

Committee(s):	Date(s):
Resource Allocation Sub-Committee	5 July 2018
Subject: Priorities Investment Pot (PIP) – Bids for Consideration	Public
Report of: Town Clerk and Chamberlain	For Decision
Report Author(s) Geoff Parnell, Head of Projects - Strategic Resources	
<p style="text-align: center;">Summary</p> <p>The Court of Common Council approved the creation of a Priorities Investment Pot (PIP) in March 2018 to be used to provide additional funding to support priority front line services to meet new pressures and growth where there is clear demand and alignment with corporate plan priorities.</p> <p>In the first round of the process, 21 bids were received and 7 bids totalling £445,100 were approved by the Resource Allocation Sub-Committee at its March 2018 meeting.</p> <p>The second round has resulted in 13 new PIP bids, which have been reviewed by the Town Clerk and Chamberlain and placed in the following categories:</p> <ul style="list-style-type: none"> • Recommended – 10 bids totalling £1,011,200 over the next 3 financial years from 2018/19 • Not Recommended/Consider alternate funding route – 3 bids <p>The higher percentage of recommended bids reflects the increased understanding of the primary purpose of PIP funding and close collaboration in the preparation of bids. If the recommended bids are agreed this would mean that a total of £1.2m in 2018/19 would have been committed.</p> <p>As per the governance processes for the PIP, the 10 recommended PIP bids are now presented to Members for approval.</p> <p>Recommendations Members are asked to: -</p> <p>Approve the following recommended PIP bids, which would commit an additional £744k (£1.2m in total YTD) in 2018/19, £228k for 2019/20 and £40k for 2020/21:-</p> <ul style="list-style-type: none"> • Town Clerk's – Access to Sensitive Records at LMA – £44,500 – (Appendix 1) • Economic Development – Standalone Website to Promote London - £145,000 (Appendix 2) • Open Spaces – 5 bids <ol style="list-style-type: none"> 1.) Kenley Revival Legacy Officer – £49,900 (Appendix 3) 2.) Future Car Parking at Burnham Beeches and City Commons – £130,000 (Appendix 4) 3.) Epping Forest's Licences, Leases and Wayleaves backlog – £100,300 (Appendix 5) 4.) Fundraising and Income Generation Officer – £81,000 	

(Appendix 6)

5.) Learning Programme Year 3 Supplementary Funding – £87,000

(Appendix 7) – Subject to Members providing policy clearance

- Built Environment – Plastic Free City – £198,500 (Appendix 8)
- Guildhall School – Multimedia Business Unit – Video Projection Mapping - £150,000 (Appendix 9)
- Markets & Consumer Protection - Brexit Preparations – £25,000 (Appendix 10)

Note:-

- *The high-level list of all bids received – Table 1*

Background on the Priorities Investment Pot

1. The creation of a Priorities Investment Pot (PIP) for 2018/19 and future years was approved at the Court of Common Council on the 8 March 2018, to be formed from some of the 2% efficiencies gained through implementation of the Corporate Efficiency and Sustainability Plan. This pot will allow Members to allocate additional resources to front line services to fund new demand pressures and new or innovative services where there is clear demand and, importantly, support key corporate plan priorities for front line service users.
2. PIP allocations are focused on supporting front line services to fund priority areas of new activity aligned to the Corporate Plan or increased demand. The criteria for PIP bids is below:
 - A robust business case exists that explains the reason for the cost pressure, new demand pressures and new or innovative services;
 - The bid does not fund business as usual activity (which would be covered out of local risk); and
 - The proposal supports Corporate Plan priorities.
3. The process for accepting and reviewing PIP bids is better established after two rounds of accepting bids. The PIP Governance process (Appendix 14) has been communicated to all Chief Officers by the Chamberlain.

Priorities Investment Pot Bids - Received

4. A short template has been developed for bids, drawing on the key information identified in the opportunity outline where relevant. All Chief Officers are aware of the criteria, governance arrangements and schedule for receiving and considering PIP bids.
5. 13 PIP bids (see table 1) have been received from a range of departments as of 31st May 2018 in the second round of quarterly PIP bids for 2018/19. The Town Clerk and Chamberlain have reviewed all bids and placed them in the following categories:
 - Recommended – 10 bids totalling £1,011,200 over the next 3 financial years from 2018/19
 - Not Recommended/Consider alternate funding route – 3 bids totalling £82,000
6. Feedback will be provided and alternative funding routes will be suggested by the Chamberlain's department to Chief Officers and their teams for those bids not recommended.

Table 1 - Priorities Investment Pot Bids received as of May 2018

Bid #	Department	PIP Bid Name	Summit Recommendation (Recommended, Need More Info, Not Recommended)	2018/19 Bid Amount	2019/20 Bid Amount	2020/21 Bid Amount	Total Bid Amount
22	Town Clerk's	Access to Sensitive Records at LMA	Recommended	£18,000	£26,500		£44,500
23	Economic Development	Standalone Website to Promote London	Recommended	£145,000			£145,000
24	Open Spaces	Kenley Revival Legacy Officer	Recommended	£6,450	£28,750	£14,700	£49,900
25	Open Spaces	Future Car Parking at Burnham Beeches and City Commons	Recommended with repayment	£90,000	£40,000		£130,000
26	Open Spaces	Epping Forest's Licences, Leases and Wayleaves backlog	Recommended	£40,100	£40,100	£20,100	£100,300
27	Open Spaces	Fundraising and Income Generation Officer	Recommended	£30,000	£51,000		£81,000
28	Open Spaces	Hampstead Heath feasibility study for provision of learning facilities	Not Recommended	£25,000			£25,000
29	Open Spaces	Hampstead Heath feasibility study for provision of visitor engagement facilities	Not Recommended	£25,000			£25,000
30	Open Spaces	Learning Programme Year 3 Supplementary Funding	Recommended (Subject to Members providing Policy Clearance. OSD to ask Members for baseline budget from 2019/20)	£87,000			£87,000
31	Open Spaces	Hampstead Heath Car parking and Barriers	Not Recommended	£32,000			£32,000
32	Built Environment	Plastic Free City	Recommended	£162,000	£36,500		£198,500
33	Markets & Consumer Protection	M&CP Brexit Preparations	Recommended (contingent on a joined-up approach with Remembrancer/EDO on the wider preparations for Brexit)	£15,000	£5,000	£5,000	£25,000
34	Guildhall School	Multimedia Business Unit - Video Projection Mapping	Recommended	£150,000			£150,000
Total of 2nd round PIP Bids				£825,550	£240,850	£85,800	£1,093,200
	Children & Community Services	Approved PIP bids from March 18 (7 bids)	Total of 1st round PIP Bids	£455,100			
			Sub-total	£1,280,650			
			Projected Annual PIP	£2,921,000	£2,862,580	£2,805,328	£8,588,908
			Projected Variance	-£1,640,350	-£2,621,730	-£2,719,528	

Priorities Investment Pot Bids – Recommended

7. Having reviewed all bids, 10 bids are recommended for approval:
- Town Clerk's – Access to Sensitive Records at LMA (e.g. case files for child abuse and other investigations) – £44,500 – (Appendix 1)

- Economic Development – Standalone Website to Promote London - £145,000 (Appendix 2)
- Open Spaces – 5 bids
 - 1.) Kenley Revival Legacy Officer – £49,900 (Appendix 3)
 - 2.) Future Car Parking at Burnham Beeches and City Commons – £130,000 (Appendix 4)
 - 3.) Epping Forest's Licences, Leases and Wayleaves backlog – £100,300 (Appendix 5)
 - 4.) Fundraising and Income Generation Officer – £81,000 (Appendix 6)
 - 5.) Learning Programme Year 3 Supplementary Funding – £87,000 (Appendix 7)
- Built Environment – Plastic Free City – £198,500 (Appendix 8)
- Guildhall School – Multimedia Business Unit – Video Projection Mapping - £150,000 (Appendix 9)
- Markets & Consumer Protection – Brexit Preparations – £25,000 (Appendix 10)

8. Members should note that if these 10 recommended PIP bids are approved there would still be scope to consider further bids and those bids can cover funding for up to 3 years from 2018/19.

Priorities Investment Pot Bids – Not Recommended

9. Three bids were not recommended to be by the PIP Review Panel and Summit Group. The two feasibility bids have not been recommended as they could lead to capital commitments prior to policy consideration. The car parking barriers bid was not recommended as it is a business as usual activity and therefore should be met from local risk if it is a priority. The more detailed feedback that was provided to the Chief Officer for these bids can be seen in Appendix 15.

Future Pipeline Priorities Investment Pot Bids

10. The schedule for when future PIP bids will be accepted from Chief Officers in 2018/19 can be seen below.

Submit PIP Bids By	Projected Summit Group	Projected Resource Allocation Sub-Committee
End of May 2018	June 2018	July 2018
End of August 2018	September 2018	December 2018
End of December 2018	January 2019	March 2019

11. A reminder will be sent to all Chief Officers a month in advance of the 31 August deadline for the third-round submission of PIP bids.

Recommendations

12. It is recommended that Members approve funding for the 10 bids totalling £1,011,200 over the next 3 financial years from 2018/19.

Geoff Parnell

Head of Project, Strategic Resources, Chamberlain's Department

T: 020 7332 1675

E: Geoff.Parnell@cityoflondon.gov.uk

Appendices: Recommend Priorities Investment Pot Bids (available upon request)

Appendix 1: Access to Sensitive Records at LMA (Town Clerk's)
Appendix 2: Standalone Website to Promote London (Economic Development)
Appendix 3: Kenley Revival Legacy Officer (Open Spaces)
Appendix 4: Future Car Parking at Burnham Beeches and City Commons (Open Spaces)
Appendix 5: Epping Forest's Licences, Leases and Wayleaves backlog (Open Spaces)
Appendix 6: Fundraising and Income Generation Officer (Open Spaces)
Appendix 7: Learning Programme Year 3 Supplementary Funding (Open Spaces)
Appendix 8: Plastic Free City (Built Environment)
Appendix 9: Multimedia Business Unit – Video Projection Mapping (Guildhall School)
Appendix 10: M&CP Brexit Preparations (Open Spaces)
Appendix 11: Hampstead Heath feasibility study for provision of learning facilities (Open Spaces)
Appendix 12: Hampstead Heath feasibility study for provision of visitor engagement facilities (Open Spaces)
Appendix 13: Hampstead Heath Car parking and Barriers (Open Spaces)

All bids have been scrutinised by Summit Group. If you require more information about a bid, please contact Geoff Parnell Geoff.Parnell@cityoflondon.gov.uk

Appendix 14: Governance Process for PIP Bids

Below is the governance for PIP bids:

1. A Chief Officer should contact the Chamberlain's Department for guidance on whether the PIP is a potential funding route, prior to officially submitting a PIP bid. Considering the criteria for PIP bids, guidance might be given to explore an alternate funding route such as the Transformation Fund, Capital or a baseline adjustment. A business as usual cost pressure should be addressed as part of the normal annual budget process. If a bid is for a cross departmental transformation, then the transformation fund may be the more appropriate funding route.
2. A Chief Officer will submit a PIP bid to the Chamberlain for review.
3. The Town Clerk and Chamberlain will consider PIP bids and report the outcomes to Summit Group for endorsement. All bids will be reported at each stage.
4. If Summit Group endorse the recommended PIP bids, then all bids (recommended and not recommended) will be reported to Members at Resource Allocation Sub-Committee for approval.
5. If approved by Resource Allocation Sub-Committee, PIP funding will then be made available to the Chief Officer.
6. Spend and outcomes of PIP funding will be monitored by Chamberlain's.

Appendix 15: Feedback on Not Recommended PIP bids

- **Hampstead Heath feasibility study for provision of learning facilities Bid** – A policy proposal needs to be presented to Members to gauge their level of support for this project prior to undertaking a feasibility study. If Members agree to go forward with the feasibility study, then it should be

funded out of local risk. A further proposal for a larger capital investment would eventually need to be presented to Members for decision.

- **Hampstead Heath feasibility study for provision of visitor engagement facilities Bid** – A policy proposal needs to be presented to Members to gauge their level of support for this project prior to undertaking a feasibility study. If Members agree to go forward with the feasibility study, then it should be funded out of local risk. A further proposal for a larger capital investment would eventually need to be presented to Members for decision.
- **Hampstead Heath Car parking and Barriers Bid** – This is BAU and is asset protection not a terrorist threat. The business case was not strong enough, it did not meet all the criteria and should be funded out of local risk.