



Policy and Resources Committee (Supplementary – For Information Agenda Pack)

Date: THURSDAY, 14 DECEMBER 2023
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Part 1 - Public Agenda

3. MINUTES

- b) * To note the public minutes of the Capital Buildings Board meeting held on 4 October 2023 (Pages 3 - 6)

15. * POLICY INITIATIVES FUND AND COMMITTEE CONTINGENCY

For Information
(Pages 7 - 16)

16. * DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

For Information
(Pages 17 - 20)

Part 2 - Non-Public Agenda

20. NON-PUBLIC MINUTES

- b) * To note the non-public minutes of the Capital Buildings Board meeting held on 4 October 2023 (Pages 21 - 24)

23. * MAJOR PROGRAMMES OFFICE DASHBOARD

For Information
(Pages 25 - 28)

Ian Thomas CBE
Town Clerk and Chief Executive

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CAPITAL BUILDINGS BOARD

Wednesday, 4 October 2023

Minutes of the meeting of the Capital Buildings Board held at the Guildhall EC2 at 11.00 am

Present

Members:

Deputy Sir Michael Snyder (Chairman)	Alderman Timothy Hailes (Ex-Officio Member)
Oliver Sells KC (Deputy Chairman)	Deputy Christopher Hayward
Deputy Randall Anderson	Deputy Charles Edward Lord
David Brooks Wilson	Alderwoman Susan Pearson
Deputy Henry Colthurst	Deputy James Thomson (Ex-Officio Member)
Alderman Alison Gowman	

In attendance (Observing online)

Deputy Henry Pollard
James Tumbridge
Deputy Philip Woodhouse

Officers:

Peter Barlow	- Town Clerk's Department
Alistair Cook	- City of London Police
Martin O'Regan	- City of London Police
Neil Jenkins	- City of London Police
Sonia Virdee	- Chamberlain's Department
Richard Chamberlain	- City Surveyor's Department
Emma Moore	- Chief Operating Officer
John Cater	- Chief Operating Officer's Department
Mathew Miles	- Chief Operating Officer's Department
Ben Milligan	- Chief Operating Officer's Department
Alessia Ursini	- Chief Operating Officer's Department
Mark Lowman	- City Surveyor's Department

1. APOLOGIES

Apologies were received from Keith Bottomley and Sir David Wootton.

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

The Board noted a standing declaration of David Brooks Wilson in respect of all matters concerning Arcadis, Keltbray Group Ltd, Michael Squire and Partners and City and Provincial Properties Ltd.

The Board noted a standing declaration of Deputy Christopher Hayward in respect of all matters concerning Keltbray Group Ltd.

3. **MINUTES**
RESOLVED: That the public minutes of the Capital Buildings Board meeting on Thursday, 7 September 2023 be approved as an accurate record.
4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no urgent items of business.
6. **EXCLUSION OF THE PUBLIC**
RESOLVED: That under Section 100A 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 1 of Schedule 12A of the Local Government Act.
7. **NON-PUBLIC MINUTES**
RESOLVED: That the non-public minutes of the Capital Buildings Board meeting on Thursday, 7 September 2023 be approved as an accurate record.
8. **MIDDLESEX STREET, CAR PARK, MIDDLESEX STREET, E1 7AD**
The Board considered a report of the City Surveyor relating to Middlesex Street, Car Park, Middlesex Street, E1 7AD.
9. *** MAJOR PROJECTS - HIGH LEVEL FORECASTS AND CASH FLOW**
The Board received a joint report of the Chamberlain and Chief Operating Officer relating to Major Projects high level forecasts and cashflow.
10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items of business.
12. **MINUTES**
RESOLVED: That the confidential minutes of the Capital Buildings Board meeting on Thursday, 7 September 2023 be approved as an accurate record.

The meeting closed at 11.58am.

Chairman

Contact Officer: Chris Rumbles
christopher.rumbles@cityoflondon.gov.uk

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Committee(s): Policy and Resources Committee	Dated: 14/12/2023
Subject: Policy and Resources Contingency/Discretionary Funds	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	All
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£0
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Chamberlain	For Information
Report Author: Geraldine Francis - Chamberlain	

Summary

This report provides the schedule of projects and activities which have received funding from the Policy Initiatives Fund (PIF), the Policy and Resources Committee's Contingency Fund and Committee's Project Reserve for 2023/24 and future years with details of expenditure in 2023/24. The balances remaining for these Funds for 2023/24 and beyond are shown in the Table below.

Fund	2023/24 Balance Remaining after Approved Bids £	2024/25 Balance Remaining after Approved Bids £	2025/26 Balance Remaining after Approved Bids £	2026/27 Balance Remaining after Approved Bids
Policy Initiative Fund	513,726	505,000	955,000	1,180,000
Policy and Resources Contingency	19,720	285,000	300,000	300,000
Policy & Resources Project Reserve	343,000	0	0	0

Recommendation(s)

Members are asked to:

- Note the report and contents of the schedules.

Main Report

Background

1. The purpose of the Policy Initiatives Fund (PIF) is to allow the Committee to respond swiftly and effectively with funding for projects and initiatives identified during the year which support the City Corporation's overall aims and objectives.
2. The current process for identifying which items should sit within the PIF are if they fall under the below criteria:
 - Items that relate to a specific initiative i.e. research.
 - Sponsorship/funding for bodies which have initiatives that support the City's overall objectives; and
 - Membership of high-profile national think tanks.
3. To restrict the depletion of funds in future years, a two-year time limit is in place on multiyear PIF bids, with three years being an option by exception. To ensure prioritisation within the multiyear bids, the PIF from the financial year 2019/20 and onwards has £600k of its total budget put aside for multiyear bids with the rest set aside (£600k) for one off allocations, with the option to 'top up' the multiyear allocation from the balance if members agree to do so. This will ensure that there should always be enough in the PIF to fund emerging one-off opportunities as they come up.
4. PIF bids need to include a measurable success/benefits criterion in the report so that the successful bids can then be reviewed to see what the outcomes are and if the works/activities meet the objectives of the PIF. These measures will be used to review PIF bids on a six-monthly basis. This review will aide members in evaluating the effectiveness/benefits of PIF bids supported works/activities which can be taken into consideration when approving similar works/activities in the future.
5. PIF bids must include the category which the Initiative falls within. The current categories are: Events, Promoting The City, Communities, Research and Attracting and Retaining International Organisations.
6. When a PIF bid has been approved there should be a reasonable amount of progress/spend on the works/activities within 18 months of approval which allows for slippage and delays. If there has not been enough spend/activity within this timeframe, members will be asked to approve that the remaining allocation be returned to the Fund where it can be utilised for other works/activities. If the Department requires funding for the same works/activities again at a later date, it is suggested that they re-bid for the funding. If there is a legitimate reason, out of the Department's control, which has caused delays, it is recommended that these are reviewed by Committee as needed.
7. The Committee Contingency Fund is used to fund unforeseen items of expenditure when no specific provision exists within the Policy Committee's budget such as hosting one-off events.

8. The Committee's Project Reserve is a limited reserve which has been established from funds moved from the Projects Sub Committee Contingency Fund as approved in May 2019's Policy and Resources Committee. The initial amount transferred to this reserve totalled £450,000 from the Project Sub Committee, this is not an annual Contingency but a one-off sum. It is suggested that this reserve is used for project type spend.

Current Position

9. Appendices 1 to 3 list committed projects and activities approved by this Committee for the current and future financial years with the remaining balances available for the PIF (Appendix 1), your Committee's Contingency (Appendix 2) and the Policy & Resources Project Reserve (Appendix 3).
10. The balances that are currently available in the Policy Initiatives Fund, Committee Contingency Fund and Committee's Project Reserve for 2023/24 are shown in the Table below. These amounts include uncommitted balances from 2022/23 of £701,000 and £357,159 under PIF and Committee's Contingency respectively, as agreed by your Committee in March 2023. The 2022/23 unspent allocations Departments requested to be carried forward have now been approved and are also included in the figures below.

Fund	2023/24 Opening Balance £	2023/24 Approved Bids £	2023/24 Balance Remaining after 2023/24 Approved Bids £	2023/24 Pending Bids £	2023/24 Balance Remaining after 2023/24 Pending Bids £
Policy Initiative Fund	2,269,012	(1,755,786)	513,726	0	513,726
Policy and Resources Contingency	778,446	(758,726)	19,720	0	19,720
Policy and Resources Project Reserve	343,000	0	343,000	0	343,000

11. The remaining multiyear allocation is shown in the Table below with details, as shown in Appendix 1, prior to any allowances being made for any other proposals on today's agenda.

	2023/24	2024/25	2025/26	2026/27
Balance remaining of Multiyear PIF allocation	£43,000	£5,000	£355,000	£530,000

Corporate & Strategic Implications

12. Strategic implications – Although each PIF application has to be judged on its merits, it can be assumed that they may be helping towards contributing to a flourishing society, supporting a thriving economy and shaping outstanding environments as per the corporate plan.
13. Financial implications – Each PIF application should be approved on a case by case basis and Departments should look to local budgets first before seeking PIF approval, with PIF requests only being submitted if there is no funding within local budgets available.
14. Resource implications – None
15. Legal implications – None
16. Risk implications – None
17. Equalities implications – None
18. Climate implications – None
19. Security implications – None

Appendices

- Appendix 1 – PIF 2023/24 and Future Years
- Appendix 2 – P&R Contingency 2023/24 and Future Years
- Appendix 3 – P&R Project Reserve 2023/24

Geraldine Francis

Senior Finance Officer, Chamberlain

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Policy and Resources Committee - Policy Initiative Fund 2023/24 to 2026/27

Budget	2023/24	2024/25	2025/26	2026/27
Initial budget	£ 1,200,000	£ 1,200,000	£ 1,200,000	£ 1,200,000
Uncommitted balance brought forward from 2022/23	£ 701,000	£ -	£ -	£ -
Unspent balances deferred from 2022/23	£ 368,012	£ -	£ -	£ -
Unspent balances in 2022/23 returned to Fund	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -
Revised Budget	£ 2,269,012	£ 1,200,000	£ 1,200,000	£ 1,200,000

Date	Name	2023/24 Bid	2023/24 Actual	2024/25 Bid	2025/26 Bid	2026/27 Bid
07/06/18	City of London Corporation - Engagement with Strategy World Economic Forum (WEF)	£ 16,565	£ 2,944			
05/07/18	Events Partnership with The Strand Group, King's College London	£ 13,787	£ -			
20/02/20	Future.Now - Application for Funding	£ 1,078	£ -			
11/06/20	British Foreign Policy Group (BFPG)	£ 14,500	£ -			
21/01/21	Support for Innovate Finance	£ 150,000	£ 150,000			
08/04/21	Standing International Forum of Commercial Courts	£ 50,000	£ 50,000			
06/05/2021 & 08/06/2023	Options to Promote Supplier Diversity	£ 49,933	£ 34,937			
08/07/21	Adoption of Competitiveness Strategy - Development of an 'Asset Under Management' Campaign	£ 35,496	£ 8,472			
16/11/21	Sports Engagement Update	£ 2,725	£ 2,725	£ -		
16/12/21	Impact Investment Institute Membership (III)	£ 200,000	£ 200,000	£ 100,000		
17/02/22	Sports Engagement - (Re-purposed)	£ 37,206	£ 23,942			
05/05/22	Support for Integrity Council for the Voluntary Carbon Market (IC-VCM) & UK-VCM	£ 130,000	£ 42,249	£ 200,000		
Urgency	CFIT	£ 30,835	£ 30,835			
Urgency	Support for Task Force to delivery Code of Conduct for Environment, Social and Governance (ESG) Ratings Providers	£ 35,853	£ 31,569			
04/10/22	Enhancing the impact of CoL's Overseas workstreams through a permanent presence	£ 57,033	£ -			
15/12/22	Vision 2030 – laying the foundations for the success of UK Financial & Professional Services	£ 30,000	£ -			
23/02/23	Delivering the Residential Reset	£ 150,000	£ 20,324			
23/02/23	City Week 2023 Event Sponsorship	£ 25,000	£ 25,000			
23/02/23	Finalising CoL Overseas Presence	£ 65,000	£ -	£ 100,000	£ 50,000	
20/04/23	Transition Finance Competitiveness Taskforce	£ 140,000	£ 680			
08/06/23	Global City of Sport - A New Sport Strategy for The Square Mile	£ 175,000	£ 18,496	£ 175,000	£ 175,000	
08/06/2023 - Urgency	Enhanced Public Protection Plan	£ 45,000	£ 36,380			
08/06/23	Livery Company Website	£ -	£ -	£ 20,000	£ 20,000	£ 20,000
06/07/23	Shining Stars Care Leavers Dinner	£ 7,775	£ 5,518			
21/09/23	City Occupiers and Investment Study	£ 200,000	£ -			
27/10/2023 - Urgency	Innovation & Growth Artificial Intelligence Dinner	£ 60,000	£ 355			
16/11/23	Annual Bus Passes for Care Leavers	£ 32,500	£ -			
16/11/23	Paris 2024 Games Engagement			£ 100,000		
	Total Allocations	£ 1,755,286	£ 684,426	£ 695,000	£ 245,000	£ 20,000
	Balance Remaining	£ 513,726		£ 505,000	£ 955,000	£ 1,180,000

Bids for Committee's Approval: 14 December 2023

Total Balance if pending bids are approved	£ 513,726		£ 505,000	£ 955,000	£ 1,180,000
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	Multi Year PIF Bids	2023/24 Bid	2024/25 Bid	2025/26 Bid	2026/27 Bid
	Multi Year PIF Allocation	£ 726,000	£ 600,000	£ 600,000	£ 600,000
21/01/21	Support for Innovate Finance	£ 150,000			
08/04/21	Standing International Forum of Commercial Courts	£ 50,000			
16/12/21	Impact Investment Institute Membership (III)	£ 113,000	£ 100,000		
05/05/22	Support for Integrity Council for the Voluntary Carbon Market (IC-VCM) & UK-VCM	£ 130,000	£ 200,000		
23/02/23	Finalising CoL Overseas Presence	£ 65,000	£ 100,000	£ 50,000	£ 50,000
08/06/23	Global City of Sport - A New Sport Strategy for The Square Mile	£ 175,000	£ 175,000	£ 175,000	
08/06/23	Livery Company Website	£ -	£ 20,000	£ 20,000	£ 20,000
	Total Multi Year Allocations	£ 683,000	£ 595,000	£ 245,000	£ 70,000
	Multi Year PIF Allocation Balance	£ 43,000	£ 5,000	£ 355,000	£ 530,000

Bids for Committee's Approval: 14 December 2023

Total Balance if pending bids are approved	£ 43,000	£ 5,000	£ 355,000	£ 530,000
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Policy and Resources Committee - Contingency 2023/24 to 2026/27

Budget	2023/24		2024/25	2025/26	2026/27
Initial Budget	£ 300,000		£ 300,000	£ 300,000	£ 300,000
Uncommitted balance brought forward from 2022/23	£ 357,159		£ -	£ -	£ -
Unspent balances deferred from 2022/23	£ 121,287		£ -	£ -	£ -
Unspent balances in 2022/23 returned to Fund	£ -		£ -	£ -	£ -
Revised Budget	£ 778,446		£ 300,000	£ 300,000	£ 300,000

Date	Name	2023/24 Bid	2023/24 Actual	2024/25 Bid	2025/26 Bid	2026/27 Bid
08/05/14	City of London Scholarship - Anglo-Irish Literature	£ 19,850	£ -	£ -	£ -	£ -
20/02/20	Common Council Elections in March 2021 - funding a high-profile advertising campaign	£ 6,806	£ 6,580	£ -	£ -	£ -
10/12/20	Electoral Registration Campaign Manager	£ 3,735	£ 307	£ -	£ -	£ -
Urgency	Lord Mayor's Show Arrangements	£ 15,000	£ -	£ 15,000	£ -	£ -
14/10/21	Election Engagement Campaign	£ 8,096	£ 6,343	£ -	£ -	£ -
09/06/22	Civic Affairs	£ 57,800	£ 9,350	£ -	£ -	£ -
Urgency	Crossrail Art Programme – Liverpool Street Artworks and Close-Out Matters	£ 15,000	£ -	£ -	£ -	£ -
15/12/22	The Lord Mayor's Show	£ 150,000	£ -			
23/02/23	Introducing Electronic Voting	£ 10,000	£ 6,403			
23/02/23	Worker Engagement: The City Belonging Project	£ 70,000	£ 9,664			
19/10/23	Allocation of Funding to King Edward's Witley School	£ 402,439	£ -			
	Total Allocations	£ 758,726	£ 38,646	£ 15,000	£ -	£ -
	Balance Remaining	£ 19,720		£ 285,000	£ 300,000	£ 300,000

Bids for Committee's Approval: 14 December 2023

-	-	-	-	-
-	-	-	-	-
Total Balance if pending bids are approved	£ 19,720	£ 285,000	£ 300,000	£ 300,000

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Policy and Resources Committee Project Reserve: 2023/24

Budget	2023/24
Initial Budget	£ 450,000
Less: 2019/20 spend	-£ 30,000
Less: 2020/21 spend	-£ 66,422
Less: 2021/22 spend	-£ 10,578
Revised Budget	£ 343,000

Date	Name	2023/24 Bid	2023/24 Actual
		£ -	£ -
	Total Allocations	£ -	£ -
	Balance Remaining	£ 343,000	

Bids for Committee's Approval: **14 December 2023**

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-	-
Total Balance if pending bids are approved	£ 343,000

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Committee(s) Policy & Resources Committee – for information	Dated: 14/12/2023
Subject: Decisions taken under delegated authority or urgency powers	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	See Background Report
Does this proposal require extra revenue and/or capital spending?	See Background Report
If so, how much?	See Background Report
What is the source of Funding?	See Background Report
Has this Funding Source been agreed with the Chamberlain’s Department?	See Background Report
Report of: Town Clerk	For Information
Report author: Chris Rumbles, Town Clerk’s Department	

Summary

This report advises Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b).

Main Report

Urgent Decision: New Outside Body – Thames Estuary Growth Board (TEGB)

BACKGROUND:

The Thames Estuary Growth Board (TEGB) is a newly convened partnership between private and public sector organisations. It seeks to drive green economic growth across the Thames Estuary with a particular focus on delivering and increasing private sector investment in the region. It is a newly convened body, the precursor to which was established by the UK Government in 2019, through the Secretary of State’s response to the Thames Estuary 2050 Growth Commission, chaired by Sir John Armitt.

The Board’s vision is to create a “Green Blue” economy that harnesses the potential of the river, the land and the people to create jobs, improve productivity and ensure sustainability. The City Corporation has a strong and well-established interest in the Thames Estuary and the work of TEGB aligns strongly with its interests, including, but not limited to, distinct corporate responsibilities in Port Health and Environmental Services, existing relationships with Outside Bodies who support economic growth in and surrounding the Thames Estuary, and the Markets Co-Location Programme.

Prior to TEGB's formal incorporation, the City Corporation previously attended meetings organised by the group and an Officer from the City Corporation’s Markets Team stood as the official substitute, which it is proposed be retained. The City Corporation was represented by the Deputy Policy Chairman (at the time, also

Chairman of Port Health & Environmental Services) at the request of the organisation. The TEGB has asked that a Member of the City of London Corporation sit on their newly convened Board as a formal Corporate Member and have further requested that the representative Member be the Chairman of the Policy and Resources Committee, or a nominated Deputy thereof. Any such appointment will require the TEGB to be formally recognised as an Outside Body, to which the City Corporation nominates.

The Civic Affairs Sub-Committee considered this approach at its last meeting and approved *nem. con.* the proposals submitted. In the ordinary course of events, this proposal would have gone to the Policy & Resources Committee (P&R) and thereafter the Court of Common Council; however, due to some ambiguity in the wording of the Sub-Committee's terms of reference (which allow it to report directly to the Court on some matters, but not others), the submission deadline for the November meeting of P&R was missed. Officers have recognised the need to adjust the drafting of these terms of reference to clarify the position for future; however, in the interim, TEGB were keen for a decision to be made prior to mid-December, to allow for City Corporation participation at their December meeting. Delaying until December P&R would necessitate either the use of Court urgency procedures, or missing the opportunity to participate at December's meeting, neither of which were considered desirable. In the circumstances, given that Policy and Resources Committee had expressly delegated consideration of Outside Body matters such as this to its sub-committee, which had recommended approval of the proposals, and that the use of urgency procedures as an exception in this case would provide for timely submission to the full Court and all Members' deliberations, it was considered a pragmatic way forward.

REASON FOR URGENCY:

Civic Affairs Committee Sub-Committee agreed to the appointment of TEGB as an outside Body for the City Corporation, further endorsing the Member to sit on the TEGB to be the Chairman of the Policy and Resources Committee or their nominated Deputy. In looking to take this decision forward, there was a level of ambiguity within Civic Affairs Sub-Committee's terms of reference over whether it had the necessary authority to report direct to Court of Common Council. As such, in the interests of ensuring an appropriate level of transparency and that robust governance processes were being followed, it was agreed that the endorsement of Policy and Resources Committee would be sought in advance of seeking a decision from the Court of Common Council, in order to formalise the addition of TEGB to the list of Outside Bodies to which the City Corporation appoints.

TEGB is next due to meet in December. An urgent Policy and Resources Committee decision was therefore required to allow for a recommendation to be put forward to Court of Common Council on Thursday 7 December in looking to achieve City Corporation representation at the meeting.

There was potential reputational risk to the City Corporation in delaying until next year. The City of London Corporation is seen as an important stakeholder on this outside body, which has the Leaders of four local authorities as well as other strategic partners representing the Thames Estuary region.

Approval was therefore sought and granted by the Town Clerk, in consultation with the Chairman and Deputy Chairman of Policy and Resources Committee to: -

- Agreed to the City of London Corporation becoming a Corporate Member of the TEGB, and for that organisation to be deemed an Outside Body.
- Agreed to the Member to sit on the Outside Body to be the Chairman of the Policy and Resources Committee, or nominated Deputy thereof, as requested by TEGB.

In accordance with Standing Orders 41 (a) and 41 (b), Members are asked to note the recent decision taken by the Town Clerk in consultation with the Chairman and Deputy Chairman.

Copies of background papers concerning this decision are available from Chris Rumbles on request.

Contact:

Chris Rumbles

Christopher.rumbles@cityoflondon.gov.uk

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