



Corporate Asset Sub (Finance) Committee

Date: MONDAY, 21 MAY 2018
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Nicholas Bensted-Smith (Chairman)
Dominic Christian (Deputy Chairman)
Randall Anderson
Marianne Fredericks
Michael Hudson
Deputy Jamie Ingham Clark
Deputy Wendy Hyde
Jeremy Mayhew
Deputy Joyce Nash
Jeremy Simons
Deputy Philip Woodhouse
+ 3 Members of the Property Investment Board (decided on 16th May)

Enquiries: John Cater
john.cater@cityoflondon.gov.uk
020 7332 1407

Lunch will be served for Members in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio video recording
Next scheduled meeting of CASC: 11th July 2018

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 and summary of the meeting held on 19th March 2018.

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

For Information
(Pages 5 - 6)
5. **WORK PROGRAMME FOR FUTURE MEETINGS**
Joint report of the Town Clerk and City Surveyor.

For Information
(Pages 7 - 8)
6. **2017/18 ENERGY PERFORMANCE Q3 REPORT - REPORTING ADJUSTMENTS TO ACCOUNT FOR CHANGES IN THE PORTFOLIO'S FOOTPRINT**
Report of the City Surveyor.

For Information
(Pages 9 - 10)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **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

10. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 19th March 2018.
- For Decision**
(Pages 11 - 16)
11. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**
Report of the Town Clerk.
- For Information**
(Pages 17 - 20)
12. **ST LAWRENCE JEWRY GATEWAY 3-4 ISSUES REPORT**
Report of the City Surveyor.
- For Information**
(Pages 21 - 24)
13. **FM CENTRAL CRIMINAL COURT UPDATE REPORT**
Joint Report of the Chamberlain and the City Surveyor.
- For Information**
(Pages 25 - 26)
14. **GATEWAY 5: SECURITY ENHANCEMENTS/SECURITY CROSS CUTTING - GUILDHALL COMPLEX, BARBICAN CENTRE, CENTRAL CRIMINAL COURT & MANSION HOUSE - BBM**
Report of the City Surveyor.
- For Decision**
(Pages 27 - 36)
15. **UPDATE ON COMBINED HEAT AND POWER SYSTEM (CITIGEN)**
Report of the City Surveyor.
- For Information**
(Pages 37 - 46)
16. **AWP PROGRESS REPORT - Q4 2017/18**
Report of the City Surveyor.
- For Decision**
(Pages 47 - 50)

17. **CWP PROGRESS REPORT Q4 2017/18**
Report of the City Surveyor.
- For Information**
(Pages 51 - 54)
18. **MEMBERS WORKING GROUP - FINSBURY CIRCUS GARDEN REINSTATEMENT**
Joint Report of the Director of Open Spaces and the City Surveyor.
- For Information**
(Pages 55 - 60)
19. **THIRD PARTY LEASES - SECURITY OF TENURE**
Report of the City Surveyor.
- For Information**
(Pages 61 - 62)
20. **65/65A BASINGHALL STREET UPDATE REPORT**
Report of the City Surveyor.
- To follow.*
- For Decision**
21. **ASSET MANAGEMENT PLANS - PHASE 1 PROGRESS REPORT**
Report of the City Surveyor.
- For Information**
(Pages 63 - 68)
22. **CITY FUND & CITY ESTATE HIGHWAY LAND: AIRSPACE LEASE EXTENSION -
21 LOMBARD STREET**
Report of the City Surveyor.
- For Decision**
(Pages 69 - 74)
23. **GUILDHALL SWITCH ROOM ASBESTOS AND LIVE ELECTRICAL EQUIPMENT
REMOVAL, AND WATER INGRESS SOLUTION - GUILDHALL GATEWAY 1 /2**
Report of the City Surveyor.
- For Decision**
(Pages 75 - 80)
24. **WALBROOK WHARF REPLACEMENT ROOF - GATEWAY 1 /2**
Report of the City Surveyor.
- For Decision**
(Pages 81 - 88)

25. **DOOR ACCESS CONTROL SYSTEM AT GUILDHALL AND WALBROOK WHARF**
Report of the City Surveyor.
- For Decision**
(Pages 89 - 90)
26. **BRM LOT 2 (BUILDING FABRIC REPAIRS AND MAINTENANCE) INCREASE IN CONTRACT VALUE**
Report of the City Surveyor.
- For Information**
(Pages 91 - 98)
27. **GUILDHALL ART GALLERY CLOAKROOM AND LAVATORIES REFURBISHMENT - GATEWAY 1 /2**
Report of the City Surveyor.
- For Decision**
(Pages 99 - 104)
28. **GUILDHALL WEST WING PROVISION OF UPGRADED LAVATORIES AND CLOAKROOM FACILITIES FOR MEMBERS AND GUILDHALL GUESTS**
Report of the City Surveyor.
- For Information**
(Pages 105 - 112)
29. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
30. **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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CORPORATE ASSET SUB (FINANCE) COMMITTEE **Monday, 19 March 2018**

Draft Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 19 March 2018 at 11.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)
Randall Anderson
Mark Bostock
Henry Colthurst
Michael Hudson
Deputy Edward Lord
Deputy Jamie Ingham Clark
Jeremy Mayhew
Deputy Philip Woodhouse

Officers:

John Cater	-	Committee Secretary
Paul Wilkinson	-	City Surveyor
David Smith	-	Director of Markets and Consumer Protection
Peter Young	-	City Surveyor's Department
Dianne Merrifield	-	Chamberlain's Department
Andrew Little	-	Chamberlain's Department
Geoff Parnell	-	Chamberlain's Department
Ola Obadara	-	City Surveyor's Department
Dorian Price	-	City Surveyor's Department
Nia Morgan	-	City Surveyor's Department
Andrew Crafter	-	City Surveyor's Department
Jonathon Poyner	-	Barbican Centre

1. APOLOGIES

Apologies were received from Dominic Christian, John Chapman, Karina Dostalova, Alderman Alison Gowman and Deputy John Tomlinson.

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

No declarations of interest were made.

3. MINUTES

RESOLVED – That the public minutes of the previous meeting held on 13th February are approved as an accurate record.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

The Sub-Committee received a report of the Town Clerk which provided information of outstanding actions from previous meetings.

Energy Performance – 2017/18 Q2 Report

In response to a query at the last Sub-Committee meeting, the City Surveyor circulated a supporting document explaining why there had been a wide variance on energy usage in the period 2011 – 2013.

Members were concerned about the robustness of the new Carbon Descent Plan targets and requested that officers return to the May meeting of the Sub-Committee, with a bottom-up analysis of the estimated costs associated with achieving these.

A Member expressed his disquiet at the state of energy provision at the Central Criminal Court and encouraged officers to press on with completion of the upgrade.

Members were also keen to see how the quarterly measurement will consider “the changes in portfolio footprint” going forward. Officers responded that they will return with a Report for the Sub-Committee in May.

Heritage at Risk Register – Crescent House

Members welcomed the note circulated at the meeting concerning Crescent House, they encouraged officers to maintain a watching brief for now.

RESOLVED – That the Sub-Committee notes the report.

5. **WORK PROGRAMME FOR FUTURE MEETINGS**

The Sub-Committee considered a joint report of the Town Clerk and City Surveyor which provided information of the Work Programme for future meetings.

RESOLVED – That the Sub-Committee notes the report.

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

There were no questions.

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

There were no urgent items.

8. **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.

9. **NON-PUBLIC MINUTES**
The non-public minutes of the previous meeting held on 13 February were approved as an accurate record.
10. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**
The Sub-Committee noted a report of the Town Clerk which provided information of outstanding actions from previous meetings.
11. **FACILITIES MANAGEMENT SERVICE BASED REVIEW UPDATE**
The Sub-Committee received a Joint Report of The Chamberlain, The Town Clerk and The City Surveyor.
12. **CSD BUSINESS PLAN 2018-23**
The Sub-Committee received a Report of The City Surveyor.
13. **STRATEGIC REVIEW OF THE CITY'S WHOLESALE MARKETS**
The Sub-Committee received a Report of the Director of Markets and Consumer Protection.
14. **BARBICAN CENTRE CAPITAL CAP UPDATE**
The Sub-Committee considered a Report of the Director of Operations and Buildings at the Barbican Centre.
15. **GUILDHALL SUB-METERING CAPITAL REPORT**
The Sub-Committee considered a Report of the City Surveyor.
16. **SECURITY ENHANCEMENTS/SECURITY CROSS CUTTING - GUILDHALL, BARBICAN CENTRE, CENTRAL CRIMINAL COURT & MANSION HOUSE**
The Sub-Committee considered a Report of the City Surveyor.
17. **65 & 65A BASINGHALL STREET - GUILDHALL CAMPUS - NORTHERN QUARTER MASTERPLANNING**
The Sub-Committee considered a Report of the City Surveyor.
18. **BERNARD MORGAN HOUSE - RIGHTS TO LIGHT**
Members received a Report of the City Surveyor.
19. **OPERATIONAL PROPERTY REVIEW PROGRAMME UPDATE**
Members received a Joint Report of the Chamberlain and the City Surveyor.
20. **NEW HOUSING AND PLANNING ACT UPDATE**
The Sub-Committee received a Report of the City Surveyor.
21. **THIRD PARTY LEASES - SECURITY OF TENURE**
Members received a Report of the City Surveyor.

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

There were no questions.

23. 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.

The meeting ended at 12.15 pm

Chairman

**Contact Officer: John Cater
john.cater@cityoflondon.gov.uk**

Corporate Asset Sub-Committee - Carry Forward Public Actions

Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
19 March 2018	<u>Energy Performance 2017/18 Q2 revised performance</u> – noted, but Members want to see how the quarterly measurement will be adjusted according to “changes in portfolio footprint” going forward. Report requested for May 2018.	James Rooke	May 2018	Update at May CASC Meeting
19 March 2018	<u>FM SBR – Update required in May 2018 on RAG status of CCC implementation</u> A Member expressed his disquiet at the state of energy provision at the Central Criminal Court and encouraged officers to press on with completion of the upgrade.	Geoff Parnell in liaison with Adam Rout	May 2018	Updated Report at May CASC Meeting
19 March 2018	<u>Carbon Descent Plan 2018</u> Members were concerned about the robustness of the new Carbon Descent Plan targets and requested that officers return with a bottom-up analysis of the estimated costs associated with achieving these.	James Rooke	July 2018	Updated Report at July CASC meeting

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Corporate Asset Sub-Committee –Work Programme 2018

Committee Date	13/02/2018	19/03/2018	21/05/2018	11/07/2018	14/09/2018	1/11/2018
Sustainable Management of the Corporation's Operational Property Portfolio						
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	HL Business Plan for 2018/2023 report - draft Business Plan 2017/18 Q3 outcome report	High Level Business Plan 2018/2023 - Final		Business Plan 2017/18 Q4 outcome report	Business Plan 2018/19 Q1 outcome report	
City Surveyor's Risk Register	Risk Register 2017/18 Q3 report			Risk Register 2017/18 Q4 report	Risk Register 2018/19 Q1 report	
Facilities Management	FM SBR update report		FM SBR update report BRM2 contract report		Corporate FM General update report	
Portfolio management information		New Housing and Planning Act – update report			Annual report on changes to portfolio Annual report on third party income from portfolio	
Operational Property Review (note individual assets will be reported as declared surplus by service committees)		OPR overall programme update report	Potential disposal report	Potential disposal report	Potential disposal report	OPR overall programme update report
Upkeep, maintenance and furnishing of operational properties not within the remit of another Service Committee.						
	AWP Progress Report Q3 17/18 Heritage at Risk Register Annual Report	GSMD Capital Cap Progress Report	AWP / CWP Progress Report Q4 2017/18	AWP/ CWP Progress Report Q1 2018/19	GSMD Capital Cap completion report Barbican Centre Capital Cap completion report	AWP / CWP Progress Report Q2 2018/19
To monitor major capital projects relating to operational assets						

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>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>	<p>Summary of new Capital projects across the operational portfolio</p> <p>St Lawrence Jewry Gateway 3-4 Issues Report</p> <p>65/65a Basinghall Street update report</p> <p>COTAG Access Control Gateway 5</p>	<p>CII 20/21 Aldermanbury options/ Gateway 3 report</p> <p>Guildhall- Great Hall Event Chairs Gateway 3-4 report</p> <p>Guildhall West Wing – Mezzanine level offices improvement Gateway 3 report</p>	<p>Guildhall - Justice rooms switch room damp proofing and relocation of electrical services Gateway 3-4 report</p> <p>Walbrook Wharf – main depot roof Gateway 3-4 report</p>	
Recommending the annual programme of repair and maintenance works						
					CWP for 2019/20 bid report	
Responsibility for strategies, performance and monitoring initiatives in relation to energy						
	<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>		<p>2017/18 Energy performance Q3 report and update on Energy Procurement</p> <p>Citigen contract renewal report</p>	<p>Energy Performance – 2017/18 Q4 and update on Energy procurement</p> <p>Guildhall- Sub metering Gateway 3-4 report</p>	<p>Energy Performance 2018/19 Q1 report</p> <p>Guildhall – Sub metering Gateway 5 report</p>	<p>Energy Performance 2018/19 Q2 report</p>
Monitoring and advising on bids for Heritage Lottery Funding						
	National Lottery Funding Monitoring report					

Agenda Item 6

Committee: Corporate Asset Sub-Committee (CASC)	Dated: 10 th May 2018
Subject: Reporting adjustments to account for changes in portfolio's footprint	Public
Report of: The City Surveyor	For Information
Report author: James Rooke, Corporate Energy Manager	

Summary

At the Corporate Asset Sub Meeting on 19th March, Members requested to see how the quarterly measurement will be "adjusted for the changes in the portfolio's footprint going forward."

Portfolio footprint review

We have reviewed portfolio data from the Archibus property database and produced a baseline kWh/m² figure for 2017/18. This give an indication of the influence of floor area changes, but should not be regarded as a replacement for the absolute KPI as floor area does not provide a linear relationship to energy consumption. We have excluded built environment data as much of this relates to non-energy intensive assets such as toilets, subways etc.

Portfolio data	2017/18
kWh (weather corrected)	114,120,067
GIA (m2)	546,932
kWh/m2	209

Action:

Forward plan:

- Conduct annual review of floor area data
- Include only areas for energy-consuming sites/buildings (excludes Built Environment Department)

James Rooke
Corporate Energy manager

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of the Local Government Act 1972.

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