

FINANCE COMMITTEE

Tuesday, 20 September 2016

Minutes of the meeting of the Finance Committee held at the Guildhall EC2 at 1.45 pm

Present

Members:

Jeremy Mayhew (Chairman)	Deputy Alastair King
Deputy Roger Chadwick (Deputy Chairman)	Alderman Professor Michael Mainelli
Randall Anderson	Paul Martinelli
Deputy John Barker	Deputy Robert Merrett
Nicholas Bensted-Smith	Deputy Henry Pollard
Chris Boden	James de Sausmarez
Nigel Challis	David Thompson
Sophie Anne Fernandes	Deputy John Tomlinson
Christopher Hayward	Philip Woodhouse
Wendy Hyde	Mark Boleat (Ex-Officio Member)
Deputy Jamie Ingham Clark	Deputy Catherine McGuinness (Ex-Officio Member)
Clare James	

Officers:

Peter Lisle	-	Assistant Town Clerk
Christopher Braithwaite	-	Town Clerk's Department
Peter Kane	-	Chamberlain
Caroline Al-Beyerty	-	Chamberlain's Department
Simon Woods	-	Chamberlain's Department
Mona Lewis	-	Chamberlain's Department
Michael Cogher	-	Comptroller and City Solicitor
Peter Bennett	-	City Surveyor

1. APOLOGIES

Apologies for absence were received from Dominic Christian, Simon Duckworth, John Fletcher, Lucy Frew, Deputy Brian Harris, Tom Hoffman, Gregory Lawrence, Ian Seaton, Deputy Dr Giles Shilson and Sir Michael Snyder.

The Chairman welcomed Paul Martinelli to his first meeting of the Committee.

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

There were no declarations of interest.

3. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED – That the public minutes and summary of the meeting held on 19 July 2016 be approved as an accurate record subject to the addition of Deputy Henry Pollard to the list of those Members presenting apologies for absence and the amendment of the reference to “2065” in Minute Item 16 to “2016”.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

The Committee considered a report of the Town Clerk which set out actions outstanding from previous meetings of the Committee.

Triennial Valuation of the Pension Fund

The Chairman advised the Committee that he had requested Clare James to act as a Lead Member for the Triennial Valuation of the Pension Fund, given her expertise in this area. He advised that any Members were welcome to assist Ms James in this task and should contact her directly if they wished to lend their assistance.

Consultation on the Devolution of Business Rates

A Member queried whether the Corporation would be responding to the consultation on proposals for the devolution of Business Rates via the Local Government Association. The Chairman explained that the Corporation was feeding into the response which was being prepared by London Councils, and would also submit its own response.

RESOLVED – That the Committee notes the report.

5. **REPORT ON THE WORK OF THE SUB-COMMITTEES**

The Committee considered a report of the Town Clerk which advised Members of the key discussions which had taken place at recent meetings of the Committee’s Sub-Committees.

RESOLVED – That the Committee notes the report.

6. **DRAFT PUBLIC MINUTES OF SUB-COMMITTEES**

RESOLVED – That the Committee notes the following draft public minutes and non-public summary of meetings of the Sub-Committees:

- Efficiency and Performance Sub-Committee held on 6 July 2016;
- Corporate Asset Sub-Committee held on 19 July 2016
- Finance Grants Oversight and Performance Sub-Committee held on 21 July 2016.

7. **DEVOLUTION OF BUSINESS RATES - RESPONSE TO CONSULTATION**

The Town Clerk advised the Committee that this item had been withdrawn.

8. **EFFICIENCY PLAN**

The Committee considered a report of the Chamberlain which outlined proposals for the Efficiency and Sustainability Plan which would be submitted to the Court of Common Council on 13 October 2016, prior to publication on 14 October 2016.

Members asked for clarification as to whether the level of detail included within the Efficiency and Sustainability Plan provided sufficient information to meet the requirements of both the Department of Communities and Local Government (DCLG) and the Corporation. The Chamberlain explained that sufficient information had been included within the Plan to ensure that it met the requirements of DCLG, but the Plan would be supplemented by further internal documents setting out in further detail how the Corporation would seek to secure efficiency savings. He explained that these additional plans would be submitted to the Efficiency and Performance Sub-Committee.

Members queried whether the incentive to publish the Plan (an undertaking from the Government to provide certainty as to the level of funding to be received for the next four years) was still in place. The Chamberlain explained that no information had been received to the contrary, but expected further information following the Autumn Statement on 23 November 2016.

RESOLVED – That the Committee recommends the draft Efficiency and Sustainability Plan to the Court of Common Council for approval.

9. **FINANCIAL SERVICES DEPARTMENT - QUARTERLY UPDATE**

The Committee considered a report of the Chamberlain which outlined the key areas of work which had been conducted by the Financial Services Division over the previous quarter.

The Chairman advised the Committee that he had requested the Chamberlain to undertake work to adjust the presentation of management accounts updates to Committees from April 2017. The Chamberlain explained that information which was prepared for national reporting (such as budgets or Statements of Accounts) would still need to be prepared in line with International Financial Reporting Standards for Local Government Accounts.

RESOLVED – That the Committee notes the report.

10. **RISK MANAGEMENT - MONTHLY REPORT**

The Committee considered a report of the Chamberlain which provided an update on the most significant risks faced by the Chamberlain's Department.

The Chamberlain provided the Committee with an update regarding progress address the IT Service Provision risk set out within the report. The Chamberlain thanked the Chairman of the Information Technology Sub-Committee for his assistance in this area. The Chamberlain advised that further reports on this workstream would be submitted to the Information Technology Sub-Committee.

RESOLVED – That the Committee notes the report.

11. **CENTRAL CONTINGENCIES**

The Committee considered a report of the Chamberlain which provided Members with information regarding the current balance of the Finance Committee's Contingency Funds for the current year.

RESOLVED – That the Committee notes the report.

12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

14. 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 items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No.	Paragraphs in Schedule 12A
15-17, 19-28	3
18	3, 5

15. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

The non-public minutes of the meeting held on 19 July 2016 were approved as an accurate record.

16. OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS

The Committee noted a report of the Town Clerk which set out actions outstanding from previous non-public minutes of the Committee.

17. REPORT ON THE WORK OF THE SUB-COMMITTEES - NON-PUBLIC

The Committee noted a report of the Town Clerk which advised Members of the key discussions which had taken place during the non-public session of recent meetings of the Committee's Sub-Committees.

18. DRAFT NON-PUBLIC MINUTES OF SUB-COMMITTEES

The Committee noted the following draft non-public minutes of meetings of the Sub-Committees:

- Efficiency and Performance Sub-Committee held on 6 July 2016;
- Corporate Asset Sub-Committee held on 19 July 2016
- Finance Grants Oversight and Performance Sub-Committee held on 21 July 2016.

19. BUILDINGS REPAIRS AND MAINTENANCE - PROCUREMENT STAGE 1

The Committee considered and approved a joint report of the Chamberlain and the City Surveyor which sought approval for the recommended procurement strategy and evaluation criteria to be used in the selection of the preferred supplier(s) for the Buildings Repairs and Maintenance contract for the City of London Corporation and City of London Police.

20. **MINOR WORKS INTERIM CONTRACT - CONTRACT AWARD REPORT**
The Committee considered and approved a report of the Chamberlain and the Chairman of the Facilities Services Procurement Category Board, which recommended the appointment of contractors for the interim M&E minor works contract and the interim minor works building fabric contract.
21. **NEW SPITALFIELDS MARKET WASTE COLLECTION - PROCUREMENT STAGE 1 REPORT**
The Committee considered and approved a report of the Chamberlain which set out the strategy for procuring the Waste Collection, Recycling and Cleansing Services at New Spitalfields Market and sought Member approval for the recommended evaluation criteria to be used in the selection of a preferred supplier.
22. **INFRASTRUCTURE CCTV MAINTENANCE SERVICES PROCUREMENT - STAGE 1**
The Committee considered and approved a report of the Town Clerk which sought approval for the recommended evaluation criteria to be used in the selection of a preferred supplier for the provision of CCTV Supply, Installation and Maintenance services for the City of London Police and City of London Corporation.
23. **INSURANCE (DECEMBER PROGRAMME) - PROCUREMENT STAGE 2 REPORT**
The Committee noted a report of the Chamberlain which advised Members of the suppliers that had been shortlisted for the Property Insurance Tender process, which was currently underway.
24. **PROVISION OF RECRUITMENT ADVERTISING SERVICES AND PUBLIC NOTICE ADVERTISING - PROCUREMENT STAGE 3 REPORT - REQUEST FOR DELEGATED AUTHORITY**
The Committee considered and approved a report of the Chamberlain which sought delegated authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the award of the contract for the Recruitment Advertising and Public Notice Advertising services contract.
25. **FLEET HOUSE / ST. BRIDE'S TAVERN - SURRENDER OF LEASE (CITY FUND)**
The Committee considered and approved a report of the City Surveyor which sought approval for the surrender of a lease at Fleet House (St Bride's Tavern).
26. **NON-PUBLIC DECISIONS TAKEN UNDER DELEGATED AUTHORITY AND URGENCY PROCEDURES**
The Committee noted a report of the Town Clerk detailing non-public decisions taken under delegated authority and urgency procedures since the last meeting.
27. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no non-public questions relating to the work of the Committee.

The Committee then expressed their thanks to Peter Bennett, who was leaving the City Corporation after 26 years, including eight years as the City Surveyor. The Chairman led the Committee in thanking him for his achievements and contribution to the City Surveyor's Department. Mr Bennett thanked Members in return for their support and good wishes.

The Committee also expressed their thanks to the Deputy Financial Services Director (and Chief Accountant), Steve Telling, who was leaving the City of London Corporation after 30 years. The Chairman led the Committee in thanking him for his achievements and contribution to the Chamberlain's Department.

In addition, the Chairman advised the Committee that the Head of City Procurement, Chris Bell, had been by awarded the Chartered Institute of Procurement and Supply (CIPS) Procurement and Supply Chain Management Professional of the Year at the CIPS Supply Management Awards. The Committee commended Chris on this prestigious award.

28. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was one item of urgent business which was considered in a Members' Only session.

The meeting closed at 3.05 pm

Chairman

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