

TO: **PROJECTS SUB-COMMITTEE**
POLICY AND RESOURCES COMMITTEE

Wednesday, 23 November 2016
Thursday, 15 December 2016

FROM: **FINANCE COMMITTEE**

Tuesday, 19 July 2016

REVIEW OF SUB-COMMITTEES

The Committee considered a report of the Town Clerk which set out the findings of a review which had been conducted of the Finance Committee's Sub-Committees, following the request for such a review by the Chairman of the Committee.

RESOLVED – That the Committee:

- a) Appoints the following Members as Chairman and Deputy Chairman of the following Sub-Committees:
 - Corporate Asset Sub-Committee
Chairman: Nick Bensted-Smith
Deputy Chairman: Deputy Brian Harris
 - Efficiency and Performance Sub-Committee
Chairman: Jeremy Mayhew
Deputy Chairman: Deputy Roger Chadwick
 - Finance Grants Sub-Committee
Chairman: Simon Duckworth
Deputy Chairman: Philip Woodhouse
 - Information Technology Sub-Committee
Chairman: Deputy Jamie Ingham Clark
Deputy Chairman: Deputy Roger Chadwick
- b) Approves the amended Terms of Reference of the Finance Committee's Sub-Committees set out within Appendices B, C, D and E,
- c) That there be flexibility with regard to the size of the Sub-Committees, with a total of up to 15 Members being able to sit on any particular Sub-Committee.
- d) Requests that the Police Committee create a Special Interest Area (SIA) for Information Technology, with the Member appointed to that SIA being a Member of the IT Sub-Committee.
- e) **Requests that the Policy and Resources Committee consider an amendment to the Projects Procedure to provide Corporate Asset Sub-Committee with a strategic role in the Projects Procedure for operational property projects, as set out later in the report.**
- f) Requests that the Investment Committee considers an amendment to its Terms of Reference (and subsequently to Standing Orders) to allow Corporate Asset Sub-Committee to be responsible for the disposal of surplus operational properties which are not suitable as investment properties.

(The relevant extract from the report considered by the Finance Committee is appended on the following page)

Corporate Asset Sub-Committee (CASC)

22. Currently, CASC has a role that sits between a number of other Committees and Sub-Committees, and the exact role of CASC has not always been sufficiently clear.
23. The primary role of CASC should be the effective and sustainable management of all operational property assets to help to deliver strategic priorities and service needs. It does not have a direct role in allocating that property to particular Departments (that role sits with Resource Allocation Sub-Committee), approving major improvement Projects (this role sits with Projects Sub-Committee) or the operations of the properties allocated to the Departments (this role lies with each of the Service Committees).
24. However, it does have a role in overseeing all of these functions from a strategic viewpoint to ensure that the City of London Corporation is making the most efficient use of its operational properties and that they are being appropriately maintained in accordance with the Corporate Asset Management Strategy. Making efficient use of property is a duty placed on local authorities in the Housing and Planning Act 2016.

[Continued]

30. As stated above, the role of monitoring the delivery of major capital projects for the Corporation is largely fulfilled by the Projects Sub-Committee (for all projects of over £50k in capital or supplementary revenue, or over £250k in routine or ring-fenced revenue). Cyclical repairs and maintenance projects under this threshold are monitored by CASC through the Additional Works Programme (which will be renamed as the Cyclical Works Programme from 2017/18).
31. Although it is not intended to change this arrangement, there does appear to be a role for CASC in taking a strategic view of major capital projects relating to operational properties prior to their commencing. This fits well within CASC's role of monitoring the implementation of a strategic approach to Asset Management.
32. It is not suggested that any change is made to the Gateway Approval Process. Members may wish to request that the Projects Sub-Committee and Policy and Resources Committee agree that consultation with CASC on operational property projects is added to the overall Project Procedure, which supports the Gateway Approval Process.
33. The risk of such an amendment is that it could cause a delay to projects. Therefore, it is likely that the most appropriate format for CASC to fulfil such a duty would be through annual reports from all areas of the Corporation to CASC, providing details of the forthcoming operational property projects. This would also allow CASC to ensure that operational property projects are in accordance with the Corporate Asset Management Strategy and Asset Management Plans. The Chairman and the Deputy Chairman of Projects Sub-Committee have been consulted and have indicated that they would be supportive of CASC taking a strategic role in the prioritisation of projects as long as this did not create delays to projects.