



Delegated Authority and Urgency Decisions

Date: MONDAY, 27 APRIL 2020– 3RD MAY 2020

Enquiries: Antoinette Duhaney, Committee & Member Services Officer, Email: antoinette.duhaney@cityoflondon.gov.uk, Tel: 020 7332 1408

**Delegated or Urgent Decisions taken in accordance with the Court of
Common Council's Standing Orders**

**John Barradell
Town Clerk**

AGENDA

- 1. COMMUNITY AND CHILDREN'S SERVICES COMMITTEE - REPORT OF ACTION TAKEN - 28 MARCH 2020**

For Information
(Pages 1 - 8)
- 2. FREEDOM APPLICATIONS COMMITTEE - REPORT OF ACTION TAKEN - 17 APRIL 2020**

For Information
(Pages 9 - 10)
- 3. CAPITAL BUILDINGS COMMITTEE - REPORT ON ACTION TAKEN [1 MAY 2020]**

For Information
(Pages 11 - 12)

Committee: Community and Children's Services Committee	Date: 24 March 2020
Subject: Report of Action Taken – Decisions taken under Urgency procedures since the last meeting of the Committee	Public
Report of: Town Clerk	For Information
Report author: Rofikul Islam, Town Clerk's Department	

Summary

This report advises Members of an urgent decision taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman, since the last meeting of the Committee, in accordance with Standing Order No. 41(a)

Recommendation

Members are asked to note the report.

SUBJECT: Southwark Estate, New Door Entry Installation – Stopher and Pakeman Houses and Sumner Buildings 2012/13 – Gateway 6: Summarised Outcome Report

BACKGROUND:

This project installed new secure door entry systems to 216 dwellings at three separate blocks at the City's Southwark Estate. The Metropolitan Police supported the installations, which were in response to an attempted serious crime in one of the open stairwells at these blocks.

The project was delivered below budget but not on time. However, conclusions cannot be given as the Project Manager for the works has since retired from the City. Additionally, the use of orders on revenue codes, rather than the use of specified capital budgets, may have adversely affected the ability to carry out other revenue works. A capital works programme is now in place and lessons learned include the need for a more robust monitoring, checking and storage of data on works undertaken. Property information is now stored on the City Corporation's Asset Management System and will allow better future planning, programming and monitoring.

REASON FOR URGENCY:

This report was scheduled for approval by Housing Management and Almshouses Sub Committee, which was inquorate as a result of the Emergency COVID-19 Measures implemented in respect of social distancing. Members of the Sub Committee were therefore consulted on the content of the report.

ACTION TAEKN: the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Community and Children's Services Committee is asked to formally close this project.

Rofikul Islam
Committee and Member Services Officer
Town Clerks
Rofikul.islam@cityoflondon.gov.uk

Committees: Corporate Projects Board [for information] Projects Sub [for decision] Housing Management and Almshouses Sub [for decision]		Dates: 04 February 2020 24 February 2020 23 March 2020
Subject: Southwark Estate, New Door Entry Installation – Stopher and Pakeman Houses and Sumner Buildings 2012/13 Unique Project Identifier: <i>9362 (29100020 Stopher and Pakeman Houses)</i> <i>9363 (29100019 Sumner Buildings)</i>	Gateway 6: Summarised Outcome Report Light (unspecified at Gateway 5)	
Report of: Director of Community & Children's Services Report Author: Lochlan MacDonald		For Decision
PUBLIC		

Summary

1. Status Update	Project Description: <p>Installation of brand new secure door entry systems to 216 dwellings at three separate blocks at the City's Southwark estate was undertaken: Stopher House (60 flats) and Pakeman House (56), and Sumner Buildings (100). All other blocks at Southwark estates already had working secure door entry systems, to prevent unauthorised access to the blocks and these works were undertaken to:</p> <ul style="list-style-type: none"> • achieve parity with other Southwark blocks • prevent potential criminal and anti-social behaviour in the blocks. <p>The Metropolitan Police support the installations, which were a response to an attempted serious crime in one of the open stairwells at these blocks.</p>
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	<p>RAG Status: Red (project completed, Project status at Gateway 5 was Green).</p> <p>Risk Status: Low (project completed, low risk status given at Gateway 5 Report, December 2013).</p> <p>Final Outturn Cost: £258,637 (Combined cost)</p> <p>Slippage: Six Months</p> <p>Works completed are: The works covered installation of new main entrance doors, call panels at each stairwell entrance, receiving units in all flats and new electronic door opening fob controls for residents.</p>
<p>2. Next steps and Requested decisions</p>	<p>Requested Decisions:</p> <p>That the projects are now closed.</p>

<p>3. Budget</p>	<p>The original approved budgets, actual expenditure and underspend (saving) on each project are shown below</p> <table border="1" data-bbox="486 1102 1260 1438"> <thead> <tr> <th colspan="4" data-bbox="486 1102 1260 1198">Stopher & Pakeman Houses, and Sumner Buildings Door Entry Installation</th> </tr> <tr> <th data-bbox="486 1198 646 1272">Project</th> <th data-bbox="646 1198 858 1272">Approved Budget</th> <th data-bbox="858 1198 1061 1272">Actual Spend</th> <th data-bbox="1061 1198 1260 1272">Underspend</th> </tr> </thead> <tbody> <tr> <td data-bbox="486 1272 646 1317">9362</td> <td data-bbox="646 1272 858 1317">£153,006</td> <td data-bbox="858 1272 1061 1317">£159,304</td> <td data-bbox="1061 1272 1260 1317">See below</td> </tr> <tr> <td data-bbox="486 1317 646 1361">9363</td> <td data-bbox="646 1317 858 1361">£116,480</td> <td data-bbox="858 1317 1061 1361">£99,333</td> <td data-bbox="1061 1317 1260 1361">See below</td> </tr> <tr> <td data-bbox="486 1361 646 1406">TOTALS</td> <td data-bbox="646 1361 858 1406">£269,486</td> <td data-bbox="858 1361 1061 1406">£258,637</td> <td data-bbox="1061 1361 1260 1406">£10,849</td> </tr> <tr> <td data-bbox="486 1406 646 1438"></td> <td data-bbox="646 1406 858 1438"></td> <td data-bbox="858 1406 1061 1438"></td> <td data-bbox="1061 1406 1260 1438"></td> </tr> </tbody> </table> <p>Capital projects and funding were set up on the City's Oracle system for expenditure to be made against. However, orders were raised through separate revenue codes, meaning the capital works budgets on each remain unused. Fees and staff costs have been incurred and correctly charged to the capital projects.</p> <p>Chamberlains have been advised and are taking the necessary action to reconcile the finances.</p> <p>The table below illustrates the total expenditure across both projects.</p>	Stopher & Pakeman Houses, and Sumner Buildings Door Entry Installation				Project	Approved Budget	Actual Spend	Underspend	9362	£153,006	£159,304	See below	9363	£116,480	£99,333	See below	TOTALS	£269,486	£258,637	£10,849				
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Estimated Total Project Cost G2

This was not subject to a G2 report but reports requesting permission to tender were submitted to the Chief Officer. The combined costs of both projects was £400,000 (see appendix one for more details)

	At Authority to Start work (G5)	Final Outturn Cost (G6)
<i>Fees Staff Costs</i>	£29,943	£31,374
<i>Works</i>	£239,543	£227,263
<i>Purchases</i>	£0	£0
<i>Other Capital Expend</i>	£0	£0
<i>Costed Risk Provision (Contingency)</i>	£0	£0
<i>Recharges</i>	£0	£0
<i>Other</i>	£0	£0
Total	£269,486	£258,637

The Final Account for these works has not been verified due to how expenditure was made and coded. Chamberlains have been notified of how expenditure was attributed.

4. Programme

Activity	Authority to Start work (G5) Programme	Final (G6) Programme
Appointment of Contractor	January 2014 (gateway 5)	June 2014
Start on Site	December 2013	June 2014
Finish On Site	June 2014	December 2014

Actual dates cannot be verified. However, the first order was issued in June 2014 and the final order was issued in December 2014. From this information, the dates above have been extrapolated.

<p>5. Key Conclusions</p>	<ol style="list-style-type: none"> 1. The Project was delivered below budget but not on time. Reasons for these conclusions cannot be given as the project manager for the works has since retired from the City. 2. The use of orders on revenue codes rather than the use of specified capital budgets may have adversely affected the ability to carry out other revenue works. A capital works programme is now in place. 3. Lessons learned include the need for a more robust monitoring, checking and storage of data on works undertaken. 4. Property information is now stored on our asset management system and will allow better future planning, programming and monitoring. Details of all completed works are now immediately uploaded to the Department's Keystone Access Management System, allowing details of works done on estate, block and dwelling level to be accessed.
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Appendices

Appendix A	Summary of estimates and costs

Contact

Report Author	Lochlan MacDonald
Email Address	Lochlan.macdonald@cityoflondon.gov.uk
Telephone Number	020 7332 3939

APPENDIX ONE:

**Pakeman and Stopher Houses, And Sumner Buildings
New Door Entry System Installation 2013/14**

Summary Of Estimates and Spending

At Permission to Seek Tender Stage:			
Blocks	Estimates		
	Fees, Staff	Works	Totals
<i>Pakeman & Stopher</i>	£20,000.00	£194,000.00	£214,000.00
<i>Sumner</i>	£8,000.00	£150,000.00	£158,000.00
<i>Overall Total Estimate</i>			<i>£372,000.00</i>

At Gateway Five:			
Blocks	Estimates		
	Fees, Staff	Works	Totals
<i>Pakeman & Stopher</i>	£17,000.00	£136,005.00	£153,005.00
<i>Sumner</i>	£12,943.00	£103,538.00	£116,481.00
<i>Overall Total G5 Estimate</i>			<i>£269,486.00</i>

At Gateway 6				
Blocks	Works	Fees	Staff Costs	Sub Totals
<i>Pakeman And Stopher</i>	£135,967.21	£15,337.00	£8,000.00	£159,304.21
<i>Sumner</i>	£91,296.21	£8,037.00	£0.00	£99,333.21
<i>Sub Totals</i>	£227,263.42	£23,374.00	£8,000.00	£258,637.42
<i>TOTAL PROJECTS COST</i>				<i>£258,637.42</i>

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Committee: Freedom Applications Committee	Date: 17 April 2020
Subject: Report of Action Taken	Public
Report of: Town Clerk	For Information
Report author: Joseph Anstee, Town Clerk's Department	

Summary

This report advises Members of actions taken by the Town Clerk since the last meeting of the Committee, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b). These actions related to:

AWARD OF THE FREEDOM OF THE CITY OF LONDON BY SPECIAL NOMINATION TO THOMAS MOORE

Recommendation

Members are asked to note the report.

Main report

1. In recognition of his initiative to raise money for the NHS during the COVID-19 coronavirus crisis, the Lord Mayor nominated Thomas Moore, also known as Captain Tom Moore, for Freedom of the City of London by Special Nomination. The nomination was seconded by the Chair of Policy and Resources, Deputy Catherine McGuinness.
2. The Freedom will be the first to be given virtually by the Chamberlain with the help of the Clerk of the Chamberlain's Court. The request for approval was submitted under urgency to provide this recognition in time with the completion of the 100 laps of his garden and his 100th birthday, where we hope the Freedom of the City will form one of many honours that are bestowed upon Captain Moore and find our Freedom joined by other Cities across the UK.
3. In consultation with our Communications team they are able to manage this process subject to the Chamberlain's Court being able to provide a virtual solution.

Action Taken

The Town Clerk, in consultation with the Chairman and Deputy Chairman, agreed that Thomas Moore, also known as Captain Tom Moore, be admitted to the Freedom of the City of London by Special Nomination; being nominated by The Rt. Hon. The Lord Mayor, and Deputy Catherine Sidony McGuinness, Citizen and Solicitor.

Contact:

Joseph Anstee

Committee and Services Officer, Town Clerk's Department

020 7332 1480

Committee Capital Buildings Committee	Date: Delegated
Subject: Police Accommodation Strategy: Decant Programme [1 May 2020]	Public
Report of: Town Clerk	Information
Report author: Alistair MacLellan, Town Clerk's Department	

Public Summary

MAIN REPORTS NOT FOR PUBLICATION

These reports are exempt by virtue of the paragraphs 3 of Part 1 of Schedule 12A of the Local Government Act 1972. Specifically, the report contains sensitive information which may be exempted under the Act, and as this cannot be presented to Members as a separate appendix this report needs to be considered in closed session. It is considered that information falling under the following paragraphs outweighs the public interest in disclosing information:

3)	Information relating to the financial or business affairs of any particular person or body (including the authority holding that information).
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Background

This report sets out issues around additional mechanical and electrical works, delays, and identified defects arising from an element of the City of London Police Decant Programme and seeks a budget increase, and approval for the recommended way forward to resolve the identified issues.

Action Taken

The Town Clerk, in consultation with the Chairmen and Deputy Chair, approved

- An overall budget increase to meet additional costs arising within the accommodation programme; the resulting revised budget; and further recommendations regarding contractors.

Alistair MacLellan

Town Clerk's Department

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