

PROJECTS SUB (POLICY AND RESOURCES) COMMITTEE

Friday, 18 January 2019

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

Present

Members:

Deputy Keith Bottomley (Chairman)	Andrew McMurtrie
Deputy Jamie Ingham-Clark (Deputy Chairman)	James Tumbridge
Randall Anderson	

Officers:

Peter Lisley	- Assistant Town Clerk & Director of Major Projects
Alistair MacLellan	- Town Clerk's Department
Richard Holt	- Town Clerk's Department
Rohit Paul	- Town Clerk's Department
Sarah Baker	- Town Clerk's Department
Caroline Al-Beyerty	- Deputy Chamberlain
Mona Lewis	- Chamberlain's Department (City Procurement)
Ola Obadara	- City Surveyor's Department
Dorian Price	- City Surveyor's Department
Tom Leathart	- City Surveyor's Department
Paul Murtagh	- Department of Community and Children's Services
Mohamed Hussein	- Department of Community and Children's Services

1. APOLOGIES

Apologies were received from Nick Bensted-Smith, Karina Dostalova, Anne Fairweather, Marianne Fredericks and Chris Hayward.

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

Jamie Ingham-Clark declared a non-pecuniary interest in Item 15 (Non-Public Actions) in his capacity as churchwarden of St Lawrence Jewry.

3. GATEWAY APPROVAL PROCESS

Members considered the updated Project Gateway process and the following points were made.

- The Chairman noted that a costed risk provision for projects would be introduced from April 2019 to align with wider budget setting within the City of London Corporation. In the meantime, risk provision would be considered on a project-by-project basis.
- The Chairman added that progress of the Project Management Academy continued apace, and that he would request a formal update from the

Director of Human Resources at the February 2019 meeting of the Sub-Committee **(1/2019/P)**.

- The Chairman continued, noting that the governance threshold for capital projects had not been reviewed in at least a decade and that a review could therefore be considered timely. Any review would need to be based on clearly articulated objectives, conducted across the whole organisation, rather than one department in particular and be able to evidence the rationale for the setting of any new thresholds.
- In response to a question, the Chairman confirmed that any review of governance thresholds for projects would not affect the remit of the Capital Buildings Committee.
- In response to a question, the Town Clerk confirmed that projects were still ranked in terms of Light, Regular and Complex and that future Project Gateway process organograms submitted to Sub-Committee would reflect this **(2/2019/P)**.

RESOLVED, that the Project Gateway Process be received.

4. **MINUTES**

RESOLVED, that the public minutes and non-public summary of the meeting held on 12 December 2018 be approved as a correct record.

5. **ACTIONS**

Governors considered a report of the Town Clerk regarding actions arising from previous meetings and the following points were made.

1/2017/P – Great Arthur House

- The City Surveyor noted that the final contractor report for the project had not been received until 11 January 2019, hence the delay in bringing the Gateway 7 report to Sub-Committee. The report would be submitted to the February 2019 meeting.

1/2018/P – Mansion House External Cleaning

- The Town Clerk noted that the project schedule had been circulated to Members by email on 11 January 2019.

2/2018/P – Communication regarding New Project Procedure

- The Town Clerk noted that this communication had been issued to Members by email on 15 January 2019. Members agreed that this action could be closed.

3/2018/P – Updated payback schedule for Cremator Replacement at City of London Cemetery

- The Town Clerk noted that the updated schedule was now available for circulation. Members agreed that this action could be closed subject to the schedule being issued to Members.

RESOLVED, that the report be received.

6. GATEWAY 5 ISSUE - AVONDALE SQUARE WINDOWS OVERHAUL

Members considered a Gateway 5 Issue report of the Director of Community and Children's Services regarding Avondale Square Windows Overhaul and the following points were made.

- In response to a question, the Director of Community and Children's Services confirmed that the £9.2m figure referenced within the report was the whole-project cost.
- In response to a comment, the Chamberlain noted that she was conscious of the disappointing response to the City's invitation to tender for the project. The issue had been discussed at the Procurement Sub (Finance) Committee and a report regarding Minor and Major Works Procurement Framework(s) would be submitted to the February 2019 meeting of the Community and Children's Services Committee.
- In response to further comments, the Chamberlain agreed to submit the Minor and Major Works Procurement Framework(s) reports to Projects Sub-Committee **(3/2019/P)**, and to provide a quarterly report across all procurement frameworks to demonstrate value for money **(4/2019/P)**.
- In response to a comment, the Town Clerk agreed to further review project report templates to ensure project context was provided at the head of project reports **(5/2019/P)**.
- The Town Clerk noted that the report had been considered and approved at the January 2019 meeting of the Community and Children's Services Committee, with the caveat that approval of the costed risk provision be delegated to the Town Clerk in consultation with the relevant Chairmen and Deputy Chairmen.

RESOLVED, that Members

- Note the reasons for the increase in estimated project costs from £161,437.50 to £279,840.
- Note the increased works cost of £110,900 from the original works estimate of £143,500 to £254,400.
- Approve the increased total project cost from £161,437.50 to £279,840.

- Approve the appointment of Metwin Limited to carry out the window overhaul works at Avondale Square Estate.
- Grant delegated authority to the Town Clerk in consultation with the Chairmen and Deputy Chairmen of the Community and Children's Services Committee and Projects Sub (Policy and Resources) Committee to approve the costed risk for likely additional window works of £42,400 i.e. 20% of £212,000 **(6/2019/P)**.

7. GATEWAY 3/4 - CRESCENT HOUSE/CULLUM WELCH HOUSE HEATING REPLACEMENT

Members considered a Gateway 3/4 report of the Director of Community and Children's Services regarding Crescent House/Cullum Welch House Heating Replacement.

RESOLVED, that Members

- Note the contents of the report and approve Option 2 (Communal Heating).
- Note the total estimated cost of £3,146,321 (including expenditure to date).
- Note expenditure to date of £18,207 (plus VAT).
- Approve the additional budget of £132,000 to reach Gateway 5.
- Note the costed risk of £215,000 – this figure not being included in the total estimated cost but being intended as contingency and only drawn down if required.

8. GATEWAY 1/2 - CITY OF LONDON FREEMEN'S SCHOOL SUMMER REVENUE WORKS 2019

Members considered a Gateway 2 report of the City Surveyor regarding City of London Freeman's School Summer Revenue Works 2019.

RESOLVED, that Members

- Approve the project to Gateway 3/4 on the Regular route.
- Approve staff costs of £5000
- Grant approval for the City Surveyor's Department's Minor Works Team to pursue delivery options.

9. GATEWAY 1/2 - CITY OF LONDON SCHOOL SUMMER REVENUE WORKS 2019

Members considered a Gateway 2 report of the City Surveyor regarding City of London School Summer Revenue Works 2019.

RESOLVED, that Members

- Approve the project to Gateway 3/4 on the Regular route.
- Approve staff costs of £5000
- Grant approval for the City Surveyor's Department's Minor Works Team to pursue delivery options.

10. **GATEWAY 1/2 - CITY OF LONDON SCHOOL FOR GIRLS SUMMER REVENUE WORKS 2019**

Members considered a Gateway 2 report of the City Surveyor regarding City of London School for Girls Summer Revenue Works 2019. In response to a comment, the City Surveyor agreed to clarify outside of the meeting whether works would involve the physical appearance of the School roof **(7/2019/P)**.

RESOLVED, that Members

- Approve the project to Gateway 3/4 on the Regular route.
- Approve staff costs of £5000
- Grant approval for the City Surveyor's Department's Minor Works Team to pursue delivery options.

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

There were no questions.

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

There were no items of urgent business.

13. **EXCLUSION OF THE PUBLIC**

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

14. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 12 December 2018 be approved.

15. **NON-PUBLIC ACTIONS**

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

16. **GATEWAY 3/4 ISSUE - CITY'S ESTATE 98-124 BREWERY ROAD, N7**

Members considered a Gateway 3/4 Issue report of the City Surveyor regarding City's Estate, 98-124 Brewery Road, N7.

17. **GATEWAY 2 - YORK WAY ESTATE**
Members considered a Gateway 2 report of the Director of Community and Children's Services regarding York Way Estate.
18. **GATEWAY 2 ISSUE - WINDSOR HOUSE**
Members considered a Gateway 2 Issue report of the Director of Community and Children's Services regarding Windsor House.
19. **GATEWAY 3/4 - HOUSING MANAGEMENT SYSTEM UPGRADE**
Members considered a Gateway 3/4 report of the Director of Community and Children's Services regarding the Housing Management System Upgrade.
20. **GATEWAY 1/2/3/4 - RENEWAL OF ROOF COVERINGS AT DRON HOUSE, TOWER HAMLETS**
Members considered a Gateway 1/2/3/4 report of the Director of Community and Children's Services Committee regarding the renewal of roof coverings at Dron House, Tower Hamlets.
21. **FIRE COMPARTMENTATION REVIEW - 21 NEW STREET**
Members considered a report of the Town Clerk regarding a Fire Compartmentation Review at 21 New Street.
22. **REPORT ON ACTION TAKEN**
Members considered a report of the Town Clerk regarding action taken since the last meeting.
23. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.

The meeting closed at 12.45pm

Chairman

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