



Corporate Asset Sub (Finance) Committee

Date: WEDNESDAY, 22 MAY 2013
Time: 10.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Roger Chadwick (Chairman)
Deputy Douglas Barrow
Mark Boleat
Ray Catt
Chairman of Property Investment Board
Deputy Chairman of Property Investment Board

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Lunch will be served for Members in the Guildhall Club at 12.30pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 4 December 2012 (copy attached).

For Decision
(Pages 1 - 4)
4. **APPOINTMENT OF A REPRESENTATIVE ON THE GUILDHALL IMPROVEMENT COMMITTEE**

For Decision
5. **WALBROOK WHARF - TRANSFER OF RESPONSIBILITIES**
Report of the City Surveyor (copy attached).

For Information
(Pages 5 - 8)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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 I of the Schedule 12A of the Local Government Act.

Item No.
9-19

Paragraphs in Schedule 12A
3

Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 4 December 2012 (copy attached).

For Decision
(Pages 9 - 12)
10. **CITY SURVEYOR'S BUSINESS PLAN 2012-15 QUARTER 3 2012-13 UPDATE**
Report of the City Surveyor (copy attached).

For Information
(Pages 13 - 28)

11. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2008/09 AND 2009/10 LATEST PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 29 - 32)
12. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2010/11 - PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Decision
(Pages 33 - 36)
13. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2011/12 - PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Decision
(Pages 37 - 42)
14. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2012/13 - PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 43 - 48)
15. **CORPORATE FM CONTRACTS PERFORMANCE REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 49 - 86)
16. **GUILDHALL AREA STRATEGY - UPDATE**
Report of the Director of Built Environment (copy attached).

For Decision
(Pages 87 - 102)
17. **PROGRESS REPORT CAPITAL/SUPPLEMENTARY REVENUE PROGRAMME 2009/10-2013/14 AND PROPOSALS FOR CAPITAL/SUPPLEMENTARY REVENUE PROGRAMME 2014/15-2016/17**
Report of the Principal of the Guildhall School of Music & Drama (copy attached).

For Information
(Pages 103 - 126)
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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Agenda Item 3

CORPORATE ASSET SUB (POLICY AND RESOURCES) COMMITTEE **Tuesday, 4 December 2012**

Minutes of the meeting of the Corporate Asset Sub (Policy and Resources)
Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Tuesday, 4
December 2012 at 10.00 am

Present

Members:

Mark Boleat (Chairman)
Deputy Michael Cassidy
Roger Chadwick
Archie Galloway

Officers:

Jacky Compton	- Town Clerk's Department
Dianne Merrifield	- Chamberlain's Department
Hazel Lerigo	- Chamberlain's Department
Peter Bennett	- City Surveyor
Peter Young	- City Surveyor's Department
Stephen Bursi	- City Surveyor's Department
Sarah Hall	- City Surveyor's Department
Bob Meldrum	- City Surveyor's Department
Victor Callister	- Department of Built Environment

1. APOLOGIES

There were no apologies.

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

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 27 September 2012 were approved, subject to the timing of the meeting ending being amended to read 11.25am and not 11.25pm as stated.

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

Chairmanship

In answer to a question, the Chairman advised that his last meeting as Chairman of this Sub Committee would be in May 2013.

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no urgent items of business.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 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.

Item No.
7-17

Exemption Paragraph(s)
3

7. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 27 September 2012 were approved.

8. **GUILDHALL AREA STRATEGY AND YARD - COFFEE VENDING PROPOSALS**

The Director of Built Environment gave a presentation to the Sub Committee with regards to the Guildhall Area Strategy and Yard.

RECEIVED.

9. **CORPORATE ASSET MANAGEMENT STRATEGY**

The Sub Committee approved a report of the City Surveyor relative to the Corporate Property - Asset Management Strategy 2012/2016 and also providing an update on the evolving strategic asset management Guidelines.

10. **CITY SURVEYOR'S BUSINESS PLAN 2012-15 QUARTER 2 2012-13 UPDATE**

The Sub Committee received a report of the City Surveyor relative to Quarter 2 progress made against the 2012-15 business plan and identifying key risk areas associated with the delivery of that plan.

RECEIVED.

11. **POLICE ACCOMMODATION STRATEGY - GATEWAY 3 OUTLINE OPTIONS APPRAISAL**

The Sub Committee approved a report of the City Surveyor relative to the Gateway 3 Outline Options Appraisal for the Police Accommodation Strategy.

12. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES 2008-09 AND 2009-10 LATEST PROGRESS REPORT**

A report of the City Surveyor setting out progress as at 30 September 2012 in the agreed Additional Repairs and Maintenance Programme for 2008-09 and 2009-10 was received.

RECEIVED.

13. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2010/11 PROGRESS REPORT**

A report of the City Surveyor setting out progress as at 30 September 2012 in undertaking projects in the agreed 2010-11 Additional Repairs and Maintenance Programme was received.

RECEIVED.

14. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2011/12 PROGRESS REPORT**

A report of the City Surveyor setting out progress as at 30 September 2012 in undertaking priority projects identified and included in the agreed 2011-12 Additional Repairs and Maintenance Programme was received.

RECEIVED.

15. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2012/13 PROGRESS REPORT**

A report of the City Surveyor setting out progress as at 30 September 2012 in undertaking priority projects identified and included in the agreed 2012-13 Additional Repairs and Maintenance Programme was received.

RECEIVED.

16. **ST LAWRENCE JEWRY CHURCH, GUILDHALL - PROGRESS REPORT**

The Sub Committee received a joint report of the City Surveyor and the Town Clerk regarding the future funding and management arrangements for St Lawrence Jewry.

RECEIVED.

17. **GUILDHALL AND BARBICAN CENTRE FIRE ALARMS**

The City Surveyor updated the Sub Committee regarding the Guildhall and Barbican Centre Fire Alarms.

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

There were no questions.

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

There were no urgent items.

The meeting ended at 11.05am

Chairman

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Agenda Item 5

Committee(s):	Date(s):
Corporate Asset Sub-Committee	22 nd May 2013
Subject: Walbrook Wharf – Transfer of responsibilities	Public
Report of: City Surveyor (CS:160/13)	For Information
Summary <p>The responsibility for the management of the Walbrook Wharf complex recently transferred from the Department of Built Environment to the City Surveyors Department. The catalyst for change in responsibility was due to the Guildhall Accommodation Review resulting in the majority of the Department of Built Environment staff moving to Guildhall. The future proposed occupancy of Walbrook Wharf offices prompted Chief Officers to consider how best the complex should be managed. The logical outcome was for the office block and complex at Walbrook Wharf to be managed as a corporate building and operational facility.</p> <p>On 1st April 2013, the City Surveyor accepted responsibility which included the transfer of some staff who conduct a facilities management role from the Department of Built Environment to the City Surveyor.</p> <p>This change in responsibility is an example of positive and collaborative development in strategy regarding the corporate management of property and building services.</p>	
Recommendation <p>Members are asked to:</p> <ul style="list-style-type: none">• Note the content of this report.	

Main Report

Background

1. As a result of the Guildhall Accommodation Review, some departments have relocated to office space within Guildhall. The Department of Built Environment were by and large the sole occupier of Walbrook Wharf, however following large elements of the department moving to Guildhall, the vacated office space at Walbrook Wharf is being populated by a number of corporate departments and 3rd parties. As a result of the change in occupation of Walbrook Wharf, the City Surveyor and the Director of Built Environment agreed that the management of the Walbrook Wharf complex should transfer to the City Surveyors Department and be managed as a corporate property.

2. The transfer of management of the Walbrook Wharf complex is limited to property asset and facilities management, and does not include the cleansing operational management of the contractual arrangements with service contractors operating and occupying facilities related to waste and environmental services. This responsibility remains with the Department of Built Environment managing Enterprise plc (now part of the Amey group of companies) and Cory Environmental Ltd.
3. Following a period of due diligence, the transfer of responsibilities was agreed to coincide with the Financial Year end and took effect on 1st April 2013.

City Surveyor divisional responsibility

4. The specific divisional responsibility within the City Surveyors Department for Walbrook Wharf lies with the Corporate Property Group which manages corporate buildings across the Corporation's estate portfolio. The Guildhall Manager has assumed responsibility for the facilities management of the property.

Staffing issues

5. The transfer of responsibilities considered those members of staff employed by the Department of Built Environment whose roles and responsibilities were for property and facilities management. Three members of staff were identified. It was agreed between the departments that these members of staff should transfer to the City Surveyor to continue in managing the facilities and report to the Guildhall Manager, Corporate Property Group.
6. With the integration of the staff into Corporate Property Group, efficiencies and the further development of the facilities management role will now be explored.

Financial implications

7. The budgets previously utilised by the Department of Built Environment for the provision of facilities services were identified by the Chamberlain for transfer to the City Surveyor. This resulted in the transfer of a Local Risk budget amounting to £826,000 and a Central Risk budget of £698,000. It is intended that a review of Local and Central Risk budgets will be conducted 6 months after the transfer date, to determine if the correct budgets have been allocated to providing the service.

Occupancy

8. The Guildhall Accommodation Review has set out the planned future occupancy for the Walbrook Wharf office accommodation, which will consist of the following departments and 3rd party organisations:
 - Department of Built Environment
 - Markets and Consumer Protection Department
 - Chamberlains Department (Revenue Collection Group)
 - Occupational Health & Welfare Services
 - City Police Licencing
 - Association of Port Health Authorities
 - Coroner & Coroners Court Office
 - Trading Standards Institute
 - GMB union
9. In addition, new accommodation is planned to be built above the cleansing depot which is part of the City of London Police accommodation strategy, but is subject to feasibility and planning consent.

Conclusion

10. The City Surveyor continues to develop the provision of corporately managed facilities services developing and improving the delivery of facilities management for the City. With the Walbrook Wharf office space becoming a corporately shared managed facility, this reflects the intent in developing the overarching strategy in delivering efficient facilities services, whilst allowing service departments to focus on their core activities. With the integration of the staff into Corporate Property Group, efficiencies and the further development of the facilities management role will be explored.

Stephen Bursi

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Agenda Item 9

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