



Barbican Residential Committee

Date: TUESDAY, 2 FEBRUARY 2021

Time: 1.45 pm

Venue: VIRTUAL TEAMS MEETING

Members:	Michael Hudson (Chairman)	Jeremy Mayhew
	Mark Wheatley (Deputy	Andrew McMurtrie
	Chairman)	Barbara Newman
	Randall Anderson (Ex-Officio)	Susan Pearson
	Adrian Bastow	Deputy John Tomlinson
	Mark Bostock	Dawn Wright
	Deputy David Bradshaw	
	Henry Colthurst	
	Mary Durcan	

Accessing the virtual public meeting:

Members of the public can observe this virtual public meeting at the link below:

<https://youtu.be/rMRUuTRSCUU>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Enquiries: julie.mayer@cityoflondon.gov.uk

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **SERVICE CHARGE EXPENDITURE AND INCOME ACCOUNT - LATEST APPROVED BUDGET 2020/21 AND ORIGINAL BUDGET 2021/22**

Report of the Chamberlain and the Director of Community and Children's Services.
For Decision
(Pages 1 - 8)
4. **REVENUE AND CAPITAL BUDGETS - LATEST APPROVED BUDGET 2020/21 AND ORIGINAL 2021/22 EXCLUDING DWELLINGS SERVICE CHARGE INCOME AND EXPENDITURE**

Report of the Chamberlain and the Director of Community and Children's Services.
For Decision
(Pages 9 - 18)
5. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.
For Decision
(Pages 19 - 20)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of the Schedule 12A of the Local Government Act.
For Decision
9. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Agenda Item 3

Committee(s): Residents Consultation	Dated: 25 January 2021
Barbican Residential	2 February 2021
Subject: Service Charge Expenditure and Income Account - Latest Approved Budget 2020/21 and Original Budget 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4,12.
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	Y
Report of: The Chamberlain Director of Community & Children's Services	For Decision
Report author: Goshe Munir, Senior Accountant, Chamberlain's Department	

Summary

This report sets out the original budget for 2020/21 and 2021/22 for revenue expenditure included within the service charge in respect of dwellings. This does not include any expenditure or income pertaining to car parking or stores. The amount charged to individual lessees will depend on the percentages set out in their lease.

The original budget for 2021/22 total expenditure including net recharges is £10,019,000 compared to the 2020/21 original approved budget of £9,337,000 a increase of £682,000.

This is only the budget for the years in question and the actual amount charged to lessees will depend on the actual amount spent and the percentage set out in the individual leases.

Summary Of Table 1	Original Budget 2020/21 £'000	Original Budget 2021/22 £'000	Movement £'000
Expenditure	(8,220)	(8,688)	(468)
Recharges	(1,117)	(1,331)	(214)
Income	9,337	10,019	682
Total Net Expenditure	0	0	0

Recommendations

The Committee is requested to:

- Review the provisional 2021/21 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews, and corporate projects.

Main Report

Introduction

1. This report sets out the proposed revenue budget for 2021/22. The revenue budget management arrangements are to:
 - Place responsibility for budgetary control on departmental Chief Officers
 - Apply a cash limit policy to Chief Officers' budgets
2. The budget has been analysed by service expenditure and compared with the latest approved budget for the current year.

Proposed Revenue Budget for 2021/22

3. The proposed Revenue Budget for 2021/22 is shown in table 1 overleaf. Note a reconciliation of the 2020/21 latest agreed budget to the 2020/21 original budget is also provided for information in Appendix 3.
 - Local Risk budgets – these are budgets deemed to be largely within the Chief Officer's control.
 - Central Risk budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.

Table 1 - Analysis of Service Expenditure	Local, Central Risk or Recharges	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved Budget 2020-21 £'000	Original Budget 2021-22 £'000	Movement 2020-21 to 2021-22 £'000	Paragraph Reference
Expenditure							
Employees	L	(2,590)	(2,724)	(2,694)	(2,608)	116	4
Premises Related Expenses							
Repairs and Maintenance	L	(2,467)	(1,939)	(2,099)	(2,234)	(295)	5
Supplementary Revenue Projects	C	(706)	(425)	(966)	(610)	(185)	6
Energy Costs	L	(2,594)	(2,503)	(2,567)	(2,580)	(77)	7
Rents	L	(137)	(141)	(142)	(143)	(2)	
Rates	L	(14)	(19)	(19)	(19)	0	
Water Services	L	(2)	(3)	(3)	(3)	0	
Cleaning and Domestic Supplies	L	(120)	(222)	(243)	(246)	(24)	
Grounds Maintenance	L	(139)	(130)	(130)	(130)	0	
Supplies and Services							
Equipment, Furniture and Materials	L	(40)	(74)	(74)	(74)	0	
Catering	L	0	(1)	(1)	(1)	0	
Uniforms	L	(9)	(12)	(12)	(13)	(1)	
Printing, Stationery and Office Exp.	L	(6)	(6)	(6)	(6)	0	
Fees and Services	L	(21)	(1)	(1)	(1)	0	
Contributions to Provisions	L	(0)	0	0	0	0	
Communication and Computing	L	(12)	(20)	(20)	(20)	0	
Total Expenditure		(8,857)	(8,220)	(8,977)	(8,688)	(468)	
Income							
Total Income	L/C	10,286	9,337	10,360	10,019	682	
Net Income		1,429	1,117	1,383	1,331	214	
Recharges							
Expenditure	R	(1,585)	(1,697)	(1,509)	(1,457)	240	
Income	R	156	580	126	126	(454)	
Total Recharges		(1,429)	(1,117)	(1,383)	(1,331)	(214)	
Total Service Charge Account		0	0	0	0	0	

4. Employees costs have decreased by £116,000 as shown in Table 2 below. Cost decrease is mainly due to due to a reduction in cleaning staff following a review of work schedules.
5. Repairs and maintenance costs have increased by £295,000 compared to the original budget due to increase in costs for responsive repairs, lift maintenance and drainage works. A full breakdown is provided in Appendix 1.
6. The cost of supplementary revenue projects is expected to be £610,000 and relates mainly to the redecoration programme as set in paragraph 8 below.
7. Energy costs have increased by £77,000 to reflect actuals and expected consumption.

Table 2 - Manpower statement	Original Budget 2020/21		Original Budget 2021/22	
	Manpower Full-time equivalent	Estimated cost £'000	Manpower Full-time equivalent	Estimated cost £'000
Service Charge Account	61	(2,724)	57	(2,608)

Draft Capital and Supplementary Revenue Budgets

8. The latest estimated costs of the Committee's current approved capital and supplementary revenue projects are summarised in the Table below.

	Project	Exp. Pre 01/04/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Later Years £'000	Total £'000
	<u>Pre-implementation</u>						
Service Charge	Renew Door Entry System	20	3	-	-	-	23
	<u>Authority to Start Work</u>						
Service Charge	Communal Repairs	1,736	502	-	-	-	2,238
Service Charge	Concrete Repairs	740	33	-	-	-	773
Service Charge	Redecoration 2020-25	24	55	610	1,103	2,125	3,917
Service Charge	Water System	463	373	-	-	-	836
TOTAL BARBICAN RESIDENTIAL		2,983	966	610	1,103	2,125	7,787

9. Pre-implementation costs comprise only feasibility and options appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.

10. A significant proportion of the costs for these schemes will be recoverable from residents via service charges.

11. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2021.

Appendices

Appendix 1 = Analysis of Repairs, Maintenance and Minor Improvements

Appendix 2 = Support Services and Capital Charges

Appendix 3 = Reconciliation of 2020/21 Original Budget to Latest Approved Budget 2019/20

Appendix 4 = Actual service charge 2019/20 billed to residents and the estimated service charge billed to residents for 2020/21.

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Mark Jarvis Mark.Jarvis@cityoflondon.gov.uk *Chamberlain's Department*

Dr. P. Kane
Chamberlain

Andrew Carter
Director of Community and Children's Services

Appendix 1

Analysis of Repairs, Maintenance and Minor Improvements

Costs to be charged to Long Lessees and Landlord. (The latter responsible for short term tenancies and voids)	Original Budget 2020/21 £000	Latest Budget 2020/21 £000	Original Budget 2021/22 £000
Responsive and Contract Servicing including Building Miscellaneous Works	(1,155)	(1,275)	(1,305)
IRS maintenance	(40)	(40)	(40)
Responsive and Contract Servicing - Lifts	(296)	(396)	(401)
Drainage Repairs / Remedial Work	(62)	(62)	(112)
Water Penetration	(75)	0	(75)
Sub Total Responsive and Contract Servicing	(1,628)	(1,773)	(1,933)
Asbestos Removal	(60)	(70)	(70)
Water Supply Works	(100)	(100)	(100)
Electrical Testing	(64)	(24)	(44)
Upgrade Safety/Security Installations	(40)	(40)	(40)
Consultants Fees	(30)	(10)	(30)
Emergency lighting to stairs, corridors and plant rooms	(17)	(7)	(17)
Asset Management	0	(75)	0
TOTAL	(1,939)	(2,099)	(2,234)

Appendix 2

Support Service and Capital Charges from/to Barbican Service Charges	Actual 2019/20 000	Original Budget 2020/21 000	Latest Approved Budget 2020/21 000	Original Budget 2021/22 000
Support Service and Capital Charges				
Insurance	(41)	(43)	(43)	(43)
IS Staff Recharge	(37)	(36)	(36)	(32)
Total Support Services	(78)	(79)	(79)	(75)
Recharges within Committee				
Cleaning and Lighting	134	126	126	126
Barbican Supervision and Management	(1,005)	(524)	(950)	(902)
Recharges Within Funds				
DCCS	(480)	(640)	(480)	(480)
Contributions to Funds and Provisions				
TOTAL SUPPORT SERVICE AND CAPITAL CHARGES	(1,429)	(1,117)	(1,383)	(1,331)

Appendix 3

Reconciliation of 2020/21 Original Budget to Latest Approved Budget	£'000
Original Budget Net Expenditure	0
Increase in Supplementary Revenue Projects (water system testing and Communal Repairs)	(541)
Revised estimates of employee costs.	30
Premises Related Expenses	(246)
Balancing increased income.	757
Latest Approved Budget Net Expenditure	0

Appendix 4

This appendix shows the actual service charge 2019/20 as billed to residents and the estimated service charge billed to residents for 2020/21. The total figures are as reported in the Relationship of Barbican Residential Committee Outturn Report to Service Charge Schedules Annex 1. The format is as the service charge schedule provided to residents.

	ACTUAL 2019/20	As Billed ESTIMATE 2020/21	REVISED ESTIMATE 2020/21	ESTIMATE 2021/22
	£	£	£	£
Customer Care				
Costs of Management and Supervision	660,991	694,000	692,000	652,000
Estate Management				
Resident Staff	379,933	413,383	392,000	393,000
Furniture & Fittings	24,933	26,000	30,000	30,000
Window Cleaning	159,321	148,785	186,000	186,000
Cleaners/Porters	1,253,992	1,205,460	1,272,000	1,180,000
Car Park Attendants-	650,067	658,791	665,000	663,000
Lobby Porters	696,088	752,000	762,000	761,000
House Officer	132,776	140,000	135,000	135,000
Sub Total	3,297,110	3,344,419	3,442,000	3,348,000
Property Management				
Garchey Maintenance	243,503	268,000	268,000	272,000
General Repairs	1,550,534	1,321,401	1,332,000	1,627,000
Technical Services -	238,918	228,918	230,000	230,000
Lift Maintenance	390,176	360,649	444,000	449,000
Electricity (Common Parts and Lifts)	492,180	516,441	493,000	494,000
Heating	1,987,745	2,013,099	2,037,000	2,046,000
Sub Total	4,903,057	4,708,508	4,804,000	5,118,000
Open Spaces				
Garden Maintenance	139,377	130,000	130,000	130,000
Total Annually Recurring Items	9,000,535	8,876,927	9,068,000	9,248,000
Non-Annually Recurring Items - Major Works				
Asbestos Removal	93,127	0	70,000	70,000
Water Supply Works	107,186	100,000	100,000	100,000
Electrical Testing	0	0	24,000	44,000
Upgrade Safety/Security Installations	22,516	40,000	40,000	40,000
Consultants Fees	0	0	10,000	30,000
Emergency lighting to stairs, corridors and plant rooms	0	3,000	7,000	17,000
Asset Management	78,983	75,000	75,000	0
Roof Repairs	211,082	0	0	0
SRP Projects				
Redecorations and Communal Repairs	103,225	0	502,000	0
Redecorations 2020-2025	16,356	0	55,000	610,000
Concrete Repairs	77,250	0	33,000	0
Water Tank Repairs/Replacement	428,912	112,406	373,000	0
Door Entry Scheme	0	0	3,000	0
Total Non-Annually Recurring Items	1,138,636	330,406	1,292,000	911,000
TOTAL	10,139,171	9,207,333	10,360,000	10,159,000

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Committee(s): Residents Consultation Barbican Residential	Dated: 25 January 2021 2 February 2021
Subject: Revenue and Capital Budgets - Latest Approved Budget 2020/21 and Original 2021/22 Excluding dwellings service charge income and expenditure	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4,12.
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	Y
Report of: The Chamberlain Director of Community & Children's Services	For Decision
Report author: Goshe Munir, Senior Accountant, Chamberlain's Department	

Summary

This report is the annual submission of the revenue and capital budgets overseen by your Committee. In particular it seeks approval to the provisional revenue budget for 2021/22, for subsequent submission to the Finance Committee. Details of the Committee's draft capital budget are also provided.

"The proposed budget for 2021/22 has been prepared within the resource envelope allocated to each Director by Resource Allocation Sub Committee, including the Department's Target Operating Model (TOM) efficiency savings of 12%."

These accounts do not include income and expenditure in relation to dwellings service charges, which is the subject to a separate report before you today, but does include the following: -

- Landlord Services

This includes income and expenditure relating to short term lessee flats, void flats and commercial properties as well as grounds maintenance for public areas.

- Car Parking

The running expenses, capital charges, rent income and service charges relating to 1,273 car spaces of which some 904 are currently occupied.

- Baggage Stores

The running expenses, capital charges, rent income and service charges relating to 1,625 baggage stores. 1434 baggage stores are currently occupied.

- Trade Centre

This is a commercial area of some 117,000 square feet bounded broadly by Beech Street, Aldersgate Street, Fann Street and Bridgewater Square. Capital charges are the main item of expense, although some premises and supervision and management costs are incurred. Income comprises rent and charges for services including Virgin Active, GSMD Practice room, Laundrette, Parking Services and Creche.

The provisional nature of the revenue budgets particularly recognises that further revisions may arise from the necessary realignment of funds resulting from corporate projects.

Summary of Table 1	Original Budget 2020/21	Original Budget 2021/22	Movement
	£'000	£'000	£'000
Expenditure	(3,340)	(3,464)	(124)
Income	5,052	5,048	(4)
Net Income (Local and Central Risk)	1,712	1,584	(128)
Capital Charges and Support services	(4,354)	(3,956)	398
Total Net Income/Expenditure	(2,642)	(2,372)	270

Overall, the 2021/22 provisional net revenue expenditure budget totals £2,372,000 a reduction of £270,000 compared with the Original Budget for 2020/21 of 2,642,000. The main reason for this variance is the 12% TOM efficiency savings, alongside increases in repairs & maintenance which were offset by reductions in Capital Charges and Support services.

Recommendations

The Committee is requested to:

- Review the provisional 2021/22 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Review and approve the draft capital budget;
- Authorise the Chamberlain to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews including corporate projects.

Main Report

Introduction

1. This report sets out the proposed revenue budget and capital budgets for 2021/22. The revenue budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk and recharge budgets
 - Place responsibility for budgetary control on departmental Chief Officers
 - Apply a cash limit policy to Chief Officers' budgets
2. The budget has been analysed by service expenditure and compared with the original approved budget for the current year.

The report also compares the current year's budget with the forecast outturn.

Proposed Revenue Budget for 2021/22

3. The proposed Revenue Budget for 2021/22 is shown in Table 1 overleaf analysed between:
 - Local Risk budgets – these are budgets deemed to be largely within the Chief Officer's control.
 - Central Risk budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.
4. The provisional 2021/22 budgets, under the control of the Director of Community & Children's Services being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy and Resources and Finance Committees. This includes a 2% efficiency saving offset by 2% inflation allowance and the Department's Target Operating Model (TOM) efficiency savings of 12%. The budget has been prepared within the resources allocated to the Chief Officer.

Analysis of Service Expenditure	Local or Central Risk	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved Budget 2020-21 £'000	Original Budget 2021-22 £'000	Movement OB 2020-21 to OB 2021-22 £'000	Paragraph Reference
EXPENDITURE							
Employees	L	(1,951)	(2,001)	(2,009)	(2,030)	(29)	
Repairs and Maintenance	L	(992)	(887)	(1,626)	(1,354)	(467)	7
Other Premises Related Expenditure	L	(369)	(288)	(299)	(299)	(11)	
Supplies & Services	L	(206)	(163)	(156)	(155)	8	
Transport	L	(0)	(1)	(1)	(1)	0	
TOM efficiency savings of 12%.	L	0	0	0	391	391	8
Supplementary Revenue Projects	C	(0)	0	(155)	(16)	(16)	
Total Expenditure		(3,518)	(3,340)	(4,246)	(3,464)	(124)	
INCOME							
Customer, Client Receipts (mainly rents and non-dwelling service charges)	L	5,146	4,827	4,955	4,823	(4)	
Charge for insurance	C	325	225	193	225	0	
Total Income		5,472	5,052	5,148	5,048	(4)	
NET INCOME BEFORE SUPPORT SERVICES AND CAPITAL CHARGES		1,954	1,712	902	1,584	(128)	
CHARGES							
SUPPORT SERVICES AND CAPITAL CHARGES							
Central Support Services and Capital Charges		(4,734)	(4,725)	(4,724)	(4,591)	134	Point 9 - Appendix 2
Recharges within Fund & Committee		(123)	(27)	(135)	(141)	(114)	
Recharges to Service Charge Account		871	398	824	776	378	
Total Support Services and Capital charges		(3,986)	(4,354)	(4,035)	(3,956)	398	
TOTAL NET EXPENDITURE		(2,032)	(2,642)	(3,101)	(2,372)	270	

Notes - Examples of types of service expenditure: -

- (i) Other Premises Related Expenses – includes energy costs, rates, water services, cleaning and domestic supplies

5. Expenditure and adverse variances are presented in brackets. An analysis of this Revenue Expenditure by Service Managed is provided in Appendix 1. Only significant variances (generally those greater than £100,000) have been commented on in the following paragraphs.
6. Overall there is a decrease in net expenditure of £270,000 in the overall budget between the 2020/21 original budget and the 2021/22 original budget. The main movements are explained by the variances in the following paragraphs.
7. Repairs and maintenance costs are expected to be £467,000 higher due to additional provisions for breakdown maintenance in 2021/22 as set in the detailed breakdown of Repairs and Maintenance costs provided in Appendix 3.

Table 2 - Manpower statement	Original Budget		Original Budget	
	2020/21		2021/22	
Non-Service Charge Staffing	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Total	33	(2,001)	33	(2,030)

8. The proposed budget for 2021/22 has been prepared within the resource envelope allocated to each Director by Resource Allocation Sub Committee, including the Department's Target Operating Model (TOM) efficiency savings of 12%. The savings will be met from Landlord's repairs and maintenance and from the Car Park Account
9. A detailed breakdown of the movement on Central Support Services and Capital Charges is presented in Appendix 2.

Potential Further Budget Developments

10. The provisional nature of the 2021/22 revenue budget recognises that further revisions may be required.

Draft Capital and Supplementary Revenue Budgets

11. The latest estimated costs of the Committee's current approved capital and supplementary revenue projects are summarised in the Table below.

Service	Project	Exp. Pre 01/04/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Later Years £'000	Total £'000
	<u>Authority to Start Work</u>						
Landlord	Contractor Office Conversion Andrewes House	298	12	-	-	-	310
Landlord	Beech Garden Podium Waterproofing	4,188	86	-	-	-	4,274
Landlord	Frobisher Crescent Balcony Works	326	40	-	-	-	366
	<u>Disposal Costs</u>						
Landlord	Barbican Turret	143	17	16	-	-	176
TOTAL BARBICAN RESIDENTIAL		4,955	155	16	0	0	5,126

12. Pre-implementation costs comprise only feasibility and options appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.

13. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2021.

Appendices

Appendix 1: Revenue Expenditure by Service Managed

Appendix 2: Support Service and Capital Charges from/to Barbican Residential Committee

Appendix 3: Analysis of Repairs, Maintenance and Minor Improvements

Appendix 4: Original Budget 2020/21 to Latest Approved Budget

Dr Peter Kane
Chamberlain
Services

Andrew Carter
Director of Community & Children's

Contact: Goshe Munir Goshe.Munir@cityoflondon.gov.uk or
Mark Jarvis Mark.Jarvis@cityoflondon.gov.uk Chamberlain's Department

Analysis by Service Managed	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved 2020-21 Budget £'000	Original Budget 2021-22 £'000	Movement 2020-2021 to 2021-22 £'000
CITY FUND					
Supervision & Management (fully recharged)	(0)	0	0	0	0
Landlord Services	(2,454)	(2,953)	(3,178)	(2,887)	66
Car Parking	(414)	(346)	(421)	(387)	(41)
Baggage Stores	53	5	(6)	0	(5)
Trade Centre	772	653	505	512	(141)
Other Non-Housing	9	(1)	(1)	(1)	0
TOM efficiency savings of 12%.	0	0	0	391	391
TOTAL	(2,033)	(2,642)	(3,101)	(2,372)	270

*Note that the Baggage Stores within the car parks are included in the Car Park Account.

Supervision and Management – General

This section relates to the requirements of the Barbican Estate Office including staffing, premises, information technology and support from Guildhall. The Estate Office is responsible for the management of the flats, commercial units, car parks and baggage stores. Management includes repairs and maintenance, security, cleanliness of common parts, calculation of service charges and the initial stages of arrears recovery. Total expenditure on this section is fully recharged to other sections of these accounts plus a relevant proportion to the Service Charge account, which is the subject to a separate report before you today. The IT costs are recharged on number of transactions while the other costs are allocated broadly on time sheet information.

Landlord Services

Expenditure includes repairs to the interior of short-term lessees' flats and void flats. Grounds maintenance of public areas, insurance (other than that included in the Service Charge Account for lifts and the garchey system), capital charges relating to properties not sold on a long lease, and supervision and management. Income includes rent income from short term tenancies (apart from the service charge element), rent from ten commercial properties, licence fees for various aerial sites, and reimbursements for insurance, dilapidations and other services. Long lessees have the option to arrange alternative insurance to that provided through the City and, consequently, insurance is accounted for in the Landlord Account rather than as part of the Service Charge Account.

Car Parking

The running expenses, capital charges, rent income and service charges relating to 1,273 car spaces of which some 904 are occupied including 267 bays held on long licences. Long Licensees pay a service charge in respect of the services provided to all car parks. The income and expenses for the stores located within the car parks are also included in the car park account.

Baggage Stores

The running expenses, capital charges, rent income and service charges relating to 1,050 baggage stores located in the residential blocks.

Trade Centre

This is a commercial area of some 117,000 square feet bounded broadly by Beech Street, Aldersgate Street, Finn Street and Bridgewater Square. Capital charges are the main item of expense, although some premises and supervision and management costs are incurred. Income comprises rent and charges for services including Virgin Active, GSMD Practice room, Laundrette, Parking Services and Creche.

APPENDIX 2

Support Service and Capital Charges from/to Barbican Residential Committee	Actual 2019/20 £'000	Original Budget 2020/21 £'000	Latest Approved Budget 2020/21 £'000	Original Budget 2021/22 £'000
Support Service and Capital Charges				
Insurance	(296)	(300)	(300)	(301)
IS Recharges	(218)	(207)	(199)	(162)
Capital Charges	(3,654)	(3,668)	(3,675)	(3,647)
Chamberlain	(405)	(395)	(395)	(335)
Comptroller and City Solicitor	(19)	(14)	(14)	(16)
Town Clerk	(132)	(127)	(127)	(119)
City Surveyor	(0)	(1)	(1)	(0)
Other Services	(10)	(13)	(13)	(11)
Total Support Services and Capital Charges	(4,734)	(4,725)	(4,724)	(4,591)
Recharges Within Funds				
Corporate and Democratic Core - Finance Committee	50	50	50	50
HRA	13	4	4	4
Community and Children's Services Committee	(186)	(81)	(189)	(195)
Service Charge Account	871	398	824	776
TOTAL SUPPORT SERVICE AND CAPITAL Charges	(3,986)	(4,354)	(4,035)	(3,956)

* Various services including central training, corporate printing, occupational health, union costs and environmental and sustainability section.

APPENDIX 3

ANALYSIS OF REPAIRS, MAINTENANCE AND MINOR IMPROVEMENTS ALL LOCAL RISK

	Orginal Budget 2020/21 £'000	Latest Approved Budget 2020/21 £'000	Orginal Budget 2021/22 £'000	
<u>Supervision & Management Holding Account</u>				
Estate Office - Breakdown Maintenance	(9)	(9)	(11)	E
Total Supervision & Management Holding Account	(9)	(9)	(11)	
<u>Services and Repairs - Landlords</u>				
Breakdown Maintenance	(451)	(987)	(792)	E
Drains	(97)	(97)	(97)	
Insurance Works	(35)	(35)	(35)	
Dilapidations	(15)	(15)	(15)	
Lift contract servicing	(7)	(7)	(7)	
Asbestos data	(5)	(5)	(6)	
Redecorations Works	(35)	(25)	(35)	A
Total Services and Repairs - Landlords	(645)	(1,171)	(987)	
<u>Car Parking</u>				
Breakdown Maintenance - Building	(193)	(418)	(313)	E
Safety Security	(1)	(1)	(2)	
Total Car Parking	(194)	(419)	(315)	
<u>Stores</u>				
Breakdown Maintenance	(7)	(7)	(9)	E
Total Stores	(7)	(7)	(9)	
<u>Trade Centre</u>				
Breakdown Maintenance	(32)	(20)	(32)	E
Total Trade Centre	(32)	(20)	(32)	
<u>Other Non-Housing</u>				
Breakdown Maintenance	0	0	0	E
Total Other Non-Housing	0	0	0	
TOTAL	(887)	(1,626)	(1,354)	

E = ESSENTIAL

A = ADVISABLE

D = DESIRABLE

Appendix 4

Original Budget 2020/21 to Latest Approved Budget	£'000
Original Budget Net Income	(2,642)
Supplementary Revenue Projects	(155)
Increase in Breakdown Maintenance	(740)
Recharges to Service Charge Account	319
Customer, Client Receipts (Increase income related to baggage stores)	128
Other movements	(11)
Latest Approved Budget	(3,101)

Committee(s): Special Meeting of the Barbican Residential Committee	Dated: 2 nd February 2021
Subject: Annual Review of Terms of Reference	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8, 10
Does this proposal require extra revenue and/or capital spending?	Members are asked to consider the current scope of the Committee's Terms of reference, and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
Report of: Town Clerk	For Decision
Report author: Committee and Member Services Officer	

Summary

As part of the post-implementation review of the changes made to the City Corporation's governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council. The latest terms of reference of the Community and Children's Services Committee are attached at Appendix 1 to this report.

This annual review also affords Members an opportunity to review the frequency of a Committee's meetings and determine whether it remains appropriate or requires adjustment.

Recommendations:

1. The terms of reference of the Committee (**set out at Appendix 1**) be approved, subject to any comments, for submission to the Court in April 2021; and,
2. Members consider whether any change is required to the frequency of the Committee's meetings.

Contact: Julie Mayer - Email: julie.mayer@cityoflondon.gov.uk

BARBICAN RESIDENTIAL COMMITTEE TERMS OF REFERENCE

1. Constitution

A Non-Ward Committee consisting of:

- 7 Members who are non-residents of the Barbican Estate elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment.
- 2 Members nominated by each of the following Wards/Sides of Ward:-
 - Aldersgate
 - Cripplegate Within
 - Cripplegate Without
- the Chairman or Deputy Chairman of the Community & Children's Services Committee (ex-officio)

The Chairman and Deputy Chairman of the Committee shall be elected from the Members who are non-residents of the Barbican Estate.

2. Quorum

The quorum consists of any three Members who are non-residents of the Barbican Estate.

3. Terms of Reference

To be responsible for:-

- (a) the management of all completed residential premises and ancillary accommodation on the Barbican Estate, e.g. the commercial premises, launderette, car parks, baggage stores, etc. (and, in fulfilling those purposes, to have regard to any representations made to it by the Barbican Estate Residents' Consultation Committee);
- (b) the disposal of interests in the Barbican Estate pursuant to such policies as are from time to time laid down by the Court of Common Council.