

Committee: Policy & Resources Committee	Date: 6 September 2018
Subject: Actions Taken under Delegated Authority or Urgency Procedures	Public
Report of: Town Clerk Report author: Greg Moore	For Information

Summary

This report advises Members of actions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman under delegated authority or urgency procedures since the last meeting of the Committee, in accordance with Standing Order Nos. 41(a) and (b).

Approval was given to recommendations relating to:

- the appointment of shareholder representatives to the London Local Government Pensions Scheme Collective Investment Vehicle;
- additional resource for the Committee and Member Services Team;
- the relinquishing of nomination rights to the Bevis Marks Synagogue Trust;
- the letting strategy for offices at the Smithfield Market Site, in light of the Strategic Markets Review;
- works required relating to the Museum of London Relocation project; and
- the extension of a contract for project management software.

Recommendation

That Members note the actions taken since the last meeting.

Main Report

LCIV – Appointment of Shareholder Representatives

1. The City of London is, along with all the other London Authorities, a shareholder in the London LGPS CIV Ltd (reg no: 09136445) (the London CIV). Originally established as a voluntary scheme, it is now one of 8 Pools into which Local Government Pension Funds are expected to pool their assets.
2. The City Corporation had been asked to nominate one of the Local Authority shareholder representatives to serve on the London CIV. This individual was expected to be either the Leader of the Council or the Chairman of the Pensions Committee (which, in the City's case, would be the Chairman of the Financial Investment Board).
3. At the Policy & Resources Committee meeting on 5 July 2018, Members agreed to delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to confirm the City of London's representative shareholder on the London CIV Ltd on the assumption that it was likely to be the Chairman of the Financial Investment Board, with the Deputy Chairman of the Financial Investment Board being the deputy or substitute representative. This was to allow

for a small number of outstanding queries to be resolved prior to any appointment being made.

4. These points subsequently having been confirmed, the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Policy and Resources Committee, exercised the delegated authority to confirm the City of London's representative shareholder on the London CIV Ltd as the Chairman of the Financial Investment Board (currently Andrew McMurtrie), with the Deputy Chairman of the Financial Investment Board (currently Nick Bensted-Smith) being the deputy or substitute representative.

Committee and Member Services Team – Request for Additional Resources

5. The work of the Committee and Members Services section had increased significantly over the last year. In order to maintain the level of service expected by Members and agreed performance standards; comply with relevant legislation and build capacity and resilience, a review of the staffing structure of the Team had therefore been undertaken. The review concluded that, following the loss of a senior management post, and in order to keep pace with demand and maintain standards, the staffing resources within the section needed to be increased. It was therefore proposed that an additional three permanent full-time posts should be created (two at grade D and one at grade E), together with a part-time post (pro-rata grade F), based on 1-2 days of work each week. This latter post would be targeted at supporting the work of the Livery Committee, following a request from that Committee for dedicated resources.
6. The provision of the additional resources required had been considered and agreed by both the Establishment and Finance Committees. It should be noted that concern was expressed at the Finance Committee about the high number of committees, sub-committees and working parties which currently existed, with it asked that the Policy and Resources Committee consider undertaking a review of the various bodies to ensure that they were all necessary and fit for purpose. A resolution from the Finance Committee to this effect is on the agenda for the September meeting of Policy and Resources.
7. Having secured the agreement of the Establishment and Finance Committees, the approval of the Policy and Resources Committee was sought to an increase of £190,000 in the Town Clerk's local risk budget from 2019/20 onwards, to cover the cost of the four additional posts.
8. Given the current level of pressure on the team, the Town Clerk was of the view that any recruitment arrangements should be undertaken in a timely manner. As recruitment was already underway for two, existing, vacant posts, it was logical for the additional posts to be included as part of the latest round of recruitment and not be delayed unduly. With the next meeting of the Committee not until 6 September, approval was therefore sought and obtained under urgency procedures.

Bevis Marks Synagogue Trust

9. During both the Baltic Exchange and Bishopsgate bombings in 1992 and 1993, the Bevis Marks Synagogue – the oldest Synagogue in the UK – was damaged. The City Corporation assisted with an appeal, made a suitable donation, and

helped to arrange for the Bevis Marks Synagogue Trust (“the Trust”) to be established.

10. There are five Trustees, who must be members of the congregation and who are appointed by the Synagogue’s Board of Elders. One of the appointments is traditionally made on the recommendation of the City Corporation (in gratitude of the City’s contribution to the Trust’s initial establishment and fundraising efforts), although it should be noted that there is no formal requirement for the City’s recommendation to be accepted.
11. The Trust had recently reviewed its governance arrangements with a view to formalising the appointment / re-appointment of Trustees as existing terms came to an end. As part of this, it was suggested that the requirement for the City Corporation to nominate a Trustee should be relinquished. This was in view of the limited interaction between the City Corporation and the Trust, as well as the requirement for any nomination to be made from amongst the congregation at Bevis Marks meaning that the City Corporation, in practice, was not well-placed to recommend suitable individuals. In addition, as the final decision to the appointment of Trustees rested with the Synagogue’s Board of Elders, there was a limited merit in the City Corporation’s continued involvement.
12. The Trust’s secretary contacted the City of London Corporation in the summer requesting that a decision regarding this suggestion was reached in a timely manner to allow for the Charity Commission to be advised and Trust’s governing document to be amended. Urgent action was taken to confirm the relinquishing of the City of London Corporation’s nomination to the Bevis Marks Synagogue trust.

Letting Strategy for Commercial Offices at Smithfield Market

13. A Management Strategy for the Commercial Offices at Smithfield Market had been approved by the Property Investment Board in December 2017 which sought to manage the Offices to maximise income over the medium to long-term.
14. Subsequent to this, the Court of Common Council approved a proposal to explore moving the City’s three wholesale markets from their current locations. In view of the recent decisions in respect of the Strategic Markets Review, the view of the Policy and Resources Committee was sought as to whether leases currently under negotiation should be granted on a longer-term basis, pursuant to the original strategy, or if they should include break clauses, allowing early termination of the leases to provide for maximal flexibility in relation to any future plans.
15. An urgent decision was sought as the Committee was not due to meet until September and there were a number of lettings that were under negotiation. Approval was consequently granted to pursue the inclusion of break clauses.

Museum of London Relocation Works

16. The Museum Relocation Project involves the refurbishment of Victorian buildings at the former General Market and Annexe Buildings.

17. Additional works to stabilise and improve access to these historic buildings had been identified as being required, with a waiver also identified as necessary to permit the extension of an existing contract for building works taking place.
18. Works to make these buildings safe were already underway, funded from the Landlord's budget. It had been anticipated that additional works might be required and the works had been tendered in such a way that would facilitate this, with Members also having been advised of this in advance.
19. An increased sum was therefore approved to stabilise the buildings and undertake the necessary works, as well as to the requisite waiver. It was also noted that a further report would be submitted in October 2018.

Project Vision Waiver

20. Project Vision is the current corporate project management software (cloud based) used by the City Corporation. It serves two main purposes:
 - Central reporting and corporate overview of projects within the Gateway Approval Process;
 - Provision of a day to day project management tool to support officers in project delivery.
21. The current licensing agreement was set to expire on 31 August 2018 and there was a business need to ensure the provision of a central project management software solution remained. A wider review of the City Corporation's project management is ongoing and, given the uncertainty around future requirements until this review has concluded, it was determined that it would be prudent to extend the existing contract prior to going out to market in due course, once the new specifications are known.
22. An extension of the existing contract was therefore approved, to continue to provide licensing support for the corporate project management software tool, Project Vision.

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