

**CORPORATE ASSET SUB (FINANCE) COMMITTEE**  
**Thursday, 12 December 2013**

Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at  
Aldermens' Court - Mezzanine West Wing, Guildhall on Thursday, 12 December  
2013 at 11.00 am

**Present**

**Members:**

Roger Chadwick (Chairman)  
Deputy Douglas Barrow  
Randall Anderson  
Deputy Michael Cassidy  
Brian Harris  
Alastair Moss

**Officers:**

Alistair MacLellan	- Town Clerk's Department
Rebecca Kearney	- Town Clerk's Department
Charles Henty	- Secondary and Under-Sheriff of London
Dianne Merrifield	- Chamberlain's Department
Andrew Little	- Chamberlain's Department
Bob Meldrum	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Alexandra Bentley	- City Surveyor's Department

**1. APOLOGIES**

Apologies were received from Mark Boleat, Jeremy Mayhew and Deputy Dr Giles Shilson.

**2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

The Chairman declared a disclosable pecuniary interest in respect of Item 12, as Treasurer of St Lawrence Jewry.

**3. MINUTES**

**RESOLVED** – that the public minutes and summary of the meeting held on 2 October 2013 were approved as a correct record.

**Matters Arising**

**Report Format and Presentation**

In response to a comment from a member regarding the format of reports that came before the Sub Committee for consideration, the Sub Committee agreed that the fundamental principles of reporting should include concision, clarity of presentation and no duplication of reporting processes.

4. **ORACLE PROPERTY MANAGEMENT SYSTEM**

The Sub Committee received a verbal report on behalf of the City Surveyor regarding the Oracle Property Management System. The City Surveyor noted that the tender for the management system had been carried out and an announcement on its award was due shortly.

In response to a comment from a member regarding potential teething problems in implementing the system – for example, the potential need to anglicise software developed using American English – the City Surveyor noted that lessons had been learnt from witnessing similar transitions at bodies such as the British Aviation Authority (BAA) and that City of London officers had not underestimated the scale of the adjustment required in adopting a new property management system.

5. **HERITAGE AT RISK REGISTER (HARR) ANNUAL UPDATE**

The Sub Committee considered an annual update report of the City Surveyor on the Heritage at Risk Register (HARR).

In response to a question from the Chairman over whether the annual reporting process for the HARR remained fit for purpose and relevant, the City Surveyor replied that it remained an important process that helped ensure that the City of London maintained its assets and reputation as a responsible steward of Heritage-at-Risk under its responsibility as well as helping maintain key working relationships with external partners such as English Heritage.

**RECEIVED**

6. **CENTRAL CRIMINAL COURT BP - 2013 UPDATE REPORT**

The Sub Committee received an update report of the Secondary on the Central Criminal Court's Business Plan 2013. The Secondary highlighted the fact that the Court had been busier than usual recently due to some high profile trials involving multiple defendants, and that this was forecast to continue into 2014. He noted also that the Court had received positive publicity through Stephen Fry's *Keys to the City* television programme.

In terms of financial management he noted that service reviews of both Security and Cleaning had been completed and accepted by Her Majesty's Courts and Tribunal Service (HMCTS), and furthermore that a three-year catering contract had been awarded to Aramark and had been 'live' since 2 September 2013, and was working well thus far.

He highlighted the fact that several staff had been given Learning & Development awards recently.

Finally he concluded by informing the Sub Committee that, budget-wise, the City Fund budget was on target whilst City Cash had a small underspend.

## RECEIVED

*The Secondary left at this point of the meeting.*

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

There were no questions.

### 8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

### 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 items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Item(s)	Paragraph(s)
10-18	3

### 10. **NON-PUBLIC MINUTES**

**RESOLVED** – that the non-public minutes of the meeting held on 2 October be approved as a correct record.

### 11. **CORPORATE PROPERTY PROJECTS**

The Sub Committee considered a report of the Town Clerk on Corporate Property Projects.

## RECEIVED

### 12. **ST LAWRENCE JEWRY REMEDIAL WORKS**

*Deputy Michael Cassidy took the Chair in the room of Roger Chadwick for the duration of this item.*

The City Surveyor provided the sub committee with a verbal report on planned remedial works to St Lawrence Jewry.

### 13. **TRANSPORT FOR LONDON HIGHWAYS**

The City Surveyor provided a verbal update on the planned division of responsibility between the City of London Corporation and Transport for London (TfL).

### 14. **NATIONAL LOTTERY GRANT AID MONITORING**

The sub committee received a report of the City Surveyor regarding National Lottery Grant Aid Monitoring.

## RECEIVED

**15. CITY SURVEYOR'S BUSINESS PLAN 2013 - 2016 QUARTER 2 - 2013 - 2016**

The sub committee considered a report on the City Surveyor's Business Plan 2013-16 Quarter 2.

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**16. ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - PROGRESS REPORT**

The Sub Committee considered a progress report of the City Surveyor on the Additional Repairs and Maintenance Programmes.

**RESOLVED**, that:

- Members receive the report and note overall progress on the Additional Repairs and Maintenance Programmes;
- Members agree a budget reduction of £49,000 in the 2011/12 programme and £21,000 in the 2012/13 programme in respect of procurement savings made through the Minor Works Framework;
- Members note the likely savings particularly in respect of the 2011/12 programme given it was nearing the end of its term.

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

There were no questions.

**18. 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 business.

**The meeting ended at 12.20 pm**

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Chairman

**Contact Officer: Katie Odling**  
**tel. no.: 020 7332 3414**  
**katie.odling@cityoflondon.gov.uk**