



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

Date: THURSDAY, 18 JANUARY 2024
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

3. MINUTES

- b) * To note the public minutes of the Member Development and Standards Sub-Committee meeting on 15 September 2023 (Pages 3 - 6)
- c) * To note the draft public summary of the Competitiveness Advisory Board meeting on 31 October 2023 (Pages 7 - 8)
- d) * To note the draft public minutes of the Communications and Corporate Affairs Sub-Committee meeting on 15 November 2023 (Pages 9 - 14)
- e) * To note the draft public minutes of the Resources Allocation Sub-Committee meeting on 30 November 2023 (Pages 15 - 20)
- f) * To note the draft public minutes of the Equality, Diversity and Inclusion Sub-Committee meeting on 11 December 2023 (Pages 21 - 24)

11. * POLICY AND RESOURCES CONTINGENCY/DISCRETIONARY FUNDS

For Information
(Pages 25 - 34)

12. * DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

For Information
(Pages 35 - 36)

16. NON-PUBLIC MINUTES

- b) * To note the non-public minutes of the Member Development and Standards Sub-Committee meeting on 15 September 2023 (Pages 37 - 38)

- c) * To note the draft non-public minutes of the Communications and Corporate Affairs Sub-Committee meeting on 15 November 2023 (Pages 39 - 40)
- d) * To note the draft non-public minutes of the Resources Allocation Sub-Committee meeting on 30 November 2023 (Pages 41 - 42)
- e) * To receive a draft note of an informal meeting of the Resource Allocation Sub-Committee on 30 November 2023 (Pages 43 - 46)

Ian Thomas CBE
Town Clerk and Chief Executive

MEMBER DEVELOPMENT AND STANDARDS SUB COMMITTEE

Friday, 15 September 2023

Minutes of the meeting of the Member Development and Standards Sub Committee
held at on Friday, 15 September 2023 at 11.00 am

Present

Members:

Deputy Ann Holmes (Chief Commoner) (Chair)
Helen Fentimen (Deputy Chairman)
Anthony David Fitzpatrick
Alderman Alison Gowman
Naresh Hari Sonpar
Eamonn Mullally

Officers:

Gregory Moore	Town Clerk's Department
Gemma Stokely	Town Clerk's Department
Michael Cogher	Comptroller and City Solicitor's Department
Edward Wood	Comptroller and City Solicitor's Department
Deborah Bell	Community & Children's Services Department
Stuart Carruthers	Learning and Development

1. APOLOGIES

An apology for absence was received from Deputy Christopher Hayward.

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

There were no declarations.

3. PUBLIC MINUTES

The public minutes of the Member Development and Standards Sub-Committee meeting of 21st July 2023 were considered and approved as a correct record, subject to the removal of one attendance entry for Eamonn Mullally whose attendance had been duplicated.

4. STANDARDS UPDATE

The Town Clerk and Comptroller & City Solicitor updated the Sub-Committee with regard to the ongoing recruitment of three additional Independent Persons as sanctioned by the Court of Common Council. It was reported that a total of 44 applications had been received and that shortlisting was due to take place later today. Following this, interviews would be held in the week commencing 25th October and that any candidate considered appointable by the Recruitment Panel would ultimately require the approval of the full Court of Common Council before being appointed. .

The City Solicitor reported that the revised Code of Conduct developed by the Civic Affairs Sub-Committee would be presented to the next meeting of the Sub-Committee for further comment and approval, prior to wider consultation.

The Sub-Committee were informed that, at present, there were no live complaints under the Code of Conduct.

RECEIVED.

5. MEMBER DEVELOPMENT UPDATE

The Sub-Committee received a report of the Town Clerk, and were encouraged to comment and provide feedback in relation to recent learning and development activity.

Members of the Sub-Committee who had attended the recently held “Decision Making and Influencing Change” session – the first offering of Quarter 1, were in agreement that the style of delivery and knowledge of the presenters was good, which was enriched by their internal knowledge of the systems within the Corporation. There was acceptance around the late notice and circulation of invitations which may have impacted on Members ability to attend. It was envisaged that, going forward, Members would be notified of forthcoming sessions in good time. The recent session had been recorded and uploaded to the Members Portal; a full list of all Quarter 1 offerings was now also provided.

It was noted that the Quarter 1, Leadership sessions had a particular focus on skills for chairs, Members felt that there should be a balance between skills and knowledge offerings.

The Chair suggested investigating a level of ‘soft’ appraisal for Chairmen to support them in the effective management of their committees which the Town Clerk undertook to explore in further detail.

The Chair talked of the benefits of an overall critical evaluation of Quarter 1 of the L&D programme, looking at what worked well and not so well; how best to engage learners, the creation of a “golden thread” to include key prompts, member behaviour and building on comments from the Court; these considerations would influence the content of Quarter 2 of the programme.

RECEIVED.

6. MEMBERS' DIGITAL PLATFORM - PRESENTATION

The Town Clerk reported that all Members had now been provided with a link to the portal and Officers continued discussions with IT colleagues to enable Members direct access to the portal as their landing page.

The Town Clerk displayed the Portal page to the meeting and talked the Sub-Committee through its layout and content. Members commented that the portal was a useful resource. However, they were conscious that there would be a requirement for varied levels of Member support around the technology. The Town Clerk reassured all that the Governance and Member Services Team

would be available to support those Members who required any additional guidance.

The inclusion of reception dates was a feature that the Town Clerk had been in discussion with the Remembrancers Department about, the Sub-Committee felt that all function dates should be included in the list going forward. The Sub-Committee commented that Members needed to be encouraged to inform Officers when their availability to attend certain events had changed so as to minimise any wastage and to also allow others to attend in their absence where possible. Members of the Sub-Committee reported that it was not always clear as to how they should withdraw acceptance for invitations. The Town Clerk agreed to take these comments back to colleagues in the Remembrancers Department.

A Member queried how the Member Portal might be accessed on mobile devices. The Town Clerk explained that the landing page would be activated via Members' Corporation laptops and PCs only but that it would also be possible to bookmark the page on individual Corporation mobile devices to improve ease of access.

RECEIVED.

7. **QUESTIONS ON MATTERS RELATED TO THE WORK OF THE SUB-COMMITTEE**

None.

8. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

No items of other business that the Chair considered urgent were received.

9. **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 on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

10. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 21 July 2023 be approved as a correct record.

11. **INDEPENDENT REVIEW**

The Sub-Committee heard the update of the Town Clerk relating to the Independent Review.

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

None.

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

There were two additional items of business that the Chair considered urgent and which the Committee agreed should be considered whilst the public were excluded relating to the handling on non-public/ confidential information and Sub-Committee attendance.

The meeting ended at 12.52 pm

Chairman

**Contact Officer: June Haynes, Member Services Officer
june.haynes@cityoflondon.gov.uk**

Competitiveness Advisory Board

Summary of the Competitiveness Advisory Board meeting held on the 31st October 2023.

The Board held its fourth meeting of the year in October 2023. At this meeting the views of the Board Members were sought on the Market Prioritisation and Vision for Economic Growth.

The board received a report from the Executive Director of Innovation and Growth focusing on the process market prioritisation which is due for completion in early 2024. An update on the Vision for Economic Growth work followed. Under both, Members discussed navigating a stagnant economy, stimulating economic growth and ensuring that work transcended political affiliations. A collaborative effort was emphasised in the aim for economic revival.

In relation to market prioritisation, Members discussed goals for international engagement, noting that London's growth in key performance indicators were on par New York in 2023. Discussion centred around trade and investment dynamics and the need to focus is on strategic partners, with a dual emphasis on high-growth and advanced markets.

Members placed an emphasis on the importance of working with strategic partners, especially in emerging markets, who were identified as having the greatest potential for growth. The importance of avoiding knee-jerk reactions in high-growth markets was also stressed.

The board considered the vision for economic growth, outlining challenges and solutions. Members noted that this would involve industry-led collaboration, stressing the importance of a long-term perspectives, spanning approximately 2-7 years. Members discussed strategies for effective communication, utilising opinion pieces, focus groups, and media relations to fine-tune key messages. Examples of successful and unsuccessful cases in other jurisdictions were examined, highlighting the need for a balanced approach, and learning from experiences.

The board expressed the need for a considered approach to engaging UK wide acknowledging current geopolitical complexities and aligning with global trends. The role of industry, political advice, and media relations was also highlighted in shaping the narrative.

The meeting closed with Members underscoring the collaborative effort required for economic growth, focusing on strategic partnerships as short cuts to multiple audiences, and effective communication strategies. The board recognised the need for a nuanced, long-term approach to navigate challenges and capitalise on opportunities in an ever-evolving global economic landscape.

For any enquiries relating to the Competitiveness Advisory Board, please contact Blair.Stringman@CityofLondon.gov.uk

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Wednesday, 15 November 2023

Minutes of the meeting of the Communications & Corporate Affairs Sub (Policy & Resources) Committee held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy Keith Bottomley (Chairman)
Deputy Christopher Hayward (Deputy Chairman)
Deputy Rehana Ameer
Emily Benn
Helen Fentimen
Jason Groves
Deputy Charles Edward Lord
Ruby Sayed

Officers:

Polly Dunn	-	Assistant Town Clerk (Interim)
Zoe Lewis	-	Town Clerk's Department
Emily Tofield	-	Executive Director of Communications and External Affairs
Sam Hutchings	-	Communications and External Affairs
Kristy Sandino	-	Communications and External Affairs
Mark Gettleson	-	Communications and External Affairs
Katie Foster	-	Remembrancer's Department
William Stark	-	Remembrancer's Department

Members observing online:

Deputy Madush Gupta
Caroline Haines

1. APOLOGIES FOR ABSENCE

Apologies were received from Tijs Broeke, Alderman Prem Goyal, Catherine McGuinness and Alderman Sir William Russell. Caroline Haines and Deputy Madush Gupta also issued apologies, but were observing the meeting online.

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

Jason Groves declared non-pecuniary interests in respect of Item 7 due to being a member of the Financial Services Council of the CBI and being a former trustee of the Industry and Parliament Trust.

3. MINUTES

RESOLVED – That the public minutes and summary of the meeting held on 6 September 2023 be approved as a correct record.

4. **OUTSTANDING ACTIONS**

Members received a report of the Town Clerk concerning outstanding actions of the Sub-Committee.

- 3/2022/P would be closed off following the meeting as a Party Conference Update report was an agenda item.
- 2/2023/P was still an outstanding action whilst the campaign was paused, not by the Sub-Committee but other committees responsible for the agreement. A report would be submitted to the Resource Allocations Sub-Committee and it was intended to provide a full report to the next meeting of the Communications and Corporate Affairs Sub-Committee. Officers had been asked to provide an update to the Chairman and Deputy Chairman of the Policy and Resources Committee. Members requested an explanatory note be provided to Members of the Sub-Committee outlining the reasons the campaign was paused, how many occupiers had signed up to the pledge and whether empty buildings could be included.
- 5/2023/P would be closed off following the meeting as this was included within the Corporate Communications & External Affairs Update Report agenda item.

RESOLVED – that Members

- 1) Note the report; and
- 2) Be provided with an explanatory note on P/2023/P.

5. **CORPORATE COMMUNICATIONS & EXTERNAL AFFAIRS UPDATE REPORT**

Members received a report of the Executive Director of Corporate Communications and External Affairs regarding an update on the Department's work.

Members of the Sub-Committee were informed that the Corporate Communications and External Affairs Transformation Programme was well underway and Members of the Sub-Committee had been invited to one-to-ones to discuss the strategy. Over 70 engagement sessions had so far been held as had two workshops and an external review of digital channels and brand and stakeholder mapping was taking place for the first time. An update would be submitted to the February 2024 meeting.

In the discussion, the following points were made:

- The City Belonging Project proactive engagement was taking place across the City. Members commented that engagement could be broadened and widened and more resident engagement should take place. An Officer stated that the work would ensure that opportunities in the square mile were open to as many residents as possible and that there was a wider community offer in place.
- Partnering would be considered once the centre of excellence and its governance around the head of profession was in place.
- The soft power that the sports engagement programme delivered was significant. Internal communications with Members and Officers in relation to the understanding of the sports strategy would be part of the

strategic review. A Member commented that there was no reference to in-house City of London facilities in the sports engagement update. An Officer stated that the report referred to the review being carried out by the sport consultation around facility provision and this was an ongoing piece of work.

- Officers were congratulated on their hard work including their work in relation to the party conferences, the City Belonging project, the party conferences and sports engagement.

RESOLVED, That the report be noted.

6. STRATEGIC ENGAGEMENT AT THE 2024 PARIS OLYMPICS AND PARALYMPICS

The Sub-Committee considered a report of the Executive Director of Corporate Communications and External Affairs which set out the City Corporation's proposals to engage in the upcoming Olympic and Paralympic Games in Paris in July, August and September 2024.

In the discussion the following points were made:

- This presented an opportunity to engage with high level domestic and international stakeholders at the world's biggest sporting event in a neighbouring European city.
- This was the first time that a European city had hosted the games since London 2012.
- The Mayor of London and the GLA were keen that London was represented and involved with GB House which was a place to invest and promote interests in partnership with the GLA bringing together business and sport.
- Work with UK Sport had provided a solid base of evidence for the economic and soft power and international trade benefits of business and sport working together of £4billion of economic value to Great Britain over the next 10 years.
- Details of partnership arrangement were yet to be agreed by the British Olympic Association (BOA) and the British Paralympic Association (BPA). These would be shared with Members to scrutinise in due course.
- Although £100,000 was a significant sum, it was much less than most organisations would pay to engage in the Paris Games and was the minimum required to have meaningful engagement.
- In addition to the Paris engagement and the sponsorship of GB House, there was also the engagement which could happen in the City around fan zones, a possible parade and an opportunity to celebrate Olympic Day on 26 June.
- The BOA and BPA were charities and to run a successful GB House operation, support was required from organisations such as the City of London Corporation. Those who would be attracted to GB House include domestic political leaders, business leaders and the International Olympic Committee top level sponsors.

RESOLVED, That, following a unanimous vote, Members of the Communications and Corporate Affairs Sub-Committee endorse the City Corporation's engagement approach to the Paris 2024 Olympic and Paralympic Games as outlined in the Officer report.

[Deputy Rehana Ameer for the discussion and vote on this item].

7. **UPDATE ON THINK TANK MEMBERSHIPS 2023 - 2024**

The Sub-Committee considered a report of the Executive Director of Communications and External Affairs regarding the Think Tank Review and Membership for 2023/24.

In the discussion the following points were made:

- It was important to have the right balance of think tanks across the political spectrum.
- There were a wide range of opportunities to engage with other organisations without joining as corporate members.
- Members queried how much Chatham House and LGiU memberships were used and whether they provided value for money. An Officer stated that there were 25 nominees signed up to Chatham House and this comprised Members and Officers. Since March 2023, Members and Officers had engaged at 17 events. A Member suggested that a list of memberships, the budget for each of them and alternative options be submitted to the Sub-Committee. An Officer stated that some of the data was commercially sensitive. This data would be presented as a non-public item.
- In addition to the memberships which sat within the Corporate Affairs budget, the review would consider other memberships including the IPT which sat within the Remembrancer's Team and CBI which sat within the Innovation and Growth team. The review would also include how Members could access more of the opportunities within the memberships.
- The Tony Blair Institute was working on police policy and Officers would keep Members updated on this work.
- Members requested oversight of memberships and subscriptions across the Corporation. Whilst the Executive Director of Communications and External Affairs had agreed to present these to the Sub-Committee, more consideration would need to be given to how this could be actioned where memberships and subscriptions in other departments were approved under the officer scheme of delegation. It was acknowledged that if Member approval was to be provided, under the terms of reference, this would have to be referred to the Policy and Resources Committee. Officers would consider the terms of reference and report back to the Chairman and Deputy Chairman on this.

RESOLVED, That Members

- Note the existing partnerships and engagement with think tanks; and
- Agree to a wider review of the City Corporation partnerships in relation to Communications and Corporate Affairs, to include the broadened scope

as outlined above, with a view to a further report being submitted to the Sub-Committee and Policy and Resources Committee in early 2024.

8. **POLITICAL PARTY CONFERENCE - INITIAL SUMMARY REPORT
RESOLVED**, That Members

- Note the initial summary report;
- Note the recommendation that more focus is given to Business Day, in particular at the Labour and the Conservative party conferences and agree to, as a minimum, Policy Chairman presence at Business Day at these conferences in 2024; and
- Consider the Policy Chairman's representation at the SNP party conference and agree that possible alternatives be considered for 2024.

9. **PARLIAMENTARY TEAM UPDATE**

The Sub-Committee considered a report of The City Remembrancer which updated Members on the main elements of the Parliamentary Team's previous and planned activity in support of the City of London Corporation's political and parliamentary engagement since the last formal update to the Sub-Committee on 6 September 2023.

An Officer stated that Members had been sent an email outlining the bills that were announced in the King's speech and which bills had been introduced and had started the parliamentary process.

The Chairman congratulated the new Remembrancer on his position.

A Member, referring to the Financial Services and Markets Bill, asked about the appointment of the new City Minister and his position on setting up a House of Lords committee to hold the regulators to account on their competition and growth objectives. An Officer stated that the City Minister was a founding member and chair of the parliamentary Regulatory Reform Group which had previously made similar suggestions. He had received the Vision for Economic Growth paper and a meeting on this was due to take place. Due to his appointment, the meeting had been delayed but would be rescheduled.

A Member asked for an update on the City of London (Markets) Bill in relation to Havering Borough Council and the opposed bill. An Officer stated that committee stage had not been scheduled and discussions with Havering were ongoing. More detailed information could be provided in non-public session.

A Member queried the Pensions Reform Bill not being included in the report. The Deputy Chairman, as Policy Chairman, stated that there was no pensions bill announced in the King's speech. It was considered by the Chancellor of the Exchequer that matters could be dealt with by regulatory measures rather than through primary legislation and more detail would be set out in the Chancellor's autumn statement.

RESOLVED, That the report be noted.

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

12. **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 the Schedule 12A of the Local Government Act.

13. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

Questions were raised in respect of the following –

- City of London (Markets) Bill
- Mansion House Summit

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

The meeting closed at 3.30 pm

Chairman

Contact Officer: Zoe Lewis
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RESOURCE ALLOCATION SUB (POLICY AND RESOURCES) COMMITTEE

Thursday, 30 November 2023

Minutes of the meeting of the Resource Allocation Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 30 November 2023 at 9.00 am

Present

Members:

Deputy Christopher Hayward (Chairman)	Deputy Shravan Joshi
Deputy Henry Colthurst (Deputy Chairman)	Catherine McGuinness
Deputy Randall Anderson	Alderman Sir William Russell
Deputy Keith Bottomley	Deputy Sir Michael Snyder
Jason Groves	

In Attendance

Alderman Timothy Hailes

Members observing online:

Tijs Broeke
Deputy Andrien Meyers
Tom Sleigh
Deputy Madush Gupta

Officers:

Ian Thomas CBE	- Town Clerk and Chief Executive
Caroline Al-Beyerty	- The Chamberlain
Paul Wilkinson	- The City Surveyor
Dionne Corradine	- Chief Strategy Officer
Emily Tofield	- Executive Director of Corporate Communications and External Affairs
Sonia Virdee	- Chamberlain's Department
Sheena Etches	- City Bridge Foundation
Jack Joslin	- City Bridge Foundation
Veronica Pearce	- City Bridge Foundation
Brendan Crowley	- City Surveyor's Department
John Galvin	- City Surveyor's Department
Graeme Low	- City Surveyor's Department
Robert Murphy	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Jen Beckermann	- Office of the Policy Chairman
Ben Dixon	- Office of the Policy Chairman
David Mendoza-Wolfson	- Office of the Policy Chairman
Ben Dunleavy	- Town Clerk's Department
Polly Dunn	- Town Clerk's Department

1. **APOLOGIES**

Apologies for absence were received from Caroline Haines, Deputy Alistair Moss and Ruby Sayed.

The Chairman welcomed Alderman Timothy Hailes, who had been formally invited to observe the meeting.

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

There were no declarations.

3. **MINUTES**

The public minutes and the non-public summary of the meeting held on 2 November 2023 were approved as a correct record.

4. **CAPITAL FUNDING UPDATE**

Members received a report of the Chamberlain providing an update on capital funding.

RESOLVED, that – Members agree to:

- a) Review the schemes summarised in Table 2 and, particularly in the context of the current financial climate, to confirm their continued essential priority for release of funding at this time and accordingly
- b) Agree the release of up to £0.389m for the schemes progressing to the next Gateway in Table 2 from City Fund CIL (£0.234m) and City Cash (0.155m)

5. **COMMUNITY INFRASTRUCTURE LEVY NEIGHBOURHOOD FUND – APPLICATIONS FOR APPROVAL**

Members received a report of Managing Director, City Bridge Foundation, concerning applications for grants from the Community Infrastructure Levy Neighbourhood Fund.

The Chairman informed the Committee that an application for funding from Tavistock Relationships had been approved by the Town Clerk under delegated authority.

RESOLVED, that – Members:

- a) Approve the grant recommended to The Running Charity for £42,652 at a meeting of the CILNF Officer Panel in November 2023
- b) Approve the grant recommended to The Lord Mayor's Appeal for £90,000 at a meeting of the CILNF Officer Panel in November 2023
- c) Note the grant to Tavistock Relationships approved under delegated authority

6. **COMMUNITY INFRASTRUCTURE LEVY NEIGHBOURHOOD FUND – APPROVAL OF UPDATED COMMUNITY INFRASTRUCTURE LEVY NEIGHBOURHOOD FUND POLICY**

Members received a report of the Managing Director, City Bride Foundation, concerning the Community Infrastructure Levy Neighbourhood Fund Policy.

RESOLVED, that – Members:

- a) Note the response and key findings of the consultation on the City CIL Neighbourhood Fund
- b) Approve the proposed community priorities and revised policy for the City CIL Neighbourhood Fund
- c) Subject to the approval of recommendation 2, delegate the approval of funding applications below £100,000 from the City CIL Neighbourhood Fund to the Neighbourhood Fund Officers Panel and delegate the approval of funding applications for £100,000 and above from the CIL Neighbourhood Fund to the Resource Allocation Sub-Committee
- d) Approve the proposed terms of reference for the City CIL Neighbourhood Fund Officers Panel

7. **BEMS UPGRADE PROGRAMME – PHASE 2**

Members received a report of the City Surveyor concerning Building Energy Management System.

RESOLVED, that – Members:

- a) Approve additional budget of £200,424 to reach the next Gateway;
- b) Note the revised project budget of £200,424 (excluding risk);
- c) Note the total estimated cost of the project at £200,424 (excluding risk);
- d) Approve a Costed Risk Provision of £47,486 is approved (to be drawn down via delegation to Chief Officer), as per risk register appendix 2

8. **CITY SURVEYOR'S BUSINESS PLAN 2023-28 QUARTER 2 2023/24 UPDATE**

Members received a report of the City Surveyor regarding the Departmental Business Plan for 2023-28 and an update on Quarter 2 (2023/24) activity.

RESOLVED, that – the report be received and its contents noted.

9. **THE CITY SURVEYOR'S CORPORATE AND DEPARTMENTAL RISK REGISTER – NOVEMBER 2023 UPDATE**

Members received a report of the City Surveyor regarding the Corporate and Departmental Risk Register.

RESOLVED, that – the report be received and its contents noted.

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

A Member asked for an update on a survey being conducted on the financial implications of the City Corporation's commitments to the Lighting Charter.

In reply, officers said that they were continuing to review how the City Corporation's asset base could be compliant with the Charter, but the work had taken longer than anticipated. They expected to be able to provide an update in the coming weeks.

The Chairman agreed that it was important to understand the financial implications but that the delays were not satisfactory. He requested that officers return with their update at the Sub-Committee's first meeting of 2024.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

12. 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 1 of the Schedule 12A of the Local Government Act.

13. NON-PUBLIC MINUTES

The minutes and the non-public minutes of the meeting held on 2 November 2023 were approved as a correct record.

14. CITIGEN OPTIONS REVIEW APPROACH UPDATE

Members received a report of the City Surveyor concerning the City Corporation's future relationship with Citigen.

15. GUILDHALL SCHOOL OF MUSIC & DRAMA HEATING, COOLING & VENTILATION REPLACEMENT

The Chairman noted that this report sought approval from the Sub-Committee for capital funding requests of £155,400 to progress a Gateway project. This request been included and approved at the Capital Funding Update at Item 4. Accordingly, the Sub-Committee was not required to approve this again.

16. ANNUAL REPORT ON OPERATIONAL PROPERTY PORTFOLIO

Members received a report of the City Surveyor concerning the City Corporation's Operational Property Portfolio.

17. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were no questions in the non-public session.

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

There was no urgent other business in the non-public session.

The meeting ended at 9.33

Chairman

Contact Officer: Ben Dunleavy
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EQUALITY, DIVERSITY & INCLUSION SUB-COMMITTEE Monday, 11 December 2023

Minutes of the meeting of the Equality, Diversity & Inclusion Sub-Committee held at Committee Rooms, West Wing, Guildhall on Monday, 11 December 2023 at 10.30 am

Present

Members:

Deputy Andrien Meyers (Chairman)
Deputy Randall Anderson
Alderman Sir Charles Bowman
Mary Durcan
Deputy Ann Holmes (Chief Commoner)
Catherine McGuinness

Officers:

Dionne Corradine	- Chief Strategy Officer
Shelagh Prosser	- Interim Director of EDI, Corporate Strategy & Performance Department
Micah Mclean	- Corporate Strategy & Performance Department
Siyka Radilova	- Corporate Strategy & Performance Department
Chris Pelham	- Department of Community and Children's Services
Cindy Vallance	- People & HR
Emma Green	- Barbican Centre
Genine Whitehorne	- Chamberlain's
Lisa Moore	- Chamberlain's
Kate Doidge	- Town Clerk's Department

Public Items

1. APOLOGIES

Apologies were received from Deputy Brian Mooney.

Joanna Abeyie (Deputy Chair), Caroline Haines, Ruby Sayed, and Judith Pleasance observed the meeting virtually.

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

There were no declarations.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the previous meeting held on 4 September 2023 be approved as an accurate record.

4. **EXCLUSION OF THE PUBLIC**

The Chair informed Members that he would like to consider Item 16, EDI Transition, immediately following Item 3, Minutes, as it concerned information which was relevant to the agenda.

The Committee agreed to go into confidential session.

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 Schedule 12A of the Local Government Act.

Confidential Items

5. **EDI TRANSITION**

The Committee heard a confidential verbal report of the Chief Strategy Officer, concerning an update on EDI Transition.

Following conclusion of this item, the Committee agreed to consider the public section of the agenda, with the public being re-admitted into the meeting.

Public Items

6. **OUTSTANDING ACTIONS**

The Committee received the Outstanding Actions. It was noted that there were two incomplete or outstanding actions.

7. **DRAFT EQUALITY OBJECTIVES FINAL REPORT**

Note: Following consultation with the Chair, this item was withdrawn from the agenda.

8. **COL CARE EXPERIENCED AS A PROTECTED CHARACTERISTIC POLICY APPROVAL**

The Committee received a report of the Director of Community and Children's Services concerning the City of London Corporation's recognition and approval of a policy for care experienced being recognised as a protected characteristic. The Committee heard that the report would be received at the Children's and Community Services Committee, then Policy & Resources Committee, and finally Court of Common Council. The Committee were asked to endorse the policy which was being adopted by other London-based Local Authorities and nationwide.

The Committee expressed its support and endorsement for the policy of recognising care experienced as a protected characteristic. It was raised that questions may be raised at Policy and Resources Committee on how the policy would fit in more widely with other policies. It was also commented that there were other potential protected characteristics that the Corporation could pursue in the future.

RESOLVED – That Members endorse the CoLC’s recognition of care experienced as if it were a protected characteristic where practicable and, in doing so, approve the CoLC’s policy, ‘Care Experienced as a Protected Characteristic’ (Appendix 1).

9. **EDI CHARTERS UPDATE REPORT 2023/2024**

Note: Following consultation with the Chair, this item was withdrawn from the agenda.

10. **TACKLING RACISM TASK FORCE (TRT) UPDATE**

The Committee received a report of the Chief Operating Officer concerning an update on the implementation of the Tackling Racism Taskforce’s (TRT) recommendations. The Committee noted some actions which had remained outstanding within the Business Workstream. The Committee heard that the outstanding actions would be raised with the relevant Chief Officers.

The Committee discussed conferences, events, data collection, and disclosure. It was agreed that these points would be taken away by officers and discussed with chief officers to ensure that there was awareness of the recommendations and that they were being addressed appropriately.

It was suggested by the Committee that the relevant departments attend future meetings to provide an update against the implementation of the recommendations.

RESOLVED – That the report be received and its contents noted.

11. **RESPONSIBLE PROCUREMENT UPDATE**

The Committee received a report of the Chamberlain, concerning an update on the Responsible Procurement Policy.

The Committee heard that the ISO brought in action sustainability to undertake a desktop review of procedures and policies on responsible and sustainable procurement. There was also a workshop with officers on procurement implementation. The ISO also had recommendations and actions for improvement. Commercial Services Senior Leadership Team and the Executive Leadership Board would be briefed on the actions.

Following questions, the Committee heard that there would now be an annual report to the Finance Committee on responsible procurement. The reduction of 16 commitments to 6 would ease the reporting process. There was an intention for the policy to impact on project delivery, and so would be received at the Projects & Procurement Sub-Committee. It would also be received at a future meeting of the Equality, Diversity, & Inclusion Sub-Committee for input.

The Committee heard that there was no formal training for officers on responsible procurement, but there were commercial academies offered for all officers with non-procurement language. There was also information on policies and procedures in place if a purchase was required. A review in early 2024 should show that the policies and procedures operated well, but there would be

further work required on practice and behaviours. It was commented and agreed by the committee that there was a limited amount of mandatory training, especially for responsible procurement, and that this is a matter that would be raised at the Policy & Resources Committee.

RESOLVED – That the report be received and its contents noted.

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

There were no public questions.

13. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

There were no public items of urgent business.

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 of business 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.

Non-Public Items

15. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the previous meeting held on 4 September 2023 be approved as an accurate record.

16. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no non-public questions.

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

There was no other non-public business.

The meeting ended at 11.50 am

Chairman

Contact Officer: Kate Doidge
Kate.Doidge@cityoflondon.gov.uk

Committee(s): Policy and Resources Committee	Dated: 18/01/2024
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	(1,755,286)	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	(200,000)	143,000

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 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: **18 January 2024**

18/01/24 Option appraisal for Puddle Dock

200,000

-

Total Balance if pending bids are approved

£ 143,000

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Committee(s) Policy & Resources Committee	Date: 18 January 2024
Natural Environment Board	19 February 2024
Subject: Report of Action Taken Natural Environment Board – Terms of Reference	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	N/A
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Town Clerk	For Information
Report author: Blair Stringman, Town Clerk’s Department	

Summary

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

Recommendations

That Members note the action taken since the last meeting of the Policy & Resources Committee and Natural Environment Board.

Main Report

Since the last meeting of the Policy & Resources Committee and the Natural Environment Board, approval has been given under delegated authority arrangements, pursuant to Standing Order No. 41, as follows:

Decision: That, the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Policy & Resources Committee & the Natural Environment Board consider any final changes to the Terms of Reference of the Natural Environment Board arising from discussion.

Reason for Delegated Authority: Delegated Authority was sought as in the context of the City Corporation’s ongoing charities review, the Natural Environment Board (NEB) was keen to ensure that it was appropriately constituted, with clear responsibilities, that allow them to exercise a strategic function for the City’s open spaces, without encroaching on the individual responsibilities of the individual management committees (Hampstead Heath, Highgate Wood & Queens Park; West Ham Park; Epping Forest & Commons Committee).

Officers of the Environment Department suggested modifications that would enhance the definition of the Board's responsibilities, ensuring effective supervision of the Natural Environment Strategy while aligning with the Corporate Strategy and the governing documents of individual Natural Environment Charities. Additionally, the proposed changes would permit the inclusion of several non-voting external members on the Board, facilitating the introduction of diverse talent from a wider pool. This approach aims to attract individuals capable of enhancing the Board's decision-making processes. If accepted, an open and transparent recruitment process for these external appointments would be implemented.

Copies of background papers concerning this decision are available from Blair Stringman on request.

Blair Stringman

Town Clerk's Department

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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