



CITY SURVEYOR GOLD SHEET
COMMITTEE REPORT / REPORT CONSULTATION*
PROGRESS & APPROVAL FORM



(*delete as necessary)

REPORT TITLE	Future location for fixed stone bench seating in/near Guildhall yard	
COMMITTEE(S)	Corporate Asset Sub Committee	
COMMITTEE DATE(S):	29th January 2019	
prepared by :	Sophy Morrison	date 2nd January 2019

CS Report Number	CS:	dates
AGENDA PLANNING ADVISED - Public / Non public (delete as necessary)		
GATEWAY		
VALUATION PANEL APPROVAL/ VCF		

DRAFT REPORT APPROVAL;	
Assistant Director : 	Director : 

TIMETABLE			
FINAL REPORT Sign-off date :		Town Clerk Circulation date :	
CONSULTATION (see notes)	Who (sent to)	date sent	Returned
Corporate Property Group (CPG)	Dorian Pine	02/01/19	08/01/19
Property Project Group (PPG) Highways	Giles Radford	02/01/19	
Investment Property Group (IPG) Operations	Sheila Huth	02/01/19	
Operations Group (OG)	Alison Kurn	02/01/19	02/01/19
Ops Town Clerks	Nick Radner	02/01/19	03/01/19
Chamberlain	John James	02/01/19	
Property Policy Officer / Project Policy Officer Ops	Paul Roberts	02/01/19	
HR Art Gallery	Jeremy Johnson	02/01/19	
Others - Eg Capital Team in Chamberlains for disposals Art Gallery	Elizabeth Scott	02/01/19	
Art Gallery	Katherine Pease	02/01/19	→ Carried on overleaf

FINAL REPORT APPROVAL;	
Assistant Director: ... 	Director: 
City Surveyor...	

PDF electronic copy to TC (incl. appendices):

Please see notes on the reverse

NOTES:

All reports must

- (a) comply with corporate Guidance on Committee Report Writing and Attending Meetings and the departmental QMS procedure
- (b) be no more than 4 pages.
- (c) Observe the department timetables for Committee reports.

It is the responsibility of the officer initiating the report to consult and seek comments and input from the following parties

1 INVESTMENT PROPERTY GROUP / CORPORATE PROPERTY GROUP GATEWAY PAPER

- (a) Notify the Relevant Finance Section/Unit and Administration Officer for the relevant committee
- (b) To consult and obtain agreement from PPG on costs, procurement and programme related issues
- (c) Where appropriate seek OG comments on life cycle on FM related costs
- (d) Seek the views of other departments, although reports must not be circulated for comment until they have been approved by a Director.
- (e) Update draft attachments during progress to final version.
- (f) Where necessary supply briefing papers to the Administration Officer and representative at Committee.

2 GENERAL

- (a) The final hard copy plus this approval cover sheet should be given to the City Surveyor for sign off.
- (b) Once signed the final PDF version together with all appendices should be emailed to the Responsible Directors PA for onward transmission to the Town Clerk and for storage on the City surveyor's electronic filing system.
- (c) All necessary timetables for consultation, forwarding to Town Clerk and liaison with key chairman should be observed.
- (d) **Sustainability Impact:** Signing off this form is confirming that the report has been developed in accordance with the City of London Corporation Sustainability Framework or that the report contains a comment on the sustainability.
- (e) **Equalities and Inclusion:** Signing off this report is confirming that impacts of the reports proposal on protected equality groups has been considered and corporate guidance complied with.
- (f) Electronic copies – PDF with Appendices.- Word versions to be issued to Town Clerks.

COMMENTS