

**POLICY AND RESOURCES COMMITTEE**  
**Friday, 22 March 2013**

Minutes of the meeting of the Policy and Resources Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Friday, 22 March 2013 at 1.45 pm

**Present**

**Members:**

Mark Boleat (Chairman)  
Stuart Fraser (Deputy Chairman)  
Deputy Ken Ayers (Chief Commoner)  
Deputy John Barker (Ex-Officio Member)  
Deputy Douglas Barrow  
Deputy John Bennett  
Ray Catt (Ex-Officio Member)  
Roger Chadwick (Ex-Officio Member)  
Simon Duckworth  
Revd Dr Martin Dudley (Ex-Officio Member)  
Marianne Fredericks  
George Gillon  
Alderman Sir David Howard  
Deputy Edward Lord  
Jeremy Mayhew  
Deputy Wendy Mead  
Deputy Catherine McGuinness  
Deputy Joyce Nash  
Deputy Henry Pollard (Ex-Officio Member)  
John Scott (Ex-Officio Member)  
Deputy Dr Giles Shilson  
Deputy Sir Michael Snyder  
Deputy John Tomlinson (Ex-Officio Member)  
James Tumbridge  
Deputy Michael Welbank  
Alderman Fiona Woolf

**Officers:**

John Barradell	- Town Clerk and Chief Executive
Chris Bilsland	- Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Peter Bennett	- City Surveyor
Philip Everett	- Director of the Built Environment
Peter Rees	- City Planning Officer, Department of the Built Environment
Paul Double	- City Remembrancer
William Chapman	- Private Secretary to the Lord Mayor and Chief of Staff
Professor Barry Ife	- Principal, Guildhall School of Music

Caroline Al-Beyerty  
Paul Sizeland  
Tony Halmos  
Peter Lisley  
Simon Murrells  
Neil Davies

Angela Roach  
Esther Sumner

- and Drama
- Financial Services Director
  - Director of Economic Development
  - Director of Public Relations
  - Assistant Town Clerk
  - Assistant Town Clerk
  - Head of Corporate Performance and Development
  - Policy Manager
  - Policy Officer

1. **APOLOGIES**

Apologies were received from Alderman Sir Robert Finch and Hugh Morris.

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

The Committee noted the following declarations:-

- Roger Chadwick declared a personal interest in matters affecting St Lawrence Jewry as Treasurer to the Guildhall Church Council;
- Deputy Catherine McGuinness declared a personal interest in matters affecting the Guildhall School as her daughter attended the School; and
- Sir Michael Snyder declared a prejudicial interest in Item no. 5 as the Reserve Forces' and Cadets' Association were clients of his accountancy firm and withdrew from the meeting whilst the item was considered.

3. **MINUTES**

- 3a. The public minutes of the meeting held on 14 February 2013 were approved.
- 3b. The public minutes of the Projects Sub-Committee meeting held on 12 February 2013 were noted.
- 3c. The public minutes of the Public Relations and Economic Development Sub-Committee meeting held on 14 February 2013 were noted.
- 3d. The public minutes of the Members' Privileges Sub-Committee meeting held on 24 January 2013 were noted.

4. **DRAFT CORPORATE PLAN 2013-17**

The Committee considered a report of the Town Clerk proposing a number of changes to the Corporate Plan for 2013-17.

Members were advised that a minor change had been suggested to KPP4 of the Plan. It was proposed that the fourth bullet should now read as follows:-

*“Review the City Corporation’s education contribution and devise **an overarching** strategy that promotes high quality education.”*

A Member drew attention to the reference to responsible finance in the Economic Development Offices Business Plan. He felt that the issue of being ethical was important and suggested that a similar statement be incorporated into the Corporate Plan. Members supported his suggestion.

RESOLVED – That, subject to the suggestions set out above being incorporated, the refreshed Corporate Plan for 2013-17 be endorsed and submitted to the Court of Common Council for approval.

5. **CITY OF LONDON RESERVED FORCES CADETS' ASSOCIATION**

Sir Michael Snyder withdrew from the meeting whilst this item was considered.

The Committee considered a report of the Town Clerk concerning the future funding arrangements of the City of London Reserve Forces and Cadets Association.

The Chairman reminded Members that in the current economic climate the City Corporation had reduced funding across the board. Therefore whilst he was supportive of the City Corporation continuing to support the Association it should kept at the current level. Members supported his suggestion.

RESOLVED: That:-

1. the City Corporation continues to fund the City of London Reserve Forces' and Cadets Association for the next three years at a cost of £42,000 (plus the proceeds of the “Trophy Tax” of £4,666 per annum to be met from the Committee’s City’s Cash Contingency; and
2. in advance of any future further funding proposals, the Remembrancer, Private Secretary, Chamberlain and the Town Clerk give further consideration to future sources of funding for the Association and report to the Committee and any other relevant Committee.

6. **ALDERMANIC ELIGIBILITY**

- 6a. The minutes of the meeting of the Aldermanic Eligibility Working Party held on 11 February 2013 were noted.
- 6b. The Committee considered a joint report of the Town Clerk, Comptroller and City Solicitor and Remembrancer submitted on behalf of the Aldermanic Eligibility Working Party. The report reviewed the criteria for eligibility to become an Alderman and proposed the introduction of an alternative pre-election qualification in addition to the magistracy based on the criteria applicable for Police and Crime Commissioners.

A revised version of the Bill for an Act of Common Council which addressed the issue of pending elections was laid round the table together with a draft resolution of the General Purposes Committee of Aldermen.

The Chairman was heard in support of the proposal to introduce an alternative route in addition to preserving the magistracy. The Comptroller and City Solicitor referred to the need for the issue of pending elections to be addressed and explained the reason for amending Section 8 of the draft Bill in order to deal with this.

A Member referred to the qualifications for PCCs and the issue of convictions. He pointed out that the inclusion of juvenile convictions was being reviewed by PCCs and should be borne in mind. The Chairman pointed out that the Working Party was aware of this and advised that any changes arising from a review of PCC qualifications would be addressed as and when they arose.

Members discussed the merits of defining the seriousness of offences and concluded that it would not be sensible to create a list of applicable offences.

RESOLVED: that:-

1. the current pre-election qualification for Aldermanic candidates relating to the magistracy be retained and an alternative pre-election conditions similar to those imposed on candidates standing for election as Police & Crime Commissioners as proposed in Appendix C of the report be introduced, on the basis that candidates could choose to satisfy either criteria in order to qualify for election;
2. the revised Bill for an Act of Common Council (a copy of which was laid round the table) be approved and, subject to the Bill being settled by the Recorder of London, it be submit to the Court of Common Council for approval;
3. the proposals outlined in the report for helping candidates to be better prepared for the application process to become a magistrate be endorsed and the production of guidance for candidates be approved (subject to it being seen by the Bench Chairman/Advisory Committee); and
4. the views expressed about Members and the Livery informally identifying and encouraging individuals to stand for election as Aldermen be endorsed, with the job specification being reviewed and made publicly available.

7. **FUNDRAISING STRATEGY FOR MILTON COURT**

The Committee considered a joint report of Principal of the Guildhall School and the Town Clerk concerning the fund raising strategy and possible naming opportunities associated with the fitting out of Milton Court.

RESOLVED – That:-

1. the ten principles as set out in the report governing the acceptance and recognition of gifts developed on behalf of the HE sector by the Council for the Advancement and Support of Education (CASE), modified in the case of the fourth principle to meet the specific circumstances of the City Corporation and the Guildhall School be adopted; and
2. the principle that the recognition of gifts in the Milton Court development be authorised as follows:
  - i) Milton Court Building: Court of Common Council on the recommendation of the Board of Governors and the Policy & Resources Committee;
  - ii) Concert Hall, Theatre and Studio Theatre: Policy and Resources Committee on the recommendation of the Board of Governors; and
  - iii) Other donations: Board of Governors, with authority to recognise donations up to the value of £250,000 delegated to the Principal.

8. **FENCHURCH STREET AND MONUMENT AREA ENHANCEMENT STRATEGY**

The Committee considered a report of the Director of the Built Environment concerning a revised Area Enhancement Strategy for the Fenchurch and Monument area.

Reference was made to whether it was necessary for the Policy Committee to consider pending area enhancement strategies. It was agreed that the larger, more strategic area enhancement plans such as that proposed for Bank or Smithfield should be considered by this Committee as well as by the service committee, with the smaller ones being considered by the service committee only. A Member highlighted the importance of ensuring that the priorities for each strategic area were joined up and therefore a paper setting out an overall strategy should be produced. The Committee supported this suggestion.

In response to a query about the possibility of widening Great Tower Street, the Director reminded the Committee that the purpose of this report was to provide Members with the overall position and that the individual projects referred to within the strategy would be the subject of separate, more detailed, reports. Members would have the opportunity to comment more fully on the detailed aspects at that point.

**RESOLVED** – that the draft Fenchurch & Monument Area Enhancement Strategy be adopted and that a paper setting out an overall strategy for the City should be produced and submitted to this Committee and the service committee in due course.

## 9. **COMMUNITY INFRASTRUCTURE LEVY**

- 9a. The Committee considered a report of the Director of the Built Environment submitting the proposed City Community Infrastructure Levy (CIL) draft charging schedule and draft Regulation 123 listing.

RESOLVED – That the City CIL Preliminary Draft Charging Schedule and draft Regulation 123 List be approved for public consultation.

- 9b. The Committee considered an addendum report of the Director of the Built Environment concerning a revised draft issues and options S106 Planning Obligations Supplementary Planning document (appendix 3) in relation to the proposed City Community Infrastructure Levy. It was noted that the revisions had been made at the request of the Comptroller and City Solicitor since the matter had been considered by the Planning and Transportation Committee.

RESOLVED – that the additional information included in Appendix 3 be incorporated into the proposed draft Issues and Options S106 Planning Obligations Supplementary Planning Document for public consultation

## 10. **ADDITIONAL EVENTS AND TOPICAL ISSUES PROGRAMME**

The Committee considered a joint report of the Director of Public Relations and the Director of Economic Development concerning the continuation of additional events associated with the Chairman of Policy's contact and topical issues programmes.

RESOLVED – That approval be given to:-

1. the continuation of the extended contact programme for the Policy Chairman through appropriate events at a cost of £25,000 funded from the Committee's *Policy Initiatives Fund* 2013/14, categorised under the "Promoting the City" section of the Fund and charged to *City's Cash* and to expenditure on each individual event being delegated to the Town Clerk, in consultation with the Chairman and a Deputy Chairman; and
2. the continuation of the Topical Issues Programme, comprising both papers and events, at a cost of £30,000 funded from the Committee's *Policy Initiatives Fund* 2013/14, categorised under the "Promoting the City" section of the Fund and charged to *City's Cash* and to expenditure on each individual activity being delegated to the Town Clerk, in consultation with the Chairman and a Deputy Chairman.

## 11. **COMMUNICATIONS STRATEGY 2013-16**

The Committee considered the draft City of London Communications Strategy for 2013 -2016.

The Chairman suggested that the Strategy be circulated to all Members of the Court for information. It was also suggested that the issue of responsible financing be included in the Strategy and that the Strategy be the subject of one of the Chairman's themed discussion breakfasts. Members supported the suggestions.

RESOLVED – That the Communications Strategy be approved subject to the inclusion of the issue of responsible financing and that a copy of the final version of the Strategy be circulated to all Members of the Court for information and to the Strategy also being the subject of one of the Chairman's themed discussion breakfasts.

**12. PUBLIC RELATIONS OFFICE BUSINESS PLAN 2013-16**

The Committee considered the Public Relations Office Business Plan for 2013-16.

RESOLVED – that the Public Relations Office Business Plan for 2013-16 be approved and that the Director be instructed to implement it accordingly.

**13. ECONOMIC DEVELOPMENT OFFICE BUSINESS PLAN 2013-16**

The Committee considered the Economic Development Office Business Plan for 2013-16.

RESOLVED – that the Economic Development Office Business Plan for 2013-16 be approved and that the Director be instructed to implement it accordingly.

**14. TEACH FIRST**

The Committee considered a report of the Director of Economic Development concerning the City Corporation's continued sponsorship of the Teach First Programme.

A Member referred to the Teach First activities and suggested that they be included as part of the overall picture of the City Corporation's education strategy. Members supported his suggestion.

RESOLVED – That:-

1. the City Corporation continues to support Teach First at a cost of £54,000, earmarked for funding the enhanced Higher Education Access Programme, for a further three financial years (2013/14, 2014/15, 2015/16) at an annual cost of £18,000, charged to City's Cash and met from the Policy Initiatives Fund under the Communities heading; and
2. Teach First activities be included as part of the overall picture of the City Corporation's education strategy.

15. **DIGITAL SHOREDITCH 2013**

The Committee considered a report of the Director of Economic Development concerning the proposed sponsorship of Digital Shoreditch 2013.

RESOLVED – That Digital Shoreditch be supported at a cost of £20,000, split into a contribution of £9,750 payable directly to Digital Shoreditch and a sum of £10,250 to cover in-kind support in the form of connected events/hospitality at Guildhall, both sums to be charged to City's Cash, the former to be met from your Committee's contingency for 2012/13, the latter from the Policy Initiatives Fund for 2013/14, under the Communities heading.

16. **SMALL BUSINESS MICRO LOAN FUND**

The Committee considered a report of the Director of Economic Development concerning a proposal to support a Small Business Micro Loan Programme by providing funding to the London Community Foundation and the Frederick Foundation.

RESOLVED – That a sum of £77,000 be provided to the London Community Foundation from the Committee's City's Cash contingency for 2012/13, to establish a Small Business Micro Loan Fund jointly with the Fredericks Foundation London.

17. **FOCUS ON EUROPE DAY**

The Committee considered a report of the Director of Economic Development concerning the proposed support for Focus on Europe Day on 23 May 2013.

RESOLVED – That a sum of £30,000 be provided to enable the City Corporation to host key contacts at a Guildhall Banquet on 23 May 2013 to be met from 2013/14 Policy Initiatives Fund, charged to City's Cash under the Promoting the City heading.

18. **ECONOMIC DEVELOPMENT ACTIVITIES REPORT**

The Committee considered a report of the Director of Economic Development updating it on various economic development activities between December 2012 and February 2013.

The Chairman referred to the success of a recent event at which the former Vice-President Al Gore was a speaker. He advised that Mr Gore had been very complimentary about the work of the City Corporation to an audience of representatives from a number of influential organisations.

Members were also advised that as part of the Budget, Government had announced the introduction of tax relief for social investment. He pointed out that the Economic Development Office had worked closely with the Treasury for its introduction and that this was extremely good news. Government had also announced recently the creation of a new Trade and Investment Board which would comprise senior representatives from various financial institutions

including TheCityUK and that the City Corporation would be fully involved through TheCityUK.

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

**19. POLICY INITIATIVES FUND**

The Committee received a statement of the Chamberlain on the use of the Policy Initiatives Fund and the Committee's contingency for 2012/13.

The Director of Economic Development drew attention to a sum of £25,000 which had been approved by the Committee previously to assist with the cost of venue hire for a Business in the Community event at which the Lord Mayor was speaking in April. He advised that whilst the actual cost would be approximately £17,000, one of the sponsors of the event had pulled out for financial reasons and he was therefore seeking approval for the balance to be used to fill the gap in the organiser's funding.

RESOLVED – that the content of the statement be noted and that the balance of funding agreed to accommodate the cost of hiring a venue for the Business in the Community event be used to further assist in funding the event at which the Lord Mayor was speaking.

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

The Committee received a report of the Town Clerk advising of the action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the last meeting of the Committee in accordance with Standing Orders 41(a) and 41(b).

RESOLVED – That it be noted that approval was given to the following:-

1. the final wording of the City Corporation's Pay Policy Statement;
2. expenditure of £9,160 for four events (a lecture entitled "deregulation for Growth", a Dinner associated with social investment, support for a conference at which the President of the European Council delivered a keynote speech and one concerning Economic Crime) organised as part of the Chairman's extended political and business contact programme; and
3. £30,000 being spent on the production of an updated version of a research paper on attitudes in the EU towards the future of the City of London as Europe's financial centre and its position in relation to the development of EU financial regulation.

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

There were no questions on matters relating to the work of the Committee.

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

The following items of urgent business were discussed:-

**2013 Ward Elections**

Reference was made to the outcome of the arrangements for the recent Ward elections. Members thanked the electoral staff for all their hard work and for the professional manner in which the arrangements had been undertaken including the speed at which the results had been declared.

The Chairman referred to comments made about the business vote needing to be more representative of the workforce. He reminded the Committee that this was not a legal requirement on businesses and that the City Corporation could only encourage them to ensure that this was taken into account when selecting their voters. The City Corporation therefore needed to consider how businesses could be persuaded to make their voters more representative.

In response to questions the Town Clerk advised that there were 21 contested elections compared to 13 in 2009. 150 candidates stood in total, 10 Members lost their seats and 25 new Members were elected to the Court. For the 2013 elections 25% of votes were cast compared to the local average of 31% and 15% for Police and Crime Commissioners. He acknowledged that there had been an error with instructions given to voters in the Ward of Cripplegate regarding their polling station and advised that the printers had come forward to acknowledge that this was their error. Nevertheless the elections team made every effort to correct the error made by the printer delivering by hand correction slips in the Ward.

During further discussion it was suggested that officers should consider following to enhance the arrangements for future elections, whether:-

- the venue for wardmotes or polls was appropriate, for example, one venue, St Catherine Creek Church, clashed with a church service;
- more could be done to ensure that postal voters receive the relevant the paperwork;
- more could be done to encourage a higher turnout of voters;
- more could be done to improve attendance at wardmotes e.g. advertising the meetings more widely;
- whether it was possible to bring the date of the wardmote forward so that it was held prior to the submission of postal votes. A number of postal voters commented that they would have found it helpful to attend the meeting prior to having to cast their vote; and

- whether it would be better to engage separate counting staff or introduce a central count in order to avoid polling staff being overly tired and increase potential errors.

The Town Clerk supported the suggestion to look more closely at whether venues were fit for purpose in future. He advised that the delivery of postal votes was dependent on the post service and for businesses, it was also important for companies to pass on the relevant paperwork to their electors. He also expressed views for and against having separate counting staff but felt that, on balance, it was better to use the polling staff to undertake the count as at present.

## 23. **EXCLUSION OF THE PUBLIC**

Motion – 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 Schedule 12A of the Local Government Act.

<b>Item Nos.</b>	<b>Paragraph(s) in Schedule 12A</b>
24-30	3

## **Part 2 – Non-Public Agenda**

## 24. **NON-PUBLIC MINUTES**

- 24a. The non-public minutes of the last meeting of the Committee held on 14 February 2013 were approved.
- 24b. The non-public minutes of the Project Sub-Committee meeting held on 12 February 2013 were noted.
- 24c. The non-public minutes of the Hospitality Working Party meeting held on 13 February 2013 were noted.

## 25. **NETWORK AND TELEPHONY MAINTENANCE SERVICES**

The Committee considered and agreed a report of the Chamberlain concerning the procurement of the Wide Area Network element of the City Corporation's network and telephony maintenance and services contracts.

## 26. **CITY OF LONDON ADVERTISING**

The Committee considered and agreed a report of the Director of Public Relations concerning the future contract for advertising the City Corporation's activities.

27. **GUILDHALL CHARGING REVIEW - 2013/14**

The Committee considered and agreed a joint report of the Remembrancer and the Chamberlain concerning the charging policy for the use of Guildhall accommodation and the proposed charges from 1 April 2013.

28. **ST LAWRENCE JEWRY**

The Committee considered and agreed a joint report of the Town Clerk and City Surveyor concerning the refurbishment of St Lawrence Jewry Church.

29. **FUNDRAISING STRATEGY FOR MILTON COURT - APPENDICES**

The Committee noted the non-public appendices relating to the fund raising strategy and possible naming opportunities associated with the fitting out of Milton Court.

30. **STRATEGIC PROPERTY REVIEWS**

30a. The Committee considered and noted a report of the City Surveyor updating it on the progress made on the **Strategic Property Estate**.

30b. The Committee considered and noted a report of the City Surveyor updating it on the progress made over the last three years on the **City Fund Property Investment Strategy**.

30c. The Committee considered and noted a report of the City Surveyor updating it on the progress made over the last three years on the **City's Cash Investment portfolio**.

30d. The Committee considered and noted a report of the City Surveyor updating it on the progress made over the last three years with the **Bridge House Estates Investment portfolio**

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

There were no questions on matters relating to the work of the Committee.

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

There were no items of urgent business for consideration.

**The meeting ended at 3.00pm**

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Chairman

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