



## Special Meeting of the Investment Committee

**Date:** THURSDAY, 6 MAY 2021

**Time:** 3.45 pm, or at the rising of the Policy & Resources Committee, whichever is later.

**Venue:** VIRTUAL MEETING (ACCESSIBLE REMOTELY)

**Members:**

Nicholas Bensted-Smith	Deputy Henry Pollard
Deputy Michael Cassidy	James de Sausmarez
Henry Colthurst	Ian Seaton
Simon Duckworth	Deputy Philip Woodhouse
Alderman Alison Gowman	Deputy Catherine McGuinness (Ex-Officio Member)
Alderman Robert Howard	Sheriff Christopher Hayward (Ex-Officio Member)
Alderman Robert Hughes-Penney	Deputy Clare James
Deputy Clare James	Tim Levene
Tim Levene	Deputy Andrien Meyers
Deputy Andrien Meyers	Deputy Jamie Ingham Clark (Ex-Officio Member)

Plus 8 Members of the Policy & Resources Committee to be appointed on 6 May 2021

**Enquiries:** Joseph Anstee  
[joseph.anstee@cityoflondon.gov.uk](mailto:joseph.anstee@cityoflondon.gov.uk)

### Accessing the virtual public meeting

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

[https://youtu.be/02\\_3W\\_rQ7AY](https://youtu.be/02_3W_rQ7AY)

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.

**John Barradell**  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**  
To receive the Order of the Court of Common Council on 15 April 2021.

**For Information**  
(Pages 1 - 2)

**By convention, the Investment Committee appoints its Boards before electing a  
Chair/Chairman and Deputy Chair/Chairman**

4. **APPOINTMENT OF THE BOARDS AND FREQUENCY OF MEETINGS**  
Report of the Town Clerk

**For Decision**  
(Pages 3 - 12)

5. **ELECTION OF CHAIR/CHAIRMAN**  
To elect a Chair/Chairman in accordance with Standing Order 29.

**For Decision**

6. **ELECTION OF DEPUTY CHAIR/CHAIRMAN**  
To elect a Deputy Chair/Chairman in accordance with Standing Order 30.

**For Decision**

# Agenda Item 3

RUSSELL, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 15 <sup>th</sup> April 2021, doth hereby appoint the following Committee until the first meeting of the Court in April, 2022.
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## INVESTMENT COMMITTEE

### 1. **Constitution**

A Non-Ward Committee consisting of,

- 14 Members 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
- eight Members nominated by the Policy & Resources Committee
- the Chairman and a Deputy Chairman of the Policy & Resources Committee (ex-officio)
- the Chairman and Deputy Chairman of the Finance Committee (ex-officio)
- the Chairman of the Social Investment Board (ex-officio)

### 2. **Quorum**

The quorum consists of any seven Members.

### 3. **Membership 2021/22**

- 4 (4) Andrien Gereith Dominic Meyers, Deputy
- 11 (4) Michael John Cassidy, C.B.E., Deputy
- 11 (4) Ian Christopher Norman Seaton, M.B.E.
- 9 (3) Henry Nicholas Almroth Colthurst
- 3 (3) Alison Jane Gowman, Alderman
- 3 (3) Robert Charles Hughes-Penney, Alderman
- 7 (3) Philip Woodhouse, Deputy
- 6 (2) Nicholas Michael Bensted-Smith, J.P.
- 5 (2) James de Sausmarez
- 10 (2) Claire James, Deputy
- 11 (1) Simon D'Olier Duckworth, O.B.E., D.L.
- 10 (1) Robert Picton Seymour Howard, Alderman
- 5 (1) Timothy Levene
- 11 (1) James Henry George Pollard, Deputy

together with the Members referred to in paragraph 1.

### 4. **Terms of Reference**

- (a) To be responsible for the strategic oversight and monitoring of the performance, risk profile and adherence of fund managers of all of the City of London Corporation's investments, in accordance with the investment strategy determined by the Policy & Resources Committee.
- (b) To monitor and oversee the performance of the Sir William Coxen Trust Fund's (206936) investments and the investment fund manager, and to report back and provide relevant advice to the trustees.
- (c) To fulfil (a) and (b) above by means of the appointment of a Property Investment Board and a Financial Investment Board responsible for property and financial investments, respectively.
- (d) To provide the Resource Allocation Sub Committee with recommended proportions between property and non-property assets as part of the resource allocation process with the final decision remaining with the Resource Allocation Sub Committee.

Note: The Property Investment Board and Financial Investment Board shall have the power to:-

- i) co-opt people with relevant expertise or experience, including non-Members of the Court; and
- ii) submit reports on matters relevant to their responsibilities directly to the Court of Common Council.

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# Agenda Item 4

<b>Committee:</b>	<b>Date:</b>
Investment Committee	6 May 2021
<b>Subject:</b> Appointment of the Boards and Frequency of Meetings	<b>Public</b>
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report author:</b> Joseph Anstee, Town Clerk's Department	

## Summary

The purpose of this report is to consider the appointment of the Committee's Boards, to approve their composition and to agree their frequency of meetings.

It is proposed that the Committee appoints the Financial Investment and Property Investment Boards for 2021/22. As of 15 April 2021, responsibility for the Bridge House Estates Social Investment Fund has transferred to the newly constituted Bridge House Estates Board, and therefore the Committee is not required to appoint a Social Investment Board. The Bridge House Estates Board will also be responsible for the property and non-property investments of Bridge House Estates, and the terms of reference for Investment Committee, as well as the proposed terms of reference for the Property Investment Board and Financial Investment Board, have been amended accordingly. Details of the Boards' composition and terms of reference are set out in Appendix 1.

It is also proposed that the protocol for co-option to the Boards be reviewed for 2021/22; the form is set out at Appendix 2.

### Recommendation(s):

It is recommended that:-

- a) approval be given to the appointment of the Financial Investment Board and the Property Investment Board;
- b) authority be delegated to the Town Clerk, in consultation with the Chair and Deputy Chairman of Investment Committee, to appoint Members of the Investment Committee to the Boards where there is a vacancy and where a Member of Investment Committee expresses a willingness to serve;
- c) consideration be given to the frequency of meetings for the Investment Committee, the Financial Investment Board and the Property Investment Board;
- d) the protocol for co-option to the Financial Investment Board and the Property Investment Board be considered; and

e) it be noted that the Chairman and Deputy Chairman of Investment Committee are ex-officio Members of the following Committees:

- Policy & Resources Committee
- Finance Committee

### **Main Report**

1. The Investment Committee is responsible for the strategic oversight and monitoring of the City of London Corporation's investments, in accordance with the investment strategy as determined by the Policy & Resources Committee. This has previously been fulfilled by the appointment of a Financial Investment Board, a Property Investment Board and a Social Investment Board and the Committee therefore considered the appointment of Members to these three Boards.
2. With the constitution of a new Bridge House Estates Board (as approved by the Court in March 2021), that Board will now discharge all the functions of the City of London Corporation as the charity Trustee, except where they have been expressly reserved to the Court of Common Council. Specific changes have been made to the Terms of Reference of the Investment Committee to reflect the transfer of functions to the Bridge House Estates Board, and these are reflected in the Order of the Court of Common Council.
3. Within the functions transferred to the Bridge House Estates Board is responsibility for the property and non-property investments of Bridge House Estates, including the Bridge House Estates Social Investment Fund. Specific changes have been made to the proposed Terms of Reference of the Property Investment Board and Financial Investment Board to reflect the transfer of functions to the Bridge House Estates Board.
4. Furthermore, due to the transfer of responsibility for the Bridge House Estates Social Investment Fund, there is no need for the Committee to appoint a Social Investment Board for the ensuing year.
5. At its inaugural meeting on 4 May 2021, the Bridge House Estates Board is expected to consider references to other Grand Committees to facilitate delivery of existing workstreams and to better inform the Board's decision-making on certain matters, including investments.
6. Accounting for the changes as outlined above, the Committee's Boards are considered in turn below and details of their composition and terms of reference are set out in Appendix 1 of this report.
7. As agreed at the meeting on 6 May 2011, the protocol for co-option to the Boards should be reviewed and agreed on an annual basis and this is included at Appendix 2.

### **Financial Investment Board**

8. It is proposed that the Investment Committee appoints Members to its Financial Investment Board. The proposed Terms of Reference and composition of the Board are given at Appendix 1.
9. It is proposed that the Terms of Reference continue and that the Board should continue to meet approximately five to six times a year.
10. The Financial Investment Board met four times between July 2020 and April 2021 and its last meeting in February 2021 the membership was as follows: -
  - Nicholas Bensted-Smith (Chairman)
  - Henry Colthurst (Deputy Chairman)
  - Anne Fairweather
  - Alderman Prem Goyal
  - Deputy Tom Hoffman
  - Alderman Robert Howard
  - Alderman Robert Hughes-Penney
  - Deputy Jamie Ingham Clark
  - Deputy Clare James
  - Tim Levene
  - Andrien Meyers
  - Deputy Henry Pollard
  - James de Sausmarez
  - Ian Seaton
  - Deputy Philip Woodhouse

### **Property Investment Board**

11. It is proposed that the Investment Committee appoints Members to its Property Investment Board. The proposed Terms of Reference and composition of the Board are given at Appendix 1.
12. It is proposed that the Terms of Reference continue as present and that the Board should continue to meet approximately nine to eleven times a year.
13. The Board met seven times between July 2020 and April 2021 and at its meeting in March 2021 the membership was as follows: -
  - Deputy Tom Sleigh (Chair)
  - Andrien Meyers (Deputy Chairman)
  - Tijs Broeke
  - Simon Duckworth
  - Alderman Prem Goyal
  - Alderman Alison Gowman
  - Sheriff Christopher Hayward
  - Michael Hudson
  - Deputy Jamie Ingham Clark
  - Shravan Joshi
  - Dhruv Patel

- Deputy Philip Woodhouse
- Stuart Corbyn (Co-opted Member)
- Tony Joyce (Co-opted Member)
- David Shaw OBE (Co-opted Member)
- David Brooks Wilson (Co-opted Member)
- Deputy Alastair Moss (Co-opted Member)
- Claudine Blamey (Co-opted Member)
- Deputy Edward Lord (Co-opted Member)
- Karina Dostalova (Co-opted Member)

14. Since November 2017, the Property Investment Board has been convening as a breakfast meeting, beginning at 08:30.

### **Social Investment Board**

15. The Board met three times between July 2020 and April 2021 and at its last meeting in February 2021 the membership was as follows: -

- Henry Colthurst (Chairman)
- Andrien Meyers (Deputy Chairman)
- Nicholas Bensted-Smith
- Tijs Broeke
- Alderman Alison Gowman
- Alderman Robert Hughes-Penney
- Alderman Bronek Masojada
- Jeremy Mayhew
- Dhruv Patel
- Elizabeth Corrado (Co-opted Member)
- Debby Ounsted (Co-opted Member)
- Laura Tumbridge (Co-opted Member)

16. Due to the transfer of responsibility for the Bridge House Estates Social Investment Fund to the Bridge House Estates Board, there is no need for the Committee to appoint a Social Investment Board for the ensuing year.

### **Ex-officio representation on other Committees**

17. Note that the Chair and Deputy Chairman of the Investment Committee are ex-officio Members of the following Committees: -

- Policy & Resources Committee
- Finance Committee

### **Co-option arrangements**

18. The Financial Investment Board and Property Investment Board are empowered to co-opt people with relevant expertise or experience,



including non-Members of the Court of Common Council, to assist in their deliberations.

19. In 2011, the Committee agreed a protocol concerning the co-option arrangements for each Board and that it also be considered by the Boards at their first meeting of the year.
20. A revised version of the document, without references to the Social Investment Board, is presented to the Committee for approval to be used going forward.

### **Appendices**

- Appendix 1: Investment Committee Boards – Composition and Terms of Reference
- Appendix 2: Protocol for co-option to the Financial Investment Board and Property Investment Board.

### **Contact:**

**Joseph Anstee**  
Town Clerk's Department  
Tel: 020 7332 1480

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## Investment Committee Boards – Composition and Terms of Reference

### (A) Financial Investment Board

#### Composition

- Chairman – To be determined by the Board
- 12-14 Members of the Investment Committee

#### Quorum

Any three Members of the Board.

#### Terms of Reference

- a) to approve the appointment of and to monitor the performance of investment managers of the following funds:

- i. City's Cash
- ~~ii. Bridge House Estate~~
- ~~iii. ii.~~ Pension Fund
- ~~iv. iii.~~ Charities Pool
- ~~v. iv.~~ Hampstead Heath Trust

Together with such other funds as are under the City of London Corporation's control;

- b) to review the investment strategy for the securities investments of the Pension Fund, City's Cash, ~~Bridge House Estates,~~ Hampstead Heath Trust Fund and the Charities Pool;
- c) to authorise investments and approve the overall parameters within which the investment fund managers will be authorised to operate;
- d) to invest all new monies in respect of the Pension Fund and the Charities Pool;
- e) to invest such other sums as are from time to time allocated for this purpose;  
and
- f) to monitor the activities of the Chamberlain in connection with his role as banker to the City of London Corporation.

There is provision within the Investment Committee's Terms of Reference to enable the Chairman of the Financial Investment Board to report on and speak to their activities and responsibilities in the Court of Common Council and to ensure that any decisions are taken without undue delay.

## **(B) Property Investment Board**

### **Composition**

- Chairman - To be determined by the Board
- 12-14 Members of the Investment Committee

### **Quorum**

Any three Members of the Board.

### **Terms of Reference**

To determine and approve management and investment matters relating to property within the City's Cash and, City Fund and ~~Bridge House Estates~~ in accordance with the management plans and investment strategies;

- a) to acquire, manage or dispose of all City property within its remit;
- b) to determine specific property ownerships in accordance with policies established by the Policy and Resources Committee and the Court of Common Council in relation to the extent of properties to be held by the City of London Corporation for strategic purposes, including within the City itself;
- c) in relation to Leadenhall Market, to lease any shop or shops at less than the full market rent in order to obtain the stated objectives of securing a first class, balanced and varied market; and
- d) to report during the year to the Investment Committee in relation to its activities and the overall performance of the investment property portfolios.

There is provision within the Investment Committee's Terms of Reference to enable the Chairman of the Property Investment Board to report on and speak to the Board's activities and responsibilities in the Court of Common Council and to ensure that any decisions, especially those relating to property, are taken without undue delay.

## Protocol for co-option to the Financial Investment Board and the Property Investment Board

1. The Financial Investment Board and the Property Investment Board are empowered to co-opt people with relevant expertise or experience, including non-Members of the Court of Common Council, to assist in their deliberations.
2. The arrangements for co-option and the co-opted membership of individuals to the Financial Investment Board and the Property Investment Board will be reviewed on an annual basis at the May meeting of the Investment Committee (and thereafter at the first meetings of the respective Boards).
3. Whilst being conscious of expertise and any required skill sets, Members should consider the gender (sex) and ethnic mix of the relevant Board when proposing co-options, and should seek to introduce new and talented people, from diverse backgrounds, who could make a contribution to the work of the Boards.
4. Members of the Court of Common Council can be co-opted to the Financial Investment Board or the Property Investment Board by agreement of the relevant Board, following proposal of the co-option at a meeting of the Board.
5. When suggesting external individuals with relevant expertise or experience for co-option, Members of the Financial Investment Board or the Property Investment Board will be required to:-
  - a. send a written request for co-option to the Town Clerk, specifying whom it is proposed should be co-opted to either the Financial Investment Board or the Property Investment Board and the reasons for their co-option;
  - b. send a CV or supporting statement, for the individual being suggested for co-option, to the Town Clerk. Bearing in mind the Board's terms of reference, the letter and supporting statement or CV should demonstrate the individual's relevant skills and experience.
6. For the Standards Committee, is it considered inappropriate for past Members of the Court of Common Council or former City Corporation employees to be eligible to serve as [independent] outside members and Members will need to consider if the same conditions should apply in respect of co-option to the Financial Investment Board or the Property Investment Board. It would be inappropriate for a close friend or relative of any Member or officer to serve or indeed an employee of any organisation of which the City Corporation is a client.
7. The Town Clerk will consult the relevant Chief Officer to discuss the co-option request and will, if necessary, prepare a report for the next meeting of the respective Board. Members of the respective Board will then be asked to consider the co-option request.

8. Unless co-option is time-banded or topic/project restricted, co-opted Members of the Financial Investment or the Property Investment Board will be entitled to attend all meetings of the respective Board for a maximum of 12 months (prior to the annual review in May) and to receive all committee-related documentation, including exempt papers, unless otherwise determined by the Town Clerk in consultation with the relevant Chief Officer.
9. The Financial Investment Board and the Property Investment Board are empowered to approve their own co-opted membership (majority vote) without prior consultation with, or agreement by, the Investment Committee. The Town Clerk will inform the Chairman and Deputy Chairman of the Committee once a Board has agreed co-option of an individual.
10. Co-opted Members would not have voting rights.
11. Co-opted Members of the Financial Investment Board or the Property Investment Board will be required to complete a Register of Interest form and declare personal and prejudicial interests when in attendance at meetings.