



## Corporate Asset Sub (Finance) Committee

**Date:** TUESDAY, 13 FEBRUARY 2018  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Nicholas Bensted-Smith (Chairman)  
Dominic Christian (Deputy Chairman)  
Randall Anderson  
Mark Bostock  
John Chapman  
Henry Colthurst  
Karina Dostalova  
Alderman Alison Gowman  
Michael Hudson  
Deputy Edward Lord  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Deputy Alastair Moss  
Deputy John Tomlinson  
Deputy Philip Woodhouse

**Enquiries:** John Cater  
[john.cater@cityoflondon.gov.uk](mailto:john.cater@cityoflondon.gov.uk)  
Tel: 020 7332 1407

Lunch will be served for Members in the Guildhall Club at 1pm  
N.B. Part of this meeting could be the subject of audio video recording  
Next Meeting of the Sub-Committee is scheduled on 19<sup>th</sup> March 11:00am

John Barradell  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes of the meeting held on 22<sup>nd</sup> November 2017.  

**For Decision**  
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**  
Report of the Town Clerk.  

**For Information**  
(Pages 7 - 8)
5. **WORK PROGRAMME FOR FUTURE MEETINGS**  
Joint Report of the Town Clerk and City Surveyor.  

**For Information**  
(Pages 9 - 10)
6. **CITY SURVEYOR'S RISK REGISTER - 2017-18 QUARTER 3 REPORT**  
Report of The City Surveyor.  

**For Information**  
(Pages 11 - 14)
7. **ENERGY PERFORMANCE - 2017/18 Q2 REPORT**  
Report of The City Surveyor.  

**For Information**  
(Pages 15 - 20)
8. **DRAFT CARBON DESCENT PLAN - PROPOSED TARGETS AND ENERGY PROCUREMENT UPDATE REPORT**  
Report of The Town Clerk.  

**For Information**  
(Pages 21 - 24)

9. **MANSION HOUSE - EXTERNAL CLEANING AND LIGHTING**  
Report of The City Surveyor.
- For Information**  
(Pages 25 - 26)
10. **HERITAGE AT RISK REGISTER ANNUAL REPORT**  
Report of The City Surveyor.
- For Information**  
(Pages 27 - 32)
11. **SUB-COMMITTEE'S TERMS OF REFERENCE**  
Report of The Town Clerk.
- For Decision**  
(Pages 33 - 36)
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
14. **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.

### **Part 2 - Non-Public Agenda**

15. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 22<sup>nd</sup> November 2017.
- For Decision**  
(Pages 37 - 44)
16. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**  
Report of the Town Clerk.
- For Information**  
(Pages 45 - 46)
17. **COTAG ACCESS CONTROL GATEWAY 3**  
Report of The City Surveyor.
- For Decision**  
(Pages 47 - 56)

18. **WOODREDON & WARLIES PARK ESTATE**  
Report of The City Surveyor.
- For Decision**  
(Pages 57 - 66)
19. **CITY SURVEYOR'S BUSINESS PLAN 2017-18 QUARTER 3 PROGRESS REPORT**  
Report of the City Surveyor.
- For Information**  
(Pages 67 - 70)
20. **CITY SURVEYOR'S DRAFT HIGH LEVEL BUSINESS PLAN - 2018/2023**  
Report of the City Surveyor.
- For Information**  
(Pages 71 - 74)
21. **ADDITIONAL WORKS PROGRAMME PROGRESS REPORT Q3 2017/18**  
Report of The City Surveyor.
- For Information**  
(Pages 75 - 80)
22. **BARBICAN CENTRE CAPITAL CAP - PROGRESS REPORT**  
Report of the Director of Operations & Buildings.
- For Information**  
(Pages 81 - 90)
23. **20-21 ALDERMANBURY - GATEWAY 2 REPORT**  
Report of The City Surveyor.
- For Decision**  
(Pages 91 - 102)
24. **FINSBURY CIRCUS GARDEN: COMPENSATION PROGRESS**  
Report of The Director of Open Spaces.
- For Decision**  
(Pages 103 - 108)
25. **POLICE ACCOMMODATION STRATEGY - 21 NEW STREET**  
Report of The Chamberlain, The Commissioner of the City of London Police and The City Surveyor.
- For Decision**  
(Pages 109 - 116)

26. **CITY CENTRE 3D MODEL AND VIRTUAL REALITY CENTRE**  
Report of The City Surveyor.
- For Decision**  
(Pages 117 - 120)
27. **CITY FUND & CITY'S ESTATE HIGHWAY DISPOSAL - 30/34 MOORGATE, EC2**  
Report of The City Surveyor.
- For Information**  
(Pages 121 - 126)
28. **SMITHFIELD MARKET - LEASE OF BASEMENT AREA TO CITIGEN**  
Report of the City Surveyor.
- For Decision**  
(Pages 127 - 134)
29. **ASSET MANAGEMENT - SBR UPDATE REPORT**  
Report of The City Surveyor.
- For Information**  
(Pages 135 - 138)
30. **HERITAGE LOTTERY FUND APPLICATION DATES - ISSUES REPORT**  
Report of The City Surveyor.
- For Decision**  
(Pages 139 - 146)
31. **FIRST REGISTRATION OF THE CITY'S FREEHOLD TITLES - PROGRESS SINCE  
JANUARY 2017**  
Report of The City Surveyor.
- For Information**  
(Pages 147 - 152)
32. **GUILDHALL WEST WING MEZZANINE LEVEL IMPROVEMENT GATEWAY 2**  
Report of The City Surveyor.
- For Decision**  
(Pages 153 - 158)
33. **GUILDHALL - GREAT HALL - EVENTS CHAIR REPLACEMENT GATEWAY 2  
REPORT**  
Report of The City Surveyor.
- For Decision**  
(Pages 159 - 166)

34. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
35. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

## **CORPORATE ASSET SUB (FINANCE) COMMITTEE** **Wednesday, 22 November 2017**

**Draft Minutes** of the meeting of the Corporate Asset Sub (Finance) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 22 November 2017 at 1.45 pm

### **Present**

#### **Members:**

Nicholas Bensted-Smith (Chairman)  
Dominic Christian (Deputy Chairman)  
Randall Anderson  
Mark Bostock  
John Chapman  
Alderman Alison Gowman  
Deputy Edward Lord  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Deputy John Tomlinson  
Deputy Philip Woodhouse

#### **Officers:**

John Cater	-	Town Clerk's Department
Paul Wilkinson	-	City Surveyor
Peter Young	-	City Surveyor's Department
Andrew Crafter	-	City Surveyor's Department
Mansi Sehgal	-	City Surveyor's Department
Dorian Price	-	City Surveyor's Department
Alison Hurley	-	City Surveyor's Department
Chris Hartwell	-	City Surveyor's Department
Pascale Yart	-	City Surveyor's Department
Mike Kettle	-	Community and Children's Services Department
Jonathon Poyner	-	Barbican Centre
Jim Turner	-	Barbican Centre
Hannah Bibbins	-	Guildhall School of Music and Drama

#### **1. APOLOGIES**

Apologies were received from Karina Dostalova and Michael Hudson.

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

Jamie Ingham Clark declared a non-pecuniary interest in respect of item 22 due to him being a Church Warden for St Lawrence Jewry.

3. **MINUTES**

**RESOLVED** – that the public minutes of the previous meeting held on 5<sup>th</sup> October were approved as an accurate record.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

Members received a report of the Town Clerk which provided information of outstanding actions from previous meetings.

**RESOLVED** – that Members noted the report.

5. **CITY SURVEYOR'S DEPARTMENTAL RISK REGISTER QUARTER 2**

Members received a Report of the City Surveyor regarding the Departmental Risk Register. The following point was made.

A Member expressed concern that the July 2017 target date for SMT005 (Recruitment and Retention) and the March 2017 target date for CB003 (Vessel strikes) and CB007 (Tunnelling for the Thames Tideway Tunnel) did not offer a current perspective on these risks. The City Surveyor confirmed that officers would review and come back to Members in early 2018 with an update.

**RESOLVED** – that Members noted the Report.

6. **ENERGY TEMPERATURE POLICY & SUB-METERING UPDATE**

Members received a Report of the City Surveyor on the temperature policy and sub-metering. The following points were made.

A Member queried the reasoning behind the target temperature of 21C, asking whether officers had considered a lower target, officers responded that this was a widely held guideline across the industry.

Officers reassured Members that further consultation at local levels would be carried out to ensure implementation, and confirmed that the policy would apply across all major operational buildings.

In terms of the sub-metering study, officers would return in February 2018 with the Gateway 2 report before it goes to Projects Sub Committee.

**RESOLVED** – that Members approved the following:

- Noted the contents of the report;
- Adopted the Temperature policy;
- Supported the recommendation to deliver the sub-metering works, noting a gateway 1/2 report will be prepared to initiate a new project.

7. **BARBICAN - TURRET AND CONTRACTOR'S OFFICE DISPOSAL REPORT**

Members received a report of the Director of Community & Children's Services regarding the declaration of surplus properties on the Barbican Estate.



**RESOLVED** – that Members approved both the former Contractor’s office at Andrewe’s House and the Turret at John Wesley Highwalk were surplus to the City’s operational requirements.

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

In response to a question about the status of outsourced staff at the City Corporation, the City Surveyor confirmed that all outsourced staff, employed via external contractors were paid the London Living Wage. Officers would, however keep the upcoming legal challenge (University of London’s outsourced staff) monitored.

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

There were no urgent items.

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 Schedule 12A of the Local Government Act.

11. **NON-PUBLIC MINUTES**

Members received the non-public minutes of the previous Committee meeting on 5<sup>th</sup> October.

12. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

Members noted a report of the Town Clerk which provided information of outstanding actions from previous meetings.

13. **CITY SURVEYOR’S BUSINESS PLAN 2017-18 QUARTER 2**

Members received a Report of the City Surveyor.

14. **ADDITIONAL WORKS PROGRAMME PROGRESS REPORT**

Members received a Report of the City Surveyor.

15. **CYCLICAL WORKS PROGRAMME PROGRESS REPORT**

Members received a Report of the City Surveyor.

16. **REVIEW OF FM AND ASSET MANAGEMENT SERVICE BASED REVIEW PROGRESS REPORT**

Members received a Report of the Town Clerk.

17. **ADDITIONAL CAPITAL FUNDS FOR CITY FUND PROPERTIES**

Members received a Report of the City Surveyor.

18. **ACCOMMODATION AND WAYS OF WORKING PROGRAMME - PROGRESS REPORT - VERBAL UPDATE**

Members received a verbal Report of the City Surveyor.

19. **CYCLICAL WORKS PROGRAMME (CWP) - PRIORITISATION OF PROJECTS**  
Members received a Report of the City Surveyor.
20. **BARBICAN CENTRE CAPITAL PROJECTS PROGRESS REPORT**  
Members received a Report of the Director – Operations and Buildings, Barbican Centre.
21. **GSMD PROJECTS UPDATE**  
Members received a Report of the Director – Operations and Buildings, Barbican Centre
22. **ST. LAWRENCE JEWRY CHURCH - ISSUES REPORT**  
Members received a Report of the City Surveyor.
23. **BARBICAN TURRET - GATEWAY REPORT**  
Members received a Report of the Director of Community and Children's Services.
24. **BARBICAN CONTRACTOR'S OFFICE - GATEWAY REPORT**  
Members received a Report of the Director of Community and Children's Services.
25. **30/34 MOORGATE, LONDON EC2 - HIGHWAY DISPOSAL**  
Members received a Report of the City Surveyor.
26. **DELEGATED AUTHORITY REQUEST - HIGHWAY DISPOSAL 22 BISHOPSGATE EC2**  
Members received a Report of the City Surveyor.
27. **PORT HEALTH TILBURY OFFICE - DISPOSAL**  
Members received a Report of the Director – Port Health & Public Protection, Markets and Consumer Protection.
28. **RABBITS ROAD BRIDGE PLOT**  
Members received a Report of the City Surveyor.
29. **CHEVENING ROAD DISPOSAL**  
Members received a Report of the City Surveyor.
30. **CITIGEN 2016/17 ANNUAL REPORT**  
Members received a Report of the City Surveyor.
31. **POLICY ON LANDLORD & TENANT ACT EXCLUSION - VERBAL UPDATE**  
Members received a Report of the City Surveyor.
32. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
There were no questions.

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

There were two items of urgent non-public business.

**The meeting ended at 3.30 pm**

-----  
Chairman

**Contact Officer: John Cater**  
**[john.cater@cityoflondon.gov.uk](mailto:john.cater@cityoflondon.gov.uk)**

This page is intentionally left blank

## Corporate Asset Sub-Committee - Carry Forward Public Actions

Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
5 October 2017	<u>Future Energy Performance Targets</u> Members wanted more information about how the City Surveyor got to the proposed reduction targets - Officers will bring back a report for Members info on Guildhall (alongside the Barbican, the most energy intensive CoL operational site) in the early part of the new year.	James Rooke	13 February 2018	Report submitted for February CASC Meeting
22 November 2017	<u>City Surveyors Risk Register</u> A Member expressed concern that the July 2017 target date for SMT005 (Recruitment and Retention) and the March 2017 target date for CB003 (Vessel strikes) and CB007 (Tunnelling for the Thames Tideway Tunnel) did not offer a current perspective on these risks. The City Surveyor confirmed that officers would review and come back to Members in early 2018 with an update.	Paul Wilkinson	13 February 2018	Verbal update to be provided
22 November 2017	<u>Sub Metering</u> In terms of the sub-metering study, officers would return in February 2018 with the Gateway 2 report before it goes to Projects Sub Committee.	Dorian Price	13 February 2018	Report planned for February CASC Meeting will now be March post officer Corporate Projects Board in February.

This page is intentionally left blank

**Corporate Asset Sub-Committee – Draft Work Programme 2018**

Committee Date	13/02/2018	19/03/2018	21/05/2018	11/07/2018	14/09/2018	1/11/2018
<b>Sustainable Management of the Corporation's Operational Property Portfolio</b>						
Corporate Property Asset Management Strategy	Asset Management SBR update report		Asset Management Plans – Phase 1 progress report.  Asset Management SBR update report		New strategy for 2018-22 report	
City Surveyor's Business Plan	Business Plan for 2018/2023 report  Business Plan 2017/18 Q3 outcome report		Business Plan 2017/18 Q4 outcome report	Business Plan 2018/19 Q1 outcome report		Business Plan 2018/19 Q2 outcome report
Facilities Management	FM SBR update report		FM SBR update report		General FM update report	
Portfolio management information		New Housing and Planning Act – update report			Annual report on changes to portfolio report  Annual report on third party income from portfolio report	
Operational Property Review ( note individual assets will be reported as declared surplus by service committees)		OPR overall programme update report				
<b>Upkeep, maintenance and furnishing of operational properties not within the remit of another Service Committee.</b>						
	AWP Progress Report Q3 17/18  Heritage at Risk Register Annual Report	Barbican Centre Capital Cap Progress Report  GSMD Capital Cap Progress Report	AWP / CWP Progress Report Q4 2017/18	AWP Progress Report Q1 18/19	GSMD Capital Cap Progress Report	AWP / CWP Progress Report Q2 2018/19
<b>To monitor major capital projects relating to operational assets</b>						

Committee Date	13/02/2018	19/03/2018	21/05/2018	11/07/2018	14/09/2018	1/11/2018
	<p>20/21 Aldermanbury (CII Building) - Building Refurbishment</p> <p>Members Cloakroom Upgrade Gateway 3/4</p> <p>St Lawrence Jewry Church Refurbishment Gateway 3/4 Issues Report</p> <p>COTAG Access Control Gateway 3</p> <p>Guildhall – Great Hall - Events Chair Replacement Gateway 1/2 Report</p> <p>Guildhall West Wing Mezzanine Level Improvement Gateway 1/2</p>	<p>65/65a Basinghall Street gateway report</p> <p>Guildhall - Justices Switch - Damp proofing and relocation of essential electrical services Gateway 1/2 Report</p> <p>Walbrook Wharf – main depot roof. Gateway 1/2 Report</p> <p>Guildhall Yard refurbishment - Gateway 1/2 Report</p> <p>Guildhall Art Gallery Carpet Replacement and Wooden Floor Overhaul Gateway 1/2 Report</p>	Summary of new Capital projects across the portfolio			
<b>Recommending the annual programme of repair and maintenance works</b>						
					CWP for 2019/20 bid report	
<b>Responsibility for strategies, performance and monitoring initiatives in relation to energy</b>						
	<p>2017/18 Energy performance Q2 report</p> <p>Guildhall sub metering gateway 2 report</p> <p>Carbon Descent Plan proposed targets and Energy procurement update report</p>		2017/18 Energy performance Q3 report and update on Energy Procurement	Energy Performance – 2017/18 Q4 and update on Energy procurement	Energy Performance 2018/19 Q1 report	
<b>Monitoring and advising on bids for Heritage Lottery Funding</b>						
	National Lottery Funding Monitoring report					



# Agenda Item 6

<b>Committee(s):</b> Property Investment Board Corporate Asset Sub (Finance) Committee	<b>Date:</b> 14 February 2018 13 February 2018
<b>Subject:</b> City Surveyor's Departmental Quarterly Risk Register Update	<b>Public</b>
<b>Report of:</b> The City Surveyor (CS 037/18)	<b>For Information</b>
<b>Report author:</b> Faith Bowman /John Galvin City Surveyors Department	

## Summary

This report has been produced to provide your committee with a quarterly update on the management of high level risks within the City Surveyor's Department.

The City Surveyor's Department currently has three red risks, and five amber risks. The most significant risks, those categorised as red, are;

- City Bridges: Wanton Damage / Terrorism 16 (Red) (SUR SMT 006)
- City Bridges; Tunnelling for the Thames Tideway Tunnel 16 (Red) 16(SUR SMT 007)
- City Bridges Bridge House Estates substantial vessel strikes 16 (Red) (SUR SMT 016).

The City Bridges risks are owned by the City Surveyor whilst many actions are undertaken by the Department of the Built Environment who provide engineering expertise. Talks are currently ongoing between the City Surveyor's Department and the Department of the Built Environment to improve the management of risks associated with the City Bridges.

A copy of the City Surveyor's Departmental Risk Register has been included as Appendix 1

## Recommendation(s)

Members are asked to note the report and the actions taken within the City Surveyor's Department to effectively monitor and manage risks arising from our operations.

## **Main Report**

### **Background**

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee the key risks faced in their department. The Property Investment Board and Corporate Asset Sub Committee have determined that they will receive the City Surveyor's Departmental risk register on a quarterly basis.

### **Current Position**

2. The City Surveyor's Department Risk Register currently contains three Red risks and five amber risks.
3. Since the last report to your committee one risk has been reduced and removed from the departmental risk register, and one risk has increased in risk score;

SMT 009 Optimise effectiveness and use of the Oracle Property Management System. This risk has been reduced from (6 Amber ) to (4 Green). Processes are now in place to ensure delivery of objectives and this risk has been removed from the departmental risk register.

SMT 001 A fall in property performance. Increased from ( 8 Amber) to (12 Amber) to better reflect the risks associated with the current market uncertainty.

4. The last assessment of the department's risks was carried out on the 13th December.
5. The City Surveyor was invited by the Audit and Risk Management Committee to attend the informal Risk Challenge Session on 28 November. A useful discussion was had relating to the department's risks and positive feedback was received from this Committee.

### **Conclusion**

6. Members are asked to note the recent changes to the Departmental Risk Register and that the risk management processes within the City Surveyor's Department adhere to the requirements of the City Corporation's Risk Management Framework.

### **Appendices**

Appendix 1 - City Surveyor's Departmental Risk Register

### **Background Papers**

The City Surveyor (CS 359/17)

The City Surveyor (CS 472/17)

**John Galvin/ Faith Bowman**  
Business Performance and Improvement

T: 020 7332 3269

E: [john.galvin@cityoflondon.gov.uk](mailto:john.galvin@cityoflondon.gov.uk)

This page is intentionally left blank

<b>Committee:</b>	<b>Dated:</b>
Corporate Asset Sub-Committee (CASC)	13 Feb 2018
<b>Subject:</b> 2017/18 Half Yearly Energy Performance Update	<b>Public</b>
<b>Report of:</b> The City Surveyor	<b>For Information</b>
<b>Report author:</b> James Rooke, Corporate Energy Manager	

## SUMMARY

This report provides the 2017/18 half yearly results of the energy consumption for CoL operational sites, an update on the annual trend to meet the energy reduction targets set out in the Corporation's Carbon Descent Plan 2015 (CDP-15).

The half yearly results show an overall increase of 0.5% (absolute consumption) compared to the same period in 2016/17. The Guildhall Complex continues to provide significant savings, supported by reductions at CoL Police and Guildhall School of Music and Drama. Reductions were offset by increases at the Central Criminal Court, Barbican Arts Centre, and Markets and Consumer Protection.

The 12 months performance estimate when compared to the 2008/09 baseline indicates a reduction of 17.4% in absolute consumption and 13.6% reduction when weather corrected. This indicates the CDP-15 target of 25% by the end of 2017/18 is very unlikely to be met.

## MAIN REPORT

### 1. Performance update

- 1.1 The absolute energy consumption for Apr-17 to Sep-17 was 0.5% higher than the consumption over Apr-16 to Sep-16, as presented in Table 1 below.

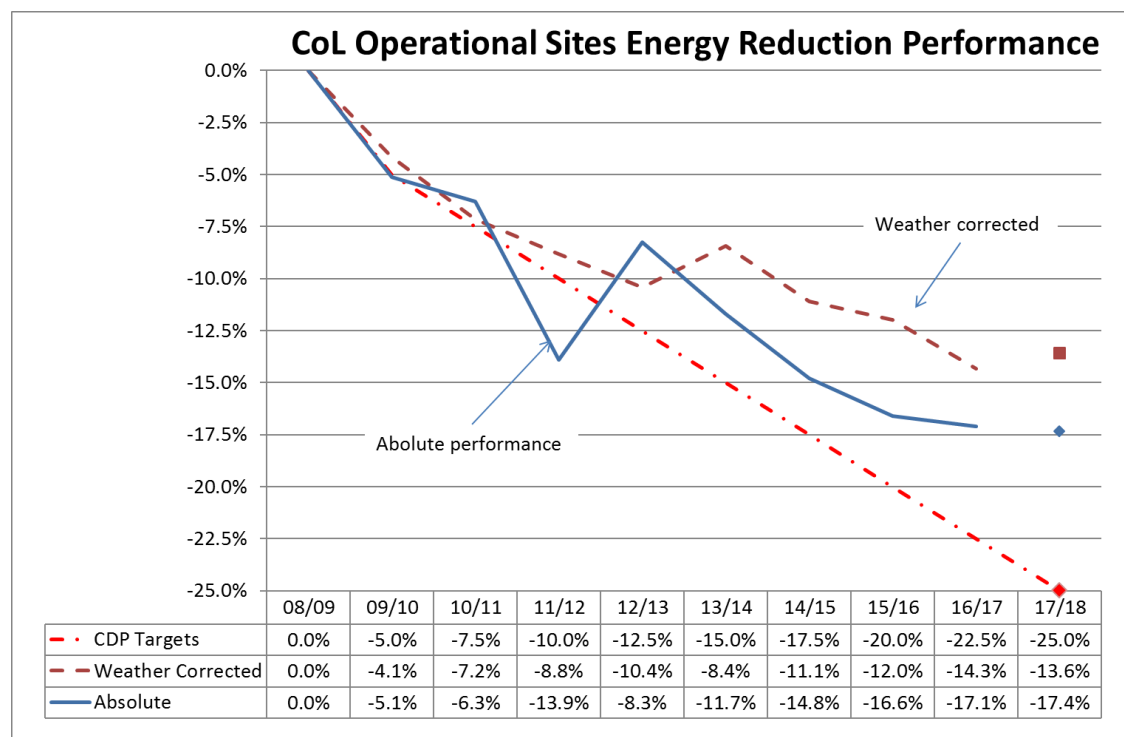
Table 1. Performance comparison: 2017/18 Q1-2 with 2016/17 Q1-2

Dept.	16/17 Q1-2 (kWh)	17/18 Q1-2 (kWh)	Diff. (kWh)	Diff. %	
Guildhall Complex	9,822,807	9,015,705	-807,102	-8.2%	Achieved above target
CoL Police	2,636,560	2,427,789	-208,771	-7.9%	
Mansion House	701,712	648,874	-52,838	-7.5%	
GSMD	3,214,589	3,045,310	-169,279	-5.3%	
Walbrook Wharf	696,686	661,635	-35,051	-5.0%	
CoL Boys'	1,175,639	1,134,144	-41,495	-3.5%	
Built Environment	3,159,373	3,121,105	-38,268	-1.2%	Achieved below target
Open Spaces	2,255,902	2,246,930	-8,972	-0.4%	
Culture, Heritage & Libraries	1,280,085	1,278,893	-1,192	-0.1%	
CoL Freeman's	1,078,500	1,096,435	17,935	1.7%	
Markets & C.P.*	14,217,580	14,618,453	400,873	2.8%	
CoL Girls	757,889	784,065	26,176	3.5%	
Barbican Arts Centre	7,793,819	8,212,087	418,268	5.4%	
Courts	3,145,514	3,904,640	759,126	24.1%	
<b>Total</b>	<b>51,936,655</b>	<b>52,196,065</b>	<b>259,410</b>	<b>0.5%</b>	

\*includes tenant's consumption, see Appendix B for Tenant/Landlord breakdown.

- 1.2 The weather over 2017/18 Q1-2 has been slightly milder than over 2016/17 Q1-2. This has lowered heating consumption for many sites, but increased cooling consumption for a few. The overall net impact is a lower consumption than would be expected under the similar weather conditions.
- 1.3 Most departments reduced their energy consumption, but the majority was achieved by the Guildhall Complex with an overall 8.2% reduction.
- 1.4 The Guildhall reduction was mainly due to on-going improved operational management of the steam generators providing a 25% reduction in gas consumption. Other significant Guildhall savings provided included: 16% reduction in electricity for the Justice Rooms due to decanting of servers; 25% reduction in the electricity for cooling the West and East wings which is likely due to control improvements; 17% reduction in East Wing heat consumption partly due to milder weather but also likely control improvements.
- 1.5 Significant reductions at other sites included: a 21% reduction in electricity at Bishopsgate Police Station likely related to milder weather but also the refurbishment and accommodation changes; a 36% reduction in Citigen heat to GSMD due to supply disruption.
- 1.6 Central Criminal Court (CCC), Barbican Arts Centre (BAC), and London Central Market (LMC) were the main sources of increased consumption. CCC increases relate to higher oil and gas consumption for the heating system and the reason is being investigated. A 23% increase in BAC cooling consumption was likely related to increased demands from temporary art exhibitions which are due to continue until end of Jan-18. LCM increases mainly relate to a 47% increase in the Citigen heating demands for the East market likely relate to control issues which are being investigated. More detailed departmental commentary is provided in Appendix A.
- 1.7 Chart 1 below represents the overall performance from the 2008/09 baseline. Annual results are presented for both absolute and weather corrected energy consumption. The reported figures presented in past committee reports have been revised for ongoing improvements in data quality.
- 1.8 The 12 months performance to Q2 of 2017/18 indicates a 17.4% reduction in absolute consumption from the baseline, and a 13.6% reduction when corrected for the weather (based on degree days and in accordance with the previously agreed methodology).

Chart 1. Overall performance change from the 2008/09 base year



## 5. Conclusion

- 5.1 The Q2 results show an overall increase of 0.5% (absolute energy consumption) compared to the same period in 2016/17.
- 5.2 The 12 months performance up to 2017/18 Q2 indicates a reduction of 17.4% in absolute consumption and 13.6% reduction when weather corrected. indicates the CDP-15 target of 25% by the end of 2017/18 is very unlikely to be met.

## 6. Recommendation(s)

- 6.1 It is recommended Members note the contents of this report.

### Mansi Sehgal

Corporate Energy Manager

City Surveyor's Department

E: [mansi.sehgal@cityoflondon.gov.uk](mailto:mansi.sehgal@cityoflondon.gov.uk)

## Appendix A. Departmental commentary

Dept.	16/17 Q1-2	17/18 Q1-2	Diff. kWh	Diff. %	Comments
Barbican Arts Centre	7,793,819	8,237,006	443,187	5.7%	Majority of change due to a 23% increase in Citigen coolth, and increases in some electricity consumption. Consumption has been increasing since May-17 and this likely relates to a temporary arts exhibition which is due to continue until end of Jan-18. The Energy Rep is investigating further.
Built Environment	3,159,373	3,118,190	-41,183	-1.3%	Main savings from UTST lighting and ventilation improvements. Increase in electricity at Tower Hill Coach & Car Park by about 20% since Jun-17 (FM have been asked to investigate), and St Paul's Churchyard Floodlighting (trying to establish who manages this).
CoL Boys	1,175,639	1,134,144	-41,495	-3.5%	Lower electricity consumption over summer 2017 compared to 2016 when it was higher than average due to contractor works. Ongoing reduction in gas consumption for catering since Oct-16 (waiting for Energy Rep response on possible reasons).
CoL Freeman's	1,078,500	1,096,435	17,935	1.7%	Increased electricity for the sports hall over summer, likely due to higher occupancy (waiting for Energy Rep to confirm possible reasons).
CoL Girls	757,889	784,065	26,176	3.5%	Electricity consumption continues to be elevated since late 2016 (waiting for Energy Rep to confirm possible reasons).
Courts	3,145,514	3,904,640	759,126	24.1%	Significant increase in Central Criminal Court oil and gas for the heating system. Have requested the site investigate their heating controls and potential reason for this.
Culture, Heritage & Libraries	1,280,085	1,278,893	-1,192	-0.1%	Significant electricity and gas reductions at LMA related to HVAC control improvements; this was countered by a large "catch-up" invoice for Shoe Lane Library which lacks regular meter readings due to accessibility issues.
CSMD	3,214,589	3,045,310	-169,279	-5.3%	Most of the reduction relates to lower Citigen heat supply, likely related to a supply disruption. Higher electricity consumption at Milton Court may relate to the use of temporary heating during the supply disruption.
Guildhall	9,822,807	9,015,705	-807,102	-8.2%	Reduction was mainly due to on-going improved operational management of the steam generators providing a 25% reduction in gas consumption. Other significant Guildhall savings provided included: 16% reduction in electricity for the Justice Rooms due to decanting of servers; 25% reduction in the electricity for cooling the West and East wings which is likely due to control improvements; 17% reduction in East Wing heat consumption partly due to milder weather but also likely control improvements.
Mansion House	701,712	648,874	-52,838	-7.5%	Electricity consumption has reduced over recent months. This seems to relate to a change in ventilation/chiller plant equipment operation. Waiting feedback from site on possible reasons.
Markets & CP	14,217,580	14,674,619	457,039	3.2%	Consumption increased mainly due to increased heating and cooling at Smithfields and higher electricity within the Poultry market.
Open Spaces	2,255,902	2,245,998	-9,904	-0.4%	Gas and electricity consumption increased at the new crematorium, presumably due to increased service demands. This was offset by reductions due to the closure of West Ham Park Nursery, Ten Keats Grove due to new boilers, Queen Elizabeth's Hunting Lodge, and Kenwood.
Police	2,638,760	2,431,234	-207,526	-7.9%	Significant reduction in electricity and gas at Bishopsgate Police Station, likely related to milder weather but also the refurbishment and accommodation changes. This was partly offset by a significant increase in gas consumption at Snowhill. We have asked the Energy Rep to investigate



					reasons further.
Walbrook Wharf	696,686	661,635	-35,051	-5.0%	A reduction in electricity to the Amy industrial area due to a ventilation system fault, was partly offset by a small increase in the gas for space heating and hot water for the offices. FM have been advised to investigate potential improvements to the heating controls.

## Appendix B. Markets energy consumption breakdown

Over 75% of the total energy consumption for the Markets and Consumer Protection department relates to electricity consumption within the three markets. Of this about 70% relates to tenant supplies and 30% to landlord services.

Table B1 below compares the Q1-2 electricity consumption and shows the landlord consumption reduced by 0.1% and the tenant consumption reduced by 0.4%, resulting in a total reduction of 0.3%.

Table B1. Electricity split between tenants/landlord

	16/17 Q1 kWh	17/18 Q1 kWh	Diff. kWh	Diff. %
M&CP Landlord	3,072,689	3,070,614	-2,075	-0.1%
M&CP Tenants	8,473,038	8,436,984	-36,054	-0.4%
<b>Total</b>	<b>11,545,727</b>	<b>11,507,598</b>	<b>-38,129</b>	<b>-0.3%</b>

# Agenda Item 8

<b>Committee:</b> Corporate Asset Sub-Committee (CASC)	<b>Dated:</b> 23 <sup>rd</sup> January 2018
<b>Subject:</b> CDP Targets post March 2018 & Energy Procurement	<b>Public</b>
<b>Report of:</b> The City Surveyor	<b>For Information</b>
<b>Report author:</b> James Rooke & Mansi Sehgal, Corporate Energy Manager	

## SUMMARY

This report recommends an approach to the long-term Carbon Descent Plan (CDP) targets post March 2018. It also provides a summary on present energy procurement activity.

**CDP** - The Carbon Descent Plan expires in March 2018 and requires review. This report recommends a continuation of the present trajectory of 40% reduction by 2025 relative to a 2008 base year

**Procurement** – The Energy Working Group was set up in August 2017 to review new options for energy procurement post Sept 2018. The working group agreed to progress with proceeding a full OJEU Compliant tender and this report provides an update on that process.

## RECOMMENDATIONS

- Approve the proposed bottom up approach in order to confirm cost plans
- Members are asked to note the update on procurement.

## MAIN REPORT

### Carbon Descent Plan

The present trajectory of energy reduction is projected to deliver a 17% reduction against a 25% reduction 2018 target. We propose the extension of this trajectory to a 40% target reduction by 2025. This represents a 27% reduction on 2016/17 consumption.

Following broad consultation, we recommend a ‘bottom-up approach’ based on identifying individual initiatives in each departmental plan. This approach provides the following benefits:

**Realistic:** *‘bottom up approach’ provides an informed target and resource requirement*

**Material:** *focussed effort on major consumers such as GHC and BAC*

**Current:** *considered in context with broader estate development such as:*

- *Strategic Market Review*
- *Police Accommodation review*

### Approach

We will achieve our target through three main routes:

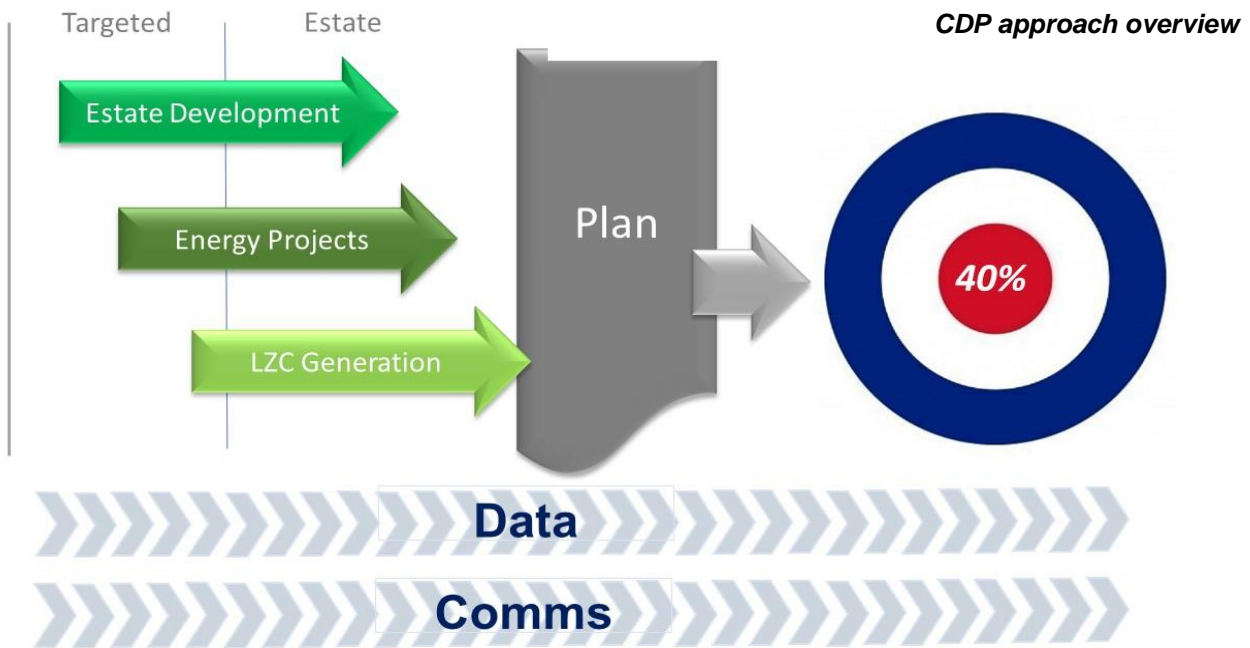
1. **Estate Development** – actively managed enhancement to cyclical works
2. **Energy Projects** – Opportunity driven programme outside of cyclical works
3. **Low & zero carbon energy** – Renewable and low carbon energy

As discussed above, we propose the development of the plan be progressed in two phases:

**Targeted:** focuses on BAC and GHC

**Estate:** Using the learning from the targeted phase to support department plans across the wider operational estate.

These approaches will be underpinned and driven by a data management and communications plan.



To mobilise this process we have developed a high-level scoping plan with indicative savings figures for both Guildhall and Barbican Arts Centre summarised below

### Guild Hall Complex and BAC scoping potential

Category	Description	GHC potential savings	BAC potential savings
PLANT	Replacement of central plant, including optimising the system design and control	4.7%	2.2%
DISTRIBUTION	Replacement/modification of HVAC distribution systems	4.7%	3.4%
LIGHTING	Bulk upgrade of the lighting, including LED and controls	2.0%	2.5%
MANAGEMENT & CONTROL	Optimised HVAC controls supported by maintenance, M&T actions, sub-metering, temperature policy implementation and occupant behaviour	2.4%	12.1%
FABRIC	Improvements planned to glazing and roofs	12.4%	0.5%
Estate Development	Decanting of the servers from Old Justice Rooms	0.3%	
<b>Total</b>		<b>26.6%</b>	<b>20.6%</b>

## Next Steps

This initial analysis indicates that the additional 27% target is within achievable limits and will form the basis of a template brief for other departments.

## The next phase - Other service departments

The Energy Team met energy representatives in December 2017 and it was agreed that departments such as Markets, Open Spaces will continue focussing on improvement projects and come up with 'departmental action plans' in Q1 2018 with possible opportunities and assessments similar to GHC's and BAC's.

The Energy team proposes to come back to CASC in June 2018 with a mobilisation plan with a task plan and phase one resource requirements. This will also allow the Corporation the opportunity to engage third party support in the interim to develop the programme if required.

### Desired Outcome:

- Savings potential scoping
- Capital and resource plan to support delivery of the savings

## ENERGY BROKER PROCUREMENT

The Energy broker procurement exercise concluded on 20<sup>th</sup> Dec 2017. A total of 11 tenders were received. An evaluation panel was set up which comprised of officers from the working group (which included representations from across DBE (Street lighting), Markets, Guildhall, Barbican, Open Spaces, Investment Portfolio, Comptrollers, Finance, Accounts Payable and City Procurement). The panel also included Mr Randall Anderson, representing Member participation.

Utiy Energy obtained the highest overall score in the price / quality assessment, but are yet to be awarded the contract pending housing section 20 consultation contract. Top suppliers of the 11 returns scored as below:

<i>Quality (60%)</i>	<i>Pricing (40%)</i>
1. LASER	1. Utiy Energy
2. The Energy Brokers	2. LASER
3. Utiy Energy	3. Alfa Energy

### Next steps

Draft KPI/SLA Doc; sign contract by March 2018 and Risk Workshop on 5<sup>th</sup> March

### In summary

**CDP** - We propose a bottom up approach as more robust platform to define targets. The first phase of this is complete for BAC & GHC. A return to the policy in June 2018 CASC will provide a wider view of potential across the estate following submission of plans.

**Procurement** – phase one complete. Priority: keep to timetable to mobilise new broker

**James Rooke**, Corporate Energy Manager

City Surveyor's Department

e: [james.rooke@cityoflondon.gov.uk](mailto:james.rooke@cityoflondon.gov.uk)

This page is intentionally left blank

<b>Committee(s):</b> Corporate Asset Sub Committee	<b>Date:</b> 13 <sup>th</sup> February 2018
<b>Subject:</b> Mansion House – External Cleaning and Lighting	<b>Public</b>
<b>Report of:</b> City Surveyor CS: 019/18	<b>For Information</b>
<b>Report author:</b> Alison Hurley – Head of Facilities Management	

## Summary

Questions have recently been raised by Members regarding the external appearance of Mansion House, specifically the condition and cleanliness of the stonework and external lighting. The City Surveyor has commissioned a survey to review these two key areas. This brief report explains next steps for this project.

## Recommendation

Members are asked to:

- Note the contents of this report.

## Background

1. The exterior stonework at Mansion House was last cleaned in 2001, the cyclical programme for these works as recommended by conservation experts is between c.35 – 40 years which means the next clean is not scheduled until c.2034 onwards

## Current Position

2. Members have raised concerns about the grubbiness of the exterior of Mansion House and feel that to wait until 2034 for the next clean is too long and have requested the City Surveyor to review bringing the cleaning forward. At the same time, concerns have been raised that the exterior lighting does not show Mansion House in its full splendour; this will be reviewed as part of the same report.
3. Consequently, the City Surveyor has instructed a detailed survey, funded by the local risk maintenance budget to;
  - a. Understand the scope of the works
  - b. Create options with regard to the cleaning methodology and lighting solutions available
  - c. Consider the phasing of the works

4. The survey will review the exterior of the property and consider the following:
  - Condition of the roof and if repairs are required
  - Condition of the windows including the timber frames
  - Condition of the stonework and if repairs are required
  - Cleanliness of the stonework including removal of moss
5. In conjunction with the above, the City Surveyor will liaise with the Department of the Built Environment to ascertain if the Bank Junction works will impact on the cleaning project and consider whether there are any proposals to increase the public Highway lighting levels in the area in front of Mansion House.
6. The Lord Mayor and the Director of Mansion House will also be consulted on the project and when the works can be carried out to ensure minimal disruption for the occupants of the House.
7. A cost estimate will be formulated and a plan for completing the works will be drawn up, a gateway 1 – 4 report will then be created and presented to this Committee at the latest on the 14<sup>th</sup> September 2018 for consideration.

Alison Hurley  
Head of Facilities Management - Assistant Director  
020 73321069  
[Alison.Hurley@cityoflondon.gov.uk](mailto:Alison.Hurley@cityoflondon.gov.uk)



<b>Committee(s)</b>	<b>Date:</b>
Corporate Asset Sub-Committee	13 February 2018
<b>Subject:</b> Heritage at Risk Register (HARR) Report 2017	<b>Public</b>
<b>Report of:</b> City Surveyor (CS.051/18)	<b>For Information</b>
<b>Report author:</b> Susana Barreto, City Surveyor's Department	

## Summary

Historic England publishes an annual register of statutorily protected heritage sites, which it regards 'most at risk of being lost through neglect, decay or inappropriate development'. The latest edition of the 'Heritage At Risk Register' (HARR) was published in October 2017.

The City of London Corporation (the City) is involved with 10 heritage assets listed in the 2017 edition of the HARR; the same number since 2014. No assets have improved or worsened their registered condition when compared to last year's report.

This report explains the circumstances and issues for each asset and sets out the plans of action implemented to eventually remove those that the City wholly or partly owns from the HARR.

It is anticipated that 3 entries will be removed from the HARR in 2018, as all the conservation works have been completed in St Alphage Gardens and Kenley Common. However, the removal of Kenley Common entries is subject to Historic England re-schedule of these two entries reflecting the different property ownerships, rather than the requirement for further works by the City.

## Recommendation

Members are asked to:

- Note the contents of this report.

## Main Report

### Background

1. A very small proportion of the City's property portfolio is currently notified in the HARR. Designation within HARR is helpful in leveraging advice from Historic England and priority access to the Heritage Lottery Fund (HLF) grant streams.

### Current Position

2. The 2017 HARR includes the following ten designated heritage assets owned by, under the care of the City or managed in conjunction with others: -

<b><u>Assets (within the City)</u></b>	<b><u>Designation</u></b>	<b><u>Condition/Trend*</u></b>	<b><u>Actions/Strategy</u></b>
St Mary Somerset Tower	Listed Building grade I	fair	Works to be completed in 2018 (Led by the developer)
London Wall All Hallows**	Scheduled Monument, 2 CAs	declining	Works to start in summer 2018 (Led by the City)
London Wall St Alphage Garden**	Scheduled Monument	declining***	Conservation works completed (Led by the City)
Roman Wall 90 Gracechurch Street basement	Scheduled Monument, CA	improving	Keep monitoring until conditions stabilise (Led by the City)

<b><u>Other Heritage Assets</u></b>	<b><u>Designation</u></b>	<b><u>Condition/Trend*</u></b>	<b><u>Actions/Strategy</u></b>
Kenley Common, WWII fighter pens (group of 4)**	Scheduled Monument, CA	improving	Conservation works completed (Led by the City)
Kenley Common, WWII fighter pens (group of 7)**	Scheduled Monument, CA	improving	
Wanstead Park**	Registered Park and Garden grade II*, 6 LBs, part in CA	declining	Planned HLF bid to be submitted in date tbc (Led by the City)
Wanstead Park Conservation Area **	Conservation Area, 8 LBs, part in RPG grade II*	deteriorating	
Bunhill Fields Conservation Area **	Conservation Area, 95 LBs, RPG grade I	deteriorating	Liaising with Islington Council; Conservation works; Planned HLF bid to be submitted in August 2018 (Led by the City)
Ashtead Park **	Registered Park and Garden II, 19 LBs, part in SM, part in CA	improving	Continued ground maintenance strategy by the City and the Surrey Wildlife Trust

A key to the abbreviations used may be found at the end of Appendix A.

\* Condition or Trend as reported in the HARR

\*\* Parts are owned or managed by third parties, details can be found in the Appendix A.

\*\*\* The registered condition does not take account the works which were completed by the City and/or its partners in the last quarter of 2017

3. No assets have improved or worsened their registered condition when compared to last year's report. As detailed in the Appendix A, the HARR highlights that five assets are still "deteriorating" or "declining", four are shown as "improving" and one remains as "fair". The registered condition does not take account some of the works which were completed in the last quarter of 2017 and works which are planned to take place in 2018 by the City and/or its partners, details of which are set out below.
4. Four of the entries in the HARR pertain to assets that are Parks or Conservation Areas, where parts are owned or managed by third parties, making removal from the HARR more difficult to achieve.
5. The full text of the entries in the HARR for City's properties can be found in Appendix A, tables 1 and 2, and a summary of them is set out below.

6. **St Mary Somerset Tower** – The developer has requested a further extension of time to complete the necessary works, which has been agreed by the City Surveyor’s Department, and it is now anticipated that the necessary works will be completed by the end of 2018. The developer is in contact with Historic England and seeking to clarify requirements for removal of the asset from the HARR.
7. **London Wall** – Two sections of the London Wall remain in the HARR: All Hallows-on-the-Wall and St Alphage Gardens. Works to St Apage Gardens were completed in 2017 and it is expected that this entry will be removed from the HARR in 2018. The conservation works to the All Hallows-on-the-Wall are planned to start in the summer of 2018 subject to approval to work on a third-party property.
8. **Roman Wall/90 Gracechurch Street** – Environmental monitoring is still undergoing. Officers are regularly in contact with Historic England and it is understood that the asset will be removed from future HARR once conditions have been stabilised, and have remained at acceptable levels for a period of at least 12 months. Historic England will re-assess conditions in January 2019 with the view to removing this asset from the HARR later that year.
9. **Kenley Common** – The conservation works have been completed and it is expected that the Scheduled Monuments will be removed from the HARR in the future, subject to Historic England re-schedule of the site reflecting the different property ownerships.
10. **Wanstead Park** – Improvements to the Grade II\* historic park and lake system have been implemented to address the HARR. A steering Group comprising the four landowners including the City together with Historic England, the London Borough of Redbridge and the Friends of Wanstead Parklands Group, meet regularly to promote the removal of the historic park from the HARR. In November 2017, a Summit meeting held with local MP and statutory bodies was organised to agree way forward. A Heritage Lottery Fund (HLF) bid is planned to be submitted in the future but this is subject to HLF major review of Heritage Grants funding stream.
11. **Wanstead Park Conservation Area** – The action developed in the above designation (Para 10) will help to address this Conservation Area at Risk designation.
12. **Bunhill Fields Conservation Area** – This Conservation Area was added to the HARR because of inappropriate developments in the wider area, making removal from the HARR beyond the City’s control. However, officers are assisting the Islington Council addressing the Heritage At Risk status making formal objections to large scale developments within the Conservation Area. Bunhill Fields Burial Ground itself is not an entry in the HARR. To ensure that the Burial Ground will not be added to future editions of the HARR, a programme of conservation works is currently being undertaken. Also, Open Spaces are planning to submit a HLF application for Bunhill Fields in August 2018, a project which may help the regeneration of this Conservation Area.

13. **Ashtead Park** – The continued ground maintenance, in line with the 2010 Landscape Conservation Management Plan for the Freeman’s School has been positively acknowledged by Historic England. Officers are seeking liaison with Surrey Wildlife Trust, the owner of the northern part of the historic park, during 2018 in order to improve the coherence between both areas and to enable promotion of the removal of the whole park from future HARRs.

## **Risks**

14. Current HLF major revision of the Heritage Grants funding streams means that Wanstead Park’s HLF bid cannot be progressed and its Heritage at Risk status cannot be addressed as speedily as expected by external partners, which creates a reputational risk to the City. Wanstead Park has to date only secured £100k of matching funding against a requirement of £1.5M (30% of a £5M award). However, this is being proactively managed in conjunction with the Superintendent and Historic England and the outcome will be reported by Open Spaces in due course.
15. The City Surveyor have been notified that the Grotto in Wanstead Park has recently been added and it will appear on the published HARR from October 2018. There is Cyclical Works Programme (CWP) funding allocated to this project which the City’s Heritage Estate Officers are planning to implement this year. Officers are working in liaison with Historic England in order to discuss a strategy which will allow the removal of the Grotto from the HARR and secure its future.
16. In order to prevent the addition of the London Wall Car Park to future editions of the HARR, the work to this section of the City Wall will be prioritised and undertaken in 2018.

## **Corporate & Strategic Implications**

17. If appropriate works are not undertaken to these heritage assets, they will inevitably deteriorate further. A lack of suitable maintenance would permit further decay and increase repair costs. A failure to invest sufficient sums in these assets may also contribute to the eventual loss of these irreplaceable historic assets while posing a reputational risk to the City as well as health and safety risks.
18. The strategy to undertake works that will remove these assets from the HARR and prevent other assets being added to the HARR is part of the wider operational property portfolio maintenance and renewal programme. For the effectiveness of this strategy the projects are being monitored on a case by case basis and, where there are concerns about the likelihood of additional listing, the works are prioritised. Resources implications will be highlighted and recommendations made as necessary.
19. Heritage projects that form part of the annual CWP bid are given a greater prioritisation which leads to a higher score and therefore are more likely to get funding.

## **Implications**

20. The City Surveyor continues to manage a planned programme of maintenance works across the heritage estate to mitigate the risk of other assets being added to future HARRs. This may be limited by budgetary and priority constraints in the annual CWP, which is created from the Forward Maintenance Plan for each property.
21. It should be noted that the more affordable/easier to fix assets in the HARR, such as the remains of the City Wall are slowly being removed, but larger properties, such as Wanstead Park will require a combination of capital and Lottery funding to raise the substantial initial investment needed, together with continued CWP funding and Local Risk resources to maintain any restoration. Future estimated costs of removing the assets from the HARR and the potential contribution via lottery funding can be found in Appendix B.

## **Conclusion**

22. Despite the fact that no assets have been removed from the HARR in the past four years and five entries remain registered with a “deteriorating” or “declining” condition (which does not take account some of the works which were completed in the last quarter of 2017), incremental progress has been made developing asset management strategies and improving the assets’ current condition.
23. Projects are being monitored on a case by case basis and, where there are concerns about the likelihood of additional listing, the works are prioritised. Resources implications will be highlighted and recommendations made as necessary.
24. The strategy in place is still considered to be the appropriate course of action, and as a result of the work done in St Alphage Gardens and Kenley Common, it is anticipated that 3 entries will be removed from the HARR in 2018, as all the conservation works have been completed in St Alphage Gardens and Kenley Common. However, the removal of Kenley Common entries is subject to Historic England re-schedule of these two entries reflecting the different property ownerships, rather than the requirement for further works by the City.

## **Appendices**

- Appendix A – City’s heritage assets included in 2017 HARR
- Appendix B - Estimated costs of removing the assets from the HARR

## **Background Papers**

Heritage at Risk Register (HARR) Report 2016, dated 10 February 2017

### **Susana Barreto**

Heritage Estate Officer

City Surveyor’s

T: 020 7332 1801

E: [Susana.Barreto@cityoflondon.gov.uk](mailto:Susana.Barreto@cityoflondon.gov.uk)

This page is intentionally left blank

<b>Committee:</b> Corporate Asset Sub Committee	<b>Date:</b> 13 February 2018
<b>Subject:</b> Annual Review of the Sub-Committee's Terms of Reference	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> John Cater, Town Clerk's Department	

## Summary

As part of the post-implementation review of the changes made to the governance arrangements in 2011, it was agreed that all committees should review their terms of reference annually. This enables any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

It is not proposed to make any amendments to the Sub Committee's Terms of Reference. The Terms of Reference of the Corporate Asset Sub Committee are attached as an appendix to this report for your consideration.

## **Recommendation**

That the Sub-Committee:

- a) subject to any comments and agreement, approves the Terms of Reference of the Corporate Asset Sub Committee for submission to the Court (as a sub set of the Finance Committee Terms of Reference) as set out in the appendix 1;
- b) considers the frequency of meetings of the Sub-Committee; and
- c) agrees that any changes to the Terms of Reference required in the lead up to the appointment of Committees be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman.

## Main Report

### **Review of the Committee's Terms of Reference and Frequency of Meetings**

1. There are no amendments which are proposed to the Committee's Terms of Reference.
2. These proposed amendments are set out within the Terms of Reference set out at Appendix 1.
3. In addition, Members are asked to consider the frequency of meetings for the Sub-Committee. Currently meetings of the Committee are scheduled to be held bimonthly. In 2018, six meetings of the Sub-Committee are scheduled.

## Appendices

- Appendix 1 – Corporate Asset Sub Committee Terms of Reference

**Contact:**

John Cater

Telephone: 020 7332 1407

Email: [John.Cater@cityoflondon.gov.uk](mailto:John.Cater@cityoflondon.gov.uk)



## Corporate Asset Sub-Committee Terms of Reference

### Composition

- Chairman of the Finance Committee
- Deputy Chairman of the Finance Committee
- Three Members from the Policy and Resources Committee
- Three Members from the Property Investment Board
- Two to five additional Members from the Finance Committee  
(Should any vacancies remain following the first meeting of each of these Committees, these will be made available to all Members to the Court of Common Council, to be appointed by the Finance Committee)

### Chairmanship

- Chairman – To be nominated by the Chairman of the Finance Committee for approval by the Finance Committee.
- Deputy Chairman – To be appointed by the Chairman of the Sub-Committee for approval by the Finance Committee.

### Terms of Reference

- To be responsible for the effective and sustainable management of the City of London Corporation's operational property portfolio, to help deliver strategic priorities and service needs, including;
  - agreeing the Corporate Asset Management Strategy;
  - responsibility for reviewing and providing strategic oversight of the Corporation's Asset Management practices and activities and advising Service Committees accordingly;
  - responsibility for reviewing and providing strategic oversight of the Corporation's Facilities Management practices and activities and advising Service Committees accordingly;
  - To maintain a comprehensive Property Database and Asset Register of information which can be used in the decision making process;
  - In line with Standing Orders 53 (Asset Management Plans) and 55 (Disposal of Surplus Properties) and the duties set out within legislation, including the Localism Act 2011 and the Housing and Planning Act 2016, to monitor the effective and efficient use of all operational property assets; and
  - Oversight of the management of operational leases with third parties, occupation by suppliers and those granted accommodation as benefits-in-kind.
  - In accordance with Standing Orders 56 and 57, the sub Committee can make disposals of properties which are not suitable to be retained as investment property assets
- To be responsible for the upkeep, maintenance and, where appropriate, furnishing for operational properties (including the Guildhall Complex) which do not fall within the remit of another Service Committee;
- To monitor major capital projects relating to operational assets to provide assurance about value for money, accordance with service needs and compliance with strategic plans;
- To recommend to the joint meeting of the Resource Allocation Sub-Committee and the Efficiency and Performance Sub-Committee the annual

programme of repairs and maintenance works (including surveys, conservation management plans, hydrology assessments and heritage landscapes) planned to commence the following financial year, and to monitor progress in these works (when not included within the Project procedure).

- To be responsible for strategies, performance and monitoring initiatives in relation to energy;
- To monitor and advise on bids for Heritage Lottery funding.

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank