

PROJECTS SUB (POLICY AND RESOURCES) COMMITTEE

Wednesday, 13 June 2018

Minutes of the meeting of the Projects Sub (Policy and Resources) Committee held at the Guildhall EC2 at 10.00 am

Present

Members:

Deputy Keith Bottomley (Chairman)
Deputy Jamie Ingham Clark (Deputy Chairman)
Randall Anderson
Nicholas Bensted-Smith

Karina Dostalova
Marianne Fredericks
Andrew McMurtrie
Deputy Philip Woodhouse

Officers:

Peter Lisley	- Assistant Town Clerk & Cultural Hub Director
Alistair MacLellan	- Town Clerk's Department
Rohit Paul	- Town Clerk's Department
Sarah Baker	- Town Clerk's Department
Chris Bell	- Chamberlain's Department
Mona Lewis	- Chamberlain's Department
Kevin Mulcahy	- Chamberlain's Department
Philip Mirabelli	- Comptroller & City Solicitor's Department
Ola Obadara	- City Surveyor's Department
Paul Monaghan	- Department of the Built Environment
Tom Creed	- Department of the Built Environment
Andrew Carter	- Director of Community and Children's Services
Lochlan MacDonald	- Department of Community and Children's Services
Sarah Greenwood	- Department of Community and Children's Services
Michael Gwyther-Jones	- Department of Community and Children's Services
David Drane	- City of London Police
Jonathon Poyner	- Barbican Centre
Harry Gravett	- Barbican Centre
Maria Sommer	- Barbican Centre

1. APOLOGIES

Apologies were received from Anne Fairweather, Chris Hayward, Deputy Catherine McGuinness and James Tumbridge.

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

There were no declarations of interest.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 16 May 2018 be approved as a correct record.

3.1 Outstanding Actions

Members considered a report of the Town Clerk detailing outstanding actions from previous meetings.

Gateway 1 &2 – Sugar Quay s278

The Town Clerk noted that an east-turn for road users on Lower Thames Street was possible and so this action could be closed.

Gateway 3 – Windows and Common Parts Replacement – Golden Lane

At the request of a Member, the Director of Community and Children's Services agreed that the Gateway 7 report for Great Arthur House would be submitted to the September 2018 meeting.

City of London Approach to Project Management

The Chairman noted that a report would be coming to the July 2018 meeting on the Project Management Review which would now include options for introducing better project risk management, costed risk and associated contingency.

Projects approved at officer-level

The Chairman noted that a sample of projects approved by officers under the scheme of delegation would be discussed as part of the ongoing project management review and therefore this action could be closed. He added that the review was reviewing, in particular, project initiation, engagement with spending Committees, and appropriate use of risk matched contingency and a scheme of delegations to officers/delegated authority by the Town Clerk. A report would be submitted to the July 2018 meeting as noted above. In response to a request from a Member, the Town Clerk agreed to recirculate the Arcadis project management review findings.

Academy for Programme and Project Management

The Town Clerk noted that a meeting was scheduled with the Human Resources Department during week commencing 18 June 2018 to take the proposal for an Academy for Programme and Project Management forward.

RESOLVED, that the report be received.

4. GATEWAY APPROVAL PROCESS

RESOLVED – That Members note the Gateway Approval Process.

5. GATEWAY 1/2 - MOOR LANE ULTRA LOW EMISSION VEHICLE ONLY PILOT (LOW EMISSION NEIGHBOURHOOD PROJECT)

Members considered a Gateway 1 &2 joint report of the Director of Markets and Consumer Protection and the Director of the Built Environment regarding Moor Lane Ultra Low Emission Vehicle Only Pilot (Low Emission Neighbourhood Project). In response to a question from a member, the Director of the Built Environment confirmed that some communication activity would need to be conducted to highlight the project once it was completed.

RESOLVED, that the Gateway 1 & 2 joint report regarding Moor Lane Ultra Low Emission Vehicle Only Pilot (Low Emission Neighbourhood Project) proceed to Gateway 5 on the Light Route.

6. **GATEWAY 3/4 - EXTERNAL REPAIR WORKS TO CITY OF LONDON MAGISTRATES COURT**

Members considered a Gateway 3 report of the City Surveyor regarding External Repair Works at the City of London Magistrates' Court.

RESOLVED, that Members

- Approve option 2, to carry out essential works which will ensure the building is maintained to a good condition for the next 5 years, whilst substantial progress is made on the new judicial centre.
- Approve the recommendation to consolidate the work and deliver under one project.
- Approve a gateway 3 cost of £20,000, made up of the remaining £9,816 from the original £15,000 budget approved at gateway 1/ 2 and uplift of £10,184 from the City's Cash Annual Provision for New Schemes. This will be to develop a specific design and specification ready to tender the works.
- Note that the current total project estimated cost is £635,000. A funding strategy is to be agreed with HMCTS and submitted to Members within a gateway 4/ 5 report.
- Note that officers will engage with City Procurement and present preferred procurement route also to be presented within the gateway 4/ 5 which will be submitted for Committee approval.

7. **GATEWAY 3/4 - DRON HOUSE AND WILLIAM BLAKE ESTATE DOOR ENTRY SYSTEMS**

Members considered a Gateway 3 & 4 report of the Director of Community and Children's Services regarding Dron House and William Blake Estate Door Entry Systems. The Chairman noted that it was imperative that the project remained in budget given the monies were provided from the Housing Revenue Account (HRA).

RESOLVED, that Members

- Give approval to seek design and build tenders for the replacement of audio only locally networked system at William Blake estate (option 2) and an audio only cloud-based network system at Dron House (option 3) using electronic key fobs.
- Note the estimated costs of £144,065 (William Blake) and £120,405 (Dron House), and that these include projected staff fees and costs at 12.5%.

- Approve that the previously allocated amounts of £19,750 (fees) and £5000 (staff costs) be used to take this project up to Gateway 5.

8. **PUBLIC GATEWAY 7 OUTCOME REPORTS**

Members considered a number of Gateway 7 reports. The Chairman noted that, to promote greater transparency, Members were welcome to discuss Item 18 (Gateway 7 – Hampstead Heath Ponds Project) in public session provided no reference was made to non-public aspects of the report.

Gateway 7 – Hampstead Heath Ponds Project

Members therefore considered a non-public Gateway 7 report of the Director of Open Spaces and Heritage regarding the Hampstead Heath Ponds Project and the following points were made.

- The Director of the Built Environment noted that the project had been challenging but had resulted in very positive outcomes. He noted that key lessons from the project included the allocation of a risk budget and securing value for money early in the project, particularly at contractor engagement stage.
- The Chairman added that other positive elements of the project included stakeholder engagement and education outreach. He noted that this project would be used as a case study in the forthcoming Academy for Programme and Project Management.
- A Member, in her capacity as Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee, noted her thanks to Members and officers who had been involved in the project.

Gateway 7 – Electronic Social Care Recording System

Similarly, the Chairman noted that after further review, the Town Clerk was content to put Item 21 (a) – Gateway 7 – Electronic Social Care Recording System in the public domain. The following comments were made.

- The Chairman noted that it was clear that early involvement of service users in the project was a positive, but that there had been issues with the procurement process.
- In response to a question, the Chamberlain confirmed that the City's procurement guidance had been updated in light of the lessons learned from the project.
- Members noted that many of the lessons learned were from issues identified by the Projects Sub-Committee at an earlier stage of the project.
- A Member, commenting in his capacity as Chairman of the Information Technology Sub-Committee, noted that that Sub-Committee would also note the lessons learned from this project.

RESOLVED, that the project be closed and the lessons learned.

8.1 Gateway 7 - Open Spaces Photo Voltaic Project

Members considered a Gateway 7 report of the Director of Open Spaces and Heritage regarding the Open Spaces Photo Voltaic Project.

RESOLVED, that the project be closed and the lessons learned noted.

8.2 Gateway 7 - Unified Communications (January 2016)

Members considered a Gateway 7 report of the Chamberlain regarding Unified Communications.

RESOLVED, that

- the project be closed and the unspent sum of approved monies returned to source.
- That a refreshed Unified Communications project proposal would be resubmitted to Members in line with the adopted IT Strategy.

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

Schedule of Business

In response to a question from a Member, the Town Clerk agreed to draw up a schedule of business for 2018/19, capturing when key projects and discussions on Sub-Committee business would come before Members.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman noted that there was one item of public business that he considered urgent.

10.1 Gateway 5 - Liverpool Street (Crossrail) Highway Reinstatement

Members considered a Gateway 5 report of the Director of Built Environment regarding Liverpool Street (Crossrail) Highway Reinstatement and the following points were made.

- In response to a question from a Member, the Director of the Built Environment noted that utility costs had been predicted through reviewing all known utilities and assigning each utility a maximum likely cost.
- In response to a question from a Member, the Director of the Built Environment replied that the project remained on track despite reference to a preferred start date of May 2018 within the report. Contractors were on standby to commence works, and works would be prioritised so that pedestrian access to the new station would be possible for pedestrians as soon as possible.

RESOLVED, that Members

- Note that owing to tight timescales for delivery of this project, it has not been possible to update the cost estimates provided to Members in November/December 2017. However, these costs include a contingency element to cover uncertainties around certain cost elements, particularly utility costs.
- Note that in accordance with the Committee approvals received in June/July 2017, officers will enter into a legal agreement with CRL for them to cover the staff, fees and works costs expended by the City in constructing the reinstatement works at Liverpool Street;
- Approve the implementation of the highway works with an estimated cost of £2,399,156, subject to completion of the legal agreement and receipt of funds;
- Approve the total project sum of £2,712,843, this being made up of £2,399,156 construction cost, £272,843 previously approved S106-funded expenditure, plus £40,844 recently incurred staff costs associated with providing design support to CRL (which will entirely recovered from CRL);
- Delegate authority for any adjustments between elements of the budget to the Director of the Built Environment in conjunction with the Chamberlain's Head of Finance provided the total approved construction budget of £2,399,156 is not exceeded. This includes access to an agreed contingency sum, as has been agreed with Crossrail and approved in principle by Members;
- Approve, as part of the reinstatement works, the installation of a new Legible London wayfinding monolith;
- Authorise officers to seek relevant regulatory and statutory consents, orders and approvals as may be required to progress and implement the scheme. (e.g. traffic orders).

11. 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.

12. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 16 May 2018 be approved as a correct record.

12.1 Non-Public Outstanding Actions

Members considered a report of the Town Clerk detailing outstanding actions from previous meetings.

13. **GATEWAY 6 ISSUE - ACTION AND KNOW FRAUD CENTRE - CONTRACT SERVICE BUDGET**
Members considered a Gateway 6 report of the Commissioner of the City of London Police regarding Action and Know Fraud Centre – Contract Service Budget.
14. **GATEWAY 7 - HAMPSTEAD HEATH PONDS PROJECT**
Members considered the non-public element of a Gateway 7 report of the Director of Open Spaces and Heritage regarding the Hampstead Heath Ponds Project.
15. **GATEWAY 1/2/3 - CENTRAL CRIMINAL COURTS FIRE ALARM REPLACEMENT AND ASSOCIATED PUBLIC-ADDRESS SYSTEM**
Members considered a Gateway 1/2/3 report of the City Surveyor regarding Central Criminal Courts Fire Alarm Replacement and Associated Public Address System.
16. **GATEWAY 1/2/3/4/5 - CENTRAL CRIMINAL COURTS 1907 JURY ROOMS REPAIRS**
Members considered a Gateway 1/2/3/4/5 report of the City Surveyor regarding Central Criminal Courts 1907 Jury Rooms Repairs.
17. **GATEWAY 5 - CENTRAL CRIMINAL COURT PLANT REPLACEMENT: PHASE 3**
Members considered a Gateway 5 report of the City Surveyor regarding Central Criminal Courts Plant Replacement: Phase 3.
18. **GATEWAY 5 - CONVERSION OF NINE PODIUM-LEVEL SHOP UNITS AND A MESS ROOM FOR RESIDENTIAL USE ON THE MIDDLESEX STREET ESTATE.**
Members considered a Gateway 5 report of the Director of Community and Children's Services regarding the conversion on nine podium-level shop units and a mess room for residential use on the Middlesex Street Estate.
19. **GATEWAY 5 - 123/124 NEW BOND STREET- REDEVELOPMENT BEHIND A RETAINED FAÇADE (CITY'S ESTATE)**
Members considered a Gateway 5 report of the City Surveyor regarding 123/124 New Bond Street – Redevelopment behind a retained façade.
20. **GATEWAY 3/4 - PLANNING AND REGULATORY SERVICES CASEWORK MANAGEMENT SYSTEM (PRSCMS) PROJECT**
Members considered a joint Gateway 3 & 4 report of the Director of Markets and Consumer Protection and the Director of the Built Environment regarding Planning and Regulatory Services Casework Management System (PRSCMS).

21. NON-PUBLIC GATEWAY 7 OUTCOME REPORTS

21.1 Gateway 7 - Electronic Social Care Recording System

Members noted that the Gateway 7 report of the Director of Community and Children's Services regarding an Electronic Social Care Recording System had been considered and approved in public session.

22. RED, AMBER AND GREEN PROJECTS UPDATE REPORT - BUILDINGS PROGRAMME

Members considered a report of the City Surveyor that provided an update on red, amber and green projects under the Buildings Programme.

23. RED, AMBER AND GREEN PROJECTS UPDATE REPORT - INFORMATION TECHNOLOGY PROGRAMME

Members considered a report of the Chamberlain that provided an update on red, amber and green projects under the Information Technology programme.

24. RED, AMBER AND GREEN PROJECTS UPDATE REPORT - BARBICAN CAMPUS PROGRAMME

Members considered a report of the Managing Director, Barbican Centre that provided an update on red, amber and green projects under the Barbican Campus Programme.

25. ACTION TAKEN BY THE TOWN CLERK UNDER DELEGATED AUTHORITY OR URGENCY PROCEDURES

Members considered a report of the Town Clerk detailing action taken since the last meeting under delegated authority or urgency procedure.

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

There were no questions.

27. 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.

The meeting closed at 11.19 am

Chairman

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