedial work that was started but has been put on hold due to the closedowns of current project resulting from the Covid 19. This project will restart as soon as things get back to normal. These funds need to be held over.	£14,429
C198CW306L	HW Fencing works	Still required - The project code was only received in Dec 2019 as part of an approved CWP Project Adjustment Request, works were delayed due to contractor's availability and has been delayed further due to COVID-19.	£5,000
C158CW004L	City Centre- Baggage Scanning Equipment Replace	Larger project but works not completed due to C-19 lockdown	£12,722
C158CW008L	Great Hall- Lanterns overhaul 8 No.	Larger project but works not completed due to C-19 lockdown	£9,158
R078CW030L	Guildhall Art Gallery- Audio Replacement (Gallery)	Larger project but works not completed due to C-19 lockdown	£6,000
C028CW027L	CoL Magistrate's Court- Internal Decorations	Larger project but works not completed due to C-19 lockdown	£18,791
C178CW296L	Parliament Hill - Public Toilet Refurbishment	Larger project but works not completed due to C-19 lockdown	£21,689
Sub Total of works			£760,174
Works on site after 31 March 2020			
C038CW057L	Moorgate Sidings - Remedial Works	Due to the proximity of the site area to the adjacent live rail a specialist contractor would be required to undertake any works if CoL intend to deliver this project. The MTC contract, for which no tendering is required (Wates & Sykes) does not	£161,245

		allow for this type of work, as a result CoL would need to appoint consultants to specify the works and tender the works package to specialists contractors that have the necessary knowledge and statutory qualifications etc. that would allow working in this type of environment. It is likely that CoL will request that TfL carry out works themselves to mitigate potential delay claims between parties and to ensure that the most suitable contractor completes the works. This money needs to be retained in order to mitigate any claims from TfL	
C178CW290L	HH Lido Leak Repair	A thorough detailed update has previously been provided to CASC on this on-going issue. The Lido project is delayed because of further investigations and monitoring of the water usage. Suggested scope of works is now understood and agreed, though needs to be delayed until a suitable time for the Lido. The works should go ahead later this year.	£105,716
C088CW065L C088CW081L C088CW093L	Silk Street-Redecorations	There are three separate project numbers as it was anticipated areas would be phased. The residual balance for each is shown. It was originally intended that part of the redecoration budget would be for work following the installation of a new fire alarm (capital project). This project has now commenced following considerable delay but no provision within the capital project has been made for redecoration. Consequently, approval is sought to carry forward the balance of these budgets.	£8,740 £17,516 £10,000
C108CW145L	Harrow Road. Ground Source Heat Pump Replacement	The existing heat pump is inoperable, resulting in inefficient energy use to generate heating and hot water. Siting and spec will depend on playing field expansion which was on hold subject to the Fundamental Review. A way forward has now been designed and agreed with Epping forest to ensure that these works can commence and will be ran independently of the previous 'on hold' works.	£28,265
C158CW003L	City Centre Access System Replacement	Ansador, being the original contractor, their contract has terminated and with their unsatisfactory performance, CoL have appointed another contractor	£10,800

		to take on the maintenance of the system, but now finding that the system has been interfered and incorrectly coded so that no other contractors can work on the system, this has resulted in substantial delay to the project.	
R078CW031L	LMA-Access Control System Replacement	As above	£18,418
R088CW035L	West Smithfield over Thameslink- Concrete & Stone Repair	The works must be co-ordinated with the Museum Of London Relocation project, they rely on agreeing possessions with Network Rail and are now expected to be required in 20/21. Works packaged together as part of large capital bid.	£74,151
R088CW036L	West Smithfield over Thameslink- Waterproof Deck		£29,500
R088CW037L	Charterhouse over Thameslink -Major Concrete Repairs		£81,625
Sub Total of works			£536,506
Total Re-provision requested			£1,296,680

Appendix B to CSD 097/20 Cyclical Works Programme Progress Report

CITY'S CASH 2017/18	Budget	Spent	Committed	Total	Left to spend
Mayor & Shrievalty, The Monument	£19,021	£19,021	£0	£19,021	£0
Mansion House	£340,132	£340,132	£0	£340,132	£0
Magistrates Court	£300,793	£300,793	£0	£300,793	£0
London Central Markets	£954,465	£645,955	£113,574	£759,528	£194,936
Guildhall School	£1,407,908	£1,015,059	£205,591	£1,220,650	£187,257
Epping Forest & City Commons	£1,403,097	£1,336,166	£2,011	£1,338,177	£64,920
West Ham Park & Bunhill Fields	£197,437	£197,437	£0	£197,437	£0
Hampstead Heath, Highgate Wood & Queen's Park	£1,477,327	£1,340,658	£20,490	£1,361,148	£116,179
Keats House	£135,382	£135,382	£0	£135,382	£0
Ceremonial Areas	£243,000	£243,000	£0	£243,000	£0
Savings	£14,140	0	0	£0	£14,140
TOTAL	£6,492,700	£5,573,602	£341,666	£5,915,267	£577,433

CITY FUND 2017/18	Budget	Spent	Committed	Total	Left to spend
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Barbican Centre	£2,147,786	£1,877,012	£211,018	£2,088,030	£59,756
Central Criminal Court, Mayor's Court, Roman Bath House	£456,637	£404,501	£44,521	£449,022	£7,615
Culture Heritage & Libraries, City Info Centre	£247,780	£219,565	£1,297	£220,861	£26,919
Planning & Transportation	£727,492	£521,748	£5,128	£526,876	£200,616
Port Health	£195,732	£195,732	£0	£195,732	£0
Other Open Spaces	£60,737	£58,655	£0	£58,655	£2,082
Savings	£10,084	0	0	£0	£10,084
TOTAL	£3,846,248	£3,277,212	£261,964	£3,539,176	£307,072

GUILDHALL ADMIN	Budget	Spent	Committed	Total	Left to spend
2017/18					
Guildhall Complex	£1,305,550	£1,044,723	£1,800	£1,046,523	£259,027
Savings	£6,645				£6,645
TOTAL	£1,312,195	£1,044,723	£1,800	£1,046,523	£265,672

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Committee: Corporate Asset Sub Committee	Date: Urgency
Subject: Public Summary - Proposal to Assist City of London Operational Tenants for June Quarter Rents	Public
Report of: The City Surveyor	For Information

PUBLIC SUMMARY

The following report is a summary of a proposal of the City Surveyor which was processed under urgency by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Corporate Asset Sub-Committee, regarding deferral of June quarter rent payments for City of London Operational Tenants. The report was restricted under Schedule 12A of the Local Government Act 1972, paragraph 3, as it contains information relating to the financial information of businesses.

The monthly payment and March and June quarter rent deferrals previously approved by Members for qualifying at risk tenants across both Operational and Investment portfolios, together with the various Government assistance packages should have provided tenants with some breathing space on the implications the Covid 19 lockdown is having on their businesses. This proposal provided an update on specific at-risk tenants to obtain approval to defer June quarter rent payments for these tenants.

This report also requested that Members approve that Delegated Authority be granted to the Town Clerk, in consultation with the Chairmen and Deputy Chairmen of Corporate Asset Sub Committee to approve that further rent concession is considered for a named tenant.

Summary of Recommendations

Members are asked to agree:

- Agree the June quarter rent for the named qualifying office tenants be deferred;
- Agree that delegated authority be granted to the Town Clerk, in consultation with the Chairmen and Deputy Chairmen of Corporate Asset Sub Committee, to approve further rent concessions;
- Note that further assistance may be required for the September quarter, subject to any further support offered by the Government, and that officers have commenced a review of options going forward which will be subject to a future report.

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Committee(s): Education Board	Date(s): 23 July 2020
Subject: Report of Action Taken Between Meetings	Public
Report of: Town Clerk	For Information
Report author: Kerry Nicholls, Town Clerk's Department	

Summary

This report advises Members of action taken by the Town Clerk since the previous meeting of the Board, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order No. 41(a) and (b).

Recommendation(s)

The Board is asked to note the report.

Main Report

1. Since the last meeting of the Board, approval was given for one decision to be made under the urgency procedures, Standing Order No. 41:

Urgent Authority – Education Board: Guildhall School of Music and Drama Scholarships 2020/21 [2 June 2020]

1. In consultation with the Chairman and Deputy Chairman of the Education Board, the Town Clerk approved funding of £30k to Guildhall School of Music and Drama for the 2020/21 financial year from the Finance Committee City Cash budget set aside for this purpose, in accordance with amended scholarship criteria promoting scholarships to students under 18 years of age in the Junior Guildhall School Programme, as set out in Paragraph 8 of the GSMD report.
2. Urgent authority was used as the next formal meeting of the Education Board was not scheduled to take place until 23 July 2020, therefore the ratification of the Board's support was being sought under urgency procedures in order to avoid any further delay to the annual payment of scholarship funds to the Guildhall School of Music and Drama for the 2020/21 financial year.

Kerry Nicholls

Committee and Member Services Officer

E: kerry.nicholls@cityoflondon.gov.uk

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Committee	Dated:
Education Board	21/05/2020
Subject: Guildhall School of Music and Drama Scholarships 2019/20 and 2020/21	Public
Report of: The Principal – Guildhall School of Music and Drama.	For Decision
Report author: Caroline Hawley, Head of Development, Guildhall School of Music and Drama	

Summary

This report updates Members of the Education Board on the impact of City Corporation centrally funded scholarships at the Guildhall School of Music & Drama (GSMD) over the 2019/20 academic year and asks Members to approve a further provision for scholarships in the 2020/21 academic year subject to the criteria as set out in the recommendations below. The full impact report from the GSMD relating to the funding provided in 2019/20 is included in **Appendix 1**.

Recommendations

Members are asked to:

- I. Note the impact of the centrally funded scholarships awarded in 2019/20;
- II. Approve funding of £30,000 to GSMD from the Finance Committee City Cash budget set aside for this purpose on the agreement of the Education Board. GSMD scholarships in 2020/21 to be awarded in accordance with amended scholarship criteria which will allow for funded scholarships to students under 18 years of age in the Junior Guildhall School Programme, as set out in paragraph 8 of the Report.

Main Report

Background

1. The GSMD has historically benefited from a centrally funded “grant” for scholarships at the School which have been awarded in accordance with the GSMD’s own scholarship criteria. The GSMD is a Department of the City Corporation and benefits from Government funding, as well as being part funded by the City Corporation. The GSMD Board is required to comply with legal and regulatory requirements relating to the further education sector, including in respect of financial management. The GSMD, and those attending the GSMD, have also historically benefited from charitable funding through the Guildhall School Trust (Charity Registration No. 1082472; Company Registration No 4041975) (the Trust) and other smaller charities since merged into the Trust. In this case, and as it is more administratively efficient and as there are no benefits to the City Corporation or the GSMD in directing the funds to the Trust in the first instance, it is proposed that the funding be paid to the GSMD for allocation in accordance with the GSMD’s own scholarship policies and criteria as approved by the GSMD Board.
2. At its meeting on 20 July 2017, the Education Board approved the payment of £30,000 per annum from a centrally funded budget (City’s Cash) to GSMD to

fund scholarships for the 2018/19 and 2019/20 financial years, subject to GSMD reporting annually on the numbers and impact of the scholarships.

3. At its meeting on 19 July 2018, the Education Board further agreed that in future, GSMD should ring-fence the allocation of this funding to scholarships meeting the following criteria:

“Focus on supporting skills development in performance, production arts and creative enterprise, provide support where the need is greatest, particularly students from a broad cultural and socio-economic demographic, and strengthen progression opportunities to the Guildhall School, and its associated Young Artist programme, for pupils from the City of London Academies. Providing greater support for Guildhall Students on pathways such as those mentioned above would help to ensure greater alignment between the School’s own Widening Participation strategy and the City of London’s Education, Skills and Cultural and Creative Learning strategies.”

4. At its meeting on 18 July 2019, the Education Board received a report from GSMD on the number of all scholarships awarded and received the advice that a full impact report on the ring-fenced allocation of the £30,000 funding under the restricted criteria would be submitted to the Education Board in July 2020.
5. Subsequently, a report was submitted to the meeting on 5 March 2020 which was deemed by Board Members to unsatisfactorily report on the impact of the ring-fenced funding allocation against the conditions and criteria attached to the funding as noted at paragraph 3 above, and the following requests were made to the GSMD for submission to the May 2020 meeting of this Board:
 - (a) The submission of an impact report on the ring-fenced 2019/20 scholarships awarded under the restricted criteria; and
 - (b) A revised recommendation for 2020/21 funding which clearly indicates that the funding will be ring-fenced for scholarships meeting the restricted criteria.

Proposals

6. The GSMD has now provided a more detailed report on the impact of the funding previously allocated by the Education Board for GSMD scholarships in 2019/20 (refer **Appendix 1**).
7. Members’ attention is drawn to the difficulties, as set out in **Appendix 1**, in applying the funds in accordance with the criteria set by the Education Board previously, and to consider the request that alternative criteria be set if the Education Board agrees to fund GSMD scholarships in 2020/21.
8. The GSMD has requested that the Education Board consider allocating £30,000 to be awarded by the GSMD as scholarships in 2020/21 in accordance with the following criteria:

“The inclusion of under 18 students in the Junior Guildhall programme where there may be a greater chance of securing a link with City of London Academies pupils. The scholarship matching process where this grant

currently sits, focuses solely on degree students whilst the needs of Junior Guildhall students are assessed separately. It is proposed that this grant straddles both processes, ensuring that under 18s are also considered, where there may be a greater prevalence of City of London school pupils and more chance of aligning with the City of London's Education, Skills and Cultural and Creative Learning strategies."

9. The Department of Community and Children's Services (Education Strategy Team), the Chamberlain, and the Comptroller & City Solicitor have been consulted in the preparation of this report.

Conclusion

10. Members are asked to consider the request from the GSMD for scholarship funding for 2020/21 following the update on impact achieved from the funding provided in 2019/20.

Appendices

- Appendix 1 - Impact Report for the Education Board on the City of London Grant to Guildhall School of Music & Drama 2019/20 and Grant Request for 20/21 (Non-Public)

Background papers

- Education Board. 20 July 2017. Review of funding to The Guildhall School Trust and the Guildhall School of Music & Drama for Scholarships.
- Education Board. 19 July 2018. Report on Guildhall School of Music & Drama scholarship grant.
- Education Board. 18 July 2019. Guildhall School of Music and Drama Scholarships 2018/19
- Education Board. 5 March 2020. Review of funding to The Guildhall School Trust and the Guildhall School of Music & Drama for Scholarships.

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Committee:	Date:
Policy & Resources Committee	11 June 2020
Subject: Decisions taken under delegated authority or urgency powers	Public
Report of: Town Clerk	For Information
Report Author: Greg Moore	

Summary

This report advises Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b) since the last meeting.

Recommendation

That Members note the action taken since the last meeting of the Committee.

Main Report

1. Since the last meeting of the Committee, approval was given to two matters under urgency procedures or delegated authority arrangements, pursuant to Standing Order No. 41, as follows:-

British Foreign Policy Group

2. At the informal meeting of Members of the Policy & Resources Committee on 16 April 2020, the Remembrancer advised of an early approach from the British Foreign Policy Group (BFPG) with reference to potential support to enable it to continue to operate over the coming months. Whilst the final details of the approach were not yet known, Members were supportive of the request in-principle and noted that a formal urgency request could be forthcoming.
3. The BFGP provides valuable access to government departments through its membership and involvement in the formulation of government policy. The BFPG's work is of particular importance in light of the Integrated Review of foreign policy, defence, security and international development announced by the Prime Minister on 20 February this year, the most fundamental such review since the end of the Cold War. It is understood that the review is continuing but will now take into account the new challenges arising as a result of the Coronavirus epidemic.

4. The BFPG invited the City's consideration for assistance in two respects. Firstly, a contribution to their administrative costs, to encourage other stakeholders to contribute and to enable them to restart activities previously planned. Second, they were keen to initiate a research project, involving consultation across a range of sectors and industries (including virtual stakeholder events), to present constructive ideas for London's recovery as economic activity returns, to make the case for London as 'gateway' both to and from Europe, and, more broadly, to make the case for ensuring the direction of travel in the Integrated Review leans towards openness.
5. Further discussions with the BFPG helped to clarify the quantum of support that was required and the BFPG indicated that an urgent decision would be beneficial as they were currently unable to undertake any activities whilst staff were furloughed. This funding was to directly support the un-furloughing of staff and allow the BFPG to progress the various projects of influence and advocacy identified as priorities - including ensuring that soft power is made a central consideration in COVID-19 recovery planning and the aforementioned Integrated Review.
6. PIF funding was sought in response to the final request. Following approval under urgency, a sum of £35,000 has been made available as a contribution of £20,000 to the group's administrative costs and £15,000 towards the research project costs, subject the scope of the project being further defined to the Corporation's satisfaction. The remaining PIF balance, following this approval, stands at £1,015k.

City Streets: Transportation response to support Covid-19 recovery

7. In response to the Covid-19 pandemic, Her Majesty's Government introduced movement restrictions from 23 March. Subsequently, on 10 May, the Prime Minister outlined steps for a staged easing of these restrictions (although requirements for people to work from home where possible, and to practice social distancing, remain in place).
8. Whilst most people who work in the City can work from home, it is likely that some will begin travelling to work over the coming weeks. In the City context, any meaningful return to the workplace will need to be primarily by walking, cycling and public transport. Public transport demand will need to be managed to support social distancing. Space for car parking is extremely limited and an increase in the number of people using cars, taxis and private hire vehicles to commute is likely to lead to congestion, as well as increased air pollution and road danger.
9. On many of the City's streets, pavements are too narrow to maintain safe social distancing and in some existing arrangements could be a danger to the public. Significant care and thought, therefore, needed to be given to facilitate the easing of restrictions and the return to the office of City workers.
10. The Planning and Transportation Committee, therefore, gave consideration to the City Corporation's transport response and agreed two programmes of activity to deliver this response:

- On-street change, to provide additional space for people walking and cycling. These will first be installed using signs, lines and barriers to allow for easy adaptation if required.
- Measures to support businesses, manage travel demand, and encourage travel on foot, by cycle and on public transport.

11. On-street measures would include:

- Timed closures to motor vehicles (24/7 or 7am – 7pm, where necessary allowing limited access to premises for essential vehicles).
- Reallocation of carriageway to space for walking, queueing and cycling and providing priority for buses.
- Point closures or other changes in operation (e.g. switching to one-way).

12. The first phase of delivery implementation was to cover the following areas:

- Cannon Street between Queen Victoria Street and Monument junction
- Cheapside and Poultry
- Old Jewry and Coleman Street
- Lombard Street
- Leadenhall Street and St Mary Axe
- Threadneedle Street and Old Broad Street

13. These streets had been selected on the basis of pedestrian flows, pavement width, cycling demand and connections to destinations, retail and transport hubs.

14. Subject to approval and agreement with TfL, it was intended to begin delivery in the weekend of 30/31 May, so as to ensure the necessary changes to streets could be delivered in advance of a significant return of workers to the City.

15. Following the Planning & Transportation Committee's approval of the proposals and, in view of the urgency and in the absence of a Policy & Resources Committee meeting, the views of the Resource Allocation Sub-Committee (as the reference sub-committee of Policy & Resources) were also sought, to facilitate Member input and scrutiny. Following endorsement by Resource Allocation Sub-Committee on 27 May, the formal approval of the Policy & Resources Committee was sought and obtained under urgency procedures with reference to the objectives and delivery measures of the transportation response to CoVID-19 recovery.

Background Papers

16. Background papers for Members are available on request.

Contact:

Greg Moore

gregory.moore@cityoflondon.gov.uk

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