

PROJECTS SUB (POLICY AND RESOURCES) COMMITTEE

Friday, 22 March 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)
Deputy Jamie Ingham Clark (Deputy Chairman)
Randall Anderson
Nicholas Bensted-Smith
Karina Dostalova
Anne Fairweather

Marianne Fredericks
Christopher Hayward
Deputy Catherine McGuinness
Andrew McMurtrie
Deputy Philip Woodhouse

Officers:

Peter Lisley	- Assistant Town Clerk & Director of Major Projects
Rohit Paul	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
Janet Fortune	- Town Clerk's Department – Human Resources
Caroline Al-Beyerty	- Deputy Chamberlain
Chris Bell	- Chamberlain's Department – City Procurement
Natalie Evans	- Chamberlain's Department – City Procurement
Matt Gosden	- Chamberlain's Department – Information Technology
Jonathan Chapman	- Chamberlain's Department – Information Technology
Martin O'Regan	- City of London Police
Pauline Weaver	- City of London Police
David Drane	- City of London Police
Ola Obadara	- City Surveyor's Department
Zahur Khan	- Department of the Built Environment – City Transportation
Paul Monaghan	- Department of the Built Environment
Leah Coburn	- Department of the Built Environment
Albert Cheung	- Department of the Built Environment
Jon Wallace	- Department of the Built Environment
Paul Murtagh	- Department of Community and Children's Services
Sarah Greenwood	- Department of Community and Children's Services
Carol Boswarthack	- Department of Community and Children's Services
Colin Buttery	- Director of Open Spaces
Andy Barnard	- Superintendent of The Commons
Jo Hurst	- Open Spaces Department
Susan Williams	- Bursar, City of London Freeman's School
Darrell Lunt	- Barbican Centre
Jonathon Poyner	- Barbican Centre

1. **APOLOGIES**

Apologies were received from James Tumbridge.

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

There were no declarations.

3. **MINUTES**

RESOLVED, that the public minutes and non-public summary of the meeting held on 20 February 2019 be approved as a correct record.

Matters Arising

Project Management Academy Update

The Director of Human Resources was heard regarding the forthcoming roll-out of the Project Management Academy. Members welcomed the work undertaken to date on the academy and decided that it would be appropriate to delegated authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the go-live date for costed-risk provision in projects to ensure that the process had undergone sufficient review and scrutiny ahead of roll-out. In response to a request, the Director of Human Resources agreed to share the proposed online project module(s) with Members.

RESOLVED, that delegated authority be granted to the Town Clerk in consultation with the Chairman and Deputy Chairman, to approve the go-live date for costed-risk provision in projects.

4. **PUBLIC ACTIONS**

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

10/2019/P – Member Training and Development

- The Town Clerk noted that the planned email had been drafted and would be issued once the roll-out of costed-risk allocation had been agreed.

11/2019/P – Cost Advice regarding Gateway 2 Queen's Park Sandpit Refurbishment

- The City Surveyor confirmed that a review of cost advice had been conducted. In response to a question, she confirmed that £37k was a realistic costing for a living wall solution. Members agreed that this action could be closed.

15/2019/P – Wanstead Flats Gateway Report

- The Director of Open Spaces noted that he would provide a written update to Members regarding the progress of this project by the end of March 2019.

RESOLVED, that the report be received.

5. **GATEWAY APPROVAL PROCESS**

RESOLVED, that the Gateway Approval Process be received.

6. GATEWAY 3 ISSUE - BEECH STREET: TRANSPORT AND PUBLIC REALM IMPROVEMENTS

Members considered a Gateway 3 Issue report regarding Beech Street: Transport and Public Realm Improvements and the following points were made.

- A Member noted that this project would make a positive contribution to improving air quality in the City and he hoped the City would, in time, close Beech Street to traffic in both directions. He noted that he had discussed the proposal, in his capacity as Chairman of the Planning and Transportation Committee, with his counterpart at the London Borough of Islington, and the Deputy Mayor for Transport at the Greater London Authority.

RESOLVED, that Members

- Note the resolutions from the previous Committee meetings (September 2018) tasking officers with investigating the feasibility of an eastbound and westbound closure, as well as exploring the option of introducing Ultra-Low Emission Vehicle (ULEV) restrictions along Beech Street and investigating options to accelerating the project;
- Note the progress and findings to date;
- Note the next steps, programme, key project risks & opportunities.
- Approve an increase in the scope of the project to investigate the feasibility of a two-way closure of Beech Street (both interim and long-term proposals)
- Approve the Project Objectives.

7. GATEWAY 2 ISSUE - WALBROOK WHARF REPLACEMENT ROOF REPORT

Members considered a Gateway 1/2 Issue report of the City Surveyor regarding the Walbrook Wharf Replacement Roof Project and the following points were made.

- The Chairman noted that the project would be submitted to the Resource Allocation Sub (Policy and Resources) Committee in due course. He added that past practice had meant Projects Sub-Committee often considered projects that had not yet been allocated funding, and issue that Members would need to be mindful of going forward.
- In response to a question, the City Surveyor confirmed that the City had requested a 20-year warranty for the roof from the contractor.

RESOLVED, that Members

- Approve an additional £39K for consultant and statutory fees and staff costs up to the next Project Gateway.
- Approve the project to proceed to a Gateway 3-5 report at the next stage of the project (Options appraisal and Authority to start work).
- Note the change in programme dates for an earlier completion.
- Note change in phased works; 2 phases condensed to 1 phase.
- Note the costed Risk Register.

8. **GATEWAY 2 - WANSTEAD PARK PONDS PROJECT**

Members considered a Gateway 2 report of the Director of Open Spaces regarding the Wanstead Park Ponds Project and the following points were made.

- The Chairman noted that a procurement waiver would likely be sought for the project. The Chamberlain confirmed that City Procurement was content with this approach provided existing City Procurement processes were followed.
- In response to a question, the Director of the Built Environment noted that he had challenged some elements of the Environment Agency survey, which was a high-level document.

RESOLVED, that Members

- Delegate authority to the Town Clerk in consultation with the Chairman and Deputy Chairman to consider any procurement waiver arising during the Wanstead Park Ponds Project.
- approve the project proposal to progress to Gateway 3 (Complex).
- approve the budget of £150 000 to get to Gateway 3 (Complex).

9. **GATEWAY 1/2/3/4 - CITY OF LONDON FREEMEN'S SCHOOL: IT MANAGED INFRASTRUCTURE SERVICE**

Members considered a report of the Headmaster of the City of London Freeman's School regarding IT Managed Infrastructure Service and the following points were made.

- The Bursar noted that the School was currently behind the curve in terms of IT infrastructure and that the project aimed to resolve this issue.
- A Member commented that he had been impressed with the pace of the joint-working between the City of London Freeman's School and the City of London Corporation. The Bursar noted that the School would be pleased to share its experience of the project process with the wider Family of City Schools.

RESOLVED, that Members

- Approve progression of the project to Gateway 5.
- Approve recommended option 1 (procured managed infrastructure service through the CSS DfE educational IT services framework agreement).
- Note total estimated cost of project of £530,000 over 5 years, all funded from City of London Freeman's school fees.

10. **GATEWAY 1/2/3/4/5 - PROVISION OF STAFF WELFARE FACILITIES AT CHINGFORD GOLF COURSE, EPPING FOREST**

Members considered a combined Gateway 1/2/3/4/5 report of the Director of Open Spaces regarding the provision of staff welfare facilities at Chingford Golf Course, Epping Forest and the following points were made.

- The Director of Open Spaces noted that officers were reviewing the potential for collaboration with Orion Harriers to deliver the welfare facilities. The project would be financed using revenue funding.
- The Chairman noted that the original project specification had been revised down.
- In response to a question, the Director of Open Spaces confirmed that a solution akin to a shipping container had been considered but planning advice had stated that such a solution would only be permissible for three years.

RESOLVED, that Members

- Approve the Project for progression to Gateway 6.
- Approve Option 1 (construction of permanent welfare facilities).
- Approve a budget of £156k to end of project.
- Note the total project budget of £156k.

11. **GATEWAY 3/4 - LIBRARY SELF SERVICE KIOSKS**

Members considered a Gateway 3/4 report of the Director of Community and Children's Services regarding Library Self-Service Kiosks and the following points were made.

- The Chairman noted that this was a project that would be subject to allocation of funding by the Resource Allocation Sub (Policy and Resources) Committee.
- In response to a request, the Town Clerk agreed to submit the report to the Digital Services Sub (Finance) Committee for information.

RESOLVED, that Members

- approve Option 2 to source a new system, for proceeding to procurement and Gateway 4a;
- approve the total estimated cost of £120,000;
- approve request for additional Capital budget of £70,000 to proceed to procurement and reach the next Gateway.

12. **GATEWAY 2 - PROVISION OF CAR PARK CHARGING INFRASTRUCTURE AT BURNHAM BEECHES, RIDDLEDOWN AND FARTHING DOWNS**

Members considered a Gateway 2 report of the Director of Open Spaces regarding the provision of car park charging infrastructure at Burnham Beeches, Riddlesdown and Farthing Downs and the following points were made.

- A Member noted that the Open Spaces Department had the option within the proposed contract to roll-out the proposed car parking charging infrastructure across further sites.
- Members agreed that it would be appropriate to consider this project in a wider context of fees and charges applied by the City of London Corporation, and requested that the Town Clerk bring forward a report to the Digital Services Sub (Finance) Committee.

RESOLVED, that Members

- Approve the project proposal to progress to Gateway 5.
- Approve a budget of £5000 to get to Gateway 5.
- Note the total estimated project cost of £130,000

13. GATEWAY 2 - EV CHARGE POINTS FOR TRANSITION TO A ZERO-EMISSION FLEET

Members considered a Gateway 2 report of the Chamberlain regarding Electric Vehicle Charge Points for transition to a zero-emission fleet and the following points were made.

- The Chairman noted that this was a project that would require funding approval from the Resource Allocation Sub (Policy and Resources) Committee. Moreover, the City of London Police vehicle fleet was outside the project scope.
- In response to a question from a Member, the Chamberlain clarified that the charging facilities approved for Walbrook Wharf were rapid-charging facilities for larger vehicles. In the context of this project, officers were reviewing lessons learned from the Barbican Centre. An over-arching electric vehicle charging point contract would soon be obsolete given the speed at which electric charging technology was advancing.
- The Chamberlain added that he was confident the project proposal before Members represented value for money and was a key element of the City of London Corporation's response to London's Ultra-Low Emission Zone (ULEZ).

RESOLVED, that Members,

- Approve progression to Gateway 4a.
- Approve £5000 budget to get to Gateway 4a (internal staff costs).
- Note the total estimated cost of the project £157,500

14. GATEWAY 5 PROGRESS - CROSSRAIL REINSTATEMENT PROJECTS - UPDATE REPORT

Members considered a Gateway 5 Issue report of the Director of the Built Environment regarding Crossrail Reinstatement Projects. In response to a question, the Director of the Built Environment replied that Crossrail would pay for reinstatement at sites it was handing back to the City of London Corporation.

RESOLVED, that Members,

- note the current position with regards to the Highway reinstatement projects at each of the Crossrail Ticket Halls; and
- authorise the inclusion of the fabrication and delivery of two pieces of public art into the existing projects at Liverpool Street and Moorgate, subject to the release of funds being approved by the Town Clerk in conjunction with the Chairman of the Policy and Resources Committee.

15. GATEWAY 5 - PETTICOAT TOWER FIRE DOORS

Members considered a Gateway 5 report of the Director of Community and Children's Services regarding Petticoat Tower Fire Doors. The Director of Community and Children's Services noted that the contract for the project had now been signed, and that there had been some issues around supply and demand of project materials.

RESOLVED, that Members,

- Appoint Ventro to carry out the project works
- Approve the works budget of £274,268.09
- Approve an additional budget of £20,570.11 to cover staff costs
- Approve fees of £2,000 (building regulations application)
- Note the expenditure to date of £1,590
- Note the new overall project cost (Inc. expenditure to date) of £298,428.20

16. RISK REVIEW(S)

Members considered two risk review reports.

16.1 Finsbury Circus Garden Reinstatement

Members considered a Gateway 3 Issues report of the City Surveyor regarding Finsbury Circus Garden Reinstatement and the following points were made.

- The City Surveyor noted that the project was delayed due to two tandem issues – the primary issue being the fact that the Crossrail commencement date had been delayed until at least 2020. The secondary issue was around issues between the City and its appointed design team, which were being managed in parallel with the Crossrail delay.
- In response to a comment from a Member, the Town Clerk agreed to amend the risk report template to include the headline reason(s) for the project being the subject of a risk review.
- Members expressed surprise that, even though the headline date of Crossrail opening had been delayed, some Crossrail sites where substantive works had been completed were not deemed suitable for handover to their original owners.
- In response to comments from Members, the Town Clerk agreed to provide a report back to the Sub-Committee regarding the number of City projects that had Crossrail dependencies and the impact that the delay of Crossrail opening was having on those projects.

RESOLVED, that the report be received.

16.2 Housing delivery programme - Provision of Social Housing on the Sydenham Hill Estate, Lewisham, SE26 6ND

Members considered a Gateway 3 Issue report of the City Surveyor regarding the Housing Delivery Programme – Provision of Social Housing on the Sydenham Hill Estate, Lewisham, SE26 6ND. The City Surveyor advised that the project risk had increased as project costs were higher than had been predicted at Gateway 3, and that she would advise Members outside of the meeting when to expect a further project report to the Sub-Committee.

RESOLVED, that the report be received.

17. **CORPORATE RISK REGISTER - UPDATE (ACTION AND KNOW FRAUD)**

Members considered a report of the Chamberlain regarding the Corporate Risk Register. Members noted that the report's non-public appendices would be considered at Item 24 (d) and (e).

RESOLVED, that the report be received.

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

There were no questions.

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

There was one item of urgent business.

19.1 **Gateway 3/4 - Barbican Estate Redecoration Programme 2020-2025**

Members considered a Gateway 3/4 report of the Director of Community and Children's Services regarding the Barbican Estate Redecoration Programme 2020-2025. A Member commented that the project had the potential to provide employment opportunities for users of the City YMCA in Fann Street.

RESOLVED, that Members

- Approve Option 2 (Procure Single Contractor) for proceeding to Procurement and Gateway 5.
- Approve that the project scope is expanded to include the internal redecoration of those six blocks removed from the expiring redecoration contract due to the ongoing uncertainty regarding the need to replace internal fire doors.
- Note the estimated total project budget of £3,037,500 - £3,375,000.
- Approve an additional budget of £3,000 to reach Gateway 5.

20. **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.

21. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 20 February 2019 be approved as a correct record.

22. **NON-PUBLIC ACTIONS**

Members considered a report of the Town Clerk regarding non-public outstanding actions.

23. **PORTFOLIO OVERVIEW**

Members considered a report of the Town Clerk regarding a Portfolio Overview.

24. **RISK REVIEW(S)**

Members considered a number of Risk Review reports.

24.1 Concrete repairs to Cullum Welch House

Members considered a risk review report regarding concrete repairs to Cullum Welch House.

24.2 HR Integrated Time Management and e-Expenses Project

Members considered a risk review report of the Commissioner of Police regarding a HR Integrated Time Management and e-Expenses Project.

24.3 Action and Know Fraud Replacement

Members considered a risk review report of the Commissioner of Police regarding the Action and Know Fraud Replacement.

24.4 Item 17 - Appendix 1 - Action Fraud Risk

Members considered a non-public appendix accompanying Item 17 (Corporate Risk Register – Update (Action and Know Fraud)).

24.5 Item 17 - Appendix 2 - Action Fraud Risk

Members considered a non-public appendix accompanying Item 17 (Corporate Risk Register – Update (Action and Know Fraud)).

25. GATEWAY 5 - CITY OF LONDON POLICE IP TELEPHONY AND CALL RECORDING UPGRADE

Members considered a Gateway 5 report of the Commissioner regarding a City of London Police IP Telephony and Call Recording Upgrade.

26. REQUEST FOR DELEGATED AUTHORITY - VACATION OF WALBROOK WHARF REPORT

Members considered a report of the City Surveyor regarding a request for delegated authority for the vacation of Walbrook Wharf.

27. REQUEST FOR DELEGATED AUTHORITY - TRANSITION TO A ZERO EMISSION FLEET

Members considered a report of the Chamberlain regarding a request for delegated authority for the Transition to a Zero Emission Fleet.

28. GATEWAY 2 - THE BARBICAN CENTRE, FIRE RECTIFICATION WORKS - FIRE SIGNAGE

Members considered a Gateway 2 report of the Managing Director, Barbican Centre regarding Fire Rectification Works – Fire Signage.

29. GATEWAY 2 - THE BARBICAN CENTRE, FIRE RECTIFICATION WORKS - SPRINKLER SYSTEMS

Members considered a Gateway 2 report of the Managing Director, Barbican Centre regarding Fire Rectification Works – Sprinkler Systems.

30. GATEWAY 3 ISSUE - HOLLOWAY ESTATE, ISLINGTON ARTS FACTORY (IAF)

Members considered a Gateway 3 Issue report of the Director of Community and Children's Services regarding the Holloway Estate, Islington Arts Factory.

31. **GATEWAY 3/4 - CITY OF LONDON SCHOOL SUMMER REVENUE WORKS**
Members considered a Gateway 3/4 report of the City Surveyor regarding City of London School Summer Revenue Works.
32. **GATEWAY 3/4 - CITY OF LONDON FREEMEN'S SCHOOL SUMMER REVENUE WORKS**
Members considered a Gateway 3/4 report of the City Surveyor regarding City of London Freeman's School Summer Revenue Works.
33. **GATEWAY 3/4 - CITY OF LONDON SCHOOL FOR GIRLS SUMMER REVENUE WORKS**
Members considered a Gateway 3/4 report of the City Surveyor regarding City of London School for Girls Summer Revenue Works.
34. **GATEWAY 5 ISSUE - GREAT ARTHUR HOUSE**
Members considered a Gateway 5 Issue report of the City Surveyor regarding Great Arthur House.
35. **GATEWAY 5 ISSUE - GUILDHALL WEST WING – PROVISION OF UPGRADED LAVATORIES AND CLOAKROOM FACILITIES FOR MEMBERS AND GUILDHALL GUESTS**
Members considered a Gateway 5 Issue report of the City Surveyor regarding Guildhall West Wing – Provision of Upgraded Lavatories and Cloakroom Facilities for Members and Guildhall Guests.
36. **GATEWAY 4 - BRIDGE HOUSE ESTATES - CANDLEWICK HOUSE, 116-126 CANNON STREET, LONDON, EC4**
Members considered a Gateway 4 report of the City Surveyor regarding Bridge House Estates – Candlewick House, 116-126 Cannon Street, London, EC4.
37. **REPORT ON ACTION TAKEN**
Members considered a report of the Town Clerk regarding action taken since the last meeting.
38. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
39. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were four items of urgent business that Members agreed should be considered whilst the public were excluded.
- 39.1 **Non-Compliant Waiver Report (Rule 25 Procurement Code) - Poor Operational Planning Waiver - AV Equipment**
- Members considered a report of the Managing Director, Barbican Centre regarding a non-compliant waiver (Rule 25 Procurement Code) concerning a poor operational planning waiver – AV equipment.

The meeting closed at 12.50 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk