



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

Date: THURSDAY, 6 JUNE 2024
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Part 1 - Public Agenda

3. MINUTES

- b) * To note the draft public minutes of the Civic Affairs Sub-Committee meeting on 22 April 2024 (Pages 3 - 6)
- c) * To note the public minutes of the Capital Buildings Board meeting on 24 April 2024 (Pages 7 - 10)
- d) * To note the draft public minutes of the Communications and Corporate Affairs Sub Committee meeting on 24 April 2024 (Pages 11 - 16)

Part 2 - Non-Public Agenda

11. NON-PUBLIC MINUTES

- b) * To note the draft non-public minutes of the Civic Affairs Sub-Committee meeting on 22 April 2024 (Pages 17 - 22)
- c) * To note the non-public minutes of the Capital Buildings Board meeting on 24 April 2024 (Pages 23 - 26)
- d) * To note the draft non-public minutes of the Communications and Corporate Affairs Sub Committee meeting on 24 April 2024 (Pages 27 - 28)

19. * DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

For Information
(Pages 29 - 30)

Ian Thomas CBE
Town Clerk and Chief Executive

CIVIC AFFAIRS SUB-COMMITTEE

Monday, 22 April 2024

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room, West Wing, 2nd Floor Guildhall on Monday, 22 April 2024 at 2.00 pm

Present

Members:

Tom Sleigh (Chair)
Deputy Keith Bottomley
Deputy Peter Dunphy
Deputy Shravan Joshi MBE
Wendy Mead OBE
Deputy Andrien Meyers
Alderman Sir William Russell
James St John Davis

In attendance (observing online)

Emily Benn
Deputy Giles Shilson

Officers:

Polly Dunn	- Assistant Town Clerk and Executive Director, Governance and Member Services
Matthew Cooper	- Town Clerk's Department
Mark Gettleson	- Town Clerk's Department
Chris Rumbles	- Town Clerk's Department
Paul Wright	- Remembrancer
Holly Booth	- Remembrancer's Department
Jo-Anne Brown	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Leann Corachea	- Remembrancer's Department
Charlotte Jones	- Remembrancer's Department
Phil Black	- Chamberlain's Department
Benjamin Chen-Sverre	- Chamberlain's Department

The Chair referred to Sophie Fernandes having recently confirmed her intention to stand down from Civic Affairs Sub-Committee with immediate effect and of Giles Shilson having confirmed his intention not to seek re-election at Court of Common Council at the end of his current term. The Chairman also confirmed that it would be Simon Duckworth's final meeting as Immediate Past Chief Commoner.

The Chair thanked each of them for the valued contribution they had made to the work of the Sub-Committee during their time as Members, with this receiving the unanimous endorsement of Members.

1. **APOLOGIES**

Apologies were received from Deputy Christopher Hayward, Alderman Alastair King, Deputy Ann Holmes and Deputy Henry Colthurst.

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 of the Civic Affairs Sub-Committee meeting on 29 January 2024 were agreed as an accurate record.

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS: ANNUAL REVIEW**

The Sub-Committee considered a report of the Town Clerk providing an opportunity to consider the Sub-Committee's terms of reference and decide whether any changes were required in time for the annual re-appointment, composition and terms of reference of Sub-Committees review to be undertaken by Policy and Resources Committee.

RESOLVED: That Members: -

- Endorsed the Civic Affairs Sub-Committee terms of reference for onward submission to Policy and Resources Committee.

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

There were no questions.

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

There were no additional items of business.

A Member took the opportunity to highlight that it would be the Chair's last Civic Affairs Sub-Committee meeting and to extend to him thanks on behalf of the Sub-Committee for all he had done during his time as Chair, with this receiving the unanimous endorsement of Members.

7. **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.

8. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on 29 January 2024 were agreed as an accurate record.

9. **CHANGE TO MEMBERS FINANCIAL SUPPORT SCHEMES.**

The Sub-Committee considered a report of the Chamberlain relating to a proposed change to Members' financial support schemes.

10. **APPLICATIONS FOR THE USE OF GREAT HALL**
The Sub-Committee considered a report of the Remembrancer detailing applications for the use of Great Hall.
11. **CITY HOSPITALITY COST GUIDELINES 2024/25**
The Committee considered a report of the Remembrancer presenting City hospitality cost guidelines for 2024/25.
12. **APPLICATIONS FOR HOSPITALITY**
The Sub-Committee considered three reports of the Remembrancer detailing applications for hospitality.
 - a. **Application A**
 - b. **Application B**
 - c. **Application C**
13. **CITY HOSPITALITY BUDGET AND AUDIENCES**
The Sub-Committee received a report of the Remembrancer providing an overview of the purpose of City Hospitality, audiences served, and type of events organised.
14. **DELEGATED AUTHORITY REPORT**
The Sub-Committee received a report of the Remembrancer setting out applications for hospitality and use of Guildhall approved under delegated authority.
15. **FORTHCOMING COMMITTEE OF COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**
The Committee received a report of the Remembrancer detailing forthcoming committee or Court events involving hospitality and other non-hospitality events.
16. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**
The Sub-Committee received a joint report of the Chamberlain and Remembrancer providing a summary of committed hospitality funding.
17. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**
The Sub-Committee received a joint report of the Chamberlain and Remembrancer comparing outturn for events.
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
19. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE CONSIDER SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no additional items of business to consider in non-public session.

Part 3 – Confidential Agenda

Corporate Hospitality

At this point in the meeting, the Sub-Committee considered an update of the Remembrancer relating to Corporate Hospitality.

The meeting ended at 2.35pm

Chairman

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

CAPITAL BUILDINGS BOARD

Wednesday, 24 April 2024

Minutes of the meeting of the Capital Buildings Board held at the Guildhall EC2 at 9.30 am

Present

Members:

Deputy Sir Michael Snyder (Chairman)	Alderman Tim Levene
Oliver Sells KC (Deputy Chairman)	Deputy Charles Edward Lord
Deputy Randall Anderson	Alderwoman Susan Pearson
Alderman Alison Gowman	Deputy Henry Pollard (Ex-Officio Member)
Alderman Timothy Hailes JP (Ex-Officio Member)	Deputy James Thomson (Ex-Officio Member)
Deputy Christopher Hayward	Philip Woodhouse

Officers:

Paul Wilkinson	- City Surveyor
Tim Cutter	- City Surveyor's Department
Sonia Virdee	- Chamberlain's Department
Genine Whitehorn	- Chamberlain's Department
Chris Rumbles	- Town Clerk's Department
Peter Barlow	- Town Clerk's Department`
Martin O'Regan	- City of London Police
Alix Newbold	- City of London Police

Part 1 Public Agenda

1. APOLOGIES

Apologies were received from David Brooks Wilson, Deputy Brian Mooney, Deputy Henry Colthurst and James Tumbridge.

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

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

The Board noted a declaration of Alderman Alison Gowman as a trustee of MOLA.

3. MINUTES

RESOLVED: That the public minutes of the Capital Buildings Board meeting on 14 March 2024 be approved as an accurate record.

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS: ANNUAL REVIEW**

The Board considered its Terms of Reference to enable any proposed changes to go forward to Policy and Resources Committee in advance of the annual re-appointment, composition and terms of reference review due to be undertaken.

RESOLVED: That Members: -

- Endorsed the terms of reference of the Board, for onward submission to Policy and Resources Committee.

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

There were no questions.

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

There were no additional items of business.

7. **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.

Part 2 - Non-Public Agenda

8. **MINUTES**

RESOLVED: That the non-public minutes of the Capital Buildings Board meeting on 14 March 2024 be approved as an accurate record.

9. **WAIVER REPORT - SALISBURY SQUARE DEVELOPMENT**

The Board considered a report of the City Surveyor relating to a procurement waiver for the Salisbury Square Development.

10. **SALISBURY SQUARE DEVELOPMENT - RIBA STAGE 5 UPDATE**

The Committee considered a report of the City Surveyor providing an update on progress with the Salisbury Square Development since the last Capital Buildings Board meeting.

11. **FUTURE POLICE ESTATE PROGRAMME: CITY OF LONDON POLICE RESOURCE REQUIREMENTS - FUTURE POLICE ESTATE**

The Committee considered a report of the Commissioner of City of London Police relating to future City of London Police requirements for the future police estate.

12. **TACTICAL FIREARMS TRAINING FACILITY UPDATE**

The Committee considered a report of the City Surveyor providing an update relating to a City of London Police Tactical Firearms Training Facility.

13. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

The Committee received a report of the Town Clerk providing details of recent decisions taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Orders 41(a) and 41(b).

14. **MAJOR PROGRAMMES OFFICE - DASHBOARD REPORT**

The Board received a report of the Chamberlain providing a Major Programmes Office dashboard update.

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

There were no questions.

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

The Chairman raised the following additional item of business.

Alderman Alison Gowman

The Chairman took the opportunity to highlight that Alderman Gowman had informed the Town Clerk of her intention not to seek re-election for another term on the Board. The Chairman thanked Alderman Gowman for all her work in support of the Board during her time as a Member and for always keeping the Board on the straight and narrow on climate related issues, with these thanks receiving the endorsement of all Members.

Part 3 - Confidential Agenda

17. **MINUTES**

RESOLVED: That the confidential minutes of the Capital Buildings Board meeting on 14 March 2024 be approved as an accurate record.

The meeting closed at 9.50am

Chairman

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COMMUNICATIONS & CORPORATE AFFAIRS SUB (POLICY & RESOURCES) COMMITTEE

Wednesday, 24 April 2024

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)	Catherine McGuinness
Deputy Rehana Ameer	Alderman Sir William Russell
Tijs Broeke	Jason Groves
Alderman Prem Goyal, OBE	Deputy Madush Gupta
Deputy Shravan Joshi	Helen Fentimen
Deputy Edward Lord	

Officers:

Rhiannon Leary	-	Town Clerk's Department
Emily Tofield	-	Executive Director of Communications and External Affairs
Kay Abidilahi	-	Communications and External Affairs
Anna Clarke	-	Communications and External Affairs
Preet Desai	-	Communications and External Affairs
Mark Gettleson	-	Communications and External Affairs
Sam Hutchings	-	Communications and External Affairs
John Park	-	Communications and External Affairs
Kristy Sandino	-	Communications and External Affairs
Sam Collins	-	Chamberlain's Department
Daniel O'Byrne	-	Innovation and Growth
Paul Wright	-	Remembrancer
Katie Foster	-	Remembrancer's Office
Bruce Hunt	-	Remembrancer's Office
William Stark	-	Remembrancer's Department

Members observing online:

The Hon. Emily Benn
Caroline Haines

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Deputy Chris Hayward, Alderman Alastair King DL and Tom Sleight. The Hon. Emily Benn and Caroline Haines also issued apologies, but were observing the meeting online.

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

There were no declarations of interest.

3. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED:

that the public minutes and summary of the meeting held on 28 February 2024 be approved as a correct record subject to the following amendment:

- that Deputy Edward Lord be recorded as having given their apologies for absence for the previous meeting.

MATTERS ARISING:

there were none.

4. **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. The Chair welcomed the report, noting the importance of stakeholder and branding reviews which would translate into how the organisation moved communications and external engagement forward.

In the discussion which ensued, the following points were made:

- What progress had been made on further development of economic security?
- In relation to the Communications comprehensive review, members urged that this be progressed at speed and that officers should consider putting forward ambitious suggestions for improvement.
- The recent invitation for members in residential wards to contribute to Ward newsletters was warmly welcomed. A query was put forward in relation to the positive work being undertaken by the Barbican Transformation Board and how this might be communicated more broadly.
- Those present heard that very positive recent feedback from Emily Thornberry had been received by a member in relation to the communications and engagement work being undertaken by the Corporation.
- In relation to the section of the report which encapsulated the recent visit to Northern Ireland, officers were urged to reframe this narrative given that the Honourable the Irish Society had worked actively with Irish political representatives on behalf of the CoL Corporation for several hundred years. A request was made that officers work closely with the Honourable the Irish Society on this aspect of the Corporation's communication work.
- Members sought further information in relation to which social media channels were being used to engage with different sections of the electorate, including both residents and businesses.
- In relation to the Net Zero delivery conference, the use of in-house capability was welcomed.
- How would the new CRM system be used to engage the electorate?
- A member referred to the significant uptake of the postal voting option in their ward, which was to be welcomed; however, they flagged that

current postal delivery systems, post-Covid and in a hybrid working environment, did not meet the needs of voters and asked that consideration be given to how this may be improved in a future report on hybrid working.

Officers then responded as follows:

- Officers from the Innovation and Growth Department were scheduled to present an update on economic security to the Policy & Resources Committee. The CoL Police Authority Board and the Communications team were also involved in taking this work forward. An officer had recently attended a speech on economic security given by the Deputy Prime Minister and it was agreed that a summary of this should be circulated to all members of the sub-committee.
- The sub-committee heard that the work on the comprehensive review was well underway; however careful planning was required for each stage.
- Officers agreed that messages around the positive work being done on the Barbican Estate should be more broadly communicated.
- Officers noted the comments made and agreed to follow up on the communications work in relation to the Honourable the Irish Society.
- In response to the query regarding social media channels, officers advised members that Facebook, Linked In, Instagram and Tik Tok would all to some degree be involved in the development of a digital communications strategy.
- The Chair noted that the CRM system was on the agenda under Item 6 and that any discussion on that item would be taken at that stage.
- An appointment had been made to the post of Election Engagement Campaign Manager and it was anticipated that they would be in post in the near future. Given the very clear legal guidelines in relation to postal voting, any action would require careful consultation with the Electoral Services team; however, members heard that, potentially, it may be possible to advise the electorate that they had the option to receive their postal ballots at their home addresses (rather than a business address) should they so choose.

In addition to the above discussion, members warmly welcomed the work being done on sports engagement. A further comment was made that work in relation to areas of tourism, including sports, needed to be aligned across the Corporation.

In terms of the plan for longer-term funding, a request was made for this to be discussed at the Resource Allocation Sub-Committee (RASC) Awayday, to which all members agreed.

Members asked that careful consideration be given to the membership of any Corporation delegation attending the political parties' conferences, in light of the possibility of an early General Election being called.

RESOLVED, that:

- i) members note the report;

- ii) a summary of the recent speech by the Deputy Prime Minister on economic security be circulated to all members of the Sub-Committee.
- iii) officers develop closer communication with the Honourable the Irish Society given that body's long-established engagement with Irish political representatives;
- iv) that the Sub-Committee's request for longer-term funding to be considered at the RASC Awayday be communicated to the Policy and Resources Committee.

5. **RESIDENT ENGAGEMENT UPDATE**

Members received an update from the Head of Campaigns and Community Engagement regarding recent progress made and planned next steps in resident engagement activity.

Members welcomed the effort and energy put into the residential engagement work. Officers were urged to work closely with neighbouring boroughs given the similarities involved in the problems with aging housing stock, with comment being made that inter-departmental working was crucial if this work was to be as effective as possible. Officers agreed and, in response, advised that the way the Corporation communicated its work, including via service provision across departments, would be explored as part of the Communications comprehensive review.

A member also expressed the view that community topic-based events/discussion sessions had been very well attended, in some contrast to Community Question Time events, and urged all present to bear in mind that residents, not businesses alone, should be made to feel included in these events. Another member endorsed these comments but also emphasised that the right balance needed to be found in order to be inclusive of both residents and business; furthermore, it was noted that residents' perception of inclusivity differed depending on the ward involved.

RESOLVED:

that the report, and members' comments, be noted.

6. **DATA LIGHTHOUSE PROJECT UPDATE**

Members were presented with a report of the Chamberlain which provided an overview of the Data Lighthouse project, the findings of which supported the need for a corporate Customer Relationship Management (CRM) system as a key priority for the Corporation. In presenting the report, officers emphasised that holding data in Departmental or team silos hampered the Corporation's ability to engage with stakeholders at all levels.

Members enthusiastically welcomed the report. A question was posed as to how quickly this work could be undertaken and in response, officers advised that the aim was to proceed at pace, although the funding source and ongoing support had yet to be confirmed.

RESOLVED:

that the report be noted.

14. PARLIAMENTARY TEAM UPDATE

The Sub-Committee considered a report of the Remembrancer which updated members on recent elements of the City of London Corporation's political and parliamentary engagement. Members heard that three new pieces of legislation had been introduced to parliament since the previous update; the Tobacco and Vapes Bill would be particularly pertinent to the City of London Corporation given its role as the local Weights and Measures enforcement body.

At paragraph 24, in relation to the House of Lords' Financial Services Regulation Committee's invitation to the Corporation's representative, members heard that the Committee had instead decided to proceed to open an enquiry and would therefore no longer be inviting private submissions of evidence. Separately, the letter from the Policy Chairman to the Chair of the Treasury Sub-Committee on Financial Services Regulations (TSCFSR) had been published on the TSCFSR's website.

RESOLVED that:
the report be noted.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

In relation to Catherine McGuinness' decision to stand down from this Sub-Committee, the Chair, on behalf of the Sub-Committee, expressed very warm thanks for all Ms McGuinness for all her dedication and hard work.

The Chair then advised that he planned to stand down as Chair of the Sub-Committee following this meeting – whilst continuing to serve as one of its members – and thanked all members of the Sub-Committee for their commitment and support during his Chairmanship.

10. 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.

11. NON-PUBLIC MINUTES

RESOLVED, that:

the non-public minutes of the meeting held on 28 February 2024 be approved as a correct record.

12. OVERVIEW OF CITY HOSTED EVENTS

The Sub-Committee considered a non-public report of the Remembrancer at Item 12.

RESOLVED:

that the report be noted.

13. INNOVATION AND GROWTH UPDATE

The Sub-Committee considered a non-public report of the Director of Innovation and Growth at Item 13.

RESOLVED:

that the report be noted.

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

There were none.

15. 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 3.07 pm

Chairman

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