



Corporate Asset Sub (Finance) Committee

Date: THURSDAY, 7 NOVEMBER 2019
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy Jamie Ingham Clark (Chairman)
Dominic Christian (Deputy Chairman)
Randall Anderson
Nicholas Bensted-Smith
John Chapman
Marianne Fredericks
Alderman Alison Gowman
Michael Hudson
Deputy Wendy Hyde
Deputy Edward Lord
Jeremy Mayhew
Deputy Joyce Nash
James de Sausmarez
Deputy Philip Woodhouse

Enquiries: Chris Rumbles
chris.rumbles@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio-visual recording

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 25th September 2019.
For Decision
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**
Report of the Town Clerk.
For Information
(Pages 9 - 12)
5. **WORK PROGRAMME FOR FUTURE MEETINGS**
Joint report of the Town Clerk and City Surveyor.
For Information
(Pages 13 - 14)
6. **GUILDHALL COMPLEX ACCESSIBILITY AUDIT**
Report of the City Surveyor.
For Decision
(Pages 15 - 18)
7. **CYCLICAL WORKS PROGRAMME - PROGRESS REPORT**
Report of the City Surveyor.
For Information
(Pages 19 - 24)
8. **BRIDGE HOUSE ESTATES CYCLICAL WORKS 2020-21**
Report of the City Surveyor.
For Information
(Pages 25 - 26)
9. **CORPORATE PROPERTY ASSET MANAGEMENT STRATEGY - REVIEW UPDATE**
Report of the City Surveyor.
For Information
(Pages 27 - 28)

10. **CORPORATE FACILITIES MANAGEMENT - UPDATE REPORT**

Report of the City Surveyor.

For Information
(Pages 29 - 34)

11. **2019/20 QUARTER 2 ENERGY PERFORMANCE REPORT**

Report of the City Surveyor.

For Information
(Pages 35 - 38)

12. **NATIONAL LOTTERY FUNDING - BID CO-ORDINATION PROPOSAL AND UPDATE**

Report of the Town Clerk.

For Information
(Pages 39 - 40)

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

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

15. **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.

For Decision

Part 2 - Non-Public Agenda

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 25th September 2019.

For Decision
(Pages 41 - 44)

17. **NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 45 - 48)

18. **WEST HAM PARK NURSERY – GW4**

Joint report of the Director of Open Spaces and City Surveyor.

For Decision
(Pages 49 - 68)

19. **BARBICAN TURRET JOHN WESLEY HIGH WALK GW3**
Report of the Director of Community & Children's Services.

For Decision
(Pages 69 - 72)

20. **COMBINED HEAT AND POWER SYSTEM - ANNUAL REPORT 2018/19**
Report of the City Surveyor.

For Information
(Pages 73 - 78)

21. **GUILDHALL COMPLEX BUDGET PERFORMANCE 2019/20 UPDATE REPORT**
Report of the the City Surveyor.

For Information
(Pages 79 - 82)

22. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
Report of the Town Clerk.

For Information
(Pages 83 - 84)

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

24. **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, 25 September 2019**

Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 25 September 2019 at 1.45 pm

Present

Members:

Deputy Jamie Ingham Clark (Chairman)
Randall Anderson
Nicholas Bensted-Smith
John Chapman
Marianne Fredericks
Alderman Alison Gowman
Deputy Wendy Hyde
Jeremy Mayhew
Deputy Joyce Nash
James de Sausmarez

Officers:

Chris Bell	- Chamberlain's Department
Alison Bunn	- City Surveyor's Department
Simon Causer	- City Surveyor's Department
Jonathan Cooper	- City Surveyor's Department
Paul Friend	- City Surveyor's Department
John Galvin	- City Surveyor's Department
Andrew Little	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Fiona McKeith	- City Surveyor's Department
Paul Monaghan	- Department of the Built Environment
James Rook	- City Surveyor's Department
Chris Rumbles	- Town Clerk's Department
Paul Wilkinson	- City Surveyor
Peter Young	- City Surveyor's Department

1. APOLOGIES

Apologies were received from Dominic Christian, Philip Woodhouse, Michael Hudson and Edward Lord.

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

The Chairman declared an interest in item 20 St Lawrence Jewry as a Trustee and Church Warden of the church, albeit with no direct financial involvement.

Members noted the advice of the Town Clerk that the Chairman could remain in the Chair for this item, given it was to discuss the project timeline, and Members confirmed this was acceptable to them.

3. **MINUTES**

RESOLVED – That the public minutes and non-public summary of the previous meeting held on 11th July 2019 be approved as an accurate record.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

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

Baby Changing Facilities - A Member questioned the number of baby changing facilities in place across the Guildhall Complex given the number of functions taking place and the City Surveyor agreed to review this and circulate this information to Committee.

National Lottery Funding - Members noted that Lottery Funding bids would be included as part of the Governance Review and it was agreed this could be removed as an action for this Committee.

Guildhall Audit on Accessible Environments - Further audits planned and an update to follow at the next meeting.

Water Leak at Parliament Hill Fields Lido – Pulse meters now installed to assist in identifying location of the leak. An update would follow at the next meeting.

RESOLVED – That the Sub-Committee note the report.

5. **WORK PROGRAMME FOR FUTURE MEETINGS**

The Sub-Committee received a joint report of the Town Clerk and City Surveyor providing information on the Work Programme for future meetings.

The Chairman clarified that security was not shown on this version of the Work Programme, but that it would be included on future versions and would be a standing agenda item going forward, given the Sub-committee's role for oversight of security procedures.

RECEIVED.

6. **ASSET MANAGEMENT SERVICE BASED REVIEW - UPDATE REPORT**

Members considered a joint report of the Town Clerk and City Surveyor updating the Committee on progress with implementation of the Asset Management Serviced Based Review.

A Member referred to maintenance of the Bridges and questioned whether this Committee would see this information in future. The City Surveyor clarified that the current arrangement of a Service Level Agreement with the responsible department would continue and that maintenance of the bridges would remain the responsibility of the Department of the Built Environment, with City Surveyors as asset owner managing the risk. The Chairman stressed the importance of ensuring maintenance of the Bridges was in the right place, noting consideration of this was part of the Bridge House Estates Review.

The City Surveyor clarified that discussions were continuing between himself and the Director of City Bridge Trust looking at the ambiguity around maintaining the bridges and achieving clarity going forward. The Chairman stressed the need for the planned review of Bridge House Estates to identify the clear lines of responsibility going forward. There was a need to identify a long-term plan for the Bridges looking at the next for 5, 10-100 years. It was not clear at the present time.

Resolved, that the Sub Committee notes the progress with implementation of the Asset Management Service Based Review.

7. CYCLICAL WORKS PROGRAMME (CWP) - PROPOSAL FOR 2020-21

Members considered a report of the City Surveyor setting out a draft works programme for 2020/21.

A Member reiterated their earlier point relating to maintenance of the Bridges and suggested that where there were operational elements that these should be included as part of the CWP.

The Chairman reminded Members that the CWP was for those works under £250,000 and that maintenance of the Bridges may be over this figure. The Chairman expressed his interest in understanding how assets of Bridge House Estates were being maintained and whether these should come to this Sub Committee.

A Member highlighted the list of projects in the reserve list showing as essential and suggested these works should instead be shown as desirable to reflect the position accurately. Clarity was asked for going forward.

The City Surveyor clarified the position confirming that were money to become available, then those on the reserve list would be looked at to identify priority projects. It was agreed that a colour coded RAG system would be used for those items in the reserve list going forward to provide Members with greater clarity on the priority status of projects.

A Member questioned the position of the bow wave and whether this had seen an increase or decrease. It was also suggested that it would be good to understand the impact achieved through increasing the money available over the last three years. The City Surveyor clarified that this information had not previously be included owing to different funding streams and asset owners, but that it would be included within the next report. It was stressed that the backlog of works was reducing slightly, but that a report would be brought forward to the next meeting in November providing a fuller update.

The City Surveyor clarified that the reserve list was shown in priority order and had been scored according to agreed criteria. Were funding to become available then projects in the reserve list would be prioritised accordingly. It was agreed that colour coding of the prioritisation would be shown going forward along with a note of where there were links across projects.

The City Surveyor responded to a Member and explained there was currently a disconnect between the number of external events in Guildhall organised through the Remembrancer's Department and the amount spent on maintenance. There was a need to invest appropriate funds towards maintaining a Grade 1 listed building, with only enough funds to cover basic maintenance currently being provided.

It was agreed that the Cyclical Works Programme list would be re-issued and circulated between meetings with the scoring shown.

The Chairman asked that wording in relation to works in the reserve list be changed from essential to desirable.

RESOLVED – That

- a) Works in the Actual List were reviewed and approval given to works to the value of £11.8m as essential and prioritised as proposed;
- b) Works in the Reserve List reviewed and approved to the value of £25.4m of desirable work, but for which funding does not yet exist and to be promoted should savings from the Actual List projects arise;
- c) Agree the final proposed programme of works be submitted for approval of funding at the meeting of Resource Allocation Sub-Committee in January 2020.
- d) Approve that where projects on the Actual List were delivered at a saving or do not proceed for any reason that funding be reallocated by the CWP Peer Review Group to undertake projects from the approved reserve list and then reported to this committee at the next progress report.

8. ENERGY PERFORMANCE REPORT 2019/20 QUARTER 1

Members received a report of the City Surveyor presenting the 2019/20 energy performance and providing results and commentary for year-on-year and long-term performance for City Corporation operational sites.

The City Surveyor assured Members that work was taking place simultaneously working through quick wins whilst also progressing the second tranche of capital projects, with a third piece of work looking at being smarter through procurement processes; changing the way the City Corporation procures equipment so that it becomes part of business as usual.

The City Surveyor highlighted limitations with aging properties when considering what can be achieved; an upgraded asset would be able to achieve a much bigger leap in energy efficiency performance.

A Member asked that a revised 20-year energy reduction programme be produced showing how the City Corporation would look to achieve its aims in this area. It would need to cover carbon reduction as well. It was agreed this item would go on to the Work Programme for twelve months hence.

A Member stated the need to ensure the first priority being buildings were fit for purpose.

RECIEVED

9. **CITY SURVEYOR'S DEPARTMENTAL RISK REGISTER UPDATE**

Members received a report of the City Surveyor providing a quarterly update on the management of risks within the City Surveyor's Department.

The City Surveyor clarified that a Service Level Agreement between City Surveyor's Department and the Department Built Environment regarding management of the Bridges was very close to completion. The City Surveyor would be able to confirm to the Sub-committee in November that the Service Level Agreement was in place.

The Chairman referred to this Sub-committee having taken on responsibility for security, with the risk for this not appearing to be articulated within the risk register. The Chairman asked officers to consider mitigating factors to manage the risk around security and to report back to this Sub-committee.

RECEIVED

10. **BUSINESS PLAN 2019-24: QUARTER 1 2019/20**

Members received a report of the City Surveyor providing an end of year progress report 2018/19 along with details of progress in quarter 1 2019/20.

The City Surveyor highlighted an overspend within the department budget of £586k due to a need to recover last year's net overspend. A Member, also Chairman of Finance Committee, clarified where there were exceptional circumstances in certain areas e.g. security, this would need to be presented within year and not retrospectively. It had already been made clear that other than the exception of security that there would be no increase in budget within year. Chief Officers should be looking to manage resources within existing budgets.

The City Surveyor acknowledged that issues should have been flagged earlier and that lessons had been learned.

RECEIVED

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

A Member referred to the exceptional rain seen recently and questioned whether future proofing was taking place to ensure buildings were fully resilient for the future.

The City Surveyor clarified that a programme of planned preventative maintenance took place. Properties likely to be impacted were identified and every effort was made to ensure all maintenance was up to date in these properties. A plan was in place to ensure everything possible was being done to alleviate potential issues.

The Chairman asked for a report on how the summer weather had affected the operational estate and what lesson had been learned to prevent repetition in subsequent years.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman agreed to take an item circulated as a late paper.

West Smithfield and Charterhouse Street (Thameslink) Bridges Remedial Works.

Members considered a report of the Director of the Built Environment proposing additional works and budget to allow works to be undertaken to align with the programme of the museum project.

RESOLVED, That Members

- a) Agree to proposals to include additional waterproofing and re-surfacing of Charterhouse Street Bridge over Railtrack Sidings (Structure No 33/23).
- b) Agree to a project budget increase of £160,000 for the increase in scope to a total of £84400. The increase of £160,000 to be funded from the Additional Capital Funds for City Fund Properties Programme.
- c) That a Cost Risk Provision of £70,000 is approved over and above the £160,000 (to be drawn down via delegation to Chief Officer).

13. 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.

14. NON-PUBLIC MINUTES

The non-public minutes of the previous meeting held on 11th July were approved as an accurate record.

15. 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.

16. SECURITY UPDATE

The Sub-Committee received a verbal update of the City Surveyor relating to security.

17. 65 BASINGHALL STREET & FORMER GUILDHALL STAFF CAR PARK: ALLOCATION FOR CITY OF LONDON POLICE USE (TO FOLLOW)

The Sub-committee had before them a report of the City Surveyor relating to use of 65 Basinghall Street.

18. COMBINED HEAT AND POWER SYSTEM - FEES FOR COMMERCIAL NEGOTIATIONS

The City Surveyor submitted a paper updating the Sub-committee on continued combined heat and power commercial negotiations.

19. **GUILDHALL WORKPLACE UTILISATION PROGRAMME - SMART WORKING UPDATE REPORT**

The Sub-committee had before them a paper updating on the Guildhall Workplace Utilisation Programme.

Accommodation and Ways of Working – Vacation of Walbrook Wharf.

At this point in the meeting, the Sub-committee considered a report of the City Surveyor updating on the status of the vacation of Walbrook Wharf.

20. **ST LAWRENCE JEWRY CHURCH UPDATE - ISSUE REPORT**

The Sub-committee considered a report of the City Surveyor updating on the programme of refurbishment works.

21. **OPERATIONAL PROPERTY PORTFOLIO - ANNUAL REPORT 2019**

The City Surveyor presented a paper that provided Members with an oversight of the City Corporation's operational property portfolio and highlighting key projects undertaken over the past 12 months.

22. **OPERATIONAL PROPERTY REVIEW - PROGRESS REPORT**

The Sub-committee considered a report of the City Surveyor providing an annual review of the Operational Property Review.

23. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Sub Committee received a report of the Town Clerk updating on action taken between meetings.

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

There were no questions.

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

There were no additional items of business.

The meeting ended at 3.33pm

Chairman

Contact Officer: Chris Rumbles

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Corporate Asset Sub-Committee – Carry Forward Public Actions

	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
P04/2019	04.04.19	<u>Inadequate Baby Changing Facilities at Guildhall</u> New baby changing facility installed 6 June 2019. Located in West Wing lower ground floor Accessible Toilet	Dorian Price		COMPLETE: Update given at CASC 25/9/29. Agreed information would be circulated regarding number and location of facilities. Information circulated 26.9.19 COMPLETE – Information circulated 26.9.19.
P05/2019	05.06.19	<u>Sub Committee Terms of Reference</u>	Peter Young	At time of AMSBR amendments to terms of reference	ONGOING: Officers to report back on whether the terms of reference provide for advising on all bids for Heritage Lottery funding – noted that any clarification of Sub Committee terms of reference could be made at time of other future amendments arising from outcome of AMSBR. UPDATE: Report on CASC agenda 7.11.19 relating to National Lottery Funding. Finance Court Order 2019 states CASC as being responsible for monitoring and advising on bids for Heritage Lottery funding.
P06/2019	05.06.19	<u>Audit on Accessible Environments</u> <u>UPDATE</u>	Dorian Price	25.09.19	COMPLETE Guildhall Complex Accessibility Report on

Corporate Asset Sub-Committee – Carry Forward Public Actions

Page 10		<ol style="list-style-type: none"> 1. Centre for Accessible Environments completed their access audit (June 2019) for the external areas of the Guildhall complex. A report has now been provided (July 2019) that highlights 3 areas; <ol style="list-style-type: none"> a. Signage and Wayfinding b. Facilities Management and housekeeping c. Disability equality and awareness 2. A programme of works to survey and review all Guildhall automated doors has been undertaken during July. Remedial works have been carried out to any doors with faults in order to comply with DDA and maintain systems. 3. A review of the accessible toilets in the Guildhall Complex was completed in April 2019 to ensure they meet compliance and they are fit for purpose. Any works that have been identified as required have been actioned and will be completed as soon as reasonably practical. 			<p>CASC agenda 7.11.19.</p> <p>The Sub Committee asked that more regular planned audits be introduced to identify problem areas such as highlighted with baby changing facilities (see above).</p> <p>City Surveyor to provide a Guildhall Accessible update report to November 2019 Corporate Asset Sub-committee.</p>
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Corporate Asset Sub-Committee – Carry Forward Public Actions

P07/2019	05.06.19	<u>Water Leak at Parliament Hill Fields Lido</u>	Chris Hartwell	07.11.19	<p>COMPLETE</p> <p>Work progress update included within Cyclical Works Programme update on CASC agenda 7.11.19.</p> <p>Update at CASC on 19.9.19 that pulse meters now installed to assist in identifying where leak is coming from. Update to follow at next meeting.</p>
P08/2019	25.9.19	<u>Cyclical Works Programme Scoring</u> List to be re-issued and circulated between meetings with the scoring shown.	Alison Bunn	7.11.19	<p>COMPLETE</p> <p>Scoring matrix circulated 8.10.19</p>
P09/2019	25.9.19	<u>City Surveyor's Department Risk Register</u> SLA between City Surveyor's ad Department of Built Environment regarding management of Bridges. City Surveyor to confirm at meeting on 7.11.19 that a service agreement is in place Officers to consider mitigating factors to manage the risk around security and to report back to this Sub-committee.	John Galvin	7.11.19	<p>COMPLETE</p> <p>Final version of the document being completed and to be recommended to respective Chief Officers for agreement, with a 1.11.19 start date.</p> <p>Operations Group report on CASC agenda 7.11.19 includes security. Head of Security will be able to explain how security risk will be managed for departments going forward.</p>

Corporate Asset Sub-Committee – Carry Forward Public Actions

P10/2019	25.9.19	<u>Exceptional Weather</u> Report back on how the exception rain recently experienced had affected the operational property estate and what lessons had been learned to prevent repetition I subsequent years.	Paul Wilkinson	7.11.19	ONGOING. Report expected to be ready mid-November.
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Corporate Asset Sub-Committee –Work Programme November 2019 - September 2020

COMMITTEE DATE	07/11/2019	29/01/2020	01/04/2020	03/06/2020	22/07/2020	15/09/2020
SUSTAINABLE MANAGEMENT OF THE CORPORATION'S OPERATIONAL PROPERTY PORTFOLIO						
Corporate Property Asset Management Strategy	Corporate Property Asset Management Strategy update report		Asset Management SBR report			
City Surveyor's Business Plan	Guildhall Budget Performance 2019/20 update report	Business Plan 2019/20 Q2 outcome report	Business Plan 2019/20 Q3 outcome report Business Plan 2020/25	Business Plan 2019/20 Q4 outcome report	Business Plan 2020/21 Q1 outcome	Business Plan 2020/21 Q2 outcome
City Surveyor's Risk Register		Risk Register 2019/20 Q2 report	Risk Register 2019/20 Q3 report	Risk Register 2019/20 Q4 report	Risk Register 2020/21 Q1	Risk Register 2020/21 Q2
Facilities Management	Corporate FM update Security Update	Operational Guildhall Security Review	Security update	Security update	Corporate FM update Security update	Security update
Portfolio management information						Annual report on Operational Property Portfolio
Operational Property Review (note individual assets will be reported as declared surplus by service committees) and other disposals	West Ham Park Gateway 4					
UPKEEP, MAINTENANCE AND FURNISHING OF OPERATIONAL PROPERTIES NOT WITHIN THE REMIT OF ANOTHER SERVICE COMMITTEE						
	CWP Q1 / 2 Progress report 2019/20 Capital Cap update Barbican and GSMD	Backlog of maintenance Guildhall Conservation Management Plan St Lawrence Jewry Church – Fire Risk Assessment during Construction		CWP Q3 / 4 Progress report 2019/20		
TO MONITOR MAJOR CAPITAL PROJECTS RELATING TO OPERATIONAL ASSETS						
	Guildhall Accessibility Audit report	Stone Benches, Guildhall Yard Gateway 5 Walbrook Wharf Electrical Infrastructure report				
RECOMMENDING THE ANNUAL PROGRAMME OF REPAIR AND MAINTENANCE WORKS						

COMMITTEE DATE	07/11/2019	29/01/2020	01/04/2020	03/06/2020	22/07/2020	15/09/2020
						Cyclical Works Programme for 2021/22 Bid report
RESPONSIBILITY FOR STRATEGIES, PERFORMANCE AND MONITORING INITIATIVES IN RELATION TO ENERGY						
	Citigen update report	Citigen update report Energy Performance 2019/20 Q2 report Energy Projects update	Citigen update report Energy Performance 2019/20 Q3 report	Citigen update report Energy Projects update	Citigen update report Energy Performance 2019/20 Q4 report	
MONITORING AND ADVISING ON BIDS FOR HERITAGE LOTTERY FUNDING						
	New National Lottery Funding Approach report	Heritage Estate Review				

Peter Young
October 2019

Committee: Corporate Asset Sub Committee – For decision	Date: 07 November 2019
Subject: Guildhall Complex Accessibility Report	Public
Report of: City Surveyor	For Decision
Report author: Dorian Price	

Summary

In response to Members comments made in March 2019 regarding issues relating to the weight of door openings and provision of baby change facilities at Guildhall complex, the purpose of this report is to provide Corporate Asset Sub Committee with some background and update on progress made by the City Surveyor to improve the current levels of accessibility provision at Guildhall.

Works to address the quick wins such as accessible toilets, baby changing facilities and power doors commenced in April 2019. An audit to assess the external approach to the Guildhall complex commenced in June 2019 to consider wider accessibility to the Guildhall Complex to ensure ease and independent use for all visitors, staff and Members.

This report also provides Corporate Asset Sub Committee with a summary of the works and audits giving an overview of the opportunities and the estimated cost implications of undertaking any of the audit works together with a funding source and timetable if Members approve to progress matters.

Recommendations

Members are asked to:

- Note the report.
- Approve the recommendations from the review are either integrated into the Forward Maintenance Plans for the Guildhall and therefore included in the prioritised Cyclical Works Programme or form part of the Planned Preventative Maintenance programmes.

Main Report

Background

1. Whilst legislation exists for accessibility, the Equality Act is non-prescriptive in terms of adjustments to buildings and spaces and therefore standards are drawn from other sources, such as building regulations and British Standards.
2. The City Surveyor in recognising that consideration of accessibility to the Guildhall Complex is necessary to ensure ease and independent use for all visitors, staff and Members, has undertaken an accessibility review of the

Guildhall complex and noted those issues which may require improvement in order to meet best practice standards.

3. The accessibility review considered the following areas;
 - a. **The external approach surrounding the Guildhall complex**; The Centre for Accessible Environments (CAE) was appointed June 2019 by the City Surveyor to conduct an access review of the external environment and approach to Guildhall.
 - b. **Accessible toilets**; a review of the accessible toilets in the Guildhall Complex was completed in April 2019 to ensure the correct level of provision to meet compliance. Any works that were identified as required were actioned and will be completed as soon as reasonably practical.
 - c. **Automated/Power Doors**; a programme of works to survey and review all Guildhall automated doors was undertaken during July 2019. Remedial works have been carried out to any doors with faults in order to comply with legislation and maintain systems.
 - i. Following completion of the Members Cloakroom WC Project, Member concerns were raised regarding wheelchair access from the Members Car Park to the lower ground lifts. The following 6 automated doors were added to the project for installation;
 - the door from the Members Car Park (1no),
 - the female Members locker room (2no.),
 - male Members locker room (1 no),
 - Members wheelchair-accessible Shower room (1no),
 - Guest wheelchair-accessible WC (1no).
 - d. **Baby Changing Facilities**; a review of Baby Changing facilities around Guildhall complex.

Current Position

4. The current position of works and audit is as follows;
 - a. **The Centre for Accessible Environments access review** –
 - i. this review solely covers the external approach surrounding the Guildhall complex. It considers the plaza in front of the North Wing entrance, the Members vehicle approach, routes along Aldermanbury and Basinghall Street, Guildhall Yard and the laneway towards 'The City Centre' (known as Guildhall Buildings).
 - ii. The review identifies issues which may impact on accessibility and makes recommendations to enable good practice standards to be implemented. It also mentions the areas where good practice is already being achieved so that this is not forgotten in future renovations or upgrades.
 - iii. The access review highlights 3 areas;
 - **Signage and Wayfinding** – highlighting opportunities to install more site maps and directional signs to improve navigation, orientation and wayfinding.
 - **General housekeeping** – highlighting tree branches that require trim, Members Car Park improved marked bays and handrail protrusion to prevent any collision.
 - **Disability equality and awareness** – highlighting disability access around Guildhall, specifically, the raised statue outside North Wing where the hard corners of the statue need consideration to have

- protected corners to reduce the risk of collision. In the Member's Car Park ensure entrance door remains open to allow ease of access, provide sign above accessible parking bays 'Blue Badge Holders only'.
- iv. Since the report considers the external environment, some of the recommendations may be cross cutting i.e. the responsibility of the Highways Authority. In these instances, the City Surveyor will liaise with the relevant departments.

b. Accessible toilets –

- i. A review of 35 accessible toilets across Guildhall complex was completed in April 2019. Any works that have been identified as required have been actioned and will be completed as soon as reasonably practical.
- ii. The works are being funded from the Guildhall Administration local risk budget.

c. Automated/Power Doors –

- i. A review of 32 internal automatic doors, (excluding the new automated doors to the Members new cloakroom facility) was completed in July 2019.
- ii. 9 doors require new door operating systems and a further 15 doors require small improvements to return them to full working standards.
- iii. Where the door system wiring allows, doors will be connected to the door security system and opened using ID card. If additional wiring is required, a cost will be provided by the contractor as an optional extra to approve.
- iv. The estimated cost of works, £35k, are being funded from 2017/18 Cyclical Works Programme (CWP). With ongoing planned preventative maintenance (PPM) of all (38 automatic doors) being undertaken by the corporate contractor, Skanska, this will be funded from the Guildhall Administration Local Risk Budget.
- v. Following completion of the Members Cloakroom WC Project, 6 new automated doors have been installed and are due for final commissioning in October 2019.

d. Baby Changing Facilities –

- i. A further baby changing facility was installed 6 June 2019, located in the new West Wing cloakroom facilities.
- ii. Guildhall now have 4 baby changing facilities across the complex that are open to the public/users of events, and located as follows;
- Art Gallery Cloakroom Area Toilet
 - First Aid Room – Art Gallery
 - West Wing Events Area Toilet
 - Crypts Area Toilet
- iii. As there is no specific legal requirement for the provision of these amenities, the British Toilet Association advises that for every 10,000 people using an area, there should be at least one unisex baby-changing facility.
- iv. Guildhall complex meets and exceeds this advice.

Proposals

5. It is proposed that the recommendations from the CAE review of external approaches surrounding the Guildhall complex are costed and integrated into the forward maintenance plans and therefore included in the annual bid for the Cyclical Works Programme.

6. Accessible toilets and automated doors will be regularly monitored by the Guildhall Facilities Management Team and the City's corporate building, repairs and maintenance contractor, Skanska through a planned preventative maintenance (PPM) programme.

Financial Implications

7. Recommendations from the review will either be integrated into the Forward Maintenance Plans for the Guildhall and therefore, prioritised and included in the Cyclical Works Programme or form part of the Planned Preventative Maintenance programmes, to be met from existing Guildhall Administration Local Risk Budget.

Corporate & Strategic Implications

8. Undertaking the recommendations in this report will assist with meeting obligations under the Equality Act 2010 but does not guarantee this, as further adjustments may be needed as and when an individual's particular disability requires.
9. During the review of Guildhall, the CAE highlighted all the good practices being implemented and following the recommendations made in this review will provide further reasonable adjustments under the Act that will remove or minimise disadvantages experienced by disabled people.
10. In consultation with Corporation's Disability, Ability & Wellbeing Network (DAWN), City Surveyor officers will review the provision of a Changing Places toilet. Changing Places toilets are larger accessible toilets for severely disabled people, with equipment such as hoists, curtains, adult-sized changing benches and enough space for carers.
11. The Corporation's vision is to build and support strong, sustainable and cohesive communities by ensuring our policies, processes and employment are inclusive.

Conclusion

12. The City Surveyor has now completed a review of accessibility at Guildhall complex and identified those issues which require improvement in order to meet best practice standards.
13. The ongoing works from the review will be integrated into the forward maintenance plans for the Complex and therefore included in the annual bid for the Cyclical Works Programme and Planned Preventative Maintenance schedules will be created in order to maintain accessible ease and independent use for all visitors, staff and Members.
14. The Centre for Accessible Environments (CAE) access review of the external environment and approach to Guildhall is available upon request.

Dorian Price

Guildhall Manager

T: 020 7332 1487 E: dorian.price@cityoflondon.gov.uk

Committee: Corporate Asset Sub Committee – For Information	Dated: 7 Nov 2019
Subject: Cyclical Works Programme – Progress Report	Public
Report of: The City Surveyor report ref CS 436/19	For Information
Report author: Chris Hartwell, City Surveyor's Department	

Summary

This report provides an overview of the progress and expenditure of the current Cyclical Works Programmes (CWP 17/18, CWP 18/19 and CWP 19/20) at the end of Q2 2019/20.

The programmes last for three years. CWP 17/18 comprises 470 individual projects with a total value of £11.7m, CWP 18/19 comprises 577 projects with a total value of £11.4m, CWP 19/20 comprises 474 with a total value of £11.8m. The programmes are intended to deliver prioritised cyclical maintenance works (i.e. replacement or refurbishment of buildings, plant and equipment based on condition assessed at the end of normal useful service life and operational need) across the corporate operational estate, including The Barbican Centre and the Guildhall School of Music and Drama.

Governance of the CWP is overseen by your Committee and executed by the CWP Peer Review Group. There is provision in the governance arrangements to allow projects to be promoted into the programme in case of urgent need. Since the last report, one project has been promoted as urgently required.

Overall progress is broadly satisfactory with almost £8.7m spent or committed on CWP17/18, or 74% of the total, and CWP 18/19 progress has maintained momentum with £5.4m spent or committed (48% of total) at the half-way point. CWP 19/20 has started satisfactorily, £1.7m (14%) spent or committed in the first 6 months.

The timing of the delivery of some projects is being affected by the Fundamental Review because they depend on larger, capital-scale projects which are on hold. Recruitment and retention are affecting resource levels and teams are stretched. Access to operational buildings remains challenging. As a result, there are some projects originally in the 17/18 CWP that will not be completed by programme end in March 2020. If it is decided to progress these schemes, a request for an extension of the 17/18 programme into the next financial year will be made to your January meeting.

Following recent enquiries around the water loss to the Lido at Hampstead Heath, an update and timeline of events has been included within Appendix D.

Recommendations

Members are asked to:

1. Receive this report, note changes to the programme and the overall progress.

Main Report

Background

1. There is need to conduct planned refurbishment and replacement of buildings and their associated equipment in addition to routine serving and repairs. Resources being limited, such works need to be prioritised across the entire corporate operational estate. The Cyclical Works Programmes consider the requirements of each and prioritises individual projects in the context of the whole to ensure that the City's overall property maintenance objectives are met.
2. Governance arrangements for the CWP were agreed by your Committee in September 2016 (report ref CS 248/16). A separate description of the project prioritisation process is provided in report CS 492/17. The governance arrangements provide a mechanism for projects to be promoted into the programme.
3. Since last report, one substantial (>£50k) project (C158CW041L, Guildhall: West Wing Chiller Repairs, £58,000) has been promoted as being urgently required. The project is being funded from saving made on other projects in the programme.

Current Position

4. CWP 2017/18 progress is summarised in the table below. A fuller picture based on the fund and area of service can be found in Appendix A. In June 2019 your Committee requested an update on the project to repair long-standing leakage at Hampstead Heath Lido. The project continues, pulse meters have been installed and measurements taken will quantify accurately how much leakage is occurring and when. A summary of project activity is given at Appendix D.

Cyclical Works Programme 2017/18 Progress

TABLE 1: TOTAL PROGRAMME PROGRESS TO DATE AT 30/09/19						
Fund / Service	Total Budget	Total Actual Spend	Further Committed	Total Cost	Balance Un-committed	Total Progress
	£000's	£000's	£000's	£000's	£000's	%
2017/18 Programme						
City's Cash	6,493	3,886	719	4,605	1,888	71%
City Fund**	3,846	2,623	385	3,007	839	78%
Guildhall Admin *	1,312	754	313	1,067	245	81%
TOTAL	11,652	7,263	1,416	8,680	2,972	74%

*£139k transferred to capital projects

**£298k transferred to capital projects

TABLE 2: SPEND AGAINST 2019/20 TARGETS TO DATE AT 30/09/19				
Fund / Service	Total Budget £000's	Budget 2019/20 £000's	Actual Spend £000's	Spend Against Target %
2017/18 Programme				
City's Cash	6,493	3,410	847	25%
City Fund	3,846	1,372	169	12%
Guildhall Admin	1,312	633	183	29%
TOTAL	11,652	5,415	1,199	22%

5. The 2017/18 CWP programme consists of 470 projects with a total value of £11.7m.
6. The current position is that an actual spend of £7.26m has been achieved and orders for a further £1.42m of work have been placed. Progress is good with half a year to run, 74% complete by value spent or committed.
7. The bulk of the remaining work is the package of approximately £1m of work for delivery by the City's maintenance contractor Skanska in Open Spaces and several projects in the Barbican Centre and GSMD where progress has been delayed by various factors including complications in procurement, difficulty in gaining access and staff resource challenges.
8. Consideration is being given to which of these projects need to be carried forward and completed in 2020/21 from within the overall funding envelope for that financial year. If an extension of the 2017/18 programme is required for any of these scheme a request will made to your committee in January
9. There are indications that internal resources are stretched.
10. The status of the 2017/18 programme may be summarised as follows:

Complete	In Hand	Not Yet Started	Total	With
173	175	122	470	

the exception of those listed in para 7 above, there are no projects not yet started with budgets greater than £50,000. confidence in delivering them is high.

Cyclical Works Programme 2018/19 Progress

11. CWP 2018/19 progress is summarised in the following tables. More detail based on fund and area of service is at Appendix B.

TABLE 3: TOTAL PROGRAMME PROGRESS TO DATE AT 30/09/19

Fund / Service	Total Budget	Total Actual Spend	Further Committed	Total Cost	Balance Un-committed	Total Progress
	£000's	£000's	£000's	£000's	£000's	%
2018/19 Programme						
City's Cash *	5,833	2,672	467	3,139	2,694	54%
City Fund**	4,101	1,114	275	1,389	2,711	34%
Guildhall Admin	1,429	370	515	886	543	62%
TOTAL	11,362	4,156	1,258	3,838	7,523	48%

* £80k transferred to Capital Projects ** £345k transferred to Capital Projects

TABLE 4: SPEND AGAINST 2019/20 TARGETS TO DATE AT 30/09/19

Fund / Service	Total Budget	Budget 2019/20	Actual Spend	Spend Against Target
	£000's	£000's	£000's	%
2018/19 Programme				
City's Cash	5,833	2,051	1,321	64%
City Fund	4,101	754	508	67%
Guildhall Admin	1,429	176	163	93%
TOTAL	11,362	2,981	1,992	67%

12. The 2018/19 CWP programme comprises 577 projects with a total value of £11.4m. The current position is that £4.16m has been spent and a further £1.27m committed giving total progress of about 48% the programme at the half-way point.

13. The status of the 2018/19 programmed may be summarised as follows:

Complete	In Hand	Not Started	Total
165	212	200	577

Cyclical Works Programme 2019/20 Progress

TABLE 5: TOTAL PROGRAMME PROGRESS TO DATE AT 30/09/19

Fund / Service	Total Budget	Total Actual Spend	Further Committed	Total Cost	Balance Un-committed	Total Progress
	£000's	£000's	£000's	£000's	£000's	%
2019/20 Programme						
City's Cash	5,354	367	530	897	4,457	17%
City Fund	5,156	156	425	581	4,575	11%
Guildhall Admin	2,137	87	229	316	1,821	15%
TOTAL	12,647	610	1,184	1,793	10,853	14%

TABLE 6: SPEND AGAINST 2019/20 TARGETS TO DATE AT 30/09/19				
Fund / Service	Total Budget	Budget 2019/20	Actual Spend	Spend Against Target
	£000's	£000's	£000's	%
2019/20 Programme				
City's Cash	5,354	1,837	367	20%
City Fund	5,156	977	156	16%
Guildhall Admin	2,137	314	87	28%
TOTAL	12,647	2,981	1,992	20%

14. CWP 2019/20 became live in April 2019 and progress is summarised in the tables below. More detail based on fund and area of service is at Appendix C.

15. The 2019/20 CWP programme comprises 319 projects with a total value of £12.65m. The current position is that £1.99m has been spent and a further £1.18m committed giving total progress of about 14% of the programme, which represents a solid start after just 6 months of the new programme.

Corporate & Strategic Implications

16. Cyclical Works Programmes set out to deliver three of the key objectives in the Corporate Property Asset Management Strategy.

- SO.1 – Operational assets remain in a good, safe and statutory compliant condition.
- SO.2 – Operational assets are fit for purpose and meet service delivery needs.
- SO.3 – Capital and supplementary revenue programmes are affordable, sustainable and prudent and that the limited available resources are directed to the highest corporate priorities.

Conclusion

17. Progress on CWPs 18/19 and 19/20 is satisfactory. Some CWP 17/18 projects will need further time to complete and this will be reported to your committee in January, the impacts of uncertainty due to the Fundamental Review and stretch on project delivery resources are also beginning to be felt.

Appendices

- Appendix A – 2017/18 Cyclical Works Programme
- Appendix B – 2018/19 Cyclical Works Programme
- Appendix C – 2019/20 Cyclical Works Programme
- Appendix D – C178CW290L Hampstead Heath Lido Leak Repair Update

Report Author

Chris Hartwell
Assistant Director
City Surveyor's Department
T: 020 7332 1732
E: chris.hartwell@cityoflondon.gov.uk

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Committee(s): Corporate Asset Sub Committee	Date: 7 th November 2019
Subject: Bridge House Estates Cyclical Works 2020-21	Public
Report of: City Surveyor CS: 441/19	For Information
Report author: Alison Bunn – Head of Facilities Management	

Summary

This report sets out the cyclical programme of work for 2020/21 for properties that this committee are responsible for and form part of the Bridge House Estate portfolio. Those properties are namely Tower Bridge including Bridgemasters House and Millennium Bridge.

The works are taken from the 50-year plan for each bridge and are created in conjunction with colleagues from the Department of the Built Environment and Open Spaces.

Recommendation

Members are asked to:

- Note the content of this report.

Background

1. The City Surveyor is the asset owner for all 5 bridges which form part of the Bridge House Estate portfolio. This committee has corporate ownership for two bridges: Tower Bridge including Bridgemasters and Millennium Bridge and the Property Investment Board for the remaining 3 bridges: Blackfriars, Southwark and London.
2. The upkeep and maintenance for each bridge is the responsibility of the Department of the Built Environment with Planning and Transportation Committee being the overall responsible committee for the bridges.
3. Each bridge has a forward maintenance plan known as the 50-year plan which identifies future cyclical maintenance requirements.
4. Each year the plan is reviewed by the various stakeholders: Department of Built Environment, Open Spaces and City Surveyors to determine which projects should form part of the following year's works.
5. The plans operate on an annual cycle and works identified in Appendix 1 will be completed in financial year 20/21, 1st April 2020 to the 31st March 2021.

6. In relation to Tower Bridge the areas of responsibility are as follows:

- Maintenance and Upkeep of Bridge – Department of the Built Environment
- Management of the Bridge and its Operations – Open Spaces
- Service Delivery for Facilities Management Services – City Surveyor's

Each team deliver the project that falls within their area of responsibility; and to ensure projects are effectively delivered, there are several inter-departmental working groups:

- Tower Bridge Strategic Co-ordination Group. Chaired by CSD, the group consists of officers from DBE, CSD, Tower Bridge operations, and Chamberlain's, to ensure all maintenance for the Bridge is appropriately managed.
- Bridges and Structural Asset Management Group. Chaired by CSD to ensure the risks as outlined on the City Corporation Risk Register, are managed appropriately and that the structures are being adequately inspected and appropriate maintenance carried out.
- 50-year plan review Group. Chaired by DBE Structures team to ensure that all planned maintenance is recorded into the 50-year financial plan.

7. For the Millennium Bridge all responsibility for the maintenance and upkeep of the bridge falls to the Department of the Built Environment.

8. Whilst Bridgemasters House falls within the curtilage of Tower Bridge it is not included in the 50-year plan for the Bridge, it holds its own Forward Maintenance Plan. Bridgemasters was refurbished 2 years ago there are no cyclical maintenance items due for this location in year 20.21

9. Governance of the Bridges fall to Planning & Transportation Committee as they are responsible for the construction, maintenance and upkeep of the bridge, except for the tourism operation.

Appendix

- Appendix 1 20.21 Cyclical Projects

Alison Bunn
Head of Facilities Management - Assistant Director
020 73321069 Alison.Bunn@cityoflondon.gov.uk

Committee(s)	Dated:
Corporate Asset Sub-Committee – For Information	7 th November 2019
Subject: Corporate Property Asset Management Strategy – Review Update	Public
Report of: City Surveyor (CS.457/19)	For Information
Report author: Paul Friend, City Surveyor's Department	

Summary

The Corporate Property Asset Management Strategy outlines the common objectives shared across the operational property estate that in turn support the Corporate Plan. The current strategy was approved in May 2017 and is due for review; significantly given recent developments in asset management including the implementation of the responsibilities from the Asset Management Service Based Review, Fundamental Review, revised carbon reduction targets and the emerging digital agenda across the portfolio.

This report provides a short update on how the review will be progressed and when it will be available for member approval.

Recommendation(s)

Members are asked to note the proposal

Main Report

Background

1. The existing Corporate Property Asset Management Strategy (CPAMS) was approved in May 2017(see Appendix 1). The core purpose of the document is to provide a member approved strategy, outlining the common objectives shared across all of the operational property estate, which in turn supports the Corporate Plan. By way of clarification this strategy solely relates to the operational portfolio overseen by this committee; for example it is separate from any property asset strategy held on the investment portfolio, albeit they may be commonality for example in the management of third-party interests.
2. A review of the CPAMS is necessary to ensure that asset management of the City's operational property portfolio continues to be aligned with the City's strategic vision and key objectives. Specifically, it acts as the basis for making informed decisions on asset management across the operational estate including supporting proposals for maintenance and investment in the operational estate, Asset Management Plans, sustainability and the asset management component of department business plans.

Review

3. The review of the CPAMS will be led by the Corporate Property Group of the City Surveyors department, taking into account developments in asset management across the operational estate since the last review, including for example the revised Corporate Plan, the Asset Management Service Based Review (AM ABR), the Fundamental Review, revised carbon reduction targets and the emerging digital agenda across the portfolio.
4. Full consultation with all departments will be undertaken through officer groups, namely the Operational Property Change Board, the Strategic Resources Group and Summit Group prior to seeking member approval to the agreed recommendations. Briefly, the review will address whether existing recommendations contained in the current strategy remain relevant, which recommendations require amendment and whether new additions are now appropriate.
5. Due to potential implications arising from the Fundamental Review, Governance Review and the implementation of the AM SBR (due to be completed in April 2020), it is expected that the revised CPAMS will be available for member approval in summer 2020.

Corporate & Strategic Implications

6. The revised CPAMS will align with the aims of the Corporate Plan 2018-23 and associated outcomes: -
 - i. Contribute to a flourishing society
 - ii. Support a thriving economy
 - iii. Shape outstanding environments

Conclusion

7. This report provides a short update on how the review of the Corporate Property Asset Management Strategy will be undertaken. Allowing for implications arising from the Fundamental Review, Governance Review and the implementation of the Asset Management Service Based Review it is expected that a revised strategy will be available for approval by this committee in summer next year.

Appendices

- Appendix 1 –. Corporate Property Asset Management Strategy 2017/18

Paul Friend

Head of Corporate Asset Management, City Surveyor's Department

T: 020 7332 1497

E: paul.friend@cityoflondon.gov.uk

Committee(s): Corporate Asset Sub Committee	Date(s): 7 th November 2019
Subject: Corporate Facilities Management – Update Report	Public
Report of: City Surveyor CS: 440/19	For Information
Report author: Alison Bunn – Head of Facilities Management	

Summary

The following report gives an update on the key workstreams being undertaken by:

Part 1 - Corporate Facilities Management (FM) team

Part 2 – Corporate Security Overview

Recommendation

Members are asked to:

- Note the report.

Main Report

Part 1 – Corporate Facilities Management Team

Contract Management & CAFM

1. The new Lift and Escalator contract commenced on the 1st July 2019, the contract is now held by Amalgamated Lifts and will run for a 5-year period. Mobilisation of the contract went well, and all staff transferred across to Amalgamated without any incidents.
2. The Millennium Inclinator was treated as a separate Lot for the tender process and unfortunately did not receive any compliant bids. As a result, the FM team met with TFL at Greenford underground station, who have recently installed a similar facility. As a result the Planning and Transportation Committee have supported that Kone Lifts, who are TFL's Inclinator maintenance provider, are appointed to maintain the Inclinator going forward. It is anticipated that the contract will start towards the end of the year, in the meantime the current contractor Axis Lifts will continue to maintain the Inclinator.
3. The new Corporate Security contract commenced on the 1st September 2019 with ISS Facilities Services now delivering the service, the contract will run for a 3-year period with an opportunity to extend by a further 2 years. Mobilisation of the contract is going well, and all staff transferred across to ISS without any incidents.
4. The Corporate Cleaning contract has been extended for a further 3 years until 2022. Enhanced services are currently being agreed with key stakeholders, for

example, the Remembrancer's Department for the Event Space at an additional cost of circa £39,000 per annum to ensure the area is cleaned to their desired specification.

5. Work continues with the Computer Aided Facilities Management (CAFM) System to ensure that it acts as the single repository for the City's property related documents. This includes up to date plans, schematics, compliance certification, reactive and planned maintenance tasks and works scheduling. The contract with MICAD has been extended for a further year until November 2020 whilst we undertake soft market testing to identify if our current system is offering value for money.
6. Appendix 1 shows the KPI contractor performance for the last 6 months (Mar – Aug). Overall the performance of our contractors is good and allows us to develop the working partnership that we are aspiring to achieve. Any failures are dealt with by an action plan that is immediately implemented, and financial penalties are applied.
7. We are currently formalising a framework of suppliers to be able to provide Fire Risk Assessments for all the City's properties including housing. This will ensure competitive prices are achieved and increase the speed to market. It is anticipated that this framework will be in place by Summer 2020. In the meantime, the current call off arrangements will continue.

Guildhall Facilities Management

8. Peter Ochser the new Guildhall Complex Buildings and Hospitality Manager started on the 10th July 2019. Peter's remit is to deliver the FM services to the Guildhall.
9. The additional budget for the Guildhall site that was approved last year came into effect April 2019 and is assisting the FM team to manage the service that is required within the correct budget allocation.
10. The Guildhall FM team is now fully staffed.
11. The Guildhall Plant Services was successfully transferred to Skanska on the 1st July 2019. The mobilisation and handover to Skanska has gone well and without incident. We will now be working with Skanska to identify improvements.
12. The second phase of consolidation of the post and parcel deliveries to the Guildhall has been agreed, we are currently in the process of completing a time and motion study for all deliveries to the Guildhall. This will allow us to identify which suppliers we need to add to the consolidated deliveries process. In addition, a corporate Amazon account is being established with all deliveries going to the consolidation centre for onward delivery to the Guildhall. Personal deliveries to the Guildhall will also be stopped and communication around this will be taking place shortly.
13. In April 2019 the Function Team joined the FM team, their main task is to ensure that the events space is set up accordingly. Work has begun to integrate the service into the overall Guildhall FM Team and review the service.

Health and Safety - Property

14. The Health & Safety Property team continue to update policies and procedures with Fire Safety, Asbestos and Water Hygiene which have been reviewed and published.

15. A Fire Compliance Officer started in July and has been tasked with carrying out an audit of all the Fire Risk Assessment's for the City. An initial pilot audit has been carried out and lessons learnt have been applied for the remaining audits. The outcome of the audits is being reported to the Health, safety and Wellbeing Committee on a quarterly basis.

Corporate Property Facilities Management

16. The team continue to manage the Barking Power Station site and all services have now been transferred across to our corporate contract suppliers. Any specialist needs are being dealt with by separate contracts. The Health and Safety Risk Register is in place and risks are being managed. The site continues to offer a good location for film and tv works along with being used as a training venue by CoLP. We will continue to manage the site until the development/demolition begins which is likely to be mid-2020.
17. Results from the 2018 annual customer FM service have been shared with the FM team and our service suppliers. The associated actions have been implemented with regard to lessons learned about how our customers perceive the service we deliver and the opportunities for areas to improve. The next survey will be conducted in 2020.
18. Skanska have started to undertake projects from the cyclical works programme (CWP) currently in the region of £1.4 million. The projects will be completed in line with CWP targets. In addition, they will be allocated further projects from the 2020/21 CWP list in April 2020. This is releasing the resource pressures that the Minor Projects team are experiencing due to austerity measures.
19. Work continues with Skanska to move towards condition based cyclical maintenance and inputting the City's forward maintenance plans onto MICAD to marry up with day to day PPM intelligence.
20. The team have been working on the annual CWP 2020/21 bid list which was presented to this Committee in September to ensure it represents the needs of our clients and allow us to maintain all properties in a fair to good condition.

Part 2 - Corporate Security Overview

- 21. Simon Causer started on the 1st July 2019 as the Head of Security for the Corporation, the role is initially focussed on managing the security at the Guildhall and in line with the Senior Security Board decision, it will have a wider reach across the Corporation as Simon gets established.
- 22. Jill Mahoney the Security Manager at the Guildhall started on the 1st May 2019.

Security Advisory Board

- 23. This is a subgroup of the Senior Security Board meeting quarterly with agreed terms of reference which they work to.
- 24. Representation on the group is formed from all the key sites including Guildhall, Tower Bridge, Central Criminal Court, Mansion House, Markets.
- 25. The group is chaired by Simon Causer, Head of Security.
- 26. ISS the Corporate Security Contractor sit on the group.
- 27. A What's App group has been set up to ensure there is quick effective communication between the sites in the event of a security emergency, this links into the group setup for Chief Officers through Richard Woolford.
- 28. The last meeting took place on the 31st July at Mansion House and discussed the following key areas Security site updates, Counter terrorism updates, forthcoming events across CoL, Senior Security Board update and risk management.
- 29. The next meeting is due to be held on 28th October 2019 at the Barbican.

Security Cross Cutting Update

- 30. To mitigate some of the risks listed in Corporate Risk 24 (CR24), the security cross cutting project being delivered by colleagues in the Property Projects Group, based on the Counter Terrorism Security Assessment, is nearing completion with the final stage; the CCTV upgrade at Mansion House, Guildhall, Barbican and CCC, forecast for completion by March 2020.
- 31. In addition, a capital bid is being prepared for the installation of a Public Address & Voice Alarm (PAVA) system at the Guildhall. This is to assist with the mitigation of a Corporate Risk related to security (CR24) and mirrors the guidance provided by the Centre for the Protection of the National Infrastructure (CPNI) guidance. This will be supported by works to upgrade external door locking mechanisms to allow for a rapid lockdown of the Complex to mitigate against any critical threat.
- 32. Work is ongoing to replace the Rapiscan Machines at Mansion House, Guildhall, Barbican and CCC with delivery forecast for February 2020

Security Culture

- 33. Through the SAB and the People Security Board work has begun on the operational security review at the Guildhall Complex. The Head of Security with the Guildhall Security Manager are considering options for how the service can be provided in the future. One of these options will be considering the outsourcing of the service to ISS. A paper will be presented to this Committee in January 2020 to present the options to Members to agree a way forward.

34. In April 2019 the Visitor Services and Post Room team joined the Security team. The combining of the two teams makes sense due to their synergies of the service they deliver.
35. Work is being undertaken to reduce the level of overtime worked by the in-house security team to ensure that their work life balance is proportionate. The majority of operational overtime going forwards will be covered by ISS the corporate security provider.
36. Fast Track entry for staff, members and contractors is working well at the North and West Wings and allows the security team to concentrate on Visitors to the building.
37. All Security Officers are now SIA licenced and their CPD Training has been brought up to date with a suite of training courses organised through the L&D team.
38. The new uniform is now being worn by all staff and has received positive comments.
39. The Security Manager has been working with the Remembrancer's to ensure that the correct recharging structure is in place and all costs are fully recoverable from each event.
40. Clear guidance is now in place for the wearing of ID badges and regular checks are made by the Security team to ensure that people are adhering to the guidance. Members leading by example would greatly assist this.
41. The access control system (COTAG) has been updated to bring it up to the required standard which is supported by the IT division. The upgrade has allowed us to have a thorough cleanse of the system and make sure that people have the right passes issued to them with the right access permissions.
42. The Security team are supporting and working with the People Security Board to assist with the implementation of the clear desk policy
43. Operation Platinum, the management and dispersal of staff in the event of a terrorist attack has been approved by the Senior Security Board and is now being implemented at the Guildhall by the Head of Security. Other venues will follow once it has been established.
44. The Head of Security has actively been involved in the London Bridge contingency plans and will be the Silver Command for the event.
45. Action Counters Terrorism (ACT) e-learning (mandatory for all front of house staff & voluntary for others) was launched in June 2019. This replaces Operation Griffin and is designed to increase the awareness of our staff to the terrorist threat.
46. Standard Operating Procedures (SOP's) have been reviewed and updated for the services and duties undertaken by the Security team.
47. Work is underway to create an electronic system for allocating and rostering duties for the security team. This will move away from a paper-based system.
48. Proposed removal of Security staff in the City Business Library entrance with all visitors coming through the West Wing has been approved and is being implemented by the 1st December 2019. This will result in efficiency savings of circa £100,000 per annum.

Events

49. A standard approach to medium and high-risk events across the corporate estate is now embedded with accountability through Simon. This sees the completion of

a security risk assessment process for such events and a command structure that provides accountability and implementation of security recommendations. Briefings for such events are made available to the Senior Security Board.

50. The Head of Security has assisted Mansion House to investigate and improve procedures because of a recent security breach at the recent Chancellors speech dinner.
51. Animal Rebellion took occupation of Smithfield Market for 24 hours between 18.00 on Monday 7th October to 18.00 on Tuesday 8th October. No incidents to report.
52. Forthcoming Events of note are the Silent Ceremony, Lord Mayor's Show and Lord Mayor's Banquet from the 8th – 11th November 2019.
53. An event risk assessment process has been implemented to ensure that each event has the correct category and therefore the relevant security provision.

Corporate & Strategic Implications

54. Facilities Management at the City supports the following objective in the City Surveyors Business Plan:

Property assets and facilities management: We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies; this includes asset management plans, facilities management including hard (planned and reactive maintenance) and soft services (cleaning, security, etc...), cyclical projects and minor improvements and delivery of major capital projects for refurbishments and new builds.

Conclusion

55. This report shows the main workstreams that the FM team are working on within the last 6 months, in addition to the day to day business as usual.

Appendices

- Appendix 1 – Contractor KPI Performance Mar – Aug 2019

Alison Bunn

Head of Facilities Management – City Surveyor's

T: 020 7332 1069

E: Alison.bunn@cityoflondon.gov.uk

Committee:	Dated: 25th October 2019
Corporate Asset Sub-Committee (CASC)	November 7 th 2019
Subject: 2019/20 Quarter 2 Energy Performance Report	Public
Report of: The City Surveyor	For Information
Report author: James Rooke, Assistant Director, Energy & Sustainability	

SUMMARY

This report presents the 2019/20 Quarter 2 Energy Performance Report with results and commentary for the year-on-year and long-term performance for CoL operational sites.

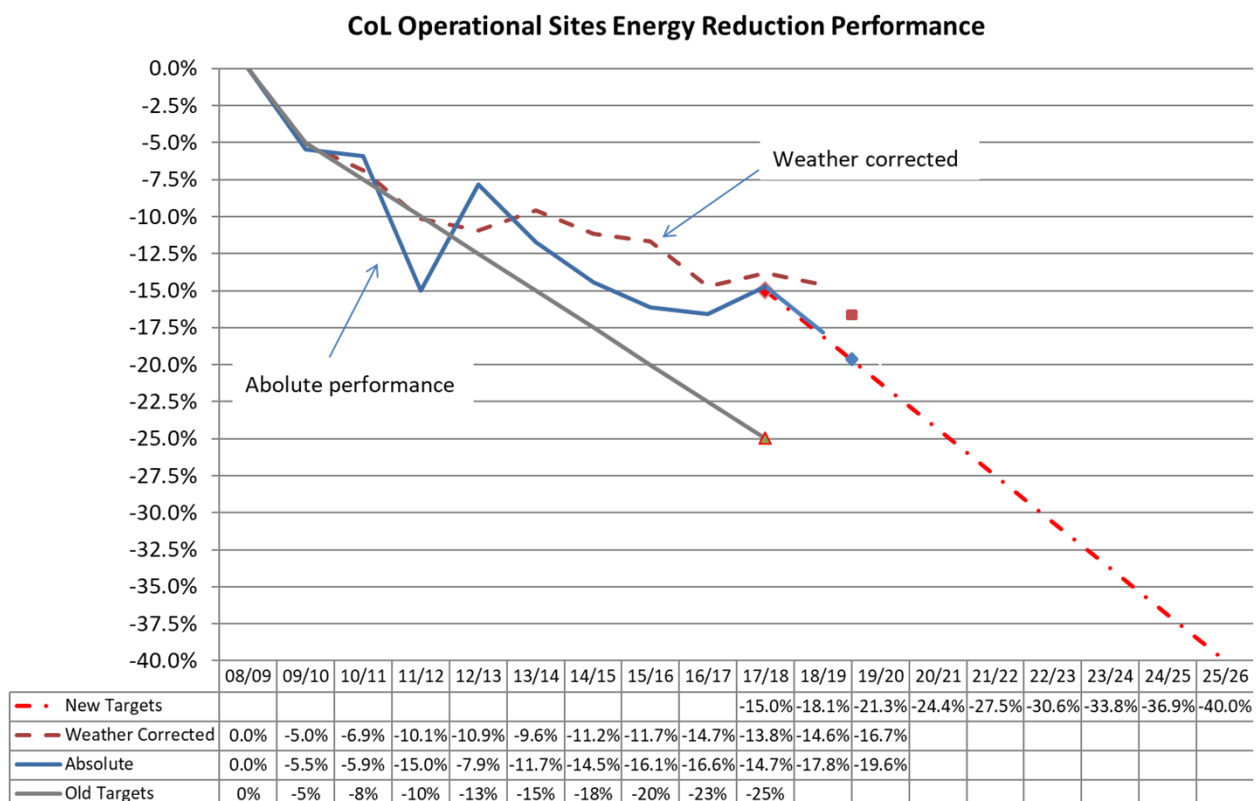
The weather corrected energy consumption decreased 2.5% by Q2 of 2019/20 compared to 2018/19. Smithfields Market was the main contributor to the energy reduction, supported by reductions at Guildhall Complex, Central Criminal Court, and Milton Court.

The annual performance up to Q2 2019/20 indicates a 19.6% reduction in absolute energy consumption, translating to a 16.7% reduction when corrected for the weather against the 2008/09 baseline. Q1&Q2 results indicate the city is to achieve the annual reduction target.

MAIN REPORT

Performance update

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



1.1 Long-term: chart 1 presents an update on the long-term performance against target, including the interim performance up to Q2 19/20 (dotted lines). Compared to the 2008/09 baseline the performance up to Q2 2019/20 indicates a 19.6% reduction in absolute energy consumption, translating to a 16.7% reduction when corrected for the weather. This represents good progress towards achieving the 2019/20 end of year targets to be on course for a 40% reduction by 2025/26. It should be noted that 21 New Street has been added to the portfolio recently, adding ~1.5% to the total portfolio energy consumption. This additional energy could however be reversed in absolute terms when other properties occupied by CoL Police are disposed of in the coming years.

Table 2. Performance comparison by top 30 sites: 2019/20 Q2 with 2018/19

Site Name	Weather corrected				Q2 19/20 to Q2 18/19	
	12-months to Mar-19	12-months to Sep-19	Diff. kWh	Diff. %	kWh Diff.	% Diff
London Central Market (Smithfield - landlord & tenant)	18,245,115	16,495,241	-1,749,875	-9.6%	-1,012,747	-22.3%
Guildhall Complex	17,366,450	17,078,922	-287,528	-1.7%	-66,505	-2.0%
Barbican Arts Centre	17,152,399	17,565,414	413,016	2.4%	554,004	13.6%
Central Criminal Court	8,090,943	7,364,119	-726,824	-9.0%	-434,620	-24.7%
New Spitalfields Market (landlord)	6,800,091	6,799,483	-608	0.0%	-52,964	-2.6%
City of London Freeman's School	4,906,326	4,777,685	-128,641	-2.6%	-70,168	-11.5%
GSMD - Milton Court	3,879,176	3,454,604	-424,572	10.9%	-224,019	-28.5%
Streetlighting	3,628,433	3,773,371	144,938	4.0%	103,565	14.1%
Billingsgate Market (landlord & tenant)	3,575,265	3,519,202	-56,063	-1.6%	-24,908	-3.2%
Bishopsgate Police Station	3,403,005	3,315,132	-87,873	-2.6%	-84,528	-14.6%
City of London School	3,023,669	3,169,263	145,594	4.8%	104,211	29.7%
City of London Crematorium	2,812,736	2,874,254	61,517	2.2%	74,563	16.1%
Tower Bridge	2,326,102	2,524,245	198,142	8.5%	160,544	76.4%
GSMD – Silk St.	2,311,250	2,295,455	-15,795	-0.7%	-51,798	-11.3%
Mansion House	2,306,203	2,203,800	-102,404	-4.4%	-44,020	-16.6%
City of London School for Girls	2,250,196	2,271,831	21,636	1.0%	30,779	10.0%
New Street (21)	1,779,571	1,754,534	-25,037	-1.4%	-9,985	-3.1%
GSMD - Sundial Court	1,777,505	1,842,470	64,964	3.7%	-43,187	-16.1%
Walbrook Wharf	1,725,223	1,567,306	-157,917	-9.2%	-69,764	-19.4%
Wood Street Police Station	1,600,081	1,527,385	-72,696	-4.5%	-38,588	-9.3%
London Metropolitan Archives	1,345,486	1,290,202	-55,284	-4.1%	-47,228	-23.0%
Snowhill Police Station	863,679	823,817	-39,863	-4.6%	-40,221	-25.5%
Animal Reception Centre	764,249	746,946	-17,303	-2.3%	-2,932	-2.4%
Open Spaces Hampstead Heath Leisure	660,653	678,525	17,872	2.7%	9,790	6.6%
Open Spaces Epping Forest	648,255	641,819	-6,435	-1.0%	-238	-0.3%
Tower Hill Coach & Car Park	542,795	547,524	4,729	0.9%	-1,892	-1.4%
Open Spaces Golders Hill & Extension	371,809	380,289	8,480	2.3%	4,336	14.7%
Upper Thames Street Tunnel Lighting	304,116	264,449	-39,667	13.0%	-16,524	-22.6%
Open Spaces Parliament Hill	258,042	272,518	14,476	5.6%	8,451	49.1%
Minories Car Park	246,730	246,730	0	0.0%	0	0.0%
Total	114,965,556	112,066,535	-2,899,021	-2.5%	-1,286,593	-5.4%

1.2 Last quarter: table 2 presents the performance of the 30 largest energy consuming sites. The actual (absolute) difference in energy consumption for Apr-Sep 2019/20 compared to Apr-Sep 2018/19 is presented as well as the weather corrected trend for the 12-months of energy consumption over the periods up to the previous and latest quarter. Comparing the absolute performance provides an indication of recent performance changes but is influenced by the

weather which over Q2 19/20 was milder than Q2 18/19 with less significant periods of higher and lower temperatures. The 12-month weather corrected results provides an indication of the latest annual performance when excluding the differences in the weather.

Smithfields Market was the main contributor to the overall energy reduction, supported by reductions at Guildhall Complex, Central Criminal Court, and Milton Court. Commentary focused on the key sites and contributors to performance change is provided below with further commentary provided on others in Appendix 1.

1.3 LCM (Smithfield): overall actual energy reduced by ~22% in Q2 compared to Q2 for the previous year, and the main changes were:

- -540MWh (-59%) decrease in cooling for the East and West Markets, partly a result of the reduced demand for cooling due to the comparatively colder weather but mostly due to improved BEMS strategies.
- -310MWh (-11%) electricity for East and West Markets due to improved BEMS strategies for Car Park ventilation and ventilation and circulation pumps.
- -145MWh (-55%) reduction heat for West Market due to improved BEMS strategies.

The Energy Team continue deliver BEMS improvements and are seeking funding towards LED lighting for the car park.

1.4 Guildhall Complex (GHC): overall actual energy consumption reduced by ~2% in Q2 compared to Q2 the previous year. Correcting for the weather shows consumption has reduced by ~1.7% up to Q2 19/20. The main changes and reasons are:

- +82MWh (+23%) increase in actual heat consumption across the site, apart from the East Wing, but when corrected for the colder weather performance remained unchanged.
- +16MWh (+6%) increase in East Wing public areas electricity.
- -25MWh (-8%) reduction in OJR electricity, due to lower demand from computer equipment.
- -25MWh (-7%) reduction in electric chillers serving West and East Wings mainly due to the comparatively colder weather this summer compared to summer 2018.
- -115MWh (-16%) reduction in North Wing, Great Hall, and Old Library electricity due to BEMS improvements by the Energy Team and LED lighting installation in the Great Hall.

The Energy Team are in progress with delivering many more BEMS control improvements and are also looking to secure funding towards ventilation motor controls, funding for additional sub-metering and supporting improved site-wide solutions for cooling and humidification. Consumption levels are particularly high in the East Wing due to a mixture of plant maintenance and lighting control issues which the Energy Team are investigating with FM.

1.5 Barbican Arts Centre (BAC): overall energy consumption increased by 14% over Q2 19/20 when compared directly with Q2 18/19. Correcting for the weather shows consumption has increased by ~2.4% up to Q2 19/20. The main changes over Q2 19/20 compared to Q2 18/19:

- Increased demand on services due to increased site events and activity:
 - +286MWh (+20%) increase in cooling.
 - +228MWh (+37%) increase in heating.
 - +14MWh (+24%) increase in catering electricity.
 - +14MWh (+29%) increase in theatre electricity.
- -47MWh (-100%) decrease in Exhibition Halls heating due to a supply maintenance issue.

The Energy Team are working up a proposal for LED lighting within the car park driveways and will be providing the site with support for BEMS control improvements.

- 1.6 Central Criminal Court (CCC):** overall energy consumption decreased -434MWh (-25%) over Q2 19/20 when compared directly with Q2 18/19. Correcting for the weather shows consumption has decreased -9% up to Q2 19/20. The main reduction was in relation to the old oil heating boilers, whose actual consumption decreased by -207MWh (-35%) in Q2 19/20 compared to the same period the previous year. This was due to the site reinstating a smaller oil boiler to improve load matching and reduce system losses following advice from the Energy Team. Gas consumption for the new gas boiler also decreased by -174MWh (-43%), -7% when corrected for the weather and this was mainly due to consumption having previously being based on estimated readings. As the phased refurbishment continues, energy should reduce, but significant reductions will only come once older heating and cooling plant is decommissioned at the end of the programme. The Energy Team are also pursuing funding for LED lighting upgrades.
- 1.7 GSMD Milton Ct.** overall energy consumption decreased -224MWh (-29%) over Q2 19/20 when compared directly with Q2 18/19. Correcting for the weather shows consumption has decreased by 11% up to Q2 19/20. The main reason for this was a -430MWh (-74%) decrease in cooling in Q2 19/20. This is likely due to a combination of ventilation control improvements undertaken by FM and supply issues from Citigen. Heating consumption decreased -4MWh (-6%) but was unchanged when corrected for the weather. Electricity consumption decreased -32MWh (-6%). The Energy Team are looking to secure funding to upgrade the lighting in some areas and support FM with further control improvements.
- 1.8 Tower Bridge:** overall energy consumption increased +161MWh (+29%) over Q2 19/20 when compared directly with Q2 18/19. Correcting for the weather shows consumption has increased ~9% up to Q2 19/20. The main reason for this change was an increase of +147MWh in gas consumption for the new heating boilers due to their higher capacity and displacement of previous electric heating. Electricity consumption also increased +13MWh. The Energy Team and FM will review the control settings to ensure efficient operation is being achieved.
- 1.9 CoL Boys:** overall energy consumption increased +104MWh (+30%) over Q2 19/20 when compared directly with Q2 18/19. Correcting for the weather shows consumption has increased ~5% up to Q2 19/20. This is partly attributed to the fact the gas boilers were out of commission during summer 2018 when they were being replaced and hence the comparative increase in summer 2019. There continues to be a very high electricity demand even during unoccupied hours. This should be investigated by the site to ensure appliances, lighting and plant are not left operating unnecessarily. The Energy Team are looking to secure funding towards LED lighting and ventilation motor controls.

Conclusion

While the long-term energy performance remains below target the results for Q2 are a significant improvement. This indicates that, if sustained, the end of year target should be met and continuation on this trajectory will achieve the 40% reduction target by 2025/26.

Recommendation

Members are asked to note the contents of this report.

James Rooke

Assistant Director, Head of Energy & Sustainability
City Surveyor's Department

E: james.rooke@cityoflondon.gov.uk

Meeting	Date
Corporate Asset Sub Committee	7 th November 2019 Public
Subject National Lottery Funding (NLF) – Bid co-ordination proposal and update	
Report of The Town Clerk	
Report Author Tom Conniffe – Corporate Performance Manager	For information

Summary

This paper appraises Corporate Asset Sub Committee of a proposal to co-ordinate the National Lottery Fund bidding process across the City Corporation.

Recommendations

It is recommended that Corporate Asset Sub Committee:

- i. Notes the proposal to co-ordinate bids for National Lottery funding from across the City Corporation in order to maximise the total return to the organisation; and
- ii. Notes that this approach is likely to be expanded upon and taken forward within one of the cross-cutting themes emerging from the Fundamental Review.

Background

1. To date, the Heritage Estate Section (HES) of the City Surveyor's Department (CSD) has led on collating a complete overview of applications made by the City of London Corporation (City Corporation) to the family of 12 distributors of National Lottery Funding (NLF). The CSD is not however responsible for managing NLF applications or agreeing the priority of proposed submissions.
2. In April 2018, the CSD recommended to the Town Clerk, Chairman and Deputy Chairman of Resource Allocation Sub-Committee that the NLF applications process be reviewed. In November 2018, Priorities Board agreed a proposal that it would assume responsibility for managing NLF applications and agree the priority of the proposed submissions.
3. To support this, a small cross-departmental NLF Officer Working Group was proposed to meet bi-annually to peer review information related to each planned or live application, then recommending to Priorities Board the sequencing of the

applications and if any should consider other funding sources. The implementation of this proposal would not require additional funding.

4. With the demand on NLF continually increasing, this proposal aimed to make it easier for the City Corporation to review at pace what NLF applications are live or in the pipeline, and support with decision-making as to when it may be advisable for applications to be withdrawn or postponed. The City Corporation's ability to do this would be enhanced due to the involvement of a range of officers from across departments, including grant-making expertise from the CGU.

Fundamental Review and its implications

5. Subsequently, a more wide-ranging option relating to taking a corporate approach to fundraising and supporter development was brought forward as part of the Fundamental Review for consideration by Members at the Resource Allocation Sub Committee awaydays. It is expected that this will form part of one of the cross-cutting themes emerging from the Fundamental Review.
6. Once next steps have been determined, a paper will be brought to the appropriate Committee to apprise Members of future co-ordination and governance arrangements for the NLF bid process.

Corporate implications

7. Financial – There are no specific financial implications at this stage arising from the contents of this report.
8. Risk - The risk of not pursuing a fundraising and supporter development function is that we fail to maximise the potential income to the City Corporation that would accrue from co-ordinating NLF bids as part of a wider, more commercialised approach.

Security implications

9. There are no specific security implications arising from the contents of this report.

Public sector equality duty

10. There are no specific equalities implications arising from the contents of this report.

Resourcing implications

11. There are no specific resourcing implications arising from the contents of this report.

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