

Committee(s): Finance Committee	Date(s): 23 July 2019
Subject: Amendment to the Corporate Asset Sub-Committee's Terms of Reference	Public
Report of: Town Clerk	For Decision
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Summary

It has become apparent that effective Member scrutiny and strategic oversight of security provision across the Corporation's operational property estate could be strengthened.

Currently, Member oversight of security is diffuse, with P&R being responsible for approving changes to overall policy and, specifically, security at Guildhall, and, various other service committee's being responsible for their specific buildings.

In its Terms of Reference, Finance Committee has a specific responsibility to ensure "the effective and sustainable management of the City of London's operational assets, to help deliver strategic priorities and service needs" (paragraph g).

On this basis, it is proposed that the Terms of Reference of the Corporate Asset Sub-Committee be amended to include a new provision, which explicitly outlines a role for CASC Members to a) scrutinise and b) provide strategic oversight for security issues across the Corporation's operational property estate.

These proposals do not seek to usurp or circumvent the current roles and powers of the officer led Senior Security Board, P&R or the various Service Committees, but to complement them; CASC would effectively become a catalyst to improve security performance and pull disparate areas together.

At its meeting on 11th July, CASC Members agreed to delegate authority to the Chairman and Deputy Chairman of the Corporate Asset Sub-Committee, to propose an amendment to the Sub-Committee terms of reference, which would outline CASC's role in scrutinising and providing strategic oversight for Security issues across the Corporation's operational property estate.

The Chairman and Deputy Chairman propose the following amendment to the Sub-Committee's Terms of Reference:

"... to provide strategic oversight for security issues across the Corporation's operational property estate; with the objectives of managing security risk; encouraging consistent best practice across the Estate; and, in conjunction with the Establishment Committee, fostering a culture of Members and officers taking their responsibilities to keeping themselves and the buildings they occupy secure."

This proposal is submitted for consideration for Finance Committee at its meeting on 23rd July.

Recommendation

Members of the Finance Committee are asked to:

- Consider the following amendment to the Corporate Asset Sub-Committee's Terms of Reference:

“... to provide strategic oversight for security issues across the Corporation's operational property estate; with the objectives of managing security risk; encouraging consistent best practice across the Estate; and, in conjunction with the Establishment Committee, fostering a culture of Members and officers taking their responsibilities to keeping themselves and the buildings they occupy secure.”

Appendix

Current Corporate Asset Sub-Committee Terms of Referenc

The Corporate Asset Sub Committee is responsible for the effective and sustainable management and strategic plans for the City of London Corporation's operational property portfolio; this includes the monitoring of capital projects, acquisitions and disposals, and the upkeep, maintenance and, where appropriate, furnishing for operational properties (including the Guildhall Complex). In addition, the Sub Committee is responsible for strategies, performance, and monitoring initiatives in relation to energy usage, and for monitoring and advising on bids for Heritage Lottery funding.

Composition

- Chairman and Deputy Chairman of the Finance Committee
- Chairman and Deputy Chairman of the Sub-Committee
- A maximum of Five additional Finance Committee Members
- Three members of the Policy and Resources Committee
- Three members of the Property Investment Board.

(Should any vacancies remain following the first meeting of each of these Committees, these will be made available to all Members to the Court of Common Council, to be appointed by the Finance Committee)

Chairmanship

- Chairman – To be nominated by the Chairman of the Finance Committee for approval by the Finance Committee.
- Deputy Chairman – To be appointed by the Chairman of the Sub-Committee for approval by the Finance Committee.

Terms of Reference

- To be responsible for the effective and sustainable management of the City of London Corporation's operational property portfolio, to help deliver strategic priorities and service needs, including;
 - o agreeing the Corporate Asset Management Strategy;
 - o responsibility for reviewing and providing strategic oversight of the Corporation's Asset Management practices and activities and advising Service Committees accordingly;
 - o responsibility for reviewing and providing strategic oversight of the Corporation's Facilities Management practices and activities and advising Service Committees accordingly;
 - o To maintain a comprehensive Property Database and Asset Register of information which can be used in the decision-making process;
 - o In line with Standing Orders 53 (Asset Management Plans) and 55 (Disposal of Surplus Properties) and the duties set out within legislation, including the Localism Act 2011 and the Housing and Planning Act 2016, to monitor the effective and efficient use of all operational property assets; and
 - o Oversight of the management of operational leases with third parties, occupation by suppliers and those granted accommodation as benefits-in-kind.
 - o In accordance with Standing Orders 56 and 57, the sub Committee can make disposals of properties which are not suitable to be retained as investment property assets
- To be responsible for the upkeep, maintenance and, where appropriate, furnishing for operational properties (including the Guildhall Complex) which do not fall within the remit of another Service Committee;
- To monitor major capital projects relating to operational assets to provide assurance about value for money, accordance with service needs and compliance with strategic plans;
- To recommend to the joint meeting of the Resource Allocation Sub-Committee and the Efficiency and Performance Sub-Committee the annual programme of repairs and maintenance works (including surveys, conservation management plans, hydrology assessments and heritage landscapes) planned to commence the following financial year, and to monitor progress in these works (when not included within the Project procedure).
- To be responsible for strategies, performance and monitoring initiatives in relation to energy;
- To monitor and advise on bids for Heritage Lottery funding.

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